

**MUNICIPAL DOCKET
MAYOR AND BOARD OF ALDERMEN MEETING
AUGUST 3, 2021 BEGINNING AT 6:00 P.M.**

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

Mayor Allen Latimer
Alderman Johnson
Alderman Young

I. Vote on Municipal Docket

II. Consent Agenda

- A. Approval of minutes for July 20, 2021 Mayor and Board of Aldermen meeting.
- B. Resignation for Officer Subia to be effective July 15, 2021.
- C. Resignation for Part-Time Officer Charles Hooper to be effective July 28, 2021.
- D. Resignation for Otis Lester in the Public Works Dept to be effective July 27, 2021.
- E. Resignation of Street Laborer Darrian Coleman to be effective July 23, 2021.
- F. Resignation of Street Laborer Cornelius Myles to be effective August 6, 2021
- G. Request to hire Rodrigues Reaves as Street Laborer at a rate of \$12.57 per hour, plus benefits, effective August 3, 2021.
- H. Request to hire Harold Blair as Utility Laborer at a rate of \$14.50 per hour, plus benefits, effective August 3, 2021.
- I. Request suspension without pay, as of July 30, 2021, and termination of employee #641 as Street Laborer in the Public Works Department for violation of personnel policy #701 for Unsatisfactory Performance.
- J. Request suspension of employee #609 as Mechanic, for 2 days, without pay, for violation of personnel policy #701 for Unsatisfactory Performance, to be effective on August 10 and 11, 2021.
- K. Acknowledgement of receipt of Mississippi Department of Revenue's exemption certification of May 27, 2021, certifying Ozark Automotive Distributors, Inc. is eligible for ad valorem tax exemption, and, pursuant to Miss Code Ann. § 27-31-101 et seq., to finally grant Ozark Automotive Distributors, Inc., located at 1241 Commerce Parkway, a real property ad valorem tax exemption for a period of ten (10) years, beginning January 1, 2021 and expiring December 31, 2030; the true value of the real property being \$47,571,483, and a personal property ad valorem tax exemption for a period of ten (10) years, beginning January 1, 2021 and expiring December 31, 2030; the true value of the personal property being \$17,696,578, with said exemptions excluding taxes levied for bond/debt service, special fire fund, and library; conditioned upon the entity/owner remaining current on all City taxes not exempted and not in dispute, and should the entity/owner fail to remain current on all City taxes not exempted or in dispute, the Mayor and Board of Aldermen may, in its discretion, rescind the tax exemptions herein granted.
- L. Authorize to adjust utility bill individual itemized list for July 2021 in the amount of \$(-234.72) 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.
- M. Approval and ratification of signing of July 8, 2021 letter from GST Capital Partners, LLC authorizing and consenting to DISH Network's installation of equipment on the cell tower to be constructed on the city shop property

III. Claims Docket

IV. Special Guest/Presentation

- A. M R Dye Library: Lori Barnes – Horn Lake Letter and Budget Request
- B. David Engel: Fortenberry & Ballard PC – Horn Lake Audit

V. New Business

- A. Resolution for cleaning private property.
- B. Budget Transfer in the Fire Department.
- C. Request to approve payment of pay estimate No. 2 to Xcavators, Inc. for the Tulane Bridge Replacement in the amount of \$58,080.63.
- D. Request to approve the revised Accounts Payable/Receivable Job Description.
- E. Election of Mayor Pro Tempore.
- F. Request to hire/move Crystal Jackson from the Utility Department to the Accounts Payable/Receivable Clerk in the Finance Department at a rate of \$17.00 per hour.

VI. Mayor / Alderman Correspondence

- A. Discussion on Ordinance No. 90-06-11 Sec. 2-59. - Citizens addressing the Mayor and Board of Aldermen.
 - a. Adoption of Ordinance providing for Citizen Remarks section on agendas/municipal dockets.
 - b. Approval of Citizen Remarks Guidelines
- B. Discussion on Ordinance (Ord. No. 97-01-64, § 2, 1-28-1997) (Sec. 16-65. Regulations) – Fireworks use/discharge in the City of Horn Lake.
- C. Traffic Light: Traffic Study for DeSoto Cove and Nail Road.

VII. Department Head Correspondence

VIII. Engineer Correspondence

IX. City Attorney Correspondence

X. Executive Session

- A. Discussion of personnel matters in the Public Works Departments.
- B. Discussion and strategy session regarding pending litigation involving denial of the site plan application for Abraham House of God and pending litigation involving a former employee.
- C. Discussion regarding the prospective purchase, sale or leasing of lands. (**WARD 3**)

XI. Adjourn

August 3, 2021

Be it remembered that the meeting of the Mayor and Board of Aldermen of the City of Horn Lake, Mississippi was held on August 3, 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 Klein, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, Alderman DuPree, Alderman Young, Jim Robinson, CAO/City Clerk, Gary McElhannon, Public Works Director, Troy Rowell, Police Chief, David Linville, Fire Chief, Drew Coleman, Parks and Rec Director, Arianne Linville, HR Director, Vince Malavasi, City Engineer, and Billy Campbell, City Attorney.

Absent: None

Order #08-01-21

Order to approve Municipal Docket

Be It Ordered:

By the Mayor and Board of Aldermen to approve the Municipal Docket, excluding item V(E).

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: None.

So ordered this 3rd day of August, 2021.

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-M as stated:

- A. Approval of minutes for July 20, 2021 Mayor and Board of Aldermen meeting.
- B. Resignation for Officer Subia to be effective July 15, 2021.
- C. Resignation for Part-Time Officer Charles Hooper to be effective July 28, 2021.
- D. Resignation for Otis Lester in the Public Works Dept to be effective July 27, 2021.
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- J. Request suspension of employee #609 as Mechanic, for 2 days, without pay, for violation of personnel policy #701 for Unsatisfactory Performance, to be effective on August 10 and 11, 2021.
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- L. Authorize to adjust utility bill individual itemized list for July 2021 in the amount of \$(-234.72) 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.
- M. Approval and ratification of signing of July 8, 2021 letter from GST Capital Partners, LLC authorizing and consenting to DISH Network's installation of equipment on the cell tower to be constructed on the city shop property.

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 3rd day of August, 2021.

