

**MUNICIPAL DOCKET
MAYOR AND BOARD OF ALDERMEN MEETING
APRIL 5, 2022 BEGINNING AT 6:00 P.M.**

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

Mayor Allen Latimer
Alderman Bledsoe
Alderman Young

I. Vote on Municipal Docket

II. Consent Agenda

- A. Approval of minutes for March 15, 2022 Mayor and Board of Aldermen meeting.
- B. Approval of the DeSoto County Museum sponsorship for \$6,000.00, DeSoto County Salute to Industry event for \$600.00, the Autism Intervention Program event for \$600.00, and the Mayors Youth Council program for \$2,500.00 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.
- C. Request to promote Officer C. Anders from P2 to P3 at the rate of \$23.46 per hour beginning pay period date April 17, 2022.
- D. Resignation of Officer Hunter Clayton to be effective March 18, 2022.
- E. Resignation of Officer Michael Pressgrove to be effective April 1, 2022.
- F. Request to hire C. Tolbert as T2 at the rate of \$19.38 per hour, plus benefits, with hire date as April 5, 2022.
- G. Request to hire Daniel Feinstone as IT Leadership Support Specialist, effective April 6, 2022, at an annual salary of \$70,000.00 plus benefits.
- H. Request to hire the following part-time contract workers for the 2022 baseball season at a rate of \$7.50 per hour. Carson Aaron Bloodworth, Jeremiah James Rogers, and William Zedan Perry.
- I. Request to hire Derrell Pickens as Park Laborer effective April 5, 2022, at a rate of \$15.00 per hour plus benefits.
- J. Request to hire Lindsey Irving as Utility Clerk, effective April 5, 2022, at a rate of \$14.00 per hour plus benefits.
- K. Request to hire Carnilus Smith as Street Laborer, effective April 5, 2022 at a rate of \$14.50 per hour plus benefits.
- L. Request to hire Lavell Ferguson as Street Laborer, effective April 5, 2022 at a rate of \$14.50 per hour plus benefits.
- M. Request to hire Kimberly Shell as Animal Control Officer, effective April 5, 2022 at a rate of \$15.00 per hour plus benefits.
- N. Request to hire Billy McCarrell as EMT Paramedic at a rate of \$18.90 per hour with EMT Paramedic \$1,500.00 stipend and EMT Driver \$200.00 stipend effective April 10, 2022.
- O. Request to hire Hunter Advent as Certified Firefighter II at a rate of \$15.37 per hour, plus benefits, with Rope Rescuer stipend at \$200.00 & HazMat Tech stipend at \$200.00 effective April 17, 2022.
- P. Request to approve EMT-B stipend \$500.00 for Matthew Bratton effective April 17, 2022.

- Q. Request to approve Rope Rescuer stipend at \$200.00 & HazMat Tech stipend at \$200.00 for Joseph Gardner effective April 17, 2022.

III. Claims Docket

IV. Special Guest/Presentation

- A. David Engel: Fortenberry & Ballard PC Accounting Firm
- B. Roy Ridgeway and Matthew Ridgeway: Medical Cannabis

V. Planning

VI. New Business

- A. Award and Approval of Municipal Depository (Renasant or BancorpSouth)
- B. Request to amend the job description for Lead Utility Clerk and Customer Service Supervisor.
- C. Request approval of \$225 application and sanction fees to be made out to Dizzy Dean Baseball for the 2022 Horn Lake Youth League held at Latimer Lakes Park.
- D. Request approval of Street Department Budget Transfer.
- E. Request to approve Payment Estimate #1 for the EWP Apple Creek project to Trey Construction Inc. in the amount of \$32,200.25.
- F. Request to make the modifications to the previously defined project scope and cost and identified under the existing SRF Loan Agreement for the Twin Lakes Project with the projected repayment terms will be 20 years at 1.95 % interest rate. Based on an estimated project cost of \$1.1M, this equates to approximately \$5,550/ month for this project. (Loan Number DWI-L170022-04-0)
- G. Consideration of Resolution opting out of the cultivation, processing, sale and/or distribution of medical cannabis and cannabis products.

VII. Citizen Remarks

VIII. Mayor / Alderman Correspondence

IX. Department Head Correspondence

X. Engineer Correspondence

XI. City Attorney Correspondence

XII. Executive Session

- A. Discussions regarding the location, relocation or expansion of a business or an industry.
- B. Discussion/strategy session regarding pending litigation involving a development.

XIII. Adjourn

April 5, 2022

Be it remembered that the meeting of the Mayor and Board of Aldermen of the City of Horn Lake, Mississippi was held on April 5, 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, Scott Brown, Deputy Police Chief, David Linville, Fire Chief, Drew Coleman, Parks and Rec Director, Vince Malavasi, City Engineer, Chad Bahr, Planning Director, Arianne Linville, HR Director, Jim Robinson, CAO/City Clerk, and Billy Campbell, City Attorney.

Absent: None.

Order #04-01-22

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 5th day of April, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

Order to approve Consent Agenda

Be It Ordered:

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

- A. Approval of minutes for March 15, 2022 Mayor and Board of Aldermen meeting.
- R. Approval of the DeSoto County Museum sponsorship for \$6,000.00, DeSoto County Salute to Industry event for \$600.00, the Autism Intervention Program event for \$600.00, and the Mayors Youth Council program for \$2,500.00 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.
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- O. Request to approve EMT-B stipend \$500.00 for Matthew Bratton effective April 17, 2022.
- P. Request to approve Rope Rescuer stipend at \$200.00 & HazMat Tech stipend at \$200.00 for Joseph Gardner effective April 17, 2022.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: None.

So ordered this 5th day of April, 2022.

Mayor

Attest:

CAO/City Clerk
Seal



**CITY OF HORN LAKE
BOARD MEETING
3/24/2022**

Department	3/10/2022	Overtime Amount
Animal Control	\$6,356.00	\$0.00
Judicial	\$12,001.07	\$0.00
Fire/Amb	\$127,808.10	\$0.00
Fire/Budgeted OT	\$0.00	\$10,164.97
Fire/Non Budgeted OT	\$0.00	\$6,522.51
Fire/ST Non Budgeted OT	\$0.00	\$547.50
Finance	\$10,031.09	\$0.00
Legislative	\$4,771.01	\$0.00
Executive	\$4,473.77	\$0.00
Parks	\$13,480.18	\$0.00
Planning	\$6,320.52	\$0.00
Police	\$137,080.15	\$5,082.94
Public Works - Streets	\$12,507.52	\$1,000.13
Public Works - Utility	\$24,305.16	\$1,458.43
Grand Total	\$364,610.32	\$21,922.24



**CITY OF HORN LAKE
BOARD MEETING
4/5/2022**

CLAIMS DOCKET RECAP C-040522, D-040522

NAME OF FUND		TOTAL
GENERAL FUND		\$204,795.80
COURT COSTS	\$2,682.33	
EXECUTIVE	\$0.00	
LEGISLATIVE	\$99.00	
JUDICIAL	\$2,660.00	
FINANCIAL ADMIN	\$162.61	
PLANNING	\$5,169.73	
POLICE	\$23,258.06	
FIRE & EMS	\$29,608.14	
STREET DEPARTMENT	\$25,518.41	
ANIMAL CONTROL	\$1,931.73	
PARKS & REC	\$13,515.01	
PARK TOURNAMENT	\$540.00	
PROFESSIONAL EXPENSE	\$69,050.78	
DEBT SERVICES	\$30,600.00	
HEALTH INSURANCE	\$0.00	
BOND FUNDED CAP PROJECT EXPENSE		\$26,194.05
LIBRARY FUND		\$10,966.56
ECONOMIC DEVELOPMENT FUND		\$28,192.99
UTILITY FUND		\$235,689.19
TOTAL DOCKET		\$505,838.59

