

**MUNICIPAL DOCKET
MAYOR AND BOARD OF ALDERMEN MEETING
JUNE 21, 2022 BEGINNING AT 6:00 P.M.**

Meeting Called To Order
Invocation:
Pledge of Allegiance:
Roll Call

Mayor Allen Latimer
Alderman Bledsoe
Alderman Young

I. Vote on Municipal Docket

II. Consent Agenda

- A. Approval of minutes for June 7, 2022 Mayor and Board of Aldermen meeting.
- B. Request to hire Sandra Barron as a Utility Clerk at a rate of \$15.00 per hour plus benefits effective June 27, 2022.
- C. Request to hire scorekeepers for 2022 summer basketball season at \$20.00 per game: Carson Aaron Bloodworth, Janel Marquez, Hayley White, Sonja Danielle Cheeseman, Alysa May.
- D. Request to have Parks Petty Cash transferred from Larry Calvert to Eric Coleman.
- E. Approval of revised job description for Park Laborer III/Lead Laborer.
- F. Approval of revised job description for Athletic & Event Coordinator.
- G. Request to hire scorekeepers for 2022 summer basketball season at \$20.00 per game: Jared McClain, Fletcher Daniel.
- H. Request to hire seasonal /contract park workers at a rate of \$7.50 per hour: Jared McClain, Fletcher Daniel.
- I. Approval of funding/travel expenses to MML Conference in Biloxi, MS on June 26-29, 2022 for Steven Boxx.
- J. Acknowledgment of determination that an emergency occurred on or about June 10, 2022, with the City's email server which resulted in a hardware failure and software issues that required immediate purchase/repair and that the delay incident to giving opportunity for competitive bidding would be detrimental to the interest and operation of the City; and to approve, ratify, and confirm the purchase/repair agreement with and payment to C Spire in the amount of \$4,340.00 (Office 365/email migration) and a monthly cost of \$8.80 per Office 365 G1 user and \$22.00 per Office 365 G3 user (total estimated monthly cost of \$1,012.00).

III. Claims Docket

IV. Special Guests/ Presentations

- A. Rebecca Treadway – The Arc Northwest MS

V. Planning

VI. New Business

- A. Resolution for cleaning private property.
- B. Discussion on medical cannabis.
- C. Approve to enter contract with Orion Planning Group to update the Horn Lake Comprehensive plan at a cost not to exceed \$164,000.00.
- D. Request to approve the Postage Meter purchase and agreement with XMC Technologies for a purchase price of \$3,355.00 and Postage meter rental of \$38.00 at a term of 36 months.
- E. Request adoption of a resolution authorizing economic incentives for qualified businesses in a part of the DeSoto Commons PUD.
- F. Request a waiver of the building permit fees for building “A” and “B” proposed to be constructed by Core5 Industrial Partners in the DeSoto Commons PUD located east of Interstate Boulevard and south of Horn Lake Creek and a waiver of the tree mitigation permit associated with the two building sites.
- G. Request to reappoint the municipal attorney and approve renewal of contract for services.
- H. Consideration of an ordinance establishing regulations to license rental properties.
- I. Request to approve Interstate Blvd/Nail Road lighting project of 50 new light poles and LED lights from Entergy with a PROJECTED cost of \$2,070.90

VII. Citizen Remarks

VIII. Mayor / Alderman Correspondence

- A. Request to submit RFP for Grant Writing Services.
- B. Discussion of Christmas Parade

IX. Department Head Correspondence

X. Engineer Correspondence

XI. City Attorney Correspondence

XII. Executive Session

- A. Discussion of personnel matters in Planning Department.

XIII. Adjourn

June 21, 2022

Be it remembered that the meeting of the Mayor and Board of Aldermen of the City of Horn Lake, Mississippi was held on June 21, 2022 beginning at 6:00 p.m., it being the said time and place for conducting the meeting.

When and where the following were present: Mayor Latimer, Alderman Klein, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, Alderman DuPree, Alderman Young, Steven Boxx,

Public Works Director, Scott Brown, Deputy Police Chief, David Linville, Fire Chief, Drew Coleman, Parks and Rec Director, Chad Bahr, Planning Director, Jim Robinson, CAO/City Clerk, Julie Valsamis, Deputy City Clerk, and Billy Campbell, City Attorney.

Absent: None

Order #06-11-22

Order to approve Municipal Docket

Be It Ordered:

By the Mayor and Board of Aldermen to approve the Municipal Docket, as presented.

Said motion was made by Alderman Guice and seconded by Alderman Bledsoe.

A roll call vote was taken with the following results:

Ayes: Alderman Klein, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, Alderman DuPree, and Alderman Young.

Nays: None.

Absent: None

So ordered this 21st day of June, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

Order #06-12-22

Order to approve Consent Agenda

Be It Ordered:

By the Mayor and Board of Aldermen to approve the Consent Agenda items A-J as stated:

A. Approval of minutes for June 7, 2022 Mayor and Board of Aldermen meeting.

- B. Request to hire Sandra Barron as a Utility Clerk at a rate of \$15.00 per hour plus benefits effective June 27, 2022.
- C. Request to hire scorekeepers for 2022 summer basketball season at \$20.00 per game: Carson Aaron Bloodworth, Janel Marquez, Hayley White, Sonja Danielle Cheeseman, Alysa May.
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Said motion was made by Alderman Bostick and seconded by Alderman DuPree.

A roll call vote was taken with the following results:

Ayes: Alderman Klein, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, Alderman DuPree, and Alderman Young.

Nays: None.

Absent: None.

So ordered this 21st day of June, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

City of Horn Lake

Job Description – Park Laborer III/Lead Laborer

Purpose of the Position

To perform a variety of semi-skilled and skilled work in the maintenance of park grounds, equipment, buildings, and facilities. Positions allocated to this class are expected to perform the most skilled and complex park maintenance, construction and repair work.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Major Discretionary Duties and Responsibilities

- Perform semi-skilled and skilled construction work
- Complete maintenance and repair of park structures and accessories
- May use applied skills of carpentry, plumbing, fencing and irrigation repair
- Operate various park equipment with little to no supervision
- Be able to operate lawn mowers, pick-up trucks, backhoes, loaders, and forklifts.
- Mix concrete, prepare forms and pour foundations if necessary
- Prepare and maintain park fields and related facilities
- Assure cleanliness and maintenance of all city-owned parks
- Water, mow, weed, and trim
- Renovate, fertilize grass and apply herbicides, rake leaves, etc.
- Clean walks, fields, courts and other facilities
- Requisition of materials and supplies for assigned facilities
- Perform other building maintenance and repair tasks as assigned
- Must lead by example
- Make sure all employees have done proper training
- Maintain report on all fields on city property
- Perform other duties as needed

Job Context

The Park Laborer III/Lead Laborer is a full time, permanent position in the Parks Department. The immediate supervisor for this position is the Maintenance Supervisor, followed by the Athletic Coordinator, Assistant Parks Director, and the Parks Director. The person in this position may be assigned some supervisory authority. The Park Laborer III/Lead Laborer works regularly-scheduled hours year-round with occasional overtime and rarely requires night work. Typical hours for this position are from 6:00 a.m. to 2:30 p.m. year round. This position is 20% indoor and 80% outdoor. This position is responsible for ensuring safe operations according to state and federal regulations. The

hazardous materials handled with this position can vary, but mostly consist of round up and herbicide. This position must hold a valid driver's license. The education level for this position is high school diploma or GED. Three years of building, park, and maintenance experience are required for this position. The stress level of this position is moderate. The physical work involved with this position includes:

- Bending, squatting, kneeling and twisting
- Moving heavy objects at times
- Sitting, walking or standing for extended periods of time
- Work in direct sunlight
- Work in all weather conditions
- Working with hazardous materials
- Exposure to air contaminants, noise, vibration and temperature extremes
- Performing manual tasks for extended periods of times and in unfavorable weather conditions (temperature over 75 degrees and below 32 degrees)

Knowledge, Skills and Abilities

Knowledge

- Tools, equipment, procedures and safe work practices associated with type of position.
- Maintenance of assigned buildings, and/or park facilities
- Carpentry, plumbing, electrical, masonry, fencing and irrigation repair
- Concrete work and related equipment
- Principles and techniques of parks grounds
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Basic mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Operate a variety of mechanical and power equipment
- Maintenance repair and general grounds maintenance
- Perform specialized masonry, fencing, irrigation repair
- Fixing and making sure the properties are maintained properly
- Use the correct inches to cut the grass properly
- Learn to pick up the trash in the areas where it is more heavily discarded so it doesn't pile up
- Communicate with citizens in the park
- Prioritize daily workflow
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints

- Communicate effectively with residents, elected officials, other City employees, contractors, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Stay updated on turf management skills
- Follow proper dress code while representing the City
- Follow departmental and City procedures

FLSA: Non - Exempt

REPORTS TO: Parks Director, Assistant Parks Director, Athletic Coordinator, Maintenance Supervisor.

SUPERVISES: Park Laborer I or II, as assigned.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

Signature Acknowledging Job Description

Date

* Revision adopted 6/21/2022

City of Horn Lake – Parks & Recreation
Job Description – Athletic & Event Coordinator

PURPOSE OF POSITION

Under general direction, assists in the planning, coordination and management of the Parks & Recreation

Department; coordinates Department programs and strategies required to meet the City's goals and objects.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Assists with departmental programs, services, and personnel as assigned by the Department Director
2. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures
3. Evaluates and monitors staff work load, and administrative and support systems
4. Identifies opportunities for improvement and presents recommendations to the Director; manages the implementation of operational improvements and monitors the effects of the changes
5. Assists with administering department policies and procedures and recommends changes
6. Conducts a variety of organization studies, investigations, and operational studies, recommends modifications to recreation programs, events and activities as appropriate
7. Provides advice and counsel to the Director and Assistant Director of Parks, prepares and presents staff reports and other communications on Department activities and plans
8. Represents the Parks & Recreation Department at local and regional meetings as assigned, and makes decisions and commitments within scope of authority
9. Selects, trains, motivates and evaluates assigned personnel; provides and coordinates staff training; works with employees to correct deficiencies
10. Maintains the absolute confidentiality of all records and information
11. Use social media to promote park programs and events.
12. Help market programs and events.
13. Assist in Organizing Fundraisers and sales ads for sponsorships
14. Help with making the public aware of upcoming events.

MAJOR DUTIES AND RESPONSIBILITIES

Manage scheduling of athletic/event programs

- Ensure events are scheduled in most efficient manner
- Ensure employees learn event rules
- Work to schedule events and ensure that they are knowledgeable of the various activities

Provide departmental public relations support

- Communicate with citizens about departmental services
- Attempt to resolve complaints
- Attends meetings and conferences
- Use of social media to promote parks department

Organize and conduct the sign-up process for all events

- Ensure information is available to schools and public
- Assist in Determining volunteers and staff for events.
- Ensure all funds generated by events are accurately accounted and documented
- Organize mass emails to citizens about park and events at the park

Manages (Seasonal / Contracted) and Volunteers

- Assist in hiring
- Evaluate
- Respond to Disciplinary Actions when required
- Schedule Employee Work Assignment

Computer and Electronic assignment

- May be responsible for some website material and entry
- Assist with research, grant and sponsorship opportunities
- Written reports to Parks Director weekly on previous week events and upcoming

MINIMUM QUALIFICATIONS

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities that would typically be acquired through:

- High school diploma and a minimum of a 2-year degree or bachelor degree in recreation management or closely related field. Years of experience may be allowed to be substituted depending on experience and qualifications specifically related to position.