Mayor

Attest:

CAO/City Clerk
Seal



CITY OF HORN LAKE
BOARD MEETING
8/3/2021

Department	7/29/2021	Overtime Amount
Animal Control	\$6,040.80	\$597.60
Judicial	\$12,068.93	\$6.03
Fire/Amb	\$109,531.92	\$0.00
Fire/Budgeted OT	\$0.00	\$11,897.30
Fire/Non Budgeted OT	\$0.00	\$13.90
Fire/ST Non Budgeted OT	\$0.00	\$128.10
Finance	\$8,965.66	\$66.63
Legislative	\$4,771.00	\$0.00
Executive	\$2,873.00	\$0.00
Parks	\$12,799.40	\$115.93
Planning	\$3,396.64	\$127.88
Police	\$139,895.86	\$4,957.90
Public Works - Streets	\$16,878.56	\$397.21
Public Works - Utility	\$27,890.59	\$1,153.09
Grand Total	\$345,112.36	\$19,461.57



CITY OF HORN LAKE
BOARD MEETING
8/3/2021

CLAIMS DOCKET RECAP D-080321 C-080321

NAME OF FUND		TOTAL
GENERAL FUND		\$284,736.38
	COURT COSTS	\$47,703.76
	EXECUTIVE	\$0.00
	LEGISLATIVE	\$0.00
	JUDICIAL	\$5,924.42
	FINANCIAL ADMIN	\$427.81
	PLANNING	\$4,740.82
	POLICE	\$11,195.75
	FIRE & EMS	\$17,827.31
	STREET DEPARTMENT	\$33,917.25
	ANIMAL CONTROL	\$3,163.33
	PARKS & REC	\$7,974.63
	PARK TOURNAMENT	\$0.00
	PROFESSIONAL EXPENSE	\$151,861.30
	DEBT SERVICES	\$0.00
	HEALTH INSURANCE	\$0.00
BOND FUNDED CAP PROJECT EXPENSE		\$9,619.50
LIBRARY FUND		\$1,705.00
ECONOMIC DEVELOPMENT FUND		\$2,261.34
UTILITY FUND		\$66,579.08
TOTAL DOCKET		\$364,901.30

VENDOR	VENDOR NAME	ORG DESC	ACCOUNT DESC	AMOUNT	CHECK NO	FULL DESC
4723	DESOTO COUNTY CIRCUI	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	750.00	711921	CB REF LEGARIEN BURKS TRUE BILLED
520	DEPARTMENT OF FINANC	GENERAL FUND	STATE FINES COST PAYABLE-A	39,072.14	711946	STATE COST-JUNE 2021
5827	MISSISSIPPI DEPARTME	GENERAL FUND	STATE FINES COST PAYABLE-A	2,037.25	712001	INTERLOCK ASSESSMENTS-JUNE 2021
520	DEPARTMENT OF FINANC	GENERAL FUND	STATE FINES COST PAYABLE-B	1,271.25	711946	STATE COST-JUNE 2021
9996	LAMARKUS PILATE	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	400.00	712013	CB REF L PILATE #122126A
554	DESOTO COUNTY CHANCE	GENERAL FUND	DUE TO LAW LIBRARY	391.50	711947	LAW LIBRARY FEES- JUNE 2021
549	DESOTO COUNTY CRIME	GENERAL FUND	DUE TO CRIMESTOPPERS	260.75	711949	CRIMESTOPPER FEES-JUNE 2021
520	DEPARTMENT OF FINANC	GENERAL FUND	ADULT DRIVING TRAINING	10.00	711946	STATE COST-JUNE 2021
465	DPS FUND 3747	GENERAL FUND	WIRELESS COMMUNICATION FEE	2,018.24	711957	WIRELESS FEES-JUNE 2021
520	DEPARTMENT OF FINANC	GENERAL FUND	LIAB INSURANCE- STATE FIN	1,492.63	711946	STATE COST-JUNE 2021
2443	KAREN SANDERS	JUDICIAL	CONTRACT PERSONNEL	500.00	711987	FINE DUE JUDGE 7- 22-21
1750	JLSHELTON & ASSOCIAT	JUDICIAL	OFFICE SUPPLIES	1,264.42	711985	FILE FOLDERS
1851	STACEY SPRIGGS, ATTO	JUDICIAL	PROFESSIONAL SERVICES	250.00	712022	PUBLIC DEFENDER FEE 7-27-21
3185	SYSCON INC	JUDICIAL	PROFESSIONAL SERVICES	2,160.00	712026	COURT SOFTWARE
5860	BEN MURPHY	JUDICIAL	PROFESSIONAL SERVICES	500.00	711935	FINES DUE JUDGE 7- 6-21
6061	MATTHEW LOUIS BARTON	JUDICIAL	PROFESSIONAL SERVICES	500.00	711998	PROSECUTOR FEE 6- 29 & 7-6-21
6061	MATTHEW LOUIS BARTON	JUDICIAL	PROFESSIONAL SERVICES	250.00	711998	PROSECUTOR FEE 7- 20-21
6479	ADAM EMERSON	JUDICIAL	PROFESSIONAL SERVICES	500.00	711924	JUDGE 6-22-2021
1702	FLEETCOR TECHNOLOGIE	FINANCIAL ADMINISTRATION	FUEL & OIL	127.31	711968	FUEL FOR UT, ST, ADMIN, AND PL
1005	INTERNATIONAL INSTIT	FINANCIAL ADMINISTRATION	TRAVEL & TRAINING	145.00	711982	IIMC REG J VALSAMIS
1005	INTERNATIONAL INSTIT	FINANCIAL ADMINISTRATION	TRAVEL & TRAINING	140.00	711982	IIMC MEMBERSHIP A LINVILLE
3323	BANCORPSOUTH	FINANCIAL ADMINISTRATION	TRAVEL & TRAINING	15.50	711933	MEAL REIMB GREENVILLE
1702	FLEETCOR TECHNOLOGIE	PLANNING	FUEL & OIL	58.37	711968	FUEL FOR UT, ST, ADMIN, AND PL
1457	NEEL-SCHAFFER INC	PLANNING	PROFESSIONAL SERVICES	774.09	712004	STORMWATER MANAGEMENT
1457	NEEL-SCHAFFER INC	PLANNING	PROFESSIONAL SERVICES	3,887.80	712006	RPR ENGINEERING SERVICES

4111	DESOTO TIMES TRIBUNE	PLANNING	ADVERTISING	20.56	711953	PLANNING ADVERT
6038	A T&T - INTERACT	POLICE	PROFESSIONAL SERVICES	1,800.00	711920	INTERACT SERVICES
1180	MAGNOLIA TIRE	POLICE	VEHICLE MAINTENANCE	167.00	711996	UNIT# 3301: AC SYSTEM
1180	MAGNOLIA TIRE	POLICE	VEHICLE MAINTENANCE	280.98	711996	UNIT# 3300: RE-TAP SPARK PLUG,
1180	MAGNOLIA TIRE	POLICE	VEHICLE MAINTENANCE	448.10	711996	UNIT# 6362: WIPER MOTOR, AC SY
1180	MAGNOLIA TIRE	POLICE	VEHICLE MAINTENANCE	210.00	711996	UNIT# 4080: BATTERY PROBLEMS/
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	103.03	712011	UNIT: 6359: NEW BWTTERY
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	119.11	712011	UNIT# 7737: BATTERY
504	DEL CITY	POLICE	EQUIPMENT PARTS & SUPPLIES	41.00	711945	(20)FUSE HOLDERS (2021 Tahoes)
1905	SYMBOL ARTS	POLICE	UNIFORMS	161.00	712025	RITREMENT BADGE TIM STARK
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	4,754.23	711970	FUEL WEEK 07-12 TO 07-18-2021
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	2,441.30	711969	FUEL WEEK 07-19 TO 07-25-2021
463	DPS CRIME LAB	POLICE	PROFESSIONAL SERVICES	660.00	711956	JULY 2021 MS ANALYTICAL FEES
2491	GOVDEALS	POLICE	PROFESSIONAL SERVICES	10.00	711972	GOVDEALS AUCTION FEES
9996	MICHAEL DENMAN	FIRE & EMS	WAGES & SALARIES	745.63	711919	PAYROLL 062721 TO 071021
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	211.88	711975	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	131.52	711975	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	492.78	711975	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	81.76	711975	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	411.70	711975	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	311.22	711975	EMS SUPPLIES
2202	ZOLL MEDICAL CORPORA	FIRE & EMS	MEDICAL SUPPLIES	24.72	712038	EMS SUPPLIES
2202	ZOLL MEDICAL CORPORA	FIRE & EMS	MEDICAL SUPPLIES	129.78	712038	EMS SUPPLIES
6384	TELEFLEX LLC	FIRE & EMS	MEDICAL SUPPLIES	677.50	712027	EMS SUPPLIES
1518	O'REILLY AUTO PARTS	FIRE & EMS	VEHICLE MAINTENANCE	12.87	712011	R-1
1518	O'REILLY AUTO PARTS	FIRE & EMS	VEHICLE MAINTENANCE	133.66	712011	U3 BATTERY
5099	EMERGENCY EQUIP PROF	FIRE & EMS	VEHICLE MAINTENANCE	76.00	711959	ENG 3
5099	EMERGENCY EQUIP PROF	FIRE & EMS	VEHICLE MAINTENANCE	48.70	711959	R-1
5099	EMERGENCY EQUIP PROF	FIRE & EMS	VEHICLE MAINTENANCE	2,398.29	711959	U-1 REPAIR
5099	EMERGENCY EQUIP PROF	FIRE & EMS	VEHICLE MAINTENANCE	233.73	711959	ENG2
926	THE HOME DEPOT	FIRE & EMS	BUILDING & EQUIP MAINT	18.52	712028	STATION PARTS
6221	AQUA RAINSCAPES	FIRE & EMS	BUILDING & EQUIP MAINT	8,450.00	711928	STATION 2 CONCRETE PAD

