

# Minutes, City of Horn Lake, Horn Lake, Mississippi

Lawrence - Greenwood 09918 EPN111224

**MUNICIPAL DOCKET  
MAYOR AND BOARD OF ALDERMEN MEETING  
MAY 21, 2019 BEGINNING AT 6:00 P.M.**

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

Mayor Allen Latimer  
Alderman Johnson  
Alderman Jones

**I. Vote on Municipal Docket**

**II. Consent Agenda**

- A. Approval of minutes for May 7<sup>th</sup> and May 9, 2019 Mayor and Board of Aldermen meetings.
- B. Approval of sponsorship of the Horn Lake Golf Tournament for \$400.00 to be paid with hotel/motel tax proceeds, finding that said event/organization promote the attributes of the City and/or promote the City's tourism and economic development.
- C. Approval of the Mississippi Burn Camp Foundation sponsorship for \$600.00 to be paid with hotel/motel tax proceeds, finding that said event/organization promote the attributes of the City and/or promote the City's tourism and economic development.
- D. Approval of the Mississippi Burn Foundation sponsorship for \$500.00 to be paid with hotel/motel tax proceeds, finding that said event/organization promote the attributes of the City and/or promote the City's tourism and economic development.
- E. Request to hire the following 2019 Baseball Umpires for the Parks Department at the same rates approved for all 2019 season: Garrett Shaffer and Hunter Shearson
- F. Request approval of a personal property tax exemption for an expansion of Titan Manufacturing and Distributing, Inc. pursuant to Miss Code Ann. § 27-31-101 et seq., located at 6266 Hurt Road, for a period of five (5) years, beginning January 1, 2019 and expiring December 31, 2023; the true value of the personal property being \$680,548; with said exemption excluding taxes levied for bond/debt service, special fire fund, and library.
- G. Request approval to terminate employee #535, Deante Hall in the Public Works Department for failing to show for work.
- H. Request approval of resignation received from Christopher Chambers effective May 10<sup>th</sup>, 2019 from the Public Works Department.
- I. Approval to pay contract worker, Dennis Peyton for 40 hours of work during the pay period ending May 15<sup>th</sup> in the amount of \$320.00.
- J. Approval to pay Fuelman for Public Works in the amount of \$885.58.
- K. Approval to pay Fuelman for Parks in the amount of \$319.48.

**III. Claims Docket**

**IV. Special Guest/Presentation**

- A. Mayors Youth Council Graduation
- B. Jeff Cole: Rockabilly Hall of Fame sponsorship request
- C. Larry Worthy

**V. Planning**

- A. Case No: 1909 – Request Conditional Use Approval – 1909 Tappan Dr.
- B. Case No: 1910 – Request PUD Amendment Approval – Bailey Station PUD
- C. Case No. 1911 – Request Preliminary Plat Approval – Bailey Station PUD

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D. Case No. 1914 – Request Preliminary Plat Approval – Desoto 55 Logistics Center

## VI. New Business

- A. Resolution for cleaning private property.
- B. Request approval the payment of (3) three Bailiff Poll Workers at the rate of \$125.00 and Receiving Manager at the rate of \$145.00 for the June 11, 2019 Ward 3 Special Election.
- C. Request the approval for payment of the 10 team Dizzy Dean Baseball State Tournament Fee's for the 2019 season in the amount of \$500.00.
- D. Request the approval for the Dizzy Dean Participation fees for (10) ten teams in the amount of \$2,500.00.
- E. Request approval of the Dizzy Dean Patches in the amount of \$300.00.
- F. Request approval for paid travel expenses for Richard Hill and Bryce Brasher to receive the State of MS Medal of Valor Commendation in Vicksburg, MS on June 1-2, 2019.
- G. Request approval for the revised job descriptions in the Planning Department.
- H. Request use of Latimer Lakes Park by Southern Revolution to hold several Merchant Markets for Saturday & Sunday during the dates of June 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>, 22<sup>nd</sup>, and July 7<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>, and August 3<sup>rd</sup>, 4<sup>th</sup> of 2019.

## VII. Mayor / Alderman Correspondence

## VIII. Department Head Correspondence

## IX. Engineer Correspondence

## X. City Attorney Correspondence

## XI. Executive Session

- A. Discussions of personnel matters in the Animal Control Department.
- B. Discussions of personnel matters in the Public Works/Street/Utility Department.

## XII. Adjourn

May 21, 2019

Be it remembered that a meeting of the Mayor and Board of Aldermen of the City of Horn Lake, Mississippi was held on May 21, 2019 beginning at 6:00 p.m., it being the said time and place for conducting the meeting.

When and where the following were present: Allen Latimer, Mayor, Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Jones, Alderman Johnson, Alderman Roberts, Jay Williams, Public Works Assistant Director, Troy Rowell, Police Chief, David Linville, Fire Chief, Willie Davidson, Planning Director, Keith Calvert, Parks Director, Arianne Linville, HR Director, Tara Warren, Court Clerk, Vince Malavasi, City Engineer, and Billy Campbell, City Attorney.

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Order #05-21-19

## Order to approve Municipal Docket

Be It Ordered:

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

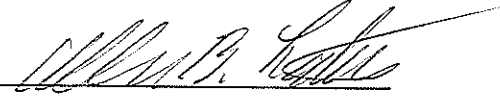
Said motion was made by Alderman White and seconded by Alderman Bledsoe.

A roll call vote was taken with the following results:

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

Nays: None.

So ordered this 21<sup>st</sup> day of May, 2019.



Mayor

Attest:



City Clerk  
Seal

Order #05-22-19

## Order to approve Consent Agenda

Be It Ordered:

By the Mayor and Board of Aldermen to approve the Consent Agenda, items A-K as follows, with the removal of item F to Executive Session:

- A. Approval of minutes for May 7<sup>th</sup> and May 9, 2019 Mayor and Board of Aldermen meetings.
- B. Approval of sponsorship of the Horn Lake Golf Tournament for \$400.00 to be paid with hotel/motel tax proceeds, finding that said event/organization promote the attributes of the City and/or promote the City's tourism and economic development.
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- G. Request approval to terminate employee #535, Deante Hall in the Public Works Department for failing to show for work.
- H. Request acceptance of resignation received from Christopher Chambers effective May 10<sup>th</sup>, 2019 from the Public Works Department.
- I. Approval to pay contract worker, Dennis Peyton for 40 hours of work during the pay period ending May 15<sup>th</sup> in the amount of \$320.00.

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- J. Approval to pay Fuelman for Public Works in the amount of \$885.58.
- K. Approval to pay Fuelman for Parks in the amount of \$319.48.


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

A roll call vote was taken with the following results:

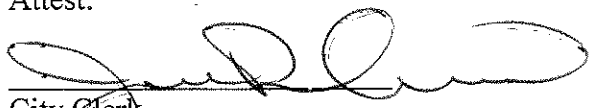
Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Jones, Alderman Johnson and Alderman Roberts.

Nays: None.

So ordered this 21st day of May, 2019.

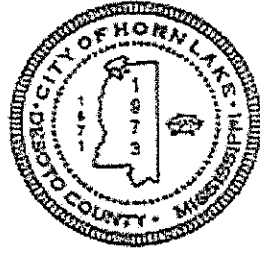
  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
City Clerk  
Seal

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## CITY OF HORN LAKE BOARD MEETING May 21, 2019

Department	5/9/2019 Overtime Amount	
Animal Control	\$2,878.97	\$256.26
Judicial	\$11,469.92	\$18.75
Fire/Amb	\$94,029.67	\$0.00
Fire/Budgeted OT	\$0.00	\$7,974.88
Fire/Non Budgeted OT	\$0.00	\$587.99
Fire/ST Non Budgeted OT	\$0.00	\$98.16
Finance	\$8,530.31	\$0.00
Legislative	\$4,540.20	\$0.00
Executive	\$2,873.00	\$0.00
Parks	\$12,934.07	\$784.03
Planning	\$5,156.03	
Police	\$131,183.04	\$5,527.85
Public Works - Streets	\$15,307.52	\$263.48
Public Works - Utility	\$24,749.51	\$2,037.71
Grand Total	\$313,652.24	\$17,549.11

## CITY OF HORN LAKE BOARD MEETING May 21, 2019

### CLAIMS DOCKET RECAP C-052119 & D-052119

NAME OF FUND	TOTAL
GENERAL FUND	\$ 252,997.06
COURT COSTS	\$54,829.62
EXECUTIVE	\$0.00
LEGISLATIVE	\$68.00
JUDICIAL	\$3,660.00

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FINANCIAL ADMIN	\$39.74
PLANNING	\$596.00
POLICE	\$20,037.99
FIRE & EMS	\$7,651.55
STREET DEPARTMENT	\$18,731.84
ANIMAL CONTROL	\$295.54
PARKS & REC	\$15,043.71
PARK TOURNAMENT	\$4,173.00
PROFESSIONAL EXPENSE	\$127,870.07
DEBT SERVICES	\$0.00
HEALTH INSURANCE	\$0.00