VENDOR	VENDOR NAME	ORG DESC	ACCOUNT DESC	AMOUNT	CHECK NO	FULL DESC
9997	DAVID CARR	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	131.87	714780	CB REUND DAVID CARR CASE #M2022-00102
9997	ASK FIRST BAIL BOND	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	2,000.00	714779	BOND REFUND FOR BRANDON GATHINGS CASE #M2021-00187
9997	PEDRO CASTELLON	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	107.00	714781	CASH BOND REFUND PEDRO CASTELLON CASE #006181
6215	AMBULANCE MEDICAL	GENERAL FUND	AMBULANCE BILLING REV	443.46	714768	REFUNDS
3323	BANCORPSOUTH	LEGISLATIVE	TRAVEL & TRAINING-WD 4	99.00	714774	ECONOMIC LEADERS FORUM D YOUNG
3185	SYSCON INC	JUDICIAL	PROFESSIONAL SERVICES	2,160.00	714846	COURT SOFTWARE
5860	BEN MURPHY	JUDICIAL	PROFESSIONAL SERVICES	500.00	714775	FINE DUE JUDGE 3-10-22
6612	CRYSTAL MATHEWS	FINANCIAL ADMINISTRATION	TRAVEL & TRAINING	72.61	714783	REIMB CLERK CLASS
1457	NEEL-SCHAFFER INC	PLANNING	PROFESSIONAL SERVICES	2,069.20	714827	PROJECT NS.06145.022 GENERAL RPR SER FEB 1-28
3323	BANCORPSOUTH	PLANNING	TRAVEL & TRAINING	78.51	714774	MEALS FOR TRAINING WOODS
5427	COURTYARD BY MARRIOT	PLANNING	TRAVEL & TRAINING	1,489.00	714782	5 NIGHTS ROOM FOR CHARLES M BOAM SUMMER CONFERENCE
6611	TAMMY WOODS	PLANNING	TRAVEL & TRAINING	22.15	714847	REIMB MILEAGE CLERK TRAINING
1097	LANDERS DODGE	POLICE	VEHICLE MAINTENANCE	290.00	714804	UNIT# 1391: REMOVE UPFITTO ACC
1180	MAGNOLIA TIRE	POLICE	VEHICLE MAINTENANCE	416.40	714813	UNIT# 4464: REFRIGERANT AC
1180	MAGNOLIA TIRE	POLICE	VEHICLE MAINTENANCE	571.63	714813	UNIT# 5988: NEW TIRES
1180	MAGNOLIA TIRE	POLICE	VEHICLE MAINTENANCE	60.00	714813	UNIT# 5988: FRONT ALIGNMENT
1180	MAGNOLIA TIRE	POLICE	VEHICLE MAINTENANCE	270.22	714813	UNIT# 2169: SPARK PLUG, VALVE
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	59.67	714832	UNIT#2169: OIL FILTER, OIL
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	7.25	714832	UNIT# 2767:LIGHT BULB
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	49.57	714832	UNIT# 8404: OIL, O/F
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	128.65	714832	UNIT# 9626: OIL,O/F, WIPER BLA
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	112.51	714832	UNIT# 3301: BATTERY
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	50.26	714832	UNIT# 9659: HEATER HOSE & CONN
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	49.67	714832	UNIT# 8424: O/F, OIL
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	62.17	714832	UNIT# 2256 O/F, OIL
1831	SOUTHAVEN SUPPLY	POLICE	VEHICLE MAINTENANCE	5.64	714841	UNIT#0784 : BOLTS SCREW
4513	A & B FAST AUTOGLASS	POLICE	VEHICLE MAINTENANCE	450.00	714763	UNIT# 7297: NEW WINDSHIELD
4513	A & B FAST AUTOGLASS	POLICE	VEHICLE MAINTENANCE	497.00	714763	UNIT# 5988: WINDSHIELD
926	THE HOME DEPOT	POLICE	BUILDING & EQUIP MAINT	6.40	714852	WEST PRESENCE: TOILET HOSE
926	THE HOME DEPOT	POLICE	BUILDING & EQUIP MAINT	225.03	714852	WEST PRE-SCENE: NEW TOILET, TO
926	THE HOME DEPOT	POLICE	BUILDING & EQUIP MAINT	36.90	714852	WEST PRESENCE: TOILET VALVE, H

926	THE HOME DEPOT	POLICE	EQUIPMENT PARTS & SUPPLIES	66.00	714852	TARGET SUPPLIES
1637	QUALIFICATION TARGET	POLICE	EQUIPMENT PARTS & SUPPLIES	443.73	714836	TARGET BACKERS
3157	J C PENNY	POLICE	UNIFORMS	266.97	714799	DET. STOUT 2022 CLOTHING ALLOT
3157	J C PENNY	POLICE	UNIFORMS	359.95	714799	DET. MOORE CLOTHING ALLOTMENT 2
5099	EMERGENCY EQUIP PROF	POLICE	UNIFORMS	700.00	714791	SCHUETZ & WINTERS DUTY VEST CA
5444	MID SOUTH SOLUTIONS	POLICE	UNIFORMS	13.00	714818	UNIFORMS: McPHERSON
1518	O'REILLY AUTO PARTS	POLICE	FUEL & OIL	164.90	714832	BULK OIL FOR CITY SHOP
1293	MILLENNIUM PAINT & B	POLICE	PROFESSIONAL SERVICES	2,853.74	714819	REPAIR TO UNIT 5988
1351	DEPARTMENT OF REVENUE	POLICE	PROFESSIONAL SERVICES	59.00	714784	4 UNDER COVER VEHICLE TAGS
1612	PRIORITY DISPATCH	POLICE	PROFESSIONAL SERVICES	98.00	714835	YEARLY LICENSE RENEWAL 04/01/2
1931	TENN DEPT OF PUBLIC	POLICE	PROFESSIONAL SERVICES	16.00	714851	4 UNDER COVER VEHICLE TAGS
6167	AT&T - NCIC	POLICE	PROFESSIONAL SERVICES	214.61	714772	FEBRUARY 2022 NCIC
6555	TRUE MEDICAL TESTING	POLICE	PROFESSIONAL SERVICES	85.00	714853	BAC M MATHENY
1316	MACP	POLICE	TRAVEL & TRAINING	350.00	714809	COMMAND COLLEGE: SANDERSON
1316	MACP	POLICE	TRAVEL & TRAINING	350.00	714809	COMMAND COLLEGE: T. MOORE
1329	MLEOTA	POLICE	TRAVEL & TRAINING	3,655.00	714820	TRAINING: MABRY
5375	LEADS ONLINE	POLICE	TRAVEL & TRAINING	209.00	714807	TRAINING: J. KEENE
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	422.59	714797	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	23.52	714797	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	1,214.00	714797	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	172.49	714797	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	65.25	714797	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	52.20	714797	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	65.25	714797	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	538.19	714797	EMS SUPPLIES
4983	PREMIER AIR PRODUCTS	FIRE & EMS	MEDICAL SUPPLIES	102.74	714834	EMS OXYGEN
5817	BOUND TREE MEDICAL	FIRE & EMS	MEDICAL SUPPLIES	60.31	714777	EMS SUPPLIES
5817	BOUND TREE MEDICAL	FIRE & EMS	MEDICAL SUPPLIES	84.70	714777	EMS SUPPLIES
5817	BOUND TREE MEDICAL	FIRE & EMS	MEDICAL SUPPLIES	230.16	714777	EMS SUPPLIES
5817	BOUND TREE MEDICAL	FIRE & EMS	MEDICAL SUPPLIES	89.91	714777	EMS SUPPLIES
6384	TELEFLEX LLC	FIRE & EMS	MEDICAL SUPPLIES	677.50	714849	EMS SUPPLIES
78	AMERICAN TIRE REPAIR	FIRE & EMS	VEHICLE MAINTENANCE	56.00	714769	UNIT 4 TIRES
1097	LANDERS DODGE	FIRE & EMS	VEHICLE MAINTENANCE	1,673.93	714804	107 REPAIRS AND OIL CHANGE
1485	NORTH MISSISSIPPI TI	FIRE & EMS	VEHICLE MAINTENANCE	211.48	714830	UNIT 4 TIRES

