

**DESOTO COUNTY BOARD OF SUPERVISORS**

**BOARD MEETING MINUTES**

**DISTRICT ONE JESSIE MEDLIN, PRESIDING**

**September 4, 2012**

**A. CALL TO ORDER**

The September 4, 2012 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Jessie Medlin, Board President.

Sheriff Bill Rasco of the DeSoto County Sheriff's Department 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 Harvey Lee	District 5
Sheriff Bill Rasco	Sheriff
W. E. Sluggo Davis	Chancery Clerk
Vanessa Lynchard	County Administrator
Tony Nowak	Board Attorney

**B. INVOCATION**

Pastor Chip Hatcher presented the invocation.

**C. PLEDGE OF ALLEGIANCE**

**D. 9:00 a.m. Public Hearing FY 2013 Budget**

Supervisor Mark Gardner made the motion and Supervisor Jessie Medlin seconded the motion to open the Public Hearing for the FY 2013 Budget.

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 Harvey Lee, Fifth District	<u>YES</u>

Supervisor Medlin asked if anyone was present in the audience who wanted to speak to the Board regarding the FY 2013 Budget.

Pastor Charlie Reese from the Rising Sun Church asked to speak to the Board on behalf of the eight janitorial employees who would be losing their jobs. He asked if bids were solicited for the new janitorial services. He asked for the Board's ability to place these personnel in other positions in the County. He stated that one person had only one year left until retirement and feels this is an injustice to let this person go. Pastor Reese stated that with the new jail being opened, could these people be reassigned to work there. He stated that since the new service is out of Memphis they would be taking County money back into Memphis and not spending in the County.

Supervisor Lee Caldwell stated there were fifteen bids sent out for the janitorial services. She stated that the Board is looking into placement of the individual who is close to retirement. Supervisor Lee

said that the Human Resource Director Janna Rogers is also working for placement of all janitorial personnel with the incoming company. Ms. Rogers will be setting up interviews with the new janitorial company.

Supervisor Mark Gardner said he wanted to thank Pastor Reese for coming to the Board and that the main purpose for this change was to keep from raising County taxes. He said the County would work with the school system as well with the Sheriff to see if placement for these individuals is possible.

Sheriff Bill Rasco said he was willing to work with placement of individuals if they can meet the requirements.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to close the Public Hearing on the FY 2013 Budget.

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 Harvey Lee, Fifth District	<u>YES</u>

Supervisor Mark Gardner made the motion and Supervisor Harvey Lee seconded the motion to adopt the FY2013 Budget as presented and with the changes previously approved by the Board during budget discussions.

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>NO</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

#### **E. CITIZEN REMARKS**

Supervisor Jessie Medlin asked if anyone was present who wished to address the Board of Supervisors regarding an item not listed on the Agenda.

No one came forward.

#### **F. APPROVAL OF AUGUST MINUTES**

The Board of Supervisors considered the minutes for August as presented.

The official minutes of the Board of Supervisors were read for the month of August 2012.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to accept the minutes of the Board of Supervisors for August, 2012, as presented this date with changes 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 Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit E**

**G. APPROVAL OF AGENDA AND DELETIONS**

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

- 1.) Sheriff Bill Rasco asked to add security for County Administration building for discussion as a possible item in Executive Session.
- 2.) Supervisor Lee Caldwell asked to add security for Courthouse for discussion as a possible item in Executive Session.
- 3.) Supervisor Harvey Lee asked to add Land Acquisition item for discussion as a possible item for Executive Session.
- 4.) Supervisor Bill Russell asked to add Recreational District Committee item for discussion on the agenda.
- 5.) Supervisor Bill Russell asked to add Jail Committee appointment item for discussion on the agenda.
- 6.) Board Attorney Tony Nowak asked to add Final Agreement for Selling Body Armor for discussion on the agenda.
- 7.) Board Attorney Tony Nowak asked to add Helicopter sale item for discussion on the agenda.
- 8.) County Administrator Vanessa Lynchard asked to remove from New Business item Bid 6.a.3. Mosquito Control Chemicals from the agenda.
- 9.) Supervisor Lee Caldwell asked to add Recognition Certificate item for discussion on the agenda.
- 10.) Inventory Clerk Charmaine McCool asked to add Sheriff Vehicle Surplus item for discussion to the agenda.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to add these aforementioned Additions and Deletion items to the Board Agenda for September 4, 2012.

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 Harvey Lee, Fifth District	<u>YES</u>

- 1. See Executive Session, Administration Building Security
- 2. See Executive Session, Courthouse Security
- 3. See Executive Session, Land Acquisition
- 4. Recreational District Committee

Supervisor Bill Russell said the attorney still needs several or the Board’s nominees to the Recreational District Committee. He said Larry Jarrett is trying to set up a training session and he needs the names and phone numbers. Several members of the Board gave Supervisor Russell this information. Supervisor Mark Gardner said he was waiting on confirmation from his nominee and he could contact Mr. Nowak later today.

No motions were made nor votes taken on this item.

**5. Jail Committee**

Supervisor Bill Russell made the motion and Mark Gardner seconded the motion to appoint Supervisor Harvey Lee to the Jail Committee and to remove Supervisor Bill Russell. 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 Harvey Lee, Fifth District	<u>YES</u>

**6. Final Agreement Body Armor Sheriff Department**

Board Attorney Tony Nowak said he has the final agreement for the sale of the body armor to Tippah County. The Board had approved the sale of surplus body armor possessed by the Sheriff to various government agencies. He said the County has to collect at least nominal value per statue, which is why the agreement reflects a sales price of \$10 for the ten units of body armor. This agreement has to be done for each agency that gets the body armor and the Sheriff Department has forty pieces of body armor to be distributed.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to authorize the Board President to sign the Body Armor Agreement with Tippah County.

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 Harvey Lee, Fifth District	<u>YES</u>

**7. Sale of Helicopter**

Board Attorney Tony Nowak said he has completed the addendum to the contract for the sale of the helicopter that was required for a price change and said an inspection was required for the helicopter to be done and they said would pay for the inspection. This changes the cost of the helicopter from \$285,000 to \$288,075.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to authorize the Board President to sign the addendum contract for the helicopter sale with the price being \$288,075.

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 Harvey Lee, Fifth District	<u>YES</u>

**8. Mosquito Control Bid**

County Administrator Vanessa Lynchard asked the Board to remove this item from the agenda.

No motions or votes were taken on this item.

**9. Certificate of Recognition.**

Supervisor Lee Caldwell stated that Barry Carter has recently passed away and he was on the Handicap Compliance Grievance Committee. Supervisor Caldwell requested to present a Certificate of Recognition to the Barry Carter family.