WORKING CONDITIONS

Work in office environment; sustained posture in a seated position for prolonged periods of time. Full-time, permanent position:

- Regularly scheduled hours year-round, with weekend and/ or night work
- Work condition will be indoors and outdoors in all types of weather conditions

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- Tournament management practices, methods and tournament marketing strategies
- Budget process and procedures
- Computer software, including word processing and spreadsheets
- Standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- General office and filing practices and procedures
- Mathematical skills, including addition, subtraction, division and multiplication
- Proper grammar and proper use of English in speaking and writing
- General functions and operations of municipal government

Skills and Abilities:

- Schedule events
- Leadership
- Organization
- Motivate and supervise employees
- Work with volunteer and the community
- Prioritize daily work flow
- Work as a team member with other employees
- Meet specified or required deadlines

- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, etc., both oral and written
- Maintain confidentiality
- Work independently
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in adverse situations
- Provide folders to Parks Director for each event
- Marketing events

FLSA: Non-Exempt

REPORTS TO: Parks Director, Assistant Parks Director

SUPERVISES: Event Workers (Seasonal and Contracted) and Volunteers

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

Signature Acknowledging Job Description

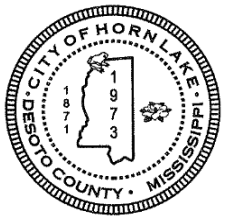
Date

* Revision adopted: 06/21/2022



**CITY OF HORN LAKE
BOARD MEETING
6/21/2022**

Department	6/2/2022	Overtime Amount
Animal Control	\$7,424.80	\$180.00
Judicial	\$12,806.75	\$0.00
Fire/Amb	\$126,411.45	\$0.00
Fire/Budgeted OT	\$0.00	\$10,298.14
Fire/Non Budgeted OT	\$0.00	\$1,048.07
Fire/ST Non Budgeted OT	\$0.00	\$189.00
Finance	\$12,723.39	\$0.00
Legislative	\$4,771.01	\$0.00
Executive	\$4,473.77	\$0.00
Parks	\$14,680.18	\$0.00
Planning	\$6,334.06	\$13.54
Police	\$139,663.35	\$6,390.19
Public Works - Streets	\$13,499.77	\$363.38
Public Works - Utility	\$21,945.60	\$933.13
Grand Total	\$364,734.13	\$22,354.86



**CITY OF HORN LAKE
BOARD MEETING
6/21/2022**

CLAIMS DOCKET RECAP C-062122, D-062122

NAME OF FUND	TOTAL
GENERAL FUND	\$780,516.51
COURT COSTS	\$34,073.49
EXECUTIVE	\$157.20

LEGISLATIVE	\$2,342.04
JUDICIAL	\$4,510.60
FINANCIAL ADMIN	\$2,015.30
PLANNING	\$2,632.94
POLICE	\$44,060.22
FIRE & EMS	\$18,017.07
STREET DEPARTMENT	\$31,139.23
ANIMAL CONTROL	\$2,798.45
PARKS & REC	\$15,560.64
PARK TOURNAMENT	\$100.00
PROFESSIONAL EXPENSE	\$293,682.78
DEBT SERVICES	\$327,279.38
HEALTH INSURANCE	\$2,147.17

BOND FUNDED CAP PROJECT EXPENSE \$0.00

LIBRARY FUND \$0.00

ECONOMIC DEVELOPMENT FUND \$430.50

UTILITY FUND \$80,809.17

TOTAL DOCKET \$861,756.18

VENDOR	VENDOR NAME	ORG DESC	ACCOUNT DESC	AMOUNT	CHECK NO	FULL DESC
520	DEPARTMENT OF FINANC	GENERAL FUND	STATE FINES COST PAYABLE-A	29,752.30	715564	STATE COST-MAY 2022
5827	MISSISSIPPI DEPARTME	GENERAL FUND	STATE FINES COST PAYABLE-A	398.44	715596	INTERLOCK FEES-MAY 2022
6242	MS FORENSICS LAB	GENERAL FUND	STATE FINES COST PAYABLE-A	357.00	715597	CRIME LAB FEES-MAY 2022
520	DEPARTMENT OF FINANC	GENERAL FUND	STATE FINES COST PAYABLE-B	836.00	715564	STATE COST-MAY 2022
9997	JERNEY RENFROE	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	75.25	715560	CASH BOND REFUND CASE #M2022-00304
9997	OTIS CARLISLE	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	250.00	715561	CASH BOND REFUND CASE #M2020-01221
554	DESOTO COUNTY CHANCE	GENERAL FUND	DUE TO LAW LIBRARY	295.50	715565	LAW LIBRARY FEES-MAY 2022
549	DESOTO COUNTY CRIME	GENERAL FUND	DUE TO CRIMESTOPPERS	196.37	715567	CRIMESTOPPER FEES-MAY 2022
520	DEPARTMENT OF FINANC	GENERAL FUND	ADULT DRIVING TRAINING	10.00	715564	STATE COST-MAY 2022
465	DPS FUND 3747	GENERAL FUND	WIRELESS COMMUNICATION FEE	1,529.50	715572	WIRELESS FEES-MAY 2022
520	DEPARTMENT OF FINANC	GENERAL FUND	LIAB INSURANCE- STATE FIN	373.13	715564	STATE COST-MAY 2022
5801	LIPSCOMB & PITTS INS	EXECUTIVE	WORKMAN'S COMP INSUR	157.20	715588	Q4 FINAL PAYMENT WORKER'S COMP
5801	LIPSCOMB & PITTS INS	LEGISLATIVE	WORKMAN'S COMP INSUR	1,572.04	715588	Q4 FINAL PAYMENT WORKER'S COMP
5801	LIPSCOMB & PITTS INS	LEGISLATIVE	PROFESSIONAL SERVICES	385.00	715588	BOND RENEWAL R DUPREE
5801	LIPSCOMB & PITTS INS	LEGISLATIVE	PROFESSIONAL SERVICES	385.00	715588	BOND RENEWAL D. YOUNG

5801	LIPSCOMB & PITTS INS	JUDICIAL	WORKMAN'S COMP INSUR	2,200.60	715588	Q4 FINAL PAYMENT WORKER'S COMP
3185	SYSCON INC	JUDICIAL	PROFESSIONAL SERVICES	2,160.00	715612	COURT SOFTWARE
5801	LIPSCOMB & PITTS INS	JUDICIAL	PROFESSIONAL SERVICES	150.00	715588	BOND RENEWAL T WARREN
5801	LIPSCOMB & PITTS INS	FINANCIAL ADMINISTRATION	WORKMAN'S COMP INSUR	943.22	715588	Q4 FINAL PAYMENT WORKER'S COMP
2258	BBI INC	FINANCIAL ADMINISTRATION	PROFESSIONAL SERVICES	150.00	715551	PHONE ASSISTANCE RUNTIME ON PC FOR FINANCE DEPT
5801	LIPSCOMB & PITTS INS	FINANCIAL ADMINISTRATION	PROFESSIONAL SERVICES	150.00	715588	BOND RENEWAL M SHOEMAKER
5801	LIPSCOMB & PITTS INS	FINANCIAL ADMINISTRATION	PROFESSIONAL SERVICES	100.00	715588	CANCELED BOND J OWSTON
3323	BANCORPSOUTH	FINANCIAL ADMINISTRATION	TRAVEL & TRAINING	207.36	715550	J ROBINSON ROOM FOR CONFERENCE.
3323	BANCORPSOUTH	FINANCIAL ADMINISTRATION	TRAVEL & TRAINING	207.36	715550	J VALSAMIS ROOM FOR TRAINING
3323	BANCORPSOUTH	FINANCIAL ADMINISTRATION	TRAVEL & TRAINING	207.36	715550	A LINVILLE ROOM FOR TRAINING
3323	BANCORPSOUTH	FINANCIAL ADMINISTRATION	TRAVEL & TRAINING	50.00	715550	IIMC REGISTRATION REMAINING BALANCE
5801	LIPSCOMB & PITTS INS	PLANNING	WORKMAN'S COMP INSUR	943.22	715588	Q4 FINAL PAYMENT WORKER'S COMP
3530	TYLER TECHNOLOGIES I	PLANNING	PROFESSIONAL SERVICES	640.00	715620	HL MS PERMITS IMPLEMENTATION
5801	LIPSCOMB & PITTS INS	PLANNING	PROFESSIONAL SERVICES	175.00	715588	BOND RENEWAL T WOODS
5801	LIPSCOMB & PITTS INS	POLICE	WORKMAN'S COMP INSUR	13,833.93	715588	Q4 FINAL PAYMENT WORKER'S COMP
301	CAMPER CITY USA INC	POLICE	VEHICLE MAINTENANCE	150.00	715555	UNIT# 5493: ALUMINUM AGLER, RE
301	CAMPER CITY USA INC	POLICE	VEHICLE MAINTENANCE	500.00	715555	UNIT# 4937 (K9): KENNEL RHINO
1180	MAGNOLIA TIRE	POLICE	VEHICLE MAINTENANCE	1,507.52	715590	UNIT# 5493:NEW TIRES, AC SYSTE
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	300.13	715602	UNIT# 2767: BRAKE ROTORS, BRAK
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	63.01	715602	UNIT# 9363: WINDOW MOTOR
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	89.74	715602	UNIT# 9967: O/F, OIL
6514	BTW DISTRIBUTORS	POLICE	VEHICLE MAINTENANCE	138.00	715554	UNIT# 8406: EMBLEM, (10) MIRRO
1812	SOUTHERN PIPE & SUPP	POLICE	BUILDING & EQUIP MAINT	187.86	715610	WEST PRE (WATER LEAK): VALVE A
1812	SOUTHERN PIPE & SUPP	POLICE	BUILDING & EQUIP MAINT	52.18	715610	WEST PRE-SCENE: SHOWER WATER V
1831	SOUTHAVEN SUPPLY	POLICE	BUILDING & EQUIP MAINT	28.83	715609	WEST PRE (WATER LEAK): WATER L
2483	A TO Z ADVERTISING I	POLICE	UNIFORMS	40.00	715541	DET. MOORE -- UNIFORM ALLOTMEN
5099	EMERGENCY EQUIP PROF	POLICE	UNIFORMS	340.00	715573	UNIFORMS - CODE OFFICER BADGES
5999	NICOLE LANPHERE	POLICE	UNIFORMS	179.76	715600	REIMBURSEMENT - REQUIRED ATIRE FOR NA
1180	MAGNOLIA TIRE	POLICE	FUEL & OIL	286.72	715590	UNIT# 9626: 2 NEW TIRES
1648	ROCIC	POLICE	PROFESSIONAL SERVICES	300.00	715608	ROCIC SERVICE FEE
2685	THOMSON WEST	POLICE	PROFESSIONAL SERVICES	228.91	715616	MAY 2022 WESTLAW
6167	AT&T - NCIC	POLICE	PROFESSIONAL SERVICES	42.43	715547	MAY 2022 NCIC
6167	AT&T - NCIC	POLICE	PROFESSIONAL SERVICES	214.61	715548	NCIC MONITORING MAY 2022
1612	PRIORITY DISPATCH	POLICE	TRAVEL & TRAINING	365.00	715604	EMD OPERATOR HUDSPETH

3323	BANCORPSOUTH	STREET DEPARTMENT	MATERIALS	37.99	715550	TAMPER TO FIX POT HOLES
78	AMERICAN TIRE REPAIR	STREET DEPARTMENT	BUILDING & EQUIP MAINT	586.50	715546	REPAIRS TO NEW HOLLAND TRACTOR
6635	MECHANIC SPECIALTIES	STREET DEPARTMENT	BUILDING & EQUIP MAINT	1,660.83	715592	REPAIRS TO FORK LIFT
6175	UNIFIRST CORPORATION	STREET DEPARTMENT	UNIFORMS	71.35	715621	UNIFORMS FOR UT AND ST
5792	TIMOTHY M. BYRD	STREET DEPARTMENT	PROFESSIONAL SERVICES	1,250.00	715617	BEAVER CONTROL QUARTER 4
6456	LABCORP	STREET DEPARTMENT	PROFESSIONAL SERVICES	35.00	715584	PRE EMPLOYMENT SCREENING
5801	LIPSCOMB & PITTS INS	ANIMAL CONTROL	WORKMAN'S COMP INSUR	1,886.44	715588	Q4 FINAL PAYMENT WORKER'S COMP
926	THE HOME DEPOT	ANIMAL CONTROL	MATERIALS	82.63	715614	VEGETATION KILLER AND WATER CANNON
2016	TRACTOR SUPPLY CREDI	ANIMAL CONTROL	MATERIALS	69.99	715618	GARDEN HOSE
2016	TRACTOR SUPPLY CREDI	ANIMAL CONTROL	MATERIALS	65.95	715618	MATERIALS FOR ANIMAL SHELTER
3323	BANCORPSOUTH	ANIMAL CONTROL	PROFESSIONAL SERVICES	324.12	715550	ANIMAL MEDICATION
6327	DIXIE MEMORIAL PET	ANIMAL CONTROL	PROFESSIONAL SERVICES	200.00	715571	ANIMAL CREATIONS
6617	WILLIAM PERRY	PARKS & REC	ASSISTING CONTRACT EMPLOYEEES	48.75	715665	5/30-6/12/2022
6618	CARSON AARON	PARKS & REC	ASSISTING CONTRACT EMPLOYEEES	86.50	715556	5/30-6/12/2022
6619	JEREMIAH ROGERS	PARKS & REC	ASSISTING CONTRACT EMPLOYEEES	48.75	715581	5/30-6/12/2022
6376	KELLY SMITH	PARKS & REC	OUTSIDE MAINTENANCE STAFF	180.00	715582	5/30-6/12/2022
6492	LANNIE A MUNNS	PARKS & REC	OUTSIDE MAINTENANCE STAFF	300.00	715586	5/30-6/12/2022
6505	JANEL MARQUEZ	PARKS & REC	OUTSIDE MAINTENANCE STAFF	390.00	715580	5/30-6/12/2022
6578	HAYLEY WHITE	PARKS & REC	OUTSIDE MAINTENANCE STAFF	150.00	715577	5/30-6/12/2022
6580	ALYSSA MAY	PARKS & REC	OUTSIDE MAINTENANCE STAFF	150.00	715543	5/30-6/12/2022
6605	TYKARRIS ROSE	PARKS & REC	OUTSIDE MAINTENANCE STAFF	390.00	715619	5/30-6/12/2022
5801	LIPSCOMB & PITTS INS	PARKS & REC	WORKMAN'S COMP INSUR	2,672.46	715588	Q4 FINAL PAYMENT WORKER'S COMP
745	G & C SUPPLY CO INC	PARKS & REC	MATERIALS	97.66	715576	SIGNS AND POST FOR PARKS AND REC
926	THE HOME DEPOT	PARKS & REC	MATERIALS	46.29	715614	MATERIALS
4694	MARK TATKO	PARKS & REC	UMPIRES	4,025.00	715591	BASKETBALL SCHEDULING REFEREES / SCOREKEEPERS
5298	RAINEY ELECTRONICS	PARKS & REC	BUILDING MAINT PROFESSIONAL	1,154.50	715606	FOOTBALL / SCOREBOARD EQUIPMENT
3323	BANCORPSOUTH	PARKS & REC	SERVICES	125.55	715550	ACTIVE SCREENING BACKGROUND CHECKS
3323	BANCORPSOUTH	PARKS & REC	PROFESSIONAL SERVICES	319.46	715550	ADT
6515	SPORTS CONDUCTOR	PARKS & REC	PROFESSIONAL SERVICES	375.00	715611	JARVIS
6515	SPORTS CONDUCTOR	PARKS & REC	PROFESSIONAL SERVICES	375.00	715611	JARVIS
4908	UPCHURCH SERVICES	PARKS & REC	FIELD REPAIR & MAINTENANCE	205.25	715622	SERVICE CALL PARKS DEP FIELD 9
5967	DESOTO TURF	PARKS & REC	MAINTENANCE	1,850.00	715569	FERTILLIZER
3323	BANCORPSOUTH	PARKS & REC	PARK SUPPLIES	368.13	715550	SUPPLIES FOR MOVIE NIGHT
3323	BANCORPSOUTH	PARKS & REC	PARK SUPPLIES	115.43	715550	FISHING RODEO SUPPLIES
3323	BANCORPSOUTH	PARKS & REC	PARK SUPPLIES	70.57	715550	RISHING RODEO SUPPLIES
3323	BANCORPSOUTH	PARKS & REC	PARK SUPPLIES	423.17	715550	FISHING RODEO SUPPLIES
3323	BANCORPSOUTH	PARKS & REC	PARK SUPPLIES	47.96	715550	FISHING RODEO SUPPLIES