1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	1,105.84	711966	FUEL 7/12-7/18
1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	631.43	711965	FUEL 7/19-7/25
1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	359.05	711964	FUEL 7/5-7/11
1356	ATMOS ENERGY	FIRE & EMS	UTILITIES	74.70	711932	6770 TULANE RD
1356	ATMOS ENERGY	FIRE & EMS	UTILITIES	57.32	711930	5711 HIGHWAY 51 N
3323	BANCORPSOUTH	FIRE & EMS	UTILITIES	168.71	711933	INTERNET SERVICES
1203	HENRY SCHEIN, INC.	FIRE & EMS	EMS TRAUMA	840.00	711975	EMS THOMAS PACKS
552	DESOTO COUNTY COOPER	STREET DEPARTMENT	MATERIALS	840.00	711948	ROUND UP FOR CITY
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	MATERIALS	154.25	712011	MEGA CRIMP AND HYD HOSE
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	MATERIALS	61.96	712011	GREASE GUN FOR SHOP
2084	GRAINGER	STREET DEPARTMENT	MATERIALS	413.00	711973	SOLAR LIGHTS FOR STREETS
3323	BANCORPSOUTH	STREET DEPARTMENT	MATERIALS	121.94	711933	TRAFFIC CONES
6474	HERNANDO EQUIPMENT	STREET DEPARTMENT	MATERIALS	226.13	711976	MATERIALS FOR WEEDEATERS
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	VEHICLE MAINTENANCE	114.99	712011	PADS AND ROTORS FOR ST 3482
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	VEHICLE MAINTENANCE	5.99	712011	AIR FILTER FOR ST 817
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	VEHICLE MAINTENANCE	58.66	712011	BRAKE PADS AND OIL FILTER FOR
4365	UNITED REFRIGERATION	STREET DEPARTMENT	VEHICLE MAINTENANCE	25.72	712032	COIL CLEANER FOR VEHICLES
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	BUILDING & EQUIP MAINT	69.60	712011	MATERIALS FOR BACK HOE
1736	S & H SMALL ENGINE	STREET DEPARTMENT	BUILDING & EQUIP MAINT	33.79	712017	STOP BUTTON FOR WEEDEATER
552	DESOTO COUNTY COOPER	STREET DEPARTMENT	UNIFORMS	89.95	711948	BOOTS FOR UT AND ST
6175	UNIFIRST CORPORATION	STREET DEPARTMENT	UNIFORMS	71.38	712031	UNIFORMS FOR UT AND ST
6175	UNIFIRST CORPORATION	STREET DEPARTMENT	UNIFORMS	82.99	712031	UNIFORMS FOR UT AND ST
6175	UNIFIRST CORPORATION	STREET DEPARTMENT	UNIFORMS	77.81	712031	UNIFORMS FOR UT AND ST
1702	FLEETCOR TECHNOLOGIE	STREET DEPARTMENT	FUEL & OIL	584.64	711967	FUEL FOR UT AND ST
1702	FLEETCOR TECHNOLOGIE	STREET DEPARTMENT	FUEL & OIL	574.09	711968	FUEL FOR UT, ST, ADMIN, AND PL
3709	BEST-WADE PETROLEUM	STREET DEPARTMENT	FUEL & OIL	602.22	711936	FUEL FOR UT AND ST
3709	BEST-WADE PETROLEUM	STREET DEPARTMENT	FUEL & OIL	496.41	711936	FUEL FOR UT AND ST
1457	NEEL-SCHAFFER INC	STREET DEPARTMENT	PROFESSIONAL SERVICES	10,423.41	712009	TULANE RD BRIDGE REPLACEMENT
1457	NEEL-SCHAFFER INC	STREET DEPARTMENT	PROFESSIONAL SERVICES	452.25	712006	RPR ENGINEERING SERVICES
1457	NEEL-SCHAFFER INC	STREET DEPARTMENT	PROFESSIONAL SERVICES	801.16	712007	GENERAL SERVICES
6241	CHEMPRO SERVICES	STREET DEPARTMENT	PROFESSIONAL SERVICES	2,350.00	711941	WEED CONTROL FOR BELLEMEADE & HURT
6241	CHEMPRO SERVICES	STREET DEPARTMENT	PROFESSIONAL SERVICES	1,130.00	711941	WEED KILLER FOR SARTIAN & COWPEN CREEK ADD ON

