

**MUNICIPAL DOCKET
MAYOR AND BOARD OF ALDERMEN MEETING
MARCH 15, 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

III. Consent Agenda

- A. Approval of minutes for March 1, 2022 Mayor and Board of Aldermen meeting.
- B. Resignation of Jacob Sentak as IT - Leadership Support Specialist to be effective March 2, 2022.
- C. Request to promote Colton Smith to EMT Paramedic at a rate of \$18.90 per hour with EMT Paramedic \$1,500.00 stipend and EMT Driver \$200.00 stipend effective March 20, 2022.
- D. Request to hire EMT Driver Amanda Alberson at a rate of \$15.37 per hour, plus benefits, with EMS Driver stipend at \$200.00 and EMT Basic stipend at \$500.00 effective March 20, 2022.
- E. Request to transfer Shayne Carnes to Utility Laborer at a rate of \$15.00 per hour effective March 20, 2022.
- F. Request to hire E. Bonetti as Code Enforcement Officer at the rate of \$18.54 per hour with hire date as March 15, 2022.
- G. Request to hire B. Campbell as Code Enforcement Officer at the rate of \$18.54 per hour with hire date as March 15, 2022.
- H. Request to hire part-time contract workers for the 2022 season at a rate of \$10.00 per hour: Robert Pedro Delarosa.
- I. Acknowledgement of expiration deadline of March 15, 2022 at 6:00 p.m. for and receipt of Municipal Depository bids.
- J. Request to approve Finance/Admin petty cash expenditures totaling \$100.68, to acknowledge receipts/reconciliation for said amount, and to approve of said petty cash fund being dissolved/not replenished.
- K. Authorize to adjust utility bill individual itemized list for February 2022 in the amount of \$8,579.98 and for any reductions finding the bill was unreasonably increased because of unforeseen circumstances and that the customer did not receive the benefit of the service.
- L. Resignation of Johnathon Turner in Public Works effective March 15, 2022.

IV. Claims Docket

V. Special Guest/Presentation

VI. Planning

- A. Case No. 2066 CU: A request by Janice Willis for a conditional use for an event center with liquor and part-time church at 1426 Nail Road West, Suites A and B

- B. Case No. 2074 SDFP: A request by Wilson Development of a 1-lot subdivision final plat, consisting of 4.9 acres +/-, located at approximately 1100 Nail Road West (unassigned) for a commercial/light industrial land use know as the “Nail Road Industrial Park at Horn Lake.” (Note: The developer desires to rename the development as the “Market 55 Industrial Campus.”)
- C. Small Cell: Regulating small cell technology facilities.

VII. New Business

- A. Award and Approval of Municipal Depository.
- B. Resolution for cleaning private property
- C. Request to declare the items in list Surplus Property 2022-01 as surplus property and dispose of same as stated in same.
- D. Request to amend the job description for Police Receptionist/Data Entry Clerk.
- E. Request the use of Latimer Lakes Park for DeSoto County Dream Center on July 16, 2022 from 10am - 1pm for a back to school supply give away.
- F. Request the use of Shadow Oaks Park west for Heartland Church on April 9, 2022 from 2pm - 4pm for a community block party.
- G. Request to amend the job description for Utility Clerk I and Utility Clerk II.
- H. Request to amend the job description for Public Work Water Treatment Operator.
- I. Request to amend the job description for Public Work Utility Field Supervisor.
- J. Request to approve Final Change Order #2 for the Tulane Road Bridge Replacement Project, increasing the completion date by 77 days making the completion date 12/14/2021.
- K. Request to approve Final Payment Estimate #7 for the Tulane Bridge Replacement Project to Xcavators, Inc. in the amount of \$26,194.05.
- L. Request authorization to enter into lease/maintenance agreements with RJYoung for a Ricoh IM350F, Ricoh IM C6000, Ricoh IM C3500, Ricoh IM 5500F, Ricoh IM C4500, Ricoh IM 2500, Canon DX 6780 copy machines for the Finance, Utility, Public Works, Animal Control, Planning, and Fire Departments. The machines are below MS state contract pricing. The leases are for 60 months at \$37.40, \$268.40, \$165.00, \$53.90, \$195.65, \$88.00, and \$330.00 per month with the machines ranging from .00428, .0088, .0097, .0145, .01, .0122, .0099, per b&w copy and .0033, .0315 per color copy with the agreement including toner, labor, parts, maintenance kits, and service calls.
- M. Request approval to contract with Captivating Balloons and the Landers Center for the 2022 Veteran’s Program not to exceed \$5,000 to be paid with hotel/motel tax proceeds, finding that said events/organizations promote the attributes of the City and/or promote the City’s tourism and economic development.
- N. Request suspension of Employee #577, without pay, effective March 11, 2022, and termination of said employee effective immediately for violation of City policy #701, and 704.

VIII. Citizen Remarks

IX. Mayor / Alderman Correspondence

- A. Christmas Planning Committee

X. Department Head Correspondence

- A. Drew Coleman: Parks Director – parking lot repairs

XI. Engineer Correspondence

XII. City Attorney Correspondence

XIII. Executive Session

- A. Discussion/strategy session regarding pending litigation involving a development

XIV. Adjourn

March 15, 2022

Be it remembered that the meeting of the Mayor and Board of Aldermen of the City of Horn Lake, Mississippi was held on March 15, 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, Interim Public Works Director, Troy Rowell, Police Chief, David Linville, Fire Chief, Drew Coleman, Parks and Rec Director, Vince Malavasi, City Engineer, Chad Bahr, Planning Director, Jim Robinson, CAO/City Clerk, and Billy Campbell, City Attorney.

Absent: None.

Order #03-13-22

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 15th day of March, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

Order #03-14-22

Order to approve Consent Agenda

Be It Ordered:

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

- A. Approval of minutes for March 1, 2022 Mayor and Board of Aldermen meeting.
- B. Resignation of Jacob Sentak as IT - Leadership Support Specialist to be effective March 2, 2022.
- C. Request to promote Colton Smith to EMT Paramedic at a rate of \$18.90 per hour with EMT Paramedic \$1,500.00 stipend and EMT Driver \$200.00 stipend effective March 20, 2022.
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- K. Authorize to adjust utility bill individual itemized list for February 2022 in the amount of \$8,579.98 and for any reductions finding the bill was unreasonably increased because of unforeseen circumstances and that the customer did not receive the benefit of the service.
- L. Resignation of Johnathon Turner in Public Works effective March 15, 2022.

Said motion was made by Alderman Johnson 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 15th day of March, 2022.

Mayor

Attest:

CAO/City Clerk
Seal



CITY OF HORN LAKE
BOARD MEETING
3/15/2022

Department	3/10/2022	Overtime Amount
Animal Control	\$7,561.60	\$0.00
Judicial	\$12,385.79	\$0.00
Fire/Amb	\$124,717.64	\$0.00
Fire/Budgeted OT	\$0.00	\$10,164.97
Fire/Non Budgeted OT	\$0.00	\$0.00
Fire/ST Non Budgeted OT	\$0.00	\$0.00
Finance	\$10,031.09	\$0.00
Legislative	\$4,771.01	\$0.00
Executive	\$4,473.77	\$0.00
Parks	\$13,880.60	\$120.18
Planning	\$6,320.52	\$0.00
Police	\$148,371.03	\$6,133.80
Public Works - Streets	\$13,482.39	\$279.00
Public Works - Utility	\$23,708.01	\$832.82
Grand Total	\$364,610.32	\$21,922.24



CITY OF HORN LAKE
BOARD MEETING
3/15/2022

CLAIMS DOCKET RECAP D-031522, C-031522

NAME OF FUND	TOTAL
GENERAL FUND	\$430,023.89
COURT COSTS	\$41,577.86
EXECUTIVE	\$0.00
LEGISLATIVE	\$0.00
JUDICIAL	\$500.00
FINANCIAL ADMIN	\$297.00
PLANNING	\$8,871.82
POLICE	\$16,976.08
FIRE & EMS	\$19,797.46
STREET DEPARTMENT	\$12,174.38
ANIMAL CONTROL	\$2,150.15
PARKS & REC	\$17,088.55
PARK TOURNAMENT	\$12,187.50
PROFESSIONAL EXPENSE	\$293,862.64
DEBT SERVICES	\$0.00
HEALTH INSURANCE	\$4,540.45
BOND FUNDED CAP PROJECT EXPENSE	\$0.00
LIBRARY FUND	\$14,233.50
ECONOMIC DEVELOPMENT FUND	\$36,085.00
UTILITY FUND	\$132,331.35
TOTAL DOCKET	\$612,673.74