LIBRARY FUND \$ 93.78

ECONOMIC DEVELOPMENT FUND \$ 254.78

UTILITY FUND \$9,101.26

**TOTAL DOCKET** **\$262,446.88**

VENDOR	VENDOR NAME	ORG DESC	ACCOUNT DESC	AMOUNT	CHECK NO	FULL DESC
9996	SEAN GRIHAM	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	\$162.50	703940	CB REFUND S GRIHAM M2018-01740
2443	KAREN S CARTER	JUDICIAL	CONTRACT PERSONNEL	\$1,500.00	703941	2/14,2/28,3/28 FINES JUDGE REISSUE 703250 703562
520	DEPARTMENT OF FINANC	GENERAL FUND	STATE FINES COST PAYABLE-A	\$44,754.25	703975	STATE COST-APRIL 2019
5827	MISSISSIPPI DEPARTME	GENERAL FUND	STATE FINES COST PAYABLE-A	\$2,098.00	704033	INTERLOCK ASSESSMENTS-APRIL 2019
520	DEPARTMENT OF FINANC	GENERAL FUND	STATE FINES COST PAYABLE-B	\$894.00	703975	STATE COST-APRIL 2019
9996	SHERYL LITTLE	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	\$150.00	704040	CB REFUND S LITTLE #110453
9996	JENNIFER POUNDERS	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	\$127.50	704039	CASH BOND REFUND J POUNDERS M2018-02037
9996	ALFRAZIER DEAN	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	\$150.00	704038	BOND REFUND A DEAN #M2019-00393
554	DESOTO COUNTY CHANCE	GENERAL FUND	DUE TO LAW LIBRARY	\$480.25	703976	LAW LIBRARY FEES-APRIL 2019
549	DESOTO COUNTY CRIME	GENERAL FUND	DUE TO CRIMESTOPPERS	\$320.00	703978	CRIMESTOPPER FEES-APRIL 2019
520	DEPARTMENT OF FINANC	GENERAL FUND	ADULT DRIVING TRAINING	\$20.00	703975	STATE COST-APRIL 2019
465	DPS FUND 3747	GENERAL FUND	WIRELESS COMMUNICATION FEE	\$2,743.25	703987	WIRELESS FEES-APRIL 2019
520	DEPARTMENT OF FINANC	GENERAL FUND	LIAB INSURANCE-STATE FIN	\$2,929.87	703975	STATE COST-APRIL 2019

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2606	HUNT ROSS & ALLEN	LEGISLATIVE	PROFESSIONAL SERVICES	\$33.00	704012	ATTORNEY FEES FEB 2019
3323	BANCORPSOUTH	LEGISLATIVE	TRAVEL & TRAINING- WD 2	\$35.00	703962	T BLEDSOE MML GRAD
3185	SYSCON INC	JUDICIAL	PROFESSIONAL SERVICES	\$2,160.00	704053	COURT SOFTWARE
1702	FLEETCOR TECHNOLOGIE	FINANCIAL ADMINISTRATION	FUEL & OIL	\$39.74	703995	FUEL FOR ADMIN
2606	HUNT ROSS & ALLEN	PLANNING	PROFESSIONAL SERVICES	\$396.00	704012	ATTORNEY FEES FEB 2019
338	CENTER FOR GOVT TECH	PLANNING	TRAVEL & TRAINING	\$200.00	703966	TRAINING W DAVIDSON
2335	STAPLES	POLICE	OFFICE SUPPLIES	\$58.00	704050	ENVELOPES CODE ENFORCEMENT
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$3.81	704036	RUNNING LIGHT REPLACEMENT BULB
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$57.75	704036	HEADLIGHT PIGTAIL UNIT 2708
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$45.54	704036	WIPER BLDS UNIT 6985
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$4.06	704036	O/F UNIT 9672
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$31.70	704036	two wipers unit 9916
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$15.98	704036	10G WIRE UNIT 9626
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$26.10	704036	WIPER BLD UNIT 4461
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$2.79	703959	O/F UNIT 6031
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$119.99	703959	BATTERY UNIT 9363
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$2.79	703959	O/F UNIT 9363
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$119.99	703959	BATTERY UNIT 9626
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$2.79	703959	O/F UNIT 9940
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$109.99	703959	BATTERY UNIT 8406
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$5.98	703959	EXHAUST GASKET UNIT 1101
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$12.88	703959	O/F WIPER BLD. UNIT 49077
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$246.38	703959	HANGER PUMP ASS UNIT 3294
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$169.99	703959	battery UNIT 3482

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6203	THE SOUTHERN	POLICE	EQUIPMENT PARTS & SUPPLIES	\$119.40	704056	60 GLOCK TRIGGER SPRINGS
6296	CMI INC	POLICE	EQUIPMENT PARTS & SUPPLIES	\$173.46	703970	INTOXILYZER MOUTHPIECES
3157	J C PENNY	POLICE	UNIFORMS	\$349.85	704015	REMAINDER OF UNIFORM ALLOTMENT
3157	J C PENNY	POLICE	UNIFORMS	\$202.91	704015	UNIFORM ALLOTMENT- DET JOVANNI
1180	MAGNOLIA TIRE	POLICE	FUEL & OIL	\$301.40	704026	TWO TIRES UNIT 1107
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	\$2,924.38	704002	FUEL WEEK 04-25 TO 05-05-2019
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	\$2,424.53	704001	FUEL WEEK 05-06 TO 05-12-2019
463	DPS CRIME LAB	POLICE	PROFESSIONAL SERVICES	\$1,020.00	703986	APRIL 2019 ANALYTICAL FEES
2606	HUNT ROSS & ALLEN	POLICE	PROFESSIONAL SERVICES	\$189.75	704012	ATTORNEY FEES FEB 2019
2685	THOMSON WEST	POLICE	PROFESSIONAL SERVICES	\$201.65	704058	APRIL 2019 WESTLAW
2685	THOMSON WEST	POLICE	PROFESSIONAL SERVICES	\$422.08	704058	APRIL 2019 CLEAR
5870	SUPERIOR HEALTH	POLICE	PROFESSIONAL SERVICES	\$205.00	704051	PRE EMPLOYMENT SCREENINGS
6001	MCNEAL GRAPHICS	POLICE	PROFESSIONAL SERVICES	\$379.60	704028	2500 AFFIDAVIT BOOKS
6167	AT&T - NCIC	POLICE	PROFESSIONAL SERVICES	\$147.92	703952	APRIL 2019 NCIC
5278	TACTICAL OFFICER SUR	POLICE	TRAVEL & TRAINING	\$300.00	704054	FIREARMS INSTRUCTOR/SHOULDER WEAPONS - B SWAN
504	DEL CITY	POLICE	POLICE LEASE/PURCHASE	\$2,807.55	703974	WIREING ITEMS FOR NEW INSTAL
1084	KUSTOM SIGNALS	POLICE	POLICE LEASE/PURCHASE	\$6,832.00	704021	FOUR NEW RADAR UNITS FOR NEW C
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$510.05	704007	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$75.00	704007	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$424.04	704007	EMS SUPPLIES
2202	ZOLL MEDICAL CORPORA	FIRE & EMS	MEDICAL SUPPLIES	\$106.97	704072	EMS SUPPLIES
5836	ARROW INTERNATIONAL	FIRE & EMS	MEDICAL SUPPLIES	\$1,665.50	703950	EMS SUPPLIES
1518	O'REILLY AUTO PARTS	FIRE & EMS	VEHICLE MAINTENANCE	\$8.05	704036	UNIT 3 PART
3502	AUTO ZONE	FIRE & EMS	VEHICLE MAINTENANCE	\$142.99	703959	FD2 STARTER



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5099	EMERGENCY EQUIP PROF	FIRE & EMS	VEHICLE MAINTENANCE	\$745.88	703989	REPAIRS ENGINE 3
1518	O'REILLY AUTO PARTS	FIRE & EMS	FUEL & OIL	\$74.65	704036	OIL UNIT 3
1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	\$782.90	703999	FUEL 4/29-5/5
2606	HUNT ROSS & ALLEN	FIRE & EMS	PROFESSIONAL SERVICES	\$107.25	704012	ATTORNEY FEES FEB 2019
5870	SUPERIOR HEALTH	FIRE & EMS	PROFESSIONAL SERVICES	\$170.00	704051	PRE EMPLOYMENT SCREENINGS
6215	AMBULANCE MEDICAL	FIRE & EMS	PROFESSIONAL SERVICES	\$1,701.40	703947	APRIL PAYMENTS
1356	ATMOS ENERGY	FIRE & EMS	UTILITIES	\$146.28	703956	6363 HIGHWAYH 301
2095	WALLS WATER ASSOCIAT	FIRE & EMS	UTILITIES	\$4.50	704066	STATION 3 WATER
3323	BANCORPSOUTH	FIRE & EMS	ADVERTISING	\$191.09	703962	FAK2019
1310	MISSISSIPPI FIRE ACA	FIRE & EMS	TRAVEL & TRAINING	\$640.00	704034	FIRE INVESTIGATOR S WHITTEN
4456	WEC MANUFACTURING	FIRE & EMS	MACHINERY & EQUIPMENT	\$155.00	704069	COMBINATION LOCKS
745	G & C SUPPLY CO INC	STREET DEPARTMENT	MATERIALS	\$273.01	704003	NUTS AND BOLTS FOR STREET SIGNS
1831	SOUTHAVEN SUPPLY	STREET DEPARTMENT	MATERIALS	\$11.98	704047	BOW RAKES FOR ST
2899	DESOTO SOD	STREET DEPARTMENT	MATERIALS	\$150.00	703981	2 PALLETS OF SOD
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	VEHICLE MAINTENANCE	\$4.04	704036	OIL FILTER FOR 0591ST
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	VEHICLE MAINTENANCE	\$4.04	704036	OIL FILTER FOR 891ST
3074	MHC FORD-MEMPHIS	STREET DEPARTMENT	VEHICLE MAINTENANCE	\$454.39	704030	BRAKES ROTOR SEWER TK 4006
3502	AUTO ZONE	STREET DEPARTMENT	VEHICLE MAINTENANCE	\$2.79	703959	OIL FILTER FOR 3482 SHOP
3502	AUTO ZONE	STREET DEPARTMENT	VEHICLE MAINTENANCE	\$10.58	703959	OIL FILTER ENGINE MOUNT 901 ST
3502	AUTO ZONE	STREET DEPARTMENT	VEHICLE MAINTENANCE	\$2.79	703959	OIL FILTER FOR 1309ST
78	AMERICAN TIRE REPAIR	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$315.90	703948	MOWER TIRES
78	AMERICAN TIRE REPAIR	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$297.00	703948	BACKHOE
5966	WADE INC	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$125.49	704065	OIL FILTER FILTER ELEMENTS 3122ST
6257	LANDERS SOUTH	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$340.00	704022	REPL FUEL PUMP AND CLEANED OUT GAS TANK ON BUCKET