No motion or votes were made on this item.

## 10. Preliminary Inventory – Sheriff Dept Surplus Vehicles

Inventory Clerk Charmaine McCool presented inventory dispositions from the Sheriff Department requesting items to be declared as surplus inventory.

Supervisor Jessie Medlin made the motion and Supervisor Harvey Lee seconded the motion to declare the following Sheriff Department vehicles as surplus and to approve selling them at auction:

FINAL

FISCAL  
YEAR:

200 DEPARTMENT: SHERIFF DEPARTMENT

2012

ASSET #	DESCRIPTION	SERIAL #	REASON FOR DISPOSAL	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	LOCATION OF FINAL DISPOSAL	DATE OF FINAL APPROVAL
35147	Ford Crown Vic 2005	2FAHP71WX5X15266 6	Acution	Sheriff Dept				
AUTHORIZATION TO DISPOSE						NOTES		
DEPARTMENT: <u>CHERYL SCOTT</u> DATE: <u>08/30/12</u> PRINT NAME: _____ DISPOSED BY: _____      DATE: _____ PRINT NAME: _____ INVENTORY CLERK: <u>CHARMAINE MCCOOL</u> DATE: <u>08/30/12</u>						Going to Auction Oct. 20		

The Board of Supervisors considered the following items on the meeting's Consent Agenda.

### 1. Dept. of Human Resources: Monthly Health Claims

Funding Request	Date Paid	Amount	Claim Type
<b>Date</b>			
8/1/12	8/1/12	\$82,097.17	Administration Fees
8/6/12	8/6/12	\$42,828.80	Medical
8/6/12	8/6/12	\$4,821.70	Dental
8/6/12	8/6/12	\$9,036.82	Pharmacy
8/13/12	8/13/12	\$26,446.37	Medical
8/13/12	8/13/12	\$7,075.87	Dental
8/13/12	8/13/12	\$17,450.35	Pharmacy
8/20/12	8/20/12	\$32,464.64	Medical
8/20/12	8/20/12	\$5,154.65	Dental
8/20/12	8/20/12	\$14,295.10	Pharmacy
8/27/12	8/28/12	\$36,845.22	Medical
8/27/12	8/28/12	\$6,360.70	Dental
8/27/12	8/28/12	\$11,182.48	Pharmacy
	<b>TOTAL</b>	<b>\$296,059.87</b>	

### 2. Justice Court Report

Criminal Cases Filed	133
Civil Cases Filed	622
Traffic Tickets Filed	1,860
Total Cases Filed	2,615

State Assessments	\$69,783.66
County General Fund	\$114,105.85
Total Collections	\$183,889.51

### 3. Bailiff Pay

Liz Medlin	\$80.00
Lee Hodges	\$460.00
Bobby Holloway	\$245.00
Brandon Hylander	\$340.00
Curtis Plumlee	\$95.00

**4. Publication of Board Proceedings**

**5. Office of Finance & Accounting**

**a. Budget Amendments:** Detailed in Exhibit G.5.a

**b. Approval for Interfund Loans**

From: General County Fund	001-000-054	\$100,750.00
To: EMA Grant Fund	044-000-149	\$100,000.00
To: 2012 G.O. Refunding Bonds I&S	229-000-149	\$ 750.00

**c. Inventory Dispositions – Final: Sheriff’s Department**

FINAL

FISCAL YEAR: 2012

200 DEPARTMENT: SHERIFF DEPARTMENT

ASSET #	DESCRIPTION	SERIAL #	REASON FOR DISPOSAL	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	LOCATION OF FINAL DISPOSAL	DATE OF FINAL APPROVAL
39752	TRACKING THE WORLD GPS TRACKER	468001	LOST AFFIDAVIT	UNKNOWN	08/06/12	LOST	UNKNOWN	09/04/12
AUTHORIZATION TO DISPOSE						NOTES		
DEPARTMENT: <u>          </u> CHERYL SCOTT <u>          </u> DATE: <u>          </u> 07/26/12 PRINT NAME: <u>          </u>						LOST AFFIDAVIT ATTACHED		
DISPOSED BY: <u>          </u> CHERYL SCOTT <u>          </u> DATE: <u>          </u> 08/14/12 PRINT NAME: <u>          </u>								
INVENTORY CLERK: <u>          </u> CHARMAINE MCCOOL <u>          </u> DATE: <u>          </u> 07/26/12								

**6. Establish as Part of the Formal Record and Enter into the Board Minutes**

- a. Board of Education Budget Request
- b. Affiliation Agreement with University of Memphis

**7. Road Department**

- a. Road Report
- b. Work Schedule
- c. Road Bond Report
- d. Request to make Additions to Official DeSoto County Road Map & Register Part of the Minutes

**8. Office of Procurement**

- a. Request to Accept and Approve Bid Specifications and Solicit Bids: Annual Bid for Gasoline and Diesel Fuel
- b. Request to Accept and Approve Bid Specifications and Solicit Bids: Annual Bid for Traffic Signs

**9. Board Attorney: Order Appointing Designees for Emergency Purchases**

**10. Chancery Clerk Allowance (2) \$1,916.66 \$1,550.00**

Supervisor Jessie Medlin asked that when roads were added to the County if the Board was required to see the complete listing of roads, or if they could just see a document listing roads that needed to be added.

Chancery Clerk Sluggo Davis said his office has to have the complete listing anytime a road is added.

Board Attorney Tony Nowak said the Road Manager could just give the Board a listing of new roads to be added or deleted, but would have to give the Chancery Clerk a complete listing for his record.

Supervisor Bill Russell asked for clarification on when the Board was required to inspect the roads to be added. Road Manager Andy Swims stated that when subdivision roads are completed they don't require inspection by the Board, but if a citizen in the County wants a road added, then the Board has to inspect the road and give a ruling, finding it appropriate to take the road in.

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

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 Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit H**

**I. OLD BUSINESS**

**1. Authorization to Advertise for Bids for Johnston Road Bridge Repairs**

State Aid Engineer Tracy Huffman appeared before the Board requesting approval for bridge repairs on the South Fork Bridge. Mr. Huffman said this bridge was on the fund listing and would have to go out for bids. He stated the overall cost would be \$220,000, but that the most urgent repairs that need to be done would cost \$150,000. He said they need to remove the pilings or repair casements and reinforce the area.

Supervisor Mark Gardner asked if the erosion was due to the creek being low so the bridges needs additional enforcing.

Supervisor Bill Russell asked if the bridge was safe and if the Board needed to reduce the weight limit for the bridge. Mr. Huffman said that they needed to move quickly to dig three or four feet down to install new reinforcement to the bridge. It would be a good to temporarily reduce the tonnage on the bridge to a three ton limit since there might be heavy truck traffic on the bridge.

