

**MUNICIPAL DOCKET  
MAYOR AND BOARD OF ALDERMEN MEETING  
MARCH 16, 2021 BEGINNING AT 6:00 P.M.**

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

Mayor Allen Latimer  
Alderman Bledsoe  
Alderman Jones

**I. Vote on Municipal Docket**

**II. Consent Agenda**

- A. Approval of minutes for March 2, 2021 Mayor and Board of Aldermen meeting.
- B. Approval of the Autism Intervention Program Tournament sponsorship for \$600.00 and the Horn Lake Chamber of Commerce Sponsorship for \$33,000.00 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 hire contract workers for the 2021 Baseball season at \$7.50 per hour: Lannie Austin Munns, Gabriel Cortell Hibbler, Bradley Alan Clinkenbeard.
- D. Request to hire Michael Pressgrove as P4 at the rate of \$25.00 per hour with hire date as March 16, 2021.
- E. Request to promote Officer H. Clayton from P1 to P2 at the rate of \$21.50 per hour beginning pay period date March 21, 2021.
- F. Request approval for the Mayor to accept and sign the grant application for **402 Police Traffic Services** from the Governor's Office of Highway Safety Resolution Agreement and Authorization to Proceed for FY2022 in the amount of \$50,400.00.
- G. Request approval for the Mayor to accept and sign the grant application for **154 Alcohol** from the Governor's Office of Highway Safety Resolution Agreement and Authorization to Proceed for FY2022 in the amount of \$180,900.00
- H. Request to designate the following police vehicle, as an unmarked vehicle pursuant to Section 25-1-87 of the Mississippi Code of 1972, finding that identifying markings would hinder the ability to participate in or conduct official criminal investigations: 2021 Chevy Silverado 1500 - 1GCUYAEF7MZ213610.
- I. Request pay increase for Richard Petties in the Public Works Department from \$12.57 to \$13.57 effective March 21, 2021.
- J. Request pay increase for Fred Jones in the Public Works Department from \$12.57 to \$13.57 per hour effective March 21, 2021.
- K. Request pay increase for Tammy Woods in the Planning Department from \$15.05 to \$17.05 per hour effective March 21, 2021
- L. Authorize to adjust utility bill individual itemized list for February 2021 in the amount of \$2,270.13 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.

**III. Claims Docket**

#### **IV. Planning Department**

- A. Case No. 2025 – Presentation by applicant and possible rescission or amendment of Order #03-04-21 granting a variance for a metal building located at Bullfrog Corner Pawn (Request by Alderman Roberts). **(WARD 5)**

#### **V. New Business**

- A. Request to declare and authorize the disposal of surplus property 2021-01 in the Police Department as listed.
- B. Request approval of a new job description in the PD for Telecommunicator Supervisor.
- C. Request authorization for Troy Rowell, Chief of Police to sign multi-jurisdiction grant application, submitted by the DeSoto County School Board for Horn Lake Police Department and reimbursement for the current three (3) School Resource Officers for the 2021-2022 school year, in the amount of \$10,000.00 per officer for a total of \$30,000 for the grant period.
- D. Request to change the Operational Permit Fees and Construction Permit Fees for the 2018 IFC Section 105.6 and 105.7 (highlighted in yellow)
- E. Request to accept bid from American Tennis Courts to resurface the four (4) tennis courts at a cost of \$23,368.00.
- F. Request to approve Supplemental Agreement No. 1 for the Horn Lake Road Overlay project and Ferrell Paving adding \$12,940.00 to the contract amount of \$1,847,769.10 for a new contract amount of \$1,860,709.10.
- G. Discussion regarding City COVID-19 paid sick leave policy expiring on March 31, 2021.

#### **V. Mayor / Alderman Correspondence**

#### **VI. Department Head Correspondence**

#### **VII. Engineer Correspondence**

#### **VIII. City Attorney Correspondence**

#### **IX. Executive Session**

- A. Discussions of personnel matters in the Finance Department.

#### **X. Adjourn**

March 16, 2021

Be it remembered that a meeting of the Mayor and Board of Aldermen of the City of Horn Lake, Mississippi was held on March 16, 2021 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 White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Jones, Alderman Johnson, Alderman Roberts, Jim Robinson, CAO/City Clerk, Gary McElhannon, Public Works Director, Troy Rowell, Police Chief, David Linville, Fire Chief, Arianne Linville, HR Director, Bob Barber, Interim Planning Director, Drew Coleman, Parks and Rec Director, Vince Malavasi, City Engineer, and Billy Campbell, City Attorney.

Absent: None.

Order #03-15-21

**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 Jones and seconded by Alderman Roberts.

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 16th day of March, 2021.

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Mayor

Attest:

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CAO/City Clerk  
Seal

Order #03-16-21

**Order to approve Consent Agenda**

Be It Ordered:

By the Mayor and Board of Aldermen to approve the Consent Agenda, items A-L, removing I, J, K to executive session.

- A. Approval of minutes for March 2, 2021 Mayor and Board of Aldermen meeting.
- B. Approval of the Autism Intervention Program Tournament sponsorship for \$600.00 and the Horn Lake Chamber of Commerce Sponsorship for \$33,000.00 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 hire contract workers for the 2021 Baseball season at \$7.50 per hour: Lannie Austin Munns, Gabriel Cortell Hibbler, Bradley Alan Clinkenbeard.
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- G. Request approval for the Mayor to accept and sign the grant application for **154 Alcohol** from the Governor's Office of Highway Safety Resolution Agreement and Authorization to Proceed for FY2022 in the amount of \$180,900.00
- H. Request to designate the following police vehicle, as an unmarked vehicle pursuant to Section 25-1-87 of the Mississippi Code of 1972, finding that identifying markings would hinder the ability to participate in or conduct official criminal investigations: 2021 Chevy Silverado 1500 - 1GCUYAEF7MZ213610.
- L. Authorize to adjust utility bill individual itemized list for February 2021 in the amount of \$2,270.13 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.

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 16th day of March, 2021.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
CAO/City Clerk  
Seal



CITY OF HORN LAKE  
BOARD MEETING  
3/16/2021

Department	3/11/2021	Overtime Amount
Animal Control	\$5,677.42	\$108.09
Judicial	\$12,143.33	\$126.60
Fire/Amb	\$106,791.85	\$0.00
Fire/Budgeted OT	\$0.00	\$8,448.41
Fire/Non Budgeted OT	\$0.00	\$2,704.28
Fire/ST Non Budgeted OT	\$0.00	\$333.54
Finance	\$10,782.11	\$0.00
Legislative	\$4,771.00	\$0.00
Executive	\$2,873.00	\$0.00
Parks	\$10,256.19	\$0.00
Planning	\$5,655.47	\$0.00
Police	\$128,938.27	\$5,871.92
Public Works - Streets	\$14,145.97	\$565.84
Public Works - Utility	\$27,697.44	\$2,648.43
Grand Total	\$329,732.05	\$20,807.11



CITY OF HORN LAKE  
BOARD MEETING  
3/16/2021

**CLAIMS DOCKET RECAP D-031621 C-031621**

NAME OF FUND		TOTAL
GENERAL FUND		\$117,365.28
COURT COSTS		\$752.75
EXECUTIVE		\$0.00
LEGISLATIVE		\$0.00
JUDICIAL		\$0.00
FINANCIAL ADMIN		\$419.34
PLANNING		\$337.49
POLICE		\$14,213.37
FIRE & EMS		\$16,318.33
STREET DEPARTMENT		\$9,797.51
ANIMAL CONTROL		\$3,228.91
PARKS & REC		\$15,924.63
PARK TOURNAMENT		\$11,387.00
PROFESSIONAL EXPENSE		\$41,231.70
DEBT SERVICES		\$0.00
HEALTH INSURANCE		\$3,754.25
BOND FUNDED CAP PROJECT EXPENSE		\$322,755.43
LIBRARY FUND		\$3,095.09
ECONOMIC DEVELOPMENT FUND		\$24,364.53
UTILITY FUND		\$162,401.50
<b>TOTAL DOCKET</b>		<b>\$629,981.83</b>

