

**DESOTO COUNTY BOARD OF SUPERVISORS**  
**BOARD MEETING MINUTES**  
**DISTRICT TWO SUPERVISOR, MARK GARDNER, Presiding**  
**August 26, 2021**

**A. CALL TO ORDER**

The August 26, 2021 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Mark Gardner, Board President.

Sheriff Bill Rasco opened the DeSoto County Board of Supervisors meeting in a regular session to hear all business before the Board of Supervisors. The following officials were present:

Supervisor Jessie Medlin	District 1 - ABSENT
Supervisor Mark Gardner	District 2
Supervisor Ray Denison	District 3
Supervisor Lee Caldwell	District 4
Supervisor Michael Lee	District 5
Sheriff Bill Rasco	Sheriff's Department
Misty Heffner	Chancery Clerk
Vanessa Lynchard	County Administrator
Sam Barber	Board Attorney

**B. INVOCATION**

Supervisor Ray Denison offered the invocation.

**C. PLEDGE OF ALLEGIANCE**

**D. CITIZEN REMARKS & PRESENTATIONS**

**E. APPROVAL OF AGENDA: ADDITIONS & DELETIONS**

Supervisor Gardner asked if there was anyone who wished to add or delete items to the Agenda.

County Administrator Vanessa Lynchard requested to add COVID Policy Update to Old Business.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the Agenda with the additions, deletions or corrections listed.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>ABSENT</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

**F. CONSENT AGENDA**

**G. OLD BUSINESS**

1. Covid Policy Update

EMS Director Mark Davis stated the 5-day quarantine does not make sense if an employee is home with someone they are the caregiver for that they are around all the time; such as a child or an elderly person. He said he and Mrs. Crockett did some research.

Human Resources Director Carla Crockett stated the MS Dept. of Health is suggesting quarantining the full 14 days in this situation. She stated she and Mr. Davis are proposing if there is a child or adult who needs constant care in the house with COVID, the parent/caregiver test 5 days after the child's last symptom and quarantine for those 5 days.

Mr. Davis stated the Health Department is now doing 300 tests per day and they are so booked up, he has put in a request for more testing. He stated more than 300 will mean a second team; and perhaps another site. Supervisor Caldwell asked if the other testing sites were still open. Mr. Davis stated all but Baptist Hospital; and they are short staffed. He noted that Baptist DeSoto is getting 70 nurses and respiratory techs; and Methodist Olive Branch is getting a dozen or so. He stated they will be having a one-day orientation to get to work. Mr. Davis stated there were 212 new cases yesterday that were reported. He stated if people are testing at home, they do not get the numbers.

Mrs. Crockett requested to amend the return to work policy to "any employee with household contact of an infected person, where they cannot socially distance themselves from that person, should self-isolate and test 5 days from the last symptom of that infected person. If the results are negative; return to work. If the results are positive; isolate 10 days from the first day of symptoms; and if no symptoms then 10 days from the positive test date".

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to adopt the amendment as follows: "any employee with household contact of an infected person, where they cannot socially distance themselves from that person, should self-isolate and test 5 days from the last symptom of that infected person. If the results are negative; return to work. If the results are positive; isolate 10 days from the first day of symptoms; and if no symptoms then 10 days from the positive test date".

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>ABSENT</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

## H. PLANNING

### I. NEW BUSINESS

#### 1. Budget Discussion – FY2022

##### Page 35 – Tab 001-346 – Fleet

Road Manager Robert Jarman stated the budget is pretty level. He stated they moved some things around in the fuel lines. Mr. Jarman stated there should be about \$20,000 moved from EMS to Fleet for ambulance upkeep. Mrs. Lynchard stated \$4,000 for tire maintenance and items 542 & 680 on page 30 were also moved. Mr. Jarman stated putting that in the Fleet budget will eliminate a lot of paperwork and transferring funds. Mrs. Lynchard stated that EMS Director Mark Davis said since the Road Department has been doing their maintenance; costs are way down.