1518	O'REILLY AUTO PARTS	FIRE & EMS	VEHICLE MAINTENANCE	8.99	714832	UNIT 3 SUPPLIES
1518	O'REILLY AUTO PARTS	FIRE & EMS	VEHICLE MAINTENANCE	19.98	714832	104 WIPERS
1518	O'REILLY AUTO PARTS	FIRE & EMS	VEHICLE MAINTENANCE	58.47	714832	FD2 PARTS
1736	S & H SMALL ENGINE	FIRE & EMS	VEHICLE MAINTENANCE	65.71	714839	FD2 REPAIRS
5099	EMERGENCY EQUIP PROF	FIRE & EMS	VEHICLE MAINTENANCE	298.59	714791	ENGINE 3 REPAIRS
5099	EMERGENCY EQUIP PROF	FIRE & EMS	VEHICLE MAINTENANCE	957.14	714791	RESCUE 1 REPAIRS
6257	LANDERS SOUTH	FIRE & EMS	VEHICLE MAINTENANCE	3,000.30	714805	REPAIRS UNIT 2
5099	EMERGENCY EQUIP PROF	FIRE & EMS	BUILDING & EQUIP MAINT	76.00	714791	SAFETY VEST
1457	NEEL-SCHAFFER INC	FIRE & EMS	PROFESSIONAL SERVICES	145.80	714827	PROJECT NS.06145.022 GENERAL RPR SER FEB 1-28
4580	NW MS CODE ENFORCE	FIRE & EMS	PROFESSIONAL SERVICES	100.00	714831	MEMBERSHIP B WOODS
6215	AMBULANCE MEDICAL	FIRE & EMS	PROFESSIONAL SERVICES	2,788.89	714768	FEB PAYMENTS
1336	MS FIRE FIGHTER ASSO	FIRE & EMS	TRAVEL & TRAINING	150.00	714821	D LINVILLE, G SCRUGGS, M MUELLER
5824	STRYKER	FIRE & EMS	EMS TRAUMA	4,684.56	714844	STRECHER PERFORMANCE LOAD PART
3323	BANCORPSOUTH	FIRE & EMS	MACHINERY & EQUIPMENT	161.94	714774	FD SUPPLIES
3323	BANCORPSOUTH	FIRE & EMS	MACHINERY & EQUIPMENT	69.49	714774	FD SUPPLIES
3323	BANCORPSOUTH	FIRE & EMS	MACHINERY & EQUIPMENT	119.97	714774	FD SUPPLIES
5099	EMERGENCY EQUIP PROF	FIRE & EMS	MACHINERY & EQUIPMENT	4,998.00	714791	6 POINT BLANK VEST
926	THE HOME DEPOT	STREET DEPARTMENT	MATERIALS	49.98	714852	WALKIE TALKIES FOR ST
926	THE HOME DEPOT	STREET DEPARTMENT	MATERIALS	30.55	714852	KEY TAGS
926	THE HOME DEPOT	STREET DEPARTMENT	MATERIALS	61.33	714852	BROOM AND VINYL NUMBER
926	THE HOME DEPOT	STREET DEPARTMENT	MATERIALS	51.54	714852	MATERIALS FOR SHOP
2063	USA BLUEBOOK	STREET DEPARTMENT	MATERIALS	212.40	714858	COVERALLS AND GREEN SEWER SUIT
3323	BANCORPSOUTH	STREET DEPARTMENT	MATERIALS	88.63	714774	GLOVES AND MATERIALS
3323	BANCORPSOUTH	STREET DEPARTMENT	MATERIALS	15.50	714774	PROPANE FOR ST
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	VEHICLE MAINTENANCE	65.97	714832	MOTOR OIL FOR ST 2018
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	VEHICLE MAINTENANCE	50.38	714832	WINDSHEILD WIPERS FOR 9672
1736	S & H SMALL ENGINE	STREET DEPARTMENT	BUILDING & EQUIP MAINT	116.38	714839	CHAIN SAW REPAIRS
6175	UNIFIRST CORPORATION	STREET DEPARTMENT	UNIFORMS	69.85	714856	UNIFORMS FOR UT & ST
6175	UNIFIRST CORPORATION	STREET DEPARTMENT	UNIFORMS	69.85	714856	UNIFORMS FOR UT & ST
6175	UNIFIRST CORPORATION	STREET DEPARTMENT	UNIFORMS	58.00	714856	UNIFORMS FOR UT & ST
1457	NEEL-SCHAFFER INC	STREET DEPARTMENT	PROFESSIONAL SERVICES	2,409.56	714826	PROJECT NS.06145.022 PHASE 3 ST STRIPING FEB 1-28
1457	NEEL-SCHAFFER INC	STREET DEPARTMENT	PROFESSIONAL SERVICES	267.84	714827	PROJECT NS.06145.022 GENERAL RPR SER FEB 1-28

1927	TEMPLE INC	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	192.47	714850	CROSS WALK BASE FOR LIGHT
1180	MAGNOLIA TIRE	ANIMAL CONTROL	VEHICLE MAINTENANCE	966.00	714813	TIRES AND BALANCE
6327	DIXIE MEMORIAL PET	ANIMAL CONTROL	PROFESSIONAL SERVICES	250.00	714789	ANIMAL CREMATIONS
6327	DIXIE MEMORIAL PET	ANIMAL CONTROL	PROFESSIONAL SERVICES	175.00	714789	ANIMAL CREMATIONS
6327	DIXIE MEMORIAL PET	ANIMAL CONTROL	PROFESSIONAL SERVICES	275.00	714789	ANIMAL CREMATIONS
4797	JESSICA WOODS	PARKS & REC	ASSISTING CONTRACT EMPOLYEEES	105.00	714802	3/06/22-3/26/22
6376	KELLY SMITH	PARKS & REC	ASSISTING CONTRACT EMPOLYEEES	340.00	714803	3/6/22-3/26/22
6492	LANNIE A MUNNS	PARKS & REC	ASSISTING CONTRACT EMPOLYEEES	230.00	714806	3/06/22-3/26/22
6505	JANEL MARQUEZ	PARKS & REC	ASSISTING CONTRACT EMPOLYEEES	50.00	714800	3/06/22-3/26/22
6605	TYKARRIS ROSE	PARKS & REC	ASSISTING CONTRACT EMPOLYEEES	480.00	714854	3/06/22-3/26/22
926	THE HOME DEPOT	PARKS & REC	MATERIALS	164.19	714852	MATERIAL
926	THE HOME DEPOT	PARKS & REC	MATERIALS	15.08	714852	MATERIAL
926	THE HOME DEPOT	PARKS & REC	MATERIALS	87.59	714852	MATERIAL
926	THE HOME DEPOT	PARKS & REC	MATERIALS	56.65	714852	MATERIAL
1040	JERRY PATE TURF & IR	PARKS & REC	MATERIALS	117.36	714801	MATERIALS
1518	O'REILLY AUTO PARTS	PARKS & REC	MATERIALS	64.99	714832	HAND PUMP
1518	O'REILLY AUTO PARTS	PARKS & REC	MATERIALS	199.30	714832	MATERIAL
1831	SOUTHAVEN SUPPLY	PARKS & REC	MATERIALS	46.90	714841	MATERIAL
1831	SOUTHAVEN SUPPLY	PARKS & REC	MATERIALS	19.99	714841	MATERIAL
3323	BANCORPSOUTH	PARKS & REC	MATERIALS	166.37	714774	MATERIALS FOR SOCCER
3323	BANCORPSOUTH	PARKS & REC	MATERIALS	31.85	714774	SOCCER MATERIALS
3323	BANCORPSOUTH	PARKS & REC	MATERIALS	44.35	714774	SOCCER MATERIALS
6609	DICK'S SPORTING GOOD	PARKS & REC	MATERIALS	594.00	714788	MATERIAL BASEBALL
4694	MARK TATKO	PARKS & REC	UMPIRES	106.25	714814	UMPIRES
5893	GOLF CARS OF HERNAND	PARKS & REC	EQUIPMENT MAINTENANCE	99.00	714795	REPAIRS
6509	AQUATIC CONTROL INC	PARKS & REC	EQUIPMENT MAINTENANCE	157.08	714771	POND FOUNTAIN / MAINT
6509	AQUATIC CONTROL INC	PARKS & REC	EQUIPMENT MAINTENANCE	400.00	714771	EQUIPMENT MAINT / POND
4908	UPCHURCH SERVICES	PARKS & REC	BUILDING MAINT	1,657.55	714857	BUILDING MAINT / RESTROOM
6550	AUTOMATIC GATES CONS	PARKS & REC	BUILDING MAINT	204.95	714773	GATE MAINTENANCE
3709	BEST-WADE PETROLEUM	PARKS & REC	FUEL & OIL	1,780.98	714776	GASOLINE
3323	BANCORPSOUTH	PARKS & REC	PROFESSIONAL SERVICES	27.90	714774	BACKGROUND CHECKS
6515	SPORTS CONDUCTOR	PARKS & REC	PROFESSIONAL SERVICES	375.00	714842	JARVIS
6598	ADT LLC	PARKS & REC	PROFESSIONAL SERVICES	52.99	714766	ADT / ALARM

