

DESOTO COUNTY BOARD OF SUPERVISORS
BOARD MEETING MINUTES
DISTRICT ONE JESSIE MEDLIN, PRESIDING

December 5, 2016

A. CALL TO ORDER

The December 5, 2016 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Jessie Medlin, Board President.

Sheriff Bill Rasco was present and 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
Supervisor Bill Russell	District 3
Supervisor Lee Caldwell	District 4
Supervisor Michael Lee	District 5
Sheriff Bill Rasco	Sheriff
Misty Heffner	Chancery Clerk
Vanessa Lynchard	County Administrator
Tony Nowak	Board Attorney

B. INVOCATION

Mr. Cecil Sowell presented the invocation.

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF NOVEMBER MINUTES

Supervisor Medlin asked if everyone had read over the November minutes.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to accept the minutes of the Board of Supervisors for November, 2016, as presented this date with no changes to the draft minutes previously submitted; pursuant to Section 19-3-27 of the Mississippi Code of 1972, annotated.

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 Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit D.

E. CITIZEN REMARKS & PRESENTATIONS

Judge Robert Chamberlin, Supreme Court Justice Elect, was present to express his appreciation to the Board and the citizens of DeSoto County for their support. He stated winning the election was bigger than him; it was big for DeSoto County.

Supervisor Medlin stated he and the Board were proud of Judge Chamberlin and had confidence in his ability to serve the people of Mississippi well.

Supervisor Medlin asked if there was anyone present that wished to address the Board on any matter not on the agenda. No one came forward.

F. APPROVAL OF AGENDA: ADDITIONS & DELETIONS

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

1. Sheriff Bill Rasco requested to have the following considered for Executive Session:

- 1) **Holiday Pay** – (Executive, K.1.g.)

2. Supervisor Bill Russell requested to add the following:

- 1) **Planning – Short Term Rentals** (Planning, J.2.iv.)
- 2) **Planning – Spring Hill Cemetery** (Planning, J.2.v.)

3. Board Attorney Tony Nowak requested to add the following:

- 1) **EWP Project Stateline Rd. – Need Signature** (Old, H.6.)
- 2) **MS Development Bank Bonds for I-269/Help Bonds** (Old, H.7.)
- 3) **Intergovernmental Sale to City of Hernando – Needs Board Approval** (Old H.8.)

4. County Administrator Vanessa Lynchard requested to add the following:

- 1) **Commerce Street Extension Update** (Old H.4.)
- 2) **Workers Compensation – Client Authorization** (Old, H.5.)
- 3) **Facilities Management – Courthouse Lighting** (New, I.1.d.)
- 4) **Finance & Accounting – Late Bill – State Aid** (New, I.4.d.)
- 5) **E911 – Salary Increases** (New, I.11.)
- 6) **Burlington Northern Santa Fe – Request for Updated Letter of Support** (New, I.12.)
- 7) **2210 Old Pigeon Roost Road – Katrina Cottage Request** (Planning, J.2.iii.)

5. County Administrator Vanessa Lynchard requested to have the following considered for Executive Session:

- 1) **Human Resources – Personnel – Tax Assessor** (Executive, K.1.f.)

6. Supervisor Lee Caldwell requested to add the following:

- 1) **Update on Utilities in Right of Way** (Old, H.9.)

7. Supervisor Michael Lee requested to have the following considered for Executive Session:

- 1) **Road Renaming**

8. Environmental Services & Parks Director Ray Laughter requested to add the following:

- 1) **Closing of Rubbish Pit on Saturday, December 24**

Mr. Laughter stated he received an email from Waste Connections requesting the Christmas Eve closing of the County Rubbish Pit.

Supervisor Jessie Medlin made the motion and Supervisor Bill Russell seconded the motion to approve the closing of the County Rubbish Pit on Saturday, December 24, 2016.

The motion passed by a vote as follows:

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

Supervisor Lee Caldwell, Fourth District YES
Supervisor Michael Lee, Fifth District YES

9. Grant Administrator Tanner Kuntz requested to add the following:

1) Need Board President Signature on Highway Safety Grant Update Letters

Mr. Kuntz stated he had a letter for the DUI and OP Grants that will reimburse DeSoto County at the higher pay rate that was passed by the Board at budget time. He stated the current reimbursement is last year’s pay rate.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the Board President to sign the Highway Safety grants update letters for reimbursement at the current rate of pay.

The motion passed by a vote as follows:

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

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve the agenda items and actions with the additions, deletions, and changes as set forth above.

The motion passed by a vote as follows:

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

G. CONSENT AGENDA

- 1. Publication of Board Proceedings
- 2. Department of Human Resources: Monthly Health Claims Report

The following is a recap of all insurance claims funded for the month of November and paid to Humana:

Funding Request	Date Paid	Amount	Claim Type
Date			
11/1/16	11/1/16	\$78,353.26	Administration Fees
10/31/16	11/1/16	\$66,344.09	Medical
10/31/16	11/1/16	\$5,399.60	Dental
10/31/16	11/1/16	\$25,166.91	Pharmacy
11/7/16	11/9/16	\$71,914.83	Medical
11/7/16	11/9/16	\$7,953.20	Dental
11/7/16	11/9/16	\$26,965.17	Pharmacy
11/14/16	11/15/16	\$56,906.64	Medical
11/14/16	11/15/16	\$2,680.30	Dental
11/14/16	11/15/16	\$34,051.60	Pharmacy
11/21/16	11/22/16	\$65,130.11	Medical
11/21/16	11/22/16	\$4,713.00	Dental
11/21/16	11/22/16	\$16,384.91	Pharmacy
11/28/16	11/28/16	\$60,783.39	Medical
11/28/16	11/28/16	\$7,047.95	Dental
11/28/16	11/28/16	\$16,524.42	Pharmacy
	TOTAL	\$546,319.38	

- 3. Office of Finance & Accounting
 - a. Budget Amendments – General Fund, Facilities, Road Management, Planning