Supervisor Harvey Lee made the motion and Supervisor Mark Gardner seconded the motion to authorize the Road Department to place a three ton weight limit, and post weight restriction signage, for the Short Fork Creek, and approve going out for bid per the specifications and recommendations of Tracy Huffman for the repairs to the Short Fork Creek Bridge at a cost not to exceed \$220,000.

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 Harvey Lee, Fifth District	<u>YES</u>

See Exhibit I.1

## J. NEW BUSINESS

### 1. Horn Lake Marine ROTC – Obstacle Course

Chief Warrant Officer Hall appeared before the Board of Supervisors to give a presentation on a new program undertaken by the Horn Lake High School ROTC. They are implementing a Confidence Course that will be utilized for daily physical fitness activities. They are seeking to enhance and provide more resources for this course, that will contain a balance log activity, a rope climbing activity and a bars activity. He said the community needs to get young people involved in an exercise program. The Board of Education has approved the project and the principle of the school has approved the project. The Obstacle Course will be located near Latimer Lake Park and will be fenced in for security purposes. Officer Hall said he will be talking to local officials to offer the course to the police departments, fire departments and military personnel so that it will be beneficial to the whole community. Officer Hall said he has received a quote for the completed project at \$137,671.00. He said that since he received the quote he has worked to decrease this cost with some donations for materials and in-kind labor. Officer Hall said he wants to inspire kids and gave data about Mississippi being an overweight state. He said obesity is a reason that people can't join the military. He said that obesity is a job hindrance for employers due to absentees at work due to health conditions.

Mr. Hall said he is seeking the assistance from the Board of Supervisors for funds to complete this project.

Supervisor Jessie Medlin asked if this project would be open to the public, and if the schools were providing any funding.

Mr. Hall said yes, the project was open for public events, but they would have to contact someone so they could provide a trainer or safety person to take groups through the project. The project could be used for park events, EMS training, and law enforcement training. He said that the school has applied for grants for the project and they will allow him to do the project on school property, but they have not supplied any funds.

Mr. Hall said he had 150 students in the school program at this time, and none of the participants were under any military obligation. He said their participation has helped individuals with their self esteem.

Supervisor Bill Russell stated the need for an interlocal agreement with the schools and once this was done, he would like to donate \$5,000 from the District 3 Park Fund.

Supervisor Lee Caldwell said she knows that this is a terrific program and she would donate \$10,000 from District 4 Park Fund.

Supervisor Medlin said he hoped they could get the project cost down to \$65,000. Mr. Hall said if they could get donated materials and labor, this would bring down the cost.

Board Attorney said the Board could contribute funds.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to approve the donation of \$5000 from District 3 Park Funds and \$10,000 from District 4 Park Funds, to provide for the ROTC Obstacle Course located at the Horn Lake High School conditioned upon the course being made available to the public and for EMS training, and law enforcement training. The motion included authorizing the Board Attorney to prepare the necessary agreements with the Board of Education or other appropriate entity.

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

**See Exhibit J.1**

**2. Community Garden**

Master Gardner Pam Selby appeared before the Board of Supervisors seeking approval to use space at the Walls Library facility to plant a community garden. Ms. Selby said she wanted to plant two 4' x 8' raised bed gardens and one 4' x 6' garden bed on posts for handicap accessibility and the elderly. This will be located behind the Walls Library. She said she needed the County's help to get rid of the kudzu vines growing behind the library in order to make a spot for the project.

Ms. Selby stated that the Community Foundation was providing a \$750 grant for this project at the library. She said that Katherine Nathan, Director of the Regional Public Libraries, has given a letter of approval for this project. The grant will be approved based on the Board's approval of the project and its location.

Supervisor Jessie Medlin asked if the group would clean up the garden in the fall when everything dies back. Ms. Selby stated they would be teaching how to plant and take care of the garden through the fall and what would be necessary for spring planting the following year.

Supervisor Bill Russell made the motion and Supervisor Harvey Lee seconded the motion to approve the Community Garden Project to be located at the Walls Library site.

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 Harvey Lee, Fifth District YES

**See Exhibit J.2**

**3. Advertising County Resources: Community Prayer Breakfast**

Cecil Sowell, 2012 Chairman for the Community Prayer Breakfast, and Pastor Chip Hatcher appeared before the Board of Supervisors to seek funds for the annual Community Prayer Breakfast to be held October 17, 2012 at the Landers Center.

Pastor Hatcher stated the prayer breakfast was started in 1999 and has become a tradition for the community. He said funds for the breakfast are managed through the Volunteer Northwest Mississippi foundation. The speakers for the breakfast have been community leaders as well as outside speakers. He stated that Supervisor Mark Gardner has been on the board for the Prayer Breakfast in the past.

Mr. Sowell said the speaker for this year's breakfast will be John "Bull" Bramlett, former NFL All-Pro linebacker.

Supervisor Jessie Medlin said that the Board can as individuals buy tickets for the breakfast.

Board Attorney Tony Nowak said the Board could consider making a finding of fact to provide advertising County resources funds to be used as a donation to the breakfast.

Supervisor Bill Russell made the motion and Supervisor Jessie Medlin seconded the motion that funds for advertising and bringing into favorable notice the opportunities, possibilities and resources to the county, the donation of \$250 to the Community Prayer Breakfast, with placement of banner designating DeSoto County as a participant or acknowledgement in a program.

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 Harvey Lee, Fifth District	<u>YES</u>

See Exhibit J.3.

**4. Office of Finance and Accounting**

**a. Inventory Control Dispositions - Preliminary**

(1.) Coroner

INVENTORY CONTROL DISPOSITION

PRELIMINARY

FISCAL  
YEAR:

167 DEPARTMENT: CORONER

2012

ASSET #	DESCRIPTION	SERIAL #	REASON FOR DISPOSAL	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	LOCATION OF FINAL DISPOSAL	DATE OF FINAL APPROVAL
4004	SF7320 COPIER	36614276	BROKEN	CORONER OFC	09/04/12			

AUTHORIZATION TO DISPOSE				NOTES	
DEPARTMENT:	JEFFERY POUNDERS	DATE:	08/28/12	COPIER IS BROKEN	
PRINT NAME:	_____				
DISPOSED BY:	_____	DATE:	_____		
PRINT NAME:	_____				
INVENTORY CLERK:	CHARMAINE MCCOOL	DATE:	08/28/12		

(2.) Facilities Management

INVENTORY CONTROL DISPOSITION

PRELIMINARY

FISCAL  
YEAR:

