

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

**August 8, 2016**

**A. CALL TO ORDER**

The August 8, 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
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**

Supervisor Lee Caldwell 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**

**a. County Administrator Vanessa Lynchard requested to add the following:**

- 1) Chancery Clerk – Recapitulation of Assessments of Real & Personal Property**  
(New, H.3.)

**2) There were no deletions from the Agenda**

Supervisor Mark Gardner made the motion and Supervisor Michael Lee 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>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

**F. CONSENT AGENDA**

**G. OLD BUSINESS – Budget FY17**

Mrs. Lynchard stated the Board is continuing to hear from the larger growth departments tonight. She also pointed out that the 900 lines on each budget have been zeroed out and will be added back as the Board agrees to them.

**1. EMS**

EMS Director Mark Davis stated the changes in his budget requests show some additions and subtractions. He noted on the line item for administration, managers, and foremen he would need \$3,000 to make that line item hold. Mr. Davis also pointed out that the raises the Board approved last year increased the salary line about \$31,000. He stated this year he is asking for \$28,500 more to put some good part-time people in place.

Supervisor Gardner asked Mr. Davis about his purging of the part-time roster. Mr. Davis said they took off people that had not worked in a year, and he is interviewing to try and bring on a few more part-time EMTs.

Supervisor Gardner also noted Line 587, Training and Registration, had dropped \$10,000. Mr. Davis said he is planning to do training in-house, as it is cheaper to bring in an instructor than to send a group to training.

Supervisor Russell noted the increase in professional supplies. Mr. Davis stated medical equipment goes up yearly, and that some drugs have tripled in price. He stated Narcon is one of those drugs.

Supervisor Medlin asked if the drop in this budget was because of not buying city ambulances. Mrs. Lynchard asked the Board to look at Line 915 and notice they are requesting to put back \$72,000 each year so, when the time comes for ambulances, the budget will not be hit so hard.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to take the EMS Department’s funding requests under advisement.

The motion passed by a vote as follows:

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

**2. Sheriff’s Department**

Sheriff Bill Rasco, Chief Deputy Macon Moore, and Donna Ford (Sheriff’s Department Bookkeeper) were in attendance to present the Sheriff’s Department budget and answer questions.

Supervisor Gardner asked Mrs. Ford if the officers that are owed holiday pay will be taken care of by October. Mrs. Ford stated it looks like there will be enough money in the budget left on multiple lines to do so, but she will not be sure until her last docket in September when everything has been paid. She stated if they are not able to do the whole \$515,000.00, she feels they will be very close to it.

Supervisor Gardner noted the budget for Patrol went from \$11,330,612 to \$12,040,052. Mrs. Ford stated the majority of this increase is for 19 more police interceptors, an Expedition, computer equipment and control equipment for the new vehicles. Supervisor Gardner asked if she had factored in holiday pay for next year. Mrs. Ford said she had not.

Chief Financial Officer Andrea Freeze stated \$171,000 of this item includes revenues booked to an expense account. She stated it needs to be booked into revenue so it can be tracked. She stated her department is working hard to correct this issue.

Supervisor Gardner asked how much of the \$12,000,000 reflects payroll. Mrs. Ford said about \$10,000,000 includes the total salary package.

Supervisor Caldwell asked what other large purchases the line included besides 19 cars and an Expedition. Mrs. Ford said there are also 2 motorcycles and body armor. Mrs. Ford said they eliminated an administrative clerical position and an aviation position and took that money to Patrol.

Mrs. Lynchard suggested putting the holiday pay in a separate line item; and when quarterly allocations are made, the money could be banked for quarters that have more holidays.

Supervisor Medlin asked what the bottom line increase is. Mrs. Lynchard stated it is \$307,823. Supervisor Caldwell said that does not include holiday pay or raises. Mrs. Lynchard affirmed.

Supervisor Gardner stated that he knew the Department needed to buy ammo and body armor. He stated he would like the department to buy less things that were not absolutely necessary in order to have money to put in officer salaries. He stated he would like to raise the officer salaries. Sheriff Rasco stated he did not feel the department threw money away, and they did not buy things they didn't think they had to have.

Sheriff Rasco pointed out Line 103, reimbursement of city prisoners, and noted that money has not been used. Mrs. Lynchard stated it was earmarked for capital improvements and has not been moved yet.