	Fund/Department #	001 / 901				
(1)	Other - General Fund Various Items					
		YEAR TO DATE	ADOPTED			REVISED
ACCT #	LINE ITEM	EXPENSES	BUDGET	INCREASE	DECREASE	BUDGET
001-901-957	Miscellaneous Refunds	\$ 1,975.00	\$ 50,000.00		\$ 42,000.00	\$ 8,000.00
001-901-958	Bond/Crt Remissions & Refunds	\$ -	\$ -	\$ 42,000.00		\$ 42,000.00
	TOTALS		\$ 50,000.00	\$ 42,000.00	\$ 42,000.00	\$ 50,000.00
Reason for Request: (Show detailed justification)	To better designate bond and court remissions and refunds.					
Requested by:	Andrea Freeze					
	Fund/Department #	315 / 151				
(2)	Facilities Projects - Facility Dept					
		YEAR TO DATE	ADOPTED			REVISED
ACCT #	LINE ITEM	EXPENSES	BUDGET	INCREASE	DECREASE	BUDGET
315-151-639	Signs	\$ -	\$ -	\$ 9,000.00		\$ 9,000.00
315-999-999	Ending Cash	\$ -	\$ 134,529.00		\$ 9,000.00	\$ 125,529.00
	TOTALS		\$ 134,529.00	\$ 9,000.00	\$ 9,000.00	\$ 134,529.00
Reason for Request: (Show detailed justification)	Signs for buildings at various locations.					
Requested by:	Vanessa Lynchard / Bob Jarman					
	Fund/Department #	156 / 300				
(3)	Road Management					
		YEAR TO DATE	ADOPTED			REVISED
ACCT #	LINE ITEM	EXPENSES	BUDGET	INCREASE	DECREASE	BUDGET
156-300-916	Heavy Road Equipment \$5,000+	\$ 264,587.00	\$ 631,380.00	\$ 264,857.00		\$ 896,237.00
156-999-999	Ending Cash	\$ -	\$ 6,960,462.00		\$ 264,857.00	\$ 6,695,605.00
	TOTALS		\$ 7,591,842.00	\$ 264,857.00	\$ 264,857.00	\$ 7,591,842.00
Reason for Request: (Show detailed justification)	To pay for road equipment that was budgeted for in FY 2016 and rolled into current fiscal year.					
Requested by:	Andy Swims					
	Fund/Department #	001 / 107				
(4)	Planning					
		YEAR TO DATE	ADOPTED			REVISED
ACCT #	LINE ITEM	EXPENSES	BUDGET	INCREASE	DECREASE	BUDGET
001-170-639	Signs	\$ -	\$ 100.00	\$ 150.00		\$ 250.00
001-170-919	Furn/Office Equip - Under \$5000	\$ -	\$ 400.00		\$ 150.00	\$ 250.00
	TOTALS		\$ 500.00	\$ 150.00	\$ 150.00	\$ 500.00
Reason for Request: (Show detailed justification)	Increase to cover sign cost of announcing zoning change.					
Requested by:	Bennie Hopkins					

b. SID Forfeitures

The following seized funds listed have been forfeited by court order to be transferred from the seized account to the forfeiture account. Please approve the transfer of the funds.

Case #	Date Seized	Receipt #	Amount	Date of Forfeiture
2016-52173	10/12/2016	32766	198.00	11/16/2016
		TOTAL	\$ 198.00	

Transfer from Sheriff-Seized Fund (123-000-139) \$ 198.00
Transfer to Sheriff-Forfeiture Fund (120-000-238) \$ 198.00

4. Office of Procurement

a. Request to Approve Bid Specifications & Solicit Bids for Equipment for Sheriff Vehicles
Bid File # 17-200-002

b. Request to Add Receiving Clerk to County Appointments for Justice Court

To: DeSoto County Board of Supervisors
From: Office of Procurement
RE: Appointment of Requisition and Receiving Clerks
Date: December 5, 2016

Please add Vicki Tillman as Assistant Receiving Clerk for all budget lines for 001-166 for Justice Court.

5. Road Department

- a. Road Report**
- b. Monthly Work Schedule**
- c. Road Bond Report**
- d. Additions to Road Register and Map**

6. Contract Administration – Auto Renewal

- a. Tax Assessor & Tax Collector – Tanger Mall**
- b. Veterans Affairs Agreement for Use of County Facility**
- c. Sheriff’s Department – University of Mississippi**
- d. Sheriff’s Department – Walgreens – Prescription Services**
- e. Environmental Services – Tradebe – Waste Handling Agreement**
- f. Animal Services – Dr. John Loftin**
- g. #911 – MS WCC Tower Use Agreement**

7. Establish as Part of the Formal Record & Enter Into the Board’s Minutes

- a. FY17 DUI Grant**
- b. FY17 Occupant Protection Grant**

8. Chancery Clerk Allowance

9. Policy for Building Plaques

10. Uniform Reimbursement

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve the actions and matters as set forth in the Consent Agenda.

Supervisor Russell asked Mr. Swims if it was standard for 2nd notices to be sent on the road bonds. Mr. Swims stated it is standard practice. He said after the Road Department has given adequate notice, he will come before the board for approval to pull the road bond.

Supervisor Russell asked if the County is on track to get the balance back where it needs to be regarding health insurance. Mrs. Lynchard stated the County is going in a positive direction and time will tell; but she feels the balance will be okay. Supervisor Medlin also expressed concern over the balance.

Supervisor Gardner asked why one of the towers in the E-911 contract was in another County. Mrs. Lynchard checked with E911 Director James Powell who said the tower is a MS-WIN site in Arkabutla that DeSoto County ties into.

Supervisor Medlin asked why the County paid for a zoning sign. Mrs. Lynchard stated normally the landowner requesting the zoning change does, but in this case, the County is requiring the change.

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 Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit G.

H. OLD BUSINESS

1. Sheriff’s Department – AT&T Special Services Agreement Amendment

Sheriff Rasco stated AT&T made a few modifications and they were good changes for the Sheriff’s Department. Board Attorney Tony Nowak stated he looked at the contract and it was acceptable.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve the amended agreement with AT&T Special Services.

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 Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

2. Dachshund Dash Results

Animal Services Director Monica Mock presented a video of the Dachshund Dash. She stated both dogs that participated are going to Pals for Paws and they will be kept together. She showed the Board a participation award the dogs received and stated they will send the certificates with the dogs. Mrs. Mock said the event was a lot of fun, they were interviewed to advertise the Animal Shelter, and the interview was shown on the Jumbotron. She felt it was very good exposure for the shelter.

3. Road Overlay Update – Hwy 304, Red Banks Road, Byhalia Road

Supervisor Caldwell stated the Transportation Committee met and the MPO met and she invited Mr. Tracy Huffman, State Aid Engineer, to give an update on the projects. Mr. Huffman stated they are in the process of finalizing the contracts to begin design work, and he informed the Board that MDOT has said they can do proposals to simplify the projects, thus costing the County less.

Supervisor Medlin asked the specifics on Red Banks Road. Mr. Huffman stated Red Banks Road will be overlaid from where the State Aid project left off to the store at Ingram’s Mill. He stated this project is one that will be a proposal and he anticipates work to begin late summer.