VENDOR	VENDOR NAME	ORG DESC	ACCOUNT DESC	AMOUNT	CHECK NO	FULL DESC
6441	UHC LIFE INS PREM	POOLED CASH RENASANT BANK	HEALTH INS	\$2,444.18	714519	Payroll Run 1 - Warrant 021022
6441	UHC LIFE INS PREM	POOLED CASH RENASANT BANK	HEALTH INS	\$2,096.27	714519	Payroll Run 1 - Warrant 022422
4723	DESOTO COUNTY CIRCUI	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	\$5,000.00	714542	CB ISMAEL RUIZ CASE #006168 BOUND TO GRAND JURY
6258	TOWNEPLACE SUITES	FINANCIAL ADMINISTRATION	TRAVEL & TRAINING	\$297.00	714557	ROOM FOR TRAINING CMATHEWS
1702	FLEETCOR TECHNOLOGIE	PLANNING	FUEL & OIL	\$66.43	714548	FUEL FOR UT AND ST
89	AMERICAN PLANNING AS	PLANNING	PROFESSIONAL SERVICES	\$517.00	714531	MEMBERSHIP RENEWAL APA AND MS CHAPTER OF APA
6258	TOWNEPLACE SUITES	PLANNING	TRAVEL & TRAINING	\$297.00	714557	ROOM FOR TRAINING TWOODS
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	\$3,469.85	714556	FUEL WEEK OF 2/21-2/27
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	\$3,341.32	714554	FUEL WK 02-28 TO 3/6/2022
6038	A T&T - INTERACT	POLICE	PROFESSIONAL SERVICES	\$2,487.00	714520	INTERACT SERVICE CONTRACT, INSTALL, SOFTWARE
683	FBINAA MS CHAPTER	POLICE	TRAVEL & TRAINING	\$125.00	714539	FBINAA CONFERENCE- ROWELL
1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	\$710.79	714554	FUEL 2/21/22 - 2/27/2022
1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	\$1,251.34	714555	FUEL 2/28/-3/6/22
651	ENERGY	FIRE & EMS	UTILITIES	\$702.02	714530	6363 HIGHWAY 301
651	ENERGY	FIRE & EMS	UTILITIES	\$385.24	714536	5711 HIGHWAY 51 N
651	ENERGY	FIRE & EMS	UTILITIES	\$498.07	714536	6770 TULANE ROAD
1356	ATMOS ENERGY	FIRE & EMS	UTILITIES	\$779.69	714522	6363 HIGHWAY 301
1356	ATMOS ENERGY	FIRE & EMS	UTILITIES	\$498.28	714534	5711 HIGHWAY 51 N
1702	FLEETCOR TECHNOLOGIE	STREET DEPARTMENT	FUEL & OIL	\$781.97	714527	FUEL FOR UT AND ST
1702	FLEETCOR TECHNOLOGIE	STREET DEPARTMENT	FUEL & OIL	\$364.66	714548	FUEL FOR UT AND ST
1702	FLEETCOR TECHNOLOGIE	STREET DEPARTMENT	FUEL & OIL	\$948.18	714559	FUEL FOR UT, ST
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$28.32	714524	301 NAIL ROAD
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$37.42	714524	MS 302 @ HORN LAKE ROAD
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$18.32	714524	HWY 302 @ MALLARD
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$172.70	714524	HWY 51 GOODMAN ROAD
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$25.57	714524	4188 GOODMAN ROAD W
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$70.55	714524	NAIL ROAD AT HWY 51
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$24.28	714530	SHADOW OAKS PKWY NIGT

651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$51.81	714530	4035 SHADOW OAKS LGTS
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$31.73	714536	4275 HIGHWAY 51 NORTH
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$91.65	714536	HWY 302 @ TULANE ROAD
1702	FLEETCOR TECHNOLOGIE	ANIMAL CONTROL	FUEL & OIL	\$62.07	714546	FUEL FOR ANIMAL CONTROL
651	ENERGY	ANIMAL CONTROL	UTILITIES	\$137.98	714536	6520 CENTER ST E
651	ENERGY	ANIMAL CONTROL	UTILITIES	\$1,298.96	714536	664 CENTER ST E
1356	ATMOS ENERGY	ANIMAL CONTROL	UTILITIES	\$244.10	714533	6410 CENTER ST E
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	\$134.14	714526	FUEL FOR PARKS AND REC
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	\$63.25	714547	FUEL FOR PARKS
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	\$172.26	714558	FUEL FOR PARKS AND REC
651	ENERGY	PARKS & REC	UTILITIES	\$10.11	714524	7345 HURT ROAD
651	ENERGY	PARKS & REC	UTILITIES	\$8.86	714536	5586 TULANE ROAD
651	ENERGY	PARKS & REC	UTILITIES	\$145.06	714536	6955 TULANE ROAD E GREG MAXEY PARK
651	ENERGY	PARKS & REC	UTILITIES	\$7.38	714536	RIDGEWOOD PARL COMM CSM B
651	ENERGY	PARKS & REC	UTILITIES	\$159.14	714536	RIDGEWOOD PARK COMM CSM
651	ENERGY	PARKS & REC	UTILITIES	\$2,384.13	714536	5633 TULANE ROAD BLDG B
651	ENERGY	PARKS & REC	UTILITIES	\$2,936.58	714536	5633 TULANE ROAD BLDG D
651	ENERGY	PARKS & REC	UTILITIES	\$1,152.08	714536	5633 TULANE ROAD BLDG F
651	ENERGY	PARKS & REC	UTILITIES	\$1,302.20	714536	5633 TULANE ROAD BLDG TENN
651	ENERGY	PARKS & REC	UTILITIES	\$1,337.72	714536	5633 TULANE ROAD BLDG A
651	ENERGY	PARKS & REC	UTILITIES	\$116.79	714536	3500 LAUREL CV T BURMA HOBBS PARK
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$133.84	714523	COPIER LEASE AGREEMENT 900-0230094-000
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$180.10	714523	COPIER LEASE AGREEMENT 900-0222578-000
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$77.26	714523	COPIER LEASE AGREEMENT 900-0233526-000
6603	JOHN MARK OWSTON	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$1,020.00	714549	CONTRACT WORK 1/22/22 - 3/1/22
553	DESOTO COUNTY SHERIF	ADMINISTRATIVE EXPENSE	FEES TO COUNTY JAIL	\$13,716.43	714529	JANUARY 2022 JAIL & MEDICAL
687	FEDERAL EXPRESS CORP	ADMINISTRATIVE EXPENSE	POSTAGE	\$43.27	714525	POSTAGE
687	FEDERAL EXPRESS CORP	ADMINISTRATIVE EXPENSE	POSTAGE	\$62.28	714537	POSTAGE
6038	A T&T - INTERACT	ADMINISTRATIVE EXPENSE	TELEPHONE EXPENSE	\$5,083.28	714520	INTERACT SERVICE CONTRACT, INSTALL, SOFTWARE

6521	C SPIRE	ADMINISTRATIVE EXPENSE	TELEPHONE EXPENSE	\$1,609.76	714551	PHONE EXPENSES
6521	C SPIRE	ADMINISTRATIVE EXPENSE	TELEPHONE EXPENSE	\$289.50	714551	INTERNET
651	ENERGY	ADMINISTRATIVE EXPENSE	UTILITIES	\$9.69	714524	7262 INTERSTATE DRIVE
651	ENERGY	ADMINISTRATIVE EXPENSE	UTILITIES	\$187.82	714524	7460 HWY 301
651	ENERGY	ADMINISTRATIVE EXPENSE	UTILITIES	\$3,735.24	714530	3101 GOODMAN ROAD W
1356	ATMOS ENERGY	ADMINISTRATIVE EXPENSE	UTILITIES	\$349.31	714521	7460 HWY 301
651	ENERGY	LIBRARY EXPENSE	UTILITIES	\$1,903.50	714536	2885 GOODMAN ROAD W
931	HORN LAKE CHAMBER OF	ECONOMIC DEVELOPMENT	PROMOTIONS	\$33,000.00	714541	SPONSORSHIP
6601	SPECIAL OLYMPICS	ECONOMIC DEVELOPMENT	PROMOTIONS	\$3,000.00	714550	USA SPONSORSHIP
9999	TAMARA D BAKER	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$69.32	714538	UTILITY REFUND 16-0012200
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	\$781.96	714527	FUEL FOR UT AND ST
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	\$364.66	714548	FUEL FOR UT AND ST
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	\$948.19	714559	FUEL FOR UT, ST
940	HORN LAKE POSTMASTER	UTILITY SYSTEM	TELEPHONE & POSTAGE	\$2,690.85	714532	MAILING OF MARCH 2022 BILLING
6521	C SPIRE	UTILITY SYSTEM	TELEPHONE & POSTAGE	\$102.21	714551	PHONE EXPENSES
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$214.19	714524	DESOTO ROAD PUMP
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$73.59	714524	7076 CHANCE ROAD
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$235.76	714524	KINGSTON ESTATE SPU
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$56.64	714524	5408A RIDGEFIELD DR
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$225.87	714524	7356 SUSIE LANE
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$59.76	714524	CROSS ROAD PUMP
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$17.77	714524	7268 HORN LAKE ROAD
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$12.16	714524	7445 HICKORY ESTATES DRIVE
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$32.83	714524	HICKORY FOREST LIFT STATION
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$498.93	714524	WELL AT HLLY HILLS COMM CSM
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$200.51	714524	POPLAR FOREST LOT 38
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$141.25	714524	7240A WILLOW POINT
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$13.08	714530	3400 TULANE ROAD W
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$38.81	714530	SHADOW OAKS PARK
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$49.21	714530	4959 PECAN AVE
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$12.00	714530	4585 PECAN AVE
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$12.86	714530	6652 ALICE DR
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$29.13	714530	4854 SHERRY DR
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$11.86	714530	4704 LAKE CV

651	ENERGY	UTILITY SYSTEM	UTILITIES	\$59.27	714530	LIFT STATION LAKE FOREST
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$101.33	714530	4871 GOODMAN ROAD
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$167.93	714530	5235 GOODMAN ROAD
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$3,061.04	714530	3101 GOODMAN ROAD W
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$89.15	714530	6285 MANCHESTERDR
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$194.91	714530	4410 SHADOW GLEN DR
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$189.01	714530	6947 ALLEN DRIVE
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$37.63	714536	SPIKE LANE
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$181.17	714536	4356 SHARON DRIVE
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$176.00	714536	4526 ALDEN LAKE DR W
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$117.03	714536	4787 BONNE TERRE DRIVE
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$60.78	714536	4556 BONNE TERRE DRIVE
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$73.72	714536	KINGSVIEW LAKE
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$962.50	714536	6357 HURT ROAD WELL COMM CSM
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$19.56	714536	5921 CAROLINE DRIVE
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$143.00	714536	5900 TWIN LAKES DRIVE
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$57.87	714536	5111 CAROLINE DR APT R
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$23.78	714536	5881 JACKSON DRIVE
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$21.20	714536	5696 LAURIE COVE APT R
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$123.55	714536	LIFT PUMP 5768 CHOCTAW
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$58.31	714536	5536 WINTERWOOD DR
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$768.71	714536	6400 CENTER ST E
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$519.71	714536	5241 NAIL ROAD
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$12.79	714536	COLE ROAD
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$84.44	714536	3259 NAIL ROAD
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$2,456.86	714536	NAIL ROAD
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$1,701.87	714540	2885 MEADOWBROOK DRIVE
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$25.72	714553	LAKE FOREST SUBD
1356	ATMOS ENERGY	UTILITY SYSTEM	UTILITIES	\$849.92	714535	6400 CENTER ST E
1970	COMCAST	UTILITY SYSTEM	UTILITIES	\$6.00	714545	INTERNET
5338	LAMB CONSTRUCTION	UTILITY SYSTEM	LIFT STATION REBUILD PROJECT	\$18,978.00	714528	ADDITIONAL ITEMS FOR HH LIFT STATION
520	DEPARTMENT OF FINANC	GENERAL FUND	STATE FINES COST PAYABLE-A	\$29,084.88	714583	STATE COST-FEBRUARY 2022
5827	MISSISSIPPI DEPTARME	GENERAL FUND	STATE FINES COST PAYABLE-A	\$1,819.75	714614	INTERLOCK FEES-FEBRUARY 2022
6242	MS FORENSICS LAB	GENERAL FUND	STATE FINES COST PAYABLE-A	\$586.50	714615	CRIME LABE FEES-FEBRUARY 2022
520	DEPARTMENT OF FINANC	GENERAL FUND	STATE FINES COST PAYABLE-B	\$843.11	714583	STATE COST-FEBRUARY 2022