6598	ADT LLC	PARKS & REC	PROFESSIONAL SERVICES	66.66	714766	ADT / ALARM
676	FARRELL CALHOUN COIN	PARKS & REC	MACHINERY & EQUIPMENT	2,485.00	714792	POWERLINER
926	THE HOME DEPOT	PARKS & REC	BUILDING IMPROVEMENTS	2,290.00	714852	MATERIALS SHED FOR SHOP
6606	PLAY BALL PRODUCTION	PARK TOURNAMENTS	SANCTIONING FEES	540.00	714833	USSSA SANCTION
3323	BANCORPSOUTH	ADMINISTRATIVE EXPENSE	CLEANING & JANITORIAL	284.10	714774	GLOVES AND MATERIALS
4000	ACTION CHEMICAL	ADMINISTRATIVE EXPENSE	CLEANING & JANITORIAL	2,070.76	714765	SUPPLIES FOR CITY HALL CLEANING
4000	ACTION CHEMICAL	ADMINISTRATIVE EXPENSE	CLEANING & JANITORIAL	221.52	714765	BAGS FOR CITY HALL
4000	ACTION CHEMICAL	ADMINISTRATIVE EXPENSE	CLEANING & JANITORIAL	420.49	714765	FD SUPPLIES
3323	BANCORPSOUTH	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	580.00	714774	DESK
3323	BANCORPSOUTH	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	151.18	714774	TONER
50	AFFINITY LANDSCAPE	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	900.00	714767	LAWN SERVICE AT CITY
1178	MAGNOLIA ELECTRICAL	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	9.88	714811	LIGHTS FOR OFFICE ON PD SIDE
4908	UPCHURCH SERVICES	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	255.25	714857	REBUILT URINAL IN MENS RESTROOM @CITY HALL
6351	SHORT FIRE PROTECTIO	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	65.00	714840	ANNUAL FIRE EXTINGUISHER INSPECTION
6351	SHORT FIRE PROTECTIO	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	68.00	714840	ANNUAL FIRE EXTINGUISHER INSPECTION
6351	SHORT FIRE PROTECTIO	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	65.00	714840	ANNUAL FIRE EXTINGUISHER INSPECTION
6351	SHORT FIRE PROTECTIO	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	554.90	714840	ANNUAL FIRE EXTINGUISHER INSPECTION
6351	SHORT FIRE PROTECTIO	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	65.00	714840	ANNUAL FIRE EXTINGUISHER INSPECTION
6351	SHORT FIRE PROTECTIO	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	361.00	714840	ANNUAL FIRE EXTINGUISHER INSPECTION
6351	SHORT FIRE PROTECTIO	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	208.00	714840	ANNUAL FIRE EXTINGUISHER INSPECTION
1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	307.50	714824	PROJECT NS.16621.000 2021 EWP APPLE CREEK FEB 1-28
1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	3,131.28	714829	PROJECT NS.05899.122 GENERAL SERVICES FEB 1-28
1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	885.00	714825	PROJECT NS.16954.000 EWP 5 VARIOUS SITES FEB 1-28
1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	400.98	714827	PROJECT NS.06145.022 GENERAL RPR SER FEB 1-28
3323	BANCORPSOUTH	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	661.26	714774	TEAM VIEWER
3323	BANCORPSOUTH	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	279.00	714774	MONSTER JOB POSTING
3530	TYLER TECHNOLOGIES I	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	9,213.75	714855	MAINTENANCE MARCH 2022-FEB 2023
4111	DESOTO TIMES TRIBUNE	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	248.56	714787	AD #71957 NOTICE FOR BIDS
4111	DESOTO TIMES TRIBUNE	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	42.76	714787	AD #71940 PN 2062 PLANNING HEARING
5932	MUNICIPAL CODE CORPO	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	456.56	714822	COPIES OF SUPPLEMENT 6 TO THE CODE OF ORDINANCES
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	109.40	714838	FHNL00-01 COPIER LEASE AGREEMENT
553	DESOTO COUNTY SHERIF	ADMINISTRATIVE EXPENSE	FEES TO COUNTY JAIL	13,504.34	714786	FEBRUARY 2022 JAIL & MEDICAL

3323	BANCORPSOUTH	ADMINISTRATIVE EXPENSE	POSTAGE	26.95	714774	AUDIT INFO MAILED TO DAVID
1254	MEMPHIS STONE & GRAV	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	285.46	714816	SAND FOR REPAIRS
2082	VULCAN MATERIALS	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	591.26	714859	LA 640 F
6339	RILEY PAVING	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	9,280.00	714837	ASPHALT CUT OUT AND REPAVED
6339	RILEY PAVING	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	2,988.00	714837	ASPHALT CUT OUT AND REPAVED
1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	MUNICIPAL STREET MAINT PROJECT	3,210.00	714828	PROJECT NS.16564.000 2021 STREET MAN. FEB 1-28
702	FIRST REGIONAL LIBRA	LIBRARY EXPENSE	AD VAL OWED TO LIBRARY	10,625.00	714794	APRIL 2022 AD VAL COLLECTED
106	AMSTERDAM PRINTING A	ECONOMIC DEVELOPMENT	PROMOTIONS	990.00	714770	PENS
2457	ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT	PROMOTIONS	25.00	714790	DESOTO COUNCIL INFRASTRUCTURE COMMITTEE LUNCHEON
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	40.00	714774	2021 FUN RUN
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	25.00	714774	MEMBERSHIP LUNCHEON J ROBINSON
4878	M & M PROMOTIONS	ECONOMIC DEVELOPMENT	PROMOTIONS	260.00	714808	EARTH DAY CUPS
6470	MAGCOR	ECONOMIC DEVELOPMENT	PROMOTIONS	155.96	714810	FLYERS AND BUSINESS CARDS FOR POLICE
6613	4ALLPROMOS LLC	ECONOMIC DEVELOPMENT	PROMOTIONS	722.03	714762	POLICE SUV STRESS RELIEVERS
706	FIRST NATIONAL BANK	DEBT SERVICE EXP	2015 REFUNDING GENERAL OBLIGAT	30,600.00	714793	7,120,000.00 GO S/O COMB RFDING BD DTD 5/28/15
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	500.00	714785	
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	1,000.00	714785	5716 TUCKER LANDING
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	1,000.00	714785	5974 TUCKER LANDING
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	500.00	714785	5760 GROVE LANE
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	500.00	714785	7790 MELISA DRIVE
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	500.00	714785	7774 MELISA DRIVE
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	1,000.00	714785	4797 KALEB COVE
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	1,000.00	714785	5798 TUCKER LANDNIG
3323	BANCORPSOUTH	UTILITY SYSTEM	OFFICE SUPPLIES	227.63	714774	COMPUTER AND SUPPLIES FOR UTILITIES
3323	BANCORPSOUTH	UTILITY SYSTEM	OFFICE SUPPLIES	47.34	714774	COMPUTER SETUP FOR UTILITIES DEPT
78	AMERICAN TIRE REPAIR	UTILITY SYSTEM	MATERIALS	100.00	714769	MOUNT AND BALANCE FOR UT 211
926	THE HOME DEPOT	UTILITY SYSTEM	MATERIALS	54.79	714852	CONCRETE FOR SEWER REPAIR @3150 NORMANDY
926	THE HOME DEPOT	UTILITY SYSTEM	MATERIALS	217.16	714852	MATERIALS FOR HOLLY HILLS WP REPAIRS
1193	MARTIN MACHINE & SUP	UTILITY SYSTEM	MATERIALS	105.00	714815	BRASS BUSHING FOR UT
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MATERIALS	162.00	714817	SPEED PLUG FOR UT
1485	NORTH MISSISSIPPI TI	UTILITY SYSTEM	MATERIALS	398.28	714830	NEW TIRES FOR UT 211
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	MATERIALS	126.93	714832	ANTIFREEZE & STOP LEAK FOR WATER TRUCK

