

**DESOTO COUNTY BOARD OF SUPERVISORS**

**BOARD MEETING MINUTES**

**DISTRICT TWO SUPERVISOR MARK GARDNER, Presiding**

**May 7, 2018**

**A. CALL TO ORDER**

The May 7, 2018 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Mark Gardner, Board President.

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

Supervisor Jessie Medlin	ABSENT
Supervisor Mark Gardner	District 2
Supervisor Bill Russell	District 3
Supervisor Lee Caldwell	District 4
Supervisor Michael Lee	District 5
Sheriff Bill Rasco	Sheriff
Misty Heffner	Chancery Clerk (Came in later in morning)
Vanessa Lynchard	County Administrator
Tony Nowak	Board Attorney

**B. INVOCATION**

Mr. Bill Sowell, Vietnam Veteran, presented the invocation.

**C. PRESENTATION OF COLORS  
BY OLIVE BRANCH HIGH SCHOOL MARINE CORPS JRTOC  
PLEDGE OF ALLEGIANCE**

**D. APPROVAL OF APRIL MINUTES**

Supervisor Gardner asked if everyone had read over the April minutes.

Supervisor Caldwell noted Planning had a mistake on the vote for Item I.1.a.i. Camp Creek PUD. She stated Supervisor Medlin asked that his vote be recorded as “NO”. Planning Director Bennie Hopkins stated that item has been corrected and submitted to the Administrative Office.

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to accept the minutes of the Board of Supervisors for April, 2018, as presented this date with the correction to the Planning Minutes; 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>ABSENT</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

**See Exhibit D.**

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

Supervisor Gardner 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. Budget Amendment – Coroner (Consent, G.2.a.)
- b. Summer Intern Program (New, I.13.)
- c. Fire & EMA Training Facility (New, I.14.)
- d. Bid Specifications – Circuit Courtroom AV System (New, I.15.)
- e. DHS Request (New, I.16.)
- f. Consideration for Executive Session – Litigation – Sass Muni (Executive, K.4.)

**2. Supervisor Lee Caldwell requested to add the following items:**

- a. Update on Washington Trip (Old, H.12.)
- b. Transportation Committee Update (Old, H.13.)
- c. High Speed Internet Update (New, I.17.)

**3. Supervisor Bill Russell requested to add the following items:**

- a. Risk Management – Drug Testing Policy (Old, H.14.)

**4. Road Manager Andy Swims requested to add the following items:**

- a. Robinson Crossing Update – (Old H.15.)
- b. 6550 Lake Forest – Limb Pickup Enforcement – (New, I.18.)

**5. Grant Administrator Tanner Kuntz requested to add the following items:**

- a. Modification of NFusion Grant – Rental Agreement – (New 4.e.)

**6. Board Attorney Tony Nowak requested to add the following items:**

- a. Signed Agreement from City of Southaven for Transfer of Animal Cages (Consent, G.14.)

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

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>ABSENT</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. CITIZENS REMARKS & PRESENTATIONS**

**1. Resolution of Appreciation – Wade Carter**

Supervisor Russell stated DeSoto County is losing one of the greatest volunteers and community activists as Mr. Wade Carter moves to Alabama to be close to family. He stated Mr. Carter has served on the Planning Commission for 15 years, serving many of those years as President; he has served on the DCRUA Board of Directors for about 10 years; he is the past Managing Director of the Walls Water Board that he also has served on for many years; and he is a Litter Captain on Supervisor Russell’s litter team. Supervisor Russell said Mr. Carter will be missed and that he is a real treasure. Supervisor Russell read the Resolution of Appreciation to Mr. Carter and the assembled audience.

Mr. Carter stated he has lived in DeSoto County for 34 years and it has been a great pleasure and privilege to serve in the capacities that the Board of Supervisors has allowed. He said the change in DeSoto County has been astronomical and it has been a privilege to be a part of that change.

**2. Military Appreciation Month Resolution**

Supervisor Gardner read a Proclamation declaring the time of May 1 – June 14, 2018 to be named Military Appreciation Month in DeSoto County.

**3. Recognition of Military Personnel – Active & Retired**

Supervisor Gardner thanked the military personnel that were present for their service and asked them to be recognized by the Board and the audience. He complimented the Olive Branch High School Marine Corps JROTC for their work and thanked them for coming to present the colors.

Mr. Bill Witt was present and informed the Board and audience that on Thursday, November 12, 2018 at 10:00 a.m. there will be a Veteran's Day Parade in Hernando. He said information is available on their website at [www.veteransdayparade.com](http://www.veteransdayparade.com). Mr. Witt said DeSoto County has over 30,000 veterans. He noted the Veterans Park by the DeSoto Tourism Building was just dedicated last October and is a beautiful place to visit. Mr. Witt stated the Veteran's Day celebrations in Southaven (November 10, 2018) and Horn Lake (November 8, 2018) are annual events.

**G. CONSENT AGENDA**

**1. Department of Human Resources: Monthly Health Claims Report**

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

Funding Request	Date Paid	Amount	Claim Type
Date			
4/1/18	4/2/18	\$101,533.01	Administrative Fees
4/2/18	4/3/18	\$51,594.12	Medical
4/2/18	4/3/18	\$4,770.30	Dental
4/2/18	4/3/18	\$17,993.46	Pharmacy
4/9/18	4/18/18	\$35,707.98	Medical
4/9/18	4/18/18	\$6,048.65	Dental
4/9/18	4/18/18	\$19,598.38	Pharmacy
4/16/18	4/17/18	\$58,772.50	Medical
4/16/18	4/17/18	\$5,914.40	Dental
4/16/18	4/17/18	\$26,124.97	Pharmacy
4/23/18	4/24/18	\$53,708.17	Medical
4/23/18	4/24/18	\$5,542.80	Dental
4/23/18	4/24/18	\$33,278.76	Pharmacy
4/30/18	4/30/18	\$57,955.14	Medical
4/30/18	4/30/18	\$7,735.60	Dental
4/30/18	4/30/18	\$18,169.95	Pharmacy
	<b>TOTAL</b>	<b>\$504,448.19</b>	

**2. Office of Finance & Accounting**

- a. **Budget Amendments** – Vol Fire Dept, Animal Services, Bridge & Culvert, Facilities Project/Chancery Court, Capital Projects/County Wide Software, Justice Court Judges, Patrol/Law Enforcement, Tax Assessor, Patrol/Law Enforcement/Prisoners Med Exp, Rescue Unit, Sheriff/Special Investigations Division, Chancery Court Administrator, Facilities Projects/Circuit Clerk Offices, Coroner

(1)	Fund/Department #	313 / 901				Updated 7/15
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
	<b>Vol Fire Dept</b>					
313-901-749	Allocation to Lewisburg Fire Dept	\$ -	\$ -	\$ 51,756		\$ 51,756
313-901-901	Capital Improvements	\$ -	\$ 63,000		\$ 51,756	\$ 11,244
	<b>TOTALS</b>		\$ 63,000	\$ 51,756	\$ 51,756	\$ 63,000
Reason for Request: (Show detailed justification)	Reallocate funds for Board of Supervisors authorization of purchase of jaws of life to be made by Lewisburg Fire Department and not DeSoto County.					
(2)	Fund/Department #	001 / 445				
	<b>Animal Services</b>					
ACCT #	LINE ITEM	YEAR TO DATE	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
	<b>REVENUE</b>					
001-000-370	Animal Shelter Donations	\$ 1,977.00	\$ 1,937	\$ 40		\$ 1,977
	<b>EXPENSE</b>					
001-445-938	Heating & Air Units - Donations	\$ -	\$ 6,571	\$ 40		\$ 6,611
	<b>TOTALS</b>			<b>OVERALL INCREASE</b>	<b>\$40.00</b>	
Reason for Request: (Show detailed justification)	Increase revenue and increase expenses to account for recent restricted donations given to the animal shelter.					