9996	D'NESHIA STEPHENS	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	\$400.00	714628	BOND REFUND D'NESHIA STEPHENS CASE # M2021-01514
9996	SHERMAN SUTTON	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	\$400.00	714629	BOND REFUND ON SHERMAN SUTTON CASE #122755A
9997	HAROLD SMITH	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	\$400.00	714579	CB REFUND FOR HAROLD SMITH CASE #122419A
9997	ASHLEY STANLEY	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	\$312.50	714578	CASH BOND REFUND ASHLEY STANLEY CASE #M2022-00156
554	DESOTO COUNTY CHANCE	GENERAL FUND	DUE TO LAW LIBRARY	\$300.25	714584	LAW LIBRARY FEES-FEBRUARY 2022
549	DESOTO COUNTY CRIME	GENERAL FUND	DUE TO CRIMESTOPPERS	\$200.00	714585	CRIMESTOPPER FEES-FEBRUARY 2022
520	DEPARTMENT OF FINANC	GENERAL FUND	ADULT DRIVING TRAINING	\$10.00	714583	STATE COST-FEBRUARY 2022
465	DPS FUND 3747	GENERAL FUND	WIRELESS COMMUNICATION FEE	\$1,371.50	714589	WIRELESS FEES-FEBRUARY 2022
520	DEPARTMENT OF FINANC	GENERAL FUND	LIAB INSURANCE-STATE FIN	\$849.37	714583	STATE COST-FEBRUARY 2022
2443	KAREN SANDERS	JUDICIAL	CONTRACT PERSONNEL	\$500.00	714605	FINES DUE JUDGE 2-24-22
1457	NEEL-SCHAFFER INC	PLANNING	PROFESSIONAL SERVICES	\$1,615.50	714622	GENERAL SERVICES JAN 2022
1457	NEEL-SCHAFFER INC	PLANNING	PROFESSIONAL SERVICES	\$5,759.62	714624	RPR ENGINEERING SERVICES
1457	NEEL-SCHAFFER INC	PLANNING	PROFESSIONAL SERVICES	\$303.77	714619	STORMWATER MANAGEMENT
6163	ORION PLANNING	PLANNING	PROFESSIONAL SERVICES	\$312.50	714630	FEBRUARY 2022 CONSULTING
4878	M & M PROMOTIONS	POLICE	OFFICE SUPPLIES	\$35.00	714609	BUSINESS CARDS - RIVERA
1180	MAGNOLIA TIRE	POLICE	VEHICLE MAINTENANCE	\$416.21	714610	UNIT# 4464: MASTER CYLINDER
1180	MAGNOLIA TIRE	POLICE	VEHICLE MAINTENANCE	\$792.68	714610	UNIT# 4937: CONDENSER, COOLANT
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$129.16	714627	UNIT# 5591: BATTERY
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$57.16	714627	UNIT# 5924: OIL FILTER, OIL
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$4.99	714627	UNIT# 4464: BRAKE FLUID
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$139.53	714627	UNIT# 4464: BRAKE BOOSTER
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$130.13	714627	UNIT# 4464: BRAKE PADS FRONT/B
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$74.68	714627	UNIT# 5870: O/F, OIL
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$410.83	714627	UNIT# 9626: OIL,BATTERIES,O/F,
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$11.98	714627	UNIT# 3300: GAS CLEANER, 12OZ
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$57.17	714627	UNIT# 1108: OIL,O/F, ANTIFREEZ
1844	SPENCER LEE'S TRANSM	POLICE	VEHICLE MAINTENANCE	\$225.00	714641	UNIT# 9626: TRANSMISSION FLUSH
640	ELLIOTT DATA SYSTEMS	POLICE	EQUIPMENT PARTS & SUPPLIES	\$909.00	714590	BADGE PASS WALL MOUNT READERS

1203	HENRY SCHEIN, INC.	POLICE	EQUIPMENT PARTS & SUPPLIES	\$420.00	714599	INVESTIGATIVE RESTOCK -- PPE/
4160	BATTERIES + BULBS	POLICE	EQUIPMENT PARTS & SUPPLIES	\$279.92	714569	BATTERY RE-STOCK
5454	SAFARILAND	POLICE	EQUIPMENT PARTS & SUPPLIES	\$105.00	714636	SAFARILAND COMMS REPAIR
2483	A TO Z ADVERTISING I	POLICE	UNIFORMS	\$317.00	714560	K9 TRAINING SHIRTS WINTERS & S
2685	THOMSON WEST	POLICE	PROFESSIONAL SERVICES	\$213.93	714646	FEBRUARY 2022 WESTLAW
6167	AT&T - NCIC	POLICE	PROFESSIONAL SERVICES	\$42.60	714567	FEBRUARY 2022 NCIC MONITORING
6604	SCOTT ALLEN JOHNSON	POLICE	TRAVEL & TRAINING	\$200.00	714637	TRAINING
504	DEL CITY	POLICE	VEHICLES	\$2,580.94	714582	2022 NEW BUILT: CONNECTORS, FU
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$340.15	714599	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$0.02	714599	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$876.71	714599	EMS SUPPLIES
2202	ZOLL MEDICAL CORPORA	FIRE & EMS	MEDICAL SUPPLIES	\$103.82	714704	EMS SUPPLIES
2202	ZOLL MEDICAL CORPORA	FIRE & EMS	MEDICAL SUPPLIES	\$318.73	714704	EMS SUPPLIES
2202	ZOLL MEDICAL CORPORA	FIRE & EMS	MEDICAL SUPPLIES	\$356.25	714704	EMS SUPPLIES
2202	ZOLL MEDICAL CORPORA	FIRE & EMS	MEDICAL SUPPLIES	\$129.78	714704	EMS SUPPLIES
2202	ZOLL MEDICAL CORPORA	FIRE & EMS	MEDICAL SUPPLIES	\$207.64	714704	EMS SUPPLIES
4983	PREMIER AIR PRODUCTS	FIRE & EMS	MEDICAL SUPPLIES	\$162.35	714632	EMS OXYGEN
1180	MAGNOLIA TIRE	FIRE & EMS	VEHICLE MAINTENANCE	\$232.50	714610	UNIT 3 BRAKES
1180	MAGNOLIA TIRE	FIRE & EMS	VEHICLE MAINTENANCE	\$195.38	714610	104 REPAIRS
1489	NORTH MISSISSIPPI TW	FIRE & EMS	VEHICLE MAINTENANCE	\$82.75	714626	UNIT 4
5099	EMERGENCY EQUIP PROF	FIRE & EMS	VEHICLE MAINTENANCE	\$433.37	714591	ENGINE 3 REPAIRS
5099	EMERGENCY EQUIP PROF	FIRE & EMS	VEHICLE MAINTENANCE	\$129.68	714591	LENS
676	FARRELL CALHOUN COIN	FIRE & EMS	BUILDING & EQUIP MAINT	\$90.49	714595	PAINT AND SUPPLIES
926	THE HOME DEPOT	FIRE & EMS	BUILDING & EQUIP MAINT	\$106.93	714645	SUPPLIES ST 2 AND 3
1199	MATHESON & ASSOCIATE	FIRE & EMS	BUILDING & EQUIP MAINT	\$150.00	714613	CAMERA SYSTEM APP
1812	SOUTHERN PIPE & SUPP	FIRE & EMS	BUILDING & EQUIP MAINT	\$28.92	714640	REPAIR TO TOLIETS @FIRE STATION 3
1812	SOUTHERN PIPE & SUPP	FIRE & EMS	BUILDING & EQUIP MAINT	\$19.28	714640	STATION 3
5218	AMERICAN REFRIGERATI	FIRE & EMS	BUILDING & EQUIP MAINT	\$136.00	714566	REPAIR STATION 1
6583	PARTAIN CONSTRUCTION	FIRE & EMS	BUILDING & EQUIP MAINT	\$6,366.00	714631	STATION 2 DOOR AND REPAIRS
1345	MS STATE DEPT OF HEA	FIRE & EMS	PROFESSIONAL SERVICES	\$1,680.00	714617	LICENSE FEE AND PERMIT FOR 4 U
1428	NFPA INTERNATIONAL	FIRE & EMS	PROFESSIONAL SERVICES	\$175.00	714625	MEMBERSHIP

