

DESOTO COUNTY BOARD OF SUPERVISORS
BOARD MEETING MINUTES
DISTRICT ONE SUPERVISOR JESSIE MEDLIN, PRESIDING
March 02, 2020

A. CALL TO ORDER

The March 02, 2020 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Jessie Medlin, Board President.

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

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

B. INVOCATION

Supervisor Lee Caldwell offered the invocation.

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF FEBRUARY MINUTES

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

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to accept the minutes of the Board of Supervisors for February, 2020, 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 Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

E. APPROVAL OF AGENDA: ADDITIONS & DELETIONS

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

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

- a. NDPDD Senior Employment Host Agreement - (New, I.16.)
- b. Consideration for Executive Session – Personnel: Community Resource Director (Executive, K.1.d.)

2. County Administrator Vanessa Lynchard requested to delete the following:

- a. Corps of Engineers Flood Study Update – (Old, H.9.)
- b. Handicap Hunt – Request for Donation – (New, I.12.)

3. Supervisor Lee Caldwell requested to add the following:

- a. Armory Parking Lot Update – (Old, H.10.)

4. Supervisor Michael Lee requested to add the following:

- a. Hawks Crossing Property Update – (Old, H.11.)

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

- a. Consideration for Executive Session – Potential Litigation – Waste Pro (Executive, K.5.b.)

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve the Agenda with the additions, deletions and corrections as set forth 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 Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

F. CITIZEN REMARKS & PRESENTATIONS

1. Recognition of Center Hill High School Soccer Team

The Board recognized the Center Hill High School Boys’ Soccer Team and Coach Andrew Yeoman for their MHSAA 5A State Championship; a first for the Center Hill High School boys’ soccer program.

See Exhibit F.1.

2. Recognition of Center Hill High School Volleyball Team

The Board recognized the Center Hill High School Volleyball Team and Coach Robbie Veazey for their MHSAA 5A State Championship; a first for the Center Hill High School volleyball program.

See Exhibit F.2.

3. Introduction of New Waste Pro Employees

Environmental Services Director Ray Laughter introduced Mark Rhyan, Division Manager, and Clint Holmes, Route Supervisor. He stated Waste Pro has a good plan moving forward.

Supervisor Medlin asked if they were up to date on replacing the carts from the storm event. Mr. Holmes stated they are a little behind, but just about to get up to speed.

4. Career Tech Center Director

Supervisor Caldwell recognized Mrs. Turner, Director over the Career Tech Centers. She noted that the Board of Supervisors worked with the schools to retro fit Career Tech East. She told Mrs. Turner the Board appreciated her work with Career Tech.

Supervisor Medlin asked if there was anyone present to speak to the Board on an item not listed on the agenda. No one came forward.

G. CONSENT AGENDA

1. Board Proceedings – February 2020

ORDER APPROVING ALL COUNTY BILLS THE MONTH OF January 21 – February 20 2020.
AS AUTHORIZED AND PROVIDED UNDER SECTION 19-3-67 AND 19-3-35, MISSISSIPPI
CODE 1972 AMENDED.
FOR CLAIMS IN ALL FUNDS TOTALING \$ 8,901,805.35

BE IT ORDERED: That all county bills for DESOTO COUNTY for the month January 23 – February 20 2020 claims as noted above totaling \$ 8,901,805.35 is hereby approved as presented by the Chancery Court Clerk of DeSoto County.

These are claims presented and approved during the month of February 2020.
 ORDERED AND DONE THIS 20th DAY of February 2020.

Supervisors that were present at the February 18, 2020 meeting were Michael Lee, Lee Caldwell, Jessie Medlin, Mark Gardner and Ray Denison.

Jessie Medlin, PRESIDENT
 DESOTO COUNTY BOARD OF SUPERVISORS

2. Department of Human Resources: Monthly Health Claims Report

The following is a recap of all insurance claims funded and paid to Humana and RXnGo during February:

Funding Request	Date Paid	Amount	Claim Type
2/1/2020	2/3/2020	\$4,795.83	RXnGo
2/1/2020	2/4/2020	\$105,077.82	Administrative Fees
2/4/2020	2/7/2020	\$90,680.62	Medical
2/4/2020	2/7/2020	\$5,476.90	Dental
2/4/2020	2/7/2020	\$33,983.38	Pharmacy
2/10/2020	2/14/2020	\$45,160.84	Medical
2/10/2020	2/14/2020	\$5,197.60	Dental
2/10/2020	2/14/2020	\$25,720.96	Pharmacy
2/18/2020	2/18/2020	\$2,512.50	RXnGo
2/19/2020	2/21/2020	\$63,573.96	Medical
2/19/2020	2/21/2020	\$5,928.05	Dental
2/19/2020	2/21/2020	\$30,603.44	Pharmacy
2/25/2020	2/25/2020	\$71,280.41	Medical
2/25/2020	2/25/2020	\$8,138.70	Dental
2/25/2020	2/25/2020	\$27,327.18	Pharmacy

Total for Humana	\$518,149.86
Total for RXnGo	\$7,308.33

3. Office of Procurement

a. Request to Approve Bid Specifications & Solicit Bids for Hot Asphalt Overlay Work 2020 – Bid File #20-300-006

4. Office of Finance & Accounting

a. Budget Amendments – Animal Services, County Prop/Liab Insurance, Facilities Management/Ending Cash