Mr. Jarman said Mr. Conlee reached out to see which departments wanted vehicles and got response from Animal Control, Facilities, EMA and Planning as follows:

- Purchase 1 Dodge 1500 for Animal Shelter and surplus the one they have
- Purchase 2 Dodge 2500 for EMA – gas vehicles
- Move EMA's 2015 4x4s to Planning (still some good use years in them)
- Move truck from Planning to Facilities

Mr. Jarman stated he felt this was a good way to get everybody pretty much what they wanted and only have to purchase 3 vehicles. He stated, if approved, they can order the vehicles now and pay for them in the next budget year. Mrs. Lynchard stated they would have to amend the budget to cover the cost. Mr. Jarman stated they have enough in their budget without moving any. He stated they need about \$80,000. Mrs. Lynchard asked him to get a total to put in the budget.

**Page 89 – Road Maintenance**

Mr. Jarman stated they had some funds that were hard to track so they spent the past year trying to split things up and get them spent out of the proper funds. He stated he felt like this year’s budget will bring more order and make more sense. He stated his goal was to make the budget be less than the projected revenue. Mrs. Lynchard stated they have been trying for years to get the Road budget to work the way Mr. Jarman is trying to make it work. She stated it will take a couple of years to get there. Mrs. Freeze said they started by trying to be sure they knew what was owed on each project and get each project straight.

Supervisor Caldwell asked about the mobile home line. Mrs. Freeze stated that came from the property taxes. Supervisor Caldwell said it seemed to be low. Mrs. Freeze agreed.

Supervisor Denison stated the 200 items are not a big amount. Mrs. Lynchard stated that millage is split with the cities. Mrs. Freeze stated that is the reason for the adjustments that are being made within the budget.

**Page 90 & 91**

Mr. Jarman stated he is asking for a Dodge 1500 for a shop foreman and a Dodge 4500. He stated he has the money to outfit the 4500. Mr. Jarman stated they have a big truck but it requires a Class A licenses to drive. He stated they might take the bed off of it and use it for another use as the price to sell right now is not very good.

Supervisor Gardner asked if the Sheriff’s tow truck was the only one in the County. Mr. Jarman affirmed. The Sheriff said it is running, but it won’t tow a gravel truck. Mr. Jarman said the biggest vehicle it will tow is a 2500.

Supervisor Lee asked if they would have to order these two trucks early. Mr. Jarman said they could do without these two a little longer if needed. He said he will bring the total for them to the September 7<sup>th</sup> meeting. Mrs. Lynchard stated if the trucks were ordered now, the budget would have to be amended to allow the purchase order to be written; but they would not pay for them until next year.

Supervisor Caldwell asked about the uniforms going up. Mr. Jarman stated once they got a year on the system it went up. He said he renegotiated the contract and cut the amount of shirts from 21 to 15. He said this amount reflects getting 21 shirts.

**Page 94 – Fund 160**

Mrs. Lynchard stated these are the revenues for bridge and culvert

**Page 94 & 95 – County Engineer**

Mr. Jarman stated they are working hard to find one. He said lots of companies in the private sector are also looking for engineers. Supervisor Lee asked what the salary was. Mrs. Crockett stated in the \$82,000 range depending on experience. Mr. Jarman stated they have advertised at the state universities and with the MS Assoc. of Engineers.

**Page 98 & 99 – Operating Budget for Bridge & Culvert**

Increases for equipment – Mrs. Lynchard stated this fund collects twice as much money per mill. She stated they took a lot of care and thought while working on this fund.

Mr. Jarman listed the following highlights:

- Allocation to Southaven for the roads around the Landers Center
- \$796,000 for new road equipment
  - 4 new tractors
  - Will sell 4 (have gotten a \$119,000 base)
  - New wheel loader
  - 1 mini excavator
  - 1 backhoe

Supervisor Denison asked if the Landers Center roads funds were shared equally. Supervisor Caldwell affirmed that it is equally shared among the Landers Center, Southaven and the County.

Supervisor Denison asked about Pepperchase. Mrs. Lynchard stated that was part of the inducement for Medline.

Mr. Jarman noted that repairs and parts are up. He said looked at the 9-year trend and if it had not been used, they decreased the line. He said he is hoping to show you next year that less money was spent and they had a better budget. He said he is hoping to bring some order to the way they purchase. Mr. Jarman stated his office staff is working well.