		Fund/Department #		160 / 377 & 399				Updated 7/15	
<b>(3)</b>	<b>Bridge &amp; Culvert</b>								
<b>ACCT #</b>	<b>LINE ITEM</b>	<b>YEAR TO DATE EXPENSES</b>	<b>ADOPTED BUDGET</b>	<b>INCREASE</b>	<b>DECREASE</b>	<b>REVISIED BUDGET</b>			
160-377-914	Property Easements/ROW	\$ 44,767.88	\$ 44,816	\$ 755		\$ 45,571			
160-399-914	Property Easements/ROW	\$ 12,111.14	\$ 15,424		\$ 755	\$ 14,669			
	<b>TOTALS</b>		\$ 60,240	\$ 755	\$ 755	\$ 60,240			
Reason for Request: (Show detailed)	Reallocate funds to correct project account for better tracking of project as a whole.								
<b>(4)</b>	<b>Facilities Project - Chancery Court</b>			Fund/Department #		315 / 160		Updated 7/15	
<b>ACCT #</b>	<b>LINE ITEM</b>	<b>YEAR TO DATE EXPENSES</b>	<b>ADOPTED BUDGET</b>	<b>INCREASE</b>	<b>DECREASE</b>	<b>REVISIED BUDGET</b>			
315-160-550	Legal Fees	\$ 225.00	\$ 225	\$ 15		\$ 240			
315-160-559	Other Prof Fees & Services	\$ -	\$ 2,600		\$ 15	\$ 2,585			
	<b>TOTALS</b>		\$ 2,825	\$ 15	\$ 15	\$ 2,825			
Reason for Request: (Show detailed)	To budget funds needed for legal expenses in correct line item to be able to track all project expenses with correct project.								
<b>(5)</b>	<b>Capital Projects - County Wide Software</b>			Fund/Department #		380 / 152		Updated 7/15	
<b>ACCT #</b>	<b>LINE ITEM</b>	<b>YEAR TO DATE EXPENSES</b>	<b>ADOPTED BUDGET</b>	<b>INCREASE</b>	<b>DECREASE</b>	<b>REVISIED BUDGET</b>			
380-152-550	Legal Fees	\$ 2,237.50	\$ 2,600	\$ 500		\$ 3,100			
380-152-559	Other Prof Fees & Services	\$ -	\$ 1,983,800		\$ 500	\$ 1,983,300			
	<b>TOTALS</b>		\$ 1,986,400	\$ 500	\$ 500	\$ 1,986,400			
Reason for Request: (Show detailed)	To budget funds needed for legal expenses in correct line item to be able to track all project expenses with correct project.								
<b>(6)</b>	<b>Justice Court Judges</b>			Fund/Department #		001 / 178		Updated 7/15	
<b>ACCT #</b>	<b>LINE ITEM</b>	<b>YEAR TO DATE EXPENSES</b>	<b>ADOPTED BUDGET</b>	<b>INCREASE</b>	<b>DECREASE</b>	<b>REVISIED BUDGET</b>			
001-178-475	Mileage & Other Travel Costs	\$ 390.55	\$ 1,000	\$ 200		\$ 1,200			
001-178-476	Meals and Lodging	\$ 50.80	\$ 2,600		\$ 200	\$ 2,400			
	<b>TOTALS</b>		\$ 3,600	\$ 200	\$ 200	\$ 3,600			
Reason for Request:	To cover two judges for justice court judges seminar in July 2018								
<b>(7)</b>	<b>Patrol / Law Enforcement</b>			Fund/Department #		001 / 202		Updated 7/15	
<b>ACCT #</b>	<b>LINE ITEM</b>	<b>YEAR TO DATE EXPENSES</b>	<b>ADOPTED BUDGET</b>	<b>INCREASE</b>	<b>DECREASE</b>	<b>REVISIED BUDGET</b>			
	<b>REVENUE</b>								
001-000-376	Insurance Proceeds	\$ 93,563.25	\$ 95,786		\$ 2,240	\$ 93,546			
	<b>EXPENSE</b>								
001-202-915	Vehicles-Above \$5,000	\$ 377,361.00	\$ 445,807		\$ 2,240	\$ 443,567			
	<b>TOTALS</b>				<b>OVERALL DECREASE</b>	<b>\$2,240.00</b>			
Reason for Request: (Show detailed justification)	Decrease revenue and decrease expense to account for corrected insurance proceeds collected due to totaled Sheriff's Dept vehicle and funds to be applied towards new vehicle.								
<b>(8)</b>	<b>Tax Assessor</b>			Fund/Department #		001 / 103		Updated 7/15	
<b>ACCT #</b>	<b>LINE ITEM</b>	<b>YEAR TO DATE EXPENSES</b>	<b>ADOPTED BUDGET</b>	<b>INCREASE</b>	<b>DECREASE</b>	<b>REVISIED BUDGET</b>			
001-103-523	Contractual Printing	\$ -	\$ 1,300	\$ 500		\$ 1,800			
001-103-587	Training & Registration	\$ -	\$ 2,000		\$ 500	\$ 1,500			
	<b>TOTALS</b>		\$ 3,300	\$ 500	\$ 500	\$ 3,300			
Reason for Request:	To cover the purchase of green cards and envelopes.								

		Fund/Department #		001 / 202 & 222				Updated 7/15	
(9)	Patrol /Law Enforcement - Prisoners Med Exp								
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET			
001-202-544	Service/Maintenance Contract	\$ 42,797.19	\$ 118,500		\$ 2,000	\$ 116,500			
001-202-549	Towing	\$ 2,060.00	\$ 10,000		\$ 2,000	\$ 8,000			
001-202-554	Consultant / Counseling Fees	\$ 19,327.00	\$ 25,000	\$ 4,500		\$ 29,500			
001-202-571	Dues and Subscriptions	\$ 1,770.00	\$ 5,000		\$ 500	\$ 4,500			
001-202-925	Radios	\$ 43,720.30	\$ 100,800	\$ 40,000		\$ 140,800			
001-222-552	Medical Fees	\$ 81,891.62	\$ 394,050		\$ 40,000	\$ 354,050			
<b>TOTALS</b>			\$ 653,350	\$ 44,500	\$ 44,500	\$ 653,350			
Reason for Request:		To reallocate funds to necessary line items to cover expenses.							
		Fund/Department #		001 / 225				Updated 7/15	
(10)	Rescue Unit								
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET			
001-225-617	Rescue Supplies	\$ 1,806.45	\$ 3,550	\$ 800		\$ 4,350			
001-225-681	Repair and Replacement Parts	\$ 661.20	\$ 2,550		\$ 800	\$ 1,750			
<b>TOTALS</b>			\$ 6,100	\$ 800	\$ 800	\$ 6,100			
Reason for Request:		To reallocate funds to necessary line items to cover expenses.							
		Fund/Department #		120 / 227				Updated 7/15	
(11)	Sheriff - Special Investigations Division								
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET			
120-227-550	Legal Fees	\$ -	\$ 20,000		\$ 1,000	\$ 19,000			
120-227-559	Other Professional Fees and Services	\$ -	\$ -	\$ 1,000		\$ 1,000			
<b>TOTALS</b>			\$ 20,000	\$ 1,000	\$ 1,000	\$ 20,000			
Reason for Request:		To reallocate funds to necessary line items to cover expenses.							
		Fund/Department #		028 / 172				Updated 7/15	
(12)	Chancery Court Administrator								
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET			
028-172-502	Regular Telephone Service	\$ -	\$ 800		\$ 500	\$ 300			
028-172-503	Cellular Telephone Service	\$ 2,221.05	\$ 2,200	\$ 1,700		\$ 3,900			
028-172-510	Utilities	\$ -	\$ 800		\$ 600	\$ 200			
028-172-571	Dues and Subscriptions	\$ 25.00	\$ 500		\$ 300	\$ 200			
028-172-587	Training and Registration	\$ 25.00	\$ 800		\$ 300	\$ 500			
<b>TOTALS</b>			\$ 5,100	\$ 1,700	\$ 1,700	\$ 5,100			
Reason for Request:		To reallocate funds to necessary line items to cover expenses.							
		Fund/Department #		315 / 102				Updated 7/15	
(13)	Facilities Projects - Circuit Clerk Offices								
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET			
315-102-540	Facilities Mgt Service Calls	\$ -	\$ -	\$ 5,000		\$ 5,000			
315-102-564	Architect Fees	\$ -	\$ -	\$ 2,000		\$ 2,000			
315-102-641	Building Supplies	\$ -	\$ -	\$ 800		\$ 800			
315-999-999	Ending Cash	\$ -	\$ 226,154		\$ 7,800	\$ 218,354			
<b>TOTALS</b>			\$ 226,154	\$ 7,800	\$ 7,800	\$ 226,154			
Reason for Request:		To reallocate funds to necessary line items to cover circuit clerk office upgrade.							
(Show detailed justification)		\$2,000 - Wall inspection and report							
		\$5,000 - Flooring							
		\$800 - Painting and door/ceiling repairs							
		These funds were budgeted in ending cash during the FY 2018 budget process.							

		Fund/Department #		001 / 167				Updated 7/15	
		Coroner							
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET			
001-167-491	Deputy Coroner's Fees	\$ 24,625.00	\$ 22,000	\$ 15,000		\$ 37,000			
001-999-999	Ending Cash	\$ -	\$ 34,428,452		\$ 15,000	\$ 34,413,452			
<b>TOTALS</b>			\$ 34,450,452	\$ 15,000	\$ 15,000	\$ 34,450,452			

Reason for Request: To account for cost associated with final benefit check.  
(Show detailed justification)

**b. Final Inventory Dispositions – IT**

DEPT NAME		IT Department							DEPT #:		152
ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C C O	S T	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF FINAL APPROVAL	
6087	CTA Matrix Printer	119984	will not connect to network	95	7850						
41134	DELL 23" MONITOR	CNONOWV774261OAD16YL	will not power on	10	287						
44840	APPLE IPHONE 5S	F2LR34C8FF9R	water damage	16	449						
44843	APPLE IPHONE 5S	F2LR33AGFF9R	randomly loses power	16	449						
44860	APPLE IPHONE 5S	F2LR32QGGG9R	does not hold charge	16	449						
46225	IPHONE 5S	DX3NRYLAFFDQ	does not hold charge	16	349						

  

AUTHORIZATION TO DISPOSE				INVENTORY CLERK		NOTES
SIGNED BY:	<u>Felicia Hopper</u>	DATE:	<u>03/27/18</u>	INFORMATION		
PRINT NAME:	<u>Felicia Hopper</u>			PRESENTED TO BOS		
				PRESENTED TO BOS		
DISPOSED BY:		DATE:		DATE INVENTORY DISPOSED IN A S400		
PRINT NAME:						
INV CLERK:		DATE:		DATE BOS FINAL MINS ATTACHED		

**3. Road Department**

- a. Monthly Road Report
- b. Monthly Work Schedule
- c. Road Bond Report
- d. Changes to Road Register
- e. Establish as Part of the Formal Record and Make Part of Board Minutes – Notice to Proceed – Commerce Street, Red Banks Road, Byhalia Road Overlay

**4. Contract Administration – Auto Renewal**

- a. Facilities Management – EK Automation
- b. Election Commission – Interlocal Agreement With Cities Shared Funding and Use of Election Equipment
- c. Adult Drug Court – Copy Plus Inc.