(1)	Fund/Department #	001 / 445				
ACCT #	LINE ITEM	YEAR TO DATE	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
	REVENUE					
001-000-370	Animal Shelter Donations	\$ 2,425.00	\$ 2,300	\$ 125		\$ 2,425
	EXPENSE					
001-445-696	Pharmacy Supplies - Medicine	\$ -	\$ 1,800	\$ 60		\$ 1,860
001-445-697	Animal Testing & Vaccinations	\$ 5,799.71	\$ 16,095	\$ 60		\$ 16,155
001-445-698	Canine Supplies - Food	\$ 2,784.40	\$ 20,745	\$ 5		\$ 20,750
	TOTALS			OVERALL INCREASE	\$125.00	
Reason for Request:	Increase revenue and increase expenses to account for recent restricted donations given to the animal shelter.					
(2)	Fund/Department #	001 / 106				
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
001-106-540	Building Repair and Maintenance	\$ 11,142.93	\$ -	\$ 25,000		\$ 25,000
001-106-550	Legal Fees	\$ -	\$ -	\$ 500		\$ 500
001-106-570	Insurance and Fidelity Bond	\$ 21,878.50	\$ 900,000		\$ 15,000	\$ 885,000
001-106-599	Small Claims - Non-Insurance	\$ 23,516.97	\$ 88,000		\$ 10,500	\$ 77,500
	TOTALS		\$ 988,000	\$ 25,500	\$ 25,500	\$ 988,000
Reason for Request:	To account for building repairs at CVB building in the interim of waiting on insurance reimbursement.					

(3)		Fund/Department #	001 / 151 & 999			
		Facilities Management / Ending Cash				
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
001-151-924	Computer Hardware & Software	\$ -	\$ -	\$ 7,900		\$ 7,900
001-999-999	Ending Cash	\$ -	\$ 27,108,106		\$ 7,900	\$ 27,100,206
TOTALS			\$ 27,108,106	\$ 7,900	\$ 7,900	\$ 27,108,106
Reason for Request:		To account for workstations for surveillance equipment needed at the jail not originally included in the budget.				

5. Road Department

- a. Road Bond Report
- b. Monthly Road Report

6. Contract Administration – Auto Renewal

- a. Adult Drug Court – Redwood Toxicology
- b. Adult Drug Court - Adapts
- c. Facilities – Matheson & Associates
- d. Facilities – Fant’s Telephone Service

7. Contract Administration – Make Part of Minutes

- a. Sheriff’s Department – Summit Food Service

8. Enter Into the Formal Record and Make a Part of the Board Minutes

- a. Road Department – Signed Affidavits of Inspection for Roads Overlaid Over One Mile
- b. Holly Springs Road Segment 1 Contract Documents – Project #FBLD-1920-00(007)
- c. Johnson Creek Greenway Closeout Documents
- d. Star Landing Bridge Contract Documents
- e. FY21 Occupant Protection Grant Application Signed
- f. FY21 Impaired Driving Grant Application Signed

9. Meal Log Affidavits (3)

10. Add Requisition Signers to Facilities

Please approve Shawn Houston as requisition signer for the following additional accounts:
 002-151 Facilities Maintenance
 313-256 Fairhaven Vol Fire Dept
 313-260 Emergency Management Agency
 313-337 Bridgetown Vol Fire Dept
 313-338 Lewisburg Fire Dept
 313-339 ACI Vol Fire Dept
 313-347 Nesbit Fire Dept
 313-348 Walls Volunteer Fire Dept
 313-350 Eudora VFD Bldg
 313-901 Other
 380-166 New Justice Court Complex
 380-223 Juvenile Detention
 380-228 County Wide Bldg Security
 380-260 EOC Building Complex
 380-301 County Building Funds

Please approve Paul Raburn as a requisition signer for 001-151 accounts.

11. E-911 Resolution for Payroll Draft

Supervisor Medlin called attention to the two pages brought in by HR Director Carla Crockett and said the health claims were a little better this month.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve the actions and matters presented in the Consent Agenda including a finding of fact that the County has done business with Fant’s Telephone Service for a number of years and they

provide an immediate benefit to the County; and including the final two pages of the Monthly Health Claims Report submitted by Mrs. Crockett.

The motion passed by a vote as follows:

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

See Exhibit G.

H. OLD BUSINESS

1. Nail Road – Approval to Advertise for Construction from Hacks Cross Road to Polk Lane

Mr. Tracy Huffman stated they are ready to advertise for construction for this 1.017 mile stretch of Nail Road. He stated it will be a 300-calendar day contract. Mr. Huffman said they propose to open bids in April and get underway in May.

Supervisor Medlin asked what the estimate was. Mr. Huffman stated about \$7.3 million. Supervisor Medlin asked if that was a 5-lane dirt base and drainage and 3-lane road. Mr. Huffman affirmed.

Supervisor Caldwell asked how much that would put the total project at. Mr. Huffman said it would be roughly \$8.5 million.

Supervisor Denison asked the cost of this task order. Mr. Huffman said it is roughly \$800,000 based on memory.

Supervisor Gardner asked why the Holly Springs Road estimate was off. Mr. Huffman stated the initial estimate was done before any engineering and was dated based on unit prices at the time. He said he will come back to the Board with some better numbers on that project once the engineering is completed.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to approve advertising for construction on Nail Road from Hacks Cross Road to Polk Lane.

The motion passed by a vote as follows:

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

See Exhibit H.1.

2. Storm Updates

a. Small Business Administration Update

Chief Chris Olson stated the SBA has closed the office in DeSoto County; but the application period to file online is open until April 06, 2020. He stated they had over 50 applicants with 27 home applications and 1 business application being approved. He stated the loans approved totaled just over \$600,000.

Supervisor Medlin asked if they had received word from FEMA on reimbursement money. Chief Olson said they have not, but the application is still out. He stated the damages have to total over \$619,000 and \$4.1 million statewide.

b. Storm Debris Collection & Burn Updates

Mr. Ray Laughter gave the following statistics:

- 131,557 total yards taken from curbside
- 3,929 truck loads
- 64,610 yards burned at the Laughter Road burn pit
- 42,450 yards burned at the Highway 51 burn pit
- 130,000 was MEMA's original estimate, will probably be close to 180,000 when done

Supervisor Medlin said it was good that not a lot has gone into the rubbish pits.