6241	CHEMPRO SERVICES	STREET DEPARTMENT	PROFESSIONAL SERVICES	1,800.00	711941	WEED CONTROL FOR COWPEN CREEK
6241	CHEMPRO SERVICES	STREET DEPARTMENT	PROFESSIONAL SERVICES	1,800.00	711941	WEED KILLER FOR BULLFROG CORNER
6524	ONE SOURCE	STREET DEPARTMENT	PROFESSIONAL SERVICES	165.00	712012	REPLACE GLASS ST DET BROKE BMW
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	24.50	711960	1025 HIGHWAY 302
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	25.79	711960	1007 GOODMAN RD W
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	24.97	711960	301 NAIL RD
434	COVINGTON SALES & SE	STREET DEPARTMENT	MACHINERY & EQUIPMENT	7,585.40	711944	PARTS FOR TIGER MOWER
3323	BANCORPSOUTH	STREET DEPARTMENT	MACHINERY & EQUIPMENT	2,489.26	711933	SPRAYER TANK
6474	HERNANDO EQUIPMENT	STREET DEPARTMENT	MACHINERY & EQUIPMENT	139.99	711976	BLOWER FOR ST
1457	NEEL-SCHAFFER INC	BOND FUNDED CAP PROJ EXP	2019 STREET REHAB PROJECT	9,619.50	712008	2019 STREET REHAB PHASE II
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	500.00	711950	4552 SPIKE LANE
1097	LANDERS DODGE	ANIMAL CONTROL	VEHICLE MAINTENANCE	690.93	711990	REPAIRS TO ANIMAL CONTROL UNIT 1594
5099	EMERGENCY EQUIP PROF	ANIMAL CONTROL	UNIFORMS	327.00	711959	UNIFORMS J HEIDER
1702	FLEETCOR TECHNOLOGIE	ANIMAL CONTROL	FUEL & OIL	52.58	711961	FUEL FOR ANIMAL CONTROL
939	HORN LAKE ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	25.50	711977	VET SERVICES
939	HORN LAKE ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	25.50	711978	VET SERVICES
939	HORN LAKE ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	25.50	711979	VET SERVICES
6321	STATELINE ANIMAL	ANIMAL CONTROL	PROFESSIONAL SERVICES	79.00	712024	VET SERVICES
6321	STATELINE ANIMAL	ANIMAL CONTROL	PROFESSIONAL SERVICES	116.50	712024	VET SERVICES
6321	STATELINE ANIMAL	ANIMAL CONTROL	PROFESSIONAL SERVICES	25.00	712024	VET SERVICES
6321	STATELINE ANIMAL	ANIMAL CONTROL	PROFESSIONAL SERVICES	79.00	712024	VET SERVICES
6321	STATELINE ANIMAL	ANIMAL CONTROL	PROFESSIONAL SERVICES	99.50	712024	VET SERVICES
6321	STATELINE ANIMAL	ANIMAL CONTROL	PROFESSIONAL SERVICES	423.75	712024	VET SERVICES
6321	STATELINE ANIMAL	ANIMAL CONTROL	PROFESSIONAL SERVICES	411.25	712024	VET SERVICES
6321	STATELINE ANIMAL	ANIMAL CONTROL	PROFESSIONAL SERVICES	160.25	712024	VET SERVICES
6321	STATELINE ANIMAL	ANIMAL CONTROL	PROFESSIONAL SERVICES	65.00	712024	VET SERVICES
6321	STATELINE ANIMAL	ANIMAL CONTROL	PROFESSIONAL SERVICES	95.25	712024	VET SERVICES
6321	STATELINE ANIMAL	ANIMAL CONTROL	PROFESSIONAL SERVICES	95.00	712024	VET SERVICES
6321	STATELINE ANIMAL	ANIMAL CONTROL	PROFESSIONAL SERVICES	28.00	712024	VET SERVICES
6321	STATELINE ANIMAL	ANIMAL CONTROL	PROFESSIONAL SERVICES	129.00	712024	VET SERVICES
6321	STATELINE ANIMAL	ANIMAL CONTROL	PROFESSIONAL SERVICES	99.50	712024	VET SERVICES

6321	STATELINE ANIMAL	ANIMAL CONTROL	PROFESSIONAL SERVICES	53.00	712024	VET SERVICES
1356	ATMOS ENERGY	ANIMAL CONTROL	UTILITIES	57.32	711931	6410 CENTER ST E
556	DESOTO COUNTY SUPERV	LIBRARY EXPENSE	PROFESSIONAL SERVICES	1,385.00	711952	JAN SAN JULY 2021
556	DESOTO COUNTY SUPERV	LIBRARY EXPENSE	PROFESSIONAL SERVICES	320.00	711952	LAWN SERVICE JULY 2021
6505	JANEL MARQUEZ	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	18.75	711983	JULY 12-25 2021
6508	VINCENT WAISNOR	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	270.00	712034	JULY 12-25 2021
6519	JOSEPH M MCGEE	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	277.50	711986	JULY 12-25 2021
6214	IAN SPARKS	PARKS & REC	OUTSIDE MAINTENANCE STAFF	380.00	711981	JULY 12-25 2021
6376	KELLY SMITH	PARKS & REC	OUTSIDE MAINTENANCE STAFF	285.00	711988	JULY 12-25 2021
6492	LANNIE A MUNNS	PARKS & REC	OUTSIDE MAINTENANCE STAFF	280.00	711991	JULY 12-25 2021
6493	BRADLEY CLINKENBEARD	PARKS & REC	OUTSIDE MAINTENANCE STAFF	240.00	711937	JULY 12-25 2021
6520	TUCKER L FRANKS	PARKS & REC	OUTSIDE MAINTENANCE STAFF	260.00	712029	JULY 12-25 2021
339	CERTIFIED LABORATORI	PARKS & REC	MATERIALS	152.15	711940	MATERIAL
339	CERTIFIED LABORATORI	PARKS & REC	MATERIALS	273.95	711940	MATERIAL
552	DESOTO COUNTY COOPER	PARKS & REC	MATERIALS	136.00	711948	MATERIALS
926	THE HOME DEPOT	PARKS & REC	MATERIALS	46.92	712028	MATERIAL
1040	JERRY PATE TURF & IR	PARKS & REC	MATERIALS	24.60	711984	MATERIALS
3323	BANCORPSOUTH	PARKS & REC	MATERIALS	25.42	711933	PARK SUPPLIES
2493	SGA TROPHY & AWARDS	PARKS & REC	UNIFORMS	371.76	712019	UNIFORMS
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	114.73	711962	FUEL FOR PARKS AND REC
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	134.80	711963	FUEL FOR PARKS AND REC
3709	BEST-WADE PETROLEUM	PARKS & REC	FUEL & OIL	1,416.55	711936	FUEL FOR PARKS AND REC
3323	BANCORPSOUTH	PARKS & REC	UTILITIES	380.25	711933	INTERNET SERVICES
5967	DESOTO TURF	PARKS & REC	FIELD REPAIR & MAINTENANCE	1,850.00	711954	BASEBALL FIELDS / SPRAY
21	ACC REBUILDERS INC	PARKS & REC	MACHINERY & EQUIPMENT	189.46	711922	ALTERNATOR
926	THE HOME DEPOT	PARKS & REC	MACHINERY & EQUIPMENT	846.79	712028	WEED EATER/ PICKER
4878	M & M PROMOTIONS	ECONOMIC DEVELOPMENT	PROMOTIONS	420.50	711994	SHIRTS FOR ALDERMEN
4878	M & M PROMOTIONS	ECONOMIC DEVELOPMENT	PROMOTIONS	232.00	711994	BUSINESS CARDS ALDERMEN