3323	BANCORPSOUTH	PARKS & REC	PARK SUPPLIES	98.34	715550	FISHING RODEO SUPPLIES
3323	BANCORPSOUTH	PARKS & REC	PARK SUPPLIES	35.28	715550	FISHING RODEO SUPPLIES
3323	BANCORPSOUTH	PARKS & REC	PARK SUPPLIES	95.52	715550	FISHING RODEO SUPPLIES
3323	BANCORPSOUTH	PARKS & REC	PARK SUPPLIES	13.90	715550	SUPPLIES FOR FEILD DAY FRIDAYS AND FAMILY NIGHTS
3323	BANCORPSOUTH	PARKS & REC	PARK SUPPLIES	195.94	715550	FEILD DAY FRIDAY AND FAMILY NIGHTS
3323	BANCORPSOUTH	PARKS & REC	PARK SUPPLIES	297.44	715550	TENNIS COURT CRANK
3323	BANCORPSOUTH	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	425.00	715550	PRINTER INK
3323	BANCORPSOUTH	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	27.47	715550	WEBCAM
3323	BANCORPSOUTH	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	342.56	715550	OFFICE SUPPLIES
5806	NEWELL PAPER COMPANY	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	3,412.00	715599	COPIER PAPER
926	THE HOME DEPOT	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	69.29	715614	TRASH CANS FOR CITY HALL
1178	MAGNOLIA ELECTRICAL	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	221.31	715589	LIGHTS FOR SUB STATION
1831	SOUTHAVEN SUPPLY	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	7.88	715609	KEY FOR CITY HALL
4908	UPCHURCH SERVICES	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	735.50	715622	SERVICE CALL TO CITY HALL BATHROOMS
4908	UPCHURCH SERVICES	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	486.75	715622	SERVICE CALL TO CITY HALL ON 6/7/22
5263	AFFORDABLE PEST	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	450.00	715542	PEST CONTROL FOR CITY BUILDING
1113	LAWRENCE PRINTING CO	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	258.69	715587	MINUTE BOOK
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	91.80	715557	CONTRACT 900-0280061-000
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	300.00	715557	COPIER LEASE AGREEMENT CONTRACT # 900-0266083- 000
3323	BANCORPSOUTH	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	250.32	715550	DEPOSIT STAMPS
3323	BANCORPSOUTH	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	10.98	715550	DEPOSIT STAMP
5840	F. O. GIVENS	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	560.00	715574	ACCOUNTING SERVICES 3/31- 5/18
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	117.13	715570	CONTRACT #DX3322-01
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	122.94	715570	COPIER LEASE AGREEMENT CONTRACT #DX55897-01
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	63.23	715570	CONTRACT DX33329-01
6391	DATAPATH ADMINISTR	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	161.00	715562	ACTIVE LIVES MAY 2022
5570	KYLE SHELTON	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	150.00	715583	7190 DUNBARTON
5570	KYLE SHELTON	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	180.00	715583	2995 VALLEYBROOK
5570	KYLE SHELTON	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	150.00	715583	5835 SHANNON
5570	KYLE SHELTON	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	120.00	715583	7033 TUDOR
6566	RICKEY LEE SANDERS	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	125.00	715607	5671 CHAPEL HILL 06-01-2022
6566	RICKEY LEE SANDERS	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	325.00	715607	6340 YORKSHIRE 06-01-2022
6566	RICKEY LEE SANDERS	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	125.00	715607	6340 YORKSHIRE
6566	RICKEY LEE SANDERS	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	125.00	715607	5681 CAROLINE
2555	MSDEVELOPMENT AUTHOR	ADMINISTRATIVE EXPENSE	NWRS LOAN PAYMENT	1,742.04	715598	GMS 50624

3323	BANCORPSOUTH	ADMINISTRATIVE EXPENSE	POSTAGE	18.50	715550	POSTAGE FOR OVERNIGHT DELIVERY
3323	BANCORPSOUTH	ADMINISTRATIVE EXPENSE	POSTAGE	39.95	715550	POSTAGE
3323	BANCORPSOUTH	ADMINISTRATIVE EXPENSE	POSTAGE	31.25	715550	POSTAGE
5517	QUADIENT FINANCE	ADMINISTRATIVE EXPENSE	POSTAGE	501.00	715605	POSTAGE
5801	LIPSCOMB & PITTS INS	ADMINISTRATIVE EXPENSE	INSURANCE PREMIUMS	36,663.00	715588	Q4 FINAL PAYMENT GENERAL LIABILITY
5801	LIPSCOMB & PITTS INS	ADMINISTRATIVE EXPENSE	INSURANCE PREMIUMS	51,740.00	715588	Q4 FINAL PAYMENT AUTO
5801	LIPSCOMB & PITTS INS	ADMINISTRATIVE EXPENSE	INSURANCE PREMIUMS	14,836.00	715588	Q4 FINAL PAYMENT PROPERTY
5801	LIPSCOMB & PITTS INS	ADMINISTRATIVE EXPENSE	INSURANCE PREMIUMS	4,160.00	715588	Q4 FINAL PAYMENT UMBRELLA
745	G & C SUPPLY CO INC	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	1,663.20	715576	NO PARKING SIGNS & POST AND MATERIALS TO PUT UP
1254	MEMPHIS STONE & GRAV	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	142.04	715593	WASHED SAND
5189	WASTE CONNECTIONS TN	ADMINISTRATIVE EXPENSE	SANITATION CONTRACT EXPENSE	94,679.58	715664	MAY REFUSE
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	29.98	715550	WEBCAM
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	14.94	715550	PHOTO FRAME N DEAN MEET AND GREET
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	23.00	715550	REFERSHMENTS N DEAN MEET AND GREET
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	251.98	715550	CAKE FOR N DEAN MEET AND GREET
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	25.00	715550	SOUTHAVAN CHAMBER LUNCHEON J ROBINSON
9999	MELANIE GREENSLADE	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	22.86	715647	UTILITY REFUND 01-0115200
9999	GLYNN SINGLETON	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	22.86	715638	UTILITY REFUND 01-0265300
9999	TIMOTHY SIPES	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	75.78	715661	UTILITY REFUND 01-0290800
9999	SARAH KIRCHHOFF	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	31.56	715658	UTILITY REFUND 02-0118100
9999	BRIDGETT WILSON	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	75.78	715627	UTILITY REFUND 03-0102100
9999	PAC RES SPE IV LLC	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	75.78	715651	UTILITY REFUND 04-0094600
9999	ROBIN LEA WARREN	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	22.86	715655	UTILITY REFUND 04-0339300
9999	LARA H BOYER	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	50.78	715644	UTILITY REFUND 06-008400
9999	AMBER P COYLE	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	80.56	715624	UTILITY REFUND 07-0037300
9999	RONALD PICCOLO	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	75.78	715656	UTILITY REFUND 07-0196300
9999	JUDITH A CAMPBELL	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	75.78	715642	UTILITY REFUND 09-0009500
9999	KELLY RENEE WILLIAMS	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	50.78	715643	UTILITY REFUND 09-0128400
9999	RANDAL GREENSLADE	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	15.30	715652	UTILITY REFUND 13-0108200
9999	MELANIE L GREENSLADE	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	28.14	715648	UTILITY REFUND 14-0420200
9999	MONICA P WILLIAMS	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	75.78	715650	UTILITY REFUND 16-0029500
9999	JAMES ABLES	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	24.22	715641	UTILITY REFUND 21-2160000
9999	ALEXANDER SMITH	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	75.78	715623	UTILITY REFUND 21-3600300
9999	MICHAEL HAINES	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	38.00	715649	UTILITY REFUND 21-5044100

9999	FRONT PORCH INVESTME	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	31.56	715636	UTILITY REFUND 21-6240200
9999	EZEKIEL AGANS	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	31.56	715634	UTILITY REFUND 22-0800200
9999	MELANIE GREENSLADE	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	37.98	715646	UTILITY REFUND 22-1240200
9999	WILLIAM HARDY	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	21.00	715663	UTILITY REFUND 23-0062200
9999	VERNON E AVEN	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	5.78	715662	UTILITY REFUND 25-0067200
9999	FELIX STRICKLAND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	27.14	715635	UTILITY REFUND 25-0126200
9999	JAKEVIN FARMER	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	75.78	715640	UTILITY REFUND 25-0137300
9999	DONNA ASBELL	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	120.00	715633	UTILITY REFUND 25-0303200
9999	RICKEY D LAUDERDALE	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	75.78	715653	UTILITY REFUND 26-0330500
9999	CHRISTOPHER USELTON	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	55.00	715630	UTILITY REFUND 31-0073000
9999	CALVIN JOINER	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	38.00	715628	UTILITY REFUND 33-0086200
9999	IVONNE AMARO	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	19.30	715639	UTILITY REFUND 34-0031000
9999	DENZEL GIBSON	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	38.00	715632	UTILITY REFUND 51-2019600
9999	CHANDEL BELL	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	38.00	715629	UTILITY REFUND 51-2035700
9999	TAMBRE QUALHEIM	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	38.00	715659	UTILITY REFUND 56-0007400
9999	CODY HAYNES	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	28.00	715631	UTILITY REFUND 56-0470300
9999	ROBERT HARRELL	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	38.00	715654	UTILITY REFUND 57-1000300
9999	ANGELA GLADNESS	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	55.00	715626	UTILITY REFUND 57-8112200
9999	MARY HAYS	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	65.00	715645	UTILITY REFUND 98-0012400
9999	GIESELLE VAN PUTTEN	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	65.00	715637	UTILITY REFUND 98-0018000
9999	ANGELA BECKHAM	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	65.00	715625	UTILITY REFUND 98-0045400
9999	TIMOTHY BROWN	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	65.00	715660	UTILITY REFUND 98-0059100
9999	ROSSE PERAZA	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	65.00	715657	UTILITY REFUND 99-0118600
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	1,000.00	715568	5959 TUCKER LANDING
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	1,000.00	715568	5909 TUCKER LANDING
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	1,000.00	715568	5787 TUCKER LANDING
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	1,000.00	715568	5893 TUCKER LANDING
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	1,000.00	715568	5925 TUCKER LANDING
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	1,000.00	715568	5941 TUCKER LANDING
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	1,000.00	715568	5803 TUCKER LANDING
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	1,000.00	715568	5662 TUCKER LANDING
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	1,000.00	715568	5680 TUCKER LANDING
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	1,000.00	715568	5698 TUCKER LANDING
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	1,000.00	715568	5959 TUCKER LANDING
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	1,000.00	715568	5909 TUCKER LANDING