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6175	UNIFIRST CORPORATION	STREET DEPARTMENT	UNIFORMS	\$138.49	704061	UNIFORMS ST & UT
1702	FLEETCOR TECHNOLOGIE	STREET DEPARTMENT	FUEL & OIL	\$478.47	704000	FUEL FOR UT & ST
3709	BEST-WADE PETROLEUM	STREET DEPARTMENT	FUEL & OIL	\$566.89	703964	FUEL DEISEL FOR SHOP
2606	HUNT ROSS & ALLEN	STREET DEPARTMENT	PROFESSIONAL SERVICES	\$182.05	704012	ATTORNEY FEES FEB 2019
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$161.77	703991	1007 GOODMAN RD W
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$22.33	703991	1026 HIGHWAY 302
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$14,781.28	703991	STREET LIGHTS
745	G & C SUPPLY CO INC	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$325.00	704003	10 AUTISTIC SIGNS
745	G & C SUPPLY CO INC	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$83.55	704003	3 NO OUTLET SIGNS
6175	UNIFIRST CORPORATION	ANIMAL CONTROL	UNIFORMS	\$14.06	704061	UNIFORMS ANIMAL CONTRO
1702	FLEETCOR TECHNOLOGIE	ANIMAL CONTROL	FUEL & OIL	\$98.30	703997	FUEL ANIMAL CONTROL
1702	FLEETCOR TECHNOLOGIE	ANIMAL CONTROL	FUEL & OIL	\$79.88	703996	FUEL ANIMAL CONTROL
939	HORN LAKE ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$56.50	704009	VET SERVICES
939	HORN LAKE ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$46.80	704008	NEUTER KRIS
4512	DANA HERSHMAN	PARKS & REC	WAGES & SALARIES	\$230.00	703972	REC BASEBALL 04/29-05/12/2019
5397	AMBER HOLLAND	PARKS & REC	WAGES & SALARIES	\$255.00	703946	REC BASEBALL 04/29-05/12/2019
6177	EMILEE TRASK	PARKS & REC	WAGES & SALARIES	\$75.00	703990	REC BASEBALL 04/29-05/12/2019
6201	DAYLIN HERSHMAN	PARKS & REC	WAGES & SALARIES	\$123.75	703973	REC BASEBALL 04/29-05/12/2019
6216	HUNTER SHEARON	PARKS & REC	WAGES & SALARIES	\$75.00	704014	REC BASEBALL 04/29-05/12/2019
6239	JOHNNY F CORNETT	PARKS & REC	WAGES & SALARIES	\$183.75	704019	REC BASEBALL 04/29-05/12/2019
6240	CLAYTON S SMITH	PARKS & REC	WAGES & SALARIES	\$112.50	703969	REC BASEBALL 04/29-05/12/2019
6249	BARRON K SPENCER	PARKS & REC	WAGES & SALARIES	\$26.50	703963	REC BASEBALL 04/29-05/12/2019
6270	JACKSON ABNER	PARKS & REC	WAGES & SALARIES	\$67.50	704016	REC BASEBALL 04/29-05/12/2019
6275	AUTUMN TELLES	PARKS & REC	WAGES & SALARIES	\$37.50	703960	REC BASEBALL 04/29-05/12/2019

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6290	ERICA G PIXLEY	PARKS & REC	WAGES & SALARIES	\$33.75	703992	REC BASEBALL 04/29-05/12/2019
6298	BAILEY WILSON	PARKS & REC	WAGES & SALARIES	\$75.00	703961	REC BASEBALL 04/29-05/12/2019
6303	ASHLYN COLLEY	PARKS & REC	WAGES & SALARIES	\$146.25	703951	REC BASEBALL 04/29-05/12/2019
6170	WILLIE CARTER	PARKS & REC	OUTSIDE MAINTENANCE STAFF	\$390.00	704070	OUTSIDE MAINT 4/29-05/12/2019
1518	O'REILLY AUTO PARTS	PARKS & REC	MATERIALS	\$35.28	704036	MATERIAL
5967	DESOTO TURF	PARKS & REC	MATERIALS	\$1,850.00	703983	PRE EMERGENT TREATMENT
5263	AFFORDABLE PEST	PARKS & REC	EQUIPMENT MAINTENANCE	\$1,200.00	703945	FIRE ANT CONTROL
5966	WADE INC	PARKS & REC	EQUIPMENT MAINTENANCE	\$43.72	704065	GATOR REPAIR
6288	MIDSOUTH BAD BOY E-Z	PARKS & REC	BUILDING MAINT	\$4,999.00	704031	2017 EZGO VALOR GAS
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	\$228.94	703998	FUEL PARKS AND REC
5802	DESOTO COUNTY SCHOOL	PARKS & REC	BUILDING RENTAL	\$400.00	703979	GYM RENTAL
2606	HUNT ROSS & ALLEN	PARKS & REC	PROFESSIONAL SERVICES	\$16.50	704012	ATTORNEY FEES FEB 2019
5870	SUPERIOR HEALTH	PARKS & REC	PROFESSIONAL SERVICES	\$250.00	704051	PRE EMPLOYMENT SCREENINGS
4752	SYSCO FOOD	PARKS & REC	RESELL/CONCESSION EXP	\$1,534.77	704052	CONCESSION FOOD
6262	PEPSI BEVERAGES CO	PARKS & REC	RESELL/CONCESSION EXP	\$2,201.74	704042	CONCESSIONS DRINKS
651	ENERGY	PARKS & REC	UTILITIES	\$115.55	703991	FLOODS FAIRFIELD MEADOW PARK
651	ENERGY	PARKS & REC	UTILITIES	\$105.91	703991	HOLLY HILLS PARK CHAPEL HILL
651	ENERGY	PARKS & REC	UTILITIES	\$36.08	703991	FLOOD LIGHT CHOCTAW PARK
552	DESOTO COUNTY COOPER	PARKS & REC	PROMOTIONS	\$120.00	703977	CHAULK FIELDS
926	THE HOME DEPOT	PARKS & REC	PROMOTIONS	\$29.95	704055	MATERIAL
926	THE HOME DEPOT	PARKS & REC	PARK SUPPLIES	\$44.77	704055	MATERIAL/ REPAIR FENCES
2486	BRYAN PETTIGREW	PARK TOURNAMENTS	UMPIRES	\$160.00	703965	REC BASEBALL 04/29-05/12/2019
4074	ADAM R PARVIN	PARK TOURNAMENTS	UMPIRES	\$160.00	703943	REC BASEBALL 04/29-05/12/2019
4096	LONNIE DAVIS	PARK TOURNAMENTS	UMPIRES	\$90.00	704024	REC BASEBALL 04/29-05/12/2019

# Minutes, City of Horn Lake, Horn Lake, Mississippi

Lawrence - Greenwood 09918 EPN111224

4596	JOHN ACKERMAN	PARK TOURNAMENTS	UMPIRES	\$160.00	704018	REC BASEBALL 04/29-05/12/2019
4694	MARK TATKO	PARK TOURNAMENTS	UMPIRES	\$600.00	704027	REC BASEBALL UMPIRE SCHEDULER 04/29-05/12/2019
4707	JERRY LEE BLANK	PARK TOURNAMENTS	UMPIRES	\$120.00	704017	REC BASEBALL 04/29-05/12/2019
4860	AUSTON A DEVOLPI	PARK TOURNAMENTS	UMPIRES	\$260.00	703958	REC BASEBALL 04/29-05/12/2019
5603	SCOTT HARFORD	PARK TOURNAMENTS	UMPIRES	\$60.00	704046	REC BASEBALL 04/29-05/12/2019
5844	ADAM SOWELL	PARK TOURNAMENTS	UMPIRES	\$125.00	703944	REC BASEBALL 04/29-05/12/2019
6033	KEVIN HILL	PARK TOURNAMENTS	UMPIRES	\$170.00	704020	REC BASEBALL 04/29-05/12/2019
6117	VICKI CLARK	PARK TOURNAMENTS	UMPIRES	\$140.00	704063	REC BASEBALL 04/29-05/12/2019
6164	TRAVIS M BREWER	PARK TOURNAMENTS	UMPIRES	\$145.00	704059	REC BASEBALL 04/29-05/12/2019
6188	PATRICK HARDY	PARK TOURNAMENTS	UMPIRES	\$90.00	704041	REC BASEBALL 04/29-05/12/2019
6223	THOMAS DAVIS	PARK TOURNAMENTS	UMPIRES	\$85.00	704057	REC BASEBALL 04/29-05/12/2019
6276	CHRISTOPHER P CASCIO	PARK TOURNAMENTS	UMPIRES	\$155.00	703967	REC BASEBALL 04/29-05/12/2019
6284	RONALD WILSON	PARK TOURNAMENTS	UMPIRES	\$180.00	704044	REC BASEBALL 04/29-05/12/2019
6292	HUNTER PETTIGREW	PARK TOURNAMENTS	UMPIRES	\$180.00	704013	REC BASEBALL 04/29-05/12/2019
4737	MIDSOUTH SPORTS	PARK TOURNAMENTS	SANCTIONING FEES	\$1,020.00	704032	USSSA SANCTION FEE
676	FARRELL CALHOUN COIN	PARK TOURNAMENTS	SUPPLIES/MATERIALS	\$273.00	703993	PAINT FIELDS
4000	ACTION CHEMICAL	ADMINISTRATIVE EXPENSE	CLEANING & JANITORIAL	\$79.52	703942	SUPPLIES FD
4000	ACTION CHEMICAL	ADMINISTRATIVE EXPENSE	CLEANING & JANITORIAL	\$614.92	703942	SUPPLIES FOR PARKS AND REC
1505	OFFICE DEPOT CREDIT	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	\$22.37	704037	OFFICE SUPPLIES
1505	OFFICE DEPOT CREDIT	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	\$102.65	704037	OFFICE SUPPLIES
3323	BANCORPSOUTH	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	\$51.04	703962	staples
640	ELLIOTT DATA SYSTEMS	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$551.50	703988	ID Cards and FOBs
1178	MAGNOLIA ELECTRICAL	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$62.40	704025	LIGHTS FOR CHAMBER
1178	MAGNOLIA ELECTRICAL	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$214.56	704025	LIGHTS FOR CITY HALL