Supervisor Denison asked if they were still picking up curbside debris. Mr. Laughter affirmed. Supervisor Denison asked how Highway 51 was looking. Mr. Rodney Prince stated MDOT has a lot to pick up on Highway 51; and the County crews are doing very good down in that area. He stated MDOT is doing well on Highway 305. Mrs. Lynchard said she traveled Highway 51 to go to a meeting last week; and it was impressive how much MDOT had pulled from the highway.

Supervisor Medlin stated the burns sites were good for the County and the State.

Mr. Laughter stated the citizens are really utilizing the dumpsters at Lewisburg Primary and Love Fire Station for general household garbage. He said they have gotten a lot of positive feedback about having them available. Mr. Laughter also noted that Waste Pro emptied the containers both Saturday and Sunday.

Mr. Prince stated the Road Department is hoping to shut the contractor off about the middle of March. He said if the debris piles up and the County cannot keep up; they have worked it out that they will call the contractor back.

Supervisor Lee asked how the Road Department was keeping up with the areas that were not storm affected. Mr. Prince stated they are doing pretty good. He said if they get a complaint; they get right on it and they are doubling up on some areas to get them cleared.

Supervisor Medlin stated they talked about stumps and debris in ditches on private property. He said, if he understood correctly, if the debris would affect the roads or the health and safety of the public the County could clear those. Mr. Nowak said the emergency declaration lets the County go out and clean up any items of debris caused by the storm. He stated anything that affects the roads or health and safety of the citizens can be addressed at any time. Supervisor Medlin said if anything was questionable; the Road Department could bring it back to the Board. He stated he saw a ditch on Craft Road that was full of trees and was going to be a problem. Supervisor Lee agreed and said they have looked at those.

Mr. Laughter stated people are starting to rebuild. He said they are pulling permits, and many who had mobile homes are building homes. He said everyone seems to be very pleased with the way things have been handled. Supervisor Medlin said he has heard a lot of compliments.

Mr. Prince stated they are in the process of getting temporary construction easements signed by the residents along Turkey Creek. He stated they borrowed a mulching bucket for the track hoe from the City of Horn Lake and they will be contracting with Myfis Wims to use his track hoe with the mulching bucket. He noted that they will probably start Mr. Wims at the ditch on the west side of Craft Road that Supervisor Medlin had referred to.

Supervisor Medlin noted a property between 305 and Woolsey Rd with a ditch that was bad. Mr. Prince stated there is also one off Stewart Cove. He said they are checking all the ditches in that area that can affect the roadway or hold water and cause flooding. Mr. Prince said there are some ditches south of Hernando as well; but the ones in the east are worse.

Chief Olson stated the community based recovery committee has been working to take calls from citizens and get them help from different organizations. He said Habitat for Humanity is having an information meeting on March 7 from 10-12. He stated Cornerstone Church is having a work day on March 14th to help the citizens and they are coordination with some additional teams coming from Wisconsin. Chief Olson said the Leadership DeSoto group went out last week and worked some as well.

Chief Olson said they recommend continuing the emergency declaration. Mr. Prince said they are anticipating needing the emergency status until May or June. He said they are looking for a lot of stumps to start showing up.

See Exhibit H.2.b.

c. Determination of Continuation of Emergency Declaration from January 13, 2020

Supervisor Jessie Medlin made the motion and Supervisor Michael Lee seconded the motion to extend the Emergency Declaration to April 07, 2020 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 Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.2.c.

3. Board of Supervisors - Appointments

**a. Second District – Keep DeSoto County Beautiful – Jason Gambone
Planning Commission – Scott Ferguson**

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to appoint Mr. Jason Gambone to the Keep DeSoto County Beautiful Committee and Mr. Scott Ferguson to the DeSoto County Planning Commission District 2 positions.

The motion passed by a vote as follows:

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

b. Fourth District - Eudora Fire Protection Board

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to appoint Ralph Spears (4310 Bluff Road) to the Eudora Fire Protection 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 Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

4. Parks & Greenways - Mowing

Mr. Laughter presented three quotes for the park and greenway mowing:

- Michael Hatcher - \$ 103,020
- Property Pro - \$ 41,304 (\$2,756 per cut)
- Jimmy Doyle - \$ 25,410 (\$50 per acre \$1,815 per cut)

Mr. Laughter stated Mr. Doyle also cuts DCRUA's properties. He noted that the Parks Department is working with the Road Department to transfer mowers and other equipment as needed for maintenance. Mr. Laughter said the Parks & Greenways Department has bought a weed eater. He said Mr. Crawford will use those for small maintenance jobs at the parks; and Mr. Crawford will be the eyes and ears on the ground to hold the Parks to the high standard the Board has set. He stated Mr. Jarman has allowed the Parks Department to use the old sign shop building to store their equipment and it has a roll-up door. He expressed appreciation for that.

Mr. Laughter recommended they go with Jimmy Doyle and allow him to do the parks and greenway mowing and weed eating maintenance for the remaining part of this fiscal year. He stated they may have to have an amendment at the end of the year to include bush hogging at Hawks Crossing. He also noted the Road Department will continue to do the spraying.

Supervisor Denison stated Johnson Creek has some steep shoulders and lots of newly planted trees that will have to be mowed around. He said he felt like Mr. Doyle with his experience cutting for DCRUA, his familiarity with Johnson Creek Greenway, and his former farming experience will be an excellent choice.

Supervisor Caldwell noted that one of the areas where you ride horses by the bridge is eroding. Mr. Laughter stated the contractor is responsible for erosion through the spring.

Supervisor Medlin asked if there would be a contract with Mr. Doyle. Mr. Laughter said he will work that out with Mr. Nowak and bring it back to the Board, if approved.

Supervisor Lee Asked if the \$35,000 that the Parks Department reimbursed to the Road Department last year was in this year's budget. Mr. Laughter affirmed. Mrs. Lynchard stated the money may have to be amended to contractual services, but it is in the budget. Mr. Laughter agreed and said it is not an added expense.

Supervisor Ray Denison made the motion and Supervisor Lee Caldwell seconded the motion to authorize Mr. Laughter to work with the firm of Smith, Phillips, Mitchell, Scott & Nowak to draw up a contractual agreement for mowing the parks & greenways with Jimmy Doyle.

