

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

August 22, 2016

A. CALL TO ORDER

The August 22, 2016 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 Bill Russell	District 3 - ABSENT
Supervisor Lee Caldwell	District 4
Supervisor Michael Lee	District 5
Sheriff Bill Rasco	Sheriff
Misty Heffner	Chancery Clerk
Vanessa Lynchard	County Administrator
Tony Nowak	Board Attorney

B. INVOCATION

Sheriff Bill Rasco presented the invocation.

C. PLEDGE OF ALLEGIANCE

D. CITIZEN REMARKS & PRESENTATIONS

E. APPROVAL OF AGENDA: ADDITIONS AND DELETIONS

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

1. Additions to Agenda

County Administrator Vanessa Lynchard requested to add the following:

Facilities - Approval of Work to New Land Records Office.

Facilities Director Robert Jarman said he has obtained 2 quotes on removing 2 existing door frames, cutting concrete walls, installing 2 new frames to match existing doors, fill areas where frames were removed with CMU blocks, and install frame for approx. 12-ft door space. Mr. Jarman stated his department will do most of the work in-house, but these items had to be done by experts. He stated he will also contract out the flooring. The quotes were from TomCo at \$6,600.00 and Progressive Construction at \$12,765.00. Mr. Jarman recommends TomCo as the lowest and best qualified quote.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve the quote from TomCo for \$6,600.00 as the lowest and best qualified to complete the work at the Land Records Relocation.

The motion passed by a vote as follows:

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

Supervisor Michael Lee, Fifth District YES

See Exhibit E.1.

F. CONSENT AGENDA

G. OLD BUSINESS –

1. Report on North Central MS Resource Council & Development

Mrs. Lynchard stated she spoke with Scott Griffith at the Soil & Water Conservation office who said the North Central MS Resource Council and Development is a resource group for Soil & Water and NRCS, and that they apply for a lot of grants and spread them out among the region. Mrs. Lynchard said Mr. Griffith said one of the biggest things they have done around here is kudzu eradication; paying 100% the first year, 50% the second year, and 25% the third year. She said they have had several projects related to that. Mr. Griffith also told Mrs. Lynchard they have gotten some Federal funding through this group. Mrs. Lynchard stated the rain barrel project that Greenways had was funded from this group also.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to pay the \$100.00 fee to North Central MS Resource Council & Development.

The motion passed by a vote as follows:

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

2. Purchase of 5 Radios for Search & Rescue

Sheriff Rasco stated they had originally thought the old radios would transfer over to the new system and they won't. He is requesting the funds come from the insurance claim money.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve the purchase of 5 radios for Search & Rescue from the insurance claim money.

The motion passed by a vote as follows:

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

See Exhibit G.2.

Supervisor Gardner commended DeSoto County law enforcement on a job well done yesterday in apprehending the suspects from Memphis.

Sheriff Rasco stated three jurisdictions all worked together toward a common goal and it was great to see the cooperation of all departments.

3. Establish as Part of the Formal Record and Enter into the Board's Minutes: DeSoto County School District Combined Budget 2017 Fiscal Year and Authorize Board President Signature

Mrs. Lynchard handed out a comparison millage sheet to show where the increase went. She pointed out the increase of 53.57 to 55.07 (1.5 mills) to Notes. Supervisor Gardner asked how much that amounted to monetarily. Mrs. Freeze stated it is right at two million dollars. Supervisor Gardner said that will mean a slight increase on the citizens' tax bills next year. Mrs. Lynchard stated the action

today is just to make their request a part of the minutes.

Mr. Nowak stated there are a few triggering events that call for special advertising of a tax increase. Those trigger events are if School Operations millage goes over 55 mills, but that the millage for Note and Debt Service or excluded from the 55 mill determination, or if the overall budget goes up by 4% or more in dollars.

Supervisor Medlin pointed out it is the responsibility of the Board of Supervisors to set the millage, so the Board is just putting their budget request in the minutes and not confirming the budget. Mrs. Lynchard also pointed out that the Board President does not have to sign the School Board order; she can sign it.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to make the School District Combined Budget order 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 Bill Russell, Third District	<u>ABSENT</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit G.3.