# Minutes, City of Horn Lake, Horn Lake, Mississippi

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4365	UNITED REFRIGERATION	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$224.73	704062	55 AIR FILTERS CITY HALL
950	HOSPITAL WING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$80.00	704011	KARRAS CHILLIS HALL BROWN
2606	HUNT ROSS & ALLEN	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$5,128.00	704012	ATTORNEY FEES FEB 2019
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$91.80	703968	PD COPIER LEASE
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$300.00	703968	COPIR LEASE
4111	DESOTO TIMES TRIBUNE	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$48.24	703982	SPECIAL ELECTION WARD 3 ADVERT
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$115.45	703984	PD RECEPTION COPIER LEASE
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$1.42	703984	SUBSTN COPIER LEASE
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$2.24	703984	FIRE COPIER LEASE
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$111.38	703984	COURT COPIER LEASE
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$27.81	703984	DET COPIER LEASE
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$54.09	703984	PD COPIER LEASE
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$254.61	704043	FIRE COPIER LEASE
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$170.78	704043	PLANNING COPIER LEASE
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$199.23	704043	PARKS COPIER LEASE
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$439.56	704043	FINANCE COPIER LEASE
6178	WATKINS UIBERALL	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$10,000.00	704068	PROGRESS BILLING FY2018 AUDIT
553	DESOTO COUNTY SHERIF	ADMINISTRATIVE EXPENSE	FEES TO COUNTY JAIL	\$13,411.33	703980	APRIL 2019 JAIL & MEDICAL
687	FEDERAL EXPRESS CORP	ADMINISTRATIVE EXPENSE	POSTAGE	\$84.26	703994	SHIPPING POSTAGE PD
5472	SOUTHERN TELECOM	ADMINISTRATIVE EXPENSE	POSTAGE	\$1,640.47	704049	TELEPHONE SERVICES
5517	HASLER	ADMINISTRATIVE EXPENSE	POSTAGE	\$600.00	704006	POSTAGE
4457	AT&T WIRELESS	ADMINISTRATIVE EXPENSE	TELEPHONE EXPENSE	\$0.67	703953	WIRELESS SERVICES
4457	AT&T WIRELESS	ADMINISTRATIVE EXPENSE	TELEPHONE EXPENSE	\$731.03	703953	WIRELESS PHONE SERVICES
6073	SOUTHERN BILLING SER	ADMINISTRATIVE EXPENSE	TELEPHONE EXPENSE	\$842.00	704048	T1 LINES

# Minutes, City of Horn Lake, Horn Lake, Mississippi

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1356	ATMOS ENERGY	ADMINISTRATIVE EXPENSE	UTILITIES	\$1,246.90	703957	3101 GOODMAN RD
1125	LEHMAN ROBERTS CO	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	\$2,249.80	704023	COLD PATCH FOR THE ROADS
2082	VULCAN MATERIALS	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	\$250.31	704064	WHITE ROCK
5189	WASTE CONNECTIONS TN	ADMINISTRATIVE EXPENSE	SANITATION CONTRACT EXPENSE	\$87,865.00	704067	APRIL 2019 REFUSE SERVICES
1356	ATMOS ENERGY	LIBRARY EXPENSE	UTILITIES	\$93.78	703955	2885 GOODMAN RD
5877	SAMS CLUB DIRECT	ECONOMIC DEVELOPMENT	PROMOTIONS	\$254.78	704045	PET ADOPTION DAY SUPPLIES
1505	OFFICE DEPOT CREDIT	UTILITY SYSTEM	OFFICE SUPPLIES	\$34.99	704037	WELL FORM HOLDER
1505	OFFICE DEPOT CREDIT	UTILITY SYSTEM	OFFICE SUPPLIES	\$209.90	704037	STAMPS UT DEPT
1505	OFFICE DEPOT CREDIT	UTILITY SYSTEM	OFFICE SUPPLIES	\$74.70	704037	INK PW
3323	BANCORPSOUTH	UTILITY SYSTEM	OFFICE SUPPLIES	\$132.00	703962	TONER JAYS PRINTERS
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MATERIALS	\$766.00	704029	4"FLANGE PAC GASKET
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MATERIALS	\$800.70	704029	METERS
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MATERIALS	\$150.00	704029	4 FLEX TEES W CLAMPS
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MATERIALS	\$77.00	704029	8 CLAY PVC CPLG
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MATERIALS	\$172.50	704029	5 3/4 TO REPAIR WATERLINES
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	\$13.99	704047	SCREWS FOR WALL
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	\$19.68	704047	WRENCH BOOTS J BROWN
3714	HACH COMPANY	UTILITY SYSTEM	MATERIALS	\$69.93	704005	SAMPLING MATERIALS
1423	NAPA AUTO PARTS	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$37.38	704035	ADAPTER FOR SEWER TK 4006
5956	RJ YOUNG	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$250.37	704043	UTILITY BILL PRINTER
6126	TWIN HILLS EQUIPMENT	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$59.00	704060	NH MT40239316 PIPE 4 NEW HOLLAND TRACTOR
6221	AQUA RAINSCAPES	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$2,000.00	703949	CONCRETE FOR 3656 PEMBROOK
6257	LANDERS SOUTH	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$340.00	704022	REPL FUEL PUMP AND CLEANED OUT GAS TANK ON BUCKET
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	UNIFORMS	\$22.99	704047	WRENCH BOOTS J BROWN

# Minutes, City of Horn Lake, Horn Lake, Mississippi

Lawrence - Greenwood 09918 EPN111224

1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	UNIFORMS	\$22.99	704047	RUBBER BOOTS FOR EMPLOYEE
6175	UNIFIRST CORPORATION	UTILITY SYSTEM	UNIFORMS	\$138.48	704061	UNIFORMS ST & UT
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	\$478.47	704000	FUEL FOR UT & ST
3709	BEST-WADE PETROLEUM	UTILITY SYSTEM	FUEL & OIL	\$566.89	703964	FUEL DEISEL FOR SHOP
815	GRIFFITH TOWING	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$300.00	704004	TOWED 2002 FD F550 #UT8736 BUCKET TK
2606	HUNT ROSS & ALLEN	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$495.00	704012	ATTORNEY FEES FEB 2019
3714	HACH COMPANY	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$56.10	704005	FLOURIDE REAGENT
4457	AT&T WIRELESS	UTILITY SYSTEM	TELEPHONE & POSTAGE	\$422.03	703953	WIRELESS PHONE SERVICES
5472	SOUTHERN TELECOM	UTILITY SYSTEM	TELEPHONE & POSTAGE	\$317.76	704049	TELEPHONE SERVICES
379	COAHOMA ELECTRIC POW	UTILITY SYSTEM	UTILITIES	\$28.00	703971	LAKE FOREST D W
379	COAHOMA ELECTRIC POW	UTILITY SYSTEM	UTILITIES	\$52.49	703971	HICKORY CREST
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$19.02	703991	LAKE FOREST SUBD
944	HORN LAKE WATER ASSO	UTILITY SYSTEM	UTILITIES	\$9.75	704010	IRRIG WINDCHASE DR
944	HORN LAKE WATER ASSO	UTILITY SYSTEM	UTILITIES	\$62.06	704010	E CENTER ST
1356	ATMOS ENERGY	UTILITY SYSTEM	UTILITIES	\$74.75	703954	6357 HURT RD
5964	XYLEM DEWATERING	UTILITY SYSTEM	RENTAL EQUIPMENT	\$570.46	704071	RENTAL PUMP
3136	DONALD SMITH COMPANY	UTILITY SYSTEM	MACHINERY & EQUIPMENT	\$87.00	703985	WATER TREATMENT PARTS
676	FARRELL CALHOUN COIN	UTILITY SYSTEM	BUILDING IMPROVEMENTS	\$123.26	703993	PAINT SHOP
926	THE HOME DEPOT	UTILITY SYSTEM	BUILDING IMPROVEMENTS	\$45.62	704055	BUILDING MAT FOR SHOP
				\$262,446.88		

# Minutes, City of Horn Lake, Horn Lake, Mississippi

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Order #05-23-19

## 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.

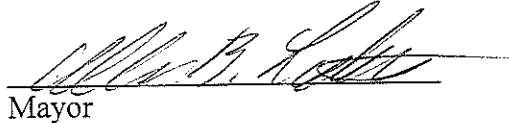
Said motion was made by Alderman White and seconded by Alderman Johnson.