544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	1,000.00	715568	5787 TUCKER LANDING
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	1,000.00	715568	5893 TUCKER LANDING
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	1,000.00	715568	5925 TUCKER LANDING
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	1,000.00	715568	5941 TUCKER LANDING
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	1,000.00	715568	5803 TUCKER LANDING
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	1,000.00	715568	5662 TUCKER LANDING
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	1,000.00	715568	5680 TUCKER LANDING
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	1,000.00	715568	5698 TUCKER LANDING
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	500.00	715568	7744 EMELINE DRIVE
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	500.00	715568	6530 CARMEL POINTE
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	500.00	715568	6512 CARMEL POINTE
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	500.00	715568	6568 CARMEL POINT
5801	LIPSCOMB & PITTS INS	UTILITY SYSTEM	WORKMAN'S COMP INSUR	6,602.58	715588	Q4 FINAL PAYMENT WORKER'S COMP
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MATERIALS	1,076.35	715594	MATERIALS FOR UT MATERIALS FOR LIFT STATIONS
1812	SOUTHERN PIPE & SUPP	UTILITY SYSTEM	MATERIALS	79.18	715610	MATERIALS TO REPAIR 7801 HOLLY RIDGE DRIVE
1812	SOUTHERN PIPE & SUPP	UTILITY SYSTEM	MATERIALS	46.96	715610	
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	19.98	715609	ADAPTERS FOR UT
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	37.45	715609	MATERIALS FOR UT
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	4.59	715609	PVC FOR UT
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	38.13	715609	MATERIALS FOR UT
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	61.63	715609	MATERIALS FOR UT
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	9.98	715609	MATERIALS FOR UT
5006	BRENNTAG MIDSOUTH	UTILITY SYSTEM	MATERIALS VEHICLE	1,425.35	715553	CHEMICALS FOR HURT RD WATER PL
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	MAINTENANCE VEHICLE	160.57	715602	BRAKES FOR UT 9939
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	MAINTENANCE VEHICLE	31.57	715602	OIL AND FILTER FOR UT 893 TAG DESOTO CO TAX COLLECTOR
3323	BANCORPSOUTH	UTILITY SYSTEM	MAINTENANCE VEHICLE	10.00	715550	DIMMER SWITCH FOR UT 4006
3502	AUTO ZONE	UTILITY SYSTEM	MAINTENANCE VEHICLE	9.30	715549	
6257	LANDERS SOUTH	UTILITY SYSTEM	MAINTENANCE	64.72	715585	CABLE FOR 2351 UT
424	CORNERSTONE LABORATO	UTILITY SYSTEM	BUILDING & EQUIP MAINT	100.00	715559	IRON AND MANGANESE ANALYSIS FOR NAIL ROAD
1945	THOMPSON MACHINERY	UTILITY SYSTEM	BUILDING & EQUIP MAINT	323.92	715615	SERVICE CALL ON BATTERY AT GOODMAN ROAD WP
6175	UNIFIRST CORPORATION	UTILITY SYSTEM	UNIFORMS	71.36	715621	UNIFORMS FOR UT AND ST
2374	TANK PRO INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	7,711.00	715613	TANK CLEANING INSIDE AND OUT
2374	TANK PRO INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	5,654.00	715613	TANK CLEANING INSIDE AND OUT
2374	TANK PRO INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	5,617.00	715613	TANK CLEANING INSIDE AND OUT
2374	TANK PRO INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	13,639.00	715613	TANK CLEANING INSIDE AND OUT
6121	HIGH TIDE TECHNOLOGI	UTILITY SYSTEM	PROFESSIONAL SERVICES	600.00	715579	ANNUAL COMMUNICATIONS FOR HIGHTIDE
2555	MSDEVELOPMENT AUTHOR	UTILITY SYSTEM	CAP LOAN	1,858.36	715598	GMS 50709
2555	MSDEVELOPMENT AUTHOR	UTILITY SYSTEM	CAP LOAN	3,260.51	715598	GMS 50479
2555	MSDEVELOPMENT AUTHOR	UTILITY SYSTEM	CAP LOAN	2,409.72	715598	GMS 50399

6441	UHC LIFE INS PREM	POOLED CASH RENASANT BANK	HEALTH INS	2,147.17	715533	Payroll Run 1 - Warrant 060222
1702	FLEETCOR TECHNOLOGIE	PLANNING	FUEL & OIL	94.72	715530	FUEL FOR UT, ST, AND PLANNING
6607	ANDREW HOCKENSMITH	PLANNING	PROFESSIONAL SERVICES	360.00	715518	CONTRACT WORK 5/22/2022 - 5/28/2022
6607	ANDREW HOCKENSMITH	PLANNING	PROFESSIONAL SERVICES	420.00	715518	CONTRACT WORK 5/29/2022- 6/4/2022
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	4,508.69	715539	FUEL WK 05/30 TO 6/5
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	3,846.75	715538	FUEL WEEK 06-06 TO 06-12
1356	ATMOS ENERGY	FIRE & EMS	UTILITIES	225.35	715520	6363 HIGHWAY 301
2095	WALLS WATER ASSOCIAT	FIRE & EMS STREET	UTILITIES	70.90	715525	FIRE STATION 3
1702	FLEETCOR TECHNOLOGIE	DEPARTMENT STREET	FUEL & OIL	726.70	715516	FUEL FOR UT AND ST
1702	FLEETCOR TECHNOLOGIE	DEPARTMENT STREET	FUEL & OIL	858.20	715530	FUEL FOR UT, ST, AND PLANNING
1702	FLEETCOR TECHNOLOGIE	DEPARTMENT STREET	FUEL & OIL	1,016.76	715537	FUEL FOR UT AND ST
651	ENTERGY	DEPARTMENT STREET	STREETS/TRAFFIC LIGHTING	93.10	715512	HWY 302 @TULANE ROAD
651	ENTERGY	DEPARTMENT STREET	STREETS/TRAFFIC LIGHTING	149.95	715534	1007 GOODMAN ROAD W
651	ENTERGY	DEPARTMENT STREET	STREETS/TRAFFIC LIGHTING	29.93	715534	1025 HIGHWAY 302
651	ENTERGY	DEPARTMENT	LIGHTING	19,611.65	715534	STREET LIGHTS
1702	FLEETCOR TECHNOLOGIE	ANIMAL CONTROL	FUEL & OIL	78.82	715528	FUEL FOR ANIMAL CONTROL
1702	FLEETCOR TECHNOLOGIE	ANIMAL CONTROL	FUEL & OIL	90.50	715536	FUEL FOR ANIMAL CONTROL
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	128.62	715515	FUEL 5/23/2022 - 5/29/2022
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	143.87	715529	FUEL FOR PARKS AND REC
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	75.71	715535	FUEL FOR PARKS AND REC
651	ENTERGY	PARKS & REC	UTILITIES	117.14	715512	3500 LAUREL CV T BURMAN HOBBS PARK
651	ENTERGY	PARKS & REC	UTILITIES	46.69	715534	FLOOD LIGHTS CHOCTAW PARK
651	ENTERGY	PARKS & REC	UTILITIES	156.01	715534	FLOODS FAIRFIELD MEADOW PARK
651	ENTERGY	PARKS & REC PARK	UTILITIES	140.75	715534	HOLLY HILLS PARK CHAPEL HILL
590	DIZZY DEAN BASEBALL	TOURNAMENTS	SANCTIONING FEES	100.00	715526	2022 ALL STAR TEAM
2335	STAPLES	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	17.72	715524	OFFICE SUPPLIES
2335	STAPLES	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	52.46	715524	OFFICE SUPPLIES
6626	ODP BUSINESS SOLUTIO	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	19.99	715540	LASER POINTER
6626	ODP BUSINESS SOLUTIO	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	97.50	715540	OFFICE SUPPLIES
6626	ODP BUSINESS SOLUTIO	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	10.78	715540	KEY RINGS
6626	ODP BUSINESS SOLUTIO	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	7.98	715540	CALCULATOR RIBBON
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	86.73	715513	CONTRACT #900-0233526-000 COPIER LEASE AGREEMENT
6632	ACLU OF MISSISSIPPI	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	73,090.00	715511	ATTORNEYS' FEES CASE 3:21- CV-00231-MPM-RP
5472	SOUTHERN TELECOM	ADMINISTRATIVE EXPENSE	TELEPHONE EXPENSE	998.63	715523	JUNE BILLING
6521	C SPIRE	ADMINISTRATIVE EXPENSE	TELEPHONE EXPENSE	289.50	715527	INTERNET SERVICES
1356	ATMOS ENERGY	ADMINISTRATIVE EXPENSE	UTILITIES	3,381.08	715521	3101 GOODMAN ROAD W
6634	DEBORAH A STORLEY	ECONOMIC DEVELOPMENT	PROMOTIONS	85.60	715509	SHIRTS FOR ALDERMAN
704	FIRST SECURITY BANK	DEBT SERVICE EXP	4.5 M STREET BOND	325,029.38	715514	SERIES 2011 3,395,000 BOND

2019 CONSTRUCTION						
1385	TRUSTMARK NATIONAL B	DEBT SERVICE EXP	PROJECT BOND	2,250.00	715531	MDB SOB SERIES 2019 FEE
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	726.70	715516	FUEL FOR UT AND ST
						FUEL FOR UT, ST, AND
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	858.21	715530	PLANNING
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	1,016.77	715537	FUEL FOR UT AND ST
			PROFESSIONAL			HL MS W&S SYS REV REF BDS
844	HANCOCK BANK CORPTRU	UTILITY SYSTEM	SERVICES	650.00	715510	2015
			TELEPHONE &			
5472	SOUTHERN TELECOM	UTILITY SYSTEM	POSTAGE	189.37	715523	JUNE BILLING
379	COAHOMA ELECTRIC POW	UTILITY SYSTEM	UTILITIES	61.30	715522	LAKE FOREST DR WEST
379	COAHOMA ELECTRIC POW	UTILITY SYSTEM	UTILITIES	39.89	715522	HICKORY CREST
651	ENTERGY	UTILITY SYSTEM	UTILITIES	1,994.58	715512	NAIL ROAD
651	ENTERGY	UTILITY SYSTEM	UTILITIES	25.89	715519	LAKE FORESR SUBD
944	HORN LAKE WATER ASSO	UTILITY SYSTEM	UTILITIES	292.41	715517	6400 E CENTER STREET
944	HORN LAKE WATER ASSO	UTILITY SYSTEM	UTILITIES	13.58	715517	IRRIG WINDCHASE DR
				861,756.18		

Order #06-13-22

Approval of Claims Docket

Be It Ordered:

By the Mayor and Board of Aldermen to approve the Claims Docket as presented, provided funds are budgeted and available, finding that the expenditures are to objects authorized by law.

Said motion was made by Alderman Guice and seconded by Alderman Young.

A roll call vote was taken with the following results:

Ayes: Alderman Klein, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, Alderman DuPree, and Alderman Young.

Nays: None.

Absent: None.

So ordered this 21st day of June, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

** Ms. Rebecca Treadway from Arc of Northwest MS spoke on behalf of the organization, expanding on the services and ethos of the program stating that funds were needed to hire another full time employee and further their efforts to reach and service more citizens in the community. They are requesting \$10,000.00 to help reach these goals. No action was taken at this time, with the funding request to be considered during the FY23 budget discussions.

**At this time, the Mayor opened the public hearing on the properties alleged to be in need of cleaning. No one appeared to speak or offer evidence to dispute the need for cleaning as provided by City Code Enforcement. The hearing was declared closed.

Resolution 06-02-22

RESOLUTION FOR CLEANING PRIVATE PROPERTY

3480 Shadow Oaks
Parcel 1087060500000100

3500 Carroll
Parcel 1087360200000600

6455 Knight Cove

WHEREAS, the governing authorities of the City of Horn Lake have received complaints regarding the following properties:

To the effect that said properties have been neglected to the point that weeds and grass are overgrown and there may exist other significant code and hazardous issues on the properties and that the properties in their present condition are a menace to the public health, safety and welfare of the community; and

WHEREAS, pursuant to Section 21-19-11 of the Mississippi Code of 1972 Annotated, as Amended, the municipal authorities have attempted notifying the property owner of the condition of the property, giving at least two (2) weeks' notice before the date of the public hearing, by mailing the notice to the address of the subject property and to the address where the ad valorem tax notice for such property is sent by the office charged with collecting the ad valorem tax; and on the property or parcel of land alleged to be in need of cleaning, giving notice of a hearing, by the Mayor and Board of Aldermen at their regular meeting on **Tuesday, June 21, 2022 beginning at 6:00 p.m.; and**

WHEREAS, pursuant to Section 21-19-11 of the Mississippi Code of 1972 Annotated, as Amended by HB 1281 of the 2010 regular session, a copy of the notice form, that was mailed and posted on the property or parcel is set out below to be included in the minutes of the governing authority in conjunction with this hearing;

Date

To:

The enclosed Notice of Hearing is given to you, as owner of the property located at, **property address** pursuant to Section 21-19-11 of the Mississippi Code. The public hearing will be held for the governing authority to determine if the above described property is in need of cleaning. **The public hearing on this property will be held on June 21, 2022 beginning at 6:00 p.m., at City Hall, 3101 Goodman Road, Horn Lake, Mississippi 38637.**

If pursuant to the public hearing the above described property is found to be in need of cleaning and it is authorized by the governing authority, the city will mow the grass and/or clean this property and make any other necessary repairs to bring this property into compliance with codes and ordinances adopted by the city.

If the property is cleaned by the city, the actual cost of cleaning the property, a penalty as set by the governing authority (up to the maximum of \$1,500.00), and any administrative and legal costs incurred by the city will be recorded as a tax lien against the property with the Desoto County Tax Collector's Office.

You are further advised should the Board of Aldermen, pursuant to this hearing, determine that this property is in need of cleaning and adjudicate such on its minutes, that will authorize the city to reenter this property or parcel of land for a period of one (1) year after the hearing, without any further hearing, if notice is posted on the property or parcel of land and at city hall or another place in the city where such notices are generally posted at least seven (7) days before the property or parcel of land is reentered for cleaning.

I declare that the notice with this acknowledgement was mailed and/or posted on the property on or before June 7, 2022.

Code Enforcement Division
662-393-6174

WHEREAS, the Mayor and Board of Aldermen on said date conducted a hearing to determine whether or not said parcels of land in their present condition were a menace to the public health, safety and welfare of the community. The property owner did not appear at said hearing, nor was any defense presented on their behalf.

THEREFORE, BE IT RESOLVED AND ADJUDICATED by the Mayor and Board of Aldermen of the City of Horn Lake that the said parcels of land located at said properties in the City of Horn Lake in their present condition are a menace to the public health, safety and welfare of the community and if said land owners do not do so themselves the City of Horn Lake with the use of municipal employees or contract services will immediately proceed to clean the land, cutting weeds, removing rubbish, other debris and make any other necessary repairs. All actual costs, plus penalties, administrative and legal costs will become an assessment and be filed as a tax lien against the property.

