

DESOTO COUNTY BOARD OF SUPERVISORS
BOARD MEETING MINUTES
DISTRICT ONE SUPERVISOR JESSIE MEDLIN, PRESIDING
August 27, 2020

A. CALL TO ORDER

The August 27, 2020 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Jessie Medlin, 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
Supervisor Mark Gardner	District 2 (came in late)
Supervisor Ray Denison	District 3 (came in late)
Supervisor Lee Caldwell	District 4
Supervisor Michael Lee	District 5
Sheriff Bill Rasco	Sheriff's Department
Misty Heffner	Chancery Clerk
Vanessa Lynchard	County Administrator
Tony Nowak	Board Attorney

B. INVOCATION

Administrative Assistant Lynn Ford offered the invocation.

C. PLEDGE OF ALLEGIANCE

D. CITIZENS REMARKS & PRESENTATIONS

E. APPROVAL OF AGENDA: ADDITIONS AND DELETIONS

Supervisor Medlin asked if there was anyone who wished to add or delete items to the Agenda. There was none.

F. CONSENT AGENDA

G. OLD BUSINESS

H. PLANNING

I. NEW BUSINESS

1. Justice Court – Approval of North Delta Job Description

Mrs. Lynchard stated North Delta has another senior adult to place. She stated the lady at Justice Court is doing great and getting some good experience so they have asked to place another person there.

Supervisor Medlin asked if the County had to pay any of the cost. Mrs. Lynchard said no.

Supervisor Lee Caldwell made the motion and supervisor Michael Lee seconded the motion to authorize North Delta to place another senior adult worker in Justice Court as requested.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>ABSENT</u>

Supervisor Ray Denison, Third District	<u>ABSENT</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.1.

2. Budget Discussion – FY2021

Mrs. Lynchard stated Accounting has made the changes from the last meeting.

Page 2 - Revenue

- Updated to include COPS Grant
- Updated some outstanding revenue for EMA from 2017 & 2018
- Horn Lake Library janitorial and lawn care will be close to \$25,000 – underestimated – will bill City of Horn Lake for FY20 and start billing monthly
- Need to talk about MPO fees and splitting by population with Cities – Take to COG
- Talk about splitting I269 Coalition bill with cities also – It was \$8,000 per year

Page 7 – Circuit Clerk

- Software Maintenance agreements – Circuit and Chancery pay part
- County now pays with the exception of Circuit’s accounting
- Moved into 152-544 IT to make it easier to track
- Board Attorney said it is proper for County to pay

Page 8 & 9 – Tax Assessor & Tax Collector

- Need to set policy for paying raises on certifications or not
- Board agreed to pay raises on certifications

Page 20 – Facilities

- Awning at EMA is not going to be finished, requesting to carry open PO of \$13,500

Page 36 – District Attorney

- One person on payroll works in Panola, not DeSoto – John Champion looks at his organization as one whole
- Statutory salary \$125,000 plus county stipends

Page 39 – Victim Witness

- Set up in 1970’s by Judge Baker
- Previous year’s paid 69% of DA’s expenses
- This year DA reduced to 63% - He thinks that is a fair representation
- 2 employees work in Panola – one is coordinator for 4 other counties
- Board committed to work on legislation to help fund DA office
- John Champion said DeSoto will be its own district in 2023
- Money returned to county through pre-trial and drug testing
- 4 death penalty cases coming up, will have big expenses

Page 50 - EMS

- \$10,000 for EMT courses that Board approved and slightly more for retirement, taxes & insurance for instructors

Pages 72 – Other

- Bond certifications have offsetting revenue

Page 72 – Ending Cash

- Ending Cash will drop by \$4 million from where it started

Page 73 – One Mill Mandatory

- Expected increase in Realty/Personal collections
- Facilities line is not spendable except for emergency
- Transfers out for special projects

Page 74 – Circuit Court Reporters

Page 75 – Circuit Court Administrator

Page 78 – Chancery Court Reporter

Page 79 – Chancer Court Administrator

- County’s share – Judges will set terms of court in October, will adjust when that happens
- Close to the same amount every year.