A roll call vote was taken with the following results:

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


Nays: Alderman Roberts.

So ordered this 21<sup>st</sup> day of May, 2019.



Mayor

Attest:



City Clerk  
Seal

\*\* At this time, the Mayor called on the Mayor's Youth Council for their graduation and presentation. The following received a certificate, journal and crystal award for their service this year. Kaiya Banks, Jada Broughton, Madison Burton, Roberto Caballero, Oralia Cavazos, Gabrielle Collier, Loren Deegan, Lauren Harlow, Emily Little, Jackie Madrid, Quen McFarling, Hailey Pignataro, Jadon Richardson, Ronaldo Sanchez, and Rachel Trillet. The Youth Council also presented a check in the amount of \$1,000 to the Big Heart Foundation from the money they raised during the 5K/Color Run.

\*\* At this time, Jeff Cole (981 Highway 91 East, Destin, Florida 32541), Executive Director of The Rockabilly Hall of Fame Museum came forward about his funding request for the Rockabilly Hall of Fame Museum and the Rockabilly Hayride. DeSoto County Tourism Association Executive Director Kim Terrell was present, and upon questioning by the Mayor, indicated the Association was in favor of Mr. Cole's endeavors. Alderman Bledsoe asked about the location of this museum. Mr. Cole advised it would be at the southern tip of the 14 acre lake behind the honeymoon cottage on Circle G ranch. Alderman Johnson asked the anticipated date of this opening and Mr. Cole advised, August 2019. Due to various concerns, further discussion on the matter was held for Executive Session.

\*\* At this time, the Mayor invited Larry Worthy to come forward to speak about his concerns in Horn Lake. Mr. Worthy approached to talk about his perceptions and others regarding crime, having check points throughout the community and his recommendation to employ consultants to manage these concerns. No action was taken.

\*\* At this time, the Mayor opened the Public Hearing on Planning Case No. 1909 – application for a conditional use permit for motor vehicle repair with outside storage at 1909 Tappan Drive. Mr. Willie Davidson presented the Staff Report and Planning Commission's recommendation for approval. Mark Gardner was present on behalf of, along with the applicant, Lamar Malone.



# Minutes, City of Horn Lake, Horn Lake, Mississippi

Lawrence - Greenwood 09918 EPN111224

Mr. Gardner indicated that the applicant had a privilege license, the site is zoned for auto repair, but a conditional use is required. Mr. Francis J. Miller spoke in support of the conditional use, as he was in favor of any business with any reasonable reputation doing business in Horn Lake. No one was present to speak or offer evidence against the application. The public hearing was closed.

Order #05-24-19

## Order to approve Case No. 1909 – Conditional Use

Be it Ordered:

By the Mayor and Board of Aldermen to approve Planning Case No. 1909, conditional use for a Motor Vehicle Repair with Outside Storage located at 1909 Tappan Drive for a period of five (5) years, subject to any recommendations and conditions as set forth by the planning commission and/or staff.

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

A roll call vote was taken with the following results:

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

Nays: None.

So ordered this 21st day of May, 2019.

  
Mayor

Attest:

  
City Clerk  
Seal

\*\* At this time the Mayor opened the Public Hearing on Planning Case No. 1910 – application to amend Lots 3 and 11 of the Bailey Station PUD, so as to allow development of single family lots/homes instead of commercial uses. Mr. Willie Davidson presented the Staff Report and Planning Commission's recommendation for approval. Robbie Jones and Jason Sappenfield were present on behalf of the applicant. Mr. Jones indicated that that this would be in-fill development consistent with the existing homes in Bailey Station. Mr. Davidson was asked about the minimum square footage of the homes, and he indicated that the minimum size would be 1308-1311 square feet. Mr. Francis J. Miller spoke in support of the application. No one was present to speak or offer evidence against the application. The public hearing was closed.

# Minutes, City of Horn Lake, Horn Lake, Mississippi

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## Ordinance #19-05-257

**Ordinance of the Mayor and Board of Aldermen of the City of Horn Lake, DeSoto County, Mississippi, amending the Comprehensive Zoning Ordinance and Official Zoning Map of the City of Horn Lake, Mississippi, to rezone Lots 3 and 11, Bailey Station PUD by amending the Use District Classifications within the existing PUD**

WHEREAS, Bailey Station Homes LLC did file an Application to rezone certain property described herein and/or to amend the use district classifications within the existing Bailey Station PUD (the "Application"); and

WHEREAS, the City of Horn Lake Planning Commission (the "Planning Commission") scheduled a public hearing on the Application for the 29<sup>th</sup> day of April, 2019; and

WHEREAS, notice of the April 29, 2019 public hearing was published in the DeSoto Times-Tribune, a newspaper published, or of general circulation, in the City of Horn Lake, DeSoto County, Mississippi, in the manner and for the time required by law, and as shown by proof of publication on file with the City; and

WHEREAS, at the April 29, 2019 Planning Commission meeting, the Planning Commission reviewed the Application and thereafter, approved the rezoning of the property and/or the amendments to the use district classifications within the existing PUD, and did thereafter, forward its recommendation to the Mayor and Board of Aldermen; and

WHEREAS, on the 21<sup>st</sup> day of May, 2019, at 6:00 o'clock p.m., the public hearing on the Application was held before the City of Horn Lake Mayor and Board of Aldermen at the City Hall, Horn Lake, Mississippi; and

WHEREAS, notice of the May 21, 2019 public hearing was published in the DeSoto Times-Tribune, a newspaper published, or of general circulation, in the City of Horn Lake, DeSoto County, Mississippi, in the manner and for the time required by law, and as shown by proof of publication on file with the City; and

WHEREAS, at the time, date and place specified in the notice, the Mayor and Board of Aldermen of the City of Horn Lake, Mississippi did conduct a public hearing on the Application, and at said hearing the said Mayor and Board received the Staff Report, the Planning Commission's recommendation for approval, and received comments and heard evidence presented by the Planning Director, the Owner and/or its representatives, and others present; and

WHEREAS, the Mayor and Board of Aldermen are familiar with the property and existing land uses within the City of Horn Lake and in the area of the City where the property is located, and in acting on this Ordinance, have duly considered the matters and facts within their personal knowledge as same affect the land use requested in the Application filed herein.

NOW, THEREFORE, be it ordained by the Mayor and Board of Aldermen of the City of Horn Lake, DeSoto County, Mississippi as follows, to-wit:

SECTION 1. That the matters and facts stated in the preamble hereof are found, determined and adjudicated to be true and correct.

SECTION 2. That it is hereby found and determined that the conditions precedent to the granting of an Application to amend the City of Horn Lake official zoning map as required by Appendix A of the Code of Ordinances, City of Horn Lake, Mississippi, exist and have been satisfied or else waived in regard to the granting of the Application, and to the extent necessary, the Mayor and Board of Aldermen do hereby find and determine that the character of the neighborhood where the property is located has changed to such an extent as

# Minutes, City of Horn Lake, Horn Lake, Mississippi

Lawrence - Greenwood 09918 EPN111224

to justify the reclassification of the property, and that there is a public need for the rezoning and the land use requested in the Application.

SECTION 3. That the Use District Classification of the following described property be, and same is hereby changed from its present commercial classification to single family detached residential, subject to any recommendations and conditions as set forth by the planning commission and/or staff:

Lots 3 and 11, Bailey Station PUD, as recorded in plat book 77, page 41 of the land records of DeSoto County, Mississippi.

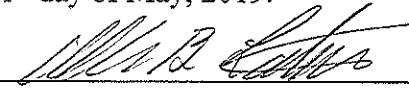
SECTION 4. This Ordinance shall become effective and be in full force from and after being certified by the City Clerk, signed by the Mayor or Board Majority, recorded in the ordinance book, published and after waiting one month after the date of passage.

ORDAINED, ADOPTED AND APPROVED by the Mayor and Board of Aldermen of the City of Horn Lake, DeSoto County, Mississippi at a regular meeting thereof held on the 21<sup>st</sup> day of May, 2019.

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 White and duly seconded by Alderman Roberts for the adoption of this ordinance. A roll call was taken with the following results:

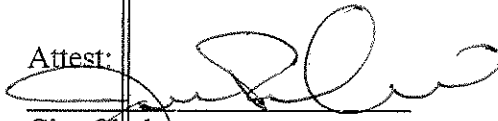
- Alderman White: Yea
- Alderman Johnson: Yea
- Alderman Guice: Yea
- Alderman Jones: Yea
- Alderman Bledsoe: Yea
- Alderman Roberts: Yea

The foregoing ordinance was adopted this the 21<sup>st</sup> day of May, 2019.

  
 \_\_\_\_\_  
 Mayor

Attest:

City Clerk  
Seal

  
 \_\_\_\_\_

# Minutes, City of Horn Lake, Horn Lake, Mississippi

Lawrence - Greenwood 09918 EPN111224

Order #05-25-19

### Order to approve Case No. 1911- Preliminary Plat

Be it Ordered:

By the Mayor and Board of Aldermen to approve Planning Case No. 1911, Preliminary Plat for the subdivision of Bailey Station Lots 3 and 11, resulting in the creation of six (6) lots, subject to any recommendations and conditions set forth by the planning commission and/or staff.