151 DEPARTMENT: FACILITY MANAGEMENT

2012

ASSET #	DESCRIPTION	SERIAL #	REASON FOR DISPOSAL	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	LOCATION OF FINAL DISPOSAL	DATE OF FINAL APPROVAL
14077	1998 FORD RANGER	1FTYR14X1WPA50587	SURPLUS	FAC MGT	09/04/12			
VEHICLE PURCHASED: 01/01/1998 IN THE AMOUNT OF \$14,576.00								
19028	1994 FORD RANGER	1FTCR10X7RUC55546	"	"	09/04/12			
VEHICLE PURCHASED: 06/13/1994 IN THE AMOUNT OF \$ 9,604.00								
30667	2000 DODGE DAKOTA	1B7GL22X9YS634662	"	"	09/04/12			
VEHICLE PURCHASED: 12/23/1999 IN THE AMOUNT OF \$15,275.00								
AUTHORIZATION TO DISPOSE				NOTES				
DEPARTMENT:	TONY MARTIN	DATE:	08/28/12	REPAIRS ON ABOVE UNITS GREATLY EXCEEDING				
PRINT NAME:	_____							
DISPOSED BY:	_____	DATE:	_____					
PRINT NAME:	_____							
INVENTORY CLERK:	CHARMAINE MCCOOL	DATE:	08/28/12					



(1.) Sheriff's Dept: 410 Alcohol/Drug Countermeasures (DUI Grant for salaries and travel)  
Award Amount: \$163,066.93; Effective Date: October 1, 2012 to September 30, 2013

(2.) Sheriff's Dept: Occupant Protection Enforcement Grant (Provides overtime pay for working on occupant protection-vehicle restraint)  
Award Amount: \$10,350.00; Effective Date: October 1, 2012 to September 30, 2013  
Supervisor Lee Caldwell asked if the Sheriff Department does not get the grant, will officers still have a job. Sheriff Bill Rasco said yes.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to authorize application to Mississippi Department of Public Safety for the 410 Alcohol/Drug Countermeasures Grant (\$163,066.93) and the Occupant Protection Enforcement Grant (\$10,350).

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 Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit J.4.b**

**c. Claims Docket**

Chief Financial Officer Tom Arnold requested the Board to approve payment of employees 3% raise to be implemented as of September 16 with the payroll run for payment on October 1, 2012.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve effective date for employees pay raise being September 16, 2012 for payment on October 1, 2012.

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 Harvey Lee, Fifth District	<u>ABSENT</u>

Chief Financial Officer Tom Arnold, of the Office of Finance and Accounting, presented the claims docket to the Board. Mr. Arnold read the items on the claims docket individually and the Board discussed these items.

1.) Supervisor Jessie Medlin asked about the claim on page 94 to North Miss Tire LLC, for \$3,210.56. Road Manager Andy Swims said this was for the purchase of 8 tires at \$400 each.

2.) Supervisor Medlin asked about the claim on page 23 to Data Management for \$3,949. IT Director John Mitchell said this was for a new time clock to be installed at Justice Court, which included new software programs. This software can be used for other department time clocks.

3.) Supervisor Bill Russell asked about the claim on page 109 for diesel fuel at the new jail facility. Tom Arnold said the fuel was used to test the new generator being installed at the new jail facility.

4.) Supervisor Lee Caldwell asked about the claim on page 14 to Vital EDU. Tom Arnold said this was for the training manuals and workbooks being used by Human Resources for training programs being implemented to all departments in the County.

5.) Supervisor Caldwell asked about the claim on page 21 to Trademaster. John Mitchell said this was for EMA maintenance on the National Fire Protection Association (NFPA) codes.

6.) Supervisor Caldwell asked about the claim on page 22 to Next Step for \$6,400. John Mitchell said this was for replacement of 20 monitors. Mr. Arnold said the purchase was for 20 monitors at a cost of \$320 each.

7.) Supervisor Caldwell asked about the claim on page 75 to Sports of All Sorts for shirts. Tom Arnold said these shirts were for Adult Drug Court and were paid for out of this fund. Supervisor Caldwell stated that a survey was done on all departments that purchase shirts and the Board needs to discuss these purchases for shirt to make sure they all represent the County in the same manner.

8.) Supervisor Mark Gardner asked about the claim on page 20 from C Spire for Kenny Evans cell phone. Tom Arnold said these bills are two months behind in payment.

9.) Supervisor Gardner asked about the claim on page 45 to Missouri State Highway Patrol and how many cars were in the Sheriff's Department. Tom Arnold said that eight 2010 cars were bought and one 2008 vehicle.

10.) Supervisor Gardner asked about the claim on page 66 & 67 for office supplies for DHS. This is a large quantity of office supplies for one department. County Administrator Vanessa Lynchard said she called DHS and asked them to come before the Board regarding this purchase, but no one was available to come. She suggested a purchasing policy regarding items that are a concern when they place purchase orders.

Supervisor Gardner said his concern is that an agency is spending funds at the end of the yearly budget for this large amount. Supervisor Jessie Medlin asked why they need to purchase 2013 calendars for far in advance. Supervisor Gardner questioned the chairs and office equipment.

Ms. Lynchard said the state lawsuit requires DHS to have a certain number of counselors to the number of clients they have. This would be the reason for a furniture purchase. Supervisor Caldwell said under a central purchasing there needs to be a minimum for prices on any item that could be ordered.

11.) Supervisor Gardner asked about the claim on page 88 for the Motor Vehicle Registration. John Mitchell said this purchase was for a data center cabinet and cabling required for the Tax Collectors office. Anything that is done for motor vehicles is supported by funds under this account.

12.) Supervisor Gardner asked about the claim on page 112 & 113. Tom Arnold said that these two funds are mandatory levy fund to the Community College. The State passes these funds through the County to pay the Community College. They can't be paid directly to the college from the State. One fund is for an operations account and the other is for maintenance of the facility.

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, with the exception of the three bills to Panola Paper for the DHS Family & Children's' Division.

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 Harvey Lee, Fifth District	<u>YES</u>

**5. City of Hernando - TIF**

Financial Consultant Demery Grubbs, Laurence Leyens, Economic Development Specialist, and Mayor of Hernando Chip Johnson appeared before the Board of Supervisors requesting for a Public Hearing to be held for the Tax Incentive Fund (TIF) for the City of Hernando's.

Mr. Grubbs said that the City of Hernando is requesting for the County to participate in the TIF program at a 50% match. They would like to set the Public Hearing today and he has given the Board Attorney all the documents for him to approve. The County funds will be spent for road access and parking lot.

