

**MINUTES OF THE BOARD OF SUPERVISORS  
OF MADISON COUNTY, MISSISSIPPI**

REGULAR MEETING OF NOVEMBER 4, 2019  
Being the first day of the November term of the Board of Supervisors

BE IT REMEMBERED that the regular meeting of the Board of Supervisors of Madison County, Mississippi was duly convened, held and conducted on November 4, 2019, in the Board Room on the first floor of the Madison County Office Complex, 125 West North Street, Canton, Mississippi, as follows, to-wit:

The President of the Board, Trey Baxter presided and called the meeting to order. The following members were present that day:

Present:

Supervisor Sheila Jones  
Supervisor Trey Baxter  
Supervisor Gerald Steen  
Supervisor Paul Griffin  
Chancery Clerk Ronny Lott  
Deputy Sheriff Tommy Squires on behalf of Sheriff Randy Tucker

Absent:

Supervisor David E. Bishop

Also Present:

County Administrator Shelton Vance  
Board Attorney Katie Bryant Snell  
Board Secretary/Chief Deputy Chancery Clerk Cynthia Parker

The Board President announced that the members of the Board present constituted a quorum and declared the meeting duly convened. Mr. Alan Hart opened the meeting with a prayer and Mr. Will Sligh led the members and the audience in the Pledge of Allegiance to the Flag of the United States of America.

***In re: Approval of Minutes from October 21, 2019***

WHEREAS, Chancery Clerk Ronny Lott did present the Board with the Minutes of the previous meeting of the Board of Supervisors having been conducted on October 21, 2019,

Mr. Steen did offer and Ms. Jones did second a motion to approve the minutes of October 21, 2019 as presented and to authorize the President to execute same. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Absent
Supervisor Paul Griffin	Aye

the matter carried unanimously and the minutes of October 21, 2019 were and are hereby approved.

SO ORDERED this the 4<sup>th</sup> day of November, 2019.

**President's Initials:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

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***In re: Consideration to Record  
Scriveners Deed***

Mr. Hickman Johnson, Director of Mississippi Regional Housing Authority, No. 6, requested the Board's consideration to correct the warranty deed recorded in Book 396 at Page 461 of the land records.

Thereafter, the Board of Supervisors did make a finding that there is an error in the legal description of the warranty deed recorded in Book 396 at Page 461 of the land records, therefore, Mr. Griffin did offer and Ms. Jones did second a motion to direct Board Attorney Katie Bryant Snell to work with Mr. Carroll Rhodes to prepare a scriveners deed to reflect the correct legal description due to the encroachment of driveways on King Ranch Road and record same in the land records of the Chancery Clerk's office. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Absent
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and Ms. Snell was and is hereby authorized.

SO ORDERED this the 4<sup>th</sup> day of November, 2019.

***In re: Approval of Consent Agenda Items***

WHEREAS, the Board President did explain that any Supervisor could, in advance of the call of the question, request that any item be removed from the Consent Agenda, and

Ms. Jones did offer and Mr. Steen did second a motion to take the following actions on the Consent Agenda:

5. **HR - Approve Personnel Matters**  
(Attached hereto as Exhibit A)
6. **CA - Acknowledge 2019 Investment and Holdings Report - Smith Shellnut Wilson**
7. **CA - Acknowledge Invitation from Excel by 5 North Madison County**
8. **CA - Acknowledge MDEQ Public Notice/ North Madison County Elementary School**
9. **CA - Acknowledge and Accept 2019 Sulphur Springs Lake Management Plan**
10. **CA - Acknowledge Federal Aviation Administration Notice - Krupa Residence**
11. **CA - Approve Proclamation to Observe Veterans Day Holiday - November 11, 2019**
12. **CA - Approve Proclamation to Observe Thanksgiving Day, Christmas Day and New Year's Day Holiday**
13. **ChClrk - Approve 16th Section Land Leases**
14. **ChClrk - Approve Payment for Special Master & Attorneys**  
(Attached hereto as Exhibit B)
15. **ChClrk - Acknowledge Justice Court Distribution of Cash & Aging Accounts**  
(Attached hereto as Exhibit C)