3323	BANCORPSOUTH	FIRE & EMS	PROFESSIONAL SERVICES	\$169.00	714568	ACTIVE 911 SUBSCRIPTION
4624	THE DISCOVERY GROUP	FIRE & EMS	PROFESSIONAL SERVICES	\$52.50	714644	PRE EMPLOYMENT SCREENING
6196	ESO SOLUTIONS	FIRE & EMS	EMS TRAUMA	\$2,399.39	714592	3 NARCBXES FOR EMS
3323	BANCORPSOUTH	FIRE & EMS	MACHINERY & EQUIPMENT	\$29.39	714568	BOARD
339	CERTIFIED LABORATORI	STREET DEPARTMENT	MATERIALS	\$395.00	714574	FROST AWAY FOR SHOP
745	G & C SUPPLY CO INC	STREET DEPARTMENT	MATERIALS	\$80.92	714597	STREET SIGNS
926	THE HOME DEPOT	STREET DEPARTMENT	MATERIALS	\$104.89	714645	
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	MATERIALS	\$26.97	714627	COUPLER SET FOR SHOP
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	VEHICLE MAINTENANCE	\$17.18	714627	RADIATOR HOSE FOR ST 817
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	VEHICLE MAINTENANCE	\$89.94	714627	ANTIFREEZE FOR SHOP
1689	RIVER CITY HYDRAULIC	STREET DEPARTMENT	VEHICLE MAINTENANCE	\$3,555.87	714634	REPAIRS TO KNUCKLE BOOM HYDROLOGICS
4878	M & M PROMOTIONS	STREET DEPARTMENT	UNIFORMS	\$268.95	714609	SHIRTS AND JACKETS FOR PW
6175	UNIFIRST CORPORATION	STREET DEPARTMENT	UNIFORMS	\$73.17	714648	UNIFORMS FOR UT AND ST
6175	UNIFIRST CORPORATION	STREET DEPARTMENT	UNIFORMS	\$89.35	714648	UNIFORMS FOR UT AND ST
3709	BEST-WADE PETROLEUM	STREET DEPARTMENT	FUEL & OIL	\$797.22	714570	DIESEL FOR SHOP
1457	NEEL-SCHAFFER INC	STREET DEPARTMENT	PROFESSIONAL SERVICES	\$330.66	714622	GENERAL SERVICES JAN 2022
1457	NEEL-SCHAFFER INC	STREET DEPARTMENT	PROFESSIONAL SERVICES	\$357.10	714624	RPR ENGINEERING SERVICES
3947	ALL DATA	STREET DEPARTMENT	PROFESSIONAL SERVICES	\$1,500.00	714564	ALL DATA RENEWAL
5607	CLEVELAND CONSTRUCT	STREET DEPARTMENT	PROFESSIONAL SERVICES	\$1,840.00	714576	CLEANED OUT CONCRETE LAKE DRAIN STRUCTURE 12 OAKS
926	THE HOME DEPOT	ANIMAL CONTROL	MATERIALS	\$239.04	714645	SUPPLIES FOR ANIMAL CONTROL
5099	EMERGENCY EQUIP PROF	ANIMAL CONTROL	UNIFORMS	\$126.00	714591	UNIFORMS
939	HORN LAKE ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$42.00	714602	VET SERVICES
4797	JESSICA WOODS	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$225.00	714604	BASKETBALL 02/21-03/26/2022
6376	KELLY SMITH	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$145.00	714606	BASKETBALL 02/21-03/26/2022
6505	JANEL MARQUEZ	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$245.00	714603	BASKETBALL 02/21-03/26/2022
6578	HAYLEY WHITE	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$280.00	714598	BASKETBALL 02/21-03/26/2022
6580	ALYSSA MAY	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$210.00	714565	BASKETBALL 02/21-03/26/2022
6605	TYKARRIS ROSE	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$80.00	714647	CONTRACT FIELD WORKER

882	HERNANDO EQUIPMENT C	PARKS & REC	MATERIALS	\$76.66	714600	PARTS
926	THE HOME DEPOT	PARKS & REC	MATERIALS	\$189.01	714645	PARTS
6089	EWING IRRIGATION	PARKS & REC	MATERIALS	\$1,594.78	714593	MATERIALS
2493	SGA TROPHY & AWARDS	PARKS & REC	UNIFORMS	\$356.90	714638	UNIFORMS
2493	SGA TROPHY & AWARDS	PARKS & REC	AWARDS/TROPHIES	\$1,377.00	714638	BASKETBALL TROPHIES
2493	SGA TROPHY & AWARDS	PARKS & REC	AWARDS/TROPHIES	\$897.00	714638	PLAQUE
6598	ADT LLC	PARKS & REC	BUILDING IMPROVEMENTS	\$1,482.50	714562	ADT / ALARM
4363	DANIELLE CHEESEMAN	PARK TOURNAMENTS	ADMIN CONTRACT PERSONNEL	\$40.00	714580	TOURN SPRING SEASON MARCH 4-6 2022
4797	JESSICA WOODS	PARK TOURNAMENTS	ADMIN CONTRACT PERSONNEL	\$140.00	714604	TOURN SPRING SEASON MARCH 4-6 2022
6492	LANNIE A MUNNS	PARK TOURNAMENTS	ADMIN CONTRACT PERSONNEL	\$195.00	714607	TOURN SPRING SEASON MARCH 4-6 2022
6505	JANEL MARQUEZ	PARK TOURNAMENTS	ADMIN CONTRACT PERSONNEL	\$155.00	714603	TOURN SPRING SEASON MARCH 4-6 2022
6578	HAYLEY WHITE	PARK TOURNAMENTS	ADMIN CONTRACT PERSONNEL	\$105.00	714598	TOURN SPRING SEASON MARCH 4-6 2022
6580	ALYSSA MAY	PARK TOURNAMENTS	ADMIN CONTRACT PERSONNEL	\$150.00	714565	TOURN SPRING SEASON MARCH 4-6 2022
6580	ALYSSA MAY	PARK TOURNAMENTS	ADMIN CONTRACT PERSONNEL	\$120.00	714565	TOURN SPRING SEASON MARCH 4-6 2022
4797	JESSICA WOODS	PARK TOURNAMENTS	SCOREKEEPERS	\$30.00	714604	TOURN SPRING SEASON MARCH 4-6 2022
6492	LANNIE A MUNNS	PARK TOURNAMENTS	SCOREKEEPERS	\$60.00	714607	TOURN SPRING SEASON MARCH 4-6 2022
6578	HAYLEY WHITE	PARK TOURNAMENTS	SCOREKEEPERS	\$165.00	714598	TOURN SPRING SEASON MARCH 4-6 2022
4694	MARK TATKO	PARK TOURNAMENTS	UMPIRES	\$5,623.75	714612	GAME SCHEDULING TOURN SPRING SEASON
4694	MARK TATKO	PARK TOURNAMENTS	UMPIRES	\$5,403.75	714611	UMPIRES SHAMROCK SHOWDOWN
4000	ACTION CHEMICAL	ADMINISTRATIVE EXPENSE	CLEANING & JANITORIAL	\$680.00	714561	ODOBAN FOR ANIMAL CONTROL
2335	STAPLES	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	\$19.49	714642	OFFICE SUPPLIES
2335	STAPLES	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	\$51.05	714642	OFFICE SUPPLIES
2335	STAPLES	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	\$90.54	714642	OFFICE SUPPLIES
3323	BANCORPSOUTH	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	\$67.98	714568	BATTERIES FOR CITY HALL/POLICE FIRE ALARM
3323	BANCORPSOUTH	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	\$78.33	714568	OFFICE SUPPLIES
1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$745.00	714620	EWP APPLE CREEK
1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$1,930.14	714622	GENERAL SERVICES JAN 2022

1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$1,718.42	714624	RPR ENGINEERING SERVICES
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$183.60	714575	900-0280061-00 COPIER LEASE AGREEMENT
3323	BANCORPSOUTH	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$16.04	714568	MONTHLY ADOBE FEE
5263	AFFORDABLE PEST	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$450.00	714563	PEST CONTROL
5801	LIPSCOMB & PITTS INS	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$150.00	714608	UNEMPLOYMENT BONT RENEWAL
5840	F. O. GIVENS	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$5,104.00	714594	
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$198.20	714588	COPIER LEASE AGREEMENT DX56547-01
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$93.09	714635	COPIER LEASE AGREEMENT FHL00-01
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$60.72	714635	FHNJ00-01 COPIER LEASE AGREEMENT
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$249.92	714635	F4MM00-01 COPIER LEASE AGREEMENT
6391	DATAPATH ADMINISTR	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$182.00	714581	ACTIVE LIVES FEB 2022
2555	MSDEVELOPMENT AUTHOR	ADMINISTRATIVE EXPENSE	NWRS LOAN PAYMENT	\$1,742.04	714618	GMS 50624
5517	QUADIENT FINANCE	ADMINISTRATIVE EXPENSE	POSTAGE	\$302.18	714633	POSTAGE
5801	LIPSCOMB & PITTS INS	ADMINISTRATIVE EXPENSE	INSURANCE PREMIUMS	\$36,664.00	714608	Q3 GENERAL LIABILITY
5801	LIPSCOMB & PITTS INS	ADMINISTRATIVE EXPENSE	INSURANCE PREMIUMS	\$44,174.00	714608	Q3 WORK COMP
5801	LIPSCOMB & PITTS INS	ADMINISTRATIVE EXPENSE	INSURANCE PREMIUMS	\$51,739.00	714608	Q3 AUTO
5801	LIPSCOMB & PITTS INS	ADMINISTRATIVE EXPENSE	INSURANCE PREMIUMS	\$4,161.00	714608	Q3 UMBRELLA
5801	LIPSCOMB & PITTS INS	ADMINISTRATIVE EXPENSE	INSURANCE PREMIUMS	\$14,836.00	714608	Q3 PROPERTY
5189	WASTE CONNECTIONS TN	ADMINISTRATIVE EXPENSE	SANITATION CONTRACT EXPENSE	\$94,074.62	714702	FEB REFUSE
1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	MUNICIPAL STREET MAINT PROJECT	\$5,387.50	714623	2021 STREET MANAGEMENT
1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	MUNICIPAL STREET MAINT PROJECT	\$2,216.00	714621	2019 STREET REHAB PHASE III
556	DESOTO COUNTY SUPERV	LIBRARY EXPENSE	PROFESSIONAL SERVICES	\$1,385.00	714587	MARCH JANITORIAL SERVICES
556	DESOTO COUNTY SUPERV	LIBRARY EXPENSE	PROFESSIONAL SERVICES	\$320.00	714587	MARCH LAWN SERVICE
702	FIRST REGIONAL LIBRA	LIBRARY EXPENSE	AD VAL OWED TO LIBRARY	\$10,625.00	714596	MARCH 2022 AD VAL COLLECTED
1324	MS MUNICIPAL CLERKS	ECONOMIC DEVELOPMENT	PROMOTIONS	\$85.00	714616	CLERK PROMOTIONAL PRODUCTS
9999	MELISSA SMITH	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$75.78	714687	UTILITY REFUND 01-0156100
9999	CHAD LAMBERT	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$31.56	714656	UTILITY REFUND 01-0269700
9999	MEMPHIS WEALTH BUILD	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$53.10	714691	UTILITY REFUND 01-0275900
9999	MEMPHIS WEALTH BUILD	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$31.56	714690	UTILITY REFUND 02-0047200