**5. Establish as Part of the Formal Record and Enter Into the Board Minutes – All Signatures Achieved**

- a. Contract Administration – Accounting – J.E. Vance
- b. Grant Administration – EMPG County Application & Work Plan
- c. Facilities Management – Chancery Courtroom Certificate of Inspection

**6. Chancery Clerk Allowance**

**7. Resolution Approving Sale of Abandoned Property – 2003 Mustang – Signature Required and Documentation of Sale of Abandoned Property**

**8. MSU Vet Visits 5/3 & 5/4; 6/28 & 6/29 and Authorize Clerk to Write Checks**

**9. Justice Court Monthly Report**

April 2018

Criminal Cases Filed	<u>172</u>
Civil Cases Filed	<u>889</u>
Traffic Tickets Filed	<u>947</u>
Total Cases Filed	<u>2,008</u>
State Assessments	<u>\$74,369.13</u>
County General Fund	<u>\$133,977.74</u>
DPS	<u>\$6,100.00</u>
Total Collections	<u>\$214,446.87</u>

Submitted by Pat Sanford  
 Date 30-Apr-18

**10. Constables Annual Financial Report**

- a. Bobby Holloway
- b. Lawrence Vaughn, Jr.

**11. Business Investment Incentive – Final Resolution**

AmerisourceBergen Drug Corporation: 10-Yr. Real & Personal Property (New):  
 \$ 74,465,483.00 – Total  
 (\$28,428,704. – Real + \$46,036,779. – Personal) (Effective: 01/01/2018 – 12/31/2027)

**12. Uniform Reimbursement (3)**

**13. Human Resources – PPO Summary Plan Documents – Medical & Dental – Need Signature**

**14. Signed Agreement from City of Southaven for Transfer of Animal Cages**

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

The motion passed by a vote as follows:

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

See Exhibit G.

**H. OLD BUSINESS**

**1. FY18 Bond – No Protest Resolution**

Ms. Elizabeth Clark from Butler Snow and Mr. Steve Pittman from Government Consultants came to present the Board with a No Protest Resolution pertaining to the not to exceed \$25,000,000 General Obligations described in the Intent Resolution the Board previously approved. Ms. Clark stated they had to publish the Intent Resolution to allow for protests to be filed. She stated the No Protest Resolution is the next step in the procedure saying the Board will proceed with issuing the bond when ready.

Mr. Nowak stated he has the Affidavit of Publication of the Intent Resolution and he suggested asking for anyone in the meeting with a protest to come forward. Supervisor Gardner asked if anyone was present that had a protest and no one came forward.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to approve the No Protest Resolution as presented and make the Affidavit of Publication a part of the Board minutes.

The motion passed by a vote as follows:

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

Ms. Clark reminded the Board they have 2 years from this day to issue the bonds not to exceed \$25,000,000. She stated bonds may be issued in one or more series, but whatever sums the Board elects to issue must be issued in the 2-year period.

See Exhibit H.1.

## 2. Environmental Services – Stormwater Compliance Update

Mrs. Lynchard stated the Stormwater Compliance Committee has been diligently working trying to find an appropriate level of compliance related to MDEQ, good business, and fairness to builders and developers. She stated Stormwater includes different parts of the County and on the committee are Andy Swims, Scott Young, Bennie Hopkins, Austin Cardosi, Randy Williams, Ray Laughter, Brynn McCarver, and Vanessa Lynchard.

Environmental Services Director Ray Laughter stated the County is experiencing tremendous growth, with 7 new developments approved at the last Planning Commission meeting consisting of 300 to 400 lots. He stated the individual permits are also up. Mr. Laughter stated the Environmental Services staff is spending a lot more time in the field and it is a task keeping up with all of it. He brought pictures of some examples of issues they are running into. (See Exhibit H.2.) Mr. Laughter stated they do not have the manpower to go across the County and be able to keep up with all the activity. He said builders want them to be fair across the County, but there is just not enough manpower.

Mr. Laughter noted that many builders or developers are coming to get their Stormwater permits after they have cleared the land and that is a violation of MDEQ mandates. He said boots on the ground is the only way to police that. Mr. Laughter stated everyone has to work together to find the violators. He said Environmental Services is an enforcement department, but if they don't know about the situation, they cannot enforce it. He stated they are trying to keep up but they are just not able to. Mrs. Lynchard said that other departments can enforce Stormwater regulations, but Planning has their hands full with building permits.

Supervisor Russell suggested giving a sign to post when the people get their permits. He said the Road Department, Supervisors, and everyone else that travels the County could watch for the signs and call Environmental Services if it is not posted. Mr. Laughter stated the Stormwater compliance permit is supposed to be at the entrance to the construction site, but it is just not happening now.

Supervisor Caldwell asked if the developers and builders were supposed to pull a Stormwater permit first. Mr. Laughter stated it is part of the ordinance, but the County is not enforcing it. He stated Stormwater enforcement has not been required in the past like it is now. He stated once Environmental Services gets approved plans, they are supposed to go onsite and do an inspection with the developer. He said that is not happening now, as they do not want to delay the developers. Supervisor Caldwell stated some of the Board members were approached by a group that would like to contract to do those services. Mr. Laughter stated they used to contract the inspections and only the enforcement was done by Environmental Services.

Supervisor Gardner asked if the permits were waterproof. Mr. Laughter stated they issue a laminated permit. Supervisor Gardner stated he thought it was a great idea to have all County employees looking for the permits to be posted.

Supervisor Russell stated he would not be opposed to the County buying clear plastic envelopes to put the permits in. A person in the audience asked if there was a penalty for non-compliance with the ordinance. Mr. Nowak stated the penalty could be up to \$1,000 per day. Mr. Laughter stated the problem with that is that it has to go through a court process to assess the fine.

Mrs. Lynchard stated it is part of the Stormwater Ordinance to have the Stormwater permit pulled first, but it has been the practice in the County, when building became so slow, to allow pulling a building permit before Stormwater. She stated she thinks the County is back to the point where Stormwater needs to be pulled first.

Supervisor Caldwell said she would like to have a working session just to discuss this. She stated she has lots of question. Supervisor Russell agreed and said he also had questions. Mr. Nowak stated at the committee's last meeting they went through a number of hypothetical situations, and it turned out that the ordinance covered most everything, there just needs to be enforcement.

Supervisor Caldwell said she would like to know what the cities are doing. Supervisor Gardner said when the Board recesses today, they will set a special meeting. Supervisor Russell asked if the committee had a plan they were happy with and if they would send it out to the Board to review before the special meeting.



See Exhibit H.2.

**3. Keep DeSoto County Beautiful – Spring Clean Up Recap**

Mr. Laughter brought pictures of the full dumpster at ACI Fire Department and said that particular dumpster was emptied 4 times during the Spring Clean Up week. He also showed a picture of a clean-up crew in Belmor Lakes led by Carla Jasick who picked up their whole neighborhood and down Dunn Lane. Mr. Laughter said Woodland Lakes had their community clean up the next week because of the weather.

Mr. Laughter stated a total of 78 tons was disposed of during the week. Supervisor Caldwell noted that the City of Horn Lake had over 100 volunteers at their clean up event over the weekend. Mr. Laughter stated the 78 tons was the most that has been disposed of in the last 7 years even though the weather was wet and cold. He stated his department is looking forward to the Fall Clean Up in September or October and they hope to have beautiful weather then.

See Exhibit H.3.

**4. Office of Procurement**

**a. Bid Tab Correction for Overlay Bid**

Director of Procurement and Administrative Services Pat McLeod stated the Board awarded the overlay bid last meeting to Lehman Roberts as the lowest and best qualified bidder. She stated they had presented 4 bidders, but one could not be considered according to MS Code 31-3-21, which states a contractor must show his Certificate of Responsibility number on the exterior of the bid, so she is presenting a corrected bid tab showing the 3 approved bidders. Mrs. McLeod stated the result of the bid award did not change.

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to approve the correction presented and make the corrected bid tab a part of the Board minutes.

The motion passed by a vote as follows:

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

See Exhibit H.4.a.

**b. Request to Approve Lease Specifications & Solicit Proposal for Lease of Land – Bid File #18-100-002**

Procurement Coordinator Angie Irving stated this would normally have been on the consent agenda, but the Procurement Office did not get all the necessary information in time to do so. Mr. Nowak stated the terms call for a 4-year lease period, but the lease term cannot go beyond December 31, 2019 because of the current Board's term.

Supervisor Gardner stated he would like to see a year-to-year lease. Mr. Nowak stated that is what he would recommend.

Supervisor Russell asked if the land use was specified in the specs. Mrs. Irving stated the land is in the City of Southaven and zoned Agricultural, so the lessor would have to comply with their zoning regulations that were listed in the specs.