5932	MUNICIPAL CODE CORPO	ECONOMIC DEVELOPMENT	PROMOTIONS	1,608.84	712002	ORDINANCES
6039	FORMSINK LLC	UTILITY SYSTEM	OFFICE SUPPLIES	250.00	711971	CLASSIFICATION FOR UT BILLS
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MATERIALS	379.65	712000	MATERIALS FOR UT AND ST
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MATERIALS	106.20	712000	METER BOX RISERS
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	18.31	712020	MATERIALS FOR BLUE LAKE LIFT S
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	18.59	712020	CONDUIT FOR BLUE LAKE LS
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	29.38	712020	MATERIALS FOR UT
2063	USA BLUEBOOK	UTILITY SYSTEM	MATERIALS	123.13	712033	BOIL WATER NOTICES DOOR HANGER
3323	BANCORPSOUTH	UTILITY SYSTEM	MATERIALS	121.94	711933	TRAFFIC CONES
3866	CENTRAL PIPE SUPPLY	UTILITY SYSTEM	MATERIALS	1,007.82	711939	UTILITY REPAIR PARTS
5006	BRENNTAG MIDSOUTH	UTILITY SYSTEM	MATERIALS	1,504.26	711938	CHEMICALS FOR PEMBROOK WATER P
5006	BRENNTAG MIDSOUTH	UTILITY SYSTEM	MATERIALS	1,120.57	711938	CHEMICALS FOR NAIL RD WATER PL
5006	BRENNTAG MIDSOUTH	UTILITY SYSTEM	MATERIALS	625.35	711938	CHEMICALS FOR HURT RD WATER PL
5006	BRENNTAG MIDSOUTH	UTILITY SYSTEM	MATERIALS	945.78	711938	CHEMICALS FOR GOODMAN RD WATER
78	AMERICAN TIRE REPAIR	UTILITY SYSTEM	VEHICLE MAINTENANCE	50.00	711927	TIRE REPAIR TO UT 9939
78	AMERICAN TIRE REPAIR	UTILITY SYSTEM	VEHICLE MAINTENANCE	100.00	711927	MOUNT AND BALANCE TIRES FOR UT
1180	MAGNOLIA TIRE	UTILITY SYSTEM	VEHICLE MAINTENANCE	60.00	711996	TIRE FOR UT 444
1485	NORTH MISSISSIPPI TI	UTILITY SYSTEM	VEHICLE MAINTENANCE	470.12	712010	NEW TIRES FOR UT 444
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	VEHICLE MAINTENANCE	126.07	712011	CONNECTIONS, COIL, AND SPRAK P
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	VEHICLE MAINTENANCE	15.46	712011	PULLEY FOR UT 2355
1689	RIVER CITY HYDRAULIC	UTILITY SYSTEM	VEHICLE MAINTENANCE	781.14	712015	REPAIRS TO BUCKET TRUCK UNIT 8
1115	LAYNE CHRISTENSEN CO	UTILITY SYSTEM	BUILDING & EQUIP MAINT	5,840.00	711992	LABOR, RIG, AND TRANSPORTATION
1193	MARTIN MACHINE & SUP	UTILITY SYSTEM	BUILDING & EQUIP MAINT	1,245.00	711997	AUGER FOR LIME FEEDER AT PEMBR
5956	RJ YOUNG	UTILITY SYSTEM	BUILDING & EQUIP MAINT	90.89	712016	COPIER LEASE
552	DESOTO COUNTY COOPER	UTILITY SYSTEM	UNIFORMS	89.95	711948	BOOTS FOR UT AND ST
6175	UNIFIRST CORPORATION	UTILITY SYSTEM	UNIFORMS	71.39	712031	UNIFORMS FOR UT AND ST
6175	UNIFIRST CORPORATION	UTILITY SYSTEM	UNIFORMS	83.00	712031	UNIFORMS FOR UT AND ST
6175	UNIFIRST CORPORATION	UTILITY SYSTEM	UNIFORMS	77.81	712031	UNIFORMS FOR UT AND ST
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	584.64	711967	FUEL FOR UT AND ST
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	574.10	711968	FUEL FOR UT, ST, ADMIN, AND PL

3709	BEST-WADE PETROLEUM	UTILITY SYSTEM	FUEL & OIL	602.23	711936	FUEL FOR UT AND ST
3709	BEST-WADE PETROLEUM	UTILITY SYSTEM	FUEL & OIL	496.42	711936	FUEL FOR UT AND ST
1457	NEEL-SCHAFFER INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	1,563.23	712006	RPR ENGINEERING SERVICES
1457	NEEL-SCHAFFER INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	718.10	712007	GENERAL SERVICES
3323	BANCORPSOUTH	UTILITY SYSTEM	PROFESSIONAL SERVICES	374.49	711933	LOG ME IN
6352	GREG ROBERTS FIRE	UTILITY SYSTEM	PROFESSIONAL SERVICES	600.00	711974	HYDRANT REPAIR AT 3385 FAIR ME
5472	SOUTHERN TELECOM	UTILITY SYSTEM	TELEPHONE & POSTAGE	188.65	712021	PHONES
1970	COMCAST	UTILITY SYSTEM	UTILITIES	24.95	711943	INTERNET UT DEPT
5964	XYLEM DEWATERING	UTILITY SYSTEM	RENTAL EQUIPMENT	1,235.88	712037	PUMP/FLOAT RENTAL
5964	XYLEM DEWATERING	UTILITY SYSTEM	RENTAL EQUIPMENT	407.33	712037	FLOAT/HOSE RENTAL
102	AMERICAN ELECTRIC MO	UTILITY SYSTEM	MACHINERY & EQUIPMENT	1,524.00	711926	REBUILD SEWER MOTOR
1178	MAGNOLIA ELECTRICAL	UTILITY SYSTEM	MACHINERY & EQUIPMENT	198.44	711995	STARTER FOR LAKE FOREST E LS
1178	MAGNOLIA ELECTRICAL	UTILITY SYSTEM	MACHINERY & EQUIPMENT	776.78	711995	MATERIALS FOR BLUE LAKE LS
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MACHINERY & EQUIPMENT	150.60	712000	COUPLINGS FOR UT
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MACHINERY & EQUIPMENT	855.75	712000	MATERIALS FOR WATER LEAKS
2998	SCOTT EQUIPMENT CO	UTILITY SYSTEM	MACHINERY & EQUIPMENT	5,909.45	712018	REPAIRS TO UT TRACK HOE
937	HORN LAKE CREEK BASI	UTILITY SYSTEM	HL CREEK INTERCEPTOR SWR	33,942.23	711980	HORN LAKE CREEK BASIN INTERCEP
6038	A T&T - INTERACT	ADMINISTRATIVE EXPENSE	TELEPHONE EXPENSE	2,633.90	711920	INTERACT SERVICES
4000	ACTION CHEMICAL	ADMINISTRATIVE EXPENSE	CLEANING & JANITORIAL	144.00	711923	KITCHEN ROLL TOWELS
4000	ACTION CHEMICAL	ADMINISTRATIVE EXPENSE	CLEANING & JANITORIAL	670.00	711923	ODOBAN ANIMAL CONTROL
4000	ACTION CHEMICAL	ADMINISTRATIVE EXPENSE	CLEANING & JANITORIAL	250.14	711923	DISINFECTANT
4000	ACTION CHEMICAL	ADMINISTRATIVE EXPENSE	CLEANING & JANITORIAL	168.00	711923	TRASH BAGS
4000	ACTION CHEMICAL	ADMINISTRATIVE EXPENSE	CLEANING & JANITORIAL	40.38	711923	BLEACH
2335	STAPLES	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	30.49	712023	OFFICE SUPPLIES
3323	BANCORPSOUTH	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	40.46	711933	WEBCAM/PAPER
50	AFFINITY LANDSCAPE	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	775.00	711925	LAWN SERVICE AT CITY HALL
640	ELLIOTT DATA SYSTEMS	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	710.75	711958	BADGE PRINTER SUPPLIES
1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	10.20	712006	RPR ENGINEERING SERVICES
1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	3,632.59	712007	GENERAL SERVICES
2258	BBI INC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	295.00	711934	INSTALL FINANCE JULIE PCS
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	150.00	711942	COPIER LEASE

