

**MUNICIPAL DOCKET  
MAYOR AND BOARD OF ALDERMEN MEETING  
MAY 3, 2016 BEGINNING AT 6:00 P.M.**

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

Mayor Allen Latimer

**I. Vote on Municipal Docket**

**II. Consent Agenda**

- A. Approval of minutes for April 19<sup>th</sup>, 2016 Mayor and Board of Aldermen meeting.
- B. Request to hire of EMT Paramedic Fiodor Baraniuk with the Fire Department, at \$14.54 per hour, annual salary of \$45,917.32 plus benefits, effective May 8, 2016.
- C. Request to promote Steven Briscoe from Street Laborer to Mechanic under the Utility Department at \$13.86 per hour, annual salary \$28,828.80 effective May 8, 2016.
- D. Recommended suspension of Employee #326 for (3) three days, without pay, for violation of personnel policy #701.
- E. Request to hire the following 2016 Baseball Umpires for the Parks Department at the same rates approved in the 2015 season: Umpires - Rick Johnston, Harold Moncrief, and Jeremy Moore. Seasonal worker – Kalinda Leise.
- F. Resignation of Police Officer Tyler White to be effective May 5, 2016.
- G. Resignation of Fire Fighter/Paramedic Preston Boggan to be effective May 6, 2016.
- H. Resignation of Fire Fighter/Paramedic Richard Smith to be effective May 4, 2016.
- I. Resignation of IT Technician James Bradley to be effective May 6, 2016.
- J. Request regular payment of reimbursement loan request #3 for Twin Lakes Subdivision Water Improvement project.

**III. Claims Docket**

**IV. Special Guests / Presentations**

- A. Mayors Youth Council Graduation
- B. Natalie Clark: 2016 recipient – Robert Earl Brady Memorial scholarship
- C. Proclamation for The National Day Of Prayer
- D. Mrs. Montee Boulware Proclamation

**V. Personnel**

**VI. Planning**

- A. Case No. 1621 – City of Horn Lake – Request Text Amendment to the Zoning Ordinance for Architectural Standards.

**VII. New Business**

- A. Resolution for cleaning private property
- B. Request approval of Utility job descriptions: Utility Clerk and Lead Utility Clerk
- C. Request agreement with Sport Ngin for construction of Parks webpage services to conduct online registration, team roster, scores, update communication, and email contacts at the \$1,470 and yearly maintenance fee of \$845.00.

**VIII. Mayor / Alderman Correspondence**

**IX. Department Head Correspondence**

**X. Engineer Correspondence**

**XI. City Attorney Correspondence**

**XII. Executive Session**

**XIII. Adjourn**

May 3, 2016

Be it remembered that a regular meeting of the Mayor and Board of Aldermen of the City of Horn Lake, Mississippi was held on May 3, 2016 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 Lay, Alderman Pettigrew, Alderman Smith, Alderman Jones, Alderman Bledsoe, Alderman Roberts, Spencer Shields, Public Works Director, Danny Smith, Animal Control Director, Larry Calvert, Parks and Rec Director, Jim Robinson, City Clerk, Darryl Whaley, Police Chief, David Linville, Fire Chief, Arianne Linville, Human Resource Director, Tara Warren, Court Clerk, Vince Malavasi, City Engineer, and Billy Campbell, City Attorney.

Absent: Alderman White.

Order #05-01-16

**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 Smith and seconded by Alderman Pettigrew.

A roll call vote was taken with the following results:

Ayes: Alderman Lay, Alderman Pettigrew, Alderman Smith, Alderman Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: Alderman White.

So ordered this 3rd day of May, 2016.

\_\_\_\_\_  
Mayor

Attest:

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

Order #05-02-16

**Order to approve Consent Agenda**

Be It Ordered:

By the Mayor and Board of Aldermen to approve the Consent Agenda as follows, with noted changes to (B), (E), and (I):

- A. Approval of minutes for April 19<sup>th</sup>, 2016 Mayor and Board of Aldermen meeting.
- B. Request to hire of EMT Paramedic Fiodor Baraniuk with the Fire Department, at \$14.54 per hour, annual salary of \$45,917.32 plus benefits, effective June 1, 2016.
- C. Request to promote Steven Briscoe from Street Laborer to Mechanic under the Utility Department at \$13.86 per hour, annual salary \$28,828.80 effective May 8, 2016.
- D. Recommended suspension of Employee #326 for (3) three days, without pay, for violation of personnel policy #701.
- E. Request to hire the following 2016 Baseball Umpires for the Parks Department at the same rates approved in the 2015 season: Umpires - Rick Johnston, and Harold Moncrief.
- F. Resignation of Police Officer Tyler White to be effective May 5, 2016.
- G. Resignation of Fire Fighter/Paramedic Preston Boggan to be effective May 6, 2016.
- H. Resignation of Fire Fighter/Paramedic Richard Smith to be effective May 4, 2016.
- I. Resignation of IT Technician James Bradley to be effective May 1, 2016.
- J. Request regular payment of Cleveland Construction, Inc. application No. 1 in the amount of \$61,203.75, as a part of reimbursement loan request #3 for Twin Lakes Subdivision Water Improvement project.

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

A roll call vote was taken with the following results:

Ayes: Alderman Lay, Alderman Pettigrew, Alderman Smith, Alderman Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: Alderman White.

So ordered this 3rd day of May, 2016.

\_\_\_\_\_  
Mayor

Attest:

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



## CITY OF HORN LAKE

### BOARD MEETING

May 3, 2016

#### CLAIMS DOCKET RECAP C-050316 & D-050316

NAME OF FUND	TOTAL
GENERAL FUND	\$235,431.23
COURT COSTS	\$725.75
EXECUTIVE	\$818.86
LEGISLATIVE	\$1,603.82
JUDICIAL	\$8,006.42
FINANCIAL ADMIN	\$575.07
PLANNING	\$2,319.03
POLICE	\$25,082.81
FIRE & EMS	\$25,232.16
STREET DEPARTMENT	\$2,759.23
ANIMAL CONTROL	\$862.46
PARKS & REC	\$20,417.11
PARK TOURNAMENT	\$0.00
PROFESSION EXPENSE	\$37,139.71
DEBT SERVICES	\$0.00
HEALTH INSURANCE	\$109,888.80
LIBRARY FUND	\$9,714.97
ECONOMIC DEV. FUND	\$1,066.69
UTILITY FUND	\$151,860.54
<b>TOTAL DOCKET</b>	<b>\$398,073.43</b>