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**Date Signed:** \_\_\_\_\_

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16. **COMP - Approval of Schedule F - End of Year Inventory Report and Authorize Filing with the Office of State Auditor**  
(Attached hereto as Exhibit D)
17. **COMP - Declare Property as Surplus and Authorize Disposal**
18. **COMP - Approve Constable Report - October 2019**
19. **ENG - Approve AT&T Utility Permit - Dees Way**
20. **ENG - Acknowledge Closure of Hart Road Bridge**
21. **IT - Approve Renewal of Database Utility Software System - Chancery**  
(Attached hereto as Exhibit E)
22. **IT - Approve Renewal of VMWare Support Contract for VMWare servers in SO and Chancery**  
(Attached hereto as Exhibit F)
23. **IT - Approve Southern Telco Proposal for Phone Service at Madison County South Annex**  
(Attached hereto as Exhibit G)
24. **PC - Authorize to Advertise for Purchase of Up to 25 Police Pursuit Package Vehicles**
25. **RD - Approve Second Cycle of Mowing Agreement**  
(Attached hereto as Exhibit H)
26. **RD - Approve October 2019 Closed Call Analysis**
27. **RD - Approve October 2019 Monthly Report**
28. **RD - Approve November 2019 Culvert Requests**
29. **RD - Approve November 2019 Service Call Schedule**
30. **SO - Approval of Administrative Services Agreement / Millette Administrators, Inc.**  
(Attached hereto as Exhibit I)
31. **TA - Approve 2019 Real Property Increases - Signed**
32. **TA - Approve 2019 Real Property Increases - Unsigned**
33. **TA - Approve 2019 Real Property Increase**
34. **TA - Approve 2019 Real Property Decreases**
35. **TA - Approve 2019 Personal Property Decreases**
36. **TA - Approve 2019 Personal Property Increases - Signed**
37. **TA - Approve 2019 Homestead Exemption Amended Applications**
38. **TA - Approve 2019 Homestead Exemption Deletions**

The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Absent
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and each item was and is hereby approved, adopted and authorized as described herein above.

SO ORDERED this the 4<sup>th</sup> day of November, 2019.

**President's Initials:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

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***In re: Discussion of Vehicle Bids***

At the request and recommendation of Purchase Clerk Kesha Buckner, Mr. Griffin did offer and Mr. Steen did second a motion to (1) acknowledge and reject those certain bids received from Whiteside of St. Clairsville, Inc., Kirk Auto Company and Sport City Toyota for the purchase of three vehicles, (2) award the best and lowest bid to Pine Belt CDJR, Inc for the purchase of a half-ton Dodge Ram 1500 at a cost of \$21,153.00, for the Emergency Management Office, (3) award the best and lowest bid to Courtesy Motors, Inc. for the purchase of a 3/4 ton Ford F-250 at a cost of \$29,108.00 using EMSOF funds for Emergency Medical Services, and (4) award the best and lowest bid to Kirk Auto World for the purchase of a half-ton Ram 1500 DS for the Tax Assessor’s Office. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Absent
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and said bids received from Whiteside of St. Clairsville, Inc., Kirk Auto Company, and Sport City Toyota were and are hereby rejected, and the best and lowest bids from Pine Belt CDJR, Courtesy Motors, Inc., and Kirk Auto World were and are hereby awarded .

SO ORDERED this the 4<sup>th</sup> day of November, 2019.

***In re: Approval of Proposal  
JH&H Architects***

At the request and recommendation of Building & Grounds Director Danny Lee, Mr. Steen did offer and Mr. Griffin did second a motion to approve that certain proposal submitted by JH&H Architects, attached as Exhibit J, for the architect services for re-roofing the E and D POD’s at the new jail, repairs to the roof of the Old Jail, and replacing the roof at the Madison County Annex building. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Absent
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and said proposal was and is hereby approved.

SO ORDERED this the 4<sup>th</sup> day of November, 2019.