Board Attorney Tony Nowak stated he reviewed the Resolution of Intent and Notice of Hearing, which are the items being presented today. He asked the Board to consider authorizing him to work on the TIF Plan documents and the Resolution of Approval of the TIF Plan and to authorize him to work with Jimmy G. Gouras Urban Planning Consultants, Inc. on the these documents.

Supervisor Harvey Lee made the motion and Supervisor Mark Gardner seconded the motion to set the Public Hearing for the City of Hernando TIF for September 24, 2012 for 10 a.m. and authorize the Board Attorney to draw up the appropriate resolutions and work with Jimmy G. Gouras Urban Planning Consultants, Inc. on the TIF documents.

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 Harvey Lee, Fifth District	<u>YES</u>

**6. Office of Procurement**

**a. Bids Under Advisement**

**(1.) Re-Bid One or More Tractor Trucks**

Procurement Clerk Shelia Morris appeared before the Board to present the Bid for a semi-tractor truck. She stated that there was only one bid received and this was a solicitation for re-bid. Supervisor Jessie Medlin asked the Road Manager Andy Swims why they needed an additional truck. Mr. Swims said they sometimes have to pull equipment to different locations and this would allow them to get equipment on the job faster.

The Board discussed the buy back clauses on bids for equipment. County Administrator Vanessa Lynchard stated that the County has a lot of conditions for a buy back on equipment that is based on the maintenance of the equipment. Mr. Swims stated that in some instances a buy back would benefit the County.

Supervisor Harvey Lee made the motion and Supervisor Jessie Medlin seconded the motion to approve the recommendation of the Procurement Department for the purchase of One or More Semi-Tractor Trucks from TriState Truck Center in connection to bid number 12-156-036 as follows:

<b>Bid File: Re-Bid One or More Tractor Trucks #12-156-036</b>		<b>DeSoto County Board of Supervisors Office of Procurement - 365 Loshier St, Sut. 340 Hernando, MS 38632</b>			<b>Bid Opening: August 24, 2012 2:00 p.m.</b>	
		<b>Bid Tabulation</b>				
<b>Name of Bidder</b>	<b>Make/Model of Unit</b>	<b>Delivery Date</b>	<b>Bid Price</b>	<b>Guaranteed Bonded Buy Back</b>		<b>Complys with all Specifications</b>
1 TriState Truck Ctr 494 E.H.Crump Blvd Memphis, TN 38216	2013 MACK CHU613	30-40 Days	\$116,947.44	36 mo	\$70,000	Yes
				48 mo	\$63,000	
				60 mo	\$54,000	

**RECOMMENDATION: Tri-State Truck Center (The only bidder for this item)**

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 Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit J.6.a.(1.)**

**(2.) Annual Traffic Striping (re-bid)**

Procurement Clerk Karen McNeil said the County received two bids back on this re-bid for Traffic Striping. There is a 2% increase over last year’s contract. They are recommending Riverside Traffic Systems Bid as follows:

ITEM	RIVERSIDE TRAFFIC SYSTEMS	Budget Impact in FY13	J C CHEEK CONTRACTORS, INC.	Budget Impact in FY13
	(Yes to Alternate and Piggyback)		(Yes to Alternate and Piggyback)	
	<b>Per Mile</b>		<b>Per Mile</b>	
4” Traffic Stripe (Paint)	\$ 600.00	No Usage	\$ 590.00	No Usage
4” Traffic Stripe (30 ml thermoplastic)	\$ 700.00	No Usage	\$ 750.00	No Usage
4” Traffic Stripe (60 ml thermoplastic)	\$ 1,600.00	\$ 35,200.00	\$ 1,590.00	\$ 34,980.00
4” Traffic Stripe (90 ml thermoplastic)	\$ 2,050.00	\$ 303,400.00	\$ 2,150.00	\$ 318,200.00
	<b>Per Square Foot</b>		<b>Per Square Foot</b>	
Detail Legend (90 ml thermoplastic)	\$ 4.50	No Usage	\$ 6.50	No Usage
Detail Legend (120 ml thermoplastic)	\$ 6.00	\$ 5,814.00	\$ 7.50	\$ 7,267.50
		\$ 344,414.00		\$ 360,447.50
<b>RECOMMENDATION: Riverside Traffic</b>				
			<b>2% increase</b>	

Supervisor Jessie Medlin made the motion and Supervisor Harvey Lee seconded the motion to accept the lowest and best bid for Traffic Striping from Riverside Traffic Systems in connection with bid number 12-156-032.

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 Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit J.6.a.2**

**(3.) Mosquito Control Chemicals**

This item was removed from the agenda by the County Administrator.

**(4.) Crushed Limestone and Rip Rap**

Procurement Clerk Karen McNeil said they are recommending the bid from Vulcan Materials Company for the Crushed Limestone and Rip Rap. She said that APAC did not quote all items on the bid and that this year's bid is less than 1% over last years.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to accept the lowest and best bid in connection with bid number 12-156-034 from Vulcan Materials for Crushed Limestone and Rip Rap as follows:

BID ITEM	VULCAN MATERIALS CO. Yes to Alternate and Piggyback			FULLEN DOCK & WAREHOUSE Yes to Alternate and Piggyback			APAC Yes to Alternate and No to Piggyback			BIG RIVER IND., INC. Yes to Alternate and Piggyback		
	Price/Ton	Product + Hauling	Based on FY11 Usage Including Haul Cost	Price /Ton	Product + Hauling	Based on FY11 Usage Including Haul Cost	Price /Ton		Based on FY11 Usage Including Haul Cost	Price /Ton		Based on FY11 Usage Including Haul Cost
	1074 Harbor (19.5 miles x \$2 = \$39)			382 Klinke Ave. Memphis, TN (25.5 miles x \$2 = \$51)			1210 Harbor Ave., Memphis, TN (20.82 miles x \$2 = \$41.64)			Presidents Island, Memphis, TN (20 miles x \$2=\$40)		
CR610 Limestone Base	\$ 15.45	\$ 54.45	\$ 1,034,550.00	\$ 16.38	\$ 67.38	\$ 1,280,220.00	\$ 14.70	\$ 56.34	\$ 1,070,460.00	no bid		\$ -
#57 Limestone	\$ 17.50	\$ 56.50		\$ 18.02	\$ 69.02	\$ -	no bid		\$ -	no bid		\$ -
#7 Limestone	\$ 19.00	\$ 58.00		no bid			no bid		\$ -	no bid		\$ -
#8 Limestone	\$ 19.00	\$ 58.00	\$ 11,600.00	\$ 19.11	\$ 70.11	\$ 14,022.00	\$ 18.00	\$ 59.64	\$ 11,928.00	no bid		\$ -
#4 Stone (2" - 1")	\$ 19.00	\$ 58.00		\$ 19.11	\$ 70.11		no bid		\$ -	no bid		\$ -
#4 Stone (4" - 3")	\$ 19.50	\$ 58.50		\$ 19.11	\$ 70.11		no bid		\$ -	no bid		\$ -
3" - 6" Rip Rap (Gabion Stone)	\$ 23.00	\$ 62.00	\$ 31,000.00	\$ 27.31	\$ 78.31	\$ 39,155.00	\$ 15.00	\$ 56.64	\$ 28,320.00	no bid		\$ -
90# Rip Rap	\$ 23.00	\$ 62.00		\$ 24.36	\$ 75.36		no bid		\$ -	no bid		\$ -
125# Rip Rap	\$ 23.00	\$ 62.00	\$ 198,400.00	\$ 24.36	\$ 75.36	\$ 241,152.00	\$ 24.00	\$ 65.64	\$ 210,048.00	no bid		\$ -
200# Rip Rap	\$ 23.00	\$ 62.00	\$ 31,000.00	\$ 24.36	\$ 75.36	\$ 37,680.00	no bid		\$ -	no bid		\$ -
300# Rip Rap	\$ 23.00	\$ 62.00	\$ 31,000.00	\$ 27.31	\$ 78.31	\$ 39,155.00	no bid		\$ -	no bid		\$ -
Ag Lime	no bid			\$ 19.66	\$ 70.66	\$1,389.18	no bid			no bid		
Arkalite Chip Seal (#7 Clay Aggregate)	no bid			no bid			no bid			12-156-034	#VALUE!	#VALUE!
TOTAL BASED ON FY11 USAGE			\$ 1,337,550.00			\$1,652,773.18			\$ 1,320,756.00			#VALUE!

**RECOMMENDATION:** (All items except Arkalite Chip Seal #7) Vulcan Materials **First Alternate:** APAC **Second Alternate:** Fullendock

**Arkalite Chip Seal #7 awarded to Big River Industries.**

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 Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit J.6.a.4**

**(5.) Various Vendor Services for Human Resources**

County Administrator Vanessa Lynchard said they had been working with various Vendor Services for employment screening, but today she wants to talk about the County drug screening. She said they sent out proposals and received five back. In the past the County contracted with Mississippi Employers Association (MEA), but we have found some differences and now have the availability to go to Lab Corp for the drug testing.

Ms. Lynchard said from the bids selections they are recommending Advance Screening Solutions. The County can use the Sheriff Department to do background checks on employees. She said that for legal compliance the Sheriff will have to provide certain responses, which could expose the County to liability, and this needs to be considered before a decision is made on how best to handle the background checks. She asked the Board to meet 2 to 1 to discuss the Sheriff being involved in talks about compliance.

Board Attorney Tony Nowak said there might be some things the Board would have to seek the Attorney Generals Opinion for. He stated the Board only needs to approve the bid for Drug Testing under category A of the bid.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to accept the lowest and best bid for Drug Testing from Advanced Screening Solutions at the recommendation of the County Administrator and Procurement Department in connection with bid number 12-140-001 as follows:

SPECIFICATIONS	Advanced Screening Solutions	Data Facts	MEA Drug Testing	Laborchex	Sterling Infosystems, Inc.
<b>CATEGORY A: DRUG TESTING</b>					
<b>DOT - DRUG AND ALCOHOL</b>					
Urine	\$ 34.00	\$ 33.00	\$ 42.00	No Bid	\$ 38.00
Breath Alcohol	\$ 18.00	\$ 41.00	\$ 20.00	No Bid	No Bid
<b>NON DOT</b>					
5 Panel Screening	\$ 28.00	\$ 28.50	\$ 42.00	No Bid	\$ 36.00
7 Panel Screening	\$ 30.00	\$ 31.50	No Bid	No Bid	No Bid
Pre Adverse Action Letter	no charge	\$ 2.00	\$ 2.00	No Bid	\$ 4.00
Adverse Action Letter	no charge	\$ 2.00	\$ 2.00	No Bid	\$ 4.00
<b>Administrative Services Annual Fee</b>	none	none	\$ 250.00	No Bid	None
<b>CATEGORY B: BACKGROUND SCREENING</b>					
<b>Hourly Employee Profile</b>					
National (includes Sex Offender Registry) w/SSN trace + Alias Search	\$ 12.00	\$ 55.00	No Bid	\$ 15.50	\$ 6.00
State Criminal Records Search	\$ 6.00	Included	No Bid	begins at \$9.45	\$ 9.00
Motor Vehicle Records (MVR) + any state fees	\$ 5.00	\$ 5.00	No Bid	varies by state	\$ 6.00
Employment Verification (per employer)	\$ 8.00	Included	No Bid	\$ 9.45	\$ 10.00
Hourly Employee Profile TOTAL	\$ 31.00	\$ 60.00	No Bid	too many unknown charges	\$ 31.00
<b>DOT Employee Profile</b>					
Employee Profile including the above items	\$ 31.00	\$ 53.00	No Bid	\$ 15.50	\$ 31.00
CDL Verification w/MVR	\$ 10.00	\$ 5.00	No Bid	Unknown	\$ 15.00
DOT Employment Verification (per employer)	\$ 10.00	Included	No Bid	\$ 12.30	\$ 10.00
Dot Employee Profile TOTAL	\$ 51.00	\$ 58.00	No Bid	too many unknown charges	\$ 56.00
<b>Management/Professional Profile</b>					
Employee Profile including items from hourly profile	\$ 31.00	\$ 81.00	No Bid	\$ 15.50	\$ 31.00
Degree Verification (+ any applicable institution fees)	\$ 10.00	add'l	No Bid	No Bid	No Bid
Professional License Verification (per each)	\$ 10.00	add'l	No Bid	\$ 10.00	\$ 10.00
Credit History for employment purposes	\$ 8.00	add'l	No Bid	\$ 10.00	\$ 10.00
Management Profile TOTAL	\$ 59.00	\$ 81.00	No Bid	too many unknown charges	\$ 51.00
		with add'l unknown fees			with add'l degree verification fees
<b>RECOMMENDATION: CATEGORY A: Advanced Screening Solutions</b>					
<b>CATEGORY B: Hold for future recommendation after 2/2/1 meetings with Supervisors.</b>					

09/04/2012

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 Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit J.6.a.5**

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to take balance of the bid for Category B - Background Screening under advisement and hold over until the Board Meets with the Sheriff, Board Attorney, Human Resources, and County Administrator to discuss.