Mr. Huffman also informed the Board that the overlay project including Hwy 301 South, Stateline Road, and Bethel Road has been submitted and he is waiting for State Aid to give the bid date.

Supervisor Gardner stated he would like to get itemized billing from Waggoner Engineering to identify the projects associated with the engineering costs that show up on the Claims Docket. Mr. Huffman stated he will get something together for that.

Supervisor Caldwell said she will get a map together to show the Board all the overlay projects and their exact locations.

4. Commerce Street Extension Update

Mr. Huffman stated he received a letter from MDOT with slight deviations from the estimates that were submitted to the MPO. He stated a letter showing justification for the deviations has to be sent to the Federal Highway Program to be able to proceed, as they are paying 80% of the project. Mr. Huffman stated the differences include environmental studies, public hearings, property work, land acquisition, surveying and legal descriptions. He stated this work is being asked for up front, and it is a pretty involved process.

Supervisor Medlin asked Mr. Huffman if there was any activity on Nail Road. Mr. Huffman stated it has been submitted and will probably be on the next MPO cycle for funding.

Supervisor Michael Lee made the motion and Supervisor Lee Caldwell seconded the motion to approve the letter presented by Mr. Huffman and authorize the Board President to sign.

The motion passed by a vote as follows:

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

See Exhibit H.4.

5. Workers Compensation – Client Authorization

Mrs. Lynchard stated Lipscomb & Pitts sent a new client authorization letter to be signed by the Board President. Mr. Nowak stated all the changes he had made to the first draft have been incorporated.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the client authorization letter for Lipscomb & Pitts and authorize the Board President to sign.

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 Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.5.

6. EWP – Stateline Road Bridge

Mr. Nowak stated he has worked with the landowner, and the property was subject to particular covenants that the landowner has agreed to waive for this project. He requested the Board approve the agreement with the land owner for the waiver of restrictive covenants, so the project may proceed, and authorize the Board President to sign.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve the agreement with the landowner to waive particular covenants and authorize the Board President to sign.

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 Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.6.

7. Mississippi Development Bank Bonds

Mr. Lee Hill, from Baker Donaldson, brought a “no protest” resolution to approve the sale of the series 2017 bonds, not to exceed \$50,000,000.00, and approve all related bond documents with the bank, underwriters, and MDOT related to the transaction. He stated the Development Bank meets on Wednesday and they will adopt the same documents. Mr. Hill stated they will probably close the deal the end of January. He stated, having these documents in place will also “tee up” a potential refunding approximately \$40,000,000.00 of early bonds so if the rates get better, they can move quickly. Mr. Nowak stated the Board had previously approved an intent resolution for the series 2017 bonds.

Supervisor Medlin asked if there was anyone present who wished to object to the bond issuance, or otherwise speak on the matter and no one came forward to speak.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve the affidavit of publication and make it a part of the Board minutes; confirm there was no

public protest present and no written protest has been received by the Chancery Clerk’s Office; approve the no protest resolution; authorize the Board President to sign the resolution and related documents pending Mr. Nowak’s review; and authorize the firm of Smith, Phillips, Mitchell, Scott and Nowak to serve as local council on the bond refunding, not to exceed \$40,000,000.00, if it occurs.

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 Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.7.

8. Intergovernmental Sale to City of Hernando

Mr. Nowak reminded the Board they previously authorized the sale of communication equipment from the Sheriff’s Department to the City of Hernando. Sheriff Rasco stated it was an old dispatch console. Mr. Nowak stated he had the interlocal agreement back from City of Hernando with signatures, and asked the Board to approve the interlocal agreement.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to approve the interlocal agreement with the City of Hernando authorizing the sale of dispatch equipment from the Sheriff’s Department and make the agreement a part of 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 Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.8.

9. Utilities in Right of Way Update

Supervisor Caldwell stated they met with AT&T after the last Board meeting and exchanged some good information. Mr. Nowak stated they presented a draft contract that allowed permitting utilities and the Board would not hear the requests. Mr. Nowak has prepared a draft ordinance and sent it to them for comments. He has not heard back from them yet.

I. NEW BUSINESS

1. Facilities Management

a. Emergency Purchase – Repair of Sewer Lines at Animal Shelter

Facilities Director Robert Jarman stated the sewage pump system stopped working and had to be fixed immediately. He said the Shelter is on a lift station that takes the sewage into the sewer. Mr. Jarman said the system was stopped up, a motor burned out, pump broken and the grinder had issues.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the emergency purchase for repair of the sewer system at the Animal Shelter.

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 Bill Russell, Third District	<u>YES</u>

Supervisor Lee Caldwell, Fourth District YES
Supervisor Michael Lee, Fifth District YES

Supervisor Medlin asked what the monthly sewer bill was at the Animal Shelter. Mr. Jarman came back with the following information from the monthly bill: Water from City of Hernando, \$68.25; a \$5 fee; DCRUA fee of \$252.52.

See Exhibit I.1.a.

b. Communications Cabling for Land Records Renovation

Mr. Jarman stated he met with IT and Chancery Clerk Misty Heffner to determine the needs and got two quotes: Progressive Tech \$21,915.26 and Cyber \$22,486.00. He recommends going with Progressive as the lowest and best qualified quote. Mr. Jarman also told the Board the quote included removing the old wiring that is in the building.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to accept Mr. Jarman’s recommendation for Progressive, as the lowest and best qualified bid, to do the communications cabling work for Land Records Renovation.

The motion passed by a vote as follows:

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

See Exhibit I.1.b.

c. Flooring for Land Records Renovation

Mr. Jarman stated this is for all the flooring except the bathroom area. He stated it is a wood plank look, commercial grade flooring with a 10 year warranty. There were two quotes: C&C for \$15,106.08 and Hernando Flooring \$15,959.10. Mr. Jarman recommends C&C Flooring as the lowest and best qualified quote.

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to accept Mr. Jarman’s recommendation for C&C, as the lowest and best qualified bid, to do the flooring in Land Records.

The motion passed by a vote as follows:

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

See Exhibit I.1.c.

d. Courthouse Lighting

Mr. Jarman informed the Board his crew has removed all the old lighting on the Courthouse as the wiring was frayed, several bulbs were broken and it was an eyesore. He presented a quote and picture from Inception Lighting at \$6,975 plus installation, showing lights that look like a piece of molding on the building. He stated the lights are LED and controlled through a computer. He stated the lights can be changed to different colors via the computer. Mr. Jarman stated the lights have a 10 year, 50,000 hour life span and there is a parts warranty. Mr. Jarman stated the quote is from the south door to the north door on the east side. The other quote was from Magnolia Electric for rope lights at \$16,582.