Supervisor Russell expressed concern regarding officer salaries. He asked if the Sheriff's Department found over \$500,000 to cover the holiday pay from unused budget, could they go in and find more. He suggested cutting the ammo costs maybe and really look at the budget to find money to put in deputy salaries. Chief Deputy Moore said the Senior Deputy pay is where the largest discrepancy is. The County is behind all the cities, and \$11,000 below Memphis. He said if Memphis ever gets rid of their residency policy, we could lose a lot of men.

Supervisor Lee stated that could be where some employee education comes in. The County offers a better benefit package, even though the salary is lower.

Supervisor Caldwell stated she would like to see some raises this year with a plan to raise them more next year. She asked the Sheriff's Department to really look hard at their budget needs; for example, the Expedition and if that was really a need this year. Supervisor Caldwell asked if they were going to look at attrition and spread around the responsibilities rather than replace them all. Chief Moore said they have eliminated some positions and are trying to shift responsibilities. Mrs. Ford stated another big piece of the money is medical. She said this year they did not have large expenses, but there is no way to project that.

Mrs. Lynchard handed out a spreadsheet that showed the allocations of the \$30,000 from the Sheriff's Department to IT. IT is currently bearing \$27,964.71 of the obligation of Sheriff's Office contracts.

Supervisor Caldwell said she would like the Sheriff's Department to have a fleet manager so that car purchases can be projected. Chief Moore stated they have someone to do that and he can get the projections to the Board. He stated they plan to replace 3 or 4 vehicles out of seizure money. Supervisor Gardner asked them to do as much with seizure money as they are allowed to do.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to take the Sheriff's Department's funding requests under advisement.

The motion passed by a vote as follows:

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

**See Exhibit G.2.**

### **3. Chancery Clerk**

Chancery Clerk Misty Heffner stated they tried to keep the budget pretty much like it was. She said they moved some around; but with the new building coming up, they are trying to work within what they have budgeted. She stated they did increase by \$500 to outsource some programming. She also stated they will have to look at furniture when the renovations are complete and Land Records moves.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to take the Chancery Clerk Department's funding requests under advisement.

The motion passed by a vote as follows:

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

Mrs. Heffner pointed out the need to increase the medical fees for Lunacy Court as the Board has discussed in previous meetings.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to take the Chancery Clerk Department's medical fees funding requests under advisement.

The motion passed by a vote as follows:

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

It was determined that all the requests coming before the Board will be taken under advisement and there was no need to vote on each one going forward.

#### **4. Facilities Management**

Supervisor Russell asked why the Social Security line went up \$5,000. It was determined that an additional position was not taken out of the calculation.

Mr. Jarman went over his list which included parking lot overlays, painting in several offices, flooring in several offices, door control systems at EMA for better control of entry, fire alarm cell units, roof repair at old jail, lift trailer for Facilities, event lighting at Courthouse, Sally Port spring upgrade, and landscaping upkeep.

**See Exhibit G.4.**

#### **5. IT & GIS**

IT Director John Mitchell stated the bottom line is about the same. He said he would like to fund his additional requests just by moving funds around. He stated he is putting in his personnel requests at the first of the year to have them in place rather than making amendments during the budget year. Mr. Mitchell is requesting the funds for a part-time person to be out front and take calls for IT and GIS. He stated they could take messages and possibly print simple maps by request.

Mr. Mitchell also pointed out he is asking for \$90,000 for a storage area network device as a capital expense and \$60,000 for recurring expenses to have offsite storage with a vendor. Mr. Mitchell said the offsite storage could be at another county building with internet access, and that would take the recurring expenses off.

Mrs. Lynchard informed the Board that Line 934 can go down to \$230,000 as Mr. Mitchell has convinced IBM to continue maintenance on the AS400 system.

Mrs. Freeze noted that the e-citation funds will be showing as separate revenue and expense lines since that money is not guaranteed in the future.

Mr. Mitchell addressed the request from GIS to do aerial photography this year at an estimated cost to the County of \$11,900. He said Scott Trapolino has been to the cities and they all seem to be in on sharing the cost to get this done. He also stated GIS would love to see this done as a yearly update.

Supervisor Russell asked what the gain is of having the aerials. Mr. Mitchell stated it will show the structures built since 2013 when the last aerials were done. Supervisor Gardner pointed out the Tanger mall, Hobby Lobby shopping center, several strip shops, and almost 3,000 homes that have been built as examples of what the new aerials would show.

Supervisor Gardner asked if there were current satellite views available. Mr. Mitchell said most of what you see on the internet is bought by Google.

## **6. Planning**

Mrs. Lynchard stated that the Board did not hear the information on Transportation Planning, nor did Supervisor Medlin hear the information regarding Planning's request for a new position.