ACCOUNT DESC	AMOUNT	CHECK NO	FULL DESC
HEALTH INS PAYABLE	\$ 99,477.68	691870	MAY 2016 INSURANCE PREMIUMS
HEALTH INS PAYABLE	\$ 5,520.49	691869	Payroll Run 1 - Warrant 041416
HEALTH INS PAYABLE	\$ 4,890.63	691869	Payroll Run 1 - Warrant 042816
PROFESSIONAL SERVICES	\$ 149.23	691864	900-0193753-000 COPIER LEASE
PROFESSIONAL SERVICES	\$ 38.63	691864	900-0233526 COPIER LEASE
PROFESSIONAL SERVICES	\$ 66.92	691864	900-0230094-000 COPIER LEASE
PROFESSIONAL SERVICES	\$ 844.56	691868	520-0002843-000 AND002
NWRS LOAN PAYMENT	\$ 1,742.04	691867	GMS 50624
POSTAGE	\$ 215.00	691871	YEARLY PRESORT PERMIT FEES
UTILITIES	\$ 102.63	691865	INTERNET SERVICES 5633 TULANE RD
UTILITIES	\$ 6.74	691865	COMCAST SERVICE FIRE
UTILITIES	\$ 199.95	691866	INTERNET SERVICES CITY HALL
CAP LOAN	\$ 2,409.72	691867	GMS 50399
CAP LOAN	\$ 3,260.51	691867	GMS 50479
CAP LOAN	\$ 1,858.36	691867	GMS 50709
DEPOSITS ON HOLD - COURT BONDS	\$ 405.25	691957	PARTIAL CASH BOND REFUND
DEPOSITS ON HOLD - COURT BONDS	\$ 320.50	691956	PARTIAL CASH BOND REFUND
RECREATIONAL PROGRAMS	\$ 75.00	691954	PARKS REF CHILD NOT PLCD ON TEAM
FUEL & OIL	\$ 27.97	691911	FUEL BRILEY/ LATIMER
TRAVEL & TRAINING	\$ 753.40	691881	A LATIMER HOTEL WASHINGTON DC TRIP
TRAVEL & TRAINING	\$ 37.49	691874	WASHINGTON DC TRIP REIMB
TRAVEL & TRAINING	\$ 97.02	691903	WASHINGTON DC TRIP REIMB
TRAVEL & TRAINING	\$ 753.40	691881	D WHITE HOTEL WASHINGTON DC
TRAVEL & TRAINING-WD 5	\$ 753.40	691881	B PETTIGREW HOTEL WASHINGTON DC TRIP
CONTRACT PERSONNEL	\$ 500.00	691932	FINES DUE JUDGE
CONTRACT PERSONNEL	\$ 1,666.67	691887	PROSECUTOR FEE-APRIL 2016
CONTRACT PERSONNEL	\$ 1,333.34	691919	PROSECUTOR FEE-APRIL 2016

CONTRACT PERSONNEL	\$ 1,000.00	691938	PUBLIC DEFENDER FEE-APRIL 2016
OFFICE SUPPLIES	\$ 326.41	691886	COURT FORMS
PROFESSIONAL SERVICES	\$ 2,160.00	691979	COURT SOFTWARE
PROFESSIONAL SERVICES	\$ 400.00	691896	PROSECUTOR AND JUDGE FEE 4-19-16
PROFESSIONAL SERVICES	\$ 20.00	691919	PRELIMINARY HEARING-MACKEY
PROFESSIONAL SERVICES	\$ 200.00	691882	PROSECUTOR FEE 4-26-16
PROFESSIONAL SERVICES	\$ 200.00	691872	SAT AS PROSECUTOR 4-19-16
PROFESSIONAL SERVICES	\$ 200.00	691987	PROSECUTOR FEE-4-26-16
TRAVEL & TRAINING	\$ 267.00	691881	HOTEL ROOM J ROBINSON
TRAVEL & TRAINING	\$ 244.20	691881	TRAVEL TRAINING J ROBINSON RENTAL CAR
TRAVEL & TRAINING	\$ 63.87	691928	TRAVEL TRAINING REIMBURSEMENT
FUEL & OIL	\$ 21.08	691911	FUEL BRILEY/ LATIMER
PROFESSIONAL SERVICES	\$ 2,297.95	691950	GENERAL SVC-MARCH 2016
OFFICE SUPPLIES	\$ 34.95	691881	OFFICE SUPPLIES-POLICE
VEHICLE MAINTENANCE	\$ 420.00	691937	REPLACED THROTTLE BODY ASSEMBL
VEHICLE MAINTENANCE	\$ 15.00	691937	2296: MOUNT BALANCE OF 1 TIRE
VEHICLE MAINTENANCE	\$ 1,717.50	691937	REPAIRS FOR UNIT 4078
VEHICLE MAINTENANCE	\$ 22.00	691951	WIPERS UNIT 5493
VEHICLE MAINTENANCE	\$ 1,400.00	691976	TRANSMISSION FOR 1102
VEHICLE MAINTENANCE	\$ 2.17	691879	UNIT 3301: OIL FILTER
VEHICLE MAINTENANCE	\$ 15.90	691879	UNIT 0784: HEADLIGHT AND HEADL
VEHICLE MAINTENANCE	\$ 3.89	691879	UNIT 3301: HEADLIGHT
VEHICLE MAINTENANCE	\$ 29.30	691879	UNIT CE9940
VEHICLE MAINTENANCE	\$ 96.99	691879	UNIT 1108: BATTERY
VEHICLE MAINTENANCE	\$ 1.75	691879	UNIT 8424: OIL FILTER
VEHICLE MAINTENANCE	\$ 105.84	691933	2 5 GALLONS OF HAWAIIAN SHINE
EQUIPMENT PARTS & SUPPLIES	\$ 549.90	691983	EVIDENCE PROCESSING
UNIFORMS	\$ 131.75	691917	UNIFORMS - OFFICER SCHUETZ
UNIFORMS	\$ 317.82	691894	UNIFORMS: COBB