Supervisor Gardner asked Mr. Jarman to bring back a quote to light all of both sides of the courthouse and the front.

Mr. Jarman came back to the meeting with a new quote for the south, east and north sides of the Courthouse at \$9,975.00 plus \$7 per foot installation.

Supervisor Mark Gardner made the motion and Supervisor Bill Russell seconded the motion to accept the quote from Inception Lighting for \$9,975 for the lighting system, to hire their installer to install the lights; and approve a budget amendment if necessary.

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 Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>NO</u>

See Exhibit I.1.d.

2. EMA – Approval to Lift Burn Ban

Mrs. Lynchard stated the Governor lifted the statewide burn ban, so the Board did not need to take any further action as DeSoto County was under the state ban.

Supervisor Gardner asked Mrs. Lynchard to be sure EMA knew to let the Board know when burn bans were started and stopped so they could help their constituents.

3. Animal Services – Approval for \$10 Adoption Rate for December and Approval to Close the Shelter Office Saturday, December 24 and Saturday, December 31.

- a. Mrs. Mock told the Board their September “Petseember” adoptions were so high, she would like to do the same \$10 adoption in December.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve \$10 adoptions during the month of December.

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 Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.3.a.

- b. Mrs. Mock informed the Board that someone will go to the shelter every day to feed and clean, but the office will not be open for adoptions if they approve December 24 and December 31 to be closed.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to authorize the closing of the Shelter office on December 24th and December 31st.

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 Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

4. Office of Finance and Accounting

a. Claims Docket

Chief Financial Officer Andrea Freeze presented a page by page declaration of the Claims Docket. Accounting Office Manager Stephanie Hanks brought invoice documentation to address any questions.

Supervisor Jessie Medlin asked about the following claims:

Page 5 – Tanger Mall – Mrs. Freeze stated Mr. Treadway get his payment monthly through the docket, Mr. Pickle's goes through payroll.

Page 35 – Election Commission \$2,000 fees – Mrs. Hanks stated that was to pay Mr. Klein and Mr. Beale for transporting the boxes.

Page 87 – Waste Connections - \$4646.40 and \$3516.26 – Mr. Laughter stated those are rubbish pit fees.

Supervisor Mark Gardner asked about the following claims:

Page 6 – L&T - \$4,630 – Sheriff Rasco stated that was for clean up at the shooting range and was paid from the insurance money.

Page 15 – McGehees Crane – Mr. Jarman stated they rented a crane to install an air conditioning unit.

Page 24 – Jennifer Morgan – Bar Dues – Mr. Nowak stated since she is hired by the County hers may be handled different from contracted lawyers. – Mrs. Lynchard stated it may be an administrative decision.

Page 49 – Print Cartridges – Sheriff Rasco stated these come out of his budget and he keeps a stock of them for different offices. Supervisor Gardner pointed out the savings by using network printers and asked him to encourage using the network printers.

Page 50 – Bison Aviation – Sheriff Rasco stated the flair system was not working right and had to be repaired. He said there will be another bill next month for other parts that were needed.

Page 54 – Sportsman's Warehouse – binoculars \$689 – The invoice showed 3 pair for SID.

Page 85 – Clarion Ledger for an ad – Mr. Laughter stated this was an ad for the TAP Grant which includes the overlook at Hernando DeSoto Park. He said there was no response from the ad and Mr. Huffman plans to advertise in the local papers next. Mrs. McLeod stated MDOT requires advertising in the state papers.

Page 88 - \$5043.45, \$1060 – The Sheriff stated those were 23 bases for helmets for night vision goggles.

Page 92 – Supervisor Gardner stated he would like an update on how much federal money has been spent and what it is for. Mr. Swims stated this bill is for a lot of survey work, and he will get a work report to the Supervisors. Mr. Swims also directed their attention to the monthly work report that has specific information about what has been done. Supervisor Medlin asked how much more federal money was available. Mr. Swims stated the not to exceed amount is \$1,722,000 and they have billed \$507,000 to date, so about \$1,215,000 is left.

Page 93 – Star Landing Landfill – Engineering work – Mr. Swims stated he will get specifics to the Board.

Page 104 – MBCI – Mr. Jarman stated that was for metal panels for the interior of the Aviation Building. He stated they have started framing the interior also.

Page 105 – Flight Light – Mr. Jarman stated that was the landing pad lights. He said they are installed, but Entergy has not turned on the power yet.

Supervisor Bill Russell asked about the following claims:

Page 6 – Supervisor Russell requested an update on the lawsuits. Mr. Nowak stated he would update those in Executive Session.

Page 84 – 304 ball field – The bill is more than all the others. Mr. Laughter stated that is probably because of the security lighting in the parking lot. Mr. Jarman stated it seems higher because it is a separate bill. He stated some of the lighting is included on the Entergy bill and does not show separately.

Supervisor Lee Caldwell asked about the following claims:

Page 15 – Affinity Landscape – Mr. Jarman stated the \$635 was for tree work at Horn Lake Library and to repair a broken irrigation line at the administration building. He stated the larger amount is the monthly lawn service. Mr. Jarman stated Affinity fixes and maintains the sprinkler system.

Page 51 – Alpine Bottled Water and Coffee – Mrs. Hanks stated the invoice just showed water, there was no coffee purchased.

Page 55 – Houston Canine \$8,500 – Sheriff Rasco stated that was for a new dog. Supervisor Caldwell asked if it had to be trained. Sheriff Rasco affirmed. Supervisor Caldwell asked if the dog was insured. Sheriff Rasco stated no that insurance on the dogs was very expensive.
Page 59 – Sportsman’s Warehouse – Garmin GPS – The invoice showed 5 GPS devices. Sheriff Rasco stated they were for Search and Rescue.
Page 65 – Health Department – Supervisor Caldwell asked what the total budget was for them. Mrs. Lynchard stated it was approximately \$345,000
Page 75 – MS Development Authority – Mrs. Freeze stated that was the CVB loan and interest. Mrs. Hanks stated it was the same amount each month, but the principal and interest amounts varied.

Mr. Swims answered the questions regarding engineering as follows:
Page 93 – Project Support – This was charges for Memphis Metro Projects and representation in Washington
Page 93 – Gen. Engineering was ROW expenses at Ingrams Mill and it is a state aid project.
Page 93 – Star Landing Landfill was for the Armory Road design and investigation of sight.
Mr. Swims stated that in addition to the Monthly Work Schedule report on Star Landing, he will add information on all engineering for the month.