VENDOR	VENDOR NAME	ORG DESC	ACCOUNT DESC	AMOUNT	CHECK NO	FULL DESC
6441	UHC LIFE INS PREM	POOLED CASH RENASANT BANK	HEALTH INS	\$1,977.76	710464	Payroll Run 1 - Warrant 021121
6441	UHC LIFE INS PREM	POOLED CASH RENASANT BANK	HEALTH INS	\$1,776.49	710464	Payroll Run 1 - Warrant 022521
6038	A T&T - INTERACT	POLICE	PROFESSIONAL SERVICES	\$900.00	710468	INTERACT SERVICES
9996	TESSA HANSBRO	FIRE & EMS	MED/LIFE/VISION/DENTAL	\$103.86	710467	INS PREM OVERPMT 100620 110520
6038	A T&T - INTERACT	ADMINISTRATIVE EXPENSE	TELEPHONE EXPENSE	\$1,252.00	710468	INTERACT SERVICES
1324	MS MUNICIPAL CLERKS	ECONOMIC DEVELOPMENT	PROMOTIONS	\$106.00	710462	JACKETS FROM MMCCA
1125	LEHMAN ROBERTS CO	BOND FUNDED CAP PROJ EXP	2019 STREET REHAB PROJECT	\$322,755.43	710470	FINAL PAY APP FOR 2019 STREET REHAB PHASE II
9999	TULANE HOLDINGS	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$24.58	710469	UT REF11-0800200 TO REPL 710394 ERROR BILLING AMT
9996	AMANDA BOSWOOD	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$250.00	710463	REIMB SEWER LINE REPAIRS 6460 RIVERDALE CV
9996	JULIETTE ESKRIDGE	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$246.51	710466	REIMB POTHOLE CLAIM EMAIL 022621
940	HORN LAKE POSTMASTER	UTILITY SYSTEM	TELEPHONE & POSTAGE	\$2,349.54	710465	MAILING OF MARCH 2021 UTILITY BILLS
9996	TAYLOR JORDAN KEENUM	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	\$150.00	710561	CB REFUND T KEENUM M2020-01290
9996	WANDA CHANDLER DBA	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	\$500.00	710562	BOND REFUND BARTHOLOMEW WATSON CASE M2020-00152
9996	CHERYL LYNN GRACE	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	\$62.50	710558	CB REFUND C GRACE M2021 00124
9996	LADARIOUS WALKER	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	\$25.25	710560	CB REFUND L WALKER M2020 01464
9996	IMANI LAKEISHA BROOK	GENERAL FUND	COURT FINES	\$15.00	710559	REFUND FOR I BROOKS OVERPMT
3323	BANCORPSOUTH	FINANCIAL ADMINISTRATION	FURNITURE/EQUIP/SUPPL	\$162.64	710482	C DOCK FOR MANDY
3323	BANCORPSOUTH	FINANCIAL ADMINISTRATION	FURNITURE/EQUIP/SUPPL	\$128.35	710482	DESK RISER MANDY
3323	BANCORPSOUTH	FINANCIAL ADMINISTRATION	FURNITURE/EQUIP/SUPPL	\$128.35	710482	DESK RISER AJ
1702	FLEETCOR TECHNOLOGIE	PLANNING	FUEL & OIL	\$42.49	710516	FUEL FOR UT , ST , AND PLANNIN
3323	BANCORPSOUTH	PLANNING	PROFESSIONAL SERVICES	\$295.00	710482	PLANNING DIRECTOR ADVERT
1180	MAGNOLIA TIRE	POLICE	VEHICLE MAINTENANCE	\$275.00	710545	UNIT# 6362: WIPER MOTOR & HARN
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$47.44	710556	UNIT# 2296: WIPER BLADE
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$47.44	710556	UNIT# 6640:WIPER BLADE
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$153.71	710556	UNIT#2995: BATTERY
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$8.60	710556	UNIT#6361: OIL FILTER
1505	OFFICE DEPOT CREDIT	POLICE	EQUIPMENT PARTS & SUPPLIES	\$149.99	710557	CID SUPPLIES
754	GALLS	POLICE	UNIFORMS	\$183.99	710522	MCCARY CLOTHING ALLOTMENT
1905	SYMBOL ARTS	POLICE	UNIFORMS	\$166.00	710576	RETIREMENT BADGE
1180	MAGNOLIA TIRE	POLICE	FUEL & OIL	\$310.26	710545	UNIT#6028: 2 NEW TIRES

1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	\$2,583.89	710518	FUEL WEEK 02-22 TO 02-28-2021
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	\$1,702.89	710517	FUEL WEEK 03-01 TO 03-07-2021
1293	MILLENNIUM PAINT & B	POLICE	PROFESSIONAL SERVICES	\$1,837.50	710551	UNIT#8404: HAIL DAMAGE REPAIR
1293	MILLENNIUM PAINT & B	POLICE	PROFESSIONAL SERVICES	\$1,950.00	710551	UNIT#1391: HAIL DAMAGE
2685	THOMSON WEST	POLICE	PROFESSIONAL SERVICES	\$207.70	710580	FEBRUARY 2021 WESTLAW
5708	AMERICAN TESTING, LL	POLICE	PROFESSIONAL SERVICES	\$85.00	710477	BAC T VAUGHN
5708	AMERICAN TESTING, LL	POLICE	PROFESSIONAL SERVICES	\$255.00	710477	BAC MAYFIELD-CARTER-PRYOR
5708	AMERICAN TESTING, LL	POLICE	PROFESSIONAL SERVICES	\$85.00	710477	BAC J HAMPTON
6167	AT&T - NCIC	POLICE	PROFESSIONAL SERVICES	\$212.93	710478	FEBRUARY 2021 NCIC
6305	THE UNIVERSITY OF	POLICE	TRAVEL & TRAINING	\$720.00	710579	LODGING MOSS CHASE MUCKIN STOUT
6295	COMSOUTH INC	POLICE	MACHINERY & EQUIPMENT	\$161.13	710490	HANDCUFF GUN LOCK
6295	COMSOUTH INC	POLICE	MACHINERY & EQUIPMENT	\$699.00	710490	SETINA SEATBELT SYSTEM
6295	COMSOUTH INC	POLICE	MACHINERY & EQUIPMENT	\$1,470.90	710490	CHARGE GUARD
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$368.54	710526	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$7.24	710526	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$320.14	710526	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$314.00	710526	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$54.24	710526	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$426.82	710526	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$13.53	710526	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$197.48	710526	EMS SUPPLIES
2202	ZOLL MEDICAL CORPORA	FIRE & EMS	MEDICAL SUPPLIES	\$395.64	710608	EMS SUPPLIES
2202	ZOLL MEDICAL CORPORA	FIRE & EMS	MEDICAL SUPPLIES	\$201.60	710608	EMS SUPPLIES
2202	ZOLL MEDICAL CORPORA	FIRE & EMS	MEDICAL SUPPLIES	\$252.00	710608	EMS SUPPLIES
2202	ZOLL MEDICAL CORPORA	FIRE & EMS	MEDICAL SUPPLIES	\$155.20	710608	EMS SUPPLIES
2202	ZOLL MEDICAL CORPORA	FIRE & EMS	MEDICAL SUPPLIES	\$261.45	710608	EMS SUPPLIES
1518	O'REILLY AUTO PARTS	FIRE & EMS	VEHICLE MAINTENANCE	\$35.98	710556	ANITFREEZE
1844	SPENCER LEE'S TRANSM	FIRE & EMS	VEHICLE MAINTENANCE	\$2,200.00	710573	FD4 REPAIR
5099	EMERGENCY EQUIP PROF	FIRE & EMS	VEHICLE MAINTENANCE	\$40.77	710502	ENG 3 WINDOW SWITCH
5099	EMERGENCY EQUIP PROF	FIRE & EMS	VEHICLE MAINTENANCE	\$296.53	710502	LIGHT FOR UNIT 2
1831	SOUTHAVEN SUPPLY	FIRE & EMS	BUILDING & EQUIP MAINT	\$69.99	710570	DOOR KNOB STATION 1
3323	BANCORPSOUTH	FIRE & EMS	BUILDING & EQUIP MAINT	\$57.75	710482	SD CARDS FOR CAMERAS



1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	\$736.80	710515	FUEL 2/22-2/28
1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	\$667.05	710514	FUEL 3/1-3/7
1345	MS STATE DEPT OF HEA	FIRE & EMS	PROFESSIONAL SERVICES	\$1,680.00	710553	LICENSE RENEWAL 4 UNITS
5883	CLAYTON SHEARS	FIRE & EMS	PROFESSIONAL SERVICES	\$240.00	710488	REFRESHER BLOCKS
6490	ACTIVE911 INC	FIRE & EMS	PROFESSIONAL SERVICES	\$143.00	710474	SUBSCRIPTION
651	ENTERGY	FIRE & EMS	UTILITIES	\$774.57	710504	6363 HIGHWAY 301
651	ENTERGY	FIRE & EMS	UTILITIES	\$453.59	710504	6770 TULANE RD
651	ENTERGY	FIRE & EMS	UTILITIES	\$393.48	710504	5711 HIGHWAY 51 N
2095	WALLS WATER ASSOCIAT	FIRE & EMS	UTILITIES	\$92.95	710605	WATER STA 3
1336	MS FIRE FIGHTER ASSO	FIRE & EMS	TRAVEL & TRAINING	\$60.00	710552	21 FIREFIGHTER/FIRE CHIEF CONF
1336	MS FIRE FIGHTER ASSO	FIRE & EMS	TRAVEL & TRAINING	\$60.00	710552	21 FIREFIGHTERS/FIRE CHIEF CON
1336	MS FIRE FIGHTER ASSO	FIRE & EMS	TRAVEL & TRAINING	\$30.00	710552	21 FIREFIGHTERS/FIRE CHIEFS CO
6462	JERRA WADE	FIRE & EMS	TRAVEL & TRAINING	\$36.24	710538	MEAL REIMB HAZMAT A/O
6463	SETH HENDERSON	FIRE & EMS	TRAVEL & TRAINING	\$64.00	710567	MEAL REIMB HAZ MAT A/O
6486	WILLIAM STINE	FIRE & EMS	TRAVEL & TRAINING	\$52.14	710606	MEAL REIMB HAZMAT A/O
1489	NORTH MISSISSIPPI TW	FIRE & EMS	MACHINERY & EQUIPMENT	\$3,945.75	710555	INSTALL BRACKETS FOR IPADS 9 V
5099	EMERGENCY EQUIP PROF	FIRE & EMS	MACHINERY & EQUIPMENT	\$472.00	710502	GLOVES/HOODS
5099	EMERGENCY EQUIP PROF	FIRE & EMS	MACHINERY & EQUIPMENT	\$644.00	710502	6 GLOVES AND 4 HOODS
745	G & C SUPPLY CO INC	STREET DEPARTMENT	MATERIALS	\$206.00	710521	NUTS AND BOLTS FOR STREET SIGN
745	G & C SUPPLY CO INC	STREET DEPARTMENT	MATERIALS	\$315.04	710521	POST AND SPEED LIMIT SIGNS
745	G & C SUPPLY CO INC	STREET DEPARTMENT	MATERIALS	\$1,154.80	710521	POST AND BRACKETS FOR STREET S
926	THE HOME DEPOT	STREET DEPARTMENT	MATERIALS	\$30.94	710578	MATERIALS FOR STREETS
1831	SOUTHAVEN SUPPLY	STREET DEPARTMENT	MATERIALS	\$7.34	710570	NUTS AND BOLTS FOR SHOP
2084	GRAINGER	STREET DEPARTMENT	MATERIALS	\$83.28	710523	LED SOLAR LIGHTS FOR SIGNS
1293	MILLENNIUM PAINT & B	STREET DEPARTMENT	VEHICLE MAINTENANCE	\$1,256.00	710551	NEW DOOR AND PAINTED DOORS ON
1689	RIVER CITY HYDRAULIC	STREET DEPARTMENT	VEHICLE MAINTENANCE	\$209.90	710565	BATTERY REPLACEMENT ON BIG RED
4513	A & B FAST AUTOGLASS	STREET DEPARTMENT	VEHICLE MAINTENANCE	\$297.00	710471	BACK WINDOW FOR ST 3482
1689	RIVER CITY HYDRAULIC	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$3,514.49	710565	REMOVED DOLD TARPING SYSTEM, I
6175	UNIFIRST CORPORATION	STREET DEPARTMENT	UNIFORMS	\$48.38	710584	UNIFORMS FOR UT AND ST
6175	UNIFIRST CORPORATION	STREET DEPARTMENT	UNIFORMS	\$86.10	710584	UNIFORMS FOR UT AND ST
6175	UNIFIRST CORPORATION	STREET DEPARTMENT	UNIFORMS	\$68.11	710584	UNIFORMS FOR UT AND ST
1702	FLEETCOR TECHNOLOGIE	STREET DEPARTMENT	FUEL & OIL	\$518.95	710516	FUEL FOR UT , ST , AND PLANNIN
1702	FLEETCOR TECHNOLOGIE	STREET DEPARTMENT	FUEL & OIL	\$87.45	710512	FUEL FOR UT AND ST
1702	FLEETCOR TECHNOLOGIE	STREET DEPARTMENT	FUEL & OIL	\$292.70	710513	FUEL FOR UT AND ST