UNIFORMS	\$ 537.70	691894	NEW HIRE GEAR AND UNIFORMS FOR
UNIFORMS	\$ 347.48	691894	UNIFORMS FOR OFFICER CLARK
UNIFORMS	\$ 207.84	691894	UNIFORMS FOR ASHLEY JAMES
UNIFORMS	\$ 746.22	691894	UNIFORMS FOR SGT. HOOPER
UNIFORMS	\$ 207.84	691894	UNIFORMS FOR DISPATCHER JAMIE
UNIFORMS	\$ 343.24	691894	UNIFORMS FOR OFFICER HOWELL
FUEL & OIL	\$ 119.27	691918	UNIT 2296: NEW TIRE
FUEL & OIL	\$ 549.08	691937	UNIT 4078: TIRES
FUEL & OIL	\$ 2,187.86	691916	FUEL WEEK 04-11 TO 04-17-2016
FUEL & OIL	\$ 36.68	691984	USED OIL RETREVAL-STREET-UTILI
PROFESSIONAL SERVICES	\$ 188.00	691935	BOND RENEWAL D WHALEY
PROFESSIONAL SERVICES	\$ 20.00	691962	PEP TESTING: INVOICE 18070
TRAVEL & TRAINING	\$ 3,655.00	691904	MLEOTA CERTIFICATION: D. STEIN
TRAVEL & TRAINING	\$ 30.00	691927	EMD RETEST FOR KARLI AND SHANE
TRAVEL & TRAINING	\$ 600.00	691966	OFFICER INVOLVED SHOOTING AND
MACHINERY & EQUIPMENT	\$ 310.70	691890	Squadroom Projector
MACHINERY & EQUIPMENT	\$ 698.00	691921	DUTY AMMO
MACHINERY & EQUIPMENT	\$ 25.64	691881	CARD READER CODE ENFORCEMENT
POLICE TECH GRANT EXPENSE	\$ 9,407.50	691980	MDT'S FOR NEW FLEET
MEDICAL SUPPLIES	\$ 17.76	691981	UNIT 1 AND UNIT 3 SUPPLIES
MEDICAL SUPPLIES	\$ 893.08	691924	EMS SUPPLIES
MEDICAL SUPPLIES	\$ 209.75	691924	EMS SUPPLIES
MEDICAL SUPPLIES	\$ 70.67	691991	EMS SUPPLIES
MEDICAL SUPPLIES	\$ 114.47	691965	EMS OXYGEN
MEDICAL SUPPLIES	\$ 110.00	691941	MEDICAL WASTE PICKUP
VEHICLE MAINTENANCE	\$ 138.61	691981	SUPPLIES
VEHICLE MAINTENANCE	\$ 145.02	691943	PRIZM CAR WASH
VEHICLE MAINTENANCE	\$ 29.99	691951	BATTERY CHARGER
VEHICLE MAINTENANCE	\$ 4,361.39	691905	REPAIRS TO TRUCK 1

BUILDING & EQUIP MAINT	\$ 53.62	691981	STATION 1 SHOWER
BUILDING & EQUIP MAINT	\$ 29.62	691981	STATION 1 SHOWER
BUILDING & EQUIP MAINT	\$ 632.50	691960	REPAIR DOOR STATION 1
UNIFORMS	\$ 196.49	691944	UNIFORMS T HASKINS
FUEL & OIL	\$ 34.95	691951	OIL FOR 106
FUEL & OIL	\$ 444.35	691913	FUEL 4/11-4/17
PROFESSIONAL SERVICES	\$ 110.42	691920	MONTHLY EDI
UTILITIES	\$ 398.50	691906	6770 TULANE RD.
UTILITIES	\$ 535.59	691906	6363 HWY 301
UTILITIES	\$ 279.80	691906	5711 HWY 51 N.
UTILITIES	\$ 109.01	691877	6770 TULANE RD.-#182323
UTILITIES	\$ 69.40	691986	6363 HWY 301 # 948
TRAVEL & TRAINING	\$ 1,140.00	691945	INSTRUCTOR W GUSTAFSON, C HILL
TRAVEL & TRAINING	\$ 674.00	691958	ROOM FOR D LINVILLE, M BROWN CONF.
TRAVEL & TRAINING	\$ 182.00	691955	ROOM M CASEY CONF
TRAVEL & TRAINING	\$ 59.83	691953	MEAL REIMB. MAPFSE CONF.
EMSOF - DESIGNATED	\$ 14,191.34	691990	AUTOPULSE SYSTEM WITH PASS THR
CONTRACT PERSONNEL	\$ 320.00	691897	CONTRACT WORKER-DENNIS PEYTON-4/10-4/23-2016
MATERIALS	\$ 8.99	691951	MATERIAL FOR CLEANING PLEXI GLASS
MATERIALS	\$ 73.47	691879	MATERIAL FOR SHOP
VEHICLE MAINTENANCE	\$ 29.00	691889	VEH. MAINT. # 889-ST DEPT.
VEHICLE MAINTENANCE	\$ 64.56	691879	ANIT FREEZE AND CARB. CLEANER-VEH. MAINT.
BUILDING & EQUIP MAINT	\$ 272.00	691875	TIRES FOR BADBOY MOWER
BUILDING & EQUIP MAINT	\$ 79.80	691895	EQ. MAINT. -DEWEESE MOWER-ST DEPT.
BUILDING & EQUIP MAINT	\$ 69.98	691925	EQ, MAINT. # BAD BOY MOWER GAS MOWER-ST. DEPT.
BUILDING & EQUIP MAINT	\$ 329.95	691925	WEED EATER # S90R-EQ. MAINT. ST. DEPT.
BUILDING & EQUIP MAINT	\$ 52.95	691925	REF # 65894-----EQ, MAINT BELT-BADBOY MOWER GAS
BUILDING & EQUIP MAINT	\$ 160.71	691925	EQ. MAINT. -BADBOY DIESEL MOWER ST. DEPT