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

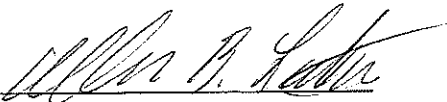
A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Bledsoe.

So ordered this 21st day of May, 2019.

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
City Clerk  
Seal

Order #05-26-19

### Order to approve Case No. 1914- Preliminary Plat

Be it Ordered:

By the Mayor and Board of Aldermen to approve Case No. 1914, Preliminary Plat for the revision to Desoto 55 Logistics Center Subdivision, resulting in the creation of five (5) lots, subject to any recommendations and conditions set forth by the planning commission and/or staff.

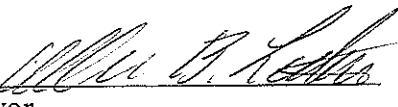
Said Motion was made by Alderman Jones and seconded by Alderman Bledsoe.

A roll call vote was taken with the following results:


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

Nays: None.

So ordered this 21st day of May, 2019.

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
City Clerk  
Seal

# Minutes, City of Horn Lake, Horn Lake, Mississippi

Lawrence - Greenwood 09918 EPN111224

Resolution #05-05-19

## RESOLUTION FOR CLEANING PRIVATE PROPERTY

7190 Dunbarton  
6123 Kensington Circle  
5796 Patricia  
2310 Nail  
7357 Mallard Creek

6425 Sandhurst  
5109 Gray  
5835 Shannon  
4103 Louden  
3425 Castle

6656 Tulane  
5357 Lakeview Cove  
3500 Lakehurst  
2790 Normandy

**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, May 21, 2019 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 May 21, 2019 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 May 6, 2019.

Henry Gibson  
Code Enforcement Officer  
662-393-6174

# Minutes, City of Horn Lake, Horn Lake, Mississippi

Lawrence - Greenwood 09918 EPN111224

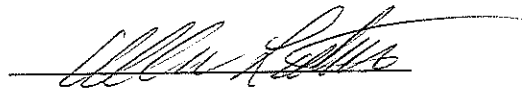
**WHEREAS**, the Mayor and Board of Aldermen on said date conducted a hearing to determine whether or not said parcels of land in their present condition were a menace to the public health, safety and welfare of the community. Cecilia Ryman, purported owner of 7190 Dunbarton, appeared and admitted her property still needed to be mowed/cleaned, but she intended on having it done. She was advised that so long as she had her property mowed/cleaned before the City or its mowing contractor arrived, her property would not be mowed/cleaned or assessed any costs. No other property owner appeared 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 Jones and seconded by Alderman Guice for adoption, and the Mayor put said Resolution to a Roll Call Vote with the following results, to wit:

<b>ALDERMAN GUICE</b>	Aye
<b>ALDERMAN BLEDSOE</b>	Aye
<b>ALDERMAN ROBERTS</b>	Aye
<b>ALDERMAN JOHNSON</b>	Aye
<b>ALDERMAN JONES</b>	Aye
<b>ALDERMAN WHITE</b>	Aye

The resolution having received the proper vote of all Aldermen present was declared to be carried and adopted on the 21<sup>st</sup> Day of May, 2019.



ALLEN LATIMER, MAYOR

ATTEST:



City Clerk

# Minutes, City of Horn Lake, Horn Lake, Mississippi

Lawrence - Greenwood 09918 EPN111224

Order# 05-27-19

## Approval to Pay Poll Workers and Receiving Manager for Special Election

Be it Ordered:

By the Mayor and Board of Aldermen to approve payment to three (3) Bailiff Poll workers at a rate of \$125.00 each, and Receiving Manager at the rate of \$145.00 for the June 11<sup>th</sup>, 2019 Ward 3 Special Election.

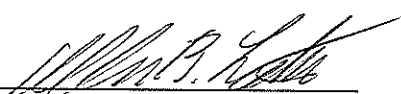
Said Motion was made by Alderman Jones and seconded by Alderman White.

A roll call vote was taken with the following results:


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

Nays: None.

So ordered this 21<sup>st</sup> day of May, 2019.

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
City Clerk  
Seal

\*\* At this time, Alderman Bledsoe recused himself from debating, discussing, and taking action on approval of payments to Dizzy Dean. Alderman Bledsoe left the Board meeting room prior to the matters coming before the Mayor and Board of Aldermen and did not return until after the vote on the matters.

Order# 05-28-19

## Approval to Pay Dizzy Dean Baseball Tournament Fees

Be it Ordered:

By the Mayor and Board of Aldermen to approve the payment of \$500.00 to Dizzy Dean Baseball for 2019 state tournament entry fees for ten (10) teams.

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

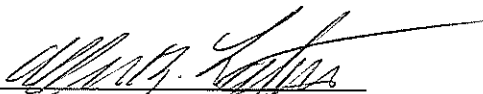
A roll call vote was taken with the following results:

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

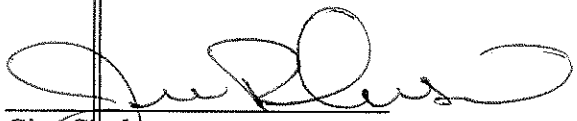
Nays: None.

Absent: Alderman Bledsoe.

So ordered this 21<sup>st</sup> day of May, 2019.

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
City Clerk  
Seal

# Minutes, City of Horn Lake, Horn Lake, Mississippi

Lawrence - Greenwood 09918 EPN111224

Order# 05-29-19

### Approval to Pay Dizzy Dean Baseball Participation Fees

Be it Ordered:

By the Mayor and Board of Aldermen to approve the payment of \$2,500.00 to Dizzy Dean Baseball for age groups 6, 7, 8, 9, 10, 11, 12, 13, 14, and 16 all star team participation fees (\$250 per age group).

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

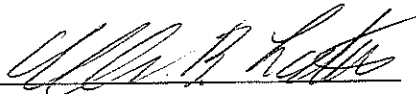
A roll call vote was taken with the following results:

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


Nays: None.

Absent: Alderman Bledsoe

So ordered this 21<sup>st</sup> day of May, 2019.

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
City Clerk  
Seal

Order# 05-30-19

### Approval to Purchase Dizzy Dean Patches

Be it Ordered:

By the Mayor and Board of Aldermen to approve the purchase of Dizzy Dean Patches in the amount of \$300.00.

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

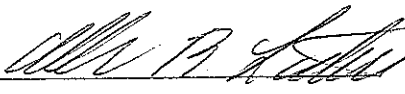
A roll call vote was taken with the following results:

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

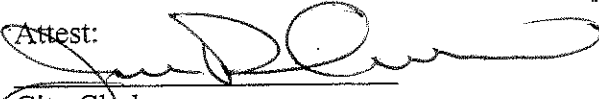
Nays: None.

Absent: Alderman Bledsoe

So ordered this 21<sup>st</sup> day of May, 2019.

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
City Clerk  
Seal



# Minutes, City of Horn Lake, Horn Lake, Mississippi

Lawrence - Greenwood 09918 EPN111224

Order# 05-31-19

### Approval of Travel Expenses – Richard Hill/Bryce Brasher

Be it Ordered:

By the Mayor and Board of Aldermen to approve the use of a City vehicle and payment of travel/hotel expenses for Richard Hill and Bryce Brasher to receive the State of Mississippi Medal of Valor Commendation in Vicksburg, MS on June 1-2, 2019.

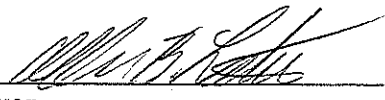
Said Motion was made by Alderman Jones and seconded by Alderman White.

A roll call vote was taken with the following results:

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

Nays: None.

So ordered this 21<sup>st</sup> day of May, 2019.

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
City Clerk  
Seal

Order# 05-32-19

### Approval of Revised Job Descriptions – Planning Department

Be it Ordered:

By the Mayor and Board of Aldermen to approve the Planning Department Revised Job Descriptions for Planning Director, Administrative Assistant for Planning, and Building Inspector.


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

A roll call vote was taken with the following results:

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

Nays: None.

So ordered this 21<sup>st</sup> day of May, 2019.

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
City Clerk  
Seal

# Minutes, City of Horn Lake, Horn Lake, Mississippi

Lawrence - Greenwood 09918 EPN111224

## City of Horn Lake Job Description – Planning Director (Revised 05/2019)

### Purpose of Position

Oversee the day-to-day activities of the Planning Department, provide guidance to the Mayor and Board concerning planning and zoning issues facing the city and develop and implement policies, plans and ordinances regarding planning and zoning.