9999	WILLIAMS REALTY & IN	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$45.54	714701	UTILITY REFUND 02-0226300
9999	JAMES C BRIGMAN	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$60.78	714668	UTILITY REFUND 02-0383900
9999	L B HOMES LLC	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$74.56	714675	UTILITY REFUND 02-0478000
9999	L B HOMES LLC	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$75.78	714674	UTILITY REFUND 02-0618100
9999	EDWARD WALLACE JR	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$60.66	714663	UTILITY REFUND 03-0031300
9999	JAMES C BRIGMAN	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$60.78	714667	UTILITY REFUND 04-0006300
9999	L B HOMES	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$68.22	714673	UTILITY REFUND 04-0064500
9999	CHAD LAMBERT	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$53.10	714657	UTILITY REFUND 04-0072300
9999	CHAD LAMBERT	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$31.56	714655	UTILITY REFUND 04-0136700
9999	MEMPHIS WEALTH BUILD	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$31.56	714689	UTILITY REFUND 04-0164400
9999	MEMPHIS WEALTH BUILD	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$31.56	714693	UTILITY REFUND 04-0203800
9999	L B HOMES	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$16.58	714672	UTILITY REFUND 04-0206800
9999	MARY E EUBANKS	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$50.78	714682	UTILITY REFUND 05-0022100
9999	CHARLIE M BILLINGSLE	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$24.39	714658	UTILITY REFUND 05-2035200
9999	MELVIN FREEMAN	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$89.39	714688	UTILITY REFUND 05-5781100
9999	MCLEAN SFR INVESTMEN	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$109.39	714685	UTILITY REFUND 05-5915210
9999	BRYON SHANNON JR	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$31.56	714654	UTILITY REFUND 06-0078700
9999	DARRIUS QUARLES	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$75.78	714659	UTILITY REFUND 07-0081400
9999	TIFFANY WIGGINS	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$53.10	714700	UTILITY REFUND 07-0159300
9999	MAS PROPERTIES INC.	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$31.56	714684	UTILITY REFUND 07-0446400
9999	FRANK PEREIRA	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$21.14	714666	UTILITY REFUND 10-3620000
9999	ELIZABETH A MALIN	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$50.78	714664	UTILITY REFUND 12-1064100
9999	ASHLEIGH HALL	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$50.78	714650	UTILITY REFUND 12-1080200
9999	BRUCE SAWYER	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$31.56	714653	UTILITY REFUND 12-2970300
9999	DOLAN G KINKADE	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$131.56	714661	UTILITY REFUND 12-3220200
9999	MARTHA HENSON	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$24.00	714681	UTILITY REFUND 13-0120300
9999	MEMPHIS WEALTH BUILD	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$76.14	714694	UTILITY REFUND 14-0171300
9999	JENNIFER LYNN HOFMAN	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$105.00	714669	UTILITY REFUND 14-025200
9999	DENNIS CLARK	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$68.22	714660	UTILITY REFUND 17-0309100
9999	L B HOMES LLC	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$75.78	714676	UTILITY REFUND 21-2490300
9999	MEMPHIS WEALTH BUILD	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$75.78	714695	UTILITY REFUND 21-4060200

9999	MELISSA A MARSHALL	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$72.00	714686	UTILITY REFUND 21-5127400
9999	MAGNOLIA INFO SYSTEM	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$75.78	714679	UTILITY REFUND 21-5740500
9999	BET HOLDINGS LLC	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$75.78	714652	UTILITY REFUND 22-1680100
9999	LAUREN DENTON	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$75.78	714677	UTILITY REFUND 25-0058200
9999	JESSE FAULKNER	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$60.78	714670	UTILITY REFUND 25-0116300
9999	LYNDA STEWART	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$75.78	714678	UTILITY REFUND 25-0302600
9999	MEMPHIS WEALTH BUILD	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$75.78	714692	UTILITY REFUND 26-0233400
9999	MARK W HAMMER	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$74.00	714680	UTILITY REFUND 27-0043100
9999	JOHN J. CLARK	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$28.00	714671	UTILITY REFUND 30-0009100
9999	DOUG JORDAN	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$36.01	714662	UTILITY REFUND 31-0960000
9999	TIFFANY LAMAR	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$38.00	714699	UTILITY REFUND 54-0216100
9999	SHIRLEY CLEVELAND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$21.00	714698	UTILITY REFUND 57-1560900
9999	ASHLEY COX	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$38.00	714651	UTILITY REFUND 57-6430200
9999	ERIK VANCE	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$38.00	714665	UTILITY REFUND 57-8092500
9999	MARY E THWEATT	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$21.00	714683	UTILITY REFUND 58-1060300
9999	ADAM TRASK	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$28.00	714649	UTILITY REFUND 64-1380300
9999	SHARLENE DYSON	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$65.00	714697	UTILITY REFUND 98-0009800
9999	PROGRESS RESIDENTIAL	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$65.00	714696	UTILITY REFUND 99-0128400
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	\$1,000.00	714586	5651 TUCKER LANDING
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	\$1,000.00	714586	5605 TUCKER LANDING
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	\$1,000.00	714586	5627 TUCKER LANDING
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	\$500.00	714586	5782 GROVE LANE
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	\$500.00	714586	7636 EMELINE DRIVE
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	\$500.00	714586	7616 EMELINE DRIVE
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	\$1,000.00	714586	4837 PORT MERIDIAN DRIVE
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	\$1,000.00	714586	4789 PORT MERIDIAN DRIVE
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	\$1,000.00	714586	4805 PORT MERIDIAN DRIVE
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	\$500.00	714586	MCDONALDS 4170 FOUNTAIN LANE
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	MATERIALS	\$25.99	714627	EASY PULL FOR UT TRAILER
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	MATERIALS	\$19.18	714627	LIGHTS FOR UT TRAILER
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	\$40.36	714639	MATERIALS FOR UT

1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	\$23.97	714639	MATERIALS TO REPAIR SEWER LEAK
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	\$56.97	714639	MATERIALS TO REPAIR SEWER LEAK
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	\$118.00	714639	WATER TUBING
3866	CENTRAL PIPE SUPPLY	UTILITY SYSTEM	MATERIALS	\$96.17	714573	JUMBO METER BOX
5006	BRENNTAG MIDSOUTH	UTILITY SYSTEM	MATERIALS	\$1,543.62	714571	CHEMICALS FOR HURT ROAD WP
5006	BRENNTAG MIDSOUTH	UTILITY SYSTEM	MATERIALS	\$1,612.25	714571	CHEMICALS FOR MEADOWBROOK WATER PLANT
301	CAMPER CITY USA INC	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$895.00	714572	TOOL BOX BED MAT & TRAYS FOR UT 3528
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$145.91	714627	BATTERY AND OIL FOR UT9939
4878	M & M PROMOTIONS	UTILITY SYSTEM	UNIFORMS	\$549.95	714609	SHIRTS AND JACKETS FOR PW
6175	UNIFIRST CORPORATION	UTILITY SYSTEM	UNIFORMS	\$73.17	714648	UNIFORMS FOR UT AND ST
6175	UNIFIRST CORPORATION	UTILITY SYSTEM	UNIFORMS	\$89.36	714648	UNIFORMS FOR UT AND ST
3709	BEST-WADE PETROLEUM	UTILITY SYSTEM	FUEL & OIL	\$797.22	714570	DIESEL FOR SHOP
410	CONTROL SYSTEMS INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$1,957.60	714577	SERVICE CALL FOR ELEVATOR TANK @HURT RD W/P
1457	NEEL-SCHAFFER INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$360.60	714622	GENERAL SERVICES JAN 2022
5607	CLEVELAND CONSTRUCT	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$1,600.00	714576	BORE WATER SERVICE AT 4630 ROLLING GREEN RD
5607	CLEVELAND CONSTRUCT	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$1,417.00	714576	REPLACED SERVICE MAIN @7421 DUNBARTON
6121	HIGH TIDE TECHNOLOGI	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$600.00	714601	ANNUAL COMMUNICATIONS ON HIGH TIDE UNITS
5964	XYLEM DEWATERING	UTILITY SYSTEM	RENTAL EQUIPMENT	\$244.47	714703	HOSE RENTAL
5964	XYLEM DEWATERING	UTILITY SYSTEM	RENTAL EQUIPMENT	\$1,076.11	714703	PUMP RENTAL
2555	MSDEVELOPMENT AUTHOR	UTILITY SYSTEM	CAP LOAN	\$2,409.72	714618	GMS 50399
2555	MSDEVELOPMENT AUTHOR	UTILITY SYSTEM	CAP LOAN	\$3,260.51	714618	GMS 50479
2555	MSDEVELOPMENT AUTHOR	UTILITY SYSTEM	CAP LOAN	\$1,858.36	714618	GMS 50709
544	DESOTO COUNTY REGION	UTILITY SYSTEM	SEWER MAINTENANCE EXP	\$57,611.67	714586	FLOW DATA MARCH 2022
1929	TENCARVA MACHINERY C	UTILITY SYSTEM	SEWER MAINTENANCE EXP	\$3,584.97	714643	TSURUMI PUMP
5607	CLEVELAND CONSTRUCT	UTILITY SYSTEM	SEWER MAINTENANCE EXP	\$1,104.00	714576	SEWER REPAIR AT BENTLEY COVE
				\$612,673.74		

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 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 15th day of March, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