The motion passed by a vote as follows:

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

See Exhibit H.4.

5. Retiree Spouse Health Benefits

Human Resources Director Carla Crockett said she, Supervisor Denison, Supervisor Medlin and Mrs. Lynchard met to discuss and look at changes to the present policy. She stated that in researching other counties, they found that insurance is available to retirees and spouses until the retired employee becomes Medicare eligible; but it is not available to the spouse after the retiree reaches Medicare eligibility.

Supervisor Medlin said there was a precedent set when a former employee turned 65 and his younger wife came off the County's insurance. He noted the spouse can enroll in COBRA coverage for up to 36 months.

Mrs. Crockett stated the committee proposed changing Item #1 from "family members" to "spouse" as follows; and Item #6 to be changed to add 'or the employee reaching Medicare eligibility by age or disability' and to strike 'and/or the qualified dependents' and 'and/or dependent'.

1. The retired employee can only elect coverage for himself/herself and any covered *spouse* ~~family members~~ that is equal to or less than the coverage carried by the retiree during the prior plan year enrollment which begins March 1 of each year.
6. In the event of death of the retired employee, the qualified spouse *or the employee reaching Medicare eligibility or disability* and/or dependent shall be eligible for insurance coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) coverage for a maximum of 36 *age or disability* thirty-six months.

Supervisor Jessie Medlin made the motion and Supervisor Ray Denison seconded the motion to approve the proposed changes to the current policy regarding retiree spouse health benefits.

The motion passed by a vote as follows:

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

See Exhibit H.5.

6. DIP Grant Application Letter – Project Golden Bell

Mrs. Lynchard stated the Board previously approved the pre-application and this is the task order for the pre-application and the application to authorize Waggoner Engineering to move forward.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to authorize Waggoner Engineering to move forward with the DIP grant application 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 Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.6.

7. Lawn Care Contract

Director of Administrative Services & Procurement Pat McLeod stated at the last meeting the Board had agreed for Facilities Management to continue using Affinity Lawn Care as a service. She presented the new contract and requested the Board President's signature.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the service contract with Affinity Lawn Care 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 Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.7.

8. New Case Document Revised

Mrs. Lynchard stated the new case document deals with the administration of the County's insurance program. Mrs. Crockett reminded the Board that they had given approval for the Board President to sign the new case document after the Board Attorney had reviewed it. She stated there were a few small updates that were done during open enrollment in January. She stated that E911 and Horn Lake Creek Interceptor Sewer District had not been previously been included on Page 5, Section 5; but they are now included by virtue of the pooling agreements with the County and those 2 organizations. Mrs. Lynchard said Mrs. Crockett did a great job of thoroughly going over the new case document.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to include the New Case Document with revisions as part of the Board minutes.

The motion passed by a vote as follows:

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

See Exhibit H.8.

9. 3:00 p.m. – Corps of Engineers Flood Study Update

This item was deleted from the agenda

10. Armory Parking Lot Update

Supervisor Caldwell said the engineer and Mr. Huffman have been working to get a survey, and everything seems ready to get to the Board Attorney for a legal description.

11. Hawks Crossing Property Update

Supervisor Lee stated the Hawks Crossing HOA is interested in the acreage east of Camp Creek and Laney Funderburk is interested in the acreage west of Camp Creek. He stated all of the acreage is in the floodway and cannot be built on. He asked if the County could sell the property to the interested owners. Mr. Nowak stated they can put the property up for sealed bids or list it with a realtor. Supervisor Lee said it appraised for \$2,500 per acre.

Supervisor Michael Lee made the motion and Supervisor Lee Caldwell seconded the motion to declare the parcel surplus as follows: 2 sections east of Camp Creek (26.6 acres and 4.53 acres) and 1 section west of Camp Creek (14.03 acres) with separate legal descriptions.

The motion passed by a vote as follows:

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

See Exhibit H.11.

Supervisor Michael Lee made the motion and Supervisor Lee Caldwell seconded the motion to list the Hawks Crossing property with Taylor Phillips as the realtor as allowed by Mississippi Code Annotated §19-7-3.

The motion passed by a vote as follows:

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

12. Sheriff’s Radios

Sheriff Rasco asked the Board to look at the radio purchase again. Supervisor Lee said the committee had looked at other options and wanted to meet with the Sheriff to go over them.

Supervisor Michael Lee made the motion and Supervisor Mark Gardner seconded the motion to table this matter for further consideration.

The motion passed by a vote as follows:

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

I. NEW BUSINESS

1. Preliminary Earth Day Report & Request Contingency Money for Expenses

Mrs. McLeod stated there are several confirmed exhibitors and a few big ones that have been contacted and are interested, but not confirmed. She asked the Board to give \$1,000 from Advertising County Resources in case the grant from Entergy does not go through. She stated this money would pay for advertising, signage and a family activity.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to authorize up to \$1,000 to be spent on Earth Day if needed and the money to come from Advertising County Resources finding Earth Day to promote DeSoto County in a positive manner, and finding the purpose of the advertising is to bring about favorable notice of the social, cultural, educational and/or economic opportunities, possibilities and resources of the county as an event sponsored by the Board of Supervisors.

The motion passed by a vote as follows:

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

2. Office of Procurement

a. Purchase Exceeding \$25,000 – Computers for Sheriff’s Vehicles

Mrs. Angie Irving stated this purchase is off the MS EPL (Express Products List) so there was no bid. She stated they received 2 quotes and the lowest quote was lower than EPL pricing. Mrs. Irving stated they are recommending purchasing the equipment from Pinnacle Networx.

The quotes were: Pinnacle Networx - \$102,617.25
CDWG - \$135,731.75

Supervisor Medlin asked if this equipment was for new cars. Mrs. Irving affirmed.

Supervisor Jessie Medlin made the motion and Supervisor Michael Lee seconded the motion to approve the purchase of computer equipment off the MS EPL for new Sheriff’s vehicles from Pinnacle Networx at \$102,617.25 as presented finding them to have the lowest quote.

