

**ORDER FOR PAYMENT OF CERTAIN FEES AND EXPENSES
OF THE CHANCERY CLERK'S OFFICE**

WHEREAS, incoming Chancery Clerk Ronny Lott did appear before the Board and requested the Board authorize and approve the payment of the following fees and expenses for calendar year 2016, and

WHEREAS, the Clerk did represent that all such fees and expenses were proper and allowed by statute and were payable by the county as provided by law,

IT IS THEREFORE ORDERED by the Board of Supervisors of Madison County, Mississippi, that the following fees and expenses as provided by statute relating to the services performed by the Chancery Clerk of this county be and the same are hereby approved and shall be allowed unto Ronny Lott, Chancery Clerk, for compensation of said services rendered to the people, said fees and expenses shall be payable in monthly installments except where otherwise noted below.

IT IS FURTHER ORDERED that said Clerk is hereby employed to (a) process the homestead applications, (b) serve as the county's Passport Acceptance Agent, (c) restore certain records of the county in his charge, and is directed to carry out other necessary services as outlined in the statutes listed below:

- (1) § 25-7-9(1)(f) – Attendance on the Board of Supervisors: Clerk and one deputy, each \$20.00;
- (2) § 25-7-9(1)(g) *as amended in 2004* – Semi-annual allowance as Clerk of the Board of Supervisors: \$3,000.00 payable in one half in July and one half in January;
- (3) § 27-105-343 *as amended in 2004* – For services as County Treasurer: the sum of \$2,500 per annum, payable in equal monthly installments;
- (4) § 25-3-19 – For services as County Auditor: an annual sum of \$5,300.00, payable in equal monthly installments;
- (5) § 25-7-9(1) – For recording fees due the Chancery Clerk for recording instruments relating to county-owned real estate, homestead chargeback notices (dis-allowances), and oaths and bonds of public officials, both elected and appointed – standard recording fees payable after-the-fact;
- (6) § 25-7-9(1)(h) – *as amended in 2005* - Attendance on the Chancery Court as approved by the Chancellor: For each day, first Chancellor sitting: \$50.00 per day each for himself and

two deputies;

- (7) § 25-7-9(1)(h) – *as amended in 2005* - Attendance on the Chancery Court as approved by the Chancellor: For each day, second Chancellor sitting: \$50.00 per day, Clerk only;
- (8) § 25-7-9(1)(i) – *as amended in 2005* - Clerk and two deputies, allowance of five (5) extra days for the Clerk and two deputies for attendance upon the Court to get up records: \$50.00 per day each for himself and two deputies per term of court;
- (9) § 41-21-79, *et al* – For administrative services performed in connection with commitment proceedings (both alcohol/drug and mental) such as consultations with family or friends, scheduling physicians, providing insurance information to hospitals, and making arrangements for pre-screenings and follow-ups: \$60.00 per commitment, as ordered by the Court;
- (10) § 41-21-79, *et al* and M.R.C.P. 3 (c) and (d) – For pauper's oaths both in general and in connection with commitment proceedings for paupers: \$108.00 per case as ordered by the Court;
- (11) § 25-7-9(1)(j) – For public services not otherwise specifically provided for, contingent upon the approval of the Court, an annual sum not to exceed \$5,000.00 payable \$416.67 per month;
- (12) § 25-3-21 – For copying tax rolls, a statutory fee of \$.03 per assessment, per copy of each real roll and \$.015 per assessment, per copy of each personal roll for the current year;
- (13) § 27-33-37(m) – To employ the Clerk to collect and assemble data and information and to perform the services required of the Board by § 27-33-37(e) and to make investigations required of the Board in connection with administering the Homestead Exemption Law as directed by the board as follows: for the first 2,000 applications, \$1.00 per application; for the next 2,000 applications, \$.75 each, for the next 2,000 applications, \$.50 each, for the next 2,000 applications, \$.35 each, all over the above number, \$.25 each;
- (14) § 19-15-1 – For the restoration and preservation of county records in accordance with the contract approved by said Board herewith, a true and correct copy of which is attached hereto as Exhibit A (to said Order), payable \$500.00 per month through December 31, 2019, and \$1,500.00 per month in June, July and August of each such year;

- (15) Such fees as are allowed and required by federal law in connection with the processing of U. S. Passport Applications including a fee of up to \$10.00 for each passport photograph taken using office equipment.
- (16) § 35-3-13 – For each certificate of military discharge recorded in the office: \$1.00. No charge, however, shall be made to the veteran for either the original recording or the making of copies.

IT IS FURTHER ORDERED that, to the extent necessary, the Board President is authorized to enter into contracts with the Clerk to carry out the above and foregoing items.

CONTRACT FOR SERVICES

THIS CONTRACT, and any amendments and supplements hereto, which is subject to the laws of the State of Mississippi, is between the **Board of Supervisors of Madison County (hereinafter "the Board")**, and **Madison County Chancery Clerk Ronny Lott (hereinafter "Contractor")**.

WHEREAS, the County is in need of on-going assistance with regard to the restoration of certain aged and deteriorating records, the same being primarily located within the office of the Chancery Clerk and in the basement of the current Chancery and Administrative Building; and

WHEREAS, certain of said records ought to be permanently restored and preserved and others ought to be preserved for a period of time and then destroyed according to statutory destruction schedules; and

WHEREAS, the Madison County Board of Supervisors desires to and has by Order spread upon its Minutes appointed the Chancery Clerk as the Manager of the County's Records Department and desires that he restore and preserve the county's permanent records pursuant to Miss. Code Ann. § 19-15-1 *et seq.*; and

WHEREAS, the new addition to the Chancery and Administrative Building now contains a new records center located on the parking level/basement thereof which continues to require substantial organization and administration;

NOW, THEREFORE, it is agreed that:

A. Contractor's Duties: The Contractor (1) will serve as Manager of the County's Records Department for the term of his office as Chancery Clerk; (2) will manage and direct the county's new records center located in the new addition to the Chancery and Administrative Building; (3) may organize, catalog, image in digital format where appropriate, and preserve and restore such records which he deems necessary in accordance with Miss. Code Ann. § 19-15-1 *et seq.*; (4) may perform any and all other services related to or concomitant with the preservation and restoration of such records, including, but not limited to, the rebinding, re-covering, and page-protecting of any and all records in need of such preservation wherever located; and (5) may employ such part-time assistance as he may require at his own expense with the funds to be paid to him hereunder or otherwise in order to assist him in this endeavor.

B. Consideration: Consideration for all services performed by the Contractor shall be payable by the Board on the last day of each month in the amount of \$500.00 beginning January 31, 2016 and continuing until December 31, 2019. However, during the months of June, July and August of each year covered by this contract, said consideration shall be \$1,500 per month. Such sums shall be paid from Fund Nos. 001-101-463; 001-101-463; or 672-000-230.

C. Work Hours: Contractor will perform said duties during regular work hours but may also perform said duties at night and on weekends as necessary.

D. Term of Contract: This contract shall be effective upon execution and shall remain in effect until December 31, 2019, or until terminated by majority vote of the Madison County Board of Supervisors.

IN WITNESS HEREOF, the parties have caused this Contract to be duly executed, intending to be bound thereby, this the 18th day of January, 2016.

Ronny Lott,
Chancery Clerk

_____, President
Madison County Board of Supervisors