Mr. Jarman said he thought the allocation to Hernando for \$1.25 million is done; and if so that will go back into the budget. Mrs. Hanks stated they were paid \$1 million. She said they will take out the \$1.25 million and put it back to ending cash in the bridge fund.

Mrs. Freeze asked about the \$61,000 for Horn Lake Road. Supervisor Caldwell said that has been done. Mrs. Lynchard said it was a not to exceed amount and they had some left.

Mr. Jarman stated they are working on their inventory and will put vehicles into the right fund and service into the right fund.

### **Page 9 – Aerial Photography**

Mrs. Lynchard stated the Council of Government met yesterday and the cities want to fly every other year, except Hernando. She stated they went with the majority for every other year. Mrs. Lynchard stated they will be able to fine tune the numbers when they find out from E911 and DCRUA. Mr. Mitchell stated he has spoken to both those entities and they are interested. He said the DCRUA Board meets on September 15<sup>th</sup> and he asked E911 if they wanted a presentation. Mr. Mitchell said he felt the County's portion will be about \$8,000 or \$9,000 when all the others go in. Supervisor Caldwell said they explained to COG how many man hours it takes the GIS office to complete the aerials. Mr. Mitchell stated it takes about 80 hours spread out over some time.

### **Page 76 – Motor Vehicle Tax**

50 cents per car tag sold and it has to go into a separate fund. She stated Mr. Mitchell controls part of it in the IT budget.

Mrs. Lynchard said Mr. Treadway feels it is a big benefit for the County for his clerks to get State training and the statute says they have to get a raise when they receive the training. Mr. Treadway used to use this money to pay for a portion out of 108 and a portion out of 104.

### **Page 78 – Fund 109 – Election Support**

Money from the state to buy equipment. Mrs. Freeze pointed to the spreadsheet behind Tab 109 which shows expenses from 2013 to current. She stated the maintenance of the voting machines is there as well and this is a good picture of where the money has gone.

### **Page 79 – Postage**

Money wired to postage

Takes about \$162,000 to fund

Postage reduced when Tax Collector contracted mailing cards for tags and taxes

### **Page 80 – Election COVID money**

Put in to show Board that it came and went

### **Page 82 – EMSOF**

Money to EMS from State

Director Davis saves it until he needs something in an ambulance

Can be used to buy equipment

### **Page 85 – Sheriff's Forfeitures**

Collected \$80,059

ICAC Money is there

Bottom of Page is SID

### **Page 87 – Seized Funds**

\$1,617,500 has been there a while, waiting to go through court

Mrs. Freeze stated the money is in the bank, but not yet released and cannot be used

### **Page 88 – MDEQ**

Very restrictive money

Maybe something educational that talks about air quality or emergency phone numbers  
Supervisor Caldwell suggested something with burn permit information.  
Supervisor Lee suggested public service announcements on the radio.

**Page 130 – Subdivision Bonds**

For McElroy and Dogwood subdivision bonds  
\$10,000 for Urgent Care facility connectivity on Goodman Road

**Page 131 – Liability Trust Insurance Account**

Money down as much as possible. Have to leave \$25,000 in account according to attorney.

**Page 132 – Judicial Assessment Clearing**

Chancery, Circuit and Justice Court money has to clear through the state

**Page 134 – Payroll Clearing**

One month of payroll

**Page 135 –**

Accounts that pay the County back – Chancery, Circuit, District Attorney, HL Interceptor Sewer, DCRUA, etc.

**Page 138 – Unemployment**

Mrs. Lynchard stated this has never been less thanks to the way Mrs. Crockett manages it.

**Page 92 – Road Projects**

Supervisor Caldwell stated the Transportation Committee went through this fund by fund and line by line. She stated they figured out money that not need to be allocated to a job and moved money into other projects. Supervisor Caldwell said they looked closely at grant and making sure that money was being used correctly. Mr. Jarman stated they looked at Fund 330 bond money and where it needs to be spent.