***In re: Consideration of Petition for Resort Status -  
Woodbridge Commons, LLC***

WHEREAS, Mr. Don McGraw, Esq. presented a Petition for Qualified Resort Status, found in the Miscellaneous Appendix to these Minutes, on behalf of Woodbridge Commons, LLC, currently operating The Station of Madison, LLC as a special event venue and proposes to serve liquor and wine on certain property located at 119 Enterprise Drive and requested the Board’s consideration of same, and

WHEREAS, Mr. McGraw further presented a signed letter from Sheriff Randy Tucker

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stating his office would enforce the rules and regulations of the Alcoholic Beverage Control Division, and

Mr. Baxter did offer and Mr. Steen did second a motion to approve the petition and grant the resort status. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Absent
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and said resort status was and is hereby granted.

SO ORDERED this the 4<sup>th</sup> day of November, 2019.

***In re: Approval of Final Plat  
Bellevue Cove***

At the request and recommendation of County Engineer Tim Bryan, Mr. Steen did offer and Mr. Griffin did second a motion to approve the final plat of Bellevue Cove consisting of six (6) lots. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Absent
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and said plat was and is hereby approved.

SO ORDERED this the 4<sup>th</sup> day of November, 2019.

***In re: Approval of Final Plat  
Yandell Farms of Sheffield, Part 1***

At the request and recommendation of County Engineer Tim Bryan, Mr. Griffin did offer and Mr. Baxter did second a motion to approve the final plat of Yandell Farms of Sheffield, Part 1 consisting of sixty-one (61) lots, and accept Letter of Credit No. 19-073-SP for final wearing surface. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Absent
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and said plat was and is hereby approved and said Letter of Credit was and is hereby acknowledged.

SO ORDERED this the 4<sup>th</sup> day of November, 2019.

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**Date Signed:** \_\_\_\_\_

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***In re: Approval of Additional Just Compensation  
Ben Lockett Road Project***

At the request and recommendation of County Engineer Tim Bryan, Mr. Griffin did offer and Mr. Baxter did second a motion to approve an additional \$400.00 in just compensation for certain right of way for the Ben Lockett Road Project, attached as Exhibit K. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Absent
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and said just compensation was and is hereby approved.

SO ORDERED this the 4<sup>th</sup> day of November, 2019.

***In re: Approval of EMSOF Grant Application***

At the request and recommendation of Mr. Tom Lariviere, Ms. Jones did offer and Mr. Steen did second a motion to approve the FY 2020 EMSOF Grant Application, found in the Miscellaneous Appendix to these Minutes, and authorize the Board President to execute same. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Absent
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and said EMSOF Grant Application was and is hereby approved and the Board President was and is hereby authorized.

SO ORDERED this the 4<sup>th</sup> day of November, 2019.

***In re: Authorization of Board President***

At the request and recommendation of Board Attorney Katie Bryant Snell, Mr. Griffin did offer and Ms. Jones did second a motion to acknowledge those certain letters from MCEDA supporting the 2019 BUILD Grant, and authorize the Board President to execute correspondence to the Delegation in support of the 2019 BUILD Grant, and requesting support and assistance for the continued growth of Madison County. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Absent
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and said correspondence was and is hereby acknowledged and the Board President was and is hereby authorized.

SO ORDERED this the 4<sup>th</sup> day of November, 2019.

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***In re: Authorization of County Surveyor***

At the request and recommendation of County Administrator/Comptroller Shelton Vance, Mr. Griffin did offer and Mr. Baxter did second a motion to authorize County Surveyor Richard Tolbert to perform a survey for county owned property at a cost not to exceed \$1,500.00, due to a property dispute. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Absent
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and Mr. Tolbert was and is hereby authorized.

SO ORDERED this the 4<sup>th</sup> day of November, 2019.