In accordance with Section 19-13-31 and Section 19-11-23 of the Mississippi Code Annotated, Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to authorize the Chancery Clerk to pay the bills as presented by the Chief Financial Officer except for the MS Bar Association dues on page 24 for Jennifer Morgan.

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 Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

b. Preliminary – IT, Adult Drug Court

IT Director John Mitchell stated several items on the IT list are over 7 years old and the reasons for disposal are listed. He stated when items fail in the field they are brought to IT to repair or prepare for disposal. He stated they accumulate a list and then bring them to the Board. Mr. Medlin asked where the cameras had been located. Mr. Mitchell said he was not sure.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to find the equipment from IT has no value and to approve the preliminary inventory dispositions from IT and Adult Drug Court.

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 Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.4.b.

ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	DATE	LOCATION AT PRELIMINARY APPRAISAL	PRELIMINARY APPRAISAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF FINAL APPROVAL
34862	CANON COPIER	KA79832	black glass	06	180	IT Storage Closet			
36512	HP 50 (G2000) COMPUTER	2M007320802	will not power on	05	589				
37071	AVERMEDIA DOCUMENT CAMERA	313676248	will not power on	06	688				
38946	DELL OPTIPLEX	5W5361	will not boot	09	1000				
38947	DELL OPTIPLEX	7803803	bad power supply	09	1000				
38956	DELL MONITOR	0N032070649446208	black screen	09	235				
39523	CANON COPIER	80323010	will not copy	08	146				
39607	NEC 22" MONITOR	5803364510	red lines	09	255				
39622	VIEWSONIC 28 INCH LCD MONITOR	2AG280703088	bad power supply	09	590				
39623	SAMSUNG 23" MONITOR	W0394608003218	lines on screen	09	277				
39624	SAMSUNG 23" MONITOR	W0394609007039	screen too dark	09	277				
39667	CANON SCANNER	7F630904120F48008	will not power on	09	1889				
39771	DELL PC	CQ4611	bad motherboard	09	1126				
39964	DELL 34" MONITOR	9442046	screen not clear	09	507				
40143	CISCO ROUTER	PC21181104	does not connect	09	850				
40415	VIEWSONIC MONITOR	84P81330345	lines on screen	10	180				
40703	NEC 23" MONITOR	031050977A	screen is red	10	219				

ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y A C C O U N T	C O S T	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF FINAL APPROVAL
40716	LENOVO THINKCENTRE PC	MJNYC89	bad motherboard	10	884	IT Storage Closet				
40748	DELL MONITOR	CN0T571R6418006DQUCS	blinking on and off	10	200					
40855	VIEWSONIC 19" MONITOR	PT1060720904	will not focus	10	85					
41081	DELL OPTIPLEX 760	6N02GK1	bad hard drive	10	400					
41090	DELL OPTIPLEX 780 BASE	69453P1	will not boot	10	1285					
41121	DELL OPTIPLEX 745	84TWYC1	blown caps	10	385					
41147	PANASONIC TOUGHBOOK LAPTOP /	OKKSA20105	will not charge	11	3140					
41258	DELL OPTIPLEX 780 MINITOWER	2QY5BP1	bad powersupply	11	1035					
41454	DELL OPTIPLEX 745	JKP54F1	bad hard drive	11	375					
41486	HP SWITCH 26 PORT	CN0512TZ6	no power supply	11	447					
41491	HP PROCURVE SWITCH	CN052ZU1NY	will not power on	11	763					
41561	DELL OPTIPLEX 745	H1B3UC1	blown caps	11	386					
41664	DELL OPTIPLEX 745	H1C6HD1	blown caps	11	295					
41865	DELL 18" MONITOR	CN0X8M067187216Q24KS	screen has lines	11	103					
41877	DELL OPTIPLEX 745	HWCRCD1	blown caps	12	270					
42063	DELL 20" MONITOR	CN0YH64P74445-FB85	will not power on	12	65					
42623	DELL OPTIPLEX	FQNB01	bad motherboard	12	160					

DEPT: <u>244</u>	NRC = NON REPAIRABLE (COST) K = THOUSANDS	DEPT #: <u>244</u>
NAME: <u>ADULT DRUG COURT</u>	NR = NON REPAIRABLE H = HUNDREDS	LOC #: <u>244</u>
	DAS = DEL. A/R AS SUPPLIES D = DOLLARS	

ASSET #	DESCRIPTION	SERIAL #	ISSUANCE/NOV FOR DISPOSAL	DATE	TIME	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF FINAL APPROVAL
39625	ACER 22 INCH MONITOR	ETL8V0801582605FFC42	INTERMITTING POWER	09	2H	ACCT OFFICE				
39626	ACER 22 INCH MONITOR	ETL8V0801582605F18422	INTERMITTING POWER			ACCT OFFICE				

Mrs. Lynchard informed the Board Mrs. Tapley has worked very hard on this inventory and it was very difficult to do. She stated the inventory has not been done since before Pat Sanford came on as Justice Clerk, and the list was much longer. She praised Mrs. Tapley for working so hard and getting the list down. Supervisor Caldwell stated Mrs. Tapley is doing a great job.

The motion passed by a vote as follows:

YES
YES

Supervisor Bill Russell, Third District
Supervisor Lee Caldwell, Fourth District
Supervisor Michael Lee, Fifth District

YES
YES
YES

See Exhibit I.4.c.

DEPT	165/178	APR - NEW PERMANENT COSTS	Y - TWO BUDGET	DEPT R	165					
NAME:	Justice Court/Judges	NY - NON RESPONSIBLE	F - FUND BUDGET	LOC R	165					
		DB - DECLARE AS SURPLUS	D - DECLARE							
AMOUNT	DESCRIPTION	QUANTITY	REMARKS FOR DISPOSAL	Y	F	LOCATION BY PRELIMINARY	PRELIMINARY APPROVAL DATE	IMPOSED BY	FINAL DISPOSAL LOCATION	DATE OF FINAL APPROVAL
43304	Dymo Labelwriter	1150110 2M17402	Lost--Affidavit attached	13	\$60.00	165				
38307	07 ViewSonic Monitor	SEW065101750	Lost--Affidavit attached	07	2H	165				
41056	Dell Optiplex 745	4Q24K6C1	Lost--Affidavit attached	11	3H	165				
31068	CCTV Interim Camera	???	Lost--Affidavit attached	01	15H	165				
41815	Dell Computer Desk	RAA	Lost--Affidavit attached	11	12H	165				
54902	Canon Copier	RAA	Lost--Affidavit attached	06	9180	165				
38167	Motorola Razor cell phone	24155348HCU	Lost--Affidavit attached	07	1H	165				
40461	HP PhotoSmart printer	SMYSEL490X5	Lost--Affidavit attached	10	2H	165				
40405	LG 370 Force cell phone	28943549505115000	Lost--Affidavit attached	10	1H	165				
34394	Motorola cell phone	30103465239	Lost--Affidavit attached	06	\$170	165				

d. Late Bill – Waggoner Engineering

Mrs. Hanks stated the bill was received in September and somehow did not get to the Accounting Department for payment. The total is \$15,950.10.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to pay the late bill to Waggoner Engineering in the amount of \$15,950.10.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District
Supervisor Mark Gardner, Second District
Supervisor Bill Russell, Third District
Supervisor Lee Caldwell, Fourth District
Supervisor Michael Lee, Fifth District

YES
YES
YES
YES
YES

See Exhibit I.4.d.