1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	19.99	714841	METAL CUTTING BLADE FOR UT SAW
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	40.98	714841	MATERIALS FOR UT
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	25.14	714841	MATERIALS FOR SEWER REPAIRS ON RIDGEWOOD
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	1.47	714841	3/4" PVC FOR UT
1894	SUNRISE BUILDERS LLC	UTILITY SYSTEM	MATERIALS	8.08	714845	SAKRETE FOR SEWER REPAIR ON SHADOW OAKS PARKWAY
2063	USA BLUEBOOK	UTILITY SYSTEM	MATERIALS	78.22	714858	COVERALLS AND GREEN SEWER SUIT
3714	HACH COMPANY	UTILITY SYSTEM	MATERIALS	271.65	714796	TESTING KITS
5006	BRENNTAG MIDSOUTH	UTILITY SYSTEM	MATERIALS	1,439.55	714778	CHEMICALS FOR HURT RD W/P
6592	WHOLESALE PUMP & SUP	UTILITY SYSTEM	MATERIALS	2,395.43	714861	ROTATING ASSEMBLY AND MATERIALS FOR UT
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	VEHICLE MAINTENANCE	93.00	714817	TUBING FOR UT
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	VEHICLE MAINTENANCE	66.20	714832	HEADLIGHTS FOR UT 983
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	VEHICLE MAINTENANCE	39.96	714832	MATERIALS FOR RAV 4 E678
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	VEHICLE MAINTENANCE	12.96	714841	WASHERS & BUSHINGS FOR SEWER TRUCK
6175	UNIFIRST CORPORATION	UTILITY SYSTEM	UNIFORMS	69.86	714856	UNIFORMS FOR UT & ST
6175	UNIFIRST CORPORATION	UTILITY SYSTEM	UNIFORMS	69.86	714856	UNIFORMS FOR UT & ST
6175	UNIFIRST CORPORATION	UTILITY SYSTEM	UNIFORMS	58.01	714856	UNIFORMS FOR UT & ST
6529	SPORTS OF ALL SORTS	UTILITY SYSTEM	UNIFORMS	35.00	714843	JACKET FOR RODNEY
1457	NEEL-SCHAFFER INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	3,000.00	714829	PROJECT NS.05899.122 GENERAL SERVICES FEB 1-28
2095	WALLS WATER ASSOCIAT	UTILITY SYSTEM	PROFESSIONAL SERVICES	8,417.41	714860	SEWER COLLECTED IN HL WALLS AND ADMIN FEE
2374	TANK PRO INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	13,639.00	714848	ANNUAL BILLING CITY HALL WTR TOWER TANK CLEANING
2374	TANK PRO INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	5,617.00	714848	ANNUAL BILLING HOLLY HILLS WP TANK CLEANING
2374	TANK PRO INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	7,711.00	714848	ANNUAL BILLING @HURT RD WP TANK CLEANING
2374	TANK PRO INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	5,654.00	714848	ANNUAL BILLING FOR TANK CLEANING TWIN LAKES WP
937	HORN LAKE CREEK BASI	UTILITY SYSTEM	HL CREEK INTERCEPTOR SWR	34,347.52	714798	HLCSBISD
6	A-1 SEPTIC TANK	UTILITY SYSTEM	SEWER MAINTENANCE EXP	1,515.00	714764	LIFT STATION CLEAN OUT
544	DESOTO COUNTY REGION	UTILITY SYSTEM	SEWER MAINTENANCE EXP	57,611.67	714785	SEWER COLLECTED
1178	MAGNOLIA ELECTRICAL	UTILITY SYSTEM	SEWER MAINTENANCE EXP	124.34	714811	CONTRATOR FOR CAROLINE & LIFT STATION
1178	MAGNOLIA ELECTRICAL	UTILITY SYSTEM	SEWER MAINTENANCE EXP	110.89	714811	VINYL & TRANSFORMER FOR WALMART
1193	MARTIN MACHINE & SUP	UTILITY SYSTEM	SEWER MAINTENANCE EXP	589.00	714815	ROTATING UNION FOR SEWER TRUCK
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	SEWER MAINTENANCE EXP	213.48	714841	PIPE FOR SEWER REPAIR @3151 NORMANDY
6425	MAGNOLIA PUMP	UTILITY SYSTEM	SEWER MAINTENANCE EXP	2,093.00	714812	E1 PUMP
6530	MYFIS JR SERVICES	UTILITY SYSTEM	SEWER MAINTENANCE EXP	1,143.29	714823	REPAIRED SEWER LINE @3425 CASTLE DRIVE
1324	MS MUNICIPAL CLERKS	FINANCIAL ADMINISTRATION	PROFESSIONAL SERVICES	90.00	714725	MMCCAA MEMBERSHIP DUES

1702	FLEETCOR TECHNOLOGIE	PLANNING	FUEL & OIL	85.21	714717	FUEL FOT UT, ST, AND PLANNING
1702	FLEETCOR TECHNOLOGIE	PLANNING	FUEL & OIL	75.66	714753	FUEL FOR UT,ST AND PLANNING
1324	MS MUNICIPAL CLERKS	PLANNING	PROFESSIONAL SERVICES	5.00	714725	MMCCAA MEMBERSHIP DUES
6607	ANDREW HOCKENSMITH	PLANNING	PROFESSIONAL SERVICES	420.00	714744	CONTRAT WORK 3/6 - 3/12/22
6607	ANDREW HOCKENSMITH	PLANNING	PROFESSIONAL SERVICES	375.00	714744	CONTRAT WORK 3/13 - 3/19/22
6607	ANDREW HOCKENSMITH	PLANNING	PROFESSIONAL SERVICES	375.00	714745	CONTRACT WORK 3/20/2022-3/26/2022
3807	BUILDING OFFICIALS A	PLANNING	TRAVEL & TRAINING	175.00	714705	BOAM REGISTRATION
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	3,019.63	714759	FUEL WK 03/14 TO 03/20/2022
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	4,439.56	714760	
6038	A T&T - INTERACT	POLICE	PROFESSIONAL SERVICES	2,545.00	714735	INTERACT SERVICES
1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	1,329.62	714752	FUEL
1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	1,045.65	714751	FUEL
1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	1,265.53	714758	FUEL FOR 3/21-3/27
651	ENTERGY	FIRE & EMS	UTILITIES	730.13	714748	6363 HWY 301
1356	ATMOS ENERGY	FIRE & EMS	UTILITIES	605.10	714709	6363 HIGHWAY 301
1356	ATMOS ENERGY	FIRE & EMS	UTILITIES	744.65	714737	6770 TULANE ROAD
1356	ATMOS ENERGY	FIRE & EMS	UTILITIES	364.81	714746	5711 HIGHWAY 51 N
2095	WALLS WATER ASSOCIAT	FIRE & EMS	UTILITIES	78.60	714731	FIRE STATION 3
1702	FLEETCOR TECHNOLOGIE	STREET DEPARTMENT	FUEL & OIL	740.35	714717	FUEL FOT UT, ST, AND PLANNING
1702	FLEETCOR TECHNOLOGIE	STREET DEPARTMENT	FUEL & OIL	741.08	714753	FUEL FOR UT,ST AND PLANNING
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	19,514.05	714713	STREET LIGHTS
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	136.80	714733	1007 GOODMAN ROAD W
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	172.70	714740	HIGHWAY 51 GOODMAN ROAD
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	28.32	714740	301 NAIL ROAD
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	18.99	714740	HIGHWAY 302 AND MALLARD
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	37.42	714740	MS 32 @HORN LAKE ROAD
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	70.55	714740	NAIL ROAD AT HIGHWAY 51
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	26.27	714743	1025 HGHWAY 302
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	24.88	714743	4188 GOODMAN ROAD W
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	51.81	714748	4035 SHADOW OAKS LIGHTS
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	24.28	714748	SHADOW OAS PARKWY NLGT
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	29.03	714757	4275 HIGHWAY 51 N
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	91.65	714757	HWY 302@TULANE ROAD
1702	FLEETCOR TECHNOLOGIE	ANIMAL CONTROL	FUEL & OIL	38.13	714715	FUEL FOR ANIMAL CONTROL