Mrs. McLeod noted there was a 90-day cancellation clause for either party.

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to approve soliciting bids for a year-to-year lease for the Star Landing Property, finding that the property is not currently being utilized by the County and is temporarily surplus property.

The motion passed by a vote as follows:

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

See Exhibit H.4.b.

#### **5. Contract Administration – Lehman Roberts Overlay Contract – Request Signature**

Mrs. McLeod stated this contract went along with the corrected bid tab from Item H.4.a. regarding the overlay contract award to Lehman Roberts. She stated the Board Attorney has reviewed the contract.

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to approve the overlay contract with Lehman Roberts as presented.

The motion passed by a vote as follows:

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

See Exhibit H.5.

#### **6. Road Department – Limb & Rubbish Pick Up Policy**

Road Manager Andy Swims stated after the Board voted on the Limb & Rubbish Pick-Up Policy at the last meeting, he had some discussions with his Superintendents and limb truck drivers. Mr. Swims stated he had a few requested changes in the policy after having those discussions, as follows:

- Run the limb truck routes as usual, and when the driver sees a pick-up that is over one load, he will leave a notice of payment leaving the entire load at the pick-up site until payment is made by check or online.
- Allow 2 weeks for payment to be received by check or online. Mr. Swims stated Amy Cooper will be the person to deal with this and keep the records. He stated the drivers will send information to Amy and she will document it.
- Publicize the phone number for people to call regarding limb pick-up.
- Request 8 phones for limb trucks so they can take a picture of the load and notice left on site and send to Amy.
- Remove the free pick up every 2 weeks as that does not fit in the timeline of the regular routes.
- If a citizen has a concern, Daryl or Terry will go out and meet with them during the first 7 days.
- Fee Schedule: First Load – free, \$100 per load after that
- Send out a mailer to everyone on the garbage list, use website, social media, newspaper
- Move implementation date to June 1, 2018
- Fees go back into the Road Department budget
- Enforcement according to MS Code 19-5-17 and a cut-off date to determine when the violation begins

Supervisor Gardner said he appreciated all the thought put into this, but he would like to see digital cameras used rather than cell phones. Assistant Road Manager Mike Kennedy said digital cameras would require someone to come to Central Maintenance each day as the Maintenance Barns do not have internet access. He said the cell phones would not be issued to individuals, but to a certain truck and would go into the Maintenance Barn office to be plugged in each night just as they do their radios. Mr. Swims pointed out that the drivers could send in pictures of Stormwater violations, road problems, ditch problems and could be a tremendous asset. He also stated they had considered doing their work orders by cell phone, rather than paper copies.

Supervisor Russell said having the picture sent in immediately gives Amy the information she needs if a citizen calls in right away. He stated he sees the savings for the County to far outweigh the cost of the cell phones as Mrs. Lynchard had stated the cost of the phone is about \$75 per month.

Supervisor Russell and Supervisor Caldwell agreed that IT Director John Mitchell could talk to the cell phone company and see if there is a better rate or a data only plan. Mr. Mitchell joined the meeting and said there is a MIFI device that is about \$40 per month, but it requires another device such as a laptop or iPad to run with it. He stated he would talk to the cell phone provider and see if there were any options for lower costs per month. He said the phones are free and the service is \$75 per month.

Supervisor Russell asked if the June 1<sup>st</sup> date gave enough time to get the mailers out. Mr. Laughter said it would be tight, but could be done. Mr. Swims stated they will get them out as quickly as possible.

Supervisor Russell asked if an interlocal with the Town of Walls would be necessary. Mr. Nowak stated he would review that. Mr. Nowak noted that this service falls under the County's overall rubbish/garbage program pursuant to an AG opinion he received. Supervisor Caldwell said she thought this would be part of the Town of Walls becoming self-sufficient and the County would not be picking up there after that time.

The Board discussed some ways to let the public be well-informed of this and stressed they wanted to get the word out as quickly and thoroughly as possible. Mr. Swims stated they are getting set up to take credit cards online. Mrs. Freeze said the current credit card servicer can put something on the website for people to click and pay. She said the additional 2.5% fee will apply.

Supervisor Caldwell stated the people will have the option to mail in a check or pay the 2.5% fee. She also conveyed concern from Supervisor Medlin that a citizen might have to pay more for just a small amount over a load. Mr. Swims stated they would give someone the benefit of having close to a load and before the Road Department would charge anything the load would have to be substantially more than 1 load. Mr. Kennedy stated they are training the drivers to judge, and also to be reasonable in that if there is a small amount left they will go on and pick it up. Mr. Swims also stated if the citizen pays and they don't have as much as originally thought, they will be refunded the overage.

Supervisor Caldwell also asked if the 4-foot requirement was necessary. Mr. Swims said they could take up to 10 feet. Supervisor Russell suggested making the requirement 4-feet to 10-feet. Supervisor Caldwell stated it would also be helpful to give guidance on how to stack the limbs, in one large pile or several piles. Supervisor Gardner stated there needed to have a provision for a major storm event.

Supervisor Gardner commended the Road Department for their due diligence and excellent presentation.

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to approve the use of cell phones on the limb truck to be used for purposes of Road Department issues and Stormwater issues, approve the payment schedule presented, approve the policies as presented, approve taking online payments, authorize the firm of Smith, Phillips, Mitchell, Scott & Nowak to draw up a contract with Walls for the limb service, and make the effective date of the new limb pick up policies June 1, 2018 if the mailers have gone out to be received 7 days prior to implement the Limb & Rubbish Pick-Up policy as presented.

The motion passed by a vote as follows:

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

Supervisor Gardner stated he thinks the plan is great, but he is opposed to the cell phones.

**See Exhibit H.6.**

## **7. EMA Mutual Aid Agreement**

Mr. Nowak stated the Board has asked for a Mutual Aid Agreement with Marshall, Tate, Tunica & DeSoto County and he has the agreement that has been approved and signed by the other counties. He stated the agreement provides for mutual aid among the participating counties when one does not have the means to address an emergency going on. He stated it calls for the counties to provide assistance, when able to, at the time of the request.

Supervisor Gardner asked if there was an agreement in place that provided mutual aid with DeSoto County's helicopter. Mr. Nowak stated there used to be one with Tunica and they paid for the fuel. Mr. Chris Olsen, Deputy Fire/EMA Director, stated that is still in place.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the Mutual Aid Agreement with Marshall, Tate, Tunica & DeSoto County as presented and authorize the Board President to sign.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>ABSENT</u>
Supervisor Mark Gardner, Second District	<u>NO</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.7.

#### 8. Landfill Phase II Construction – Contract Approval

Mr. Nowak stated when the Board went out for bids, Pickett was the low bidder and awarded the contract. He stated the contract form was part of the bid specs, and the terms of the contract look fine. Mr. Nowak stated the Board was concerned that the County was committing to pay for outside hauling in of materials, but that is not the case.

Environmental Services Director Ray Laughter stated if the Board approves and signs the contract today there will be a pre-construction meeting with Pickett on Wednesday.

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to approve the contract for the Landfill Phase II construction with Pickett Industries and authorize the Board President to sign.

The motion passed by a vote as follows:

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

See Exhibit H.8.

#### 9. MAAG Dues Update

Mrs. Lynchard stated she sent a letter to MAAG about not paying the dues, and they answered they want to meet with the Board members to talk about MAAG. She asked if the Board wanted to take steps like the City of Bartlett did to explain why they were not paying dues.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to deny paying dues to MAAG.

The motion passed by a vote as follows:

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

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

Supervisor Mark Gardner made the motion to authorize the firm of Smith, Phillips, Mitchell, Scott & Nowak to work on withdrawing DeSoto County from MAAG. Supervisor Gardner withdrew his motion.

Supervisor Mark Gardner made the motion and Supervisor Michael Lee seconded the motion to withdraw the County' membership from MAAG.

The motion passed by a vote as follows:

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

**See Exhibit H.9.**

### **10. Cathey Road Property**

Mrs. Lynchard stated the County is moving forward with divesting of the Cathey Road property. Supervisor Gardner stated Mrs. Lynchard found a realtor to list the property. He stated Taylor Phillips sent a listing agreement and he has looked over it as well as Mr. Nowak. Supervisor Gardner stated he took exception to the 10% commission, and would like to change that to 6% which is customary. Mr. Nowak stated he had marked a few changes as well.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to list the property with Taylor Phillips, change the commission from 10% to 6%, and incorporate Mr. Nowak's changes.

The motion passed by a vote as follows:

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

**See Exhibit H.10.**

### **11. Cluster Mailbox Update**

Supervisor Russell began by saying the public utilities have a right to use the County right of way, but the postal service has nothing like that. Mr. Nowak affirmed. Supervisor Russell stated that with the Post Office being somewhat of a government agency, they are refusing to deliver some people's mail. He said he did not want to be so hard-headed in fighting the Post Office and people not get their mail.

Mr. Nowak stated his concern on putting the cluster boxes in the right of way was that it could be a potential liability if it becomes a known hazard. He made the point that if a developer puts a cluster mailbox in the right of way and the road is later widened; there is no longer a place for the cluster box. Supervisor Russell asked if the County could make the provision that if the County needs the right of way, they have to move the boxes. Mr. Nowak said they have to move them, but if they have not planned for it; where will they put it? He said he is concerned about them not planning for the location.