Following the reading of the Resolution it was introduced by Alderman Bostick . And seconded by Alderman Bledsoe for adoption and the Mayor put said Resolution to a Roll Call Vote with the following results, to wit:

ALDERMAN KLEIN

AYE

ALDERMAN GUICE	AYE
ALDERMAN BLEDSOE	AYE
ALDERMAN BOSTICK	AYE
ALDERMAN YOUNG	AYE
ALDERMAN JOHNSON	AYE
ALDERMAN DUPREE	AYE

The resolution having received the proper vote of all Aldermen present was declared to be carried and adopted on the 21 Day of June, 2022.

ALLEN LATIMER, MAYOR

ATTEST:

Seal

**Item VI-B discussion was postponed until the July 5, 2022 meeting to ascertain the County's position on the matter.

**At this time the Mayor called on Mr. Chad Bahr, Planning Director to discuss updating the Horn Lake Comprehensive plan. Orion Planning Group submitted a very thorough proposal and Mr. Bahr explained the importance of the update for continued growth.

Order #06-14-22

Order to contract with Orion Planning

Be It Ordered:

By the Mayor and Board of Aldermen to accept the proposal from and to contract with Orion Planning + Design to update the Horn Lake Comprehensive Plan at a cost not to exceed \$164,000.00, to be paid in half out of the 901 Administrative expenses and to be paid in half with hotel/motel tax proceeds, finding that a new comprehensive plan will be utilized, in part, as an economic development aid in promoting the community and recruiting new business and industry, and thus will promote the attributes of the city and/or promote the city's tourism and economic development.

Said motion was made by Alderman Bostick and seconded by Alderman Klein.

A roll call vote was taken with the following results:

Ayes: Alderman Klein, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, Alderman DuPree, and Alderman Young.

Nays: None.

Absent: None.

So ordered this 21st day of June, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

COMPENSATION

The project will be compensated based on standard practices of Horn Lake. The schedule below includes all services and travel. Printed materials and maps are proposed to be reimbursed at cost of production.

TOTAL COSTS BY PHASE	
Phase 1 - Discovery and Start-up	\$51,900
Phase 2 - Direction and Concept Plan Development (2 options)	\$57,600
Phase 3 - Plan Creation	\$36,400
Phase 4 - Implementation and Adoption	\$ 17,800
Total Costs	\$163,700

PROPOSED SCOPE OF SERVICES

The following scope is based on our understanding of the project, our approach, and guiding conversations regarding Horn Lake's needs for updated planning that is inspired yet practically achievable.

HORN LAKE COMPREHENSIVE PLAN SCOPE OF SERVICES	
PART 1: DISCOVERY AND START-UP	
Part 1 focuses on organization and information collection. If not already established, the Advisory Group may be created during this time and the plan brand introduced. The Orion team will also work with Staff to identify key stakeholders that should be engaged during the project and begin outreach to these individuals and groups as soon as possible.	
Task 1.1 - Establish Project Infrastructure	
a.	Generate plan branding and project title (e.g., Envision Horn Lake 2040). Existing Horn Lake branding will be used as a baseline.
b.	Create project website and engagement plan.
c.	Advisory Group polling on initial priorities, perceptions and project direction.
d.	Establish plan templates. Layout and overall document design options will be presented and a basic template chosen.
*	MILESTONE 1 - On site team Discovery orientation, introductory Advisory Group meeting to review the project, proposed schedule, results of initial committee polling and overall project sequencing, initial public engagement meeting
⇒	DELIVERABLES - Project branding, project calling cards, project website, document template
Task 1.2 - Existing Plans and Studies Overview	
a.	An inventory and overview of all existing and applicable plans and studies will be conducted to identify and leverage previous research and planning and strategically focus current planning. (e.g. Gulf Coast Business Councils TIPS Strategies). Strategic attention will be given to the unique aspects of Horn Lake's community governance organizations and structures.
b.	Develop summary of findings and conclusions.
c.	Develop and propose interim policies for critical areas needed to ensure planning options until the conclusion of the planning process (i.e. interim overlay district, targeted moratorium, etc.)
Task 1.3 Existing Development Conditions Baseline Analysis	
a.	Land use and build-out analysis - The land use and build-out analysis will establish the existing land use and development patterns in the city. Vacant Land will be identified by current zoning and capacity for future development will be forecast.
b.	Market and economic analysis - The Horn Lake market and economy will be studied with emphasis on housing, current and future employment opportunity, retail market assessment, role in the region and forecast of future conditions.
c.	Demographic trends analysis - Demographic characteristics and trends will be studied to forecast likely changes future growth trends and prospects.
d.	Mobility assessment - Horn Lake's mobility systems (vehicular and non-vehicular) will be assessed to identify opportunities for connectivity, expansion or retrofit for place making.

HORN LAKE COMPREHENSIVE PLAN SCOPE OF SERVICES

- e. Natural environment assessment - Natural environmental features will be assessed for current and future impact on development patterns, healthy functioning, and opportunity for rest and recreation.
 - f. Community facilities - Horn Lake community facilities will be inventoried and assessed in the context of the city's overall development conditions.
 - g. Report Synthesis - The above analysis will be synthesized into a single summary report (powerpoint format) which shall form the basis of the next phases of the project.
- ⇒ DELIVERABLES - Baseline Summary Report (ppt.) including findings and conclusions of the analysis of the components listed and a complete suite of mapping.

PART 2: DIRECTION - VISIONING AND CONCEPT PLAN DEVELOPMENT

Part 2 of the planning process will provide a significant opportunity for meaningful, hands-on involvement in creating the major conceptual plan components. The result of Phase 2 will be a working draft of goals, priorities, and policies as well as a concept plan that outlines future growth areas and types as well as future land use and general mobility infrastructure locations. Under the direction of staff and the Advisory Group, the Orion team will design the public engagement process from one of the two options below:

- a. Option 1 - Planning Week - This on-site work session involves the presence of the planning team for approximately 4.5 days for intensive on-site community engagement and concept plan creation. The option requires strong teamwork between the city and the planning team. Typically, the city will provide the logistical arrangements, advertise the event, recruit participants and schedule the public events. The planning team will facilitate all workshops and interviews. Special effort will be made to make the meetings broadly inclusive.
- b. Option 2 - Neighborhood or area meeting series - In option 2, a series of three neighborhood or area meetings will be conducted to review the baseline report and to engage participants in hands-on planning of Horn Lake. At the conclusion of the meeting series, results will be aggregated and reported back to the Advisory Group.

* MILESTONE 2 - Opening public engagement meeting, Advisory Group meeting, closing public engagement meeting.

⇒ DELIVERABLES - Vision, Goals and Concept Plan

PART 3: DESIGN - PLAN CREATION

Part 3 involves the creation of the detailed comprehensive plan based on all previous steps of the process.

- a. Completion of draft plan - A draft plan to include community vision and planning principles, future land use and place types, and future mobility will be created incorporating and addressing project objectives.
- b. Review and Edits - Once submitted, the plan will be reviewed by staff and "red lined" for edits and adjustments. Edits will be returned to the team in a single red lined PDF.

* MILESTONE 3 - Advisory Group meeting to present the draft plan.

⇒ DELIVERABLES - Draft Plan

PART 4: IMPLEMENTATION AND ADOPTION

Part 4 consists of creating the implementation component of the plan and the plan's adoption.

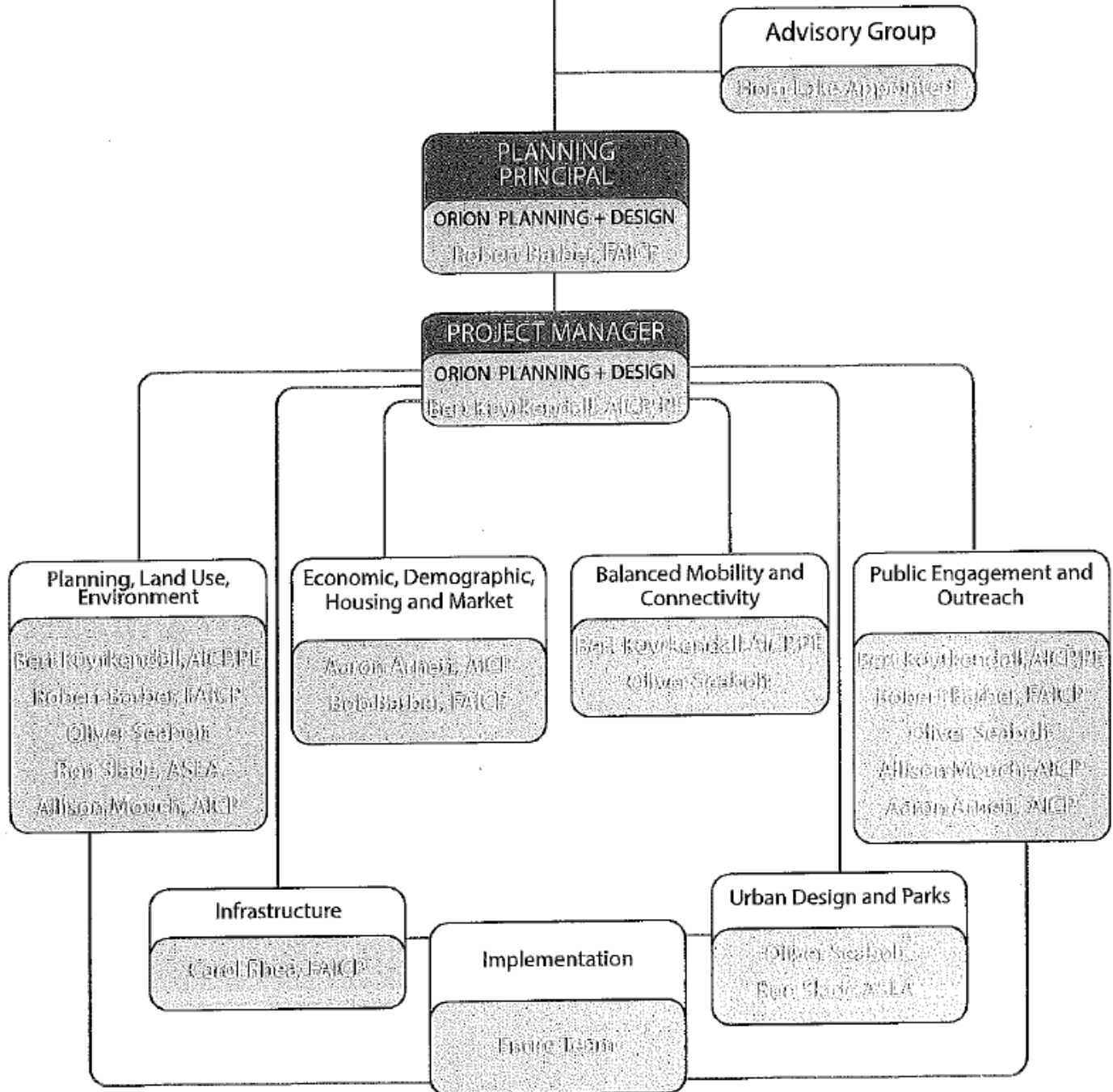
**HORN LAKE COMPREHENSIVE PLAN
SCOPE OF SERVICES**

a. Implementation strategies - Detailed strategies will be created that address how the plan is to be implemented. Provisions will include recommendations on policy with emphasis on recommended zoning amendments, catalytic projects, and best practices in the development process. Performance metrics will also be included.
b. Public comment, final review and edits - The plan will be reviewed to incorporate final edits. Edits will be returned to the team in a single red lined PDF.
⇒ DELIVERABLES - Final Plan
a. Presentation to Planning Commission
b. Presentation to City Council

HORN LAKE ROLE	
Full Partner	Horn Lake will be a full partner on the planning team. This means that the consulting team will communicate frequently with staff for information and guidance as the project proceeds.
Provision of Data	Horn Lake will provide GIS (.shp format) files to the parcel level along with all other applicable mapping files.
Logistics and Promotion	Horn Lake will provide meeting scheduling, logistics and advertising for Advisory Group meetings, public engagement meetings and team work space. Meeting spaces will require a reliable high speed Internet connection.
Prior Studies	Horn Lake will scan all previous studies into a PDF format for summary and reference purposes.
Timely Review	Horn Lake will provide timely review with the goal of maintaining the project schedule. However, the consulting team recognizes that unforeseen delays may occur, in which case the city and the team will propose an alternate schedule.

PROJECT TEAM

HORN LAKE



SPECIFICATIONS, QUALITY, AND INNOVATION

Specific considerations of technical specifications, our assumptions of Horn Lake's role in the process and quality assurance process are listed in the following table.

SPECIFICATIONS	
Mapping	All mapping will be completed using ArcGIS software and will primarily incorporate GIS data from the city as well as from other respected sources as needed and available. All data developed by the consultants will be provided in a mutually agreed upon format and media at the completion of the project.
Documents	All documents will be generated in MS Word or Adobe InDesign and shared as PDFs during the creation of the plan. At the end of the planning process, the adopted plan, graphics, and materials will be transmitted to the City in their native format and PDF via the shared Dropbox.