BUILDING & EQUIP MAINT	\$ 4.59	691951	FUEL FLITER -EQ. MAINT. BADBOY DIESEL MOWER
BUILDING & EQUIP MAINT	\$ 99.99	691951	FLOOR JACK
BUILDING & EQUIP MAINT	\$ 111.33	691970	EQ. MAINT. LAWN MOWER ST. DEPT.
BUILDING & EQUIP MAINT	\$ 347.24	691922	EQ. MAINT. DOZER-ST. AND UT DEPT.
UNIFORMS	\$ 75.58	691961	UNIFORMS FOR STREET AND UTILITY DEPTS.
FUEL & OIL	\$ 139.28	691915	FUEL P.W.-4/11-4/17-2016--BG2024874
FUEL & OIL	\$ 239.63	691914	FUEK P.W.-4/18-4/24-2016--BGB2024874
FUEL & OIL	\$ 36.66	691984	USED OIL RETREVAL-STREET-UTILI
STREETS/TRAFFIC LIGHTING	\$ 32.72	691906	HWY 302 @ TULANE RD
STREETS/TRAFFIC LIGHTING	\$ 25.21	691906	NAIL RD. @ HHWY 51
STREETS/TRAFFIC LIGHTING	\$ 15.54	691906	4188 GOODMAN RD. W.
STREETS/TRAFFIC LIGHTING	\$ 61.86	691906	HWY 51 @ GOODMAN RD.
STREETS/TRAFFIC LIGHTING	\$ 0.59	691906	NAIL RD. @ 301 HWY
STREETS/TRAFFIC LIGHTING	\$ 17.48	691906	HWY 302 @ HORN LAKE RD.
STREETS/TRAFFIC LIGHTING	\$ 22.46	691906	HWY 302 @ MALLARD CRK.
STREETS/TRAFFIC LIGHTING	\$ 21.78	691906	SHADOW OAKS PKWY NLGT
STREETS/TRAFFIC LIGHTING	\$ 45.88	691906	4035 SHADOW OAKS LGTS
CONTRACT PERSONNEL	\$ 360.00	691884	CONTRACT WORKER
BUILDING & EQUIP MAINT	\$ 148.60	691883	BLEACH ECOLYZER
BUILDING & EQUIP MAINT	\$ 122.32	691981	CLEANING SUPPLIES BUILD MAINT SUPPLIES
FUEL & OIL	\$ 37.87	691910	FUEL A.C.-4/18-4/24-2016-BG125819
UTILITIES	\$ 33.09	691906	6520 CENTER ST. E.
UTILITIES	\$ 160.58	691906	6464 CENTER ST. E.
MATERIALS	\$ 45.91	691981	FLOURESCENT LIGHT BULBS / OFFICE / BATTERIES
MATERIALS	\$ 89.55	691981	MATERIAL / FIELDS
MATERIALS	\$ 32.70	691981	WATER / PARK
MATERIALS	\$ 80.74	691951	BATTERY / GOLF CART
MATERIALS	\$ 54.99	691951	BATTERY / TORO
MATERIALS	\$ 18.62	691951	FUEL HOSE / FILTERS / PARK EQUIPT
MATERIALS	\$ 24.75	691963	MATERIAL / NOZZLE TIP

MATERIALS	\$ 6.66	691881	SUPPLIES
MATERIALS	\$ 16.98	691881	MATERIALS
MATERIALS	\$ 67.47	691985	MATERIAL / MOWING BLADES/ JOHN DEERE
VEHICLE MAINTENANCE	\$ 219.00	691937	TIRES / TORO # 20
VEHICLE MAINTENANCE	\$ 20.13	691951	PARTS / FORD RANGER
VEHICLE MAINTENANCE	\$ 3.99	691951	WIRE CAPS
VEHICLE MAINTENANCE	\$ 11.99	691951	ADAPT CABLE WIRE
VEHICLE MAINTENANCE	\$ 35.46	691951	CABLE WIRE
VEHICLE MAINTENANCE	\$ 34.85	691880	VEHICLE MAINTENANCE PARTS
UMPIRES	\$ 40.00	691930	UMPIRE 4/11-24/2016
UMPIRES	\$ 50.00	691939	UMPIRE 4/11-24/2016
UMPIRES	\$ 80.00	691878	REC UMPIRE 4/11-24/2016
UMPIRES	\$ 35.00	691971	UMPIRE 4/11-24/2016
UMPIRES	\$ 30.00	691891	UMPIRE 4/11-24/2016
UMPIRES	\$ 50.00	691923	UMPIRE 4/11-24/2016
UMPIRES	\$ 170.00	691988	UMIRE 4/11-24/2016
UMPIRES	\$ 35.00	691969	UMPIRE REC LEAGUE4/11-24/2016
UMPIRES	\$ 35.00	691968	UMPIRE 4/11-24/2016
UMPIRES	\$ 50.00	691931	UMPIRE
UMPIRES	\$ 50.00	691931	UMPIRE 4/11-24/2016
FUEL & OIL	\$ 67.72	691951	EQUIPMENT / MAINT
FUEL & OIL	\$ 213.37	691912	FUEL
PROFESSIONAL SERVICES	\$ 35.00	691978	PRE EMP SCREENING PARKS
UTILITIES	\$ 361.54	691906	5633 TULANE RD. BLD-A
UTILITIES	\$ 1,312.15	691906	5633 TULANE RD. BLD-B
UTILITIES	\$ 964.14	691906	5633 TULANE RD. BLD-D
UTILITIES	\$ 309.29	691906	5633 TULANE RD. BLD-F
UTILITIES	\$ 302.69	691906	5633 TULANE RD. BLD-TENN
UTILITIES	\$ 137.23	691906	RIDGEWOOD PARK COMM CSM
UTILITIES	\$ 121.12	691906	6955 TULANE RD. E.-GREG MAXEY PARK
UTILITIES	\$ 114.54	691906	3500 LAUREL CV -T. BURMA HOBBS PARK
UTILITIES	\$ 7.62	691906	RIDGEWOOD PARK COMM CSM-B
UTILITIES	\$ 30.29	691906	SHADOW OAKS PARK
UTILITIES	\$ 13.18	691906	7345 HURT RD.
UTILITIES	\$ 31.04	691906	5586 TULANE RD.

FIELD REPAIR & MAINTENANCE	\$ 7,466.20	691970	TURBO MOWERS (2)
MACHINERY & EQUIPMENT	\$ 7,466.20	691970	TURBO MOWERS (2)
OFFICE SUPPLIES	\$ 164.95	691967	BINDERS FOR UTILITY
OFFICE SUPPLIES	\$ 132.79	691989	OFFICE SUPPLIES
FACILITIES MANAGEMENT	\$ 64.20	691973	4/14/16 SHRED SERVICE
FACILITIES MANAGEMENT	\$ 531.35	691905	GEN. MAINT-CITY HALL
FACILITIES MANAGEMENT	\$ 375.00	691873	PEST CONTTROL CITY OF HORN LAKE
FACILITIES MANAGEMENT	\$ 361.50	691982	FAC. MANG.-PARKING LOT LIGHTS
PROFESSIONAL SERVICES	\$ 611.30	691950	GENERAL SVC-MARCH 2016
PROFESSIONAL SERVICES	\$ 90.05	691892	900-0222578-000 COURT COPIER LEASE
PROFESSIONAL SERVICES	\$ 185.00	691972	MEMBERSHIP FEES
PROFESSIONAL SERVICES	\$ 110.39	691902	MSD-C4502 PD
PROFESSIONAL SERVICES	\$ 17.06	691902	MSD-M301F DETECTIVE DIV
PROFESSIONAL SERVICES	\$ 72.51	691902	MSD-MP305 COURT
PROFESSIONAL SERVICES	\$ 50.68	691902	MSD-R2852 PD RECEPTION
PROFESSIONAL SERVICES	\$ 4.22	691902	MSD-M2553 FIRE #2
PROFESSIONAL SERVICES	\$ 10.42	691902	MSD-M301F SUBSTATION
DISTRESSED PROPERTY CLEANING	\$ 375.00	691934	3545 LAKEHURST
DISTRESSED PROPERTY CLEANING	\$ 400.00	691934	5151 WOODY
DISTRESSED PROPERTY CLEANING	\$ 100.00	691934	1349 ARBOR LAKE SOUTH
DISTRESSED PROPERTY CLEANING	\$ 150.00	691934	2765 NORMANDY
DISTRESSED PROPERTY CLEANING	\$ 150.00	691934	6785 PINEHURST
DISTRESSED PROPERTY CLEANING	\$ 225.00	691934	6700 GATEWOOD CIRCLE
DISTRESSED PROPERTY CLEANING	\$ 225.00	691934	3570 BRYN MAWR
DISTRESSED PROPERTY CLEANING	\$ 225.00	691934	7164 BRANDEE

