



Rankin County Board of Supervisors

211 East Government Street
Brandon, MS 39042
www.rankincounty.org

Work Session

~ Minutes ~

Larry Swales
Chancery Clerk

Thursday, February, 25, 2021 9:00 AM Rankin Board Room

I. CALL TO ORDER PLANNING COMMISSION MEETING

II. INVOCATION

Board Attorney Craig Slay

Supervisor Cross entered the Planning Commission meeting at 9:22 a.m.

III. ADJOURN PLANNING COMMISSION MEETING

IV. CALL TO ORDER MEETING OF THE RANKIN COUNTY BOARD OF SUPERVISORS

9:00 AM Meeting called to order on February 25, 2021 at Rankin Board Room, 211 East Government Street, Suite A, Brandon, MS.

Attendee Name	Title	Status	Arrived
Daniel Cross	Vice President	Late	9:22 AM
Steve Gaines	Supervisor District 4	Present	
Brad Calhoun	Supervisor District 3	Present	
Jared Morrison	President	Present	
Jay Bishop	Supervisor District 5	Absent	
Craig Slay	Board Attorney	Present	
Keith Hicks	County Administrator	Present	
Larry Swales	Chancery Clerk	Present	

V. PUBLIC COMMENT

- A. Carl Franco, JH& H Architects (absent)

VI. JOHN SULLIVAN, TAX ASSESSOR

- A. Petitions for change of assessment on 2020 Real and 2018, 2019, & 2020 Personal Property Assessment Roll

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Daniel Cross, Vice President
SECONDER:	Brad Calhoun, Supervisor District 3
AYES:	Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT:	Jay Bishop

VII. BRIGETTE HERRING, PURCHASE CLERK

- A. Approval of Copier Contracts with Ricoh USA:
1. Extension Services
 2. IT Department
 3. Jail Medical
 4. Sheriff’s Department Copy Room
 5. Sheriff’s Department Dispatch
 6. Youth Court (2 Copiers)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Daniel Cross, Vice President
SECONDER:	Steve Gaines, Supervisor District 4
AYES:	Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT:	Jay Bishop

VIII. MIKE HARRISON, ROAD MANAGER

- A. Ratification of approval for release of Utility Permit No. 04J00587N for AT&T to construct fiber optic cable utility along or across E. Pinebrook Dr. to be installed between 225 E. Pinebrook Dr. and 235 E. Pinebrook Dr. (District 2)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Daniel Cross, Vice President
SECONDER:	Steve Gaines, Supervisor District 4
AYES:	Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT:	Jay Bishop

- B. Ratification of approval for release of Utility Permit for AT&T No. 04J00152N to construct fiber optic cable utility along or across Andrew Chapel Road installed between Baker Lane and Station No. 132+00 (District 4)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Daniel Cross, Vice President
SECONDER:	Steve Gaines, Supervisor District 4
AYES:	Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT:	Jay Bishop

- C. Ratification of approval for release of Utility Permit for AT&T No. 14J00010N to construct fiber optic cable utility along or across Andrew Chapel Road installed between Station No. 11+16 and Station No. 95+50 (District 4)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Daniel Cross, Vice President
SECONDER:	Steve Gaines, Supervisor District 4
AYES:	Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT:	Jay Bishop

- D. Ratification of approval for release of Utility Permit for AT&T No. 04J00759N to construct fiber optic cable utility along or across Holly Bush Road installed between Adams Road & Disciple Road (District 4)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Daniel Cross, Vice President
SECONDER:	Steve Gaines, Supervisor District 4
AYES:	Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT:	Jay Bishop

- E. Ratification of approval for release of Utility Permit for AT&T No. 04J00760N to construct fiber optic cable utility along or across Holly Bush Road installed between Adams Road & Clark Stables Road (District 4)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Daniel Cross, Vice President
SECONDER:	Steve Gaines, Supervisor District 4
AYES:	Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT:	Jay Bishop

F. Ratification of approval for release of Utility Permit for AT&T No. 14J00114N to construct fiber optic cable utility along or across Pelahatchie Shore Dr. installed between Spillway Road & Pelahatchie Shore Dr. (District 2)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Daniel Cross, Vice President
SECONDER:	Steve Gaines, Supervisor District 4
AYES:	Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT:	Jay Bishop

G. Ratification of approval for release of Utility Permit for AT&T No. 14J00034N to construct fiber optic cable utility along or across Greenfield Circle installed between Hwy. 468 & 1010 Greenfield Circle (District 3)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Daniel Cross, Vice President
SECONDER:	Steve Gaines, Supervisor District 4
AYES:	Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT:	Jay Bishop