QUALITY ASSURANCE
<p>Quality assurance and quality control is fully integrated into the plan development process. This is a critical component when working with multiple teams and phases, varied deliverables, and review time lines.</p> <p>To ensure the Horn Lake plan meets the highest standards, the following quality control protocols will be used:</p> <ul style="list-style-type: none">• Multiple iterations of grammar and spell check programs from MS Word, Grammarly, and the Chicago Manual of Style.• Highlighting of cross-references in draft materials to be proofed at the conclusion ensuring all references are up-to-date and accurate and all web links function.• MS Word's Review feature and Acrobat commenting features will be used to track changes and comments between versions of documents.• Drafts of deliverables are cataloged and saved until the project is complete to meet public records retention requirements and to allow the ability for re-review if needed. After internal editing procedures, draft documents are shared with Staff and the Advisory Group for review and editing prior to release to the public.• Use of an editor's or style sheet listing text and numbering conventions to guide proofing.• All illustrations are proofed for accuracy.

INNOVATION
<p>Our team is composed of leaders in innovative planning methods in order to produce very high value products in constrained resource environments. Our methods include use of the most current design, rendering and interactive mapping technologies. Other tools used include drone reconnaissance, web-based interactivity, and web-based publishing.</p>

PROJECTED SCHEDULE AND AVAILABILITY

The plan is projected to be developed over a 12 month period of time as indicated in below. The project team anticipates full availability by August of 2022.

	MONTH											
	1	2	3	4	5	6	7	8	9	10	11	12
PHASE 1 - PROJECT START-UP AND DISCOVERY												
Task 1.1 a. Generate plan branding												
Task 1.1 b. Create project web site												
Task 1.1 c. Create project cards												
Task 1.1 d. Polling of Advisory Group												
Task 1.1 e. Document templates												
* MILESTONE 1	*											
Task 1.2 Existing plans review												
Task 1.3 a. Land analysis												
Task 1.3 b. Market and economic analysis												
Task 1.3 c. Demographic trends												
Task 1.3 d. Mobility assessment												
Task 1.3 e. Natural environment												
Task 1.3 f. Community facilities assessment												
Task 1.4 g. Report synthesis												
PHASE 2 DIRECTION - ENGAGEMENT, VISIONING AND CONCEPT												
Option 1 - 4.5 Planning Week												
Option 2 - 3 Neighborhood Meetings												
* MILESTONE 2					*							
PHASE 3 DESIGN - PLAN CREATION												
a. Completion of draft plan												
b. Review and edits												
* MILESTONE 3									*			
PHASE 4 - IMPLEMENTATION												
a. Implementation strategies												
b. Final review and edit												
c. Presentation to Planning Commission												
d. Presentation to City Council												
Note: Schedule is projected and may be adjusted as mutually agreed based adjusted scope, meeting delays, or on unforeseen circumstances.												

Order #06-15-22

Order to approve postage meter purchase

Be It Ordered:

By the Mayor and Board of Aldermen to approve the postage meter purchase (FP PostBase Vision S3 Pkg w/sealer) and agreement with XMC Technologies for a purchase price of \$3,355.00 and postage meter rental of \$38.00 per month at a term of 36 months, being the lowest and best bid received.

Said motion was made by Alderman Johnson and seconded by Alderman DuPree.

A roll call vote was taken with the following results:

Ayes: Alderman Klein, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, Alderman DuPree, and Alderman Young.

Nays: None.

Absent: None.

So ordered this 21st day of June, 2022.

Mayor

Attest:

CAO/City Clerk
Seal



SALES ORDER

Sales Order No: S0242957

Date: 6/7/22

Account No: C075

Order Type: Equip Sold

7585 AE Beaty
 Suite 101 Bartlett, TN 38133
 P: 888.814.3114

THIS IS NOT A BILL

Bill To: City of Horn Lake
 3101 Goodman W, Suite A
 HORN LAKE, MS 38637
 USA

Ship To: City of Horn Lake
 3101 Goodman W, Suite A
 HORN LAKE, MS 38637
 USA

Sales Person	P.O. Number	Ship Method	Payment Terms	Date Required
Charlie Markel		XMC Delivery Truck	Net 30	6/7/22
Remarks				

Item No	Description	Serial No	Bin	Order	UM	Price	Disc	Amount
PKGPV1553*	Franco Postalia PostBase Vision 53 Pkg w/Sealer Including Attribute Package(Grey/Black Covers) Spec		Special Order Only	1.00	Each	\$3355.00	0.00	\$3,355.00

Subtotal	\$3,355.00
Discount	\$0.00
Freight	\$0.00
Sales Tax	\$0.00
Sales Order Total	\$3,355.00

XMC, Inc 7585 AE Beaty
 Suite 101 Bartlett, TN 38133 888.814.3114



FP Mailing Solutions
 140 N. Mitchell Ct, Ste 200
 Addison, IL 60101-5629
 Tel: (800) 341-6052
 www.fp-usa.com

Customer Agreement

CUSTOMER INFORMATION

Billing Address	
Customer: City of Horn Lake	
Department:	
Street: 3101 Goodman Rd. W, Ste. A	
City: Horn Lake	County: Desoto
State: MS	Zip: 38637
Tel: 662-342-3488	Fax:
E-mail: jrobinson@hornlake.org	
Contact Name: Jim Robinson	
Deliver To: <input checked="" type="checkbox"/> Dealer <input type="checkbox"/> Customer <input type="checkbox"/> Fulfilled from Dealer Inventory	
<input type="checkbox"/> Existing Customers Only: check box if Billing Address has changed.	

Shipping & Installation Address (if different than Billing)	
Customer:	
Department:	
Street:	
City:	County:
State:	Zip:
Tel:	Fax:
E-mail:	
Contact Name:	
Mailing Address: <input type="checkbox"/> Same as Billing	
<input type="checkbox"/> Existing Customers Only: check box if Shipping & Install Address has changed.	

RENTAL INFORMATION

Quantity	Item #	Item Description	Monthly Rate	Rental Billing Delivery (select one)
1	PKGPVISS3	PostBase Vision S3 PSD *	\$38.00	<input type="checkbox"/> Electronic Billing <input checked="" type="checkbox"/> Paper Billing
				Rental Billing Frequency (select one)
				<input type="checkbox"/> Annual Billing
				<input type="checkbox"/> Semi-Annual
				<input type="checkbox"/> Quarterly Billing
Term of Contract: <u>36</u> months*			Total Monthly Payment	\$38.00

Note: If a payment option is not selected, FP will default to Quarterly Paper Billing.

Terms and Conditions: By signing below, I hereby acknowledge and agree that FP's standard shipping rates and the additional terms and conditions available on the FP website at www.fp-usa.com/terms-conditions are applicable to, and incorporated by reference into, this agreement. (If you do not have access to the internet, please contact FP directly at 800.341.6052 and we will provide you with a copy for your records.) * 36 Month Initial Term will apply unless otherwise indicated above.

CUSTOMER ACCEPTANCE (please complete all fields)

Customer Acceptance of Terms		Dealer Information	
Print Name of Authorized Representative:		Selling Dealer Name: XMC Inc.	Dealer #: 8860
Tel:		Address: 1155 AE Beaty Ste. 101 - Bartlett, TN	
Tax ID:	State:	Tel: 888-814-3114 ext 1100	Fax: 901-737-8917
Authorized Signature: X		Sales Representative Name: Charlie Markel	
Date:		Service Dealer Name:	Svc. Dealer #:

DEALER & INTERNAL USE ONLY

<input type="checkbox"/> New Customer <input type="checkbox"/> Upgrade / Model Change <input type="checkbox"/> Renewal (no change of equipment) <input type="checkbox"/> Cotermious Add-On: <input type="checkbox"/> Change of Ownership Existing Account No.:	<input type="checkbox"/> Lease Company: <input type="checkbox"/> Major Account: <input type="checkbox"/> GSA / State Contract No.: Master Billing Acct. No.: Master Postage Acct. No.:	Promo Code: Package Code: <input type="checkbox"/> Price or Terms Exception Approval (Form Attached) <input type="checkbox"/> USPS® Location: (CPU Letter Attached) <input type="checkbox"/> Tax-Exempt (Certificate Attached)
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Resolution # 06-03-22

**RESOLUTION AUTHORIZING ECONOMIC INCENTIVES FOR
QUALIFIED BUSINESSES IN A PART OF THE DESOTO COMMONS PUD**

WHEREAS, on February 19, 2002, the Mayor and Board of Aldermen (“Governing Authority”) of the City of Horn Lake, Mississippi (“City”) adopted Ordinance #02-02-112, approving the DeSoto Commons PUD, comprised of 421.37 +- acres, as recorded in plat book 78, page 21 of the land records of DeSoto County, Mississippi, which PUD has been amended from time to time; and

WHEREAS, due to its location, the PUD has a high visibility in the City and the mid-south area and is conducive and established for regional commercial and industrial development; and

WHEREAS, the Governing Authority of the City desires to further promote development of the PUD to increase economic development within the City by providing economic incentives as set forth below.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Horn Lake, Mississippi as follows:

1. For the purpose of providing economic incentives to promote economic development, the Governing Authority, in its discretion, may waive the building permit fee for the construction of any building exceeding one hundred eighty thousand (180,000) square feet in the part of the DeSoto Commons PUD located east of Interstate Boulevard and south of Horn Lake Creek, and may also waive any tree mitigation permit fee associated with any such building.

2. The building permit fee waiver provided for in the preceding section shall only be for the initial construction of a new building. Any additional building or construction permits required at any time for a building including, but not limited to, any interior build-out, addition, expansion, replacement, remodel, electrical, mechanical, plumbing, accessory structure, sign, and/or fence shall not be waived. Furthermore, such waiver does not include any other required permit fees including, but not limited to, water/sewer tap fees, stormwater/land disturbance/site development fees, or wastewater system development and capacity availability assessments collected by the City and provided to the county regional utility authority.

Following the reading of the foregoing resolution, Alderman _Guice_ made the motion to adopt the Resolution and Alderman __Bledsoe_ seconded the motion for its adoption. The Mayor put the question to a roll call vote and the result was as follows:

Alderman Klein	voted:	AYE
Alderman Bledsoe	voted:	AYE
Alderman Guice	voted:	AYE
Alderman Bostick	voted:	AYE
Alderman Johnson	voted:	AYE
Alderman DuPree	voted:	AYE
Alderman Young	voted:	AYE

The motion having received the affirmative vote of a majority of all of the members of the Board present, the Mayor declared the motion carried and the Resolution adopted.

So resolved this the 21st day of June, 2022.

Mayor

Attest:

CAO/City Clerk

Seal

Order #06-16-22

Order to waive fees

Be It Ordered:

By the Mayor and Board of Aldermen to waive the building permit fees for buildings “A” and “B” proposed to be constructed by Core5 Industrial Partners in the DeSoto Commons PUD located east of Interstate Boulevard and south of Horn Lake Creek and to waive the tree mitigation permit fee associated with the two building sites.

Said motion was made by Alderman Guice and seconded by Alderman Young.

A roll call vote was taken with the following results:

Ayes: Alderman Klein, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, Alderman DuPree, and Alderman Young.

Nays: None.

Absent: None.

So ordered this 21st day of June, 2022.

Mayor

Attest:

CAO/City Clerk

Seal

Order #06-17-22

Order to reappoint municipal attorney

Be It Ordered:

By the Mayor and Board of Aldermen to reappoint Hunt Ross and Allen as the municipal attorney effective July 1, 2022 through June 30, 2023, and to approve renewal of contract for services.

Said motion was made by Alderman Johnson and seconded by Alderman Klein.

A roll call vote was taken with the following results:

Ayes: Alderman Klein, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, Alderman DuPree, and Alderman Young.

Nays: None.

Absent: None.

So ordered this 21st day of June, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

**CONTRACTUAL AGREEMENT
FOR MUNICIPAL ATTORNEY SERVICES**

THIS AGREEMENT made and entered into by and between the City of Horn Lake, Mississippi (“City”) and Hunt Ross & Allen, A Professional Association (“Firm”) for legal services.

WITNESSETH:

In consideration of the mutual covenants contained herein, and subject to the terms and conditions set forth, it is hereby understood and agreed by the parties as follows:

SCOPE OF SERVICES: The Firm will, pursuant to appointment as Municipal Attorney by the City Board of Aldermen, perform all legal services for the City, except as set forth below.

A. The following list is illustrative of the services to be performed by the Firm, but is not necessarily inclusive of all duties:

- 1. Attend all Mayor and Board of Aldermen meetings; and, upon request and as-needed, attend commission meetings, committee meetings, and any other type of meeting on matters involving the City;**
- 2. Prepare, review, or revise City ordinances, minutes, resolutions, contracts, agreements, policies, and other legal documents;**
- 3. Represent and advise the City (inclusive of its officials, officers, and employees) in all lawsuits and proceedings commenced by the City or in which the City is a defendant or party; in lawsuits in which the City's insurance carrier provides a defense through assigned defense counsel, the Municipal Attorney's role shall be to monitor the lawsuit on behalf of the City and to assist assigned defense counsel, as-needed, through facilitation of documents, witnesses, information, defense strategy, etc.;**
- 4. Provide legal advice, written legal opinions, and consultation to the Mayor, Aldermen, Department Heads, City officials, officers, employees, contractors, and commission members with regard to legal matters relating to their respective duties being performed for the City or on matters involving the City;**
- 5. Monitor and advise the City, its officials, officers, and employees regarding legislation, regulations, caselaw, and advisory opinions affecting the City; and**
- 6. Perform such other duties as are necessary and appropriate in order to provide the City with legal representation.**

B. The Firm's duties shall not include the following:

- 1. Prosecutor or public defender services in City Court; and**
- 2. Representation of the City in any legal matter where the Firm is prohibited from doing so as a result of a conflict of interest under the Rules of Professional Conduct.**

PERIOD OF PERFORMANCE: The term of this Agreement shall commence July 1, 2022 and shall expire on June 30, 2023, subject to renewal and re-appointment by the City Board of Aldermen, or termination, as provided for herein.