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 Harvey Lee, Fifth District	<u>YES</u>

**b. Bids Exceeding \$25,000: IT – Expansion of VOIP Project**

Procurement Clerk Karen McNeil said the lowest bid for the Expansion of VOIP Project to the New Jail Facilities was from Black Box.

County Administrator Vanessa Lynchard said when the Board accepted the bid for the phone system the new jail was not going to be ready until the spring and was not listed on the bid for a quote. She said she talked with the Board Attorney and the Audit Department to see if the County had received legal quotes.

IT Director John Mitchell said that he did not know he would be responsible for the New Jail phone system when he sent out quotes for the phone system. There were some allocations for the new jail and part of the expense will come from this allocation.

Supervisor Jessie Medlin asked if there were different phones in the old jail and new jail. Sheriff Rasco said the phone system for both jails needed to be the same.

Ms. Lynchard said she had asked John Mitchell to submit quarterly reports to the Board to show the savings on the new phone system. Mr. Mitchell said there would be about a 50% cut in the expense. He said there would not be a long distance service out of the jail and this would make it be a more efficient system.

Supervisor Mark Gardner asked what the status of conversion was on other County buildings. Mr. Mitchell said training would start the week of September 10, 2012. Supervisor Gardner asked what the project open use date would be. Supervisor Bill Russell said the open date was October 15, but they have to wait on AT&T to lay the fiber Optic for the New Jail. Mr. Mitchell said AT&T has no lines in the area and they will have to lay new lines for this system.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to award the quote for the expansion of VOIP Project to include the New Jail property.

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 Harvey Lee, Fifth District	<u>YES</u>

See Exhibit J.6.b

**7. Contracts Administration: Approval of Change Order for New Telephone System for Gale Center/Election Commission and Facilities/DHS**

IT Director John Mitchell said this change order on the new phone system is for the addition of phones at the Gale Center that covers Adult Drug Court and the Election Commission; additional phone system at Facilities Management and DHS offices. They have to add 16 new phones at DHS because their number of employees increased from 12 to 40 total.

Supervisor Jessie Medlin asked if the State refunds any expense for DHS. County Administrator said they do not give any purchase reimbursements; they only pay for office allocations.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded to the motion to approve the addendum to the Black Box contract for the additions to the phone system previously bid.

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 Harvey Lee, Fifth District	<u>YES</u>

See Exhibit J.7

**8. DeSoto County Branding (Logo)**

IT Specialists Mary Jane Thaxton appeared before the Board of Supervisors concerning the new DeSoto County Logo design. She said that all departments had input into the new design and worked with the vendor to develop the logo. They felt that the design describes DeSoto County and it will appear on the County Web site. She gave a demonstration of how the logo would look on shirts and vehicles. The logo can be used as black and white, grayscale, and color. She also showed the County Seal being used and suggested the Board to set a standard on the seal with a policy of when it could be used.

Supervisor Lee Caldwell said she wanted to thank the committee for their work and she thinks the logo looks good and has captured what DeSoto County is all about.

Supervisor Mark Gardner asked when the new web site would be available. Ms. Thaxton said the project is set for November 1, 2012, but she can schedule a preview for the Board at a one on one presentation.

County Administrator Vanessa Lynchard said the timing on the Logo is good due to the phone system changes since the County will be getting new business cards, and stationary.

Ms. Thaxton showed a presentation on the specs on the seal and logo that allows the County to set standards for use.

Ms. Lynchard said the County needs a uniform policy set and then everyone has the same standard when placing purchases.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to adopt the recommendation for the County Logo and guidelines for County use of seal and logo.

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 Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit J.8**

**9. Board Attorney: Approval of Quitclaim Deed to City of Southaven**

Board Attorney Tony Nowak said he has the Quitclaim Deed for the Board President to sign for the property located on Hudgins Road to be conveyed to the City of Southaven. Although he does not believe the County has an interest in the property, the closing cannot occur unless the deed is executed.

Supervisor Mark Gardner made the motion and Supervisor Harvey Lee seconded the motion to approve the Board President to sign the Quitclaim Deed for property located on Hudgins Road to the City of Southaven based upon a finding the County no longer holds any interest in the subject property, the property was annexed by the City over 20 years ago, and the road was never built nor placed on the County Road Register.

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 Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit J.9**

**10. Department of Road Management**

**a. Request to Add Coldwater Circle to Overlay List**

County Road Manager Andy Swims requested approval from the Board to add Coldwater Circle Road to the Overlay Contract to have the road overlaid. He had received a citizen’s letter request to overlay the road due to heavy equipment trucks traveling into subdivision development area. He said the cost would run \$10,000 and stated the road was in bad shape. He said he would talk with the developer about the route that should be taken into the subdivision.

Supervisor Jessie Medlin made the motion and Supervisor Harvey Lee seconded the motion to approve adding Coldwater Circle Road to the Overlay Contract for 2012.

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 Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit J.10.a**

**b. Finding of Fact: Bridgetown Subdivision – 4481 Okeechobee Drive**

Interim Road Manager Andy Swims presented information regarding damages to private property associated with drainage and erosion, affecting the health, safety and welfare of the public located at 4481 Okeechobee Drive in Bridgetown Subdivision.

Supervisor Jessie Medlin asked if they were keeping up with the cost for repairs in this subdivision. Mr. Swims said yes, and they are having a layout done on where pipes are at and

the areas they have repaired. He said that a lot of the pipes in this area were not joined properly.

Supervisor Lee Caldwell said there is a shed in the area, what will happen to it. Mr. Swims said the homeowner has given permission to take it down. Supervisor Medlin asked that they get permission in writing.

Supervisor Mark Gardner said the standards have changed over the years and this has caused some of the problems. Mr. Swims said the quality of pipes has changed, but this subdivision should have concrete pipes, but was built with metal pipes many years ago.

At the recommendation of the Road Manager, Supervisor Harvey Lee made the motion and Supervisor Mark Gardner seconded the motion to declare the damages caused by drainage and erosion on the property located at, 4481 Okeechobee Drive in Bridgetown Subdivision, a health, safety and welfare issue to the citizens of DeSoto County as outlined in Mississippi code section 19-5-92.1 and to repair the damages at an estimated cost of \$34,919.

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 Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit J.10.b.**

## **K. PLANNING COMMISSION AGENDA**

### **1. Public Hearing**

Supervisor Medlin made a Motion to open the Public Hearings for three code enforcement matters per M.C.A. 19-5-105. Supervisor Russell seconded the Motion.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	<u>YES</u>
SECOND DISTRICT SUPERVISOR, MARK GARDNER	<u>YES</u>
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	<u>YES</u>
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	<u>YES</u>
FIFTH DISTRICT SUPERVISOR, HARVEY LEE	<u>YES</u>

#### **A. Code Enforcement - MS Code 19.5.105**

Mr. Ray Laughter stated all three of the properties listed below are located within Ranch Meadows Subdivision and are all undeveloped lots owned by Mr. Dan Brown. He stated Mr. Brown informed the Code Enforcement that he will no longer be maintaining the three properties.