1702	FLEETCOR TECHNOLOGIE	ANIMAL CONTROL	FUEL & OIL	58.67	714749	FUEL FOR ANIMAL CONTROL
1356	ATMOS ENERGY	ANIMAL CONTROL	UTILITIES	168.93	714754	6410 CENTER ST E
6474	HERNANDO EQUIPMENT	PARKS & REC	MATERIALS	76.66	714721	PARTS
5299	DEPT OF REVENUE	PARKS & REC	VEHICLE MAINTENANCE	12.00	714747	REPLACEMENT TAG VIN#307HA18N32G201255
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	181.57	714716	FUEL FOR PARKS
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	220.76	714750	FUEL FOR PARKS & REC
651	ENTERGY	PARKS & REC	UTILITIES	155.21	714713	FLOODS FAIRFIELD MEADOW PARK
651	ENTERGY	PARKS & REC	UTILITIES	46.50	714713	FLOOD LIGHT CHOCTAW PARK
651	ENTERGY	PARKS & REC	UTILITIES	139.89	714713	HOLLY HILLS PARK CHAPEL HILL
651	ENTERGY	PARKS & REC	UTILITIES	9.84	714740	7345 HURT ROAD
651	ENTERGY	PARKS & REC	UTILITIES	38.81	714748	SHADOW OAKS PARK
651	ENTERGY	PARKS & REC	UTILITIES	116.79	714757	3500 LAUREL CV T BURMA HOBBS PARK
6608	OFFICE DEPOT, INC	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	53.13	714761	OFFICE SUPPLIES
6608	OFFICE DEPOT, INC	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	13.09	714761	OFFICE SUPPLIES
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	150.00	714739	COPIER LEASE AGREEMENT 900-0266083-00
3550	TRAVELERS	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	408.00	714730	CLAIM # FN07292
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	63.61	714712	DX33329-01 COPIER LEASE AGREEMENT
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	96.32	714712	DX332210-01 COPIER LEASE AGREEMENT
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	123.29	714712	DX55897-01 COPIER LEASE AGREEMENT
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	178.52	714727	COPIER LEASE AGREEMENT F2DQ00-01
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	248.16	714727	COPIER LEASE AGREEMENT F2EM00-001
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	526.50	714727	COPIER LEASE AGREEMENT F2EN00-01
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	205.04	714727	COPIER LEASE AGREEMENT FZEH00-01
687	FEDERAL EXPRESS CORP	ADMINISTRATIVE EXPENSE	POSTAGE	46.04	714714	POSTAGE
4457	AT&T WIRELESS	ADMINISTRATIVE EXPENSE	POSTAGE	2,976.03	714706	MARCH BILLING
5517	QUADIANT FINANCE	ADMINISTRATIVE EXPENSE	POSTAGE	302.18	714734	POSTAGE
5472	SOUTHERN TELECOM	ADMINISTRATIVE EXPENSE	TELEPHONE EXPENSE	999.15	714729	MONTHLY SERVICE
6038	A T&T - INTERACT	ADMINISTRATIVE EXPENSE	TELEPHONE EXPENSE	1,295.00	714735	INTERACT SERVICES
6073	SOUTHERN BILLING SER	ADMINISTRATIVE EXPENSE	TELEPHONE EXPENSE	879.67	714728	T1 LINES
651	ENTERGY	ADMINISTRATIVE EXPENSE	UTILITIES	9.69	714740	7262 INTERSTATE DRIVE
651	ENTERGY	ADMINISTRATIVE EXPENSE	UTILITIES	187.47	714743	7460 HIGHWAY 301
651	ENTERGY	ADMINISTRATIVE EXPENSE	UTILITIES	4,068.89	714748	3101 GOODMAN ROAD W
1356	ATMOS ENERGY	ADMINISTRATIVE EXPENSE	UTILITIES	3,482.05	714710	3101 GOODMAN ROAD WEST
1356	ATMOS ENERGY	ADMINISTRATIVE EXPENSE	UTILITIES	239.96	714736	7460 HWY 301

1970	COMCAST	ADMINISTRATIVE EXPENSE	UTILITIES	596.85	714732	MARCH BILLING
1356	ATMOS ENERGY	LIBRARY EXPENSE	UTILITIES	341.56	714707	2885 GOODMAN ROAD
5749	ARGO ENTERTAINMENT,	ECONOMIC DEVELOPMENT	PROMOTIONS	15,000.00	714742	SPONSORSHIP FIREWORKS JULY 2, 2022 EVENT
5820	HEALING HEARTS	ECONOMIC DEVELOPMENT	PROMOTIONS	5,000.00	714720	2021 SPONSORSHIP
5820	HEALING HEARTS	ECONOMIC DEVELOPMENT	PROMOTIONS	5,000.00	714719	2022 SPONSORSHIP
6544	CAPTIVATING BALLOONS	ECONOMIC DEVELOPMENT	PROMOTIONS	975.00	714738	VETERANS DAY PROGAM DECORATIONS
6498	XCAVATORS INC	BOND FUNDED CAP PROJ EXP	TULANE RD BRIDGE	26,194.05	714741	FINAL PAYMENT TULANE ROAD BRIDGE REPLACEMENT
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	740.35	714717	FUEL FOT UT, ST, AND PLANNING
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	741.09	714753	FUEL FOR UT,ST AND PLANNING
1324	MS MUNICIPAL CLERKS	UTILITY SYSTEM	PROFESSIONAL SERVICES	5.00	714725	MMCCAA MEMBERSHIP DUES
4457	AT&T WIRELESS	UTILITY SYSTEM	TELEPHONE & POSTAGE	383.57	714706	MARCH BILLING
5472	SOUTHERN TELECOM	UTILITY SYSTEM	TELEPHONE & POSTAGE	189.50	714729	MONTHLY SERVICE
379	COAHOMA ELECTRIC POW	UTILITY SYSTEM	UTILITIES	43.49	714711	HICKORY CREST
379	COAHOMA ELECTRIC POW	UTILITY SYSTEM	UTILITIES	51.86	714711	LAKE FOREST DR W
651	ENTERGY	UTILITY SYSTEM	UTILITIES	242.76	714740	KINGSTON ESTATE SPU
651	ENTERGY	UTILITY SYSTEM	UTILITIES	147.16	714740	7356 SUSIE LANE
651	ENTERGY	UTILITY SYSTEM	UTILITIES	246.21	714743	POPLAR FOREST LOT 38
651	ENTERGY	UTILITY SYSTEM	UTILITIES	16.67	714743	7268 HORN LAKE ROAD
651	ENTERGY	UTILITY SYSTEM	UTILITIES	279.44	714743	DESOTO RD PUMP
651	ENTERGY	UTILITY SYSTEM	UTILITIES	62.01	714743	CROSS RD PUMP
651	ENTERGY	UTILITY SYSTEM	UTILITIES	55.69	714743	5408A RIDGEFIELD DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	137.02	714743	7240A WILLOW POINT DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	16.67	714743	7445 HICKORY ESTATES DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	429.35	714743	WELL AT HOLLY HILLS COMM CSM
651	ENTERGY	UTILITY SYSTEM	UTILITIES	40.78	714743	HICKORY FOREST LIFT STATION
651	ENTERGY	UTILITY SYSTEM	UTILITIES	189.04	714748	6947 ALLEN DRIVE
651	ENTERGY	UTILITY SYSTEM	UTILITIES	2,469.64	714748	3101 GOODMAN ROAD W
651	ENTERGY	UTILITY SYSTEM	UTILITIES	25.01	714748	3400 TULANE ROAD
651	ENTERGY	UTILITY SYSTEM	UTILITIES	25.37	714748	7076 CHANCE ROAD
651	ENTERGY	UTILITY SYSTEM	UTILITIES	13.27	714748	6652 ALICE DRIVE
651	ENTERGY	UTILITY SYSTEM	UTILITIES	12.07	714748	4585 PECAN AVE
651	ENTERGY	UTILITY SYSTEM	UTILITIES	91.04	714748	4959 PECAN DRIVE
651	ENTERGY	UTILITY SYSTEM	UTILITIES	11.88	714748	4704 LAKE COVE
651	ENTERGY	UTILITY SYSTEM	UTILITIES	30.13	714748	4584 SHERRY DRIVE
651	ENTERGY	UTILITY SYSTEM	UTILITIES	53.87	714748	6285 MANCHESTER DRIVE
651	ENTERGY	UTILITY SYSTEM	UTILITIES	181.61	714748	5235 GOODMAN ROAD
651	ENTERGY	UTILITY SYSTEM	UTILITIES	108.90	714748	4871 GOODMAN ROAD
651	ENTERGY	UTILITY SYSTEM	UTILITIES	204.33	714748	4410 SHADOW GLEN DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	78.98	714748	LIFT STATION LAKE FOREST
651	ENTERGY	UTILITY SYSTEM	UTILITIES	243.80	714757	4356 SHARON DRIVE
651	ENTERGY	UTILITY SYSTEM	UTILITIES	64.92	714757	4787 BONNE TERRE DRIVE
651	ENTERGY	UTILITY SYSTEM	UTILITIES	161.64	714757	4526 ALDEN LAKE DR W
651	ENTERGY	UTILITY SYSTEM	UTILITIES	37.99	714757	SPIKE LANE
651	ENTERGY	UTILITY SYSTEM	UTILITIES	13.32	714757	KINGSVIEW LAKE
651	ENTERGY	UTILITY SYSTEM	UTILITIES	87.76	714757	4556 BONNE TERRE DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	2,457.48	714757	NAIL ROAD
944	HORN LAKE WATER ASSO	UTILITY SYSTEM	UTILITIES	287.08	714723	6400 E CENTER ST
944	HORN LAKE WATER ASSO	UTILITY SYSTEM	UTILITIES	12.22	714723	IRRIGATION WINDCHASE
1356	ATMOS ENERGY	UTILITY SYSTEM	UTILITIES	414.52	714708	6357 HURT ROAD