IX. TIM PARKER, COUNTY CONSULTING ENGINEER

A. Approval of Preliminary Plat - Lawson Lake Estates (District 2) - contingent upon receipt of revision increasing the size of homes to be built from at least 2,000 square feet to 2,300 square feet

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Daniel Cross, Vice President
SECONDER:	Steve Gaines, Supervisor District 4
AYES:	Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT:	Jay Bishop

B. Authority to advertise Andrew Chapel Road Reconstruction (District 4)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Gaines, Supervisor District 4
SECONDER:	Daniel Cross, Vice President
AYES:	Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT:	Jay Bishop

C. Request Authority to Advertise the East Pinebrook Drive Drainage Improvement project

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Daniel Cross, Vice President
SECONDER:	Steve Gaines, Supervisor District 4
AYES:	Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT:	Jay Bishop

X. CRAIG SLAY, BOARD ATTORNEY

Set Public Hearings

A. Set Public Hearing for March 1, 2021, at 9:00 a.m. for Scott May Rezoning Request, Highway 43 (District 2)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Gaines, Supervisor District 4
SECONDER:	Daniel Cross, Vice President
AYES:	Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT:	Jay Bishop

B. Set Public Hearing for March 1, 2021, at 9:00 a.m. for Scott May Rezoning Request, Harrell Road (District 4)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Gaines, Supervisor District 4
SECONDER:	Daniel Cross, Vice President
AYES:	Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT:	Jay Bishop

Other

C. Acknowledgment of receipt of invoices provided by ADAPTS Electronic Monitoring (AEM) for damaged electronic monitoring devices used for electronic monitoring activity conducted by Rankin County Youth Court pursuant to a service contract executed on behalf of Rankin County on August 3, 2020. Paragraph 6 of the Terms and Conditions set forth in the service contract requires Rankin County to reimburse AEM for damage to AEM equipment during the pendency of the service contract for activities conducted in Rankin County thereunder. Authorization of County Administrator to issue check to AEM in an amount sufficient to reimburse AEM for damaged equipment and as set forth on said invoices

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Daniel Cross, Vice President
SECONDER:	Brad Calhoun, Supervisor District 3
AYES:	Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT:	Jay Bishop

D. Authority of Tax Collector to receive a check payable to Rankin County Tax Collector for Mobile Home Tax Account No. 23526 in the amount of \$500.19 in full satisfaction of the taxpayer’s 2021 mobile home tax obligation. Authorization of Tax Collector to work with the County’s contracted third-party tax collection service provider and the taxpayer to establish an appropriate payment arrangement providing for payment of prior year mobile home tax obligations. This action is necessitated as a result of a billing error whereby annual mobile home tax statements were mailed to an incorrect address and the taxpayer did not receive notices. Authority of Tax Collector to take any and all appropriate actions necessary to provide for proper application of future payments made by taxpayer to outstanding obligations

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Daniel Cross, Vice President
SECONDER:	Steve Gaines, Supervisor District 4
AYES:	Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT:	Jay Bishop

E. Ratification of Declaration of Local Emergency enacted by Rankin County Board of Supervisors pursuant to Miss. Code Ann. Section 33-

15-17 due to Winter Storm Event and made effective 12 Noon on February 12, 2021, and continuing through cessation of winter storm event or February 25, 2021, whichever first occurs

RESULT: **ADOPTED [UNANIMOUS]**
MOVER: Daniel Cross, Vice President
SECONDER: Brad Calhoun, Supervisor District 3
AYES: Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT: Jay Bishop

XI. KEITH HICKS, COUNTY ADMINISTRATOR

A. Approval to appoint County Administrator as Audit Representative for FY20 Audit with Office of the State Auditor and authority for President to sign

RESULT: **ADOPTED [UNANIMOUS]**
MOVER: Daniel Cross, Vice President
SECONDER: Brad Calhoun, Supervisor District 3
AYES: Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT: Jay Bishop

B. Approval of Letter of Engagement for FY20 Audit with the Office of the State Auditor and authority for President to sign. Estimated fee of engagement services is \$73,000. The FY17 audit, the last financial statement audit performed by a CPA Firm was \$32,800.00

RESULT: **ADOPTED [UNANIMOUS]**
MOVER: Daniel Cross, Vice President
SECONDER: Steve Gaines, Supervisor District 4
AYES: Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT: Jay Bishop