3709	BEST-WADE PETROLEUM	STREET DEPARTMENT	FUEL & OIL	\$161.50	710483	FUEL FOR CITY SHOP
5792	TIMOTHY M. BYRD	STREET DEPARTMENT	PROFESSIONAL SERVICES	\$1,250.00	710581	BEAVER CONTROL
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$72.11	710504	HWY 302 @ TULANE RD
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$19.14	710504	4188 GOODMAN RD W
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$22.05	710504	SHADOW OAKS PKWY NLGT
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$46.85	710504	4035 SHADOW OAKS LGTS
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$25.71	710504	1025 HIGHWAY 302
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$23.67	710504	1025 HIGHWAY 302
1831	SOUTHAVEN SUPPLY	ANIMAL CONTROL	MATERIALS	\$25.48	710570	MATERIALS FOR ANIMAL CONTROL F
1702	FLEETCOR TECHNOLOGIE	ANIMAL CONTROL	FUEL & OIL	\$47.58	710509	FUEL FOR ANIMAL CONTROL
939	HORN LAKE ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$32.03	710529	VET SERVICES
939	HORN LAKE ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$174.04	710530	VET SERVICES
3323	BANCORPSOUTH	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$512.50	710482	VET SERVICES
3323	BANCORPSOUTH	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$51.34	710482	AS CHEWY.COM
3323	BANCORPSOUTH	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$132.63	710482	AS CHEWY.COM
3323	BANCORPSOUTH	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$85.87	710482	AS CHEWY.COM
6321	STATELINE ANIMAL	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$175.75	710575	VET SERVICES
6327	DIXIE MEMORIAL PET	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$150.00	710501	PET SERVICES
6327	DIXIE MEMORIAL PET	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$250.00	710501	PET SERVICES
651	ENTERGY	ANIMAL CONTROL	UTILITIES	\$1,294.30	710504	6464 CENTER ST
651	ENTERGY	ANIMAL CONTROL	UTILITIES	\$131.58	710504	6520 CENTER ST E
1356	ATMOS ENERGY	ANIMAL CONTROL	UTILITIES	\$165.81	710479	6410 CENTER ST E
6376	KELLY SMITH	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$315.00	710540	CONTRACT PERSONNEL
926	THE HOME DEPOT	PARKS & REC	MATERIALS	\$33.98	710578	MATERIALS
926	THE HOME DEPOT	PARKS & REC	MATERIALS	\$29.91	710578	POWER STRIPS
926	THE HOME DEPOT	PARKS & REC	MATERIALS	\$189.63	710578	MATERIALS PARKS
1518	O'REILLY AUTO PARTS	PARKS & REC	MATERIALS	\$34.31	710556	MATERIAL
1831	SOUTHAVEN SUPPLY	PARKS & REC	MATERIALS	\$71.43	710570	MATERIALS GLASSES SCREWS
1831	SOUTHAVEN SUPPLY	PARKS & REC	MATERIALS	\$9.85	710570	KEY
4000	ACTION CHEMICAL	PARKS & REC	MATERIALS	\$54.00	710473	LID LINERS- BACKORDER
4000	ACTION CHEMICAL	PARKS & REC	MATERIALS	\$81.00	710473	MATERIALS
6482	EMPIRE INDUSTRIES	PARKS & REC	MATERIALS	\$417.00	710503	BUG SPRAY
5617	CHOICE TOWING	PARKS & REC	VEHICLE MAINTENANCE	\$50.00	710486	TOWING PARKS DEPT
5617	CHOICE TOWING	PARKS & REC	VEHICLE MAINTENANCE	\$50.00	710486	TOWING PARKS DEPT

1518	O'REILLY AUTO PARTS	PARKS & REC	EQUIPMENT MAINTENANCE	\$44.31	710556	EQUIP MAINTENANCE
6474	HERNANDO EQUIPMENT	PARKS & REC	EQUIPMENT MAINTENANCE	\$55.90	710527	WEEDEATER BUMPER
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	\$93.81	710511	FUEL FOR PARKS AND REC
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	\$38.44	710508	FUEL FOR PARKS AND REC
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	\$84.61	710510	FUEL FOR PARKS AND REC
4624	THE DISCOVERY GROUP	PARKS & REC	PROFESSIONAL SERVICES	\$35.00	710577	PRE EMPLOYMENT SCREENINGS
651	ENTERGY	PARKS & REC	UTILITIES	\$34.43	710504	SHADOW OAKS PARK
651	ENTERGY	PARKS & REC	UTILITIES	\$142.67	710504	RIDGEWOOD PARK COMM CSM
651	ENTERGY	PARKS & REC	UTILITIES	\$128.69	710504	6955 TULANE RD E GREG MAXEY PARK
651	ENTERGY	PARKS & REC	UTILITIES	\$109.35	710504	3500 LAUREL CV T BURMA HOBBS PARK
651	ENTERGY	PARKS & REC	UTILITIES	\$7.62	710504	RIDGEWOOD PARK COMM CSM B
651	ENTERGY	PARKS & REC	UTILITIES	\$1,787.08	710504	5633 TULANE RD BLDG D
651	ENTERGY	PARKS & REC	UTILITIES	\$485.98	710504	5633 TULANE RD BLDG B
651	ENTERGY	PARKS & REC	UTILITIES	\$703.00	710504	5633 TULANE RD BLDG A
651	ENTERGY	PARKS & REC	UTILITIES	\$524.86	710504	5633 TULANE RD BLDG TENN
651	ENTERGY	PARKS & REC	UTILITIES	\$1,166.00	710504	5633 TULANE RD BLDG F
552	DESOTO COUNTY COOPER	PARKS & REC	FIELD REPAIR & MAINTENANCE	\$201.50	710493	FIELD MARKER
5263	AFFORDABLE PEST	PARKS & REC	FIELD REPAIR & MAINTENANCE	\$1,200.00	710476	PEST CONTROL PARKS
6352	GREG ROBERTS FIRE	PARKS & REC	FIELD REPAIR & MAINTENANCE	\$2,250.00	710524	COMPLETE UPPER BODY AND BREAKA
6352	GREG ROBERTS FIRE	PARKS & REC	FIELD REPAIR & MAINTENANCE	\$1,200.00	710524	INSTALLATION AND LABOR FOR LAT
2493	SGA TROPHY & AWARDS	PARKS & REC	AWARDS/TROPHIES	\$3,801.00	710568	TROPHIES
2822	FLAG CENTERCOM, LLC	PARKS & REC	PARK SUPPLIES	\$286.06	710507	FLAGS
2822	FLAG CENTERCOM, LLC	PARKS & REC	PARK SUPPLIES	\$208.21	710507	FLAGS
4363	DANIELLE CHEESEMAN	PARK TOURNAMENTS	ADMIN CONTRACT PERSONNEL	\$185.00	710491	TOURNAMENT CLERK
4797	JESSICA WOODS	PARK TOURNAMENTS	ADMIN CONTRACT PERSONNEL	\$135.00	710539	TOURNAMENT CONTRACT
6214	IAN SPARKS	PARK TOURNAMENTS	ADMIN CONTRACT PERSONNEL	\$190.00	710534	TOURNAMENT CONTRACT
6405	CHRISTIAN LOVETT	PARK TOURNAMENTS	ADMIN CONTRACT PERSONNEL	\$190.00	710487	TOURNAMENT WORKERS
6477	JEFFREY HATLEY	PARK TOURNAMENTS	ADMIN CONTRACT PERSONNEL	\$138.75	710537	CONTRACT PERSONNEL
4363	DANIELLE CHEESEMAN	PARK TOURNAMENTS	SCOREKEEPERS	\$45.00	710491	SCOREKEEPER
4797	JESSICA WOODS	PARK TOURNAMENTS	SCOREKEEPERS	\$60.00	710539	SCOREKEEPER
6214	IAN SPARKS	PARK TOURNAMENTS	SCOREKEEPERS	\$135.00	710534	SCOREKEEPER
6405	CHRISTIAN LOVETT	PARK TOURNAMENTS	SCOREKEEPERS	\$135.00	710487	SCOREKEEPER
6477	JEFFREY HATLEY	PARK TOURNAMENTS	SCOREKEEPERS	\$105.00	710537	SCOREKEEPER