5. Grant Administration

- a. Request Board of Supervisors approval to accept Homeland Security Grant B15HS202T in the amount of \$25,000.00 and for the Board President and Board Attorney to sign all award documents.

Grant Administrator Tanner Kuntz stated this grant is for additional equipment and will go into effect immediately.

- b. Request Board of Supervisors approval to accept Homeland Security Grant M16HS017T in the amount of \$8,000.00 and for the Board President and Board Attorney to sign all award documents.
- c. Request Board of Supervisors approval to accept Homeland Security Grant S16HS017T in the amount of \$100,000.00 and for the Board President and Board Attorney to sign all award documents.
- d. Request Board of Supervisors approval to accept Homeland Security Grant A16HS017T in the amount of \$8,000.00 and for the Board President and Board Attorney to sign all award documents.
- e. Requests Board of Supervisors approval to accept Homeland Security Grant 16HS017T in the amount of \$40,000.00 and for the Board President and Board Attorney to sign all award documents.
- f. Request Board of Supervisors approval to designate Tanner Kuntz as Grants Administrator on the previously mentioned Homeland Security Grants and for the Board President to sign all authorizing documents.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve items 5.a, b, c, d, e, and f and authorizes the Board President and the Board Attorney to sign all necessary documents.

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 Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibits I.5.a., I.5.b., I.5.c., I.5.d., I.5.e., I.5.f.

g. Requests Board of Supervisors approval for Board President to sign NFusion year-end report.

Mr. Kuntz stated the year-end financial report for the federal government shows how much has been spent and how much is remaining. Supervisor Gardner asked how long the grant lasted. Mr. Kuntz stated it goes through 2019.

h. Request Board of Supervisors approval for Board President to sign NFusion FY17 report authorizing FY17 funds to be spent in FY18 (fund carry-over document).

Mr. Kuntz stated the NFusion program had funding left over amounting to approximately \$600,000. He stated the program is not expected to spend all the funds the first year, but a letter requesting to move funds must be submitted.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve the NFusion year-end report and authorize the Board President to sign the necessary documents related to the year-end report and the fund carryover report.

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 Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibits I.5.g., I.5.h.

6. Road Department

a. Project Apollo – Reimbursement to Olive Branch

Road Manager Andy Swims stated the County had an MOU with Olive Branch to reimburse a local match of \$30,000 for Project Apollo within 30 days once the Notice to Proceed was issued. The Notice was issued on November 7, 2016. Mr. Swims stated there was not a budget line item for this in the Road Fund, but he suggests taking it from ending cash and doing a budget amendment.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the Road Manager’s recommendations to approve a budget amendment from the Road Fund ending cash to fulfill the \$30,000 obligation to Olive Branch.

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 Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.6.a.

b. Request Board President Signature of Star Landing Corridor MDOT Document

Mr. Swims stated the LPA-100 form is required to be signed and turned in to MDOT to show the County knows what the overall cost of the project will be.

Supervisor Gardner asked if the price included the interchange. Mr. Swims stated it does not. He said the LPA-100 forms have to be submitted to MDOT as progress is made.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to authorize the Board President to sign the LPA-100 form.

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 Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.6.b.

Mr. Swims reminded the Board of the Christmas Luncheon on December 16th at the Road Department.

Mr. Swims also asked the Board members to let him know of any road concerns that need to be brought to his attention. He stated he will have a formal presentation regarding a plan to address road concerns in January.

7. Contract Administration

a. Authorization for Board Attorney to Work on Management Agreement with Lady Tigers for Lake Cormorant Park and Robertson Donald Park

Interim Parks Director Ray Laughter stated the two contracts that were in the Board packet need to be updated, as they were formerly with the Recreation District.

Supervisor Caldwell stated she felt they needed to pay the electricity as they are leasing. Supervisor Russell said the current contract says the County pays utilities for restrooms, but the tenants are responsible for the lighting of the field and watering of the field. He asked how we determined what is for the field if they are all on the same meter. Supervisor Caldwell stated she felt if they are leasing, they need to be responsible for those things. Mr. Laughter stated he had a current bill on one field that showed \$68 for electricity, \$36 for gas, and \$35 for water.

Supervisor Medlin stated if they host a tournament, they get all the money for fees and concessions. Mr. Laughter stated the contract says they are supposed to put all money back into the ball teams.

Supervisor Russell stated it has to be a public park and the group manages the schedule. There is a sign posted that tells the public who to call to schedule use of the fields.

Supervisor Medlin asked who maintained the fields. Mr. Russell stated they maintain the fence and inside the fence; the County maintains the park outside the fence.

Mr. Laughter stated Mike Duncan and Ford Moore run a very good program, and they have had several girls that played for them to receive college scholarships. He requested Mr. Nowak’s help to work on the contracts.

Supervisor Gardner stated the lease renewal is a perfect time for Mr. Laughter to recommend changes.

Supervisor Russell stated the Board needs to look into the audit that is supposed to be done each year as stated in the contract, and someone has to oversee that the contract is being met. He stated problems with the fields need to be referred to Mr. Laughter. Mr. Laughter stated he will ask Mr. Duncan for a copy of his schedules.

Supervisor Bill Russell made the motion and Supervisor Jessie Medlin seconded the motion to

authorize the firm of Smith, Phillips, Mitchell, Scott & Nowak to work with Mr. Laughter to make necessary changes to the contracts with the Lady Tigers organization as discussed.

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 Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.7.a.

b. Vend Natural

Director of Procurement and Administrative Services Pat McLeod stated Vend Natural is a vending service that provides healthy, nutritious snacks. She stated they have found an acceptable spot at Justice Court and would like to try a machine there. Mrs. McLeod asked the Board to approve putting one machine at Justice Court. She also stated the American Heart Association has begun a new program called Anchor, and they are going around to agencies to see what is offered in vending machines.

