

**MUNICIPAL DOCKET
MAYOR AND BOARD OF ALDERMEN MEETING
JUNE 21, 2016 BEGINNING AT 6:00 P.M.**

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 June 7th, 2016 Mayor and Board of Aldermen meeting.
- B. Request to hire the following 2016 Baseball Umpires for the Parks Department at the same rates approved in the 2015 season: Umpires – Tanner Wammack, Terry Wammack, and Terry Malone.
- C. Request to hire seasonal workers Colton Smith and William Young for the Parks Department at the approved contract amount.
- D. Request to hire EMT Paramedic William Camarillo at the pay rate of \$14.54, annual salary of \$45,917.32, effective July 3, 2016.

III. Claims Docket

IV. Special Guests / Presentations

- A. Louis Patron: V.P. Operations – Rite Hite Personal Property Tax Exemption for the expansion with robotic welding the other initiatives.
- B. Scott Trapolino - Request to approve proposed the Joint Cities-County project to acquire New Aerial Photography in FY 2017.

V. Personnel

VI. Planning

- A. Case No. 1623 – Elizabeth Heiles with Carlson Consulting Engineers - Request Final Plat Approval – 4275 Goodman Road West.
- B. Case No. 1625 – William J. Brigrance with City Enterprise – Rezoning from C-4 Planned Commercial to C-3 General Commercial at 6723 U.S. Highway 51.
- C. Case No. 1626 – William J. Brigrance with City Enterprise – Conditional Use for a Used Car Dealership at 6723 U.S. Highway 51.
- D. Case No. 1628 – Text Amendment to Zoning Ordinance Regarding Signs
- E. Case No. 1629 – Zoning Map Amendment

VII. New Business

- A. Resolution for cleaning private property
- B. Request to approve the 2017 Police Traffic Services application from the Governor's office of Highway Safety in the amount of \$28,820.00
- C. Request approval for City Sponsored U.S. Flag page in the DeSoto Times/Tribune.
- D. Request approval of Finance Officer Job Description.
- E. Request approval of Public Works Job Description.
- F. Request approval of revised Court Department Job Descriptions.
- G. Request approval of Twin Lakes Subdivision Water Improvement project from Cleveland Construction for Estimate No. 2 in the amount of \$94,121.25.
- H. Request approval to accept the contract with Williams Pitts Beard, PLLC to conduct the 2015 City Financial Audit.
- I. Request approval of Municipal Attorney – Reappointment and Renewal of Contract and Services.

VIII. Mayor / Alderman Correspondence

IX. Department Head Correspondence

X. Engineer Correspondence

XI. City Attorney Correspondence

XII. Executive Session

XIII. Adjourn

June 21, 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 June 21, 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 White, Alderman Pettigrew, Alderman Lay, Alderman Smith, Alderman Jones, Alderman Bledsoe, Alderman Roberts, Spencer Shields, Public Works Director, Larry Calvert, Parks and Rec Director, Jim Robinson, City Clerk, Troy Rowell, Police Captain, David Linville, Fire Chief, Arianne Linville, Human Resource Director, Tara Warren, Court Clerk, Vince Malavasi, City Engineer, and Billy Campbell, City Attorney.

Absent: None.

Order #06-11-16

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 Roberts.

A roll call vote was taken with the following results:

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

Nays: None.

Absent: None.

So ordered this 21st day of June, 2016.

Mayor

Attest:

City Clerk
Seal

Order #06-12-16

Order to approve Consent Agenda

Be It Ordered:

By the Mayor and Board of Aldermen to approve the Consent Agenda as follows:

- A. Approval of minutes for June 7th, 2016 Mayor and Board of Aldermen meeting.
- B. Request to hire the following 2016 Baseball Umpires for the Parks Department at the same rates approved in the 2015 season: Umpires – Tanner Wammack, Terry Wammack, and Terry Malone.
- C. Request to hire seasonal workers Colton Smith and William Young for the Parks Department at the approved contract amount.
- D. Request to hire EMT Paramedic William Camarillo at the pay rate of \$14.54, annual salary of \$45,917.32, effective July 3, 2016.

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

Nays: None.

Absent: None.

So ordered this 21st day of June, 2016.

Mayor

Attest:

City Clerk
Seal

** At this time, Alderman Pettigrew recused himself from debating, discussing, and taking action on the approval of the Claims Docket, particularly as to payment(s) to DeSoto Turf. Alderman Pettigrew left the Board meeting room prior to the Claims Docket coming before the Mayor and Board of Aldermen and did not return until after the vote on the Claims Docket.



CITY OF HORN LAKE

BOARD MEETING

June 21, 2016

CLAIMS DOCKET RECAP C-062116 & D-062116

NAME OF FUND	TOTAL
GENERAL FUND	\$664,168.47
COURT COSTS	\$52,066.99
EXECUTIVE	\$0.00
LEGISLATIVE	\$1,944.00
JUDICIAL	\$2,760.00
FINANCIAL ADMIN	\$186.87
PLANNING	\$171.49
POLICE	\$11,877.66
FIRE & EMS	\$25,540.52
STREET DEPARTMENT	\$32,561.47
ANIMAL CONTROL	\$969.91
PARKS & REC	\$13,688.18
PARK TOURNAMENT	\$3,690.50
PROFESSIONAL EXPENSE	\$227,729.00
DEBT SERVICES	\$290,981.88
HEALTH INSURANCE	
LIBRARY FUND	\$8,333.33
ECONOMIC DEVELOPMENT FUND	\$25.00