The motion passed by a vote as follows:

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

See Exhibit I.2.a.

b. Recommendation for Award for Equipment for Sheriff’s Vehicles – Bid File # 20-200-001

Mrs. Karen McNeil stated this recommendation for award is for equipment that does not come standard on the cars such as push bumpers, consoles, screens, etc. She said this purchase will outfit 16 vehicles. Mrs. McNeil said they held a reverse auction and it was very successful in that it saved about \$400 per car over last year. She presented the bids as follows:

BIDDER	QUOTE AMOUNT	STARTING BID	FINAL BID AMOUNT
Dana Fleet Safety	\$ 90,432.00	\$ 72,556.11	\$ 54,000.00
ComServ	\$ 86,649.97	\$ 69,999.00	\$ 54,800.00
RECOMMENDATION: Purchase all equipment from Dana Fleet Safety with ComServ as alternate			

Mrs. McNeil stated the Procurement Department recommends purchasing all the equipment from Dana Fleet Safety as the lowest and most qualified bidder, with ComServ as an alternate.

Supervisor Jessie Medlin made the motion and Supervisor Michael Lee seconded the motion to approve the purchase of equipment for Sheriff’s vehicles from Dana Fleet finding them to be the lowest and most qualified bidder; and to name ComServ as the alternate.

The motion passed by a vote as follows:

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

See Exhibit I.2.b.

c. Purchase Exceeding \$25,000 – Tractor Dozer for Road Department

Mrs. McNeil stated the Road Department would like to buy a John Deere 650k crawler dozer and purchase it off the cooperative state Contract #8200036667. The quotes are as follows:

The Department of Road Management requests to purchase one John Deere 650K Crawler Dozer from Stribling Equipment.

This equipment is currently offered on our Mississippi State Contract #8200036667. This cooperative contract requires a quote from each vendor offering this type of equipment.

Stribling Equipment	\$155,700.00
Thompson Machinery	\$156,797.00
Case	\$172,400.00

Mrs. McNeil stated the recommendation is to buy the dozer from Stribling Equipment at a cost of \$155,700.00.

Supervisor Medlin said this was on the proposed purchase list that the Board had approved previously.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to approve the purchase of a crawler dozer from Stribling Equipment at \$155,700.00 as recommended, finding them to have the lowest quote on the MS Cooperative State Contract.

The motion passed by a vote as follows:

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

See Exhibit I.2.c.

3. Office of Finance and Accounting

a. Preliminary Inventory Dispositions – Sheriff’s Department

Deputy Finance Director Stephanie Hanks presented the inventory disposition of a Ford Mustang from the Sheriff’s Department. She stated it was a forfeiture.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve the preliminary inventory dispositions from the Sheriff’s Department 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 Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.3.a.

b. Monthly Expenses for Tax Collector/Tax Assessor/Sheriff

Mrs. Hanks stated the compliance auditors brought to their attention that the 1st Monday meeting of each month should have a report of the previous month’s expenses from the Tax Collector, Tax Assessor & Sheriff. She said this information has always been on the docket, but it needs to be a separate item each month. Mrs. Hanks said, if the Board approved, this would be a consent item moving forward and she will include the backup documents each time.

Supervisor Medlin asked why just those 3 departments. Mrs. Hanks said she felt like it had something to do with the quarterly allocations.

Supervisor Caldwell asked if the Finance Department had talked to the auditors about publishing the docket in the newspaper. Mrs. Hanks said they would do that at their final meeting.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to make the monthly expenses report for the Tax Collector, Tax Assessor, and Sheriff a part of the Board minutes.

The motion passed by a vote as follows:

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

See Exhibit I.3.b.

c. BOS Travel on Credit Card

Mrs. Hanks said this is the travel information that has to be reported separately and approved before the claims docket.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the Board of Supervisor travel expenses charged to their credit cards.

The motion passed by a vote as follows:

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

See Exhibit I.3.c.

d. Discussion about Search & Rescue Uniforms

Sheriff Rasco read the statute backing up the purchase of the uniforms. He stated they have always bought the uniforms, they will remain the property of the County, and it is in his budget.

Mr. Nowak stated that the public being able to identify the volunteers in a state of emergency would qualify the purchase as a necessity for the purchase of the items as a uniform.

Supervisor Gardner asked was this about the bills carried over from the last meeting. Mrs. Hanks affirmed.

Supervisor Mark Gardner made the motion and Supervisor Michael Lee seconded the motion to pay the bills to A to Z Advertising for Search & Rescue uniforms that were held from the February 18, 2020 meeting finding the uniforms were necessary for the performance of duties including, but not limited to, allowing the public to be able to quickly identify the volunteers in a state of emergency.

The motion passed by a vote as follows:

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

Mrs. Hanks stated she also had a late bill for \$1,119.63 to A to Z Advertising that she did not put on the docket until a decision was made about paying the other invoices.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to pay the late bill in the amount of \$1,119.63 to A to Z Advertising finding the purchase of uniforms necessary for the performance of duties including, but not limited to, allowing the public to be able to quickly identify the volunteers in a state of emergency.

The motion passed by a vote as follows:

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

See Exhibit I.3.d.

e. Claims Docket

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

Supervisor Jessie Medlin asked about the following claims:

Page 66 – Waste Pro – Mr. Laughter stated residents brought a lot of storm damage. He said they tried to send as many people as possible to the Railroad Avenue pit.

Supervisor Mark Gardner asked about the following claims:

Page 5 – Vertical file cabinet – The invoice showed 3 were purchased.

Page 8 – McNeal Graphics – Any relation to someone in Procurement. The answer was no.

Page 14 – Annexation – Mr. Nowak stated they currently have 32,000 pages of discovery documents and it has been a lot of work. He stated the discovery process is pretty long.