PAYMENT TERMS:

A. **Retainer.** The City shall pay the Firm a monthly retainer of \$1,300.00 for the Municipal Attorney's attendance and representation at all regular, recessed, and special called Mayor and Board of Aldermen meetings.

B. **Hourly.** For all services not included in the Retainer, the City shall pay the Firm on a monthly basis at the rate of \$165.00 per hour for attorney time and \$80.00 per hour for paralegal time, for the months of July, August and September, 2022; increasing to \$180.00 per hour for attorney time and \$90.00 per hour for paralegal time for the remainder of this Agreement, which shall expire June 30, 2023. The only exception being the Firm's work done in connection with bond/debt issues, which will be a flat fee based upon the recommendation of the City's financial advisor and bond counsel, but in all cases shall be at or below the maximum fee of 1% of the issue as provided by Miss. Code Ann. § 21-15-25.

C. **Expenses.** The City shall pay and/or reimburse the Firm for reasonable expenses, such as copying costs, travel at the State-approved rate per mile (excluding travel to City Hall), travel-required lodging/meals, postage/overnight delivery/courier expenses, facsimile costs, long distance telephone, computer research services, costs advanced on behalf of the City (e.g. filing fees, court reporter), and any other reasonably incurred costs and expenses.

RELATIONSHIP OF PARTIES: It is expressly understood and agreed that the Firm is an independent contractor, and that this Agreement is not based on an employer-employee relationship.

TERMINATION: Either party may terminate this Agreement at any time by giving written notice to the other parties of such termination and specifying the effective date thereof, at least twenty-one (21) days before the effective date of such termination. In the event of termination, the Firm shall be entitled to receive compensation in accordance with this Agreement for all work done (and costs incurred) through the date of termination.

ENTIRE AGREEMENT: This Agreement contains all of the agreements of the parties and cannot be modified or amended, except by mutual agreement of the parties, in writing and signed by the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective as of the date indicated in paragraph II.

CITY OF HORN LAKE

By: _____

Allen B. Latimer, Mayor

HUNT ROSS & ALLEN

By: _____

Billy C. Campbell, Jr.

**At this time Vivian Cao of 4254 Rosebury Lane came forward to discuss the proposed rental ordinance and to inquire what it meant for her business. She stated that as a business she already pays twice the property taxes that individual homeowners pay and seniors pay even less than that. She stated that maybe the Board should consider lowering the taxes for real estate owners.

**At this time Patrick McClay of 6720 Church Rd came forward to discuss the proposed rental ordinance. He discussed statistics of rental homes in the city versus the national average and the positive impact rental homes have had on the city. Mr. McClay inquired how the ordinance would be enforced as Code Enforcement does not enforce current ordinances well enough. Mr. McClay stated that he was not opposed to the ordinance, he just wanted everyone to be treated fair and equitably.

Ordinance # 22-06-281

ORDINANCE OF THE CITY OF HORN LAKE, MISSISSIPPI, PROVIDING FOR THE REGISTRATION, LICENSING, INVENTORY, AND MAINTENANCE OF RESIDENTIAL RENTAL PROPERTIES

Whereas, the City of Horn Lake, Mississippi finds that certain of its residential neighborhoods have experienced declining property values, a concomitant of loss of City property tax revenue, and a decline in health, safety, and the quality of life due to the lack of preventive and ongoing maintenance for an ever-increasing number of rental properties owned and operated by landlords, many of which are absentee; and

Whereas, the City has received complaints from residents regarding unabated nuisances and risks to health, welfare, and safety caused by poorly maintained rental properties in their neighborhoods, including single family homes, resulting in sanitation issues, traffic safety issues, environmental and health concerns, and various other code violations; and

Whereas, the City finds and declares a compelling interest in establishing a standard for licensing, inventory, and maintenance of all properties that are rented or leased for residential occupancy, in order to ensure decent, safe, and sanitary residential properties in the City and its residential neighborhoods; and

Whereas, the City has a duty and a real need to enact regulations that establish safe standards related to preventative and ongoing rental property maintenance, and enable the City to effectively license, inventory, and enforce maintenance of repair rental properties, in order to protect the overall health, safety and welfare of the City's residents.

Whereas, Section 21-17-5 of the Mississippi Code authorizes the City to adopt ordinances with respect to the care, management and control of its municipal affairs, property, and finances; and

Whereas, Section 21-19-25 of the Mississippi Code authorizes the City to adopt codes by ordinance dealing with the general public health, safety or welfare or a combination of the same.

NOW, therefore, be it ordained by the Mayor and Board of Alderman of the City of Horn Lake, Mississippi, as follows:

1. TITLE

This Ordinance shall be known as the Rental Property Licensing Act (“RPLA”) of the City of Horn Lake, Mississippi.

2. PURPOSE

The purpose of the RPLA is to preserve and promote the public health, safety, and general welfare of the City’s residents and of the public generally, and to assure the proper maintenance of the City’s residential rental housing stock.

3. DEFINITIONS

- a. Apartment: A Dwelling Unit located in a Multiple-Household Dwelling for the occupancy by one (1) Household, either rented or leased to the occupants.
- b. Boarding House: A building other than a hotel or motel where, for compensation and by the prearrangement for definite periods, meals and/or lodging are provided for two (2) or more persons (other than legally related family members) on a weekly or monthly basis.
- c. Building Official: The City official designated by the Mayor and Board of Aldermen to administer and enforce RPLA, and such representatives as may be appointed by such City official.
- d. City: The City of Horn Lake, Mississippi.
- e. Condominium: An estate in real property consisting of an undivided interest in common of a portion of a parcel of real property, together with a separate interest in space in a residential building on such real property.
- f. Cooperative: A Multiple Household Dwelling owned and maintained by the residents. The entire structure and real property are under common ownership, as contrasted to a Condominium Dwelling, where individual units are under separate individual occupant ownership.
- g. Dormitory: A residential building used as group living quarters for students of an institution of higher education, high school, middle school, or elementary school.
- h. Duplex: A detached residential building designed to be occupied by two (2) Households living independently of each other.
- i. Dwelling: A building, or portion thereof, that is designed and used for human habitation.

- i. Dwelling, Single-Household: A detached residential building designed for occupancy by one (1) Household.
- ii. Dwelling, Multiple-Household: A building or group of buildings, or portion thereof, that is occupied by two (2) or more Households occupying each unit independently of each other. The term “Multiple-Household Dwelling” shall be deemed to include Cooperatives, Duplexes, Timeshare Projects, Townhouses, and buildings containing Apartments and Condominiums. The provisions of RPLA shall apply both to specific Rental Units and the Owners of such Rental Units as well as to the homeowners’ association or similar entity that owns, operates, manages, or maintains the Premises and Dwelling, or any portion thereof.
- j. Dwelling Unit: A room or group of rooms occupied or intended to be occupied as separate living quarters for one (1) Household.
- k. Fraternity or Sorority House: A residential building used as group living quarters for students of an institution of higher education who are members of a club, social activity, or organization, whether officially recognized by or associated with such institution of higher education or not.
- l. Hotel or Motel: A building or group of buildings where lodging, food, and various personal services are provided for persons who are usually but not always transients for compensation.
- m. Household: One (1) person living alone, or two (2) or more persons living together as a single housekeeping unit, whether related to each other legally or not. The term “Household” shall be deemed to include domestic servants employed by such Household when such servants are on-premises residents. The term “Household” shall also be deemed to include groups occupying a Boarding House, Convent, Monastery, or other facility occupied by a religious order; Dormitory; Fraternity or Sorority House; Hotel or Motel; Rooming House; or similar Dwelling for group use that is not exempt under the provisions of RPLA.
- n. Manage: (for purposes of this ordinance) To exercise control over the premises on behalf of the owner, including but not limited to the act of receiving and depositing, directing the deposit or otherwise exercising control over rent payments, whether any other manifestations of control are exercised.
- o. Owner: Any Person that individually, jointly, or severally with others: (1) has legal or equitable title to any Premises, Dwelling, Dwelling Unit, or Rental Unit, with or without accompanying actual possession thereof; or (2) has charge, care, or control of any Premises, Dwelling, Dwelling Unit, or Rental Unit as agent of the Owner or as receiver, executor, administrator, trustee, or guardian or the estate of the beneficial Owner. Additionally, for purposes of this ordinance, the Person receiving the ad valorem tax notice for the Premises, Dwelling, Dwelling Unit, or Rental Unit sent by the DeSoto County, Mississippi Tax Collector shall be deemed an Owner.
- p. Person: An individual, firm, association, organization, partnership, trust, company, cooperation, or other legal entity. The term “Person” shall be deemed to include any agent, assignee, receiver, executor, administrator, trustee, or guardian thereof.
- q. Premises: A lot, plot, or parcel of land upon which a Dwelling is located, including any other structures thereon, more particularly described by its legal description as recorded in the land records of DeSoto County, Mississippi.

- r. Rental License: A license issued pursuant to RPLA by the Building Official allowing a Person to own, operate, manage, or maintain a Single-Household or Multiple-Household Dwelling located in the city, containing one (1) or more Rental Units.
- s. Rental Unit: A Dwelling Unit that is currently rented or leased to one (1) or more tenants, at least one (1) of whom is not legally related to the Owner of such Dwelling Unit.
- t. Rooming House: A building where lodging only is provided for compensation to two (2) or more persons.
- u. Same Ownership: Ownership by the same individual, association, organization, partnership, trust, company, cooperation, or other legal entity; or ownership by different individuals, firms, associations, organizations, partnerships, trusts, companies, corporations, or other legal entities; in which an associate, member, partner, trustee, of shareholder, or a member of his/her family, owns a legal or equitable interest in each firm, association, organization, partnership, trust, company, corporation, or other legal entity.
- v. Tenant: Any individual who occupies or has a leasehold interest in a Rental Unit under a lawful lease or rental agreement, whether oral or written, express or implied.
- w. Timeshare Project:: A project in which a purchaser receives the right in perpetuity, for life, or for a term of years to the recurrent, exclusive use or occupancy of a Dwelling Unit, annually or on some other periodic basis, for a period of time that has been or will be allotted from the use or occupancy periods into which the project has been divided, or a project in which a license or contractual or membership right of occupancy is not coupled with an estate in the real property.
- x. Townhouse/Duplex: A Multiple-Household Dwelling constructed as a series or group of attached Dwelling Units with property lines separating each unit.

4. APPLICABILITY

The RPLA shall apply to all residential rental properties in the City, as provided for herein, regardless of when the Dwelling was constructed or was first rented or leased.

5. BUSINESS/RENTAL LICENSE

- a. Business License required. It shall be unlawful for any Person to own, operate, manage, or maintain a Single-Household or Multiple-Household Dwelling containing one or more Rental Units, without a current and valid Business License issued by the City.
- b. Rental license requiredIt shall be unlawful for any Person to own, operate, manage, or maintain a Single-Household or Multiple-Household Dwelling containing one or more Rental Units, without a current and valid Rental License having been issued by the City for each such Dwelling. Any Person owning, operating, managing, or maintaining more than one (1) such Dwelling shall obtain a Rental License for each separate location. It shall further be unlawful for any person to occupy any such dwelling that does not have a current and valid Rental License, after such occupant has been given not less than fifteen (15) calendar days written notice of such deficiency.
- c. Application. A written application for a Rental License, signed by the Owner and his/her/its registered agent (if the Owner is not a resident of DeSoto County), shall be filed with the Building

Official, on a form provided by the Building Official for such purpose. The following information shall be required in the application:

- i. The street address of the Dwelling.
 - ii. The name, physical and mailing addresses, telephone number, telefax number, and email address of each owner within the Same Ownership.
 - iii. The name, physical and mailing addresses, telephone number, telefax number, and email address of a registered agent residing in DeSoto County, Mississippi, designated to receive notices and service of process on behalf of the Owner.
- d. Duration: A Rental License shall be valid for a period of one (1) year from its issuance date. An application for renewal may be filed within thirty (30) days prior to the expiration date. There is no grace period for renewal. It shall be unlawful for a Person to continue owning, operating, managing, or maintaining a Rental Unit for which the Rental License has expired.
- e. Updates required: If subsequent to the issuance of a Rental License, the Dwelling for which such Rental License was issued is modified with the effect of adding or removing Dwelling Units, such Rental License shall be updated within (30) calendar days after such modification to reflect the new number of Dwelling Units.
- f. Display. A rental License issued pursuant to RPLA for a Multiple-Household dwelling shall be displayed in a conspicuous place at the rental unit office, to which all Tenants have access.

6. RENTAL LICENSE FEE

No Rental License shall be issued until all requirements of RPLA have been satisfied, including payment of the Rental License fee. The annual fee for a Rental License shall be \$50.00 per Dwelling or Rental Unit up to three (3) units under the Same Ownership, and \$200.00 per Dwelling or Rental Unit for four (4) or more units under the Same Ownership, with the exception of Apartments for which the fee shall be \$50.00 per Dwelling Unit plus \$500.00 per building. The Rental License fee is payable per year and is non-refundable. Should payment be made by check or other instrument that is not honored or returned for insufficient funds, the Rental License for which such payment was made shall become null and void without additional action by the City. The fee shall be paid at the time the initial Rental License application is filed and at the time each renewal is filed. The fee for issuing a replacement or duplicate Rental License shall be \$200.00. When a Rental License is updated to reflect the addition of Dwelling Units to a Dwelling, an additional fee for such Dwelling Units shall be paid pro-rated for the remaining term of each Rental License. The Rental License application must be filed and the Rental License fee paid before any new Dwelling or Rental Unit is occupied.