** At this time the Mayor declared open a public hearing for Case No. 2066 CU - request by Janice Willis for a conditional use for an event center with liquor and part-time church at 1426 Nail Road West, Suites A and B. Mr. Bahr presented the staff report and what was presented to the Planning Commission. Mr. Bahr presented discussion items regarding the location, zoning regulations, comprehensive plan, and issues with the land use related to this conditional use. Mr. Bahr reported the action of the Planning Commission was to recommend approval the conditional use by a vote of 4-2 with four conditions. Mr. Bahr presented the four conditions as follows: The applicant receive a license to sell alcohol from the MS Department of Revenue, set hours of operations to 7am-11pm Sunday through Saturday, all other City; County; Federal requirements shall be met, and no alcohol sales on the property. Alderman DuPree shared with Ms. Willis that when they first spoke, serving alcohol was never discussed. Alderman DuPree shared he had concerns with the serving of alcohol and this venue becoming a nightclub. Ms. Willis shared this was not to intended to be a nightclub but would only be contracted events and the group contracting would be allowed to have the alcohol. Ms. Willis stated they would have security on site during the events. Ms. Jasmine stated they were being seen as a liability due to previous establishments and they are looking to hold retirement parties, birthday parties, and baby showers. Ms. Jasmine stated they want to be seen as an asset to the City and they would not sell alcohol but allow the group renting to have alcohol at the location. Alderwoman Johnson asked what sets them apart from other groups and

the security provided. Alderwoman Johnson asked if they have contracts with churches. Ms. Willis stated they do not currently have any signed church contracts. Alderman Bostick stated this is too open-ended and has too many options with it going from churches to parties to pop-up shops and he could not support this. Alderman Bostick stated what is before them is approval for liquor and part-time church. Ms. Willis shared nothing is set and each event is contracted individually. Alderman Guice asked if not having the alcohol would hinder their contracts. Ms. Willis stated it would hurt the ability for retirement parties or others that wanted to offer alcohol. Ms. Jasmine stated they are open to conditions if having alcohol is an issue to close down at an earlier time. Alderman Bledsoe stated even if groups other than churches contract with them, many people have alcohol in their cars. Alderman Young asked if they have done this business before. Ms. Willis stated they have not but own other businesses. Alderman Young stated there is a need for this but would prefer the owner to have the liquor license and assume the responsibility of its patrons. Alderman Young stated as it stands it is too open for issues when you mix alcohol, loud music, and large crowds for him to support. Attorney Billy Campbell asked the Planning Director if a church/church service at this location would require a conditional use permit. Mr. Bahr stated he would have to check on that issue. Alderman Guice stated he would like to find out about the requirements for church services before making any decision. Alderman Klein also agreed that we table this case until the information about operating a church at this site is researched. Mr. Bahr stated he would research this PUD on the requirements of a church. Francis J. Miller stated he was not in favor of mixing liquor and a church. Alderman Guice asked Chief Rowell if he had concerns with the venue or the serving of alcohol. Police Chief Rowell stated it is a combination of both the alcohol and the venue from the historical data from past venues similar to this. Mayor Latimer asked Mr. Bahr if a popup shop/business that was mentioned earlier would need a business license. Mr. Bahr stated it would probably be considered a transient vendor and that does require a license/permit to operate. No one else appeared to speak or offer evidence for or against the conditional use application. The public hearing was declared closed.

Order #03-16-22

Order to table Case No. 2066

Be It Ordered:

By the Mayor and Board of Aldermen to table Case No. 2066 until the April 5, 2022 Mayor and Board of Alderman meeting.

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 15th day of March, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

** At this time the Mayor called on Chad Bahr, Planning Director, to present Case No. 2074 SDFP request by Wilson Development of a 1-lot subdivision final plat, consisting of 4.9 acres +/-, located at approximately 1100 Nail Road West for a commercial/light industrial land use known as the Nail Road Industrial Park at Horn Lake and to be renamed the Market 55 Industrial Campus. Mr. Bahr presented the staff report on Case No. 2074 SDFP discussed at the Planning Commission meeting and explained the zoning ordinances and requirements for a subdivision. Mr. Bahr stated the Planning Commission recommended approval upon conditions set forth.

Order #03-17-22

Order to approve final plat

Be It Ordered:

By the Mayor and Board of Aldermen to approve Case No. 2074 SDFP request by Wilson Development of a 1-lot subdivision final plat, consisting of 4.9 acres +/-, located at approximately 1100 Nail Road West, known as the Nail Road Industrial Park at Horn Lake and to be renamed The Market 55 Industrial Campus, subject to staff comments and conditions set forth by the planning commission.

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 15th day of March, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

** At this time the Mayor called on Chad Bahr, Planning Director, to discuss the regulating of small cell technology facilities. Mr. Bahr spoke about the current regulations which might require a Conditional Use for each small cell pole installed. Mr. Bahr said he might ask the Mayor and Board of Aldermen to consider revising the ordinance if a large number of applications were received for installations on private property or the process becomes burdensome, but at this point he would like to wait and see what happens. No action taken.

** At this time the Mayor called for a motion on item VII. (A.). It was determined there was more time needed to review the Bank Depository Bids. No action took place on item VII. (A.), with it being held over until the April 5, 2022 Mayor and Board of Aldermen meeting.

Resolution 03-01-22

RESOLUTION FOR CLEANING PRIVATE PROPERTY

3555 Laurel 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, March 15, 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 March 15, 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 March 1, 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 DuPree 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 15th day of March, 2022.

ALLEN LATIMER, MAYOR

ATTEST:

CAO City Clerk

Order #03-18-22

Order to declare and dispose of Surplus Property

Be It Ordered:

By the Mayor and Board of Aldermen to declare the items listed in Horn Lake Police Surplus Property 2022-01 as surplus property and dispose of same as stated, pursuant to Miss. Code Ann. Section 17-25-25, and finding the fair market value of any property to be recycled to be zero.

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 15th day of March, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

Horn Lake Police Surplus Property - 2022-01

Equipment Type	Serial number	ID	Name	Reason for Surplus	Sale / Recycle Plan	Department	Date added to list
Vehicle	2FAFP71W95X146803	6803	2005 Ford Crown Vic	Mechanical	Auction	Police	10/12/2021
Vehicle	2FAHP71V09X123299	3299	2009 Ford Crown Vic	Mechanical	Auction	Police	10/12/2021
Vehicle	2FAHP71V19X123294	3294	2008 Ford Crown Vic	Mechanical	Auction	Police	10/12/2021
Vehicle	2FAFP71V38X136361	6361	2008 Ford Crown Vic	Mechanical	Auction	Police	10/12/2021
Mobile Computer	539919		Datalux	Inoperable	Recycle	Police	10/12/2021
Mobile Computer	538169		Datalux	Inoperable	Recycle	Police	2/22/2022
Workstation	MXL4121VQZ		HP	End of life	Recycle	Police	2/22/2022
Workstation	MXL4121TPK		HP	End of life	Recycle	Police	2/22/2022
Workstation	MXL4160SS6		HP	End of life	Recycle	Police	2/22/2022
Workstation	MXL4160ST1		HP	End of life	Recycle	Police	2/22/2022
Workstation	MXL4121TP3		HP	End of life	Recycle	Police	2/22/2022
Workstation	MXL4160SSY		HP	End of life	Recycle	Police	2/22/2022

Order #03-19-22

Order to amend job description

Be It Ordered:

By the Mayor and Board of Aldermen to amend the job description for Police Receptionist/Data Entry Clerk.

Said motion was made by Alderman Johnson 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 15th day of March, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

City of Horn Lake
Job Description – Police Receptionist/Data Entry Clerk

Purpose of Position

Under direct supervision of the Operations Division Supervisor, provides clerical support to the Police Department which includes receptionist duties, typing of documents, record keeping, and filing; performs related work as required; and act as a Deputy Court Clerk.

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Obtains caller's request and directs call to appropriate personnel.

Records messages for personnel when necessary.

Operates telephone console to receive incoming messages.

Receives and delivers fax transmissions as necessary.

Types memos, correspondence, reports, and other documents.

Issues visitor's pass when required.

Answers inquiries when necessary.

Collects and distributes mail and messages.

Performs variety of clerical duties for all departments within the police department when requested.

Makes copies of documents as requested by all departments within the police department.

Assist in filing records when requested by any department within the police department or other departments when necessary.

Performs finger printing services from citizens coming into the Police Department per department policy.

Meets visitors to the facility, provides information as needed, and directs them to persons or appointments.

Accepts request for public records, FOIA requests, and records requests from other government agencies, and delivers completed requests to person making request.

Makes redactions as necessary in accordance with state law when completing public records requests or FOIA requests.

Accepts money for public records, fingerprint services, and other functions of the department.

Enters Cash Payment Receipts (CPR) into the City's financial software when money is accepted for payment of services rendered. Ensures accountability of funds through the deposit process.

Inputs police record data to include but not limited: enter officer citations into the department RMS system, scans all supplemental documentation associated with incidents or arrests into the RMS system, inputs supplements into the RMS system when scanning documents into incident reports to maintain data integrity.

Inputs affidavit/summons and warning citations issued by Code Enforcement officers into the department RMS system.

While inputting data into the department RMS system, checks for record accuracy, duplicate files, and any other matters which affect data accuracy associated with the data being entered. Corrects or sends notice of any errors identified in order to be corrected by appropriate personnel.

Search records management programs to find and print reports per request. To include searching and printing accident reports completed via the state mandated Report Beam system, which is separate from the department RMS system.

Prepares police arrest records to be transmitted to the Court Department, ensuring all appropriate records are contained in the file as required by the Court Department in order to for the Court Department to properly prepare a court file for defendants upon receipt.

Receives, reviews, and ensures proper entry of all Bench Warrants issued via the Court Department into the police department RMS system assuring accuracy of the information and activation of the warrants in the police RMS system.

Files hard copies of Bench Warrants into the proper file location for access when a wanted subject is located by police. Pulls hard copies as requested by dispatch, police, or the court department.

Assist with conducting a semi-annual warrant audit to ensure all active warrant records entered into the department RMS system have a hard copy on file in order to maintain warrant accuracy between department RMS system and hard copies on file.

Monitors equipment within work area to insure that it is operating properly and reports problems to appropriate supervisory personnel.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory authority.

QUALIFICATIONS

Be proficient with Microsoft Word and Excel software.

Proficient in use of 10 key.

Ability to type 40 wpm.

Ability to operate computer, fax machine, copy machine and multi-line telephone system.

Ability to be bonded.

MINIMUM EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED).

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.

Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out simple one- or two-step instructions.

Ability to deal with standardized situations with only occasional or no variables.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms and talk or hear. The employee is occasionally required to stand, walk, climb or balance, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position require close vision.

WORK ENVIRONMENT

The noise level in the work environment is consistent with typical office environment sounds and levels.