1356	ATMOS ENERGY	UTILITY SYSTEM	UTILITIES	542.43	714755	6400 CENTER ST E
1970	COMCAST	UTILITY SYSTEM	UTILITIES	106.85	714732	MARCH BILLING
1970	COMCAST	UTILITY SYSTEM	UTILITIES	24.95	714756	INTERNET SERVICE
844	HANCOCK BANK CORPTRU	UTILITY SYSTEM	2005 SPECIAL ASSESSMENT	69,959.38	714718	2014 SERIES S/OW/S

505,838.59

Order #04-03-22

Approval of Claims Docket

Be It Ordered:

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

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

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 5th day of April, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

** At this time the Mayor called on David Engel from Fortenberry & Ballard to discuss the Audit time line. David (appeared via Zoom) shared he has received all the financial information needed for the 2020 audit. Mr. David shared he anticipated having a rough draft of the audit near the end of April. Mr. David shared his draft would go through internal review and should be complete by the end of May. Mr. David stated once that is completed in May we could move forward with the 2021 and get on a six months schedule to be back on schedule with the 2022 audit. Alderman Young asked if he found any irregularities between this audit and the last completed audit. Mr. David stated he has not detected or seen anything that stands out as a red flag. Alderman Bledsoe asked if this audit will hold up money from the State. Mr. David stated he did not see any reasons to not receive money from the State. Alderman Bledsoe asked if we will be back on track with the audits. Mr. David stated he anticipated being back on track since we have overcome the past circumstances causing the delays and will be on a six months schedule for each audit.

**At this time the Mayor called on Roy Ridgeway of 2425 Scott Blvd Horn Lake MS to discuss Medical Cannabis issues. Mr. Roy read a statement regarding his businesses in Horn Lake since 1999 and a detailed statement regarding the pros/cons of the manufacturing and sale of medical cannabis. Alderman Young asked about the chemical composition needed to aid the patients. Mr. Roy explained several elements along with THC and its affect for the patients. Alderman Bostick got clarification on if a City did Opt-Out, it would take a petition of 1,500 Horn Lake registered voters to request a referendum vote allowing the citizens to vote for or against medical cannabis.

Order #04-04-22

Award and Approval of Municipal Depository

Be It Ordered:

By the Mayor and Board of Aldermen to award and approve the Municipal Depository to BancorpSouth, as the bidder proposing the best terms, for a term of four (4) years at a fixed rate of 0.06% interest with all fees waived excluding merchant services fees, and to approve Renasant Bank for investment purposes so long as it meets or exceeds the interest rate offered by BancorpSouth.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: None.

So ordered this 5th day of April, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

Order #04-05-22

Order to amend job descriptions

Be It Ordered:

By the Mayor and Board of Aldermen to approve the amended job description for Lead Utility Clerk and Customer Service Supervisor.

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 5th day of April, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

City of Horn Lake – Utility Department

Job Description – Lead Utility Clerk

Purpose of Position

Under the general supervision from the Customer Service Supervisor and/or Utility Manager, train and assist with utility clerk duties and responsibilities as assigned. Must display professionalism in communication, work environment, and customer service, 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
- Assess and then submit extension requests to Utilities Manager if applicable
- Handles and/or assists with telephone calls and/or citizen visits concerning utility billing or services
- Prepares information required for the preparation of reports
- Researches and resolves the most difficult and complex customer service issues
- Trains and guides Utility Clerks as required
- Cross trains to assist in customer service functions as necessary
- Manages and handles the customer complaint logs in regards to our sanitation services
- 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
- Works directly with other clerks to resolve departmental and/or billing issues, improve processing daily tasks and communication within the department
- Work independently when necessary
- Be able to diligently handle disgruntled citizens
- Be able to deal with customers and co-workers in a professional manner while maintaining professional composure in heated situations
- Develop, implement, and follow departmental and City procedures
- Maintain confidentiality

Job Context

The Lead Utility Clerk position is a full-time and permanent position of the Utility Department with a minimum of three (3) years of experience demonstrating knowledge, skills, and abilities. An employee in this position should be able to operate independently as directed and when necessary. The employee in this position is required to meet with the Customer Service Supervisor and/or Utility Manager weekly detailing any issues that needs resolved. The work hours for this position are regular hours, year-round, occasionally requiring to work more than scheduled hours. This position does not require night work, or shift work, and 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: 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/GED. A minimum of three (3) years 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 moderate, but may be high at times depending on the situation. 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

City of Horn Lake – Utility Department

Job Description – Customer Service Supervisor

Purpose of Position

Under the general supervision from the Utility Manager lead the Utility department, train and assist with utility clerk duties and responsibilities as assigned. Assure professionalism in communication, work environment, and customer service, 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
- Assess and then submit extension requests to Utilities Manager if applicable
- Handles and/or assists with telephone calls and/or citizen visits concerning utility billing or services
- Prepares information required for the preparation of reports
- Researches and resolves the most difficult and complex customer service issues

- Trains and guides Utility Clerks as required
- Cross trains to assist in customer service functions as necessary
- Manages and handles the customer complaint logs in regards to our sanitation services
- Update online payments daily
- Prepares detailed reconciliations for utility accounts
- Reconcile/batching out reports from daily payments
- Review and verify all information provided is accurate in setting up new service accounts as well as finalizing the old accounts
- Verify deposits
- Complete manual billing of Days and Horn Lake Water
- Process return checks (debit/credit)
- Prepares utility adjustments to customer accounts as necessary
- Assist Utility Manager in applying and verifying late charges and service fees to accounts
- 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
- Works directly with other clerks to resolve departmental and/or billing issues, improve processing daily tasks and communication within the department
- Work independently when necessary
- Be able to diligently handle disgruntled citizens
- Be able to deal with customers and co-workers in a professional manner while maintaining professional composure in heated situations

- Develop, implement, and follow departmental as well as City procedures
- Maintain confidentiality

Job Context

The Customer Service Supervisor position is a full-time and permanent position of the Utility Department with a minimum of four (4) years of experience demonstrating knowledge, skills, and abilities. An employee in this position should be able to operate independently and have a general knowledge of all Utility Manager responsibilities. The immediate supervisor for this position is the Utility Manager and the position holder is required to meet with the Utility Manager weekly detailing any issues that needs resolved. The work hours for this position are regular hours, year-round, occasionally requiring to work more than scheduled hours. This position does not require night work, or shift work, and 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: Utility Manager, Asst. Public Works Director, Public Works Director

Supervises: Utility Clerks as assigned

FSLA: Non-exempt

The position requires a valid driver's license and completion of high school and/or GED. A minimum of four (4) years 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 moderate, but may be high at times depending on the situation. 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

Order #04-06-22

Order to approve application/sanction fees

Be It Ordered:

By the Mayor and Board of Aldermen to approve the application and payment of sanction fees in the amount of \$225.00 to Dizzy Dean Baseball for the 2022 Horn Lake Youth League to be held at Latimer Lakes Park.

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 5th day of April, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

Order #04-07-22

Order to approve budget transfer

Be It Ordered:

By the Mayor and Board of Aldermen to approve Street Department Budget Transfer.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: None.

So ordered this 5th day of April, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

Order #04-08-22

Order to approve payment

Be It Ordered:

By the Mayor and Board of Aldermen to approve payment of Application #1 for the EWP Apple Creek project to Trey Construction Inc. in the amount of \$32,200.25.

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 5th day of April, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

Order #04-09-22

Order to approve and proceed with project

Be It Ordered:

By the Mayor and Board of Aldermen to approve and proceed with the Twin Lakes Project DWSIRLF Loan Number DWI-L170022-04-0, as modified and presented by the City Engineer at an estimated cost of \$1,100,000.00.

Said motion was made by Alderman Dupree 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 5th day of April, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

Resolution # 04-01-22

The Mayor and Board of Aldermen (the “Governing Body”) of the City of Horn Lake, Mississippi (the “City”), took up for consideration the matter of opting out of the cultivation, processing, sale, and/or distribution of medical cannabis and cannabis products, all as authorized by the Mississippi Medical Cannabis Act of 2022, Senate Bill 2095, 2022 Regular Session, as amended (the “Mississippi Medical Cannabis Act”). After full discussion of the subject, Alderman Young offered and moved the adoption of the following resolution:

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF HORN LAKE, MISSISSIPPI, OPTING OUT OF THE CULTIVATION, PROCESSING, SALE AND DISTRIBUTION OF MEDICAL CANNABIS AND CANNABIS PRODUCTS WITHIN THE GEOGRAPHICAL LIMITS OF THE CITY AS AUTHORIZED UNDER THE MISSISSIPPI MEDICAL CANNABIS ACT; AND FOR RELATED PURPOSES.