4694	MARK TATKO	PARK TOURNAMENTS	UMPIRES	\$10,068.25	710546	UMPIRES TOURNAMENT
1505	OFFICE DEPOT CREDIT	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	\$39.50	710557	OFFICE SUPPLIES
1505	OFFICE DEPOT CREDIT	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	\$28.78	710557	BULLDOG CLIPS PD
50	AFFINITY LANDSCAPE	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$775.00	710475	LAWN SERVICE AT CITY HALL
926	THE HOME DEPOT	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$19.88	710578	FLAG HARDWARE
1178	MAGNOLIA ELECTRICAL	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$62.40	710542	LIGHTS FOR CITY HALL
1178	MAGNOLIA ELECTRICAL	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$791.25	710542	LIGHT AND BRACKET FOR CITY HAL
1178	MAGNOLIA ELECTRICAL	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$554.93	710542	LIGHTS FOR CITY HALL
5263	AFFORDABLE PEST	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$400.00	710476	PEST CONTROL FOR CITY BUILDING
532	DESOTO COUNTY ELECTI	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$2,688.31	710494	VOTING MACHINE HW AND SW MAINTENANCE
950	HOSPITAL WING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$30.00	710533	JEFFREY BOLTON
950	HOSPITAL WING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$30.00	710533	NICHOLAS KEITH
1113	LAWRENCE PRINTING CO	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$155.43	710541	MINUTE BOOK
3550	TRAVELERS	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$1,037.00	710582	DEDUCTIBLE DESOTO FARMS
4111	DESOTO TIMES TRIBUNE	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$7.84	710499	POLL MGR ADVERT
5839	MICHAEL'S TREE	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$600.00	710550	ROAD CLEARING
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$96.61	710500	COPIER LEASE
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$65.65	710500	COPIER LEASE
6391	DATAPATH ADMINISTR	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$182.00	710492	ADMIN SERVICE FEES
6471	INTACT INSURANCE	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$5,235.16	710535	DEDUCTIBLE PMTS
6489	JARRELL GROUP	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$4,720.00	710536	AUDIT ASSISTANCE
553	DESOTO COUNTY SHERIF	ADMINISTRATIVE EXPENSE	FEES TO COUNTY JAIL	\$9,797.61	710495	JAIL & MEDICAL JANUARY 2021
2555	MSDEVELOPMENT AUTHOR	ADMINISTRATIVE EXPENSE	NWRS LOAN PAYMENT	\$1,742.04	710554	GMS 50624
687	FEDERAL EXPRESS CORP	ADMINISTRATIVE EXPENSE	POSTAGE	\$34.40	710506	POSTAGE
687	FEDERAL EXPRESS CORP	ADMINISTRATIVE EXPENSE	POSTAGE	\$71.95	710506	POSTAGE
5517	QUADIENT FINANCE	ADMINISTRATIVE EXPENSE	POSTAGE	\$351.76	710563	POSTAGE
5472	SOUTHERN TELECOM	ADMINISTRATIVE EXPENSE	TELEPHONE EXPENSE	\$1,625.19	710572	TELEPHONES
6073	SOUTHERN BILLING SER	ADMINISTRATIVE EXPENSE	TELEPHONE EXPENSE	\$842.00	710571	T1 LINES
651	ENTERGY	ADMINISTRATIVE EXPENSE	UTILITIES	\$183.53	710504	7460 HIGHWAY 301
651	ENTERGY	ADMINISTRATIVE EXPENSE	UTILITIES	\$2,863.18	710504	3101 GOODMAN RD W
651	ENTERGY	ADMINISTRATIVE EXPENSE	UTILITIES	\$10.31	710504	7262 INTERSTATE DR
1356	ATMOS ENERGY	ADMINISTRATIVE EXPENSE	UTILITIES	\$205.11	710480	7460 HIGHWAY 301

1254	MEMPHIS STONE & GRAV	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	\$84.00	710548	WASHED SAND FOR STREETS
1254	MEMPHIS STONE & GRAV	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	\$150.88	710548	WASHED SAND FOR STREETS
1254	MEMPHIS STONE & GRAV	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	\$144.67	710548	WASHED SAND FOR STREETS
1254	MEMPHIS STONE & GRAV	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	\$226.02	710548	WASHED SAND FOR STREETS
4181	TRI- FIRMA EXCAVATO	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	\$2,763.79	710583	INLET REPAIR AT 4241 MEADOW CR
4181	TRI- FIRMA EXCAVATO	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	\$1,363.52	710583	STORM DRAIN REPAIR AT 5885 WAV
556	DESOTO COUNTY SUPERV	LIBRARY EXPENSE	BUILDING & EQUIP MAINT	\$1,385.00	710496	FEB 2021 LIBRARY JAN SAN
556	DESOTO COUNTY SUPERV	LIBRARY EXPENSE	BUILDING & EQUIP MAINT	\$320.00	710497	FEB 2021 LIBRARY LAWN SERVICE
651	ENTERGY	LIBRARY EXPENSE	UTILITIES	\$1,390.09	710504	2885 GOODMAN RD W
559	DESOTO ECONOMIC COUN	ECONOMIC DEVELOPMENT	PROMOTIONS	\$21,533.00	710498	MEMBERSHIP DUES
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	\$666.41	710482	NON REFUNDED FLIGHT WASHINGTON
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	\$559.12	710482	NON REFUNDED FLIGHT WASHINGTON
6008	EVOGOV INC	ECONOMIC DEVELOPMENT	PROMOTIONS	\$1,500.00	710505	ANNUAL WEBSITE HOSTING FEE
9999	CHRISTINA MCCALLISTE	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$8.16	710588	UTILITY REFUND 01-0065400
9999	JJ RENTAL HOMES	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$33.16	710593	UTILITY REFUND 07-0080100
9999	RICHARD PHILLIPS	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$80.85	710600	UTILITY REFUND 10-0069300
9999	BRYAN ELMORE	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$200.50	710586	UTILITY REFUND 12-1014300
9999	BRYAN K ELMORE	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$198.02	710587	UTILITY REFUND 12-1015100
9999	DESOTO MANAGEMENT &	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$51.58	710590	UTILITY REFUND 16-3800100
9999	SAMANTHA JO RAINEY	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$33.16	710601	UTILITY REFUND 16-5800400
9999	MACKENZIE GREY PROPE	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$4.82	710597	UTILITY REFUND 19-0012000
9999	BENJAMIN PUGH	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$33.16	710585	UTILITY REFUND 21-4680100
9999	HELEN M SPENCER	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$38.00	710592	UTILITY REFUND 21-5162500
9999	NICK D BURNETTE	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$76.58	710598	UTILITY REFUND 21-5310500
9999	KEITH J NEDWICK	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$6.58	710594	UTILITY REFUND 21-7520100
9999	HAYLEIGH MASON	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$76.58	710591	UTILITY REFUND 25-0064400
9999	SARAH MCCULLAR	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$11.14	710602	UTILITY REFUND 25-0101400
9999	LATIKA KOUAKOU	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$76.58	710596	UTILITY REFUND 28-0058100
9999	KEVIN COBB	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$33.16	710595	UTILITY REFUND 28-0059100
9999	THOI NGUYEN	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$69.24	710604	UTILITY REFUND 28-0063100
9999	DAVID L MCMILLIAN	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$21.00	710589	UTILITY REFUND 31-0050300
9999	TARA SHIVERS	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$38.00	710603	UTILITY REFUND 57-6520200