FEES TO COUNTY JAIL	\$ 22,985.64	691900	MARCH 2016 JAIL & MEDICAL
POSTAGE	\$ 68.28	691908	POSTAGE SHIPPING AJ
POSTAGE	\$ 34.14	691908	POSTAGE SHIPPING COSTS
UTILITIES	\$ 3,127.35	691906	3101 GOODMAN RD. W.
UTILITIES	\$ 11.04	691906	7262 INTERSTATE DR.
UTILITIES	\$ 227.53	691906	7460 HWY 301
UTILITIES	\$ 52.33	691876	7460 HWY 301 # 315023
ROAD IMPROVEMENTS	\$ 333.00	691946	ROAD IMPROVEMENTS FOR E. CENTER ST.
ROAD IMPROVEMENTS	\$ 1,916.52	691948	RD. IMPROV.-NAIL ROAD OVERLAY-MARCH 2016
ROAD IMPROVEMENTS	\$ 386.76	691893	ROAD IMPROVEMENT FOR E. CENTER ST.
BUILDING & EQUIP MAINT	\$ 736.00	691888	APRIL 2016 JAN SAN @ MR DYE LIBRARY
UTILITIES	\$ 645.64	691906	2885 GOODMAN RD. W.
AD VAL OWED TO LIBRARY	\$ 8,333.33	691909	APRIL 2016 AD VAL COLLECTED
PROMOTIONS	\$ 600.00	691901	2016 SALUTE TO INDUSTRY GOLF TEAM SPONSORSHIP
PROMOTIONS	\$ 466.69	691936	TABLE CLOTHS
DCRUA ESCROW ACCOUNT	\$ 1,000.00	691898	5540 KINGSMAN DR HORN LAKE MS 38637
DCRUA ESCROW ACCOUNT	\$ 1,000.00	691898	5611 KINGSMAN DR HORN LAKE MS 38637
DCRUA ESCROW ACCOUNT	\$ 1,000.00	691898	5623 KINGSMAN DR HORN LAKE MS 38637
DCRUA ESCROW ACCOUNT	\$ 1,000.00	691898	5873 MATTHEW DR HORN LAKE MS
OTHER REVENUE	\$ 1,050.00	691959	SEWER TAP REFUND
MATERIALS	\$ 99.00	691940	MANHOLE REPAIRS-UT DEPT.
MATERIALS	\$ 570.00	691942	METER BOXS AND LIDS-MATERIAL UT DEPT.
MATERIALS	\$ 16.98	691975	METER BOX W/LID-MATERIAL UT DEPT.
MATERIALS	\$ 22.50	691975	SEWER REPAIR-4723 ALDEN LAKE D
MATERIALS	\$ 32.28	691974	BOOTS FOR GARY MAT. UT DEPT.
MATERIALS	\$ 19.86	691974	MATERIAL UT DEPT.
MATERIALS	\$ 34.18	691974	MATEREIAL FOR UT DEPT.
MATERIALS	\$ 76.44	691974	MATERIAL FOR UT DEPT.

MATERIALS	\$ 8.99	691974	MATERIAL FOR UT DEPT.
MATERIALS	\$ 18.40	691977	FORM LUMBER FOR DIESEL AND OIL TANKS
MATERIALS	\$ 73.46	691879	MATERIAL FOR SHOP
MATERIALS	\$ 911.50	691885	WATER TREATMENT MATERIAL- UT DEPT.
MATERIALS	\$ 88.50	691885	WATER TREATMENT MATERIAL UT DEPT.
MATERIALS	\$ 639.50	691885	WATER TREATMENT MATERIAL- UT DEPT.
VEHICLE MAINTENANCE	\$ 6.56	691907	VEH. MAINT. # 4118 UT DEPT.
VEHICLE MAINTENANCE	\$ 17.97	691929	VEH. MAINT. # 4118 UT DEPT.
VEHICLE MAINTENANCE	\$ 39.99	691879	VEH MAINT. UT DEPT.-# 4118
VEHICLE MAINTENANCE	\$ 147.58	691879	VEH. MAINT. # 4118 UT DEPT.
VEHICLE MAINTENANCE	\$ 37.39	691879	VEH. MAINT. # 4118 UT DEPT.
VEHICLE MAINTENANCE	\$ 64.56	691879	ANIT FREEZE AND CARB. CLEANER-VEH. MAINT.
BUILDING & EQUIP MAINT	\$ 49.00	691889	EQ. MAINT. UT TRAILER
BUILDING & EQUIP MAINT	\$ 100.00	691951	FLOOR JACK
BUILDING & EQUIP MAINT	\$ 2.40	691974	BLDING MAINT.-HOLLY HILLS WATER PLANT
BUILDING & EQUIP MAINT	\$ 1,437.73	691905	GEN. MAINT- HURT RD.
BUILDING & EQUIP MAINT	\$ 2,177.69	691905	GEN. MAINT.-WATER TREATMENT PLANTS
BUILDING & EQUIP MAINT	\$ 347.23	691922	EQ. MAINT. DOZER-ST. AND UT DEPT.
BUILDING & EQUIP MAINT	\$ 0.29	691902	MSD-5050N UT BILL PRINTER
BUILDING & EQUIP MAINT	\$ 35.48	691902	MSD-R2852 UTILITY
BUILDING & EQUIP MAINT	\$ 28.14	691902	MSD-161SP CITY SHOP
BUILDING & EQUIP MAINT	\$ 525.00	691964	EQ. MAINT. UT DEPT. CITY HALL
UNIFORMS	\$ 75.58	691961	UNIFORMS FOR STREET AND UTILITY DEPTS.
FUEL & OIL	\$ 554.75	691915	FUEL P.W.-4/11-4/17-2016--BG2024874
FUEL & OIL	\$ 401.54	691914	FUEK P.W.-4/18-4/24-2016--BGB2024874
FUEL & OIL	\$ 36.66	691984	USED OIL RETREVAL-STREET-UTILI
PROFESSIONAL SERVICES	\$ 565.23	691950	GENERAL SVC-MARCH 2016
PROFESSIONAL SERVICES	\$ 2,190.63	691949	WATER SYSTEM STUDY PHASE 2---3/1-3/31-2016