4. Budget Amendments

Mrs. Freeze presented budget amendments from Facilities, Board of Supervisors, and Fund 103 Reimbursement of City Prisoners. Mrs. Freeze said Fund 103 should have been transferred 3 or 4 years ago when the jail project began. She said these items are just to clean up some things they have found.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the budget amendments as presented by Chief Financial Officer Andrea Freeze.

The motion passed by a vote as follows:

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

See Exhibit G.4.

5. Budget FY17

Mrs. Lynchard stated the goal for this meeting is to take care of all funds that are not dealing with additions or controversy. She said she feels the Board will have a better understanding of the add list if they do that. She stated the main goal is to give the Board as much information as possible to help them understand the budget.

The Board authorized Mrs. Lynchard to include certain budget requests, previously discussed by the Board, in the final budget for a vote unless otherwise already addressed by prior vote by the Board.

Page 6 - Mrs. Lynchard stated she talked to MS State again regarding the certifications for the Tax Assessor's office. The State thinks of them as having a base pay. The certification money is granted for one year after taking and passing the certification tests. The Extension Service then sends a list each year to show who has passed certification. The amounts for each level of certification are granted for the next year to be added to their base pay each year.

Supervisor Caldwell asked if they had to recertify each year, to which Mrs. Lynchard affirmed.

Supervisor Medlin asked if the bonus pay would still come out of the reappraisal fees, to which Mrs. Lynchard affirmed.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve the certification pay increase for newly certified employees in the Tax Assessor's Office.

The motion passed by a vote as follows:

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

Page 8 – County Property/Liability Insurance - Mrs. Freeze stated the addition on this page equates to the firing range claim and overall premiums being lowered by \$100,000. She stated she is truing up this account. Sheriff Rasco stated the insurance company will pay another \$62,000 after the building is replaced.

Page 10 – Transportation Planning – Board approved

Page 11 – GIS - Mrs. Lynchard stated Mr. Trapalino has received approval from all the cities regarding the aerial photo, approval from DeSoto Council, and is waiting to hear from E911.

Page 12 – County Wide Postage - Mrs. Freeze stated they will need additional postage money this year. – Board approved

Page 14 – Accounting - reduction in budget – Board approved

Page 15 – Board Attorney – Board approved

Page 16 – Board Appointed Attorneys – Mrs. Lynchard pointed out this budget used to be \$90,000. – Board approved

Page 20 – Veteran Services- Slight increase, mostly for Veteran's software – Board approved

Page 22 – Circuit Court - reduction of \$6,890 – Board approved

Page 29 & 32 – District Attorney, Victim Witness

District Attorney John Champion stated Line 405 is for the last year of a 4-year increase for an Assistant DA, per statute. Mr. Champion stated Line 401 & Line 404 are raises to try and get 2 of his staff competitive with the rest of the state. He said he will move this money from his supplement amount, less any amount the Board may decide to give County employees. – Board approved

Mr. Champion stated the victim witness line is divided between counties. He stated one person's pay was moved back into this account to correct a clerical error from a previous year. Mrs. Freeze stated there will be 2 clerical positions, and each one amounts to a \$5,000 increase. Mr. Champion also informed the Board that the other Counties in the District do contribute to this office. He expressed his appreciation to the Board for their support through the years. – Board approved

Page 31 – Public Defender - even budget – Board approved

Page 33 – Vista AmeriCorps - Mrs. Lynchard said this item is based on a grant. – Board Approved

Page 34 – Justice Court Judges – reduction in budget – Board approved

Page 50 – Juvenile Drug Court - Mrs. Freeze stated this budget has funded itself in the past and continues to do so. She stated they are reimbursed from grants and only request what they spend. – Board approved

Page 51 – Adult Drug Court – Mrs. Lynchard stated this account funds itself. She said this Drug

Court is the envy of every Drug Court in Mississippi. – Board approved

Page 60 – Vital Statistics – even Budget – Mrs. Freeze will investigate the difference from previous years – Board approved