***In re: Approval of Budget Amendments & Interfund Cash Transfers***

At the request and recommendation of County Administrator/Comptroller Shelton Vance, Ms. Jones did offer and Mr. Baxter did second a motion to approve the Madison County Budget Amendments & Interfund Cash Transfers, attached as Exhibit L. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Absent
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and said budget amendments and interfund cash transfers were and are hereby approved.

SO ORDERED this the 4<sup>th</sup> day of November, 2019.

***In re: Approval of Claims Docket and Payroll Docket for October 22, 29, 30, and 31, 2019***

At the request and recommendation of County Administrator/Comptroller Shelton Vance, assuring the Board of Supervisors that all claims had been properly documented and where necessary, purchase orders were obtained in advance as required by law, Ms. Jones did offer and Mr. Baxter did second a motion to approve the following:

- (1) General Claims Docket
- (2) Payroll Claims Docket No. 1, dated October 22, 2019
- (3) Payroll Claims Docket No. 2, dated October 29, 2019
- (4) Payroll Claims Docket No. 3, dated October 29, 2019
- (5) Payroll Claims Docket No. 4, dated October 30, 2019
- (6) Payroll Claims Docket No. 5, dated October 31, 2019

WHEREAS, the following is a summary of all claims and funds from which said claims are to be paid relative to the primary claims docket:

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Fund	Claim Nos.	No. of Claims	Amount
001	175 to 318	144	355,599.12
012	9 to 13	5	21,973.48
015	6 to 10	5	211,448.52
030	3 to 6	4	15,460.68
031	1 to 1	1	4,463.60
095	1 to 1	1	17,367.02
097	8 to 10	3	18,000.00
105	4 to 6	3	2,550.00
108	1 to 1	1	659.80
113	1 to 1	1	2,472.00
115	14 to 20	7	20,525.15
137	1 to 1	1	7,248.52
150	33 to 48	16	109,749.17
160	6 to 8	3	4,655.00
190	5 to 5	1	74.46
191	11 to 13	3	6,754.25
194	2 to 2	1	6,195.91
226	6 to 7	2	216,759.05
320	3 to 5	3	49,641.01
655	1 to 1	1	89,008.50
664	1 to 1	1	850.00
672	1 to 1	1	1,310.50
675	1 to 1	1	5,137.00
690	1 to 1	1	21,293.28
691	1 to 1	1	26,610.67
TOTAL ALL FUNDS		211	1,215,806.69

and further directed the Chancery Clerk to publish the Summary of Claims as required by law and approve the Claims Docket approving payment of said claims, found in the Miscellaneous Appendix to these Minutes. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Absent
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and said General Claims Docket and Payroll Dockets 1-5 were and are hereby approved and the Chancery Clerk was and is instructed to issue pay warrants accordingly.

SO ORDERED this the 4<sup>th</sup> day of November, 2019.

***In re: Approval of Planning & Zoning Commission Per Diem***

Ms. Jones did offer and Mr. Baxter did second a motion to approve the Planning & Zoning Commission Per Diem for October 24, 2019, attached as Exhibit M , and authorize payment of same. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Absent

**President's Initials:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

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Supervisor Paul Griffin

Recused<sup>1</sup>

the matter carried by the unanimous vote of those present and said per diem was and is hereby approved and the Chancery Clerk was and is instructed to issue pay warrants accordingly.

SO ORDERED this the 4<sup>th</sup> day of November, 2019.

***In re: Approval of Poll Workers***

At the request and recommendation of County Administrator/Comptroller Shelton Vance, Ms. Jones did offer and Mr. Baxter did second a motion to approve the list of poll workers for the November 5, 2019 election and authorize payment for each, a copy of said memorandum is attached as Exhibit N. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Absent
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and said list of poll workers were and are hereby approved and the Chancery Clerk was and is hereby authorized to issue pay warrants accordingly.

SO ORDERED this the 4<sup>th</sup> day of November, 2019.