##### **1) Dan Brown – 6107 Broken Hickory Dr. Walls, MS**

Mr. Laughter stated the majority of the property located at 6107 Broken Hickory Dr. has been cut with the exception of the ditch and around utility poles.

Mr. Laughter stated he visited the property at 6107 Broken Hickory Dr. in Walls, MS on two occasions and found the property to be in such a state of uncleanliness as to be a menace to the public health, safety and welfare of the community.

Supervisor Russell made a Motion to find 6107 Broken Hickory Drive in Walls, MS a nuisance, based on the property being in such a state of uncleanliness as to be a menace to the public health, safety and welfare of the community, and to authorize cleaning to property in a manner consistent with M.C.A. 19-5-105. Supervisor Garner seconded the Motion.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	<u>YES</u>
SECOND DISTRICT SUPERVISOR, MARK GARDNER	<u>YES</u>

THIRD DISTRICT SUPERVISOR, BILL RUSSELL	<u>YES</u>
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	<u>YES</u>
FIFTH DISTRICT SUPERVISOR, HARVEY LEE	<u>YES</u>

**2) Dan Brown – 6623 Broken Hickory Dr. Walls, MS**

Mr. Laughter stated the majority of the property located at 6623 Broken Hickory Dr. has been cut with the exception of the ditch and around utility poles.

Mr. Laughter stated he visited the property at 6623 Broken Hickory Dr. in Walls, MS on two occasions and found the property to be in such a state of uncleanliness as to be a menace to the public health, safety and welfare of the community.

Supervisor Russell made a Motion to find 6623 Broken Hickory Drive in Walls, MS a nuisance, based on the property being in such a state of uncleanliness as to be a menace to the public health, safety and welfare of the community, and to authorize cleaning to property in a manner consistent with M.C.A. 19-5-105.. Supervisor Garner seconded the Motion.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	<u>YES</u>
SECOND DISTRICT SUPERVISOR, MARK GARDNER	<u>YES</u>
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	<u>YES</u>
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	<u>YES</u>
FIFTH DISTRICT SUPERVISOR, HARVEY LEE	<u>YES</u>

**3) Dan Brown – 7500 Broken Hickory Dr. Walls, MS**

Mr. Laughter stated the property located at 7500 Broken Hickory Drive in Walls, MS is not being maintained. He stated the undeveloped lot backs up to someone’s property and is harboring varmints.

Supervisor Caldwell asked if there is any debris on the property. Mr. Laughter stated there was bi debris only tall grass.

Supervisor Russell stated Mr. Brown had a contract with a lawn service up until approximately six months ago, but is now saying he will no longer maintain the lots. He then asked if the County take Mr. Brown to court to make sure he continues to maintain the lots. Mr. Nowak, Board Attorney, advised the new statute preempts taking a citizen to court for clearing property of overgrown grasses and weeds.

Mr. Laughter stated he visited the property at 7500 Broken Hickory Dr. in Walls, MS on two occasions and found the property to be in such a state of uncleanliness as to be a menace to the public health, safety and welfare of the community.

Supervisor Russell made a Motion to find 7500 Broken Hickory Drive in Walls, MS a nuisance, based on the property being in such a state of uncleanliness as to be a menace to the public health, safety and welfare of the community, and to authorize cleaning to property in a manner consistent with M.C.A. 19-5-105.. Supervisor Lee seconded the Motion.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	<u>YES</u>
SECOND DISTRICT SUPERVISOR, MARK GARDNER	<u>YES</u>
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	<u>YES</u>
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	<u>YES</u>
FIFTH DISTRICT SUPERVISOR, HARVEY LEE	<u>YES</u>

Mr. Laughter stated he did not receive three quotes for the clean-up of the properties, that he only received one quote. He went on to state he spoke with Mr. Andy Swims, County Road Manager, concerning the possibility of having employees with Parks Department mow the lawns. Supervisor Russell asked for clarification of the legality of using the Parks Department and would Mr. Swims need to bid on

the projects. Mr. Swims stated he is concerned that by taking on these type jobs it would pull employees away from working on park grounds.

Supervisor Russell asked if the jobs could be quoted to include mowing the lots every two months, instead of having to bring the matter back before the Board every time the grass gets too tall. Mr. Ted Garrod, Director of Planning, stated there is a recurrent clause in the statute that addresses this concern.

Supervisor Medlin made a Motion to close the Public Hearing. Supervisor Lee seconded the Motion.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	<u>YES</u>
SECOND DISTRICT SUPERVISOR, MARK GARDNER	<u>YES</u>
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	<u>YES</u>
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	<u>YES</u>
FIFTH DISTRICT SUPERVISOR, HARVEY LEE	<u>YES</u>

**B. MOU between Mid-State Opportunity and**

Mr. Laughter presented the Memorandum of Understanding between Mid-State Opportunity and DeSoto County Solid Waste Department. He stated Mid-State Opportunity will assess applications for DeSoto County Solid Waste Department to determine eligibility of a household to be a part of the garbage waiver program.

Supervisor Medlin made a Motion to approve signing of the Memorandum of Understanding between Mid-State Opportunity and DeSoto County Solid Waste Department. Supervisor Garner seconded the Motion.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	<u>YES</u>
SECOND DISTRICT SUPERVISOR, MARK GARDNER	<u>YES</u>
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	<u>YES</u>
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	<u>YES</u>
FIFTH DISTRICT SUPERVISOR, HARVEY LEE	<u>YES</u>

**L. EXECUTIVE SESSION**

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

**M. Other**

**1. Building Plaques – New Jail**

Supervisor Bill Russell made the motion and Supervisor Mark Gardner seconded the motion to authorize adding previous Supervisors Tommy Lewis, Eugene Thach, Allen Latimer, Board Attorney Tony Nowak and County Administrator Michael Garriga names to the building plaque that will be installed at the New Jail Facility.

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 Harvey Lee, Fifth District	<u>YES</u>

Supervisor Jessie Medlin made the motion and Supervisor Harvey Lee seconded the motion to recess the Board meeting until September 24, 2012 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 Harvey Lee, Fifth District	<u>YES</u>

THIS the 4<sup>th</sup> day of September 2012, these minutes have been read and approved by the DeSoto County Board of Supervisors.

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Jessie Medlin, President  
DeSoto County Board of Supervisors