WHEREAS, the Mississippi Medical Cannabis Act, effective February 2, 2022 (the “Effective Date”), authorizes the cultivation, processing, sale and distribution of medical cannabis and cannabis products in every county and municipality in the State of Mississippi (the “State”); and

WHEREAS, Section 30 the Mississippi Medical Cannabis Act authorizes and empowers local governments to opt out of the cultivation, processing, sale and/or distribution of medical cannabis and cannabis products, as applicable, within ninety (90) days of the Effective Date; and

WHEREAS, by opting out the Governing Body will be able to monitor the social, economic and financial effects of the cultivation, processing, sale and/or distribution of medical cannabis and cannabis products in other parts of the State and will be able to opt in at any time in the future pursuant to the provisions of the Mississippi Medical Cannabis Act; and

WHEREAS, it is in the best interest of the citizens of the City for the Governing Body to opt out of the cultivation, processing, sale and distribution of medical cannabis and cannabis products within the geographical limits of the City; and

WHEREAS, the Governing Body has provided notice as required by the Mississippi Medical Cannabis Act and in accordance with the Open Meetings Act (Sections 25-41-1 *et seq.*, Mississippi Code of 1972, as amended and/or supplemented from time to time) of its intent of holding a vote regarding opting out of allowing the cultivation, processing, sale and/or distribution of medical cannabis and cannabis products; and

WHEREAS, all conditions, acts and things required by the Mississippi Medical Cannabis Act, Open Meetings Act, and the Constitution and laws of the State to have existed, to have happened and to have been performed precedent to and in connection with the adoption of this resolution (the “Resolution”), have happened and have been performed in regular and due time, form and manner as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY, ACTING FOR AND ON BEHALF OF THE CITY, AS FOLLOWS:

SECTION 1. All statements, findings and determinations set forth in the above and foregoing recitations are hereby declared to be true and correct and are incorporated herein as facts.

SECTION 2. The Governing Body hereby opts out of the cultivation, processing, sale and distribution of medical cannabis and cannabis products within the geographical limits of the City.

SECTION 3. The Governing Body, acting for and on behalf of the City, hereby reserves the right to opt in at any time in the future and allow the cultivation, processing, sale and/or distribution of medical cannabis and

cannabis products within the geographical limits of the City upon a vote of the Governing Body or upon an election of qualified electors duly held in accordance with the Mississippi Medical Cannabis Act.

SECTION 4. If any one or more of the provisions of this Resolution shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any of the other provisions of this Resolution, but this Resolution shall be construed and enforced as if such illegal or invalid provision or provisions had not been contained herein.

SECTION 5. This Resolution shall be in effect immediately upon its passage and enactment according to law, or at the earliest date of effect under law, and shall be spread upon the minutes of the Governing Body of the City.

Following the reading of the foregoing resolution, Alderman DuPree seconded the motion, and the question being put to a roll call vote, the result was as follows:

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

The motion having received the foregoing vote of the Governing Body, the Mayor declared the motion carried and the Resolution adopted on this the 5th day of April, 2022.

ALLEN B. LATIMER, Mayor

ATTEST:

CAO/City Clerk
Seal

** At this time the Mayor called on Mr. Andrew Scandsoli from Peyton Road Coldwater MS to speak on the Medical Cannabis act. Mr. Andrew stated he agreed with Mr. Ridgeway who spoke earlier and they were not just looking to grow business in the community but to be a part of the community. Mr. Andrew stated he has worked in this industry in other States and before he invests in the community he wants to know he is welcome in the community. Alderman DuPree stated he was concerned about those that need the medical cannabis can get it.

** At this time the Mayor called on Mr. Maurice Wright from 1401 Arbor Lake Drive. Mr. Wright stated he attended the meeting thinking a vote would be taken on restrictive parking on Horn Lake streets. Mr. Wright stated in his neighborhood there are too many cars on the street. Mr. Wright would like to see residents given

the opportunity to obtain parking sticker passes to put on visiting guests' vehicles. Mr. Wright explained he had worked for the City of Tacoma, Washington, and they had a program where the City sold 3 stickers for visitor parking. Mr. Wright stated he also set up accounts for the sale of marijuana in the City of Tacoma. The Mayor asked Mr. Wright if he would consider being on a committee discussing medical cannabis sales. Alderman Bledsoe asked if the parking passes were to use for the whole City. Mr. Wright stated it was only for certain neighborhoods that had restrictive parking. Alderman Bostick stated the Ordinance for restrictive parking is already on the books and the Board has discussed enforcing the Ordinance on the streets that meet the requirement of no on-street parking.

** At this time the Mayor called on Chad Sons of 1570 Yorhaven Dr. to speak about the medical cannabis bill. Mr. Sons stated he was born and raised in Horn Lake and his home was built in 1986 by his grandparents where he has lived now for 6 years. Mr. Sons stated he wanted to speak about the AT&T cell tower by his home and the medical marijuana. Mr. Sons stated his daughter Evelyn May Sons is 2 years old and at times has had 100 seizures/spasms in one day. Mr. Sons stated he has tried 10 studies on pharmaceutical meds for their daughter and nothing worked to help the seizures/spasms. Mr. Sons stated they took her off all medications and tried CBD at the age of 1 year old and they got their daughter to smile. Mr. Sons asked the Mayor and Board to please consider the medical cannabis for those like his daughter that need it. Mr. Sons stated his other concern is the cell phone tower by his home. Mr. Sons said something has changed in his family and his neighbor due to the cell phone tower by his home. Mr. Sons stated cell towers give out EMF (electromagnetic fields) and EMF is a type radiation which can cause sickness due to radiation poisoning. Mr. Sons stated in August last year their daughter had 504 seizures and September was around 480. Mr. Sons stated on September 26, 2021 work was done on the AT&T tower. Mr. Sons stated in October their daughter had 1,891 seizures/spasms. Mr. Sons stated radiation is known to change the structure of cells in water and the human body is over 70% water which means when the City allows antennas to be installed on water towers, it can change the structure of our drinking water to contaminate our drinking water. Mr. Sons stated they have 2 other healthy children and Evelyn is the only child conceived in this home. Mr. Sons stated the genes of their daughter are mutated. Mr. Sons asked for the Mayor and Board of Aldermen to look into the AT&T cell tower. Mr. Sons stated he purchased a meter and that with everything turned off in his home still it pegs out at 11.1111 and it states anything over 10 is a noticeable reading. Mr. Sons stated you can hear a humming coming from the tower. Mr. Sons stated it has signs for American Towers, Inc., AT&T owns the building, and T-Mobile just installed updated equipment on September 26, 2021. Alderman Guice asked what agency at the State is responsible for checking towers. Alderman Young stated for Mr. Sons to contact Brandon Presley, the Northern District Public Service Commissioner and he may be able to get answers. Alderman Young also stated to contact Senator Roger Wicker and Congressman Trent Kelly's offices. Alderman Johnson thanked Mr. Sons for coming before the

Board and stated the Board is not saying no to medical marijuana but they want to be cautious. Mr. Sons stated they tested the medical marijuana in Colorado and Arkansas and it worked for their daughter taking her down to single digit number of seizures in a day. Mr. Richard Harrison at 1520 Yorkhaven stated his dizzy spells, headaches, reduced energy level dropped 50%, ringing in his ears, and having trouble putting words together, all started 4 months after the work was done on the cell tower. Mr. Harrison thanked the Board for listening. Mr. Harrison stated he spoke with the TMobile workers and there are 3 transmitters installed on this tower. Alderman DuPree asked how they administered the medical marijuana to their daughter. Mr. Sons stated is was only done by CBD drops in the feeding tube while in the 2 States and Mr. Sons stated he is thinking about moving because of the 2 issues.

**At this time, the City Engineer presented the Pavement Management Preliminary Plan. No action was taken.

Order #04-10-22

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 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 5th day of April, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

Order #04-11-22

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 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 5th day of April, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

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

Order #04-12-22

Order to approve compromise/settlement

Be it Ordered:

By the Mayor and Board of Aldermen to find that it is in the best interests of the City to compromise and settle the pending litigation involving a development, per the terms as previously discussed in executive session, and authorize the Mayor and City Attorney to sign any documents and take all actions necessary to effect the settlement.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Bostick and Alderman DuPree.

So ordered this 5th day of April, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

Order #04-13-22

Order to Adjourn

Be it Ordered:

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

Said Motion was made by Alderman Young 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 5th day of April, 2022.

Mayor

Attest:

CAO/City Clerk
Seal

The minutes for the April 5, 2022 Mayor and Board of Aldermen meeting were presented to the Mayor for his signature on _____, 2022.

CAO/City Clerk