3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	38.63	711942	COPIER LEASE
3530	TYLER TECHNOLOGIES I	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	9,499.71	712030	DISASTER RECOVERY
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	65.14	711955	COPIER LEASE
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	721.95	711955	COPIER LEASE
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	22.74	711955	COPIER LEASE
5570	KYLE SHELTON	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	180.00	711989	5696 LAURIE CUT DATE 07-22-2021
5570	KYLE SHELTON	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	100.00	711989	7033 TUDOR CUT DATE 07-23-2021
5570	KYLE SHELTON	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	450.00	711989	7190 DUNBARTON
5570	KYLE SHELTON	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	180.00	711989	6275 SOUTHBRIDGE CUT DATE 07-16-2021
5570	KYLE SHELTON	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	180.00	711989	3545 LAKEHURST CUT DATE 07-16-2021
553	DESOTO COUNTY SHERIF	ADMINISTRATIVE EXPENSE	FEES TO COUNTY JAIL	19,016.74	711951	JUNE 2021 JAIL & MEDICAL
5472	SOUTHERN TELECOM	ADMINISTRATIVE EXPENSE	TELEPHONE EXPENSE	1,075.98	712021	PHONES
651	ENTERGY	ADMINISTRATIVE EXPENSE	UTILITIES	10.35	711960	7262 INTERSTATE BLVD
1356	ATMOS ENERGY	ADMINISTRATIVE EXPENSE	UTILITIES	32.35	711929	7460 HIGHWAY 301
3323	BANCORPSOUTH	ADMINISTRATIVE EXPENSE	UTILITIES	398.70	711933	INTERNET SERVICES
1125	LEHMAN ROBERTS CO	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	2,161.50	711993	COLD MIX FOR ROADS
1254	MEMPHIS STONE & GRAV	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	115.02	711999	WASHED SAND
1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	1,885.14	712005	STREET STRIPING PHASE 2
1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	457.25	712003	STREET STRIPING PHASE 1
2082	VULCAN MATERIALS	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	242.20	712035	LA 610 FOR STREETS
2082	VULCAN MATERIALS	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	542.68	712035	LA 610 FOR STREETS
6339	RILEY PAVING	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	8,620.00	712014	DAMAGED STREET REPAIRS
5189	WASTE CONNECTIONS TN	ADMINISTRATIVE EXPENSE	SANITATION CONTRACT EXPENSE	91,638.05	712036	REFUSE SERVICES JUNE 2021
1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	MUNICIPAL STREET MAINT PROJECT	1,808.27	712006	RPR ENGINEERING SERVICES
1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	MUNICIPAL STREET MAINT PROJECT	2,867.99	712007	GENERAL SERVICES
				364,901.30		

Order #08-03-21

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 Guice and seconded by Alderman Young.

A roll call vote was taken with the following results:

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

Nays: None.

Absent: None.

So ordered this 3rd day of August, 2021.

Mayor

Attest:

CAO/City Clerk
Seal

** At this time, the Mayor called on Executive Director of the First Regional Library, Lori Barnes to speak to the Mayor and Board of Aldermen. Ms. Barnes thanked the Mayor and Board of Aldermen for allowing them to speak and introduced all the library staff in attendance. Ms. Barnes asked the M R Dye Library Director to speak about services at the Horn Lake location. Ms. Debra thanked the Mayor and Board of Aldermen for the support and shared about all the services offered this past year at the Horn Lake location. Ms. Barnes thanked the Mayor and Board of Aldermen for the support and shared about all the services offered that were provided this past year throughout the First Regional Library system. Ms. Barnes presented a funding letter request for the 2022 budget year with a request of level funding (same funding as 2021). No action was taken.

At this time, the Mayor called on David Engel with Fortenberry and Ballard, CPA. Mr. Engel shared with the Mayor and Board of Aldermen the process that has taken place and the delays encountered for the City of Horn Lake FY2019 audit. Mr. Engel stated that he expected to finish the audit process and present the audit report next month. Alderman Young asked if the complete audit is presented September 7, 2021 how soon can you begin the 2020 audit. Mr. Engel stated the City would need the financials prepared with the accrual adjustment for 2020 before they could begin an audit. Alderman Young stated this needs to be a priority to complete 2020 and begin 2021 to maintain our bond rating. Mr. Engel stated his contract is only for 2019 and he would have to discuss the 2020 audit contract. Alderman Young stated this is a priority and we will get you whatever you need to keep the audits moving forward. Alderman Johnson asked Mr. Engel to explain the process of completing an audit. Mr. Engel stated that the audit is a report stating the financial figures provided by the City are clear/reliable figures. Mr. Engel stated they do test work receipts/expenditures, confirm accurate revenues, and confirm reconciled items match the books. Alderman Bostick asked if the issues causing the delay in the audit are due to different departments using different financial software. Mr. Engel stated that having different financial software is a part of the issues because of how you have to put the information in the different systems. Mr. Engel stated often times using different software causes you to have to untangle the financials due to how it is put in. Mr. Engel stated another delay was caused by the turnover with the financial staff at the City. Mr. Engel stated the CPA that corrected 2019 did a great job and will help keep you going in right direction. Alderman Bostick asked if there will be recommendations in the audit on what we can work on to do things better in the future. Mr. Engel stated there will be a couple of audit recommendations/findings in the presented audit. Mr. Engel stated the City will receive an unqualified opinion on this audit. Alderman Guice asked when he presents the audit, if Mr. Engel could provide a list of issues from the 2019 audit so that we could prevent them from reoccurring. Mr. Engel stated some of the issues/findings will not be listed because they were corrected over the past few months. Mr. Engel stated he would go over the items they faced during the audit and give a brief summary. No action taken.

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

Resolution #08-01-21

RESOLUTION FOR CLEANING PRIVATE PROPERTY

5177 Brenda Cove

2545 Eastbrook

6460 Greenbrook Cove North

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

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

WHEREAS, pursuant to Section 21-19-11 of the Mississippi Code of 1972 Annotated, as Amended, the municipal authorities have attempted notifying the property owner of the condition of the property, giving at least two (2) weeks' notice before the date of the public hearing, by mailing the notice to the address of the subject property and to the address where the ad valorem tax notice for such property is sent by the office charged with collecting the ad valorem tax; and on the property or parcel of land alleged to be in need of cleaning, giving notice of a hearing, by the Mayor and Board of Aldermen at their regular meeting on **Tuesday, August 3, 2021 beginning at 6:00 p.m.; and**

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

Date

To:

The enclosed Notice of Hearing is given to you, as owner of the property located at, **property address** pursuant to Section 21-19-11 of the Mississippi Code. The public hearing will be held for the governing authority to determine if the above described property is in need of cleaning. **The public hearing on this property will be held on August 3, 2021 beginning at 6:00 p.m., at City Hall, 3101 Goodman Road, Horn Lake, Mississippi 38637.**

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

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

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

I declare that the notice with this acknowledgement was mailed and/or posted on the property on or before July 20, 2021.