Job Context

The Police Receptionist/Data Entry Clerk is a full-time, permanent position in the Police Department. The immediate supervisor for this position is the Operations Division Supervisor. The person in this position is supervised on a daily basis. The person in this position has no supervisory responsibilities. The Police Receptionist/Data Entry Clerk works regular hours most of the time, with some flexibility when required. This position requires occasional overtime when the workload demands it. There is no night work. The person in this position is never on call. 100% of the work for this position is indoors. The position has accountability for monetary, fiscal, and legal issues related to the work for which this position is responsible.

There is no exposure to chemicals and/or hazardous materials. The person in this position must have a high school graduation or equivalent, prefer some additional coursework related to court administration, criminal justice, data processing and related areas. Physical work involved with this position includes, but is not limited to, lifting file boxes, climbing stairs and sitting for long periods of time.

FLSA: Non - Exempt

REPORTS TO: Operations Division Commander

SUPERVISES: N/A

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

Order #03-20-22

Order to permit use of park

Be It Ordered:

By the Mayor and Board of Aldermen to permit the use of Latimer Lakes Park by DeSoto County Dream Center on July 16, 2022 from 10am - 1pm for a back to school supply give away

Said motion was made by Alderman Johnson 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 15th day of March, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

Order #03-21-22

Order to permit use of park

Be It Ordered:

By the Mayor and Board of Aldermen to permit use of Shadow Oaks West Park west by Heartland Church on April 9, 2022 from 2pm - 4pm for a community block party.

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 15th day of March, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

Order #03-22-22

Order to amend job descriptions

Be It Ordered:

By the Mayor and Board of Aldermen to amend the job descriptions for Utility Clerk I, Utility Clerk II, Public Work Water Treatment Operator, and Public Work Utility Field Supervisor.

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 15th day of March, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

City of Horn Lake – Utility Department
Job Description – Utility Clerk I

Purpose of Position

To meet customer needs, collect and process payments, maintain professionalism in communicating with customers, and fulfill all assigned duties to assist in maintaining an efficient and productive work environment.

Major Duties & Responsibilities

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 position.

- Greet citizens, answer, and direct numerous calls for the utility department
- Process receipt utility payments daily, close out drawer, and prepare monies for deposit
- Perform clerical filing of pertinent information into customer account files
- Add special notes or important information into accounts
- Assist utility department customers with general questions
- Responds to customer's issues regarding water, sewer, sanitation and sanitation pickups and/or directs to appropriate departments for resolution.
- Assist with various miscellaneous duties in the utility department
- Knowledge of general city operations and general City of Horn Lake information, for example: including but not limited to population, demographics, directions, etc.
- Other duties as assigned

Knowledge, Skills, and Abilities

Knowledge:

- Basic functions of a computer, typing, and Internet
- Billing system
- Meter readings as listed on account
- OSHA standards and regulations concerning employee safety
- Federal and State statutes concerning the work of the department
- Mathematical skills, including additions, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Accurate typing and data entry skills using a personal computer
- Use various pieces of office equipment, photocopiers and facsimile machines
- Customer service skills
- Prioritize daily work flow
- Be well motivated with a positive attitude
- Work well with the public
- Work as a team member with other employees
- Meet specified and/or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, etc.
- Handle multiple tasks simultaneously with frequent interruptions
- Maintain professional composure in heated situations
- Develop, implement, and follow departmental and City procedures
- Accurate typing and data entry using a personal computer
- Maintain confidentiality

Job Context

The Utility Clerk I position is a full-time, probationary position of the Utility Department. This is a closely supervised entry-level position for a time period of at least (1) year. The work hours for this position are regular hours, year-round, occasionally requiring the applicant to work more than scheduled hours. This position does not require night work, or shift work, and the applicant will never be on call. This position is

100% indoors. The position is accountable for managing accounts, handles monetary accountabilities, cash, checks, and other City receipts at times. He/she is also accountable for assuring that there is no undue legal liability placed upon the City and must be able to be successfully bonded.

Reports to: Lead Utility Clerk, Customer Service Supervisor, and Utility Manager

Supervises: ---

FSLA: Non-exempt

The applicant of this position must have a valid driver's license and completed high school, or must have obtained a GED prior to starting this position. No experience is required for this position, although it is recommended to have experience in customer service, office related work, and computer-based work. The stress level associated with this position is moderately low. Work is performed in an office environment with sustained posture in a seated position for prolonged periods of time with no exposure to chemicals or hazardous materials.

Note: The hourly rate and rate of increase for this position is adopted and approved each fiscal year as part of the department budget.

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.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

Signature Acknowledging Job Description

Date

Adopted: 03/15/2022

City of Horn Lake – Utility Department

Job Description – Utility Clerk II

Purpose of Position

To meet customer needs, collect and process payments, maintain professionalism in communicating with customers, and fulfill all assigned duties to assist in maintaining an efficient and productive work environment.

Major Duties & Responsibilities

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 position.

- Greet citizens, answer, and direct numerous calls for the utility department
- Process receipt utility payments daily, close out drawer, and prepare monies for deposit
- Review reports for accuracy and gather relevant information
- Perform clerical filing of pertinent information into customer account files
- Add special notes, corrections, and/or important information into accounts
- Assist utility department customers with general questions
- Address customer questions concerning their bills, readings and charges
- Responds to customer's issues regarding water, sewer, sanitation and sanitation pickups and/or directs to appropriate departments for resolution.
- Assist with various miscellaneous duties in the utility department
- Set up new residential or business accounts and final accounts as needed
- Enter miscellaneous payments and process bulk pickup payments
- Assist customers in applying for or cancelling bank drafts
- Assist in the opening of daily mail and placing in proper mail slots on as needed basis
- Knowledge of general city operations and general City of Horn Lake information, for example: including but not limited to population, demographics, directions, etc.
- Other duties as assigned

Knowledge, Skills, and Abilities

Knowledge:

- Basic functions of a computer, typing, and Internet
- Billing system
- Basic accounting techniques, proper methods of handling and processing cash
- Meter readings as listed on account
- OSHA standards and regulations concerning employee safety
- Federal and State statutes concerning the work of the department
- Mathematical skills, including additions, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Accurate typing and data entry skills using a personal computer
- Use various pieces of office equipment, photocopiers and facsimile machines
- Customer service skills
- Prioritize daily work flow
- Be well motivated with a positive attitude
- Work well with the public
- Work as a team member with other employees
- Meet specified and/or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, etc.
- Handle multiple tasks simultaneously with frequent interruptions
- Maintain professional composure in heated situations
- Work independently when necessary
- Be able to diligently handle disgruntled citizens
- Develop, implement, and follow departmental and City procedures
- Maintain confidentiality

Job Context

The Utility Clerk II position is a full-time and permanent position of the Utility Department with a minimum of one (1) year of experience demonstrating knowledge, skills, and abilities. An employee in this position should be able to operate independently as directed and when necessary. The work hours for this position are regular hours, year-round, occasionally requiring the applicant to work more than scheduled hours. This position does not require night work, or shift work, and the applicant will never be on call. This position is 100% indoors. The position is accountable for managing accounts, handles monetary accountabilities, cash, checks, and other City receipts at times. He/she is also accountable for assuring that there is no undue legal liability placed upon the City and must be able to be successfully bonded.

Reports to: Lead Utility Clerk, Customer Service Supervisor, and Utility Manager

Supervises: ---

FSLA: Non-exempt

The applicant of this position must have a valid driver's license and completed high school, or must have obtained a GED prior to starting this position. A minimum of one (1) year of experience in this or a related field is strongly recommended to have experience in customer service, office related work, and computer-based work. The stress level associated with this position is moderately low. Work is performed in an office environment with sustained posture in a seated position for prolonged periods of time with no exposure to chemicals or hazardous materials.

Note: The hourly rate and rate of increase for this position is adopted and approved each fiscal year as part of the department budget.

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.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

Signature Acknowledging Job Description

Date

Adopted: 03/15/2022

City of Horn Lake – Public Works Job Description – Water Treatment Operator

Purpose of Position

Performing water treatment operations. Operating and maintaining equipment. Performing tests and collecting water samples. To provide a safe and good quality of water to all residential and commercial customers on the

water system. To provide a good volume of water and adequate pressure for residential and commercial use and for firefighting capabilities. To help in the maintenance and repair of utility lines, utility taps, fire hydrants, meter change outs, and other work. May operate heavy and specialized equipment and perform maintenance repair and construction work on public works facilities and projects.

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 Duties and Responsibilities

- Managing and monitoring the processes of a water treatment plant
- Operates and maintains assigned water plant, monitor systems and equipment for proper operation
- Perform all work in accordance with policies, procedures, regulations and standards of quality and safety
- Participates in in-service training for personnel
- Prepares and/or reviews daily operational control tests and daily logs
- Collects samples and performs routine tests of water
- Calculates daily water usage; adjust chemicals to maintain required levels
- Troubleshoots system and equipment problems: maintains repairs, cleans and/or calibrates equipment as needed
- Regulates and adjusts motors, pumps, blowers, valves and other apparatus to meet operational standards
- Perform general building and ground maintenance work as necessary in support of the water plant
- Picks up supplies, loads and unloads trucks as necessary for supplies for the water plant
- Operate and troubleshoot and perform maintenance on wastewater lift/pumping stations
- Be on an on-call rotation for emergency after hour calls.
- Participates in the manual labor associated with the operation, maintenance, repair and construction of the water system
- Installs, tests, inspects, replaces, maintains and repairs water meters; tests, disassembles and cleans water meters
- Investigates customer's complaints regarding water bills; identifies cause of excessive water consumption and advises customers of necessary repairs or alterations
- Performs skilled work in assembling, laying and aligning water distribution and wastewater collection mains and service lines
- Locates and repairs leaks
- Participates in the manual labor associated with the operation, maintenance, repair and construction of the sanitary sewer system
- Maintenance of city facilities as necessary
- Clean, maintain, and service water pumps, equipment and tools
- Occasional operation of backhoe and front-end loader
- Read water meters; assist in building maintenance
- Performs mechanical work as needed
- Minor construction projects, carpentry, concrete, janitorial services
- Performs other duties as directed

Knowledge, Skills and Abilities

- Operate equipment properly and safely
- Operates trucks, trenchers, skip loaders, backhoes, compressors, tapping machines, and a wide variety of other motorized equipment; operates and uses a wide variety of hand and power tools

- Maintain equipment and vehicles properly
- Work as a team member with other employees
- Make decisions within specified time restraints
- Must have good communication skills; requires a calm demeanor in responding to customer questions/and or complaints, and dealing with the general public in everyday activities
- Work autonomously when necessary
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Knowledge of the principles, methods and procedures of maintenance and repair of utility lines
- Knowledge of occupational hazards, safety standards and precautions, and city and state traffic laws, rules and regulations
- Knowledge of utility system operations, plumbing and pipe-fitting
- Ability to establish and maintain effective working relationship with public and other employees
- Follow departmental and city procedures

Job Context

The Water Treatment Operator is a full-time, permanent position in the Utility Department. The immediate supervisor for this position is the Utility Field Supervisor, followed by the Assistant Public Works Director and the Public Works Director. The person in this position is supervised on a weekly basis. The Water Treatment Operator works various hours. There is exposure to chemicals and/or hazardous materials. The person in this position must have a valid driver license with a good driving record and a high school graduate degree and/or GED. The persons in this position must have a Class C Water treatment certification issued by the Mississippi Department of Health and/or be able to obtain a Class C certification within one (1) year of employment. The persons in this position must be able to be on-call after hours for emergency calls in a rotation with other on-call personnel. The stress level associated with this position is moderate.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch or crawl; lift; shovel or dig. Must be able to lift 50 lbs.