Supervisor Caldwell stated she had the same concerns along with if the boxes are destroyed or knocked over, who's responsibility it is to fix them. Supervisor Gardner stated the Post Office said in their meeting with the Board that it would be up to the HOA. He said the Post Office also said they would meet with developers and find a suitable location for the cluster boxes. Mrs. Lynchard stated they are meeting with the developers but the County does not have anything to do with the meeting. She said the Post Office and developers are trying to put the cluster mailboxes in the County right of way and the County is not having a say in it. She stated a decision has to be made about what to do moving

forward as nothing can be done about the existing boxes. Mrs. Lynchard said she was told the Post Office is not delivering because their regulations say if they deliver, they can be held responsible.

Sheriff Rasco asked if all the people showed up at the same time to get their mail from a cluster box in the right of way, where they would be expected to park. Supervisor Caldwell agreed and said people will be pulling off on the side of the road. Mr. Swims stated he had maintenance concerns with mowing the right of way.

Supervisor Lee stated if the Board allows use of the right of way, all the developers will put them there to not lose a lot.

Supervisor Russell stated the new developments need to just be told right of ways cannot be used; and the existing ones need to be approved by the Road Department on a case by case basis then approved through the Board of Supervisors. Supervisor Lee said right now the decision is just between the developer and the Post Office. Supervisor Russell stated he feels the public will hear that the Post Office and developer had this all worked out and the Board would not let them put the boxes in the right of way. Supervisor Lee stated the lady he heard from said they have mailboxes in their subdivision, but the Post Office is refusing to deliver their mail.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to not allow cluster mailboxes to be installed in the County right of way.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>ABSENT</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 Michael Lee, Fifth District	<u>YES</u>

Supervisor Russell stated he is just worried about people not getting their mail and thinking it is the Board's fault.

**12. Washington Trip Update**

Supervisor Caldwell stated there was a lot of talk about high speed internet from Senator Wicker. She stated the County needs to put a team back together and get the County surveyed to see where the need for high speed internet is.

Supervisor Caldwell stated there was a rural bridges grant brought up, and she wanted to talk with Mr. Huffman to get more information on that.

**13. Transportation Committee Update**

See discussion under Capital Projects, New Business, Item I.11.

**14. Risk Management – Drug Testing Policy**

Supervisor Russell stated this was the most difficult committee he had ever served on. He stated they have poured over the rewrites of this policy and they have reached a stalemate on allowing an employee to come back to work if drug tested. The Board discussed the risks of this issue.

The Board also discussed rapid testing and DOT regulations. Supervisor Caldwell stated having someone drug tested for a minor infraction was a policy matter for the County, not a DOT issue. Mrs. Richmann stated the Human Resources staff will check into the availability of rapid drug testing in our area and get some information on how DOT regulations play into the scenario.

Supervisor Russell suggested the committee meet after they get that information to have something to bring back to the Board. He stated they cannot go forward until they get a Board decision on this matter.

**15. Robinson Crossing Update**

Mr. Swims stated it has been 3 weeks since his last update and the developer is making really good progress on the construction entrance at Robinson Crossing. He stated he thinks it will be open before the next Board meeting. Mr. Swims stated they have basically had good working weather and he recommended waiting until the next Board meeting to decide on putting up the No Truck signs in the neighborhood.

**I. NEW BUSINESS**

**1. District 1 – CVB Appointment**

Supervisor Caldwell said she had spoken with Supervisor Medlin and wanted to recommend Michael Hatcher to continue as the District 1 Convention and Visitors Bureau appointee.

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to appoint Michael Hatcher to continue as the District 1 Convention and Visitors Bureau appointee.

The motion passed by a vote as follows:

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

See Exhibit I.1.

**2. Office of Procurement**

**a. Sheriff’s Department – Purchase of 2 Ford Interceptors Exceeding \$25,000**

Sheriff Rasco stated these will replace 2 cars that were wrecked and the insurance has paid off on them. Mrs. McLeod stated, if approved, the vehicles will be purchased off state contract at \$22,360.00 each from Gray-Daniels Ford in Brandon, MS for a total cost of \$44,720.00.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the purchase of 2 Ford interceptors at a cost of \$22,360.00 each under state contract as recommended.

The motion passed by a vote as follows:

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

See Exhibit I.2.a.

**b. Sheriff’s Department – Purchase Exceeding \$25,000 of Laptops for New Patrol Cars**

Sheriff Rasco stated this was for the new patrol cars that were budgeted for and purchased. Mrs. McLeod presented the spreadsheet showing the quotes from authorized EPL vendors and the quote from Pinnacle Networx was the best and most responsive quote.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to authorize the purchase of laptops and equipment from Pinnacle Networx at a cost of \$88,622.70 as recommended, finding them to be the lowest, best and most responsive quote and lower than the state contract price.

The motion passed by a vote as follows:

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

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

YES  
YES

See Exhibit I.2.b.

QUOTES vs STATE CONTRACT  
 LAPTOPS FOR ADDITIONAL CARS FOR SHERIFF DEPT.

PRODUCT	QTY	STATE CONTRACT PRICING		PINNACLE NETWORK		TCS WARE		HOWARD TECHNOLOGY		COMSERV	
Panasonic Toughbook	17	\$ 5,086.44	\$ 86,129.48	\$ 3,330.19	\$ 46,613.28	\$ 3,339.00	\$ 56,763.00	\$ 3,750.00	\$ 63,835.00		
Desktop Dock	1	\$ 356.10	\$ 359.10	\$ 297.54	\$ 297.54	\$ 300.00	\$ 300.00	\$ 313.00	\$ 313.00		
Panasonic Keyboard	17	\$ 603.00	\$ 10,251.00	\$ 556.75	\$ 9,464.75	\$ 559.00	\$ 9,503.00	\$ 585.00	\$ 9,945.00		
Car Charger	17	\$ 125.86	\$ 2,141.32	\$ 114.48	\$ 1,946.16	\$ -	\$ -	\$ 117.00	\$ 1,989.00		
Panasonic Rotating Hand Strap	17	\$ 88.10	\$ 1,514.70	\$ 73.82	\$ 1,254.94	\$ 73.00	\$ 1,241.00	\$ 78.00	\$ 1,326.00		
<b>Total State Contract Items</b>			\$ 100,395.60		\$ 69,576.62		\$ 67,807.00		\$ 77,408.00		
Havis laptop 2-in-1 vehicle dock	17	not on Contract		\$ 744.29	\$ 12,652.93	\$ 799.00	\$ 13,583.00	\$ 813.00	\$ 13,821.00	\$ 779.00	\$ 13,243.00
Havis laptop side mount	15	Not on Contract		\$ 412.24	\$ 6,183.60	\$ 499.99	\$ 7,499.85	\$ 415.00	\$ 6,225.00	\$ 425.00	\$ 6,375.00
				freight \$ 209.55		freight \$ 450.00				freight \$ 199.00	
<b>Total Non-Contract Items</b>					\$ 19,046.08		\$ 21,532.85		\$ 20,046.00		\$ 19,817.00
<b>Total Expenditure</b>					\$ 88,622.70		\$ 89,339.85		\$ 97,454.00		
<b>Savings Over State Contract</b>					-31%						

**3. Office of Finance and Accounting**

**a. Preliminary Inventory Dispositions – IT (List), Road Department (Sweeper & Lowboy Trailer), Fleet (2007 Chevy Dually)**

Deputy Director of Finance Stephanie Hanks presented the preliminary inventory dispositions. She stated the IT items are part of an ongoing clean-up by the IT Department.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve the preliminary inventory dispositions from IT as presented by Mrs. Hanks.

The motion passed by a vote as follows:

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

DEPT NAME		IT Department		DEPT #:		152				
ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C Q	C O S T	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF FINAL APPROVAL
6087	CTA MATRIX PRINTER	0119984	Will not connect to network	95	7850	IT CLOSET				
31834	LEXMARK 2490 FORMS PRINTER	9N43865	will not feed paper	03	372	IT CLOSET				
35157	LEXMARK 2480 FORMS PRINTER	58NL7643	will not feed paper	04	366	IT CLOSET				
36524	LEXMARK 2490 FORMS PRINTER	S9N96456	bad print head	05	412	IT CLOSET				
39196	LEXMARK 2590 FORMS PRINTER	9J07056	bad print head	08	406	IT CLOSET				
41047	LENOVO THINKPAD	1S2985F4UR95MA5Z	will not power on	10	2252	IT CLOSET				
41129	BLACKBERRY CURVE	268435458816199851	will not charge	10	350	IT CLOSET				
41144	PANASONIC TOUGHBOOK LAP	OKKSA20109	will not power on	11	3140	IT CLOSET				
42164	LEXMARK PRINTER	9016932	will not feed paper/bad print head	12	567	IT CLOSET				
43972	SAMSUNG RUGBY II	358369048069311	will not charge	14	100	IT CLOSET				
44575	DELL VENUE 11 PRO	Q14890A9E0000DCH	will not power on	15	1223	IT CLOSET				

  

AUTHORIZATION TO DISPOSE		INVENTORY CLERK		NOTES	
SIGNED BY: <u>Felicia Hopper</u>	DATE: <u>04/27/18</u>	INFORMATION	PRESENTED TO BOS		
PRINT NAME: Felicia Hopper		5/7/2018	PRESENTED TO BOS		
DISPOSED BY: _____	DATE: _____	DATE INVENTORY DISPOSED IN AS400			
PRINT NAME: _____					
INV CLERK: _____	DATE: _____	DATE BOS FINAL MINS ATTACHED			