PROFESSIONAL SERVICES	\$ 1,303.62	691947	TWIN LAKE WATER SYSEM IMPROV.-CONST.-MARCH 2016
PROFESSIONAL SERVICES	\$ 22,776.83	691952	CLAIM # OAB 148218 01- POLICY 791000800
UTILITIES	\$ 1,758.61	691906	3101 GOODMAN RD. W.
UTILITIES	\$ 558.04	691906	6400 CENTER ST. E.
UTILITIES	\$ 11.58	691906	3400 TULANE RD. W.
UTILITIES	\$ 1,417.76	691906	NAIL RD.
UTILITIES	\$ 78.94	691906	KINGSTON ESTATE SPU
UTILITIES	\$ 65.15	691906	3259 NAIL RD.
UTILITIES	\$ 121.40	691906	LAKE FOREST LIFT ST.
UTILITIES	\$ 518.52	691906	6357 HURT RD. WELL COMM CSM
UTILITIES	\$ 11.53	691906	7268 HORN LAKE RD.
UTILITIES	\$ 164.71	691906	7240a WILLOW POINT DR.
UTILITIES	\$ 29.60	691906	5408a RIDGEFIELD DR.
UTILITIES	\$ 16.69	691906	7076 CHANCE RD.
UTILITIES	\$ 68.38	691906	DESOTO RD. PUMP
UTILITIES	\$ 138.72	691906	CROSS RD. PUMP
UTILITIES	\$ 15.43	691906	5921 CAROLINE DR.
UTILITIES	\$ 8.98	691906	5548 BLUE DR.
UTILITIES	\$ 83.84	691906	5900 TWIN LAKES DR.
UTILITIES	\$ 100.81	691906	5111 CAROLINE DR APT -R
UTILITIES	\$ 15.91	691906	5881 JACKSON DR.
UTILITIES	\$ 25.31	691906	5696 LAURIE CV APT- R
UTILITIES	\$ 103.45	691906	5768 CHOCTAW LIFT. PUMP
UTILITIES	\$ 35.48	691906	5536 WINTERWOOD DR.
UTILITIES	\$ 52.65	691906	6285 MANCHESTER DR.
UTILITIES	\$ 11.04	691906	7445 HICKORY ESTATES DR.
UTILITIES	\$ 17.00	691906	WELL @ HOLLY HILLS COMM CSM
UTILITIES	\$ 8.19	691906	HICKORY FOREST LIFT ST.
UTILITIES	\$ 126.22	691906	POPLAR FOREST LOT # 38
UTILITIES	\$ 38.65	691906	7356 SUSIE LN.
UTILITIES	\$ 10.22	691906	KINGSVIEW LAKE
UTILITIES	\$ 455.98	691906	4871 GOODMAN RD
UTILITIES	\$ 147.04	691906	5235 GOODMAN RD.
UTILITIES	\$ 9.79	691906	4959 PECAN AVE.
UTILITIES	\$ 11.28	691906	4585 PECAN AVE.
UTILITIES	\$ 10.75	691906	6652 ALICE DR.

UTILITIES	\$ 70.50	691906	4854 SHERRY DR.
UTILITIES	\$ 11.43	691906	4704 LAKE CV.
UTILITIES	\$ 121.34	691906	4410 SHADOW GLEN DR.
UTILITIES	\$ 624.81	691906	2885 MEADOWBROOK DR.
HL CREEK INTERCEPTOR SWR	\$ 46,666.60	691926	FLOW DATA-2/29-4/1-2016
SEWER MAINTENANCE EXP	\$ 50,006.18	691899	FLOW DATA MAY 2016
	<b>\$ 398,073.43</b>		



CITY OF HORN LAKE  
BOARD MEETING  
05/03/2016

Department	4/28/2016	Overtime Amount
Animal Control	\$4,455.39	\$0.00
Judicial	\$9,583.00	\$90.30
Fire/Amb	\$83,702.46	\$0.00
Fire/Budgeted OT	\$0.00	\$5,903.82
Fire/Non Budgeted OT	\$0.00	\$1,255.56
Fire/ST Non Budgeted OT	\$0.00	\$367.00
Finance	\$5,624.62	\$0.00
Legislative	\$4,219.63	\$0.00
Executive	\$3,753.00	\$0.00
Parks	\$12,086.36	\$16.50
Planning	\$4,352.58	\$0.00
Police	\$125,002.12	\$5,329.46
Public Works - Streets	\$11,989.06	\$0.00
Public Works - Utility	\$21,824.13	\$1,515.00
<b>Grand Total</b>	<b>\$286,592.35</b>	<b>\$14,477.64</b>

Order #05-03-16

**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 Lay and seconded by Alderman Roberts.

A roll call vote was taken with the following results:

Ayes: Alderman Lay, Alderman Pettigrew, Alderman Smith, Alderman Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: Alderman White.

So ordered this 3rd day of May, 2016.

\_\_\_\_\_  
Mayor

Attest:

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

- Special Presentation: The 2015-2016 Mayor's Youth Council officers Hajja Bah, Natalie Washington, and Jared Foster had opening remarks. Mayor Latimer and Arianne Linville presented each member with a certificated of recognitions. AJ presented Cole Bostick with a recognition award thanking him for his service with the Mayor's Youth Council.
- Special Presentation: Natalie Clark recipient of the Robert Earl Brady Memorial Scholarship thanked the City for the opportunity to receive the scholarship.