Page 32 – Election Systems & Software - \$11,800 – The invoice showed maintenance on 2011 poll books and \$990 maintenance on 10 newer poll books. Mrs. Freeze stated this is paid out of money sent by the state.

Page 33 – Paulsen Printing – The invoice showed 120 jail receipt books.

Page 36 – Courtesy Motors – The Sheriff said they will keep one older vehicle and replace one with the new F150.

Page 42 – Neat Brands - \$2500 – The invoice showed a spotlight used for nighttime drone scenarios.

Page 76 – Coop – Mr. Young said the boots were for Mr. Meredith, Mr. Wallace & Mr. Prettie.
Page 79 – McNeil Graphics – Business cards for Mr. Haas. He asked if they were received.
Mrs. Lynchard affirmed.

Supervisor Ray Denison asked about the following claims:

Page 5 – Linda White – Mrs. Freeze stated she is a contract employee with the Tax Assessor’s office. Mrs. Lynchard said Mrs. White retired from the Tax Assessor’s office and she now contracts with them.

Page 19 – Surveillance Video – Mrs. Hanks stated that was for the Sheriff’s Office. She said they had 2 workstations that monitor the cameras at the jail to crash and had to replace them.

Page 20 – Unistar-Sparco Computers – Mr. Mitchell stated that is support for 2 storage area network devices for one year.

Page 52 – Mrs. Freeze stated those are monthly allocations that the Board approved during budget season.

Page 53 – MS Development Authority – Mrs. Freeze stated that is the note for the Tourism Building. She said the CVB pays the County and the County pays the note.

Page 56 – City of Hernando – Mrs. Hanks said that is rent for Adult Drug Court. Mrs. Lynchard said the County pays half and Drug Court pays half.

Page 63 – Johnson Creek Engineering – Mr. Laughter said that is part of the task order fees that have been approved.

Page 76 & 77 – Williams Equipment – Grapple buckets – Mr. Young said those are for the County’s skid steers to help with storm cleanup. Mr. Young said they are tracking the purchases with the assumption the County will get some reimbursement from FEMA. Mrs. Freeze said if there is a reimbursement it will show as revenue.

Page 85 – Wade Petroleum – grease – The invoice showed a drum of grease.

Page 87 – Tyler Technology – Mr. Mitchell stated those are travel and expenses for the person working with the Planning Department. He stated they will be here throughout this year and that is in the original contract.

Page 89 – 1st Regional Library Settlement – Mrs. Hanks said that is money from the courts for the law library and it is settled to the library.

Mr. Denison asked who reviewed the utility bills to be sure they are accurate and consistent. Mr. Shawn Houston said Chelsea does that in the Facilities Department and the Facilities crew checks water meters a lot. Mr. Laughter stated his department reviews the bills for the parks. Mr. Young said Ms. Tapley codes the bills for the Road Department and has questioned some of them.

Supervisor Lee Caldwell had no questions.

Supervisor Michael Lee asked about the following claims:

Page 77 - Chainsaws – Mr. Young said they had some that were pretty old and they could not hold up to the work being done at this time.

In accordance with Section 19-13-31 and Section 19-11-23 of the Mississippi Code Annotated, Supervisor Michael Lee made the motion and Supervisor Jessie Medlin seconded the motion to authorize the Chancery Clerk to pay the bills as presented by the Chief Financial Officer.

The motion passed by a vote as follows:

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

See Exhibit I.3.e.

4. Grant Administration

a. Request Permission to Apply for MDEQ Solid Waste Assistance Grant for Solid Waste Enforcement – Signature Required

Mrs. Hanks stated the grant will help pay the enforcement officer’s salary. She stated last year’s amount was \$41,802.

Supervisor Michael Lee made the motion and Supervisor Lee Caldwell seconded the motion to authorize the grant administrator to apply for the solid waste assistance grant as presented 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 Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.4.a.

5. Environmental Services

a. Stormwater Maintenance Inspections on County Owned Facilities – Signature Required

Mr. Laughter stated part of the annual report to MDEQ is an inspection of County facilities. He said it is a pretty complicated procedure. Mr. Laughter stated the inspection includes 24 facilities, including some volunteer fire departments, and they are inspected twice per year. He stated Neel Schaffer performed the work in 2018 and the total was \$10,400 and he asked them to cap it at \$10,000 for FY2020 to which they agreed.

Supervisor Medlin asked if the Ingrams Mill Community Center was included. Mr. Laughter affirmed.

Supervisor Denison asked what they looked for. Mr. Laughter said they look for hazardous materials that are stored outside and make sure precautions are taken and measures in place for protection. He said they check for leaks also. He stated the inspections take about 5 days.

Mr. Laughter said he plans to send someone from Environmental Services to audit the inspections this year. He noted the cost is \$60 per hour for a technician; if there are problems that involved an engineer, the cost is \$90 per hour. He stated he will bring back a report after the first inspection.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the Work Authorization for Stormwater Inspections with Neel Schaffer as presented by Mr. Laughter 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 Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.5.a.

b. Litter on County Roads

Supervisor Medlin stated Environmental Services coordinates with the Sheriff's Department and they work opposite sides of the County. Mr. Laughter agreed and said their areas also intertwine in some places. Mr. Laughter said he met with the Mayor of Southaven and his main concern is the state highways and interstate. He stated anything inside the city limits will be picked up by the city, according to the Mayor. Mr. Laughter said that Chief Moore said Southaven Police Department is going to start writing tickets also. Mrs. Lynchard stated the city has an ordinance that allows them to fine and ticket people for littering. Sheriff Rasco said a deputy can only ticket if they witness the littering. He said if a landowner calls and reports dumping, they can go search for identification; and, if they find any, they will contact the litterer and give them a chance to pick it up or be arrested. He stated the Commissioner called him about picking up on I-55 and he said they could not because it is too dangerous. He said he had a truck sideswiped and almost had a trusty hit; and the risk is just too great.