Mrs. Hanks stated the sweeper has high hours and was presented at budget time to be replaced.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the inventory disposition of the road sweeper as presented.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>ABSENT</u>
--	---------------



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

YES  
YES  
YES  
YES

DEPT	300			NRC = NON REPAIRABLE (COST)	K = THOUSANDS		DEPT #	300		
NAME:	ROAD DEPARTMENT			NR = NON REPAIRABLE	H = HUNDREDS		LOC #	300		
				DAS = DECLARE AS SURPLUS	D = DOLLARS					
ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C Q	C O S T	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF FINAL APPROVAL
35970	BROCE MECH SWEEPER	406159	HIGH HOURS	08	37K	RD DEPT				
AUTHORIZATION TO DISPOSE				INVENTORY CLERK INFORMATION			NOTES			
SIGNED BY: Keith Pearson (on file) DATE: 05/03/18				PRELIMINARY PRESENT TO BOS						
PRINT NAME: Keith Pearson (on file)				May 7, 2018						
DISPOSED BY: DATE:				FINAL PRESENT TO BOS						
PRINT NAME: DATE:				DATE INVENTORY DISPOSED IN AS400						
INV CLERK: Angie Tapley DATE: 05/03/18				DATE BOS FINAL MINS ATTACHED						

Mrs. Hanks stated the lowboy trailer was presented at budget time to be replaced. Mr. Swims stated the new trailer has been received.

Supervisor Mark Gardner made the motion and Supervisor Michael Lee seconded the motion to approve the inventory disposition of the lowboy trailer as presented.

The motion passed by a vote as follows:

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

ABSENT  
YES  
YES  
YES  
YES

DEPT	300			NRC = NON REPAIRABLE (COST)	K = THOUSANDS		DEPT #	300		
NAME:	ROAD DEPARTMENT			NR = NON REPAIRABLE	H = HUNDREDS		LOC #	300		
				DAS = DECLARE AS SURPLUS	D = DOLLARS					
ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C Q	C O S T	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF FINAL APPROVAL
12117	Magnolia 50/T Lowboy Trailer	1M9LP4834V1435147	DAS = DECLARE AS SURPLUS High Hours	97	22K	ROAD				
AUTHORIZATION TO DISPOSE				INVENTORY CLERK INFORMATION			NOTES			
SIGNED BY: Keith Pearson (on file) DATE: 04/30/18				PRELIMINARY PRESENT TO BOS						
PRINT NAME: Keith Pearson (on file)				May 7, 2018						
DISPOSED BY: DATE:				FINAL PRESENT TO BOS						
PRINT NAME: DATE:				DATE INVENTORY DISPOSED IN AS400						
INV CLERK: Angie Tapley DATE: 04/30/18				DATE BOS FINAL MINS ATTACHED						

Mrs. Hanks stated the 2007 Chevrolet truck has 166,000 plus miles and was previously requested to replace.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the inventory disposition of the 2007 Chevrolet Dually as presented.

The motion passed by a vote as follows:

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

ABSENT  
YES  
YES  
YES  
YES

DEPT	346		NRC = NON REPAIRABLE (COST)	K = THOUSANDS		DEPT #:	346			
NAME:	FLEET		NR = NON REPAIRABLE	H = HUNDREDS		LOC #:	346			
			DAS = DECLARE AS SURPLUS	D = DOLLARS						
ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C Q	C O S T	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF FINAL APPROVAL
35922	07 Chevy Dually P/u Unit #13	1GCJK33667F542968	DAS = DECLARE AS SURPLUS/HIGH MILEAGE 166K	07	35K	RD				
AUTHORIZATION TO DISPOSE				INVENTORY CLERK INFORMATION			NOTES			
SIGNED BY: <u>Johnny Conlee (on file)</u> DATE: <u>05/03/18</u>				PRELIMINARY PRESENT TO BOS						
PRINT NAME: <u>Johnny Conlee (on file)</u>				<b>May 7, 2018</b>						
DISPOSED BY: _____ DATE: _____				FINAL PRESENT TO BOS						
PRINT NAME: _____				DATE INVENTORY DISPOSED IN AS400						
INV CLERK: <u>Angie Tapley</u> DATE: <u>05/03/18</u>				DATE BOS FINAL MINS ATTACHED						

See Exhibit I.3.a.

**b. Claims Docket**

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

**Supervisor Jessie Medlin was absent.**

**Supervisor Mark Gardner asked about the following claims:**

Page 39 – Mesh vests from Contractors Supply – Mrs. Ferguson from the Election Commission said those are for the bailiffs to wear to be more visible in the polls.

Page 39 – Absolute Print – Mrs. Ferguson stated those were for some precincts that did not have the larger banners to make them more visible.

Page 48 & 49 – Comserve – Sheriff Rasco stated that was equipment for the 12 cars that were ordered the first of the year. Supervisor Gardner asked how many more Crown Vics were going out and when would the Sheriff’s Department start rolling this equipment over. The Sheriff said they have several Crown Vics and they just got word from Ford that they are going to stop making these cars as well.

Page 48 – Cry Precision – Harness Coyote – Sheriff Rasco said those are vests.

Page 79 – Debra Simmons phone expenses and postage box rent. Mrs. Freeze said that is for a phone bill that Judge Daniels sends an order to pay. Mrs. Lynchard said we bill the other counties for their portion.

Page 81 – Cannon Chevrolet – Sheriff Rasco said that is the approved Tahoe for the K-9 Unit.

Page 82 – DeSoto Honda – Mr. Kuntz stated that is reimbursable from the grant.

Page 85 – Sunstations – Mr. Kuntz stated that is also reimbursable from the Homeland Security Grant.

Page 95 – ESRI – Mr. Swims stated that is the GIS software. Mrs. Hanks stated it is used by IT, Tax Assessor, and Road Department

Page 101 – Engineering fees – Mr. Swims stated that is the overlay project for bidding out, specs, plans, etc. Supervisor Caldwell stated that is for the last 2 miles through the MPO.

Page 112 – Hancock Bank – Mrs. Freeze stated that is the regular debt service on a \$10.5 million bond. She sated the payment is due this time of year. Mrs. Lynchard said that was for the Facilities plan.

**Supervisor Bill Russell had no questions.**

**Supervisor Lee Caldwell had no questions.**

**Supervisor Michael Lee had no questions.**

In accordance with Section 19-13-31 and Section 19-11-23 of the Mississippi Code Annotated, Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to authorize the Chancery Clerk to pay the bills as presented by the Chief Financial Officer except for Neel-Schaffer on page 102 of the claims docket.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District  
Supervisor Mark Gardner, Second District

ABSENT  
YES

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

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 Bill Russell seconded the motion to authorize the Chancery Clerk to pay the Neel-Schaffer bill on page 102 of the claims docket.

The motion passed by a vote as follows:

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

**c. Finance & Accounting Department Report**

Mrs. Freeze gave a very thorough and entertaining report from the Finance & Accounting Department as seen in Exhibit I.3.c.

See Exhibit I.3.c.

**4. Grant Administration**

**a. Discussion of Year 3 NFusion Carryover Budget**

Grant Administrator Tanner Kuntz stated he talked with someone at SAMHSA (Substance Abuse and Mental Health Services Administration) who informed him the County was approved to apply for the carryover funds. He asked the Board for direction stating NFusion spent \$300,000 the first year and \$600,000 the second year and they will still receive the funds for the last year but the carryover funds will go away if not applied for. Mrs. Lynchard stated she questioned if they could spend all the money in the length of time left on the grant.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to table this discussion until members of the Board could meet with the NFusion Director, Jason Ramey.

The motion passed by a vote as follows:

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

**b. Modification of FY16-FY18 Household Hazardous Waste Day and Ewaste Grants**

Mr. Kuntz stated there are 3 separate grants still open and the two set to expire in June have approximately \$60,000 left on them. He requested permission to modify the grants to be able to use those funds. Mr. Kuntz stated the County currently operates Household Hazardous Waste Day (HHWD) on good faith and MDEQ reimburses the County after the event. He said there might be a time when they will not have the funds to issue that grant.

Mr. Ray Laughter stated last year's HHWD cost over \$40,000. He stated if the County uses the carryover money and run HHWD with it, then next year the County can secure funding before the event.

Mr. Kuntz stated Environmental Services is also in need of more Ewaste trailers so they want to modify the grant to be able to purchase new ones.

Supervisor Gardner stated it looked like the Ewaste trailers were getting a lot of use. Mr. Laughter affirmed. Mrs. Lynchard stated they are very well received by the public.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to authorize the modification of the FY16-FY18 Household Hazardous Waste Day and Ewaste Grants as discussed.

The motion passed by a vote as follows:

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

**c. May 2018 Grants Update**

Mr. Kuntz presented a spreadsheet for the Board’s information noting the current status of all grants.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to make the May 2018 Grants Update a part of the Board minutes.

The motion passed by a vote as follows:

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

**See Exhibit I.4.c.**

**d. Solid Waste Enforcement Officer Program**

Mr. Kuntz stated he has received the FY19 Grant in the amount of \$34,687 and requested the Board accept the grant.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to accept the FY19 Solid Waste Enforcement Officer Grant in the amount of \$34,687.