**THE CITY OF HORN LAKE**  
***Proclamation***

*Whereas,* our nation was founded on a firm and faithful bedrock, by men who turned to God for guidance through prayer, and prayerful reverence has since sustained our society and guided our government; and

*Whereas,* in 1775, the Continental Congress designated a National Day of Prayer, an action reaffirmed in 1952 when the United States Congress designated the first Thursday in May as an annual National Day of Prayer; and

*Whereas,* prayer allows us an opportunity to reflect and to seek guidance, strength, comfort and inspiration from Almighty God; and

*Whereas,* in these trying times, when the world is so unsettled and when so many brave citizens of Mississippi and the United States are far from home, making great sacrifices for those abroad and those here at home, prayer becomes all the more meaningful and important; and

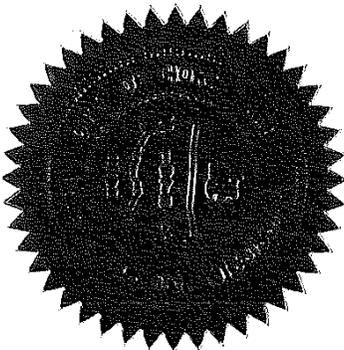
*Whereas;* this year marks the sixty-third observance of National Day of Prayer, and people will gather together across our nation to observe this important event.

**NOW, THEREFORE BE IT RESOLVED that I, Mayor Allen Latimer, do hereby proclaim Thursday, May 5, 2016 as:**

***THE NATIONAL DAY OF PRAYER***

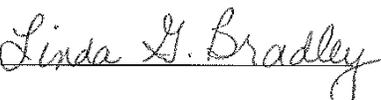
in the city of Horn Lake, Mississippi and:

**Further, I urge all citizens to join me in recognizing this important occasion with appropriate prayers for our city, our state and our nation.**



**IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Horn Lake, Mississippi to be affixed this 5th day of May, 2016.**

  
\_\_\_\_\_  
Mayor Allen Latimer

Attest: 

Date: May 5, 2016

*THE CITY OF HORN LAKE*

# PROCLAMATION

WHEREAS, Ms. Montee Boulware was born in Memphis on May 14, 1946, lived in other cities, and found her way to Horn Lake after her retirement of 30 years from the Wisconsin Department of Corrections where she held the position of Sergeant; and

WHEREAS, Montee was the first female State Patrol Officer in the state of Wisconsin; and

WHEREAS, she has been married to her husband Shaley for 34 years and is the mother of 3 children; and

WHEREAS, Montee is a dedicated volunteer for 3 organizations in the city of Horn Lake; 1) Keep Horn Lake Beautiful, where she has held the position of chairperson for the past 7 years, 2) Friends of the Horn Lake Library, 3) Seniors in Action; and

WHEREAS, Montee is respected and admired by all who know her; and

WHEREAS, Montee will be 70 years young on Saturday, May 14.

NOW, THEREFORE, I, Mayor Allen Latimer, do hereby proclaim Saturday, May 14, 2016 as "MRS. MONTEE BOULWARE DAY" in Horn Lake, Mississippi and urge all to join in paying tribute to Mrs. Boulware on her 70<sup>th</sup> birthday.

Mrs. Montee Boulware

May 14, 2016

IN WITNESS WHEREOF, I have hereunto set my  
Hand and caused the Seal of the City of Horn Lake,  
Mississippi to be affixed this 3<sup>rd</sup> day of May, 2016.

  
Mayor Allen B. Latimer

Attest:   
Date: May 3, 2016

- At this time the Mayor announced the Public Hearing on Planning Case No: 1621: zoning ordinance text amendment for architectural standards would be continued to the May 17, 2016 Mayor and Board of Aldermen meeting, without discussion and receiving no further comments or evidence.
- At this time the Mayor opened the Public Hearing on the properties alleged to be in need of cleaning. David Gorglione appeared as owner of 2664 Waverly and stated that he had spoken to the renter of the property, the front yard was not that bad, the back had weeds about a foot tall, but the renter has since mowed; he showed the Mayor, Board, and Police Chief pictures of the yard on his phone, but copies were not provided for the record. Mr. Gorglione was advised that the property would not be cleaned/assessed so long as it was clean when the City crew/contractor arrived. Vincent Grady appeared as owner of 3155 Briarwood and stated his property was in foreclosure. He was advised that any clearing assessment would be levied against the property and not him personally. No one else appeared to speak or offer evidence to dispute the need for cleaning as provided by City Code Enforcement. The hearing was declared closed.

Resolution #05-01-16

**RESOLUTION FOR CLEANING PRIVATE PROPERTY**

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

1831 Thomas	2626 Heatherglenn Cove East	2664 Waverly
2791 Briarwood	3000 Fairmeadow	3090 Briarwood
3090 Normandy	3209 Edenshire	3455 Lakehurst Cove
5207 Brenda Cove	5585 Ingleside	5711 Chapel Hill
5781 Shannon	6095 Somerset	6180 Sandhurst
6495 Heather	6570 Embassy Circle	6575 Tulane
6640 Tulane	6921 Tulane East	7137 Durango
7294 Mallard Creek	7300 Horn Lake Road	Parcel 1089301100005100
Parcel 1089301100005200	Parcel 2081021800010300	7130 Willow Point
5291 Nail Road	6470 Heather	6620 Embassy Circle
6475 Southbridge Circle	3135 Briarwood	988 Goodman Road
5567 Kingsview Cove		

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 3, 2016 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; and

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 3, 2016 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 April 18-19, 2016.

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 Jones. And seconded by Alderman Roberts for adoption and the Mayor put said Resolution to a Roll Call Vote with the following results, to wit:

<b>ALDERMAN LAY</b>	<b>Aye</b>
<b>ALDERMAN BLEDSOE</b>	<b>Aye</b>
<b>ALDERMAN SMITH</b>	<b>Aye</b>
<b>ALDERMAN ROBERTS</b>	<b>Aye</b>
<b>ALDERMAN PETTIGREW</b>	<b>Aye</b>
<b>ALDERMAN JONES</b>	<b>Aye</b>
<b>ALDERMAN WHITE</b>	<b>Absent</b>

The resolution having received the proper vote of all Aldermen present was declared to be carried and adopted on the 3rd Day of May, **2016**.

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ALLEN LATIMER, MAYOR

ATTEST:

Order #05-04-16

**Order to approve Utility Job Descriptions**

Be It Ordered:

By the Mayor and Board of Aldermen to approve utility job descriptions: utility clerk and lead utility clerk.

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

A roll call vote was taken with the following results:

Ayes: Alderman Lay, Alderman Pettigrew, Alderman Smith, Alderman Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: Alderman White.

So ordered this 3rd day of May, 2016.

\_\_\_\_\_  
Mayor

Attest:

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

# City of Horn Lake---Utility Department

## Job Description --- Utility Clerk

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### Purpose of Position

Handle various utility clerk duties and other duties as set forth below and other duties as assigned.