Supervisor Medlin asked if looking over plans was what Deputy Director Austin Cardosi did. Planning Director Bennie Hopkins stated they look at PUDs, conditional use, things that will come before the BOA, PC and BOS. If someone comes in for a new house, store, or warehouse, that is a review that comes in on the permit side. He stated that there is a need for a Plans Examiner because the clerks can miss things on the intake side of that. He stated they are seeing some fails on the residential side. Mr. Hopkins stated that clerks are looking at setbacks, plumbing, electrical, mechanical, structural, and elevations. He said a Plans Examiner would look at preventing problems such as Claudia Cover. He said the floodway and floodplain issues are the biggest issues.

Supervisor Russell asked if the inspector would see the elevations. Mr. Hopkins stated that the developer sets the elevations, and sometimes the builders grade the lot to build it up and create drainage issues.

Supervisor Medlin asked if builders were putting up foundations before they got permits. Mr. Hopkins affirmed. Supervisor Caldwell stated they had just put stop work orders on some in the fourth district that they discovered just by riding by and seeing the work being done. Mrs. Lynchard showed pictures of a new start in her area where the plumbing was complete before any permits had been pulled.

Supervisor Medlin asked if this person would help with building inspections. Mr. Hopkins affirmed and said he would like the clerks to be responsible for input, but not examining plans. He stated he felt they could head off problems with an experienced person on the front line. Supervisor Medlin stated a retired builder would be good at that job.

**Transportation Planning** – Mr. Hopkins stated Mr. Cardosi could not attend this meeting. Mrs. Lynchard stated the \$65,000 is the County's monetary contribution to the MPO projects.

## **7. Administrative Services**

Mrs. Lynchard stated there was a change in Line 100 from \$36,000 to \$4,000. She said she cannot get the cost of codification until we send the changes to them.

Director of Administrative Service Pat McLeod stated she put in \$500 for office equipment on Line 919 just as a little insurance in case something breaks or has to be replaced.

## **8. Circuit Clerk**

Mrs. Lynchard stated the change is that Mrs. Thompson had a person working for her who did not have County insurance and her replacement will have insurance coverage.

## **9. Human Resources**

Human Resources Director Vickie Richmann stated she would like to have Babette as a part-time person 2 days a week. Her increase would cover the part-time salary.

Mrs. Lynchard said Babette is one of the on-call ladies and they are a lot of help to many offices.

**10. Tax Assessor**

Mrs. Lynchard stated their only request is to cover the purchase of two typewriters. They have an overall increase of \$585.

**H. NEW BUSINESS**

**1. Purchase over \$25,000.00 for IT.**

Director of Procurement Pat McLeod stated this is for a back-up appliance. Mr. Mitchell informed the Board this is for an upgrade because the current device does not have enough space to store the amount of information desired for the length of time desired.

Supervisor Mark Gardner made the motion and Supervisor Bill Russell seconded the motion to approve the purchase over \$25,000 for the IT Department for a backup appliance.

The motion passed by a vote as follows:

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

See Exhibit H.1.

**2. Finding of Fact – Baptist Road – Tree off ROW**

Road Manager Andy Swims informed the Board there is a tree that has fallen across a ditch at Baptist Road about 150 feet off the right-of-way, and downstream of an inlet that affects the health, safety and welfare of the public in accordance with Mississippi Code Section 19-5-92.1; as well as blocking the ditch by collecting debris and causing problems to the public road.

Supervisor Michael Lee made the motion and Supervisor Lee Caldwell seconded the motion to authorize the Road Department to complete the work off the right-of-way on Baptist Road to correct a situation that affects the health, safety and welfare of the public in accordance with Mississippi Code Section 19-5-92., and threatens the integrity of a public road.

The motion passed by a vote as follows:

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

See Exhibit H.2.

**3. Recapitulation of Assessments of Real and Personal Property**

Mrs. Lynchard stated the recapitulation should have been presented at the time of the Tax Roll approval, but the numbers were not available until today.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to make the Tax Assessors Recapitulation part of the Board minutes, accept the numbers provided by the Tax Assessor, and authorize the Board to sign the document.

The motion passed by a vote as follows:

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

See Exhibit H.3.

**I. PLANNING COMMISSION**

**J. EXECUTIVE SESSION**

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

Supervisor Michael Lee made the motion and Supervisor Lee Caldwell seconded the motion to recess the Board meeting until August 11, 2016, at 4:30 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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

THIS the 8<sup>th</sup> 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