Henry Gibson
Code Enforcement Officer
662-393-6174

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

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

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

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

The resolution having received the proper vote of all Aldermen present was declared to be carried and adopted on the 3rd Day of August, 2021

ALLEN LATIMER, MAYOR

ATTEST:

CAO/CITY CLERK

Order #08-04-21

Order to approve budget transfer

Be It Ordered:

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

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 3rd day of August, 2021.

Mayor

Attest:

CAO/City Clerk
Seal

**Horn Lake, Mississippi
BUDGET AMENDMENT REQUEST**

Fund/Department # 260
Date: 7/29/21

ACCT #	LINE ITEM	ANNUAL BUDGET	INCREASE	DECREASE	NEW ANNUAL BUDGET
260-600110	Contract Personnel	21,000		20,500	500
260-600300	Overtime	61,000	20,500		81,500
260-630600	Vehicles	50,000		33,000	17,000
260-611300	Vehicle Maintenance	60,000	15,000		75,000
260-611803	Building & Equipment Maintenance	50,000	10,000		60,000
260-622100	Professional Services	40,000	8,000		48,000
	TOTALS		53,500	53,500	

Reason for Request:
(Show detailed justification)

Requested by: David Linville
For Department: Fire Department

Order #08-05-21

Order to approve payment

Be It Ordered:

By the Mayor and Board of Aldermen to approve payment of pay estimate No. 2 to Xcavators, Inc. for the Tulane Bridge Replacement in the amount of \$58,080.63.

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 3rd day of August, 2021.

Mayor

Attest:

CAO/City Clerk
Seal

Order to approve job description

Be It Ordered:

By the Mayor and Board of Aldermen to approve the revised Accounts Payable/Receivable Job Description.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: None.

So ordered this 3rd day of August, 2021.

Mayor

Attest:

CAO/City Clerk
Seal

City of Horn Lake – Finance & Administration
Job Description – Accounts Payable and Receivable Clerk

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

Purpose of Position

To assist with the collection and expenditure of all city funds and maintaining internal fiscal controls for such funding. And; to assist the Administrative Team, (CAO/City Clerk, Finance Director, and Human Resources Director) with clerical and administrative support by performing, but not limited to, the following duties and any other duties as assigned.

Major Duties and Responsibilities

- Cross-train with various duties including, but not limited to accounts payable, accounts receivable, general billing, Deputy City Clerk functions, and others as assigned
- Handle invoices and receivables
- Research and code invoices to correct departments
- Enter invoices, stamp invoices, process batches as needed, generate and print the docket for board approval
- Prints checks and register to be signed
- Match checks with invoices
- File copy of checks and invoices
- Ensure reconciliation appropriately on each vendor
- Transfers for FSA payments
- Transfers for court bond refunds
- Daily check reconciliation
- Office inventory and supplies
- Enter deposit postings daily
- Process new vendor files
- Maintain files for 1099 processing at end-of-year
- Assist with pulling items for annual audit as necessary
- Take deposits to bank as requested
- Match receipts from bank to corresponding deposits
- Maintain bank balance spreadsheets daily against reconciliations
- Process Public Records requests as needed
- Assist Finance Director as needed
- **Perform other duties as needed and assigned**

Job Context

The Accounts Payable / Receivable Clerk position is a full time, permanent position in the Administration Department. The immediate supervisor for this position is the Finance Director and/or City Administrator. The person in this position is supervised weekly. The person in this position has no supervisory authority. This position works regular hours' year round. The person in this position is never required to perform shift work and is never on call. 100% of the work is completed indoor. The position has accountability for monetary and fiscal issues related to the work for which this position is responsible.

There is never exposure to chemicals and/or hazardous materials. The Accounts Payable / Receivable Clerk position must attend seminars and educational opportunities as deemed necessary. The person in this position must maintain a valid driver's license and a minimum of \$50,000.00 bond. The person in this position must hold a high school diploma or GED and **obtain the Mississippi Clerk Certification designation (CMC/CDMC) within three years of employment or as soon as classes become available.** There are no required years of experience but at least 1 year is highly recommended. The stress level varies with activities, for example, meeting deadlines and auditing. Physical work involved with this position includes lifting file boxes, typing, ten key, and answering a multi-line phone.

Knowledge, Skills and Abilities

Knowledge

- General office management procedures and administrative practices
- Basic bookkeeping, accounting and budgeting principles

- State and municipal purchasing procedures
- Proper grammar and proper use of English in speaking and writing
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department,
- Mathematical skills, including addition, subtraction, division and multiplication
- General Functions and operations of municipal government

Skills and Abilities

- Use a variety of standard office equipment
- Efficient with computer software: Excel, Word
- Comfort with public speaking
- Preparing and maintaining a variety of records and reports
- Work as a team member with other employees
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, contractors, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple task simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City procedures

FLSA: Non-Exempt

REPORTS TO: CAO and Finance Director

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 these.

Signature Acknowledging Job Description

Date

Order #08-07-21

Order to approve transfer

Be It Ordered:

By the Mayor and Board of Aldermen to approve the transfer of Crystal Jackson from the Utility Department to the position of Accounts Payable/Receivable Clerk in the Finance Department at a rate of \$17.00 per hour.

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 3rd day of August, 2021.

Mayor

Attest:

CAO/City Clerk
Seal

**At this time, the Mayor and Board considered a possible ordinance amendment to allow citizens to address the Mayor and Board of Aldermen under a Citizens Remarks section on the agenda. Alderman Guice asked if we could try the process to see how it works. Attorney Billy Campbell shared the Ordinance provides for the Citizen Remarks section to be added to the agenda; item (B) will adopt the guidelines which can be revised at any time without an ordinance amendment. There was additional discussion on the citizens remarks guidelines.

Ordinance #21-08-275

ORDINANCE OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF HORN LAKE, MISSISSIPPI, PROVIDING FOR A CITIZEN REMARKS SECTION ON MAYOR AND BOARD OF ALDERMEN AGENDAS AND MUNICIPAL DOCKETS

WHEREAS, pursuant to Miss. Code Ann. § 21-17-5, as amended, the Mayor and Board of Aldermen of the City of Horn Lake, Mississippi (the “Governing Authority”), has the authority to adopt any orders, resolutions, or ordinances with respect to the municipal affairs of the City, which are not inconsistent with the Mississippi Constitution of 1890 or any other statute or law of the State; and

WHEREAS, the Governing Authority has the authority to control its agenda and municipal docket; and

WHEREAS, the Governing Authority has found and determined that it is necessary to set aside time during its meetings to allow for citizens to address the Governing Authority.

NOW THEREFORE, be it ordained by the Mayor and Board of Aldermen of the City of Horn Lake as follows:

1. Chapter 2, Article III, Section 2-59 of the Code of Ordinances, City of Horn Lake, Mississippi, entitled “Citizens addressing the mayor and board of aldermen” is hereby amended to include the following subsection:

(g) Every agenda or municipal docket for a regular meeting of the mayor and board of aldermen shall include a section for Citizen Remarks, during which persons may address the mayor and board of aldermen, subject to any guidelines approved by the mayor and board of aldermen. Any such Citizen Remarks section may be included in any agenda or municipal docket for a recessed meeting and/or in any notice of special called meeting of the mayor and board of aldermen.