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

### Major Duties and Responsibilities

Oversee the day-to-day operations of the Planning Department

- Oversee departmental employees' work to assure that all tasks are handled in a timely manner.
- Make decisions on administrative changes
- Set goals for the department
- File, type and answer telephone when needed

### Serve as City Planner

- Develop policies to determine how and where the City will grow
- Work with applicants to encourage efficient development of site plans and subdivisions
- Review and update the comprehensive plan for the city
- Consult with clients regarding proposed rezoning, planned developments and variances
- Explain procedural steps for developments and rezoning
- Negotiate access, buffering and other issues with commercial and residential developers
- Provide information about applicable laws, regulations and ordinances
- Correct past problems, when possible
- Work on special assignments as directed by the Mayor and the Board
- Write ordinances dealing with zoning, subdivisions and building construction, growth management and other related issues
- Recommend changes in current ordinances to maintain development standards for the city
- Update city maps and files for ongoing projects

### Review all plans and applications for new developments

- Review plans for developments as they are received
- Complete site inspections around the city
- Conduct land use evaluations of all proposed development sites
- Work with the City Engineer to discuss issues concerning subdivisions and streets

### Issue building permits

- Assist builder with completing permit forms
- Calculate valuation of construction and appropriate permit fee
- Issue receipt for permit fee
- Issue permit
- Give checks and cash to Planning Secretary for processing

### Answer questions and complains from citizens and developers

- Take complaint or question from caller or field personnel
- Answer questions if possible or refer to appropriate personnel

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- Check validity of complaint and make recommendation to resolve the problem

## **Perform administrative functions as required**

- File permits, plans, blueprints and other materials
- Write reports and recommendations
- Review and approve time sheets for all departmental employees

Perform the duties of all Planning Department personnel, as necessary

Perform other duties as directed

## **Knowledge, Skills and Abilities**

### **Knowledge**

- City land use ordinances
- Municipal processes
- Reading site plans
- Legal court cases in planning field and speech rights
- Fundamental Land Use Principles
- Transportation planning
- Municipal financial from planning perspective
- Housing information trends such as materials, roads and sidewalk ordinances
- General Municipal Infrastructure
- How to develop goals and objectives for physical development of city
- The operations of zoning and subdivision standards
- Design, architecture, trees, plan material, engineer, sociology and anthropology
- OSHA standards and regulations concerning employee safety
- Federal and state statues concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General function and operations of municipal government

### **Skills and Abilities**

- Public Speaking
- Computer knowledge
- Organization skills
- Prioritize daily work flow
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, etc., both oral and written
- Maintain confidentiality
- Able to visualize future implications
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Maintain professional composure in heated situations
- Develop, implement and follow departmental and City procedures
- Comply with storm water requirements and ensure that proper inspections are completed for all projects. For larger projects (if needed) coordinate with Neel Schaffer Engineering.

### **Job Context**

The Planning Director is a full-time, permanent position in the Planning Department. The immediate supervisor for this position is the Mayor. The person in this position is supervised on a weekly basis, and supervises three full-time employees. The Planning Director works regularly-scheduled hours year-round, with

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Lawrence - Greenwood 09918 EPN111224

frequent overtime and night work to attend Board and Commission meetings. 80% of the work for this position is indoors; 20% is outdoors and may require work done in all types of weather conditions. The position has accountability for monetary, fiscal, budgetary, safety and legal issues related to the work for which this position is responsible.

There is no exposure to chemicals and/or hazardous materials. The person in this position must have a valid driver's license, preferably a Master's degree in Urban Planning or equivalent, and at least five years of experience. AICP Certification is recommended. The stress level associated with this position is high. Physical work involved with this position includes typing, walking around project sites and up and down stairs.

FLSA: Exempt

REPORTS TO: Mayor

SUPERVISES: Assistant Planning Director, Building Inspector and Deputy Clerk/Administrative Assistant

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

\_\_\_\_\_  
Signature Acknowledging Job Description

\_\_\_\_\_  
Date

\* Revision adopted 05/21/201

**City of Horn Lake---Planning Department**  
**Job Description --- Administrative Assistant for Planning**  
**(Revised 05/07/2019)**

**Purpose of Position**

To maintain smooth flow of Planning Department Operations, processing of all permits and licensing and required documentation, organization and management of planning duties. Knowledge of City ordinances and Mississippi Board of Contractor regulations due to heavy citizen and contractor contact.

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

**Major Duties and Responsibilities**

- Assist customers with general questions
- Setup all building inspections
- Enter all permit applications into MUNIS Software
- Process all business licenses and enter into MUNIS Software
- Prepares file folders for each new project, commercial and residential
- Maintain accurate data base on all activities via spreadsheet and MUNIS Software
- Determine water and sewer tap fees, in addition to building and planning fees
- Manage and maintain contractor licensing

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- Maintain via MUNIS actual money received to match receipts
- Monitor and order all supplies necessary for efficiency of department
- Assist Planning Director as needed with preparing packages, Planning Commission and Design Review Board
- Prepare agenda's and take minutes of all Planning Commission meetings
- Complete daily deposits
- Prepares all correspondence necessary to various companies, contractors, vendors and citizens
- Maintain subdivision bonds and ensure bonds are collected in a timely manner
- Work collaboratively with the Building Inspector and Code Enforcement Officers to enhance customer service
- Log all inspections and complaints
- Manage all electronic data
- Manage all planning forms and applications up-to-date
- Answers and directs numerous calls, including but not limited to requests regarding subdivision, zoning and building regulations
- Assist customers in completing permit applications
- Answers and directs numerous calls
- Process public records requests
- May process notary requests
- Type memos
- Greet citizens
- Knowledge of general city operations and general City of Horn Lake information, for example: including but not limited to population, various demographics, etc.
- Attend the three (3) year Clerk program.
- Other duties as assigned

## Job Context

The Administrative Assistant position is a full-time and permanent position of the Planning Department. The immediate supervisor for this position is the Planning Director. The person in this position has no supervisory authority. This position works regular hours year round, although at times it may require more than the scheduled hours. The person in this position is never required to perform shift work and is never on call. This position is 95% indoors, while remaining 5% outdoors on community projects at times. This position has accountability for monetary and fiscal issues related to the work for which the position is responsible.

There is never exposure to chemicals and/or hazardous materials. The Administrative Assistant position may be required to attend relevant training to enhance skills with good math skills essential to the success of this position in order to calculate mechanical, plumbing, electrical and building permits by determining values. Knowledge of city zoning regulations is a must. This position requires a high school diploma or GED. Physical work involved with this position includes, but is not limited to, lifting file boxes and sitting for long periods as well as participating in special projects.

## Knowledge, Skills and Abilities

### Knowledge:

- City phone and computer system
- MUNIS municipal software
- Permits and license fees along with state and county regulations
- Construction codes and regulations
- Business licensing
- Basic accounting
- Federal and State statutes concerning the work of the department
- Mathematical skills, including additions, subtraction, division and multiplication
- General functions and operations of municipal government
- Mississippi Board of Contractor regulations
- Municipal law and procedures

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## Skills and Abilities

- Customer service skills
- Organizational skills
- Heavy research skills
- MUNIS municipal software
- Maintain patience
- Prioritize daily work flow
- Well motivated
- Positive attitude
- Work well within public
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Develop, implement, and follow departmental and City procedures
- Comply with storm water requirements and ensure that proper paperwork is completed by working with the Planning Director and Building Official.

FLSA: Non Exempt

REPORTS TO: Planning 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 them.

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

\_\_\_\_\_  
Signature Acknowledging Job Description

\_\_\_\_\_  
Date

Revision adopted 05/21/2019

**City of Horn Lake**  
**Job Description - Building Inspector**  
**(Revised 05/2019)**

### Purpose of Position

To inspect new and existing buildings and structures to enforce conformance to building, grading, and zoning laws and approved plans, specifications, and standards. To perform inspections on buildings, electrical and plumbing systems, as well as, perform all inspections required for new and rehabilitative construction and provide technical support to the Zoning and Planning Commission.

# Minutes, City of Horn Lake, Horn Lake, Mississippi

Lawrence - Greenwood 09918 EPN111224

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

## **Major Duties and Responsibilities**

### **Review plans prior to construction**

- Complete plan reviews and examine plot information
- Examine plans and property for compliance with all building codes and zoning ordinances
- Complete planning task list prior to construction beginning
- Stays abreast of construction trends and changes in applicable codes
- Reviews request for and issues building permits

### **Perform inspections of structures to meet codes**

- Schedule inspections as required by all building codes
- Inspect residential, commercial, industrial and other buildings during and after construction
- Perform inspections on concrete slabs, framework, rough-in and black-in, footings, floor framing, completed framing, chimneys, and stairways to ensure they meet provisions of building, grading, zoning, and safety laws and approved plans, specifications and standards.
- Explain inadequacies to clients and provide direction as to conformance
- Perform full inspections as needed
- Answer complaints, taking all needed information from complainant
- Perform a site inspection
- Write code violations as needed
- Interprets legal requirements and recommends compliance procedures to contractors, craft-workers, and owners
- Work closely with the Fire Chief to ensure safety

### **Enforces building codes and compliance**

- Work with owners, as needed, to attain compliance
- Follow-up to see if compliance has been met
- Review and make final recommendations on all matters of discipline
- Provide technical assistance to the Zoning and Planning Commission
- Interpret building codes and zoning ordinances, as needed
- Analyze and explain problems with site plans, as requested
- Keeps inspection records and prepares reports for use by administrative or judicial authorities.
- Provide reports on departmental activities as required or requested
- Comply with storm water requirements and ensure that proper inspections are completed for all projects. For larger projects (if needed) coordinate with Neel Schaffer Engineering.

### **Perform other duties as directed**

## **Job Context**

The Building Official is a full-time, permanent position in the Planning Department. The immediate supervisor for this position is the Director of Planning. The person in this position is supervised on a weekly basis, and indirectly supervises one full-time employee. The Building Official works regular hours most of the time, with some flexibility when the workload demands it. There is no night work required but overtime occasionally during prime construction season. There is no shift work involved with this position. The person in this position is never on call. This position is 2% indoor work and 98% outdoors and requires work done in all types of weather conditions. This position has accountability for budgetary, safety and legal issues related to the work for which this position is responsible.