Page 80 – Juvenile Drug Court

- Page 52 – funded with JAG Grant and AOC Grant
- Charge for drug testing
- Keep this money and use for any kind of grant match
- Projected \$217,000 and actual was \$230,000 so very close

Page 84 - E911 Funds

- Not much growth since 2014
- Sheriff will put Stephanie Grossman in Jerry McCarson’s position on E911 Board

Page 45 – Community Resource Director

- Took mileage amount down at Board’s direction
- Will look at ADA compliance for social media

Page 85 & 86 – Parks & Greenways

- Ingram’s Mill will carry over some to 2021
- Johnson Creek Greenway should be finished in September – only carryover should be reimbursement
- \$317,500 transferred in for several years, \$30,000 increase for Agri Ed Walking Trail Match
- No tax money – only grants and transfers in for parks
- Increase in utilities due to lighting project at River Park – Total of 11 lights along road
- Hawks Crossing – New park across from elementary school – Land donated by Chad Fisher - \$80,000 left in original donated money of \$90,000 from 1st developer on the west side – Homeowners did not want a park on west side – East side park will develop before houses go in – anticipate cost to be \$90,000
- Lewisburg sidewalk – supposed to go out to bid and be completed next summer when school is out
- Ingram’s Mill Walking Trail – at about of \$81,000 of \$150,000 – Some will carry over – Will meet next week to determine where to put playground equipment
- Agri-Ed Walking Trail – Will apply in April next year for DWFP Grant, plan to apply for TAP grant as well - \$150,000 is phase 1 – phase 2 will be LPA funded, no hard number
- Next phase of Johnson Creek not listed – set aside \$20,000 for engineering – have to figure out grant and land acquisition
- Will probably need to talk next year about Parks being its own department

Page 88 – Solid Waste

- Revenues – transferred .75 mills for FY20 because of big project at rubbish pit – Intention was to take back out this year – Will keep .1 mill and transfer .65 mills back to debt
- Grant revenue – Brynn’s salary, HHWD, Ewaste & waste tire
- Cut contractual printing
- Disposal growth because of County growth
- Increase to HHWD because of response
- Dramatic decrease in labor and disposal since not taking tires from businesses
- Anticipate buying an Ewaste trailer and tire trailer – Reimb through grant
- Road Department is using 5 of the old recycle trailers – election signs, scrap iron, signs, etc. – keeps stuff together and not on the ground – more organized
- Rubbish Pit – Money in there for rewrite of solid waste plan
- Will not get MEMA reimbursement for COVID

Page 89 – Environmental Specialist

- Brynn’s salary along with the Solid Waste Officer Grant

Page 89 – Rubbish Pit Utilization Project

- Held out some money for erosion

- Timeline is middle of October to use
- Allen Engineering will be back to finish, just dressing up, and get final payment
- Supervisors Denison & Medlin will inspect when finished
- Put in .1 of mill in case Rubbish Pit closed, there will be money to go to another program

Page 91 – Volunteer Fire Fund

- Transfer in for recruitment, utility, SCBA's, insurance rebate, tax distribution
- No money spent from fire code adoption

Page 92 – Volunteer Fire Department

- Utilities are included where ambulances are located. Fixed amount
- \$25,000 per fire department for recruitment & retention – Fairhaven declined to participate
- No mention of buying a fire truck this year
- Last year 4 stations got air packs – This year 4 others will get air packs or radios

Page 93 – Tax Collector

- Raises were not covered in the fund – after this year will be a deficit
- If there is a big computer expense, will have to find a way to fund

Page 94 – Postage

- Took in \$20,00 because so many people have mailed in for their tag renewals

Page 98 – DEQ Fines – Air Quality

- Very restricted money and hard to spend

Page 110 – Refunding Bonds

- Fund 216 – closed – funds transferred to 232 to pay toward original bond issue that was refunded in 2015
- Fund 224 – 2009 refunding bonds, about to request to send funds – no additional millage this year, enough to pay without it – about \$730,000 transfer to new debt in 2020

Page 111 – 2012 GO Refunding Bonds

- Pay off July 1, 2024
- Currently 1.1 mills allocated
- Need to lower to .9 mills because of a strong fund balance, enough to make last payment
- Last payment will be funded in 2023, will be able to utilize that .9 mill somewhere else
- Might want to set some alignments and acquiring right of way as this is the last year of term and there will be spending restrictions

Page 112 – 2013 Bonds

- Recommend to continue to allocate .5 mills
- 2015 refunding bond will transfer about 730,000 into this to help make payment
- Pay off July 2024
- Lowered to 1.2 mills for FY20 and recommend keeping that

Page 113 – 2015 E911 Equipment Bonds

- This is an in and out line – E911 sends in money and County pays it

Page 113 – 2016 GO Refunding Bond

- Refunded one piece of the CVB debt
- Will be able to reallocate in 2024
- Currently .6 mills, recommend reducing to .5 mill

Page 114 – 202 Bond Bond Issue

- Payoff April 2040
- Recommend allocating .95 mills to generate sufficient funds to pay off
- .3 from Debt Service Fund, .65 back from Solid Waste
- Fund Balance is almost enough to make the 1st payment