C. Authority to issue check to Trustmark National Bank in the amount of \$87,181.20 for remaining balance of Lease Agreement on Leeboy RA400 Patcher with Peterbilt Truck

RESULT: **ADOPTED [UNANIMOUS]**
MOVER: Steve Gaines, Supervisor District 4
SECONDER: Brad Calhoun, Supervisor District 3
AYES: Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT: Jay Bishop

D. Authority to advertise for full-time Administrative Assistant and Receptionist position on the county's website beginning Thursday, February 25, 2021

RESULT: **ADOPTED [UNANIMOUS]**
MOVER: Daniel Cross, Vice President
SECONDER: Steve Gaines, Supervisor District 4
AYES: Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT: Jay Bishop

E. Discussion of Bond Projects - will discuss during the March 1, 2021 board meeting

F. Review of Agendas for March 1, 2021

G. Motion to add "Authority to issue check in the amount of \$25,000.00 to Lake Harbor Fire Department, Station 1 and 2, to provide additional support due to flood damage" to the agenda

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Brad Calhoun, Supervisor District 3
SECONDER:	Steve Gaines, Supervisor District 4
AYES:	Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT:	Jay Bishop

- H. **Authority to issue check in the amount of \$25,000.00 to Lake Harbor Fire Department, Station 1 and 2, to provide additional support due to flood damage**

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Brad Calhoun, Supervisor District 3
SECONDER:	Steve Gaines, Supervisor District 4
AYES:	Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT:	Jay Bishop

XII. **ADDITIONAL BUSINESS TO BE DISCUSSED**

- A. **Discussion of No Truck Routes in Platted Subdivisions and County Roads - will discuss during the March 1, 2021 board meeting**

XIII. **EXECUTIVE SESSION**

- A. **Motion to discuss the need to go into Executive Session**

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Brad Calhoun, Supervisor District 3
SECONDER:	Daniel Cross, Vice President
AYES:	Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT:	Jay Bishop

- B. **Motion to go into Executive Session to discuss personnel**

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Gaines, Supervisor District 4
SECONDER:	Brad Calhoun, Supervisor District 3
AYES:	Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT:	Jay Bishop

- C. **Motion to come out of Executive Session**

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Brad Calhoun, Supervisor District 3
SECONDER:	Daniel Cross, Vice President
AYES:	Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT:	Jay Bishop

- D. **Outcome of Executive Session**
No action taken

XIV. **ADDED ITEMS**

- A. **Motion to add "Authority to protect accrued employee leave time for county employees subject to Board of Supervisors’ oversight who test positive for COVID-19 and produce proof of positive test. This authorization is made effective as of January 1, 2021 and shall remain in place until later revised or discontinued at the sole discretion of the Board of Supervisors. Pursuant to this policy,**

covered employees who produce proof of a COVID-19 positive test result will not be required to use their personal leave time during the period of quarantine, which shall be a maximum of 10 days from the date of the positive result. Authority of County Administrator to provide guidance as to the nature and extent of documentation required as proof of a positive test result. An employee’s exposure to the virus only without a virus-positive test result is not sufficient. A positive test result is necessary. Authority of County Administrator to restore accrued employee leave time used by covered employees for COVID-19 quarantine absences between January 1, 2021, and February 25, 2021, upon presentation of proof of a COVID-19 positive test result" to the agenda

RESULT: ADOPTED [UNANIMOUS]
MOVER: Daniel Cross, Vice President
SECONDER: Brad Calhoun, Supervisor District 3
AYES: Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT: Jay Bishop

- B. Authority to protect accrued employee leave time for county employees subject to Board of Supervisors’ oversight who test positive for COVID-19 and produce proof of positive test. This authorization is made effective as of January 1, 2021 and shall remain in place until later revised or discontinued at the sole discretion of the Board of Supervisors. Pursuant to this policy, covered employees who produce proof of a COVID-19 positive test result will not be required to use their personal leave time during the period of quarantine, which shall be a maximum of 10 days from the date of the positive result. Authority of County Administrator to provide guidance as to the nature and extent of documentation required as proof of a positive test result. An employee’s exposure to the virus only without a virus-positive test result is not sufficient. A positive test result is necessary. Authority of County Administrator to restore accrued employee leave time used by covered employees for COVID-19 quarantine absences between January 1, 2021, and February 25, 2021, upon presentation of proof of a COVID-19 positive test result

RESULT: ADOPTED [UNANIMOUS]
MOVER: Daniel Cross, Vice President
SECONDER: Brad Calhoun, Supervisor District 3
AYES: Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT: Jay Bishop