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

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

Alderman Klein	voted:	YEA
Alderman Johnson:	voted:	YEA
Alderman Guice:	voted:	YEA
Alderman Botick:	voted:	YEA
Alderman DuPree:	voted:	YEA
Alderman Bledsoe:	voted:	YEA
Alderman Young:	voted:	YEA

The foregoing ordinance was adopted this the 3rd day of August, 2021.

Mayor

Attest:

CAO/City Clerk
Seal

Order #08-08-21

Order to approve Citizens Remarks Guidelines

Be It Ordered:

By the Mayor and Board of Aldermen to approve the Citizens Remarks Guidelines, as presented.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: None.

So ordered this 3rd day of August, 2021.

Mayor

Attest:

CAO/City Clerk
Seal

Citizen Remarks Guidelines

The Citizen Remarks portion of the Horn Lake Mayor and Board of Aldermen meeting provides an opportunity for persons to address the Mayor and Board about any matter that is not scheduled for a public hearing on the agenda. If you have remarks about a matter that is scheduled for a public hearing on the agenda, your remarks should be made during that public hearing.

Your remarks are important and welcomed. The following guidelines apply:

- 1) The Citizen Remarks portion of the meeting will not exceed 30 minutes or 10 speakers, whichever comes first.
- 2) Any person wishing to speak must be in attendance and sign-in.
- 3) Citizens will be recognized by the Mayor based upon the sign-in sheet order.
- 4) Citizens must speak into the microphone at the podium and address all remarks to the Mayor and Board in a civil and respectful manner.
- 5) Speakers will refrain from using profanity; inflammatory remarks; slanderous remarks; personal attacks or remarks of a personal nature regarding others; shouting, yelling, or screaming.
- 6) Remarks will be limited to 3 minutes. However, a spokesperson may be designated for a group of 4 more persons (present at the meeting) and may speak up to 10 minutes for the group. The Mayor may allow more time for a speaker or the Citizens Remarks portion of the agenda and may alter the order of the speakers, depending on the circumstances and topics.
- 7) If a citizen has documents or papers in support of or relative to the remarks, 15 copies should be provided for distribution to the Mayor, Aldermen, City Attorney, City Clerk, and appropriate Department Head(s).
- 8) Preference may be given to persons who submit a written request to the City Clerk to be included on the agenda prior to the day of meeting. Additionally, preference may be given to persons not speaking at the preceding Mayor and Board meeting.

** At this time the Mayor opened the discussion on Ordinance (Ord. No. 97-01-64, § 2, 1-28-1997) (Sec. 16-65. Regulations) – Fireworks use/discharge in the City of Horn Lake. Alderman Bostick asked if all the Aldermen could submit thoughts/guidelines/concerns to develop a complete list of how we can keep our citizens safe before we begin an open discussion. Dale Wilson and Paul Scott requested the opportunity to review the items on the ordinance revisions before adoption. Alderman Klein stated he would like to see a better education process by the vendors. Mr. Wilson stated he is open to all ideas and is working on a new digital billboard to advertise in Horn Lake. Mr. Wilson stated they conduct a full day training for all the staff. Alderman Young stated he observed his fireworks tents and they were run well. Alderman Young stated a round table discussion on this topic would provide everyone the opportunity to have input. Alderman Young stated he has a plan and would like a letter sent to the other vendors requesting they attend a meeting so that everyone can be heard, possibly around October 2021.

Order #08-09-21

Order to table

Be It Ordered:

By the Mayor and Board of Aldermen to table item (B) Discussion on Ordinance (Ord. No. 97-01-64, § 2, 1-28-1997) (Sec. 16-65. Regulations) – Fireworks use/discharge in the City of Horn Lake to a future meeting.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: None.

So ordered this 3rd day of August, 2021.

Mayor

Attest:

CAO/City Clerk
Seal

** At this time, Mayor Latimer led a discussion on reviewing the need for a traffic signal at Interstate Boulevard/DeSoto Cove and a traffic signal on Nail Road between Highway 51 and the railroad track. It was determined that the City engineer would review this under his general services agreement with the City and report back to the Mayor and Board.

Order #08-10-21

Order to require research of possible outstanding fees

Be It Ordered:

By the Mayor and Board of Aldermen to require the Finance/Admin and Planning Departments to research payment of the Ravenwood Sections D and E in-lieu of park fees and to report their findings to the Mayor and Board.

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 3rd day of August, 2021.

Mayor

Attest:

CAO/City Clerk
Seal

Order #08-11-21

Order to approve chairs purchase

Be It Ordered:

By the Mayor and Board of Aldermen to approve the purchase of new chairs for the Mayor and Board meeting room at a cost not to exceed \$400 per chair.

Said motion was made by Alderman Bledsoe 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 3rd day of August, 2021.

Mayor

Attest:

CAO/City Clerk
Seal

Order #8-12-21

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 Bostick and seconded by Alderman Young.

A roll call vote was taken with the following results:

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

Nays: None.

Absent: None.

So ordered this 3rd day of August, 2021.

Mayor

Attest:

CAO/City Clerk
Seal

Order #08-13-21

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 Bostick and seconded by Alderman Bledsoe.

A roll call vote was taken with the following results:

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

Nays: None.

Absent: None.

So ordered this 3rd day of August, 2021.

Mayor

Attest:

CAO/City Clerk
Seal

Order #08-14-21

Order to go into Executive Session

Be it Ordered:

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

- A. Discussion of personnel matters in the Public Works Departments.
- B. Discussion and strategy session regarding pending litigation involving denial of the site plan application for Abraham House of God and pending litigation involving a former employee.
- C. Discussion regarding the prospective purchase, sale or leasing of lands.

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 3rd day of August, 2021.

Mayor

Attest:

CAO/City Clerk
Seal

Order #08-15-21

Order to extend meeting

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 Bledsoe 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 3rd day of August, 2021.

Mayor

Attest:

CAO/City Clerk
Seal

** The motion to extend the time of the meeting was made during executive session at approximately 9:22 p.m.

Order #08-16-21

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 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 3rd day of August, 2021.

Mayor

Attest:

CAO/City Clerk
Seal

Order #08-17-21

Order to declare property as surplus and to approve sale of land

Be it Ordered:

By the Mayor and Board of Aldermen to declare approximately 50.0 acres on the west and east sides of Interstate Boulevard, between Nail Road and Expressway Drive as surplus property no longer needed for municipal or related governmental purposes, and pursuant to Miss. Code Ann. Section 57-7-1 to approve the sale of such property consistent with the terms as discussed in executive session finding same to be good and valuable consideration.

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 3rd day of August, 2021.

Mayor

Attest:

CAO/City Clerk
Seal

Order #08-18-21

Order to uphold written reprimand

Be it Ordered:

By the Mayor and Board of Aldermen to uphold the written reprimand for employee #558, dated July 23, 2021.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: None.

So ordered this 3rd day of August, 2021.

Mayor

Attest:

CAO/City Clerk
Seal

Order #08-19-21

Order to Adjourn

Be it Ordered:

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

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 3rd day of August, 2021.

Mayor

Attest:

CAO/City Clerk
Seal

The minutes for the August 3, 2021 Mayor and Board of Aldermen meeting were presented to the Mayor for his signature on _____, 2021.

CAO/City Clerk