Mrs. McLeod stated the County will receive 3% of the gross profit, and she pointed out to the Board that AAA Vending’s contract states they do not object to a healthy snack machine being placed.

Supervisor Jessie Medlin made the motion and Supervisor Michael Lee seconded the motion to authorize the Board President to sign the contract with Vend Natural and allow their vending machine to be placed at Justice Court as recommended.

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 Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.7.b.

8. Sheriff’s Department E-Message Policy

Board Attorney Tony Nowak stated he has been asked to work on a policy on how to manage electronic messages within the Sheriff’s Department to protect the officers and the public.

Supervisor Bill Russell made the motion and Supervisor Mark Gardner seconded the motion to authorize the firm of Smith, Phillips, Mitchell, Scott & Nowak to work with the Sheriff’s Department on an E-Message Policy.

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 Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

9. Sheriff’s Department – Request for Regulations on Transient Vendors

Sheriff Rasco stated his office is getting complaints regarding door-to-door vendors especially regarding the times they are knocking on doors. He stated the vendors are getting permits to sell door-to-door, but there are no restrictions. The Sheriff also stated one citizen called the Sheriff’s

Department, and they found three people in the group had outstanding warrants in other states.

Supervisor Jessie Medlin made the motion and Supervisor Bill Russell seconded the motion to authorize the firm of Smith, Phillips, Mitchell, Scott & Nowak to work with the Sheriff’s Department on regulations regarding transient vendors.

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 Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

10. Washington Meetings Update

Supervisor Gardner stated he believed the trip was the most productive time he has spent in Washington. He said they spent some time with Eddie Belk with the Corps of Engineers as well as several Congressmen and Senators. He stated that he and Supervisor Caldwell stressed appropriations at every meeting. He also said the general feeling in Washington was that some costly regulations may be dropped.

Supervisor Caldwell said they talked about approved projects with Memphis Metro that have not been funded, specifically Holly Springs Road and Star Landing Road, and they asked for funding for these and other projects that already have a lot of money put into them, but are not being completed. Supervisor Caldwell also informed the Board that Mr. Belk and Congressman Kelly met each other through a dinner with the DeSoto County delegation and that was a very positive thing.

Supervisor Gardner stated there was talk of changing some wording in Senate Bill 2956. He also stated the word in Washington is that President-Elect Trump has talked about investment into infrastructure and using repatriated funds. He said when he and Supervisor Caldwell mentioned Batesville Casket Co. moving to Mexico, they were concerned.

Supervisor Caldwell said Congressman Kelly was also very interested in the Armory and Agri-Education Center.

Supervisor Medlin asked Mr. Swims how much the County had in hand to build Holly Springs Road. Mr. Swims stated they have 4 million dollars budgeted and all the federal money has been used. Supervisor Medlin asked what the total for the project was. Mr. Swims said 14 million. Supervisor Medlin asked if the project could be broken out into phases and the County could get started with money that is available. Mr. Swims stated he has spoken with Mr. Huffman about that and it look like it would be possible. He said he will get together with Mr. Scott Young and Mr. Huffman to come up with a plan.

11. E911 Salary Increases

Mrs. Lynchard informed the Board that E911 was doing a comprehensive study at budget time, but they have now requested a 3% raise for the E911 director and administrative assistant.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve a 3% salary increase for the E911 director and administrative assistant.

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 Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.11.

12. Burlington Northern Sante Fe – Request for Updated Letter of Support

Mrs. Lynchard reminded the Board they sent a letter in April in conjunction with a grant with TDOT for the Lamar Avenue/US 78 project. She said this will be the same letter, with a current date in support of the grant application with TDOT.

Supervisor Medlin stated the railroad is important to industry in the Olive Branch area of the County.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to authorize the Board President to sign the letter of support and to contact Mr. Garriga to see if he wanted to send the letter now or wait until the new Secretary of Transportation takes office.

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 Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

Mrs. Lynchard emailed Mr. Garriga and he asked for the letter to be sent to the current Secretary of Transportation.

See Exhibit I.12.

13. Ambulance Service License Renewal

EMS Director Mark Davis brought a bill for the Ambulance Service License Renewal and informed the Board the State went up on all EMS licenses this year.

Supervisor Mark Gardner made the motion and Supervisor Michael Lee seconded the motion to pay the Ambulance Service License Renewal and authorize the clerk to write the check.

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 Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

14. Bridgetown Fire Department

This item was determined not appropriate for Executive Session. Supervisor Lee stated that he got a call requesting a street name be changed to honor Bridgetown Fire Chief Jerry Sides for being instrumental in forming the Bridgetown Fire Department and volunteering there for 40 years. The Board discussed the possibilities and decided they would definitely do a proclamation and Supervisor Lee will take some ideas back to the fire department.

15. Human Resources – Tax Assessor & Tax Collector

This item was determined not appropriate for Executive Session. Mrs. Freeze thought she found a discrepancy in the way the Tax Assessor & Tax Collector had been receiving their funds from the County, and that they might be owed money.

Supervisor Gardner made the motion and Supervisor Bill Russell seconded the motion to pay the Tax Assessor and Tax Collector any money they are owed, pay interest to PERS for their retirement, pay 8% interest to the Tax Assessor and Tax Collector on any compensation that is properly owed if that is legal, and give the clerk authority to write the check; pending a review by the Board Attorney to deem the legality of the payments.

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 Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

16. Proclamation for Steve Dodd

Supervisor Caldwell informed the Board that the DeSoto County Schools luncheon on December 14th at 10:45 was also a retirement reception for Steve Dodd. She requested the Board issue a proclamation.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to issue a proclamation from the Board of Supervisors recognizing Mr. Steve Dodd for his service on the DeSoto County School Board.

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 Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.16.