***In re: Approval of Claims of Fleetcor Technologies***

Mr. Griffin did offer and Ms. Jones did second a motion to approve a supplemental claims docket containing the claims of Fleetcor Technologies and direct that invoice numbers should be attached to each claim listed on the supplemental docket and direct the Chancery Clerk to include said claims in the Summary of Claims to be published as required by law, found in the Miscellaneous Appendix to these Minutes. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Recused <sup>2</sup>
Supervisor David E. Bishop	Absent
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and said Held Claims were and are hereby approved and the Chancery Clerk was and is instructed to issue pay warrants accordingly.

SO ORDERED this the 4<sup>th</sup> day of November, 2019.

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<sup>1</sup>Prior to consideration of this item of business, Mr. Griffin recused himself from the meeting, departed the meeting room and did not participate in discussion of deliberation of this matter whatsoever.

<sup>2</sup>Prior to consideration of this item of business, Mr. Steen recused himself from the meeting, departed the meeting room and did not participate in discussion of deliberation of this matter whatsoever.

**President's Initials:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

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***In re: Approval of Appointment to the Advisory Board***

At the request of Deputy Sheriff Tommy Squires on behalf of Sheriff Randy Tucker, Ms. Jones did offer and Mr. Baxter did second a motion to appoint the following to the Advisory Board effective immediately:

- Mr. Calvin Guyton, representing District 1
- Mr. Ray Carter, representing District 2
- Mr. Jimmy Houston, representing District 3
- Mr. Clifton Nelson, representing District 4
- Mr. George Cole, representing District 5

The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Absent
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and said appointments were and are hereby approved.

SO ORDERED this the 4<sup>th</sup> day of November, 2019.

***In re: Entering into “Closed Session” to Determine Whether or not the Board Should Declare an Executive Session***

WHEREAS, the Board of Supervisors, after beginning the meeting in open session, determined that it was necessary to enter into closed session for a brief discussion to ascertain whether an Executive Session was needed as to discuss potential litigation involving ambulance provider, potential landfill litigation, and APAC litigation

Following discussion and pursuant to the terms of Miss. Code Ann. § 25-41-7, as amended, Supervisor Baxter did offer a motion to make a closed determination upon the issue of whether or not to declare an Executive Session for the purpose of discussing potential litigation involving ambulance provider, potential landfill litigation and APAC litigation with the following persons deemed necessary for Board discussions, deliberations, and recording of such Executive Session, to wit: members of the Board, Chancery Clerk Ronny Lott, County Administrator Shelton Vance, Board Attorney Katie Snell, County Engineer Tim Bryan and Sheriff Randy Tucker. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Absent
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and the Board took up the matter of entering Executive Session.

SO ORDERED this the 4<sup>th</sup> day of November, 2019.

**President’s Initials:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

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***In re: Entering into Executive Session***

WHEREAS, the Board Attorney advised the Board that discussion of the proposed matters of business was properly the subject of executive session,

Following discussion, Mr. Steen did offer and Mr. Griffin did second a motion to enter into Executive Session to discuss potential litigation involving ambulance provider, potential landfill litigation and APAC litigation. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Absent
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and President Baxter declared the Board to be in Executive Session for the consideration of such matters and Chancery Clerk Ronny Lott announced to the public the purpose for the Executive Session.

SO ORDERED this the 4<sup>th</sup> day of November, 2019.

Thereafter, Mr. Steen did offer and Ms. Jones did second a motion to adjourn the Executive Session and announce to the public no action was taken therein. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Absent
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and the President declared Executive Session adjourned and the Chancery Clerk did announce to the public no action was taken therein.

SO ORDERED this the 4<sup>th</sup> day of November, 2019.

THERE BEING NO FURTHER BUSINESS to come before the Board of Supervisors of Madison County, Mississippi, upon motion duly made by Supervisor Trey Baxter and seconded by Supervisor Sheila Jones and approved by the unanimous vote of those present, the November 4, 2019 meeting of the Board of Supervisors was recessed until Thursday, November 7, 2019 at 4:00 pm.

\_\_\_\_\_  
Trey Baxter, President  
Madison County Board of Supervisors

Date signed: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Ronny Lott, Chancery Clerk

**President's Initials:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

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**Date Signed:** \_\_\_\_\_

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