9999	REBECCA PETERSON	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$21.00	710599	UTILITY REFUND 58-1580400
2335	STAPLES	UTILITY SYSTEM	OFFICE SUPPLIES	\$137.88	710574	PRESSTEX BINDERS UT DEPT
1193	MARTIN MACHINE & SUP	UTILITY SYSTEM	MATERIALS	\$434.00	710547	SYPHON TUBES FOR TWIN LAKES LA
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MATERIALS	\$1,142.60	710549	MATERIALS FOR UT
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MATERIALS	\$504.65	710549	MATERIALS FOR UT
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MATERIALS	\$318.75	710549	METER READING TOOLS AND HAND P
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MATERIALS	\$4,398.40	710549	MATERIALS FOR UT
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	\$40.80	710570	MATERIALS FOR UT
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	\$41.98	710570	MATERIALS FOR UT
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	\$27.56	710570	MATERIALS FOR NAIL RD WATER PL
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	\$168.19	710570	MATERIALS FOR UT AND ST
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	\$78.33	710570	MATERIALS FOR UT
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	\$35.57	710570	MATERIALS FOR UT
5006	BRENNTAG MIDSOUTH	UTILITY SYSTEM	MATERIALS	\$748.32	710484	CHEMICALS FOR HURT RD WATER PL
5006	BRENNTAG MIDSOUTH	UTILITY SYSTEM	MATERIALS	\$552.21	710484	CHEMICALS FOR PEMBROOK WATER P
5006	BRENNTAG MIDSOUTH	UTILITY SYSTEM	MATERIALS	\$950.35	710484	CHEMICALS FOR NAIL RD WATER PL
5006	BRENNTAG MIDSOUTH	UTILITY SYSTEM	MATERIALS	\$850.82	710484	CHEMICALS FOR BRIARWOOD WATER
5006	BRENNTAG MIDSOUTH	UTILITY SYSTEM	MATERIALS	\$1,019.25	710484	CHEMICALS FOR GOODMAN RD WATER
301	CAMPER CITY USA INC	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$89.00	710485	FLOOR MATS FOR UT 9672
1293	MILLENNIUM PAINT & B	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$1,256.00	710551	NEW DOOR AND PAINTED DOORS ON
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$35.97	710556	COMPOUND AND ADHESVE FOR UT 96
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$8.28	710556	OIL FILTER FOR UT 411
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$67.65	710556	PARTS FOR UT 9672
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$138.19	710556	FLASHER AND STARTER FOR UT 893
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$7.99	710556	BATTERIES FOR KEY FOBS
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$109.82	710556	DOOR LOCK FOR UT 9672
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$97.08	710556	CRIMPS AND HOSE FOR TRAK HOE
5956	RJ YOUNG	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$99.49	710566	COPIER LEASE
5956	RJ YOUNG	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$58.90	710566	COPIER LEASE
5956	RJ YOUNG	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$246.64	710566	COPIER LEASE
6349	FLUID MANAGEMENT CO	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$622.00	710519	HOSE FOR SEWER TRUCK
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	UNIFORMS	\$19.99	710570	MATERIALS FOR ANIMAL CONTROL F

6175	UNIFIRST CORPORATION	UTILITY SYSTEM	UNIFORMS	\$48.38	710584	UNIFORMS FOR UT AND ST
6175	UNIFIRST CORPORATION	UTILITY SYSTEM	UNIFORMS	\$86.10	710584	UNIFORMS FOR UT AND ST
6175	UNIFIRST CORPORATION	UTILITY SYSTEM	UNIFORMS	\$68.10	710584	UNIFORMS FOR UT AND ST
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	\$518.96	710516	FUEL FOR UT , ST , AND PLANNIN
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	\$87.46	710512	FUEL FOR UT AND ST
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	\$292.70	710513	FUEL FOR UT AND ST
3709	BEST-WADE PETROLEUM	UTILITY SYSTEM	FUEL & OIL	\$161.50	710483	FUEL FOR CITY SHOP
4624	THE DISCOVERY GROUP	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$17.50	710577	PRE EMPLOYMENT SCREENINGS
6039	FORMSINK LLC	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$250.00	710520	CASS CERTIFICATION
6121	HIGH TIDE TECHNOLOGI	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$240.00	710528	ANNUAL COMMUNICATIONS FOR GOOD
5472	SOUTHERN TELECOM	UTILITY SYSTEM	TELEPHONE & POSTAGE	\$361.01	710572	TELEPHONES
379	COAHOMA ELECTRIC POW	UTILITY SYSTEM	UTILITIES	\$32.66	710489	LAKE FOREST DR W
379	COAHOMA ELECTRIC POW	UTILITY SYSTEM	UTILITIES	\$40.60	710489	HICKORY CREST
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$181.80	710504	CROSS RD PUMP
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$15.65	710504	DESOTO RD PUMP
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$20.17	710504	7076 CHANCE RD
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$403.96	710504	WELL AT HOLLY HILLS COMM CSM
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$11.17	710504	7445 HICKORY ESTATES DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$143.92	710504	5408A RIDGEFIELD DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$461.55	710504	7240A WILLOW POINT DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$229.81	710504	POPLAR FOREST LOT 38
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$29.92	710504	HICKORY FOREST LIFT STA
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$123.18	710504	4410 SHADOW GLEN DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$146.80	710504	5235 GOODMAN RD
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$12.65	710504	7268 HORN LAKE RD
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$24.92	710504	LIFT STA LAKE FOREST
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$13.25	710504	3400 TULANE RD W
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$193.66	710504	6947 ALLEN DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$2,117.88	710504	NAIL RD
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$18.49	710504	4959 PECAN AVE
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$114.54	710504	4871 GOODMAN RD
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$12.09	710504	4585 PECAN AVE
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$12.08	710504	6652 ALICE DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$2,432.90	710504	3101 GOODMAN RD W
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$22.13	710504	4854 SHERRY DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$12.11	710504	4704 LAKE CV
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$44.18	710504	6285 MANCHESTER DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$1,557.96	710504	2885 MEADOWBROOK DR

651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$1,075.33	710504	6357 HURT RD WELL COMM CSM
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$382.51	710504	5536 WINTERWOOD DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$633.28	710504	6400 CENTER ST E
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$827.26	710504	5241 NAIL RD
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$273.86	710504	LIFT PUMP 5768 CHOCTAW
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$20.11	710504	5696 LAURIE CV APT R
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$16.92	710504	5881 JACKSON DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$66.25	710504	5111 CAROLINE DR APT R
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$104.95	710504	5900 TWIN LAKES DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$18.25	710504	5921 CAROLINE DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$95.86	710504	3259 NAIL RD
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$12.73	710504	KINGSVIEW LAKE
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$19.15	710504	COLE RD
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$22.01	710504	LAKE FOREST SUBD
944	HORN LAKE WATER ASSO	UTILITY SYSTEM	UTILITIES	\$13.18	710532	IRRIG WINDCHASE
944	HORN LAKE WATER ASSO	UTILITY SYSTEM	UTILITIES	\$211.76	710532	E CENTER ST
1356	ATMOS ENERGY	UTILITY SYSTEM	UTILITIES	\$737.97	710481	6400 CENTER ST E
5964	XYLEM DEWATERING	UTILITY SYSTEM	RENTAL EQUIPMENT	\$1,168.35	710607	PUMP RENTAL
4181	TRI- FIRMA EXCAVATO	UTILITY SYSTEM	BUILDING IMPROVEMENTS	\$1,134.36	710583	DOZER WORK AT HURT RD WATER PL
844	HANCOCK BANK CORPTRU	UTILITY SYSTEM	2005 SPECIAL ASSESSMENT	\$79,409.38	710525	S/O 2014 SERIES W/S BOND
2555	MSDEVELOPMENT AUTHOR	UTILITY SYSTEM	CAP LOAN	\$2,409.72	710554	GMS 50399
2555	MSDEVELOPMENT AUTHOR	UTILITY SYSTEM	CAP LOAN	\$3,260.51	710554	GMS 50479
2555	MSDEVELOPMENT AUTHOR	UTILITY SYSTEM	CAP LOAN	\$1,858.36	710554	GMS 50709
937	HORN LAKE CREEK BASI	UTILITY SYSTEM	HL CREEK INTERCEPTOR SWR	\$26,464.68	710531	HORN LAKE CREEK BASIN INTERCEP
6	A-1 SEPTIC TANK	UTILITY SYSTEM	SEWER MAINTENANCE EXP	\$250.00	710472	LIFT STATION CLEAN OUT AT 1764
5926	MAGNOLIA PUMP	UTILITY SYSTEM	SEWER MAINTENANCE EXP	\$3,616.00	710543	CHAMPION PUMP FOR WILLOW POINT
5926	MAGNOLIA PUMP	UTILITY SYSTEM	SEWER MAINTENANCE EXP	\$1,695.00	710543	E1 GRINDER PUMP
6425	MAGNOLIA PUMP	UTILITY SYSTEM	SEWER MAINTENANCE EXP	\$3,390.04	710544	E1 PUMPS
6446	RITE CHOICE FENCE	UTILITY SYSTEM	SEWER MAINTENANCE EXP	\$2,185.10	710564	FENCE AT NAIL RD LIFT STATION
6481	SHEPPARD SERVICES LL	UTILITY SYSTEM	SEWER MAINTENANCE EXP	\$2,178.32	710569	NEW HIGHTIDE UNIT AND ANNUAL C
				\$629,981.83		



Order #03-17-21

**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 Jones and seconded by Alderman Johnson.

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Jones, and Alderman Johnson.

Nays: Alderman Roberts.

Absent: None.