- Holly Springs Road – Segment 1 – fully funded
- Holly Springs Road – Segment 2 - \$12 million to finish
- Nail Road – Hacks to Polk Lane – next segment miles 2 & 3 – did not move bond money – would not be used quick enough – Supervisor Caldwell said Supervisor Medlin has been talking to the Mayor of Olive Branch and he is very interested in sharing on miles 2 & 3. She stated they won't need it this year, but by 2023 they will be ready for it.
- Polk Lane Extension – Added \$720,000 – in design and ROW, fully funded and ready to go
- Nail Road – Polk Lane to Center Hill – Just funded feasibility study
- Swinnea – Star Landing to Bankston – fully funded
- Craft Road – Phase 2 – fully funded – moved \$2.1 million to other projects after true up
- Getwell – Lester to Pleasant Hill – necessary to fund design and ROW – anticipate construction in 2023 – put in very rough estimate, but should be fully funded – Tax Use funds in there – Asked State for \$3 million and got \$1.5 million
- Commerce St. – Della to Jaybird – Got \$900,000 from MPO and Mayor Johnson is trying to get some ROW donated
- Armory Road – Kept the same to get entry – trying to get State to pay for the part that need concrete – includes fence relocation – lot of sewer work and drainage work needed
- Hwy 51 Improvements at Kapik - \$126,000 short, added in and now fully funded – No ROW acquisition was anticipated, but some is required
- DIP Grant – will bring to Sept. 7<sup>th</sup> meeting for award, should be starting soon – majority is MDA money
- Getwell Rd – Signal at Pleasant Hill – LPA money – 100% reimbursable - \$2 million includes turn lanes, etc. – last year just funded engineering

**Safety Improvements:**

Some money that was in Fund 160, left in for projects:

- Center Hill turn lane
- Dean and Fogg
- Holly Springs Road and Jaybird roundabout

- Wilson Mill Road

All can be funded

Mr. Jarman stated they did all this and put \$1.4 million in road ending cash. He stated they are not asking for more money, just shifting money to new projects.

**Fund 501 – PERS**

No increase in County’s contribution  
\$5.6 million goes to PERS from County

**Insurance Fund**

Employee Monthly Medical Premiums – 573 employees in program, 1,214 total members  
\$5,112,140 paid by County in 2021  
Avg claims \$539,210  
Anticipate claims going up  
Transferred left over fund just over \$200,000

Mrs. Freeze pointed out that there is \$1,750,000 in the interfund transfers that has not been touched. Mrs. Crockett recommended moving that amount to the insurance fund. Supervisor Lee asked if Supervisor Medlin had said anything. Mrs. Lynchard said Supervisor Medlin suggested putting a million in the fund. Supervisor Caldwell agreed and said if they don’t they will just be putting a bandaid on it. Mrs. Crockett said Meritain has promised a savings of \$1 million. She suggested looking at this fund yearly.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to move \$1,750,000 to the 501 fund as recommended.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>ABSENT</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

Mrs. Lynchard stated several people have said with Humana they paid \$24 for a cleaning at Dr. Seymour’s office and they are paying \$70 with Meritain. She stated Dr. Seymour is not in network, but many people use him. Mrs. Crockett stated the agreed amount between the insurance company and doctor is not the same. She stated Aetna is not paying as much toward cleanings as Humana did.

**Clean-up Items:**

**Page 30 – EMS**

Mr. Davis recommended a 5% increase for Dr. Thompson – Board agreed

**Page 32 – EMA**

Line 921 – held until after Fleet presentation – accessories for new trucks, camper tops, brush guards, they will move their own lights – Board agreed

**Page 40 – 001-660**

Economic Council has called off the P2P so do not need funding - take that back to \$10,000

**Facilities Committee Projects:**

**Environmental Services - \$60,000 estimate**

- Move to shop/garage area at Central Maintenance site
- They already have things stored there
- Would have to be some renovations – biggest issue is mosquito spray that got spilled will require replacing some sheetrock and paint
- need to update a little

**EMA – EOC –**

- No deadline
- Saving \$500,000 per year

- Need to think where that building might go when built
- Needs to be near current location

**Human Resources –**

- Need additional space & additional person
- Ideal place would be VSO office
- HR unusual because they handle payroll

**Veteran Services Officer (VSO) –**

- Office needs to move
- If Environmental Services moves could put up a wall and open a door from the hall and use the old vending area – would not be an intrusion on privacy of veterans
- Facilities could do that job.