The motion passed by a vote as follows:

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

**See Exhibit I.4.d.**

**e. Modification of NFusion Grant – Rental Agreement**

Mr. Kuntz stated he received notification that Nfusion has someone who will rent a part of their building, and he needs to modify the rental agreement to reflect that. He requested permission to set up another account on SAMHSA’s online portal to provide an electronic signature of the Board President.

Mrs. Lynchard stated it is a good practice to have a second party to submit the information after the Board has approved it. She stated she would like to talk with Mrs. Freeze about this.

No Board action was taken.

**5. Road Department**

**a. Finding of Fact – 4541 Center Hill Road**

Road Manager Andy Swims showed pictorial evidence of where the water has gone over Center Hill Road and is causing erosion close to the roadway and has made a sinkhole in a citizen's driveway. He stated the Road Department has replaced 2 culverts upstream and this driveway culvert needs to be replaced with a larger one to help the water flow and keep the water from going over the road and eroding the road bank. Mr. Swims stated there is one more culvert downstream, but it has a headwall and channels the water better.

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to approve the work at 4541 Center Hill Road as presented finding it to present a health and safety issue for the traveling public by flooding the roadway as well as damaging the County roadway.

The motion passed by a vote as follows:

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

See Exhibit I.5.a.

## 6. Contract Administration

### a. IT – Hewlett Packard – Finding of Fact

Mrs. McLeod stated this contract calls for a prepayment and it provides tech support and software management for the switch management software. She stated the County has done business with this company for 16 years and the company has been in business for 75 years. She stated this is a necessary service to the County and is an immediate need to the IT Department.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the prepayment to IT/Hewlett Packard finding them to be a stable company that the County has done business with for 16 years, and that they provide a necessary and immediate service to the County.

The motion passed by a vote as follows:

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

See Exhibit I.6.a.

### b. Sheriff's Department – GreenServ

Mrs. McLeod stated this is a new company for medical waste disposal and will be a savings for the Sheriff's Department. She requested the Board approve the contract and the Board President to sign.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the contract with GreenServ for medical waste disposal from the Sheriff's Department and authorize the Board President to sign.

The motion passed by a vote as follows:

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

See Exhibit I.6.b.

**7. Justice Court – Prosecutor for Plea Days Update**

Mrs. Lynchard reminded the Board that they approved Mark Sorrell as a special prosecutor for plea days in Justice Court back in January. She stated it has been 6 months and Justice Court Clerk Pat Sanford and County Prosecuting Attorney Jim Holland are present to give an update.

Mr. Holland stated having the special prosecutor on plea days is working very well. He stated they expected to have a 20% to 30% reduction in subpoenas and caseloads by giving everyone the opportunity to have their questions responded to by a professional and offer a plea the same day. Mr. Holland stated the total number of cases handled by the special prosecutor is over 5,000 with 1200 entering pleas and being resolved the same day. He stated that means the officers for those cases do not have to return on a trial day. He reminded the Board that Judges are not allowed to address people’s legal concerns and allow them to plea; they are only able to tell people to come back for trial.

Supervisor Russell asked how much time the prosecutor spent on those cases. Mr. Holland directed the Board to the spreadsheet showing the hours Mr. Sorrell worked.

Mr. Holland noted the savings are in the following areas:

- 50% of the case load was eliminated for trial days
- Each case eliminated would have had 1 to 2 officers in the courtroom waiting there for the case to be heard
- Clerks save time issuing subpoenas
- Every 50 cases is about 3 hours spent in court for the Special Prosecutor

Supervisor Russell said the Board had approved spending \$6,000 for the year and asked how much has been spent. Mrs. Lynchard stated \$3,000 has been spent.

Supervisor Gardner asked Mr. Sanford and Mr. Holland if they recommended continuing with the Special Prosecutor. Mr. Holland said he highly recommends Mr. Sorrell to continue. He said Mr. Sorrell not only is helping with great savings to the County he works well with the Sheriff’s Department and the Justice Court system. Mr. Sanford stated things have run much smoother at Justice Court with Mr. Sorrell helping the people.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to approve the continuance of the Special Prosecutor for plea days at Justice Court.

The motion passed by a vote as follows:

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

**See Exhibit I.7.**

**8. IT – Department Report**

IT Director John Mitchell gave a very informative report from the IT Department. He informed the Board he and Mr. Rob Winkler will be meeting with the Board of Realtors to help them know how to look up items on the County website and to discuss how GIS can help them. Mr. Mitchell noted one interesting fact is that 51% of the public use mobile devices to access the County website.

**9. Earth Day Recap**

Mrs. McLeod thanked the Board for their support of Earth Day and stated there was a very large crowd in attendance. She noted the statistics for the shredding truck as shown on Exhibit I.9. and noted that everyone felt Earth Day was a great success.

**See Exhibit I.9.**

## 10. Advertising County Resources – Lewisburg Golf Team

Mrs. Lynchard stated the golf team got \$150 last year, but there was a lot of discussion about how many teams there are in the County and it would be hard to give to all of them. Supervisor Russell stated the Board could not do for all the teams, so they need to stop. No Board action was taken.

See Exhibit I.10.

## 11. Capital Projects

Mrs. Lynchard stated now that the notice of intent is completed, she thought the Board would want to look at capital projects they have discussed. She stated the Facilities Committee met and would like the Board to consider money for Agri Education & Justice Court. She said the idea is to start slow and develop the Agri Ed Center.

Supervisor Gardner agreed stating the committee is not ready to make any recommendations.

Supervisor Caldwell said she would like to look at more room for Adult Drug Court. She said Judge McClure said they are turning people away because of their lack of space. Mrs. Lynchard said the Drug Court could not buy anything, but the County could buy it and they can pay each month. Supervisor Russell asked what the Drug Court did. Supervisor Caldwell said they do drug testing, counseling, job placement, etc. Supervisor Russell asked if the thought was to put them in the Extension Service building. Supervisor Caldwell said if all the farm services were moved, the County could put Adult Drug Court in that building. Facilities Director Robert Jarman stated they currently use the Administration Building one Saturday a month to do drug testing, and he has a maintenance person here to clean on that day.

Supervisor Gardner questioned why the Board discussed using \$10 million from ending cash and the chart showed \$8.5 million. Mrs. Lynchard said the \$8.5 was budgeted. Supervisor Gardner said the \$4 million from the State bond went away. Supervisor Lee stated the \$3 million from State Aid is questionable. Mrs. Lynchard said the total available without those two is \$30 million. Supervisor Gardner said if the Board bonded \$20 million and took \$5 million out of ending cash, they had some capacity to talk about some of these projects.

Supervisor Russell and Supervisor Gardner said they want to get started on Holly Springs Road and asked Mr. Tracy Huffman what the Board needed to do to get that going. Mr. Huffman said State Aid is updating the environmental study and he is waiting to hear back from them on that. He said he is hopeful the environmental documentation will be favorable.

Supervisor Caldwell asked if going ahead with the project would hinder the State Aid funding. Mr. Huffman said at some point, State Aid will ask the Board for a resolution to bid. He said they are still pressing for the \$3 million as they committed to it and the County really needs it.

Supervisor Gardner asked if the Board did a full \$25 million bond, with the existing debt capacity and debt service, if there was absolutely no chance of raising taxes the way things stand right now. Mrs. Freeze agreed with the way things are now, taxes would not be raised. Supervisor Gardner said based on the value of a mill and anticipated value of mill and interest rates, the County is fine. Mrs. Lynchard stated this Board's history of handling fiscal duties would indicate they won't have to raise taxes. Supervisor Gardner said as long as the County can experience reasonable growth, they will be okay.

Supervisor Russell asked if the County owned the right of way for Holly Springs Road. Mr. Huffman stated they do own it for Phase 1.

Supervisor Caldwell stated the TIGER grant has had money put into it and that was encouraging. She said Southaven and Horn Lake had approached the County about helping with Pepperchase Drive and said they would help with the expense of a TIGER grant, as it is very expensive. Supervisor Caldwell said the Rural TIGER grant looked like something the County could use. Mr. Huffman stated they are limiting the TIGER grants to \$25 million, which is unusual. He said in talking with some people in Washington, D.C.; they think Holly Springs Road wouldn't rank very high for TIGER due to limited economic development capability, but it's more of a safety related project anyway, which is a separate criteria. Mr. Huffman said the Board could try for Phase 2, but he was not sure how high it would

rank; however, the TIGER grant is currently the only vehicle for federal funding on new road projects.

Supervisor Caldwell said \$25 million would probably cover Pepperchase. Mr. Huffman agreed. He said Pepperchase may be a better route for a TIGER grant. He said it would probably not get funded in the first round, but maybe in the second round about 2 years from now it could. He stated the match is typically 20%. Supervisor Caldwell said the cities would split the cost. Mr. Huffman stated the cost to prepare an application for a TIGER grant would be on the order of \$30,000 to \$50,000.

