

**DESOTO COUNTY BOARD OF SUPERVISORS**  
**BOARD MEETING MINUTES**  
**DISTRICT FOUR SUPERVISOR LEE CALDWELL, PRESIDING**  
**January 28, 2019**

**A. CALL TO ORDER**

The January 28, 2019 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Lee Caldwell, Board President.

Deputy Bruce Holbrook 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's Department -ABSENT
Misty Heffner	Chancery Clerk
Vanessa Lynchard	County Administrator
Tony Nowak	Board Attorney

**B. INVOCATION**

County Administrator Vanessa Lynchard offered the invocation.

**C. PLEDGE OF ALLEGIANCE**

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

**Supervisor Michael Lee made the following announcement:**

Funeral Arrangements for Frank Wills:

Thursday 12-1 pm viewing and 1 pm service at Brantley Phillips Funeral Home.

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

**Supervisor Lee Caldwell requested to add the following:**

1. Modification of Job Description for Facilities. (New, F.1.)

**Supervisor Jessie Medlin requested to add the following:**

1. Olive Branch Food Pantry (Old, E.2.)

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

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>

**E. OLD BUSINESS**

## 1. Zoning Ordinance Update

Mr. Hopkins presented a portion of the draft Zoning Ordinance.

The following changes and clarifications were made:

- Air B&B/VRBO would be addressed in all residential zoning districts.
- Mobile homes would remain a conditional use under hardship in the "RE" zone
- the Sunset Clause would remain a part of the Ordinance to be reviewed each year
- keep accessory dwelling as a permitted use in C-1 zoning but a definition for accessory dwelling would need to be added
- under C-1 zoning will need a definition added for Adult Daycare
- permitted use #12 in C-1 addressing indoor recreation facilities needs to be moved to conditional use
- permitted use #27 in C-1 needs to be removed completely
- church as a conditional use needs to be moved to permitted uses
- changing the names of the commercial districts in the ordinance update to reflect the existing names of commercial districts in the current zoning ordinance
- need to look into there being conditions for a truck stop i.e. certain acreage, overnight parking etc.
- needs to be a definition for lodge, lodging/rooming house
- may want to look into a commercial development agreement to ensure fences, trees, plants, etc. are installed on commercial property

## 2. Olive Branch Food Pantry

Mr. Nowak reviewed the options available to the Board regarding the food pantry lease, and asked the Board if they wanted him to send the letter addressing the problem of the young man spending so much time at the food pantry.

Supervisor Medlin made the motion and Supervisor Mark Gardner seconded the motion to authorize the Board Attorney to send a letter to the food pantry board regarding the young man spending so much time there.

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>

## F. NEW BUSINESS

### 1. Modification of Facilities Job Description

Supervisor Caldwell stated Facilities Manager Robert Jarman was going to post a job and he wanted to make an adjustment to the responsibilities for job description. She stated the main thing he wanted to add was the requirement to be able to lift a certain amount of weight.

Mrs. Lynchard handed out the modified description and said the green is additions and red is deletions.

Human Resources Director Carla Crockett stated she has noticed some job descriptions changed and the manager asked the Board for more money for the employee. She stated she is trying to avoid problems that might arise.

Supervisor Caldwell said they did this at school district because bus aides would get hired and say then they could not lift. She said it was beneficial.

Supervisor Bill Russell made the motion and Supervisor Michael Lee seconded the motion to approve the revised job descriptions for Housekeeper and Maintenance Technician as presented.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>ABSENT</u>
Supervisor 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 F.1.**

### **G. EXECUTIVE SESSION**

There was no executive session at this meeting.

Supervisor Jessie Medlin made the motion and Supervisor Michael Lee seconded the motion to adjourn the Board meeting until Monday, February 4, 2019 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>ABSENT</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 4th day of February, 2018, these minutes have been read and approved by the DeSoto County Board of Supervisors.

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Lee Caldwell, President  
DeSoto County Board of Supervisors