Mental demands: While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information and/or new skills. The employee is occasionally required to deal with dissatisfied individuals.

FLSA: Non - Exempt

REPORTS TO: Utility Supervisor, Assistant Public Works Director and Public Works Director

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
* Adopted 3/15/2022

Date

City of Horn Lake – Public Works Job Description – Utility Field Supervisor

Purpose of Position

Responsible for leading in the maintenance and repair of utility lines, utility taps, fire hydrants, meter change outs, and other work. May operate heavy and specialized equipment and perform maintenance repair and construction work on public works facilities and projects.

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 Duties and Responsibilities

- Participates in manual labor associated with the operation, maintenance, repair and construction of the roadway system, including roadway, shoulder and sidewalk operation maintenance and construction
- Participates in the manual labor associated with the operation, maintenance, repair and construction of the storm drainage system
- Participates in the manual labor associated with the operation, maintenance, repair and construction of the water system
- Installs, tests, inspects, replaces, maintains and repairs water meters; tests, disassembles and cleans water meters
- Investigates customer's complaints regarding water bills; identifies cause of excessive water consumption and advises customers of necessary repairs or alterations
- Performs skilled work in assembling, laying and aligning water distribution and wastewater collection mains and service lines
- Locates and repairs leaks
- Participates in the manual labor associated with the operation, maintenance, repair and construction of the sanitary sewer system
- Maintenance of city facilities as necessary
- Clean, maintain, and service water pumps, equipment and tools
- Occasional operation of backhoe and front-end loader
- Read water meters; assist in building maintenance
- Performs mechanical work as needed
- Minor construction projects, carpentry, concrete, janitorial services
- Supervises staff daily on various projects
- Operates and maintains assigned water plant; monitors systems and equipment for proper operation
- Performs all work in accordance with policies, procedures, regulations and standards of quality and safety
- Participates in in-service training for personnel

- Prepares and/or reviews daily operational control tests and daily logs
- Collects samples and performs routine tests of water
- Calculates daily water usage; adjusts chemicals to maintain required levels
- Troubleshoots system and equipment problems; maintains repairs, cleans and/or calibrates equipment as needed
- Regulates and adjusts motors, pumps, blowers, valves, and other apparatus to meet operational standards
- Performs general building and grounds maintenance work as necessary in support of the water plant
- Picks up supplies, load and unload trucks as necessary supplies for the water plants
- Operate and troubleshoot wastewater lift/pump stations
- Will need to be on-call rotation for emergency after hour calls

Performs other duties as directed

Knowledge, Skills and Abilities

- Operate equipment properly and safely
- Operates trucks, trenchers, skip loaders, backhoes, compressors, tapping machines, and a wide variety of other motorized equipment; operates and uses a wide variety of hand and power tools
- Maintain equipment and vehicles properly
- Work as a team member with other employees
- Make decisions within specified time restraints
- Must have good communication skills; requires a calm demeanor in responding to customer questions/and or complaints, and dealing with the general public in everyday activities
- Work autonomously when necessary
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Knowledge of the principles, methods and procedures of maintenance and repair of utility lines
- Knowledge of occupational hazards, safety standards and precautions, and city and state traffic laws, rules and regulations
- Knowledge of utility system operations, plumbing and pipe-fitting
- Ability to establish and maintain effective working relationship with public and other employees
- Follow departmental and city procedures

Job Context

The Utility Field Supervisor is a full-time, permanent position in the Utility Department. The immediate supervisor for this position is the Assistant Public Works Director, followed by the Public Works Director. The Utility Field Supervisor must have a Class C Water Operator Certification from the Mississippi Department of Health or able to obtain one within one (1) year of employment. The person in this position is supervised on a weekly basis, and has supervisory authority. The Utility Field Supervisor works various hours. There is exposure to chemicals and/or hazardous materials. The person in this position must have a valid driver license with a good driving record and a high school graduate degree and/or GED, or, any equivalent combination and experience required to perform the essential position functions. The stress level associated with this position is moderate.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch or crawl; lift; shovel or dig. Lifting up to 50 lbs.

Mental demands: While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information and/or new skills. The employee is occasionally required to deal with dissatisfied individuals.

FLSA: Non - Exempt

REPORTS TO: Assistant Public Works Director and/or Public Works Director.

SUPERVISES: Utility Laborers

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

* Adopted 3/15/2022

Order #03-23-22

Order to approve change order and payment

Be It Ordered:

By the Mayor and Board of Aldermen to approve Final Change Order #2 for the Tulane Road Bridge Replacement Project, increasing the contract time by 77 days making the completion date 12/14/2021 and payment of the Final Payment Estimate #7 for the Tulane Bridge Replacement Project to Xcavators, Inc. in the amount of \$26,194.05.

Said motion was made by Alderman Young 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 15th day of March, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

Order #03-24-22

Order to approve lease and agreement

Be It Ordered:

By the Mayor and Board of Aldermen to approve the lease/maintenance agreements with RJYoung for a Ricoh IM350F, Ricoh IM C6000, Ricoh IM C3500, Ricoh IM 5500F, Ricoh IM C4500, Ricoh IM 2500, Canon DX 6780 copy machines for the Finance, Utility, Public Works, Animal Control, Planning, and Fire Departments. The machines are below MS state contract pricing. The leases are for 60 months at \$37.40, \$268.40, \$165.00, \$53.90, \$195.65, \$88.00, and \$330.00 per month with the machines ranging from .00428, .0088, .0097, .0145, .01, .0122, .0099, per b&w copy and .0333, .0315 per color copy with the agreement including toner, labor, parts, maintenance kits, and service calls.

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 15th day of March, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

At this time, Alderman Bostick recused himself from debating, discussing, and taking action on approval of the agreement with Landers Center. Alderman Bostick left the Board meeting room prior to the matter coming before the Mayor and Board of Aldermen and did not return until after the vote on the matter.

Order #03-25-22

Order to approve purchase/agreement

Be It Ordered:

By the Mayor and Board of Aldermen to approve the purchase from/contract with Captivating Balloons and the DeSoto County Convention and Visitors Bureau d/b/a Landers Center for the 2022 Veteran's Program at a cost not to exceed \$5,000 to be paid with hotel/motel tax proceeds, finding that said event promotes the attributes of the City and/or promotes the City's tourism and economic development.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Bostick.

So ordered this 15th day of March, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

Order #03-26-22

Order to suspend and terminate

Be It Ordered:

By the Mayor and Board of Aldermen to suspend Employee #577, without pay, effective March 11, 2022, and to terminate said employee effective immediately for violation of City policy #701, and 704.

Said motion was made by Alderman Guice 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 15th day of March, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

** At this time the Mayor called on Jake Abraham from 1876 Greeno Drive. Mr. Abraham stated he was having issues with a neighbor and the parking of around 8 vehicles and a school bus on the street blocking the view of his driveway. Mr. Abraham stated it is very difficult to get out of his driveway. Mr. Abraham stated he had to slam on his brakes when a truck was coming down his street due to cars parked on both sides of the street. Mr. Abraham stated he has heart issues and if an ambulance had to get down the street, they could not. Alderman Guice asked the address again. Alderman Bledsoe shared he was Mr. Abraham's Alderman. Alderman Bostick asked if this has been going on for a short time or long time. Alderman Bostick asked if Mr. Abraham has a relationship with the neighbor. Mr. Abraham stated he has tried to talk to the neighbor. Alderman DuPree asked

for information on the school bus parked on the street. Mr. Abraham stated it was bus #504 and was a long bus. Chief Rowell indicated that he would ensure code enforcement continues to address any issues.

** At this time the Mayor asked the Board of Aldermen to let him know this week if they would be willing to serve on an informal Christmas (parade) planning committee. The Mayor asked everyone to contact our State legislators and encourage them to vote in favor of extending the Hotel/Motel fee for Horn Lake.

** At this time Alderman Young announced that Neighborhood Watch has a Facebook page and requested those who are interested to join and get involved.

** At this time Alderman DuPree began discussion on No Parking signs on the 7 narrow streets he has identified in his Ward. Alderman DuPree stated the City should enforce the laws on the books regarding street parking violations. There was much discussion on the topic of No Parking street signs during all the Aldermen correspondence.

** At this time Drew Coleman, Parks Director, presented a proposal for all parking lots and streets in Latimer Lakes Park to be repaved.

** At this time Chad Bahr, Planning Director, presented information on the new Comprehensive Plan process scheduled to begin. Mr. Bahr also presented the issue of old zoning signs not being removed around the City.

Order #03-27-22

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 Young 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 15th day of March, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

Order #03-28-22

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 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 15th day of March, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

** It was determined that an executive session was not necessary.

Order #03-29-22

Order to Adjourn

Be it Ordered:

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

Said Motion was made by Alderman DuPree 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 15th day of March, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

The minutes for the March 15, 2022 Mayor and Board of Aldermen meeting were presented to the Mayor for his signature on _____, 2022.

CAO/City Clerk