Supervisor Russell asked how many phases there were to Holly Spring Road. Mr. Huffman stated Phase 2 will carry from Johnston Road to the Short Fork Creek Bridge and take out the hairpin curves. He said it would probably be on the order of about \$8 million. Supervisor Russell asked why the Board was only talking about half the Holly Springs Road project. Supervisor Caldwell stated the Transportation Committee was looking at sharing the money throughout the whole county. Supervisor Lee stated the 1<sup>st</sup> phase would take care of the flooding and the 2<sup>nd</sup> phase would take out the hairpin curves. Mr. Huffman stated they were a long way from Phase 2 as design has not been started and right of way has not been bought. Supervisor Gardner stated they were close to “shovel-ready” on Phase 1 and Phase 2 was a long way off. Mr. Huffman stated if Phase 2 were approved today it might be “shovel-ready” in a couple of years.

Supervisor Caldwell stated it was really important to cut Swinnea Road through to ease traffic. She stated the committee looked at how people all over the County would view the projects. Supervisor Gardner agreed and said if traffic counts were done, the traffic is not on Holly Springs Road. He said the County has asked for help for years, and now the flooding can be dealt with by using County money. Mr. Huffman stated some of the other projects will be easier to get the land acquisition. Mrs. Lynchard reminded the Board that in 2 years there will be more millage built up and Phase 2 of Holly Springs Road could begin then.

Supervisor Gardner asked if the County could start with right of way acquisition now and when Phase 1 is over, Phase 2 will be ready to begin. Supervisor Caldwell stated that is what the committee is recommending; to start building Phase 1 and get prepared for Phase 2. Supervisor Lee stated the build-up of Phase 1 will take care of the very small area in Phase 2 that has flooded unless there is a huge event such as the flooding in 2013.

Mr. Swims stated they expect to see a significant reduction in flooding, but he does not want to say it will never flood. He stated with the right kind of event, there might be flooding.

Supervisor Lee asked if the County could start on Holly Springs Road this summer. Mr. Huffman said he wished he could say for sure.

**See Exhibit I.11.**

## **12. FY19 Budget**

Mrs. Lynchard stated they are ready to send out a letter to the departments for the FY19 budget. Supervisor Gardner asked what all the numbers were. Mrs. Lynchard stated 400 is personnel and travel, 500 is contracts, 600 is consumable supplies, 800 is debt service, and 900 is capital expenses or anything that goes on inventory. Mrs. Lynchard stated they will send out the letter a hope to bring back some information next month.

**See Exhibit I.12.**

## **13. Summer Intern Program**

Mrs. Lynchard stated someone sent in an inquiry about a summer intern job. She reminded the Board they had talked about a summer intern for GIS for right of way mapping. Supervisor Gardner said there will be a need to update social media and the website with Mr. Kuntz moving to another job.

Supervisor Caldwell said DeSoto Tourism is looking at doing an internship. She stated the Board has talked about getting some things put together things that promote the County; such as a PowerPoint presentation with pictures of the community and things the Board has accomplished, specifically in each district and also countywide.



Supervisor Caldwell stated the Board voted last meeting to not continue with the Public Information Officer position, but the website & social media need to stay updated. Mrs. Lynchard said they talked about that at the last managers' meeting and will spread some of that out among the departments. Supervisor Caldwell said she wanted to look into that and come back later to discuss it.

**See Exhibit I.13.**

#### **14. Fire & EMA Training Facility**

Supervisor Caldwell said she has been asked from Deputy Chief Chris Olson and other members of Fire/EMA to put an appreciation plaque in the new training center and dedicate it to Chief Bobby Storey. She stated the plaque quote was \$400 and it would be permanently attached to the building. She stated the 48 years included volunteer time as well as employment.

**See Exhibit I.14.**

#### **15. Bid Specs – Circuit Courtroom AV System**

Mrs. McLeod stated this would normally be under consent, but the Procurement Department was still writing it today as the specs were coming in. She requested the Board to approve the specs and authorize soliciting bids. She stated they will probably have to do a reverse auction and get an exemption to be able to go with one bid. Mrs. McLeod stated it is hard to get bids on this.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve the specs for Circuit Courtroom AV System and authorize the Office of Procurement to solicit bids by whatever means is required.

The motion passed by a vote as follows:

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

**See Exhibit I.15.**

#### **16. DHS Request**

Ms. Kristie Greer stated they are running into issues with clients not being able to make appointments for therapy sessions with the non-profit group Through the Roof. She stated they contract with Through the Roof for pediatric therapy, physical therapy, speech therapy and occupational therapy. Ms. Greer said this nonprofit helps the Family Resource Center tremendously and she is requesting to let them use one office at the Family Resource Center for 2 days a week. She stated Through the Roof will file insurance if a client has it, but they do not ever charge families. She said they want to do group therapy sessions at the Center and some individual sessions. Ms. Greer said she did not want to allow anyone to come in and use an office without Board permission. She said they lean on Through the Roof for many things, one being they try to get parents who are not paying child support to be encouraged and show them why paying child support is important. They want to show the parents how therapy benefits the child.

Supervisor Caldwell asked who ran Through the Roof. Ms. Greer stated it is Donna Solarin and she has been in business for several years. Supervisor Caldwell asked if office equipment would be supplied. Ms. Greer stated they will use their own equipment. She also reminded the Board that the rent is 100% reimbursed to the County by DHS.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to allow Through the Roof to use one office space at the Family Resource Center for 2 days a week as requested.

The motion passed by a vote as follows:

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

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to authorize the firm of Smith, Phillips, Mitchell, Scott & Nowak to look in the lease with subcontracts that have Board approval.

The motion passed by a vote as follows:

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

**17. High Speed Internet Update from Roger Wicker’s Office**

This was discussed in Old Business, Item H.12., Update on Washington trip by Supervisor Caldwell.

**18. 6550 Lake Forest - Enforcement of Limb/Rubbish Pick Up**

Mr. Swims stated a commercial tree company left rubbish in the road. He stated they were ready to take legal action, but the company picked the rubbish up over the weekend.

**19. Farmer’s Market**

Mr. Jarman stated the Farmer’s Market used to be city-hosted, but now it is non-profit hosted. He stated the County normally charges non-profits for using the facilities. He stated the Optimist Club puts on A’Fair and pays \$100 for the day, \$75 deposit, and pays for a janitor for the day. He said the Chamber pay \$25 for a 4-hour rental of the grounds on movie nights, but the building is not opened.

Mr. Jarman stated the Sheriff controls when the building is opened because they control the security, but the building is very messy on Monday morning and his staff has a hard time getting it ready before the building opens for the public on Monday.

Supervisor Caldwell stated if a non-profit has to pay for opening the courthouse, they may not want to do it. She suggested letting Mr. Nowak figure out the security issue and bring information back to the Board.

**20. DCRUA At-Large Appointee**

Mrs. Lynchard stated Mr. Bill Austin asked the Board to appoint an at-large DCRUA appointee and he recommended Layton “Pete” Scott from the 3<sup>rd</sup> District. Mr. Nowak said Mr. Scott is on the Horn Lake Creek Development District, but that is not a conflict of interest.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to appoint Layton Allen “Pete” Scott to the At-Large position on the DCRUA Board.

The motion passed by a vote as follows:

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

See Exhibit I.20.

**J. PLANNING COMMISSION**

**1. New Business**

**a. Consent Minor Lot**

- i. Coleman 3 Lot Minor Lot (7243) – Approval of 3 lots on 9.36 acres. Identified as Parcel #3-05-3-06-00-0-00005-01. Subject property is located on the east side of Old Byhalia Road and south of Byhalia Road in Section 6, Township 3, Range 5 Zoned A (District 1)  
Applicant – James Coleman**
- ii. Jason R. Smith Lot Minor Lot (7244) – Approval of 4 lots on 10.00 acres. Identified as Parcel #3-07-2-04-00-0-00010-01. Subject property is located on the east side of Jaybird Road and north of Bright Road in Section 4, Township 3, Range 7 Zoned A (District 5)  
Applicant – Jason R. Smith**

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

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

**THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:**

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

**b. Other**

- i. C-4 Zoning Verification – Three Place Rezoning**

Mr. Hopkins stated the Department has had a request to locate a vet clinic at the C4 zoned property at 14910 Goodman Road. This C4 zoning was approved with the following use chart:

**3. PROPOSED USES: The following use, all as permitted uses, are proposed:**

- 1. Banks, other financial services
- 2. Barber or beauty shop
- 3. Doctor, dental offices
- 4. Offices
- 5. Public services facilities

Based on these uses, a request has been presented for a determination if a vet clinic falls in line with these definitions, or if a rezoning would be required to amend the text to accommodate the use.

Supervisor Russell asked if there were any objections at the time of the original approval. Mr. Hopkins stated he does not believe so according to the minutes.

Supervisor Russell asked if there be any outside kennels associated with the vet clinic. Mr. Tim Fleming came forward and stated he made the request and would be happy to agree to no outdoor overnight kennels.

Supervisor Caldwell made a Motion and Supervisor Russell seconded the Motion to determine a vet clinic does fall in to the scope of Doctor/Medical clinic for Three Places C-4 rezoning and shall be a permitted use, conditioned upon there being no outside overnight kennels. The motion included allowing day time outdoor kennels

**THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:**

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

**K. EXECUTIVE SESSION**

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 Bill Russell seconded the motion to recess the Board meeting until Monday, May 14, 2018, at 2:30 p.m.

The motion passed by a vote as follows:

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

THIS the 4th day of June, 2018, these minutes have been read and approved by the DeSoto County Board of Supervisors.

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Mark Gardner, President  
DeSoto County Board of Supervisors