XV. ADJOURN

RESULT: ADOPTED [UNANIMOUS]
MOVER: Brad Calhoun, Supervisor District 3
SECONDER: Daniel Cross, Vice President
AYES: Daniel Cross, Steve Gaines, Brad Calhoun, Jared Morrison
ABSENT: Jay Bishop

This the 25th Day of February, 2021



JARED MORRISON, PRESIDENT
RANKIN COUNTY BOARD OF SUPERVISORS

LARRY SWALES, CLERK OF THE BOARD

PROCLAMATION OF EXISTENCE OF A LOCAL EMERGENCY

(by City Council or County Board of Supervisors)

WHEREAS, Rankin County the City Council /or Board of Supervisors does hereby find that conditions of extreme peril to the safety of persons and property have arisen within said City /County, caused by Winter Storm (Ice)
(Severe storm, tornado, damaging winds, flash flooding, river flooding

drought, wildland fire, structural fire, hail, hazardous material incident, epidemic, hurricane, earthquake, other)

commencing on or about 12 AM (PM) on the 14 day of February, 2021 ;
and

WHEREAS, the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency in order to provide for the health and safety of the citizens and the protection of their property within the affected jurisdiction;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that in accordance with Section 33-15-17(d), Mississippi Code of 1972, as amended, a local emergency now exists throughout said City /County; and shall be reviewed every thirty (30) days until such local emergency is no longer in effect and proclaimed terminated by the City Council / Board of Supervisors of the City / County of Rankin, State of Mississippi.

IT IS FURTHER PROCLAIMED AND ORDERED that all City / County agencies and departments shall render all possible assistance and discharge their emergency responsibilities as set forth in the City / County Emergency Operations Plan.

DATE: 02-18-21

Jared K. Morrison
Mayor / President of Board of Supervisors

ATTEST:

Clerk of City / Chancery
Clerk for Board of Supervisors

Councilperson / Supervisor

Councilperson / Supervisor

Councilperson / Supervisor

City / or County, State of MS

Councilperson / Supervisor



JOB DESCRIPTION

Position:	Administrative Assistant / Receptionist	Department:	Board of Supervisors
FLSA Classification:	Non-Exempt	Reports To:	Board of Supervisors / County Administrator
Salary Range:	\$24210.84 – \$38883.48	Employment Status:	Full Time

POSITION SUMMARY:

The Administrative Assistant / Receptionist provides general office duties, including greeting customers, answering telephone calls, typing documents, filing, and administrative support to the Board of Supervisors and County Administrator.

ESSENTIAL FUNCTIONS:

1. Operate telephone system to receive, screen, direct and transfer telephone calls.
2. Provide general information in response to questions and comments from the public.
3. Resolve customer complaints.
4. Assist with creating and distributing Board Meeting agendas.
5. Provide secretarial support to the County Administrator and Board including telephone coverage, mail handling, filing, calendar maintenance, and typing, copying and distribution of correspondence.
6. Assists with maintaining calendar of schedules for the Board of Supervisors and County Administrator.
7. Secures travel arrangements for Board members and County Administrator.
8. Assists in the maintenance of Board minutes.
9. File documents and obtain requested information from files as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of County operations
- Ability to communicate effectively orally and in writing
- Ability to write clear, concise correspondence
- Ability to make decisions
- Organizational skills
- Ability to apply standard mathematical concepts
- Ability to operate standard office equipment
- Ability to efficiently operate a personal computer and use associated software (Microsoft Office) and selected software programs utilized by the department
- Excellent customer service skills
- Ability to follow all safety procedures
- Ability to use safety equipment as required for job

PHYSICAL REQUIREMENTS:

- Read and interpret documents such as policies, procedures and instructions
- Lift and/or move objects up to 20 pounds occasionally
- Stoop, bend and kneel occasionally to accomplish job-related tasks
- Repetitive movement of hands and fingers to operate computers and other office equipment
- Reach and grasp using fingers, hands and arms continually to perform job-related tasks
- Regularly sit in a fixed position
- Frequent walking, standing or moving about to assist customers, access information or operate office machinery
- Constantly operates a computer and other standard office machinery
- Vision abilities include close and distance vision, ability to adjust focus, and depth and color perception to read regular and small print and produce and view electronic documents
- Regularly exchange information through speaking and listening in person and by telephone

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent
- Two years of experience in an administrative assistant position, preferably within County or State Government

Americans with Disabilities Act

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the county.