**Community Resource Director –**

- She needs an office
- No solution at this time

**Chancery Court –**

- In 2027 will have another Chancery Judge & staff
- State’s first step to making DeSoto its own Chancery District

**District Attorney**

- If they move to old jail, would free up space in this building and they would still be close to Courthouse

**Geneology –**

- No solution at this time
- When video visitation goes down to the jail, that building will be available

**Internal & External Courthouse renovations**

**Adult Drug Court is in the new office space.**

**\$1 million to Northwest for Workforce Development**

**Buildings:**

**Software Upgrades –**

- Have to get back on track – money in the fund

**Justice Court Complex**

- Might have the money to fix road
- Constantly making repairs at this time
- Put in \$100,000 for additional parking and lighting
- Will probably be a change order in landscaping contract or County will do the planting
- Have to have signage to make the blue line stream
- Will ask Waggoner to combine the reporting with their current reporting
- Will have about \$1 million left over

**Sheriff’s ICAC**

- Architect thinks bid will come in around \$750,000 but leaving in \$816,000

**Energy Project**

- Short \$11,991 – will get from ending cash or another fund
- Supervisor Denison wants to know the mobilization plans

**Tax Collector Relocation**

- \$410,000 appraisal on Justice Court building
- Bank building appraisal \$515,000
- Bank owner wants \$6,000 per month to lease with a 5-year lease – can only do through

end of Supervisors' term

- Jim Brown wants to buy JC building and rent back to County
- Strip center asking less than appraisal
- Tax Collector likes bank building, but drive through is not usable
- Supervisor Caldwell does not want to rent and remodel – wants to look at land and building costs

**Agri Education**

- Presentation by Zahner gave all the details

Mrs. Lynchard stated they need to know what projects the Board wants to fund in this budget so they can get the numbers put in. She stated the EOC and ICAC are in the budget already.

Supervisor Gardner asked how much surplus the County has. Mrs. Freeze stated the overall ending cash is close to \$44 million if the Board approves everything they have heard. She stated they had around \$40 million at the end of this fiscal year. Supervisor Gardner said a couple of years ago ending cash was at \$35 million and they were going to take \$10 million for road projects to take it down to \$25 million. Mrs. Lynchard stated they did not end up having to take it down that much. Mrs. Freeze stated there is about \$6.6 million in projected revenue.

**Green Book:**

Mrs. Lynchard stated this book has a lot of good information for the Board:

- Tab 1 – history of salary increases back to 2002
- Tab 2 – PERS 2021 - \$5,403,056 projected
- Tab 3 – Health insurance as discussed previously
- Tab 6 – Additional headcount sheet
  - Tax Assessor – 1
  - Planning – 1
  - Part-time – 2
  - Admin increase is on-call people
- Tab 7 – Work charts
- Tab 8 – Employment rates – DeSoto is a leader – something to brag about
  - Unemployment rates – DeSoto is 4.8 next is Harrison at 6.0
- Tabs 9-12 – salary comparisons to cities
- Tab 13 – wage estimates from Dept of Employment Security
- Tab 14 – Poverty guidelines and cost to rent in DeSoto
- Tab 15 – Employees under \$30,000

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to implement the changes made to the proposed budget and to set the public hearing regarding the FY22 budget on September 07, 2021.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>ABSENT</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

**See Exhibit I.2.**

**J. PLANNING**

**K. EXECUTIVE**

The executive session portion of these minutes is recorded under the portion of the minutes called “Executive Session”.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to

adjourn the Board meeting until Tuesday, September 7, 2021 at 9:00 a.m.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>ABSENT</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

THIS the 7th day of September, 2021, these minutes have been read and approved by the DeSoto County Board of Supervisors.

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Mark Gardner, President  
DeSoto County Board of Supervisors