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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

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- Receipt and post payments to customer utility accounts
- Assist customers with general questions
- Assist with various duties in utility department
- Answers and directs numerous calls
- Print and prepare all utility bills
- 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.
- Answer phones
- Other duties as assigned

### Job Context

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The Utility Clerk position is a full-time and permanent position of the Utility Department. The immediate supervisor for this position is the Lead Utility Clerk, followed by the Utility Manager, the Assistant Public Works Director and the Public Works/Operations Director. The work hours for this position are regular hours, year-round, occasionally requiring the applicant to work more than scheduled hours. This position does not require night work, or shift work, and the applicant will never be on call. This position is 100% indoors. The position handles monetary accountabilities and handles cash, checks, and other City receipts at times. The position holder is accountable for managing accounts. He/she is also accountable for assuring that there is no undue legal liability placed upon the City. The applicant of this position must have a valid driver's license and completed high school or completion of a GED. A minimum of two (2) years of experience is required for this position. The stress level associated with this position is moderate.

## Knowledge, Skills and Abilities

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### Knowledge:

- Computers
- Billing system
- Meter readings
- OSHA standards and regulations concerning employee safety
- Federal and State statutes concerning the work of the department
- Mathematical skills, including additions, subtraction, division and multiplication
- General functions and operations of municipal government

### Skills and Abilities

- Be able to diligently handle disgruntled citizens
- Customer service skills
- 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

**FLSA:** Non Exempt

**REPORTS TO:** Operations Director Public Works, Assistant Public Works Director, Utility Manager, Lead Utility Clerk

**SUPERVISES:** N/A

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

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Signature Acknowledging Job Description

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Date

\* Adopted 5/3/2016

## **City of Horn Lake---Utility Department**

### **Job Description --- Lead Utility Clerk**

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#### **Purpose of Position**

Under general supervision from the Utility Manager, train and assist with utility clerk duties and responsibilities as assigned.

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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
- Assist with various duties in utility department
- Answers and directs numerous calls
- Complete utility applications
- Verify information provided is correct for utility service
- Coordinates trash service requests
- Greet citizens
- Prepares information required for the preparation of reports

- Researches and resolves the most difficult and complex customer service issues
- Trains Utility Clerks as required
- Cross trains to assists in customer service functions as necessary
- Update online payments daily
- Process nightly drop box for payments
- Prepares detailed reconciliations for utility accounts
- Reconcile/batching out reports from daily payments
- Knowledge of general city operations and general City of Horn Lake information, for example: including but not limited to population, various demographics, etc.
- Receives telephone calls and citizen visits concerning utility billing or services
- Verify deposits
- Complete manual billing of Days and Horn Lake Water
- Process return checks (debit/credit)
- Prepares utility adjustments to customer accounts as necessary
- Other duties as assigned

## **Job Context**

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The Lead Utility Clerk position is a full-time and permanent position of the Utility Department. The immediate supervisor for this position is the Utility Manager followed by the Assistant Public Works Director and the Public Works/Operations Director and requires the position holder to meet with Utility Manager at least weekly. The work hours for this position are regular hours, year-round, occasionally requiring the applicant to work more than scheduled hours. This position does not require night work, or shift work, and the applicant will never be on call. This position is 100% indoors. The position handles monetary accountabilities and handles cash, checks, and other City receipts at times. The position holder is accountable for managing accounts. He/she is also accountable for assuring that there is no undue legal liability placed upon the City. The applicant of this position must have a valid driver's license and completed high school or completion of a GED. A minimum of five (5) years of experience is required for this position. The stress level associated with this position is moderate, but may be high at times depending on the situation.

## **Knowledge, Skills and Abilities**

---

### **Knowledge:**

- Computers
- Billing system
- Meter readings
- OSHA standards and regulations concerning employee safety
- Federal and State statutes concerning the work of the department
- Mathematical skills, including additions, subtraction, division and multiplication
- General functions and operations of municipal government

## Skills and Abilities

- Be able to diligently handle disgruntled citizens
- Works directly with other clerks to resolve billing issues and to improve processing and communication within departments
- Customer service skills
- 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

**FLSA:** Non Exempt

**REPORTS TO:** Operations Director Public Works, Assistant Public Works Director, Utility Manager

**SUPERVISES:** Utility Clerk(s) as assigned

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

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Signature Acknowledging Job Description

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Date

\* Adopted 5/3/2016

Order #05-05-16

**Order to enter agreement with Sport Ngin for the Park Department**

Be It Ordered:

By the Mayor and Board of Aldermen to approve an online/mobile service agreement with Sport Ngin for the construction of the Park & Rec Department sports registration webpage services, including but not limited to, online registration, team rosters, scores, update communications, and email contacts at the cost of \$1,470.00 setup and a yearly maintenance fee of \$845.00.

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

A roll call vote was taken with the following results:

Ayes: Alderman Lay, Alderman Pettigrew, Alderman Smith, Alderman Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: Alderman White.

So ordered this 3rd day of May, 2016.

\_\_\_\_\_  
Mayor

Attest:

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

Order #05-06-16

**Order to approve payment to Jeremy Weldon for services provided**

Be It Ordered:

By the Mayor and Board of Aldermen to approve payment to Jeremy Weldon for the cleaning of distressed properties. Invoices 323951 – 323957 for a total of \$4,080.00.

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

A roll call vote was taken with the following results:

Ayes: Alderman Lay, Alderman Pettigrew, Alderman Smith, Alderman Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: Alderman White.

So ordered this 3rd day of May, 2016.

\_\_\_\_\_  
Mayor

Attest:

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

Order# 05-07-16

**Determination to go Into Executive Session**

Be it Ordered:

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

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

A roll call vote was taken with the following results:

Ayes: Alderman Lay, Alderman Pettigrew, Alderman Smith, Alderman Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: Alderman White.

So ordered this 3rd day of May, 2016.

\_\_\_\_\_  
Mayor

Attest:

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

Order# 05-08-16

**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 Smith and seconded by Alderman Roberts.

A roll call vote was taken with the following results:

Ayes: Alderman Lay, Alderman Pettigrew, Alderman Smith, Alderman Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: Alderman White.

So ordered this 3rd day of May, 2016.

\_\_\_\_\_  
Mayor

Attest:

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

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

Order #05-09-16

**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 Lay, Alderman Pettigrew, Alderman Smith, Alderman Bledsoe, and Alderman Roberts.

Nays: Alderman Jones.

Absent: Alderman White.

So ordered this 3rd day of May, 2016.

\_\_\_\_\_  
Mayor

Attest:

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

\*\*\*\*\*

The minutes for the May 3, 2016 Mayor and Board of Aldermen meeting were presented to the Mayor for his signature on \_\_\_\_\_, 2016.

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