Supervisor Medlin said the City of Southaven announced in the Council of Governments meeting that they were going to be picking up within the city limits. He noted the interstate is bad, but there is a contractor that picks up in front of the mowers. Supervisor Caldwell said they have been doing that twice a year; but they are going to try to do it three times this year. She stated MDOT is also looking at blocking off lanes to protect the people picking up.

Mr. Laughter said the MS Recycling Coalition hired a consultant to let them know when bills affect their organization in Jackson. He stated HB835 adds an extra \$100 for littering and \$50 of that goes into the local road and bridge fund to be used to fund Keep DeSoto County Beautiful projects.

Supervisor Medlin said the County's contract with Waste Pro says they will pick up everything bagged whether it is in the cart or not; and they are not doing that. He said the County's first contract with BFI years ago said that all garbage has to be in a bag and then put in a can. He said that would keep trash from falling out or blowing. Mr. Laughter said Chief Moore said they are observing that a lot of trash is coming from trucks that are not covered from construction sites.

Mrs. Lynchard stated there is an act to require MDEQ to adopt regulation to prohibit large items on the curbside from rental houses and to create an additional state assessment.

6. Correction to December 16, 2019 Minutes – Scrivener's Error

Mrs. McLeod stated the minutes from December 16, 2019 regarding statutory salaries had captured the year 1995 instead of 2005. She requested to correct the minutes to read 2005.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the correction to the December 16, 2019 minutes to change 1995 to 2005 as requested.

The motion passed by a vote as follows:

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

See Exhibit I.6.

7. Contract Administration

a. IT- Civic Plus

Mrs. McLeod stated this contract is for maintenance and support for the hosting fee on the website. She stated the cost of \$13,105 is a slight increase and this contract does need a finding of fact by the new board.

Supervisor Michael Lee made the motion and Supervisor Lee Caldwell seconded the motion to approve the contract with Civic Plus finding them to provide an immediate and necessary service to the County and they have demonstrated an ability to provide the service.

The motion passed by a vote as follows:

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

See Exhibit I.7.a.

b. Sheriff's Department – Idemia Identity & Security – Signature Required

Mrs. McLeod stated this is for the annual maintenance on finger printing equipment and it is for a one-year term. She stated this contract also needs a finding of fact by the new board.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve the contract with Idemia Identity & Security finding they provide an immediate and necessary service to the Sheriff's Department and the vendor has demonstrated an ability to provide the services, and to 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 Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.7.b.

c. Sheriff's Department – Elliott Data Systems

Mrs. McLeod stated this contract is for preventative maintenance on the ID card printer at the jail. She stated the amount has changed from \$515 to \$541 and a finding of fact is needed by the new board.

Supervisor Lee Caldwell made the motion and Supervisor Ray Denison seconded the motion to approve the contract with Elliott Data Systems finding they provide an immediate and necessary service to the Sheriff's Department and the vendor has demonstrated an ability to provide the 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 Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.7.c.

8. Board Attorney – Depouw Engineering – Allocation of Tax Credit – Signature Required

Mr. Nowak stated Depouw is the engineering group that designed and oversaw the construction of the jail. He stated they are trying to file a tax credit for the jail and that, under code, the Board can authorize a tax credit to be filed by the engineer. He stated the County cannot file for the credit. Mr. Nowak stated the Board has done this once before, but he did not recall on which building. He stated Depouw will have to apply to the IRS to prove its entitlement to the credit; the Board is simply saying they give the authority to them to file.

Supervisor Ray Denison made the motion and Supervisor Lee Caldwell seconded the motion to give Depouw Engineering the authority to file for the 179D tax credit for their involvement in the building of the jail 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 Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.8.

9. Road Department

a. School Bus Turnaround – 7244 Love Road

Mr. Scott Young stated the Board of Education has requested maintenance to the bus turnaround at 7244 Love Road and the estimate is about \$600.

Supervisor Michael Lee made the motion and Supervisor Mark Gardner seconded the motion to authorize maintenance to the school bus turnaround at 7244 Love Road as requested by the Board of Education.

The motion passed by a vote as follows:

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

See Exhibit I.9.a.

b. Nesbit Fire Station Voting Precinct – Parking Lot Expansion

This item was removed from the agenda.

10. Planning Commission Processes

This item was discussed with the Executive Session items.

11. Jail Inspection Report

Supervisor Medlin stated they found everything at the jail to be in good order during the February 18, 2020 inspection. Mrs. Lynchard had taken pictures during the inspection.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to put the pictures in the minutes and accept the Board's good inspection report of the jail.

The motion passed by a vote as follows:

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

See Exhibit I.11.

12. Handicap Hunt – Request for Donation

This item was removed from the agenda.

13. Updated Job Descriptions

a. Planning

Mr. Hopkins presented an updated job description for the Plans Examiner/Inspector.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the updated job description for Plans Examiner/Inspector 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 Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.13.a.

b. Facilities

Mrs. Crockett said this position was not officially approved by the Board; and, if approved, she will get it posted to hire Mr. Raburn’s replacement.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve the job description for Housekeeping Supervisor at Facilities Maintenance.

The motion passed by a vote as follows:

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

See Exhibit I.13.b.

14. Pictorial Directory – Review & Discuss Format & Intranet Location

Mrs. Crockett stated Tyler Technologies is going to allow the County to set up profiles, but it will probably be next year. She said she would be happy to update it quarterly. She stated she and Mr. Mitchell have also talked about moving the staff directory from the internet to the intranet. Mrs. Crockett said she could get a copy with a vinyl cover for the Board and department directors for less than \$250. Mrs. Lynchard stated they could also print a color copy for the Board and post on the intranet. The board agreed to have a copy printed in house and put the directory on the intranet and not to spend money on having it done by an external vendor.

See Exhibit I.14.

15. Business Associates Agreement – Lipscomb & Pitts

Mrs. Crockett stated the Board agreed in January that Lipscomb & Pitts would continue to be the County’s insurance broker and they will manage HIPA guidelines and updates for the County. She stated the business associates agreement is effective March 2020 to February 28,2021; and she requested the Board President sign the agreement.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve the business associates agreement as presented 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 Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.15.