So ordered this 16th day of March, 2021.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
CAO/City Clerk  
Seal

**\*\* At this time the Mayor called on Bob Baber, Interim Planning Director for Case No. 2025 – Presentation by applicant and possible rescission or amendment of Order #03-04-21 granting a variance for a metal building located at Bullfrog Corner Pawn. (Request by Alderman Roberts). Mr. Bob Barber stated that he reviewed Case No. 2025 and the actions of the Board to deny certain aspects of a variance but offered a way in which the building could receive a permit and become compliant with building code. Mr. Danny Metcalf stated he would like to see what he could do to keep the building since he was approved by someone from the City last year when the City was shut down. Mr. Metcalf stated he would have never paid the money to put up a building if he had to come back and tear it down. Mr. Metcalf stated he had a discussion with Alderman Charlie Roberts and that Charlie Roberts had called someone at the City but he could not hear the conversation or who he spoke with. Mr. Metcalf stated Charlie told him to go ahead and put it up and everything would be taken care of, and now he is here. Mr. Metcalf stated it is not just a storage building because they use it to safely unload guns, ammo, and jewelry that are delivered. Mr. Metcalf stated he anticipated being number one in the State for gun sales. Mr. Metcalf stated they do a lot for the community by bringing people in from all around Mississippi, north of Mississippi, and Arkansas that buy gas and food in Horn Lake. Mr. Metcalf stated he is proud to be in Horn Lake and would like permission to keep his building since he was approved by someone that represents the City. Alderman Jones stated that in the past the Board has worked with Mr. Metcalf to make changes to Abe's building to have the gun store but you should know that you have to come to the Board for approval. Alderman Jones stated you should never listen to just one person on the Board because that person (*Alderman Roberts*) does not know what he is talking about and he (*Alderman Roberts*) does not represent this City. Mr. Metcalf stated the City was closed. Alderman Jones stated that Mr. Metcalf should have called his Alderman or the Mayor that runs the day-to-day. Alderman Jones stated that nobody on this Board can give you permission to do something and get away with it. Alderman Jones stated at the last meeting the Board came up with a solution to allow Mr. Metcalf to keep the building but it would not be able to be attached to the existing building just on the say-so of someone (*Alderman Roberts*) without the whole Board's approval. Alderman Jones stated Mr. Metcalf should sue him (*Alderman Roberts*) to get his money back because he (*Alderman Roberts*) did you wrong and he (*Alderman Roberts*) does not have the authority. Mr. Metcalf stated the metal building was not bolted to the existing building. Alderman Jones shared the building code states it must be 10 feet away from the other building so it is out of Code and he (*Alderman Roberts*) did not have the right to tell you to put the storage building there. Alderman Jones stated if it is not attached then it can moved because if it stays Abe will have to bring the whole building up to code and you or Abe will not want that expense. Alderman Jones stated that the Board wants the business in Horn Lake and doesn't want the business to move but they cannot let this happen. Mr. Metcalf stated he owns a shopping center in Southaven and it would not be hard to move there but he wants to stay in Horn Lake. Alderman Jones stated the City would love to have you stay but we cannot allow everyone to break the rules and get away. Mr. Metcalf stated he does not break rules, he asked permission, and he was given permission. Alderman Jones stated you were given permission by someone who does not have the authority to give permission. Mr. Metcalf stated he did not know he (*Alderman Roberts*) could not give permission and Mr. Metcalf asked Alderman Roberts if he draws a paycheck from the City. Alderman Guice asked Mr. Metcalf to explain when Alderman Roberts talked to him. Mr. Metcalf stated it was last year he told him he wanted to put up a building, drew him (*Alderman Roberts*) a sketch, and he said it wouldn't be a problem so he ordered the building. Mr. Metcalf stated when the building came in and it was time for a permit for the building, the planning department was closed so he (*Alderman Roberts*) made a phone call while in my office and said it was ok. Alderman Guice asked Alderman Roberts what happened with this phone call. Alderman Roberts said he was in the parking lot and Mr. Metcalf was there to get a permit but the planning department was closed. Alderman Roberts stated he called the City building inspector and shared Mr. Metcalf**

had been to City Hall a couple times to get a permit but it was closed for COVID. Alderman Roberts stated that the words that came out of the man's (*Building Inspector*) mouth was "if we are closed, or he cannot get a permit, they will not make him tear it down, he should be ok". Alderman Roberts stated it was left at that and Mr. Metcalf made another attempt to get a permit but City Hall was closed again for COVID and there wasn't anybody over there. Alderman Roberts stated Mr. Danny tried to schedule this 6-8 weeks out and get it before the Board and made several attempt to get a permit to get it up but could not and that Friday around 8 months ago, they put up the building. Alderman Guice stated the issue is the City has policies, laws, and ordinances that need to be followed. Alderman Roberts stated just like the fireworks stand that went up unauthorized in your Ward. Alderman Guice stated the fireworks stand is not related to this case. Alderman Guice stated this man is trying to operate a business and go by the law and he has a City official (*Alderman Roberts*) making phone calls and telling him it is ok to violate the laws you (*Alderman Roberts*) should know we have in place. Alderman Guice stated this is a problem because Mr. Metcalf spent a lot of money to build that thinking he had gone through the process and if we have a city employee telling him he can violate the law and they won't make you tear it down, this is a problem. Alderman Guice stated we would not be here today if he had been told the correct actions and followed the correct action. Alderman Guice stated even if the Planning Commission had denied this, he could have come before the Board and we could have approved or denied as we have done before. Alderman Guice stated there is a process to follow and now Mr. Metcalf is facing the loss of some money because was getting bad information. Alderman Guice stated the big problem is the fire code with that building being attached. Mr. Metcalf stated a Fireman came down and told him what to do and he did it by putting up exit signs and lights. Mr. Metcalf stated he has been told so many things to do and he would comply but does know what to do now. Alderman Bledsoe stated this is a great business and hates he was told the wrong thing but the Mayor should have been told and you could have gotten the right information. Alderman Bledsoe stated because of fire code we could not let this go without sprinklers. Alderman Bledsoe stated without sprinklers, if someone got injured or killed, the City may face some liability. Mr. Metcalf stated he invited the fire inspector to come look and it is not a step down to the building and nothing is dangerous about it. Alderman Bledsoe stated years ago Mr. Abe wanted to do some improvements to the building and he was told the building would have to be sprinkled so he decided not to do it. Alderman Bostick asked Chief Linville if anything has changed since the last meeting concerning this building or discussions on fire code recommendations to allow the building to be kept there. Chief Linville stated they have not had discussions since the last meeting but what Mr. Danny is referring to is he invited me up to look at the building. Chief Linville stated he told Mr. Danny before anything could be done he would have to get a proper permit from the Planning Department because Ethan said a permit had not been requested. Chief Linville stated Ethan asked the City Fire Inspector and Building Inspector to go look at the building. Chief Linville stated a big concern was exiting the back of a building and not being able to see to get out. Chief Linville stated Mr. Metcalf was told they had to be able to see and have panic hardware on the doors but Chief Linville asked them not to tell Mr. Metcalf to do anything else until they have approval. Chief Linville stated he told Mr. Metcalf the code/ordinances/design by which the building would have to follow in order to stay but not to do anything until the Board approves what he can/cannot do. Chief Linville stated if the building was allowed to stay there would have to be things done to make it comply but did not want to do any without the Board's approval. Alderman Bostick stated that at the last meeting Chief Linville stated it had to be moved or it had to be sprinkled. Chief Linville stated that is correct from what is in the Ordinance he had given everyone. Chief Linville stated the only thing done in the Planning Department is the \$500.00 application for a variance and the permit fee is still not paid. Chief Linville stated by code the building is 23,000 square feet and should be sprinkled if improvements are done. Chief Linville stated that is why Mr. Abe did not add on years ago and just built a separate building to avoid having to sprinkle the whole building. Chief Linville shared the Ordinance states any

commercial building over 8,000 square feet must be sprinkled according to the 2012 code book. Chief Linville stated nothing else needs to be done on/with the building until the Board hears the appeal and approves or deny a variance. Chief Linville stated other than being a metal building and it being attached, it needs to have proper exits, ADA compliant for those in a wheelchair to be able to get out of the building if the front door is blocked with a fire, panic hardware on all doors, but the permit has to come first before all the building requirements could be discussed. Alderman Bostick asked the City Attorney if the Board could change a requirement stated in the fire code. Billy Campbell shared the fire code states the board has no authority to waive requirements of the fire code. Chief Linville stated even though this building was built in 1979 it cannot be grandfathered into the old codes since the City has adopted the International Fire and Building Codes and would have to be sprinkled since the metal addition is attached. Alderman White asked if there is a difference since this is used for storage and the customers are not allowed to enter. Chief Linville stated that is the only rear exit on that side of the building for customers to make an emergency exit and it is not ADA compliant. Alderman White asked if a new rear exit was installed, would that comply with the code. Mr. Metcalf stated he has an handicapped employee that enters the building from the rear doors. Chief Linville stated that rear exit must meet the fire/building code requirements as an emergency exit in case of a fire or a car crashes through the front door. Chief Linville stated he has informed the fire inspector not to make any more recommendations until the Board rules on this matter. Chief Linville agreed he would meet with Mr. Danny only if the building inspector, fire inspector, and Bob Barber could all meet at Bullfrog Pawn to review all the building/fire codes/requirements. Chief Linville further stated the Fire Department typically does not inspect metal storage building unless somehow it is allowed to remain attached. Alderman Roberts asked if we needed a motion to move this issue to the April 20<sup>th</sup> Mayor and Board of Alderman meeting and it did not need a motion. Alderman Bostick questioned and received confirmation that the approved board order from the last meeting gives Mr. Metcalf 31 days to move the metal building and be compliant with the fire/building code. Alderwoman Johnson stated she would like Chief Linville to go down with his group and meet with Mr. Metcalf at the location. Alderwoman Johnson apologized that he spent so much money and was given mis-information but we make decisions as a Board. Alderman Guice stated that normally if someone put up a building without the proper procedure it would have to come down but, if they are given bad information we need to have all the people necessary to look at the situation and see if there is a way to get it in compliance or make an exception since bad information was given. Alderman Bledsoe stated everything needs to go through the Mayor so we avoid issues again. No decision took place on this matter, other than it is to be continued to the April 20, 2021 Mayor and Board of Aldermen meeting.