J. PLANNING COMMISSION

1. CONSENT

- i. **Tierra Walker Minor Lot (7091) – Application is for final subdivision approval of 2 lots on 2.0 acres from a 109 acre parcel. Identified as parcel #2-07-7-35-00-0-00004-00. Subject property is located on the south side of Sunset Road and west of Laughter Road in Section 35, Township 2, Range 07**

Applicant: Tierra Walker

- ii. **Willard Minor Lot (7101) – Application is for final subdivision approval of 2 lots on 20.0 acres. Lot 1, 17.86 acres Lot 2, 2.17 acres. Identified as parcel #3-08-9-30-00-0-00001-03. Subject property is located on the west side of Fogg Road and south of West Oak Grove Road in Section 30, Township 3, Range 08**

Applicant: Teresa Chambliss

- iii. **Elroy Dockery Minor Lot (7102) – Application is for final subdivision approval of 2 lots on 4.0 acres. Lot 1, 1.9 acres Lot 2, 2.1 acres Identified as parcel #3-09-8-28-00-0-00018-01. Subject property is located on the north side of Cub Lake Road and east of Hwy 301 in Section 28, Township 3, Range 9**

Applicant: Elroy Dockery

- iv. **Stacks Minor Lot (7103) - Application is for final subdivision approval 2 lot(s) on 2.12 acre(s) – Lot 1, 1.07 and Lot 2, 1.05, Identified as parcel #3-08-9-30-00-0-00001-03. Subject property is located on the east side of Gill Road and south of Nesbit Road in Section 26, Township 2, Range 08**

Applicant: Brenda Stacks

Mr. Hopkins presented the Consent Agenda. He then stated the applications meet all Subdivision Ordinance requirements.

Supervisor Caldwell made the motion and Supervisor Lee seconded the motion to approve the Consent Agenda items as presented.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	YES
SECOND DISTRICT SUPERVISOR, MARK GARDNER	YES
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	YES
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	YES
FIFTH DISTRICT SUPERVISOR, MICHAEL LEE	YES

2. OTHER

i. Refund Request – Dwight Chaffin

Mr. Hopkins presented a request for refund for Plumbing Permit fees by Dwight Chaffin in the amount of \$119.00. He stated there has been no plumbing work done under this permit.

Supervisor Medlin made the motion and Supervisor Caldwell seconded the motion to approve the request by Dwight Chaffin for a refund of plumbing permit fees in the amount of \$119.00 and authorize the Clerk to write a check for the refund.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	YES
SECOND DISTRICT SUPERVISOR, MARK GARDNER	YES
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	YES
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	YES
FIFTH DISTRICT SUPERVISOR, MICHAEL LEE	YES

ii. Kasic Subdivision, Phase 1 – approval for President to sign the RDA

Mr. Hopkins presented the request for the Board of Supervisors President to sign the Residential Development Agreement for Kasic Subdivision, Phase 1.

Supervisor Medlin made a Motion and Supervisor Caldwell seconded the Motion to approve, and allow the Board of Supervisors President to sign, the Residential Development Agreement for Kasic Subdivision, Phase 1.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	YES
SECOND DISTRICT SUPERVISOR, MARK GARDNER	YES
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	YES
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	YES
FIFTH DISTRICT SUPERVISOR, MICHAEL LEE	YES

iii. Katrina Cottages

Mr. Hopkins stated the Planning Department received a request form a constituent to place a Katrina Cottage on their property at 2210 Old Pigeon Roost Road. He stated the building does not have a HUD stamp and Mr. Randy Williams stated that this type of structure does not meet the minimum building code to be passed as a permanently occupied structure. Mr. Hopkins stated that according the manufacturer’s label this structure was built as a “park model RV” and is commonly found in RV parks and temporary sites.

Supervisor Russell asked how is this structure different from a mobile home. Mr. Hopkins stated a mobile home will have a HUD inspection sticker; this structure has an RV Park approved inspection stamp. Supervisor Medlin stated he thought at first this structure was

the same as a mobile home but has since learned from talking with Mr. Williams it does not have a HUD inspection sticker. Mr. Hopkins stated the HUD sticker insures the structure has been inspected and is certifies that the structure meets building code. Mr. Hopkins then stated if approved to be a dwelling he feels this open the door for approving people to live in any type RV on their property.

There was discussion of the difference between mobile homes, RVs and tiny houses.

There was discussion of whether travel trailers can be lived in while new homes are being built. In the past travel trailers have been allowed on a case by case basis during an emergency for homes to be repaired or rebuilt due to loss by fire or act of God.

Supervisor Russell made a Motion and Supervisor Lee seconded the Motion to Deny the use of the Katrina Cottage RV at 2210 Old Pigeon Roost Road, and to prohibit the use of Katrina Cottages or any other pre-manufactured structures that do not have a HUD sticker or stamp as permanent dwellings.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	YES
SECOND DISTRICT SUPERVISOR, MARK GARDNER	YES
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	YES
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	YES
FIFTH DISTRICT SUPERVISOR, MICHAEL LEE	YES

iv. Spring Hill Cemetery

Supervisor Russell stated he received a letter from Mr. Ferguson contending land was donated to the County, the letter is to be added to the minutes. Supervisor Russell stated that up until now there has been no way to prove the County accepted the donation. He then stated he would like to authorize Mr. Nowak to look into this matter to see if it can be proven that the County did in fact accept the donation.

There was discussion of what will happen to the cemetery when it is no longer maintained by this individual.

Supervisor Russell stated the Attorney General stated that if the Department of Archives and History has determined a cemetery to be of historical significance, the Board can determine to maintain the cemetery. He stated he would like the Planning Department to research if there are any cemeteries determined by the Department of Archives and History to be of historical significance in DeSoto County.

Supervisor Medlin would like Ms. Lynchard to contact the Genealogical Society about this issue.

Supervisor Russell made a Motion and Supervisor Lee seconded the Motion to authorize Mr. Tony Nowak to look into this matter, Planning Staff to research cemeteries of historical significance and to make the letter from Mr. Ferguson part of the minutes.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	YES
SECOND DISTRICT SUPERVISOR, MARK GARDNER	YES
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	YES
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	YES
FIFTH DISTRICT SUPERVISOR, MICHAEL LEE	YES

v. Short Term Rentals

Supervisor Russell stated he received a letter from Mr. Bennie Hopkins concerning short term rentals. He stated the information was very interesting and shows that short term rentals are a lot bigger operation nationwide and internationally than he realized. He then stated the

County may want to look at some type of ordinance addressing short term rentals. Mr. Nowak stated short term rentals could be addressed in the Zoning Ordinance rewrite. He then stated he has been working closely with planning staff about inclusion of short term rentals in the ordinance. Mr. Nowak stated the County should probably wait until the Mississippi Supreme Court case concerning short term rentals, that the County is a party to, is ruled on to know what direction to take concerning them in the ordinance.

K. EXECUTIVE SESSION

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

Supervisor Mark Gardner made the motion and Supervisor Jessie Medlin seconded the motion to recess the Board meeting until December 19, 2016, at 9:00 a.m.

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 Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

THIS the 5th day of December, 2016, these minutes have been read and approved by the DeSoto County Board of Supervisors.

Jessie Medlin, President
DeSoto County Board of Supervisors