16. North Delta PDD Senior Employment Host Agreement

Mrs. McLeod stated the Admin Department currently has a North Delta employee and requested the Board President sign the host agreement.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the ND PDD Senior Employment Host Agreement 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 Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.16.

17. Emergency Purchase List

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the 2 new items on the emergency purchase list as presented by Mrs. McLeod.

The motion passed by a vote as follows:

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

See Exhibit I.17.

18. Travel Reimbursement Correction

Mrs. Lynchard said she got an email from Mrs. Ferguson in Accounting that one of the travel reimbursement checks for the Road Department was wrong. She stated the check was written for \$69.08 and it should have been \$121.56 to include lodging. She stated this was from the two men who went and picked up the blower for the burn pit.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the additional travel reimbursement 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 Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

J. PLANNING

1. Consent Minor Lot

- a. **McMurry Place Minor Lot (#7448) - Approval of 5 lot(s) on 10.48 acre(s). Identified as Parcel #3-06-8-34-00-0-00001-02. Subject property is located on the west side of Treadway Rd and south of Holly Springs Rd in Section 34, Township 3, Range 6 (District 5)
Applicant: Greg McMurry**

Mr. Hopkins presented the Consent Agenda item above. He then stated the application meets all Subdivision Ordinance requirements.

Supervisor Lee made the Motion and Supervisor Medlin seconded the Motion to approve the items and actions set forth on the Consent Agenda.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

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

2. **Final Subdivision**

- a. **Honey Ridge Subdivision - Section "A", 1st Rev. of Lots 11 & 12 (7448) - Application is for approval of Final Subdivision of 2 lots identified as Parcel #3-06-7-35-03-0-00011-00 located on the east side of Hwy 30-5 and north of County Line Rd in Section 35, Township 3, Range 6 and is zoned Agricultural (A) (District 5)
Applicant: Julie Sanford**

Mr. Hopkins presented the Honey Ridge Subdivision, Sect. A, 1st Rev. of Lots 11& 12 application for approval of Final subdivision of 2 lots. Ms. Julie Sanford was present to represent the application.

Supervisor Lee made a Motion and Supervisor Caldwell seconded the Motion to approve the Honey Ridge Subdivision, Sect. A, 1st Rev. of Lots 11& 12 application for approval of Final subdivision of 2 lots to include a finding that there are no affected parties.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

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

3. **Other**

- a. **930 Cedar Ridge Cove**

Supervisor Gardner recused himself from this item.

Mr. Hopkins stated that the Planning Department has received several complaints on a garage that was illegally converted into a mother in law type dwelling. He stated that staff is asking the Board what process they would like to take in trying to correct the situation. He then stated that a nearby neighbor, Mr. Stinson, was recently required to build a breezeway from the converted dwelling discovered on his property to his home in order to correct the issue, but due to the distance between the buildings on the site in question that is not feasible. Mr. Cardosi presented a drawing of what was permitted as a garage and a picture of the building that was actually built. Mr. Hopkins stated that the property is zoned A-R, which means only one dwelling is allowed on a parcel. Mr. Cardosi asked the Board if they wanted to handle the process as a Variance to the Board of Adjustment or a waiver request to the Board of Supervisors to the Mother in law wing Board order.

There was discussion that others have been made to correct the issue by way of a breezeway. Supervisor Caldwell asked what the neighbors or HOA has to say about the situation. Mr. Cardosi stated that Mr. Jody Neyman is representing the homeowner and says that the neighbors are fine with it, but we don't know that for sure.

Supervisor Lee asked what would be the solution for this complaint. Mr. Cardosi stated that the homeowner could seek a variance through the Board of Adjustment or seek a waiver of the Board of Supervisors Order for mother in law wings.

There was discussion if whether the garage/mother in law wing has a separate driveway, meters, etc. Supervisor Denison asked if the property has one or two electric meters. Mr. Cardosi stated it has 2 electric meters. Supervisor Denison asked if the mother in law wing has a separate address. Mr. Cardosi stated that it does not have a separate address and that has caused issues with one of the neighbors getting deliveries from UPS and Amazon and such. Supervisor Denison asked how they are billed by Entergy if there is not a separate address. Mr. Cardosi stated he is not sure how they are being billed by Entergy.

Mr. Cardosi stated that he has been when working with Mr. Sam Barber and he has mentioned there is a chance if the application is sent to the Board of Adjustment there could be a finding that the application does not qualify due to no hardship and is not peculiar to the land to justify the approval. Mr. Nowak stated the landowner could take the living quarters out of the accessory building and sign an affidavit that no one will live in the building.

Supervisor Lee made a Motion and Supervisor Caldwell seconded the Motion to take this item under advisement.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	YES
SECOND DISTRICT SUPERVISOR, MARK GARDNER	ABSENT
THIRD DISTRICT SUPERVISOR, RAY DENISON	YES
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	YES
FIFTH DISTRICT SUPERVISOR, MICHAEL LEE	YES

b. Tornado Fee Waiver Extension

Mr. Hopkins presented a request for an extension of the waiver of fees for properties effected by the tornado.

Supervisor Lee made a Motion and Supervisor Caldwell seconded the Motion to approve an extension of the waiver of fees for properties effected by the tornado.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

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

c. 2019 Year End Report

Mr. Cardosi presented that 2019 Year End Report for the Planning and Building Department.

Supervisor Medlin made a Motion and Supervisor Gardner seconded the Motion to approve making the Year End Report of the Planning and Building a 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, RAY DENISON	YES
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	YES
FIFTH DISTRICT SUPERVISOR, MICHAEL LEE	YES

See Exhibit J.

K. EXECUTIVE

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

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to recess the Board meeting until Monday, March 16, 2020 at 9 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 Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

THIS the 6th day of April, 2020, these minutes have been read and approved by the DeSoto County Board of Supervisors.

Jessie Medlin, President
DeSoto County Board of Supervisors