- Always try to have the 1st payment a year ahead, to allow for anything catastrophic that might happen

Page 115 –Volunteer Fire Department Buildings

- Fairhaven’s generator was never put in this year, discovered 2 weeks ago
- Working on getting a quote – won’t be done by Sept 30 – Asking to carry over \$35,000
- Individual Fire Departments have let the communities know they have generator back up and can be a shelter
- Lewisburg FD asked for cameras and phone system with intercom – Committee declined
- Request to put money for repairs and not count as allocation – Leave in Ending Cash and transfer as needed
- Suggest EMA inspect all the VFD buildings

Page 119 & 120 – Capital Projects – Bond Money

- Justice Court Building – Issued \$1 million from bond – Cannot mix that money
- ICAC Building – Also transfers from helicopter sale proceeds and forfeitures
- AgriEd – Issued \$1 million from bond
- Sheriff’s Radios – \$1 million will carry over from FY20 budget

Page 121 – Capital Projects – Not Bond Money

- IT Software Upgrades – Do not anticipate extra money needed in FY21
- Justice Court Building – Money set aside by Board approval
- Sheriff’s Radios - \$1 million carryover from FY20 budget

Page 122 – Workforce Development Center

- Dr. Heindl says Northwest has their money together
- Anticipate waiting until under contract for construction to transfer \$1 million
- Center includes a testing center

Page 123 – Self Funded Health Risk Management

- Recap Health Fund

Page 124 – Subdivision Bonds – Holding Account

- This gets a little interest
- Each bond is kept up with

Page 124 – Liability Trust

- Old Account from many years ago
- Required to keep a \$25,000 balance

Miscellaneous Notes

- Judge Wilson issued order to increase her Court Administrator’s salary to \$56,600
- Loans receivable:
 - DCRUA - \$10,834 monthly
 - CVB - \$20,818 monthly
 - Fairhaven Fire Department - \$13,548.03 yearly
 - City of Horn Lake - \$126,345.53 yearly
- Tax Levy:
 - Swapped some solid waste and debt
 - General Fund & mill rate show millage on each one for FY21 recommendation
- Grants:
 - Activity has progressed over the years
- Tax Incentives:
 - Top paying tax payers list was shown
 - Some of the largest are ones with tax incentives

See Exhibit I.2.

J. EXECUTIVE

The Executive Session portion of these minutes is recorded under the portion of the minutes called "Executive Session".

After Executive Session –

Open Session discussion on salaries:

The board discussed the possibility of giving raises to the employees and discussed what a 1%, 2%, or 3% raise would cost. County Administrator Vanessa Lynchard stated that recurring revenues would have to be looked at. There was much discussion about raising the lower salaries more than the higher salaries as well as discussion about salaries for mechanics and truck drivers.

Supervisor Lee said he thought they needed to look at what people would consider a career job. Supervisor Denison agreed and said Mr. Jarman is trying to grow his employees and recognize key employees to raise them up. Mr. Jarman said he liked the idea of looking at each job/employee specifically.

Sheriff Bill Rasco said that his guys put their lives on the line every day, so he could not consider giving certain officers a higher percentage of raise than others.

Supervisor Michael Lee said that confusion exists because of the ending cash balance and this needs to be explained to elected officials and department heads. Supervisor Ray Denison pointed out that cash on hand allows the County to meet the matches on grants. Supervisor Lee stated the County's financial consultant recommends keeping \$25 million in ending cash. Supervisor Gardner said that helps the County's debt to income ration and keeps the debt service low.

Supervisor Gardner pointed out that in his 8 years in office; only 1 year has not seen raises in the budget. He suggested giving \$2000 to all employees resulting in the employees with lower salaries receiving a higher percentage of raise. Supervisor Medlin stated he only remembers 2 years without raises in the past 28 years.

Human Resource Director, Carla Crockett, stated that there were 548 full time employees and 56 eligible part time employees that worked for the County.

Sheriff Bill Rasco requested the Board of Supervisors to address the disparity in the Sheriff's department salaries compared to the municipalities in Desoto County. Supervisor Michael Lee said he would like to get officers in line with the cities. Supervisor Gardner stated a \$2,000 raise would take the lowest grade certified officer (P2) from \$20.95 per hour to \$21.91 per hour; just below the City of Olive Branch but above the other cities' pay. Mrs. Crockett said it would take their annual pay up more because of the overtime hours they work.

Mr. Jarman stated he wanted to address each individual separately when reviewing raises. Mrs. Crockett stated she supported giving each department head a lump per number of employees with the discretion to give the amount they feel is deserved by performance. She stated it is all about the message and communicating with the department heads explaining the raises to their employees.