Page 61 – Animal Control – slight reduction – Board Approved

Page 62 – Animal Shelter Operations – Increase of \$3,667 – Board Approved

Page 63 – DHS Economic Assistance

DHS Director Kristie Greer said the County should have already received some reimbursement money from the State for the work done in their department, if not she will check on it. She said she has hired 9 new employees and will be adding 5 more. Mrs. Greer said the Economic Assistance office has not been fully staffed, and she is working on getting people hired. Mrs. Greer also assured the Board that there will be no frivolous spending on office supplies under her direction. – Board approved

Page 64 – Pauper Assistance - even – Guided by statute – Board approved

Page 64 – Social Services – Mrs. Lynchard stated this is North Delta. Supervisor Medlin asked if the \$80,000 for transportation is all for DeSoto Industries. Supervisor Caldwell stated there are multiple buses and they are all handicap accessible. Supervisor Gardner asked if the salary for the North Delta Director is in line with other PDDs across the state. Supervisor Caldwell affirmed. Supervisor Gardner asked what would happen if the budget was cut. Mrs. Lynchard stated they could cut discretionary funds, but would have to choose which service to eliminate. – Board approved

Page 65 – Child Support

Mrs. Greer said they just lost the director in this department and they could be privatized. She stated they will still conduct business as usual; and when more information becomes available, she will relay it to the Board. Mrs. Greer said a contract was signed last week to go into effect on October 1, 2016. This item had a reduction of \$3,819. - Board approved pending information on privatization.

Page 66 – Literacy Council

Mrs. Freeze stated they have not been able to contact anyone by email, phone, or mail. Supervisor Caldwell stated she had also tried to contact them and could not. Mrs. Lynchard stated the Board had suggested cutting all outside agencies by 10%. - Board approved pending communication with them.

Page 67 – Child Protection Services

Mrs. Greer stated they have their own Commissioner now, and they are working out the technicalities of the department standing alone over the next two years. She stated, for now, she is in charge of this department and she has turned down some requisitions from them with frivolous office supply requests. She stated the issues of trying to exhaust the budget will not happen this year. – Board approved

Page 68 – Emergency Allocations

Line 753 – Child Advocacy Center – The Board raised some questions regarding what they have asked for the past two years and the significant raise in the Director’s salary.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to give the Child Advocacy Center \$10,000.00 in FY17.

The motion passed by a vote as follows:

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

Line 752 – House of Grace

Mrs. Freeze stated House of Grace has not sent in any financial information. The Board is holding this request to get financial information.

Page 71 – Soil Conservation – Mrs. Lynchard stated an increase was given during the year by the Soil & Water Conservation District Board. – Board approved

Page 72 – County Extension Service & 4-H - flat budget – Board approved

Page 75 – Debt Service - CVB Building – They are paying their debt and the 2% Tourism Tax offsets their expenses.

Mrs. Freeze pointed out a list for the breakdown of Interfund transactions.

Other – Line 550 – Legal fees – Stormwater \$6,000 – Move to Board appointed attorneys – Board approved

Line 936 & 925 – none for FY17 – Board approved

Line 957 – Misc – Mrs. Freeze said this line is remission of Bail Bonds, Rental Refunds, Application Fee Refunds – Board approved

At this time Mr. Nowak was excused from the meeting.

Page 76 – One Mill Mandatory Fund –

Mrs. Lynchard stated the levy sheet shows the 4 mills are made up of 3 mills that are not subject to exemption and 1 mill that has to be kept in a separate account. She said it is good to have it there in case of an emergency. Supervisor Gardner compared it to a rainy day fund. – Board approved

Line 359 – NRCS Project – Mrs. Freeze said this was for Extension building improvements and can go away at the end of this year – Board approved

Page 77 – Unallocated Funds

Mrs. Lynchard stated the County is looking at putting \$771,700 in this line this year and the Board could choose to fund other things out of this. - Board approved

Page 78 - Mrs. Freeze stated this was for radio upgrades and will be going away.

Page 80 - Circuit Court Reporters

Line 387 – Transfer in apx \$150,000. Page 35 shows the transcript fees in addition to their salaries.