Order #03-18-21

**Order to declare surplus and dispose**

Be It Ordered:

By the Mayor and Board of Aldermen to declare the items listed in the Horn Lake Police surplus property list 2021-01 as surplus property and to dispose of same as stated, finding the fair market value of any property to be recycled/destroyed is zero.

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 16th day of March, 2021.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
CAO/City Clerk  
Seal

# Horn Lake Police Surplus Property - 2021-01

Equipment Type	Serial number	ID	Name	Reason for Surplus	Sale / Recycle Plan	Department	Date added to list
Vehicle	2FAHP71V39X123572	3572	2009 Ford Crown Vic	Mechanical	Auction	Police	5/13/2020
Radar	AA10812		Kustom HR-12	Inoperable	Recycle	Police	5/13/2020
Radar	AA7538		Kustom HR-12	Inoperable	Recycle	Police	5/13/2020
Radar	AA10810		Kustom HR-12	Inoperable	Recycle	Police	5/13/2020
Radar	AA12254		Kustom HR-12	Inoperable	Recycle	Police	3/1/2021
Radar	AA12253		Kustom HR-12	Inoperable	Recycle	Police	3/1/2021
Radar	AA7514		Kustom HR-12	Inoperable	Recycle	Police	5/13/2020
Radar	HHM556000403		Speedgun	Inoperable	Recycle	Police	5/13/2020
Radar	HHM556000404		Speedgun	Inoperable	Recycle	Police	5/13/2020
Radar	200-2104-00		Kustom Falcon HR	Inoperable	Recycle	Police	3/1/2021
Taser	P3-015748		M-26	Inoperable	Destroy	Police	5/13/2020
Taser	P3-015723		M-26	Inoperable	Destroy	Police	5/13/2020
Batteries			Motorola	batteries for old radios	Auction	Police	5/13/2020
Mobile Computer	539920		Datalux	Inoperable	Recycle	Police	6/9/2020
Mobile Computer	539918		Datalux	Inoperable	Recycle	Police	6/12/2020
Mobile Computer	538164		Datalux	Inoperable	Recycle	Police	9/24/2020
Mobile Computer	538168		Datalux	Inoperable	Recycle	Police	9/24/2020
Vehicle	1FTPE2427WHA86179	6179	1999 Ford CW1 Van	Mechanical	Auction	Police	2/26/2021
Vehicle	1FAFP53U45A219536	9536	2005 Ford Taurus	Mechanical	Auction	Police	2/26/2021
Vehicle	2FABP7BV2AX111101	1101	2010 Ford Crown Vic	Mechanical	Auction	Police	2/26/2021
Vehicle	2FABP7BV3AX111107	1107	2010 Ford Crown Vic	Mechanical	Auction	Police	2/26/2021
Vehicle	2FAFP71W63X113481	3481	2003 Ford Crown Vic	Mechanical	Auction	Police	2/26/2021
Multiplexer	99A02451		Panasonic	Outdated	Recycle	Police	3/4/2021
Firewall	3500495-C826		eSoft	Outdated	Recycle	Police	3/4/2021
Firewall	3570200-232D		eSoft	Outdated	Recycle	Police	3/4/2021
PC	4QVL481		Dell	Inoperable	Recycle	Police	3/4/2021
Firewall	3500198-826c		eSoft	Outdated	Recycle	Police	3/4/2021

Order #03-19-21

**Order to approve job description**

Be It Ordered:

By the Mayor and Board of Aldermen to approve the new job description in the Police Department for Telecommunicator Supervisor.

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 16th day of March, 2021.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
CAO/City Clerk  
Seal

## **City of Horn Lake**

### **Job Description-Telecommunicator Supervisor**

#### **Purpose of Position**

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Oversee the daily operations of the Telecommunications Center and its personnel. Provide communications of emergency and non-emergency calls to all emergency service divisions and act as Deputy Court Clerk.

#### **Major Duties and Responsibilities**

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##### **Oversee daily operations of the telecommunications center**

- Supervises personnel of the telecommunications center
- Ensures compliance with mandatory training requirements
- Ensures adequate staffing within the telecommunications center, filling in on shifts as a relief dispatcher when necessary
- Ensures compliance with department policies and procedures, as well as state and federal laws and regulations
- Investigates complaints levied against the telecommunication center and/or personnel
- Issues disciplinary action when appropriate
- Oversees scheduling of personnel to ensure adequate coverage
- Maintains knowledge/skills and all of the qualifications and certifications required of a T3 as indicated below

##### **Dispatch emergency / non-emergency calls for Police, Fire, Public Works and Ambulance.**

- Accept calls via telephone or radio
- Transfer calls to appropriate person or department, or dispatch appropriate personnel to handle call
- Answer questions if able, give directions, provide assistance as requested
- Maintain a communications log of all activities relating to Police, Fire and EMS

##### *Serve as 911 operator for the City of Horn Lake*

- Accept 911 calls
- Provide assistance over telephone, calming caller and providing direction and instructions when necessary
- Transfer calls to proper agency for non-emergency calls outside the City limits.
- Work and coordinate with other government unit personnel on calls

##### *Perform general administrative duties*

- Process warrants and arrests, log arrest reports and traffic tickets in absence of police receptionist, checking for accuracy



- Make copies when requested
- File paperwork when requested
- Enter data into NCIC system
- Process bonding company paperwork and fees after regular business hours.

*Perform the duties of Communications Training Officer*

- Instruct new employees that are in the CTO program
- Complete all paperwork related to the CTO program
- Instruct new employees in NCIC operations
- Instruct new employees in proper call-taking and dispatching techniques
- Instruct new employees in 911 operations
- Instruct new employees in CAD operations
- Instruct new employees in departmental policy & procedure and SOP's.

*Serve as a Deputy Court Clerk*

*Greet people when they enter police headquarters*

**Perform other duties as directed**

## **Job Context**

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The Telecommunicator Supervisor is a full-time, permanent position in the Police Department. The eligibility requirements for this position are as prescribed in Horn Lake Police Department General Order 06-03. The immediate supervisor for this position is the Police Major. The person in this position is supervised on a daily basis, and does have supervisory authority. The Telecommunicator Supervisor works regularly scheduled hours year-round, with occasional overtime. Night or shift work is required; police services are provided 24 hours a day. The person in this position is on call at all times. 100% of the work for this position is indoors in an office setting. The position has accountability for monetary, safety and legal issues related to the work for which this position is responsible.

## **Knowledge, Skills and Abilities**

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### **Knowledge:**

- 911 Operations
- Proper methods and procedures for taking calls in a professional manner
- Proper methods and procedures for dispatching emergency calls
- Specialized computer software used in law enforcement
- Court procedures for tickets, warrants and affidavits
- Arrest procedures
- Street layout for the City
- Departmental rank structure
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the police department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government
- Proper instruction techniques for teaching the CTO program to new employees.

### **Skills and Abilities:**

- Deal with high-stress situations involving life and death
- Use radios and other communications equipment
- Use equipment properly
- Adapt to different situations in emergencies
- Work as a team member with other employees
- Complete paperwork within specified time restraints
- Make decisions within specified time restraints
- Communicate effectively, professionally and politely with residents, elected officials, other City employees, contractors, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City procedures
- Maintain a professional appearance at all times
- Has completed the Communications Training Officer Program and achieve all city and state mandated training and certifications for the telecommunications field

**FLSA:** Non - Exempt

**REPORTS TO:** Police Major

**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.

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Signature Acknowledging Job Description

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Date

\* Revision adopted 3/16/21

Order #03-20-21

**Order to approve grant application and authorization to sign**

Be It Ordered:

By the Mayor and Board of Aldermen to approve of and authorize Troy Rowell, Chief of Police, to sign multi-jurisdiction grant application, submitted by the DeSoto County School Board for the Horn Lake Police Department to be reimbursed for the current three (3) School Resource Officers for the 2021-2022 school year, in the amount of \$10,000.00 per officer for a total of \$30,000 for the grant period.

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 16th day of March, 2021.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
CAO/City Clerk  
Seal

Order #03-21-21

**Order to change permit and construction fees**

Be It Ordered:

By the Mayor and Board of Aldermen to change the Operational Permit Fees and Construction Permit Fees for the 2018 IFC Section 105.6 and 105.7, as presented.