# Minutes, City of Horn Lake, Horn Lake, Mississippi

Lawrence - Greenwood 09918 EPN111224

There is exposure to chemicals and/or hazardous materials on a monthly basis. This exposure includes, but is not limited to, cleaning solutions, building dust and particles, electrical currents, and possible asbestos. The Building Official / Chief Inspector must have a valid driver's license. The person in this position must have a high school diploma or its equivalent; training in building inspection and codes is strongly recommended. At least two years of experience in this or a related field is strongly recommended. The stress level associated with this position varies with activities and depends on the season and workload. Physical work involved with this position includes, but is not limited to, lifting, climbing up and down ladders, walking around construction sites, and performing inspections.

## Knowledge, Skills, and Abilities

### Knowledge

- Layout of City streets
- City codes, ordinances, and their numbering system
- City policy and procedures
- Code enforcement procedures
- Paperwork required for the department and the court system
- Standard building codes for residential and commercial development
- City codes and ordinances for residential and commercial development
- 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
- General functions and operations of municipal government
- Mathematical skills, including addition, subtraction, division and multiplication

### Skills and Abilities:

- Work under adverse conditions
- Read blue prints
- Grease trap inspections
- Interpret rules, regulations, laws and ordinances concerning building codes
- Use radios and other communications equipment
- Use standard department equipment properly
- Prioritize daily workflow
- Work as a team member with other employees
- Complete paperwork within specified time restraints
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees contractors, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Develop, implement and follow departmental and City procedures

FLSA: Non Exempt

REPORTS TO: Planning Director

SUPERVISES: N/A



# Minutes, City of Horn Lake, Horn Lake, Mississippi

Lawrence - Greenwood 09918 EPN111224

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

Signature Acknowledging Job Description

Date

Revision adopted: 5/21/2019

Order# 05-33-19

### Order to permit the use of Latimer Lakes Park – Southern Revolution

Be it Ordered:

By the Mayor and Board of Aldermen to permit the use of Latimer Lakes Park by Southern Revolution Promotions to hold Merchant Markets on June 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>, 22<sup>nd</sup>, and July 7<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>, and August 3<sup>rd</sup>, 4<sup>th</sup> of 2019, subject to the same conditions for the initial approval (Order #04-04-18).

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

A roll call vote was taken with the following results:

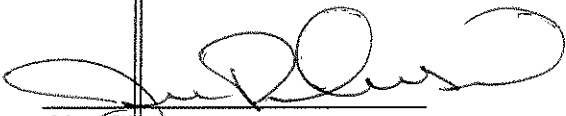
Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

So ordered this 21<sup>st</sup> day of May, 2019.

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
City Clerk  
Seal

\*\*Mayor/Alderman Correspondence – Mayor Latimer announced the Magnolia Festival dates which are Wednesday – Saturday, May 22<sup>nd</sup> – May 25<sup>th</sup>, 2019 and the Horn Lake Fire Department Fire Academy June 24<sup>th</sup> through the 28<sup>th</sup> for ages 7-12.

Alderman Bledsoe commended the Police Department for a job well done and stated he would support them as much as he can.

Alderman-at-Large White announced graduation dates for Horn Lake High and Lake Cormorant.

Chief Rowell – Provided statistics regarding crime rates, etc. that show a trend downwards contrary to the beliefs of Mr. Worthy during special guest/presentation.

# Minutes, City of Horn Lake, Horn Lake, Mississippi

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Keith Calvert – Invited everyone to awards banquet Friday at 7:00 p.m. Magnolia Festival begins Wednesday May 22<sup>nd</sup> through Saturday May 25<sup>th</sup>. Hours are 3 pm – 10 pm (Wed/Thurs) 3 pm – 10:30 pm (Friday) and 12 noon to 11 pm (Saturday). Movie in the Park is June 1<sup>st</sup>, Black Panther will be shown.

Order# 05-34-19

### Conditional Acceptance of Bid and Award of Contract – Horn Lake Road Project

Be it Ordered:

By the Mayor and Board of Aldermen to conditionally accept the bid of \$1,776,000 from and award the unit price construction contract to Ferrell Paving, Inc. for the Horn Lake Road Mill and Overlay project, subject to MDOT concurrence.

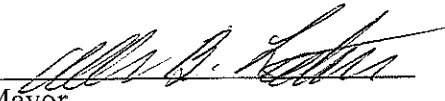
Said Motion was made by Alderman Jones and seconded by Alderman Bledsoe.

A roll call vote was taken with the following results:

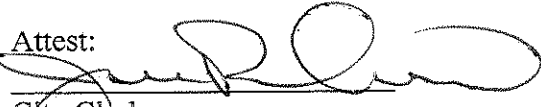
Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

So ordered this 21<sup>st</sup> day of May, 2019.

  
Mayor

Attest:

  
City Clerk  
Seal

Order# 05-35-19

### Determination to go Into Executive Session

Be it Ordered:

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

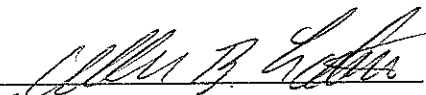
Said Motion was made by Alderman Jones and seconded by Alderman White.

A roll call vote was taken with the following results:


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

Nays: None.

So ordered this 21<sup>st</sup> day of May, 2019.

  
Mayor

Attest:

  
City Clerk  
Seal

# Minutes, City of Horn Lake, Horn Lake, Mississippi

Lawrence - Greenwood 09918 EPN111224

Order# 05-36-19

## 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.

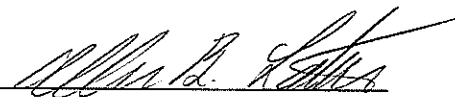
Said Motion was made by Alderman Roberts and seconded by Alderman Bledsoe.

A roll call vote was taken with the following results:


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

Nays: None.

So ordered this 21<sup>st</sup> day of May, 2019.

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
City Clerk  
Seal

Order #05-37-19

## Order to go into Executive Session

Be it Ordered:

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

- 1) Discussions of personnel matters in the Animal Control Department.
- 2) Discussions of personnel matters in the Public Works/Street/Utility Department.
- 3) Discussions regarding the location, relocation, or expansion of a business or an industry.

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

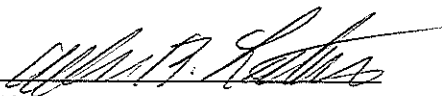
A roll call vote was taken with the following results:

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

Nays: None.

Absent: None.

So ordered this 21<sup>st</sup> day of May, 2019.

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
City Clerk  
Seal

# Minutes, City of Horn Lake, Horn Lake, Mississippi

Lawrence - Greenwood 09918 EPN111224

Order# 05-38-19

### Order to Extend Time

Be it Ordered:

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

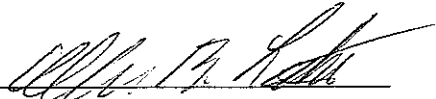
Said Motion was made by Alderman Jones and seconded by Alderman Roberts.

A roll call vote was taken with the following results:


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

Nays: None.

So ordered this 21<sup>st</sup> day of May, 2019.

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
City Clerk  
Seal

\*\* The motion to extend time was made at approximately 9:28 p.m., while the Mayor and Board were in executive session.

Order #05-39-19

### 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 Jones and seconded by Alderman Roberts.

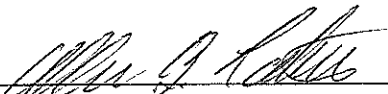
A roll call vote was taken with the following results:

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

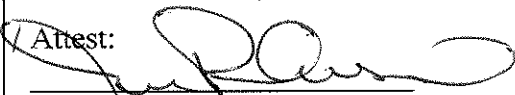
Nays: None.

Absent: Alderman Guice

So ordered this 21<sup>st</sup> day of May, 2019.

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
City Clerk  
Seal

\*\* Alderman Guice departed the meeting at the conclusion of Executive Session.

# Minutes, City of Horn Lake, Horn Lake, Mississippi

Lawrence - Greenwood 09918 EPN111224

Order #05-40-19

## Sponsorship of Rockabilly Hayride

Be it Ordered:

By the Mayor and Board of Aldermen to approve a payment in the amount of \$5,000 to Destin Music Group, LLC as a sponsorship of the proposed Rockabilly Hayride, payable from hotel/motel tax proceeds, finding that such event will promote the attributes of the City and/or promote the City's tourism and economic development, and further to consider approval of additional monthly sponsorship payments subject to the realization of the Rockabilly Hayride weekly concert series scheduled to begin August 10, 2019.

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

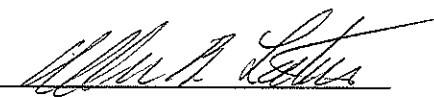
A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Guice

So ordered this 21<sup>st</sup> day of May, 2019.

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
City Clerk

Seal

Order #05-41-19

## 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 Jones, Alderman Johnson, and Alderman Roberts.

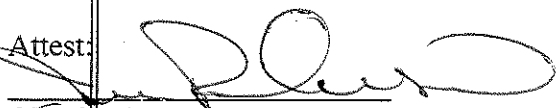
Nays: None.

Absent: Alderman Guice

So ordered this 21<sup>st</sup> day of May, 2019.

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
City Clerk

Seal

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The minutes for the May 21<sup>st</sup>, 2019 Mayor and Board of Aldermen meeting were presented to the Mayor for his signature on May 31, 2019.

  
\_\_\_\_\_  
City Clerk

# Minutes, City of Horn Lake, Horn Lake, Mississippi

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