7. INVENTORY

Each Owner must submit a complete list of Dwelling or Rental Units (including vacant units), by address, to the Building Official at the time the Owner obtains or renews a Business License and six (6) months thereafter (i.e. semi-annually). For each Dwelling or Rental Unit, the list must contain the Tenant(s)'s full name as listed on the lease or rental agreement. All vacancies and changes in occupancy must be submitted to the Building Official within thirty (30) calendar days of the vacancy or change in occupancy occurring.

8. COMPLIANCE STANDARDS

- a. Obligation to comply. The Owner of a Rental Unit in a Single-Household or Multiple-Household Dwelling located in the City shall be responsible for complying with each of the following:
 - i. The provisions of RPLA.
 - ii. All housing codes of the City, however titled or designated.
 - iii. Technical codes of the City in effect at the time building permit(s) was issued for such Dwelling, including the building, electrical, plumbing, and mechanical codes.
 - iv. The zoning ordinance and the subdivision and environmental ordinances, codes, and regulations of the City, including but not limited to the property maintenance ordinance(s).
 - v. State and federal housing laws and administrative regulations.
 - vi. Judicial and administrative decrees enforcing any of the provisions of RPLA; the housing code, technical code, zoning code, and subdivision and environmental regulations of the City; and/or state and federal housing laws and administrative regulations.

9. NOTICES, ORDERS AND ENFORCEMENT

- a. Notice of Violation; Order to Comply. Whenever the Building Official determines that there is a violation of the provisions of RPLA or has grounds to believe that a violation may have occurred based on a complaint filed by a Tenant or any City department to that effect, the Building Official shall give notice of such alleged violation and an order to comply to the Owner or the Owner's registered agent: Such notice and order shall be in writing and include the following:
 - i. A description of each offending Rental Unit, Dwelling Unit, and/or portion of the Dwelling and Premises sufficient for identification.
 - ii. A statement of the reasons for which the notice is being issued.
 - iii. Correction order for completion of the repairs, alterations, or improvements required to bring each Rental Unit, Dwelling Unit, Dwelling, and Premises into compliance with the provisions of RPLA or the applicable code or regulation.
- b. The Owner, Owner's registered agent, or other representative of the Owner shall respond, in writing, to the notice and order within fifteen (15) working days and provide a plan to correct the violation(s) and to maintain compliance with the provisions of RPLA or the applicable code or regulation.
- c. All work necessary to remedy the violation(s) shall be completed within thirty (30) calendar days of the date of the notice and order. However, if all such work cannot reasonably be completed within such thirty (30) day period, but such work is commenced and diligently pursued, the Building Official may, in his/her sole discretion, extend the time for such work to be completed.
- d. The Owner, Owner's registered agent, or other representative of the Owner shall notify the Building Official once all work necessary to remedy the violation(s) has been completed. The Building Official shall inspect the Rental Unit, Dwelling Unit, Dwelling, and Premises to confirm whether the violation(s) has been remedied and for compliance with the provisions of RPLA or the applicable code or regulation.

- e. Failure to complete all work necessary to remedy the violation(s) within thirty (30) calendar days of the date of the notice and order or within any extension approved by the Building Official shall constitute a violation of this ordinance.
- f. Warrant Requirement. If the Owner or Tenant of any Premises refuse access to property for any reason upon request of City officials, to carry out enforcement of this ordinance, the City may make application to the appropriate judicial officer for a warrant based upon constitutional standards at the time of application, and shall not make entry in absence of consent, lawful warrant, or legal authority.

10. TRANSFER OF OWNERSHIP

- a. Notification to City; New Owner's Obligations. If an Owner sells or otherwise conveys his/her/its interest in a Dwelling for which a Rental License is currently issued, the new Owner shall notify the City within fifteen (15) working days after such sale or conveyance and provide the City with all information required of the original Owner on the application for such Rental License. The new Owner shall designate a new registered agent residing in DeSoto County, Mississippi, to receive notices and service of process.
- b. Disclosure of violations and uncured order. It shall be unlawful for the Owner of any Dwelling who has received a notice of violation and an order to comply pertaining to such Dwelling, which violation remains uncured, to sell or otherwise convey his/her interest in such Dwelling unless he/she has furnished the vendee or grantee a copy of such notice and order to comply and has given the Building Official a notarized statement from the vendee or grantee acknowledging the receipt of the same and accepting legal responsibility for curing the violation.

11. SUSPENSION OF RENTAL LICENSE

- a. Cause. An Owner's Rental License for a Dwelling or Rental Unit shall be suspended if, after having received written notice of a violation, the Owner fails to comply with the correction order within the time set forth herein or as may be extended by the Building Official and takes no appeal.
- b. Effect of suspension. It shall be unlawful for any Person to continue owning, operating, managing, or maintaining a Dwelling or Rental Unit for which the Rental License has been suspended.
- c. Restoration. A suspended Rental License shall be restored upon compliance with the correction order and request for the restoration by the Owner.

12. EXEMPTIONS

The provisions of RPLA shall not apply to:

- a. Housing accommodations in any hospital, out-patient facility, rehabilitation center, assisted care facility, or nursing home.
- b. Housing accommodations in any convent, monastery, or other facility occupied exclusively by a religious order with a valid section 501(c)(3) charitable or educational certification.
- c. On-campus Fraternity or Sorority Houses that are owned, operated, managed, and maintained by an institution of higher education.

- d. On-campus Dormitories that are owned, operated, managed, and maintained by an institution of higher education, high school, middle school, or elementary school.
- e. Hotels, Motels, and RV park cabins.
- f. Housing that is owned, operated, managed, and maintained by a government agency or authority.

13. APPEALS

An Owner or Tenant who disagrees with a determination or order of the Building Official under RPLA, which determination or order concerns his/her Premises, Dwelling, Dwelling Unit, or Rental Unit, may appeal such determination or order to the Mayor and Board of Aldermen. The appeal shall be filed with the City Clerk within ten (10) working days from the date of the Building Official's determination or order. The appeal shall be in writing and shall state the reason(s) why the Owner/Tenant disagrees with such determination or order.

14. VIOLATIONS

Any Person who violates any provision of RPLA shall be deemed guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine in a sum not to exceed one thousand (\$1,000) per day for each offense. A separate offense shall be deemed committed upon each day during or on which a violation occurs or continues.

15. NO WARRANTY BY CITY

By adopting and undertaking to enforce RPLA, neither the City nor its Mayor, Board of Aldermen, officials, employees, or agents warrant or guarantee the safety, fitness, or suitability of any Premises, Dwelling, Dwelling Unit or Rental Unit located in the City. Owners and Tenants should take whatever lawful steps they deem appropriate to protect their interests, property, health, safety, and welfare. A warning in substantially the foregoing language shall be printed on the face of every Rental License.

16. SEVERABILITY

Every section, subsection, or provision of RPLA is declared separable from every other section, subsection, or provision to the extent that if any section, subsection, or provision of RPLA shall be held invalid, such holding shall not invalidate any other section, subsection, or provision thereof.

17. EFFECTIVE DATE

This ordinance shall become effective and be in full force from and after being certified by the City Clerk, signed by the Mayor or Board Majority, recorded in the ordinance book, published and after waiting one month after the date of passage.

After first having been reduced to writing, then read and considered section by section and as a whole by the Mayor and Board of Aldermen, a motion was properly made by Alderman DuPree and duly seconded by Alderman Young for the adoption of this ordinance. A roll call was taken with the following results:

Alderman Klein:	Nay
Alderman Johnson:	Nay
Alderman Guice:	Nay

Alderman Bostick: Yea
Alderman DuPree: Yea
Alderman Bledsoe: Yea
Alderman Young: Yea

The foregoing ordinance was adopted this the 21st of June, 2022.

Mayor

Attest:

City CAO/City Clerk
Seal

Order #06-18-22

Order to approve lighting project

Be it Ordered:

By the Mayor and Board of Aldermen to approve the Interstate Blvd/Nail Rd lighting project of 50 new light poles and LED lights from Entergy with a projected cost of \$2,070.90 per month.

Said Motion was made by Alderman Guice and seconded by Alderman Bledsoe.

A roll call vote was taken with the following results:

Ayes: Alderman Klein, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, Alderman DuPree, and Alderman Young.

Nays: None.

Absent: None.

So ordered this 21st day of June, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

**During Citizen Remarks Ms. Jackie Wilson of 3540 Lakehurst remarked that she called MDOT to congratulate them on the fabulous job they are doing repaving Goodman Rd. Ms. Wilson also stated that there would be a traffic light installed at Baskin Robbins Goodman Rd/Dunbarton Dr. in 2023.

**Mrs. Brenda Bostick of 6505 Birchfield Circle spoke about the various committees the city is forming and how there are no guidelines or parameters for the forming of committees and that this caused confusion and miscommunications to occur in regards to the Christmas Parade Committee.

Order #06-19-22

Order to submit RFP

Be it Ordered:

By the Mayor and Board of Aldermen to submit RFP for grant writing services.

Said Motion was made by Alderman Young and seconded by Alderman Bostick.

A roll call vote was taken with the following results:

Ayes: Alderman Klein, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, Alderman DuPree, and Alderman Young.

Nays: None.

Absent: None.

So ordered this 21st day of June, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

**At this time the Mayor started the discussion regarding the Christmas Parade and whose responsibility it would be to put it on between the Chamber of Commerce and the City. Alderman Bostick stated that it was important we were all on

the same page. Ms. Laura Taylor with the Chamber came forward and discussed the situation, stating that she also has a Board of Directors and rules and regulations to follow, and that there was too much miscommunication and drama and the situation needed to be clarified.

Order #06-20-22

Order to request Chamber of Commerce to Plan, Organize and Oversee Christmas Parade

Be it Ordered:

By the Mayor and Board of Aldermen to request the Horn Lake Chamber of Commerce take over the planning, organizing and overseeing of the Horn Lake Christmas Parade.

Said Motion was made by Alderman Guice and seconded by Alderman Bledsoe.

A roll call vote was taken with the following results:

Ayes: Alderman Klein, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, Alderman DuPree, and Alderman Young.

Nays: None.

Absent: None.

So ordered this 21st day of June, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

Order #06-21-22

Order to approve conceptual design services for a new animal shelter

Be it Ordered:

By the Mayor and Board of Aldermen to approve the August 18, 2021(revised February 8, 2022) letter agreement with Shelter Planners of America for step 2 – Conceptual Design of a new animal shelter at a cost of \$7,300.00 plus reimbursable expenses, to be paid with interest funds earned on ARPA deposits.

Said Motion was made by Alderman Guice and seconded by Alderman Bledsoe.

A roll call vote was taken with the following results:

Ayes: Alderman Klein, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, Alderman DuPree, and Alderman Young.

Nays: None.

Absent: None.

So ordered this 21st day of June, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

Order #06-22-22

Order of Determination to go Into Executive Session

Be it Ordered:

By the Mayor and Board of Aldermen to go into determination for Executive Session.

Said Motion was made by Alderman Guice and seconded by Alderman Klein.

A roll call vote was taken with the following results:

Ayes: Alderman Klein, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, Alderman DuPree, and Alderman Young.

Nays: None.

Absent: None.

So ordered this 21st day of June, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

Order #06-23-22

Order to come out of Determination for Executive Session

Be it Ordered:

By the Mayor and Board of Aldermen to come out of determination for Executive Session.

Said Motion was made by Alderman Bostick and seconded by Alderman Guice.

A roll call vote was taken with the following results:

Ayes: Alderman Klein, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, Alderman DuPree, and Alderman Young.

Nays: None.

Absent: None.

So ordered this 21st day of June, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

Order #06-24-22

Order to go Into Executive Session

Be it Ordered:

By the Mayor and Board of Aldermen to go into Executive Session regarding:

A Discussions of personnel matters in Planning Department.

Said Motion was made by Alderman Bostick and seconded by Alderman DuPree.

A roll call vote was taken with the following results:

Ayes: Alderman Klein, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, Alderman DuPree, and Alderman Young.

Nays: None.

Absent: None.

So ordered this 21st day of June, 2022.

Mayor

CAO/City Clerk
Seal

Order #06-25-22

Order to come out of Executive Session

Be it Ordered:

By the Mayor and Board of Aldermen to come out of Executive Session.

Said Motion was made by Alderman DuPree and seconded by Alderman Young.

A roll call vote was taken with the following results:

Ayes: Alderman Klein, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, Alderman DuPree, and Alderman Young.

Nays: None.

Absent: None.

So ordered this 21st day of June, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

Order #06-26-22

Order to Adjourn

Be it Ordered:

By the Mayor and Board of Aldermen to adjourn this meeting.

Said Motion was made by Alderman Bostick and seconded by Alderman Bledsoe.

A roll call vote was taken with the following results:

Ayes: Alderman Klein, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, Alderman DuPree, and Alderman Young.

Nays: None.

Absent: None.

So ordered this 21st day of June, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

The minutes for the June 21, 2022 Mayor and Board of Aldermen meeting were presented to the Mayor for his signature on _____, 2022.

CAO/City Clerk