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 16th day of March, 2021.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
CAO/City Clerk  
Seal

## Fire Prevention Bureau Permit and Fee Schedule

### Operational Permit Fees As listed in the 2018 IFC Section 105.6

Aerosol Products	\$300.00
Amusement Buildings	\$150.00
Aviation Facilities	\$250.00
Cellulose Nitrate Film	\$100.00
Combustible Dust Producing Operations	\$100.00 1 <sup>st</sup> / \$25 each additional
Combustible Fibers	\$100.00
Compressed Gases	\$250.00
Covered Mall Buildings	\$150.00
Cryogenic Fluids	\$250.00
Dry Cleaning Plants	\$100.00
Explosives	\$100.00
Flammable and Combustible Liquids	\$300.00
Fruit and Crop Ripening	\$100.00
Fumigation and Thermal Insecticidal Fogging	\$50.00
Hazardous Materials	\$300.00
HPM Facilities	\$300.00
High Piled Storage	\$100.00
Industrial Ovens	\$100.00
Lumber Yards and Woodworking Plants	\$100.00
Liquid or Gas-Fueled Vehicles or equipment in Assembly Buildings	\$300.00
LP Gas	\$300.00
Magnesium	\$300.00
Miscellaneous Combustible Storage	\$100.00

Places of Assembly	\$50.00
Private Fire Hydrants	\$25.00
Pyroxylin Plastics	\$100.00
Refrigeration Equipment	\$100.00
Repair Garages and Motor Fuel-Dispensing Facilities	\$50.00
Rooftop Heliports	\$100.00
Tire Rebuilding Plants	\$250.00
Waste Handling	\$300.00
Wood Products	\$100.00

**The following operational permits are time sensitive or must be renewed**

Carnivals and Fairs	\$100.00 *
Cutting and Welding	\$25.00 *
Exhibits and Trade Shows	\$100.00 *
Fire Hydrants and Valves	\$25.00 *
Floor Finishing	\$25.00 *
Hot Work Operations	\$50.00 *
Open Burning	\$300.00 *
Open Flames and Torches	\$50.00 *
Open Flames and Candles	\$50.00 *
Pyrotechnic Special Effects Material	\$400.00 *
Spraying or Dipping (per booth or tank)	\$150.00 *
Storage of Scrap Tires and Tire Byproducts	\$50.00 *
Temporary Membrane Structures, Tents and Canopies	\$100.00 *
Any State Licensed Facility (Annual Inspection)	\$50.00 *

**Construction Permit Fees**  
As listed in the 2018 IFC Section 105.7

Alterations to or addition of the following shall be assessed as listed.

All systems included in a new project are included in the initial plan review and building permit fees if received with the initial (1<sup>st</sup>) plan set. If plans are not included in the 1<sup>st</sup> plan set the following fees apply in addition to building permit fees.

**All plans must bear the wet stamp seal of a registered design professional in that field of expertise.**

<u>Automatic Fire Extinguishing Systems</u>	<u>\$75.00</u>
<u>Life Safety Plan Review</u>	<u>\$75.00</u>
<u>Smoke Control Systems</u>	<u>\$75.00</u>
<u>Compressed Gases</u>	<u>\$250.00</u>
<u>Fire Alarm and Detection Systems and Related Equipment</u>	<u>\$75.00</u>
<u>Fire Pumps and Related Equipment</u>	<u>\$75.00</u>
<u>Flammable and Combustible Liquids</u>	<u>\$250.00</u>
<u>Hazardous Materials</u>	<u>\$250.00</u>
<u>Industrial Ovens</u>	<u>\$250.00</u>
<u>LP Gas</u>	<u>\$250.00</u>
<u>Private Fire Hydrants and Underground</u>	<u>\$75.00</u>
<u>Mezzanines</u>	<u>\$75.00</u>
<u>Spraying or Dipping ( per booth or tank)</u>	<u>\$75.00</u>
<u>Standpipe Systems ( if not included in sprinkler system)</u>	<u>\$75.00</u>
<u>Temporary Membrane Structures, Tents, and Canopies</u>	<u>\$25.00</u>
<u>Exhaust Hood (includes 2 smoke test inspections) Per Hood</u>	<u>\$75.00</u>
<u>Temporary Certificate of Occupancy</u>	<u>\$100.00</u>
<u>Any State Licensed Facility (1<sup>st</sup> License)</u>	<u>\$50.00</u>

### Additional fees and charges

<u>Fire and EMS Report</u>	<u>\$25.00</u>
<u>Fire Hydrant Flow Test Report</u>	<u>\$100.00</u>
<u>Annual Fire Hydrant Flow Test</u>	<u>\$100.00 up to 3 hydrants/ \$25.00 each additional</u>
<u>Photographs</u>	<u>\$20.00 up to 20 /\$2.00 each additional</u>
<u>Firefighter Standby fee</u>	<u>\$25.00 per person per hour min 2 hr</u>
<u>Fire Apparatus Standby Fee</u>	<u>\$100.00 hr/min 2 hrs + firefighter fees</u>
<u>Fire Prevention Presentation (non funded)</u>	<u>\$25.00 per man hour + 25% admit. fee</u>

Revised 3/9/2021



Order #03-22-21

**Order to accept bid**

Be It Ordered:

By the Mayor and Board of Aldermen to accept bid from American Tennis Courts, Inc. to resurface the four (4) tennis courts at a cost of \$23,368.00, being the lowest and best bid received.

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 16th day of March, 2021.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
CAO/City Clerk  
Seal

Order #03-23-21

**Order to approve supplemental agreement No. 1**

Be It Ordered:

By the Mayor and Board of Aldermen to approve Supplemental Agreement No. 1 with Ferrell Paving, Inc. for the Horn Lake Road Mill and Overlay project, adding \$12,940.00 to the contract amount of \$1,847,769.10 for a new contract amount of \$1,860,709.10, and to the extent such agreement may constitute a change order, finding the additional cost/work is necessary and incidental to the completion of the project as originally bid, is not outside the scope of the original contract, is commercially reasonable, and that the agreement for the additional cost/work is not being made to circumvent the public purchasing statutes.

Said motion was made by Alderman Roberts and seconded by Alderman Bledsoe.  
A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 16th day of March, 2021.

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Mayor

Attest:

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CAO/City Clerk  
Seal

Order #03-24-21

**Order to extend COVID-19 sick leave policy**

Be It Ordered:

By the Mayor and Board of Aldermen to extend the current City policy to provide COVID-19 paid sick leave (as adopted on January 19, 2021 (Order #01-31-21)) through September 30, 2021, and to exclude/opt-out of the American Rescue Plan Act of 2021 requirements for payroll tax credits for any such paid leave.

Said motion was made by Alderman White and seconded by Alderman Jones.

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: Alderman Guice and Alderman Bostick.

Absent: None.

So ordered this 16th day of March, 2021.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
CAO/City Clerk  
Seal

Order #03-25-21

**Order to postpone Mayor/Board Meeting**

Be It Ordered:

By the Mayor and Board of Aldermen to postpone the April 6, 2021 Mayor and Board of Alderman meeting to April 8, 2021, due to the municipal primary election.

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 16th day of March, 2021.

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Mayor

Attest:

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CAO/City Clerk  
Seal

Order #03-26-21

**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 Jones and seconded by Alderman Bledsoe.

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 16th day of March, 2021

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Mayor

Attest:

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CAO/City Clerk  
Seal

Order #03-27-21

**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 Roberts and seconded by Alderman Bostick.

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 16th day of March, 2021

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
CAO/City Clerk  
Seal

Order #03-28-21

**Order to go into Executive Session**

Be it Ordered:

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

- A. Discussions of personnel matters in the Public Works Department.
- B. Discussions of personnel matters in the Planning Department.
- C. Discussions of personnel matters in the Finance Department.

Said Motion was made by Alderman Jones and seconded by Alderman Roberts.

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 16th day of March, 2021

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Mayor

Attest:

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CAO/City Clerk  
Seal

Order #03-29-21

**Order to extend meeting time**

Be It Ordered:

By the Mayor and Board of Aldermen to extend the time of the Mayor and Board of Aldermen meeting in order to conclude all City business.

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 16th day of March, 2021

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
CAO/City Clerk  
Seal

\*\* The motion to extend time was made at approximately 9:25 pm.



Order #03-30-21

**Order to Come Out of Executive Session**

Be it Ordered:

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

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 16th day of March, 2021

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
CAO/City Clerk  
Seal

Order #03-31-21

**Order to approve promotion**

Be it Ordered:

By the Mayor and Board of Aldermen to approve promotion of Richard Petties and Fred Jones from Laborer to Laborer II in the Public Works Department with a pay rate of \$13.57per hour effective March 21, 2021.

Said Motion was made by Alderman White and seconded by Alderman Roberts.

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 16th day of March, 2021

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
CAO/City Clerk  
Seal

Order #03-32-21

**Order to approve promotion**

Be it Ordered:

By the Mayor and Board of Aldermen to approve promotion of Tammy Woods in the Planning Department with a pay rate of \$17.05 per hour effective March 21, 2021, with new job title/description to be approved at a later date.

Said Motion was made by Alderman White and seconded by Alderman Jones.

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 16th day of March, 2021

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Mayor

Attest:

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CAO/City Clerk  
Seal

Order #03-33-21

**Order to accept resignation**

Be it Ordered:

By the Mayor and Board of Aldermen to accept the resignation of Mandy Alford effective March 5, 2021.

Said Motion was made by Alderman White and seconded by Alderman Roberts.

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 16th day of March, 2021

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
CAO/City Clerk  
Seal

Order #03-34-21

**Order to approve agreement**

Be it Ordered:

By the Mayor and Board of Aldermen to approve the engagement letter agreement dated March 16, 2021 with F.O. Givens and Company for assistance in the preparation of financial statements.

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Jones, and Alderman Johnson.

Nays: Alderman Roberts.

Absent: None.

So ordered this 16th day of March, 2021

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
CAO/City Clerk  
Seal

**Order to Adjourn**

Be it Ordered:

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

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 16th day of March, 2021

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
CAO/City Clerk  
Seal

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The minutes for the March 16, 2021 Mayor and Board of Aldermen meeting were presented to the Mayor for his signature on \_\_\_\_\_, 2021.

\_\_\_\_\_  
CAO/City Clerk