Supervisor Mark Gardner motioned and Supervisor Lee Caldwell seconded the motion to allocate \$2000 increase per full time employee and \$500 increase per part time employee; and for department heads to distribute the monies at their discretion effective the first payroll in October.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>NO</u>
Supervisor Mark Gardner, Second District	<u>YES</u>

Supervisor Ray Denison, Third District YES
Supervisor Lee Caldwell, Fourth District YES
Supervisor Michael Lee, Fifth District NO

Supervisor Medlin stated that he wanted to be sure the cost of raises did not exceed the cost of new recurring revenue. Supervisor Michael Lee stated that he thought we should give the lower paid employees a raise, give a percentage to everyone else, and then allocate money to get the officers' salaries competitive with the municipalities.

Supervisor Mark Gardner motioned and Supervisor Lee Caldwell seconded the motion to reconsider his previous motion.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District YES
Supervisor Mark Gardner, Second District YES
Supervisor Ray Denison, Third District YES
Supervisor Lee Caldwell, Fourth District YES
Supervisor Michael Lee, Fifth District YES

Supervisor Mark Gardner motioned and Supervisor Lee Caldwell seconded the motion to allocate \$2000 increase per full time employee and \$500 increase to part time employees for department heads to distribute at their discretion effective September 20th appearing in the second payroll in October.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District NO
Supervisor Mark Gardner, Second District YES
Supervisor Ray Denison, Third District YES
Supervisor Lee Caldwell, Fourth District YES
Supervisor Michael Lee, Fifth District NO

Supervisor Caldwell wanted to reconsider the three employees that had already been given increases to their salary in Executive Session prior to the motion above.

Supervisor Lee Caldwell motioned and Supervisor Mark Gardner seconded the motion to reconsider the raises for Lynn Ford, Monica Jones, and Christie Barclay.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District YES
Supervisor Mark Gardner, Second District YES
Supervisor Ray Denison, Third District YES
Supervisor Lee Caldwell, Fourth District YES
Supervisor Michael Lee, Fifth District YES

Supervisor Lee Caldwell motioned and Supervisor Mark Gardner seconded the motion to rescind the previous raise order for Lynn Ford, Monica Jones, and Christie Barclay.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District YES
Supervisor Mark Gardner, Second District YES
Supervisor Ray Denison, Third District YES
Supervisor Lee Caldwell, Fourth District YES
Supervisor Michael Lee, Fifth District YES

Supervisor Lee Caldwell motioned and Supervisor Ray Denison seconded the motion for Lynn Ford's salary to be increased to \$39,000, for Monica Jones' salary to be raised from \$14 to \$15 per hour, and for Christie Barclay to receive the regular raise of \$2000 given other employees.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>NO</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>NO</u>

Vehicle Purchase for Tax Assessor:

Supervisor Lee Caldwell wanted to reconsider the purchase of one additional 4 wheel drive truck for Tax Assessor. Supervisor Lee Caldwell motioned and Supervisor Mark Gardner seconded the motion to purchase one more 4 wheel drive truck for the Tax Assessor department.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>NO</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>

Supervisor Medlin stated he did not think the trucks had enough mileage on them to be replaced.

Voting Precinct at Longview Point Church:

Sheriff Bill Rasco stated that he had spoken with Longview Point Church about continuing to serve as an election precinct and their response was that there was too much liability and they did not want to be involved in being a precinct.

Outside Agencies and Insurance supplements:

Human Resource Director Carla Crocket stated that at a previous meeting, the Board had asked Board Attorney Tony Nowak to look into the legality of outside agencies such as DCRUA and E911 sharing in the increasing cost of health care. Mr. Nowak stated that these agencies could not be required to participate due to the language in the current insurance pooling agreements.

Supervisor Mark Gardner motioned and Supervisor Lee Caldwell seconded the motion to put this report from Mr. Nowak in the minutes.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</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>

Supervisor Mark Gardner motioned and Supervisor Lee Caldwell seconded the motion to reconsider a previous motion that would have approved outside agencies to share in the supplement.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</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>

There was discussion about whether this approval was ever given through a board order and

research needed to be done to find out if another motion was appropriate. It was determined there was no motion to require contributions from the entities participating in the insurance pooling agreements; the prior motion was to give the Board Attorney authority to look into it. (August 24th)

Supervisor Mark Gardner motioned and Supervisor Michael Lee seconded the motion to adjourn till September 8th, 2020 at 9AM.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</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 8th day of September, 2020, these minutes have been read and approved by the DeSoto County Board of Supervisors.

Jessie Medlin, President
DeSoto County Board of Supervisors