Mrs. Lynchard presented figures showing transcript fees going up progressively since 2009.

Page 81 – Circuit Court Administrators

Mrs. Lynchard stated the State pays a portion and the majority of expenses are shared with other counties – Board approved

Page 82 – Adult Drug Court - Board approved

Page 83 – Chancery Court Reporters

Mrs. Lynchard stated this is the same situation as Circuit Court

Page 84 – Chancery Administrators

Mrs. Lynchard stated there is not a lot of discretionary funding. Line 401 position was vacant for a time. Trued up now. - Board approved

Page 85 – Juvenile Drug Court - Board approved

Page 89 – Emergency 911 Fund - Mrs. Lynchard stated this is the Emergency Fee paid on land line phone bills. Mrs. Freeze stated the Insurance Proceeds were paid out in FY15 and should not have been in FY16 budget. – Board approved

Page 92 – Garbage and Solid Waste - Mrs. Lynchard said expenses at the rubbish pit have gone up. She reminded the Board that they took small amounts from debt service last year. She also commented the County will be having to find another site soon. – Board approved

Page 94 – Volunteer Fire Fund – Money comes in through revenue – Board approved

Page 96 – Postage Account - Mrs. Freeze stated this is run out of the postage meter and is transferred

as needed. – Board approved

Page 97 – EMS - Mrs. Lynchard stated they have bought equipment with this money that is collected from the State. Mrs. Freeze said the state program has restrictions, and the Finance Department passed an audit about 6 months ago. – Board approved

Page 98 – Delta Trauma - Mrs. Lynchard stated the County gets this allocation every year and EMS buys supplies and equipment out of it. – Board approved.

Page 99 – Sheriff Forfeitures - Board approved

Page 100 – Sheriff – Seized Funds – Board approved

Page 101 – DEQ – Air Quality - Mrs. Lynchard said some of this was spent on trees. She stated the County can buy lawn equipment if it is air-quality friendly. The Board asked Mr. Swims to check into this to possibly buy lawn equipment for the parks. – Board approved

Page 111 – Juvenile Court House Arrest - Mrs. Lynchard stated this was originally for ankle bracelets and has been carried over for a few years – Board approved

Page 114 – Refunding Bonds – Debt Service – Mrs. Freeze stated she felt they have some pretty strong reserves built up. – Board approved.

See Exhibit G.5.

H. NEW BUSINESS

1. Fortianalyzer Virtual Appliance – Finding of Fact for Prepayment

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to table this item until the next regularly scheduled Board meeting.

The motion passed by a vote as follows:

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

See Exhibit H.1.

2. Tate County Request for 4-Way Stop at Smith Rd & County Line Rd

Road Manager Andy Swims stated he has had several discussions regarding Smith Rd. with Supervisor Josh Meredith from Tate County. He said there are problems with speeding and sight-line distances. Mr. Meredith contacted Mr. Swims recently and asked if DeSoto County would support a request for a 4-way stop at that intersection and share the main responsibilities with Tate County. Mr. Swims stated Tate County wants to take the lead on the project and they are doing the study to determine the need.

Supervisor Medlin stated every other intersection on Smith Road is a 4-way stop and it is very deceiving that this one is not. Supervisor Lee stated he is surprised there has not been a wreck at this intersection for that very reason.

Supervisor Michael Lee made the motion and Supervisor Jessie Medlin seconded the motion to partner with Tate County on a 4-way stop at Smith Rd & County Line Rd if Tate County’s study deems it necessary for public safety and to authorize Smith Phillips to prepare the appropriate agreement with Tate County.

The motion passed by a vote as follows:

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

See Exhibit H.2.

I. PLANNING COMMISSION

J. EXECUTIVE SESSION

There was no Executive Session on this day.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to recess the Board meeting until August 25, 2016, at 4:00 p.m.

The motion passed by a vote as follows:

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

THIS the 22nd day of August, 2016, these minutes have been read and approved by the DeSoto County Board of Supervisors.

Jessie Medlin, President
DeSoto County Board of Supervisors