UTILITY FUND

\$25,274.22

TOTAL DOCKET

\$697,801.02

VENDOR	VENDOR NAME	ORG DESC	ACCOUNT DESC	AMOUNT	CHECK NO	FULL DESC
1970	COMCAST	ADMINISTRATIVE EXPENSE	UTILITIES	\$105.90	692383	PARKS INTERNET TV
2012	TRUSTMARK NATIONAL B	ADMINISTRATIVE EXPENSE	LEASE/PURCHASE PMNT	\$103,905.03	692385	LEASE RADIO EQUIPMENT
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$65.00	692384	98-0052100 UTILITY REFUND
1970	COMCAST	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$85.60	692383	6357 HURT RD INTERNET
520	DEPARTMENT OF FINANC	GENERAL FUND	STATE FINES COST PAYABLE-A	\$37,730.74	692420	STATE COST-MAY 2016
5827	MISSISSIPPI DEPARTME	GENERAL FUND	STATE FINES COST PAYABLE-A	\$2,800.00	692491	INTERLOCK ASSESSMENTS-MAY 2016
520	DEPARTMENT OF FINANC	GENERAL FUND	STATE FINES COST PAYABLE-B	\$2,073.88	692420	STATE COST-MAY 2016
554	DESOTO COUNTY CHANCE	GENERAL FUND	DUE TO LAW LIBRARY	\$625.50	692421	LAW LIBRARY FEES- MAY 2016
549	DESOTO COUNTY CRIME	GENERAL FUND	DUE TO CRIMESTOPPERS	\$415.87	692423	CRIMESTOPPER FEES- MAY 2016
520	DEPARTMENT OF FINANC	GENERAL FUND	ADULT DRIVING TRAINING	\$40.00	692420	STATE COST-MAY 2016
465	DPS FUND 3747	GENERAL FUND	WIRELESS COMMUNICATION FEE	\$3,839.50	692432	WIRELESS FEES-MAY 2016
520	DEPARTMENT OF FINANC	GENERAL FUND	LIAB INSURANCE- STATE FIN	\$4,541.50	692420	STATE COST-MAY 2016
3067	DONNIE WHITE	LEGISLATIVE	TRAVEL & TRAINING	\$388.80	692430	SUMMER 2016 MML TRIP MILEAGE
1116	AMY LAY	LEGISLATIVE	TRAVEL & TRAINING- WD 1	\$388.80	692389	SUMMER 2016 MML TRIP MILEAGE
220	TOMMY BLEDSOE	LEGISLATIVE	TRAVEL & TRAINING- WD 2	\$388.80	692529	MILEAGE SUMMER 2016 MML TRIP
4353	CHARLIE ROBERTS	LEGISLATIVE	TRAVEL & TRAINING- WD 4	\$388.80	692406	SUMMER 2016 MML MILEAGE
1051	JOHN JONES JR	LEGISLATIVE	TRAVEL & TRAINING- WD 6	\$388.80	692476	SUMMER 2016 MML TRIP MILEAGE
1727	WILLIAM SEALE	JUDICIAL	PROFESSIONAL SERVICES	\$600.00	692541	SPECIAL JUDGE FEES 5- 31, 6-2,6-7-16
3185	SYSCON INC	JUDICIAL	PROFESSIONAL SERVICES	\$2,160.00	692521	COURT SOFTWARE
1702	FLEETCOR TECHNOLOGIE	FINANCIAL ADMINISTRATION	FUEL & OIL	\$36.87	692444	FUEL J ROBINSON
5801	LIPSCOMB & PITTS INS	FINANCIAL ADMINISTRATION	PROFESSIONAL SERVICES	\$150.00	692480	FIDELITY BOND RENEWAL A LINVILLE
1702	FLEETCOR TECHNOLOGIE	PLANNING	FUEL & OIL	\$21.49	692443	FUEL K BRILEY
1869	STEGALL NOTARY SERVI	PLANNING	PROFESSIONAL SERVICES	\$150.00	692518	NOTARY RENEWAL D FORBES
1567	PETTY CASH/DARRYL WH	POLICE	OFFICE SUPPLIES	\$21.37	692502	CAMERA CARD FOR DUI UNIT SCHUETZ
1795	SNAPPY WINDSHIELD RE	POLICE	VEHICLE MAINTENANCE	\$210.00	692512	UNIT 2296: NEW WINDSHIELD

2038	UNION AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$341.43	692536	UNIT 3482: CAT CONVERTER
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$6.91	692397	UNIT 0784: HEADLIGHT
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$27.99	692397	UNIT 3481: BRAKE PADS
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$2.17	692397	UNIT 8933: OIL FILTER
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$2.17	692397	UNIT 4079: OIL FILTER
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$2.17	692397	UNIT 9659: OIL FILTER
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$2.17	692397	UNIT 2296: OIL FILTER
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$21.62	692397	UNIT 3301: OIL FILTER
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$11.51	692397	UNIT 3300 OIL FILTER, WIPER BL
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$2.17	692397	UNIT 8424: OIL CHANGE
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$2.17	692397	UNIT 9672: OIL FILTER
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$11.45	692397	UNIT 4869: OIL FILTER
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$18.49	692397	UNIT 1103: HEADLIGHT BULBS
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$2.17	692397	UNIT 6366: OIL FILTER
2024	TURKS INC	POLICE	BUILDING & EQUIP MAINT	\$1,275.00	692534	EQ. MAINT. -P.W.- PRKS-P.D.-A.C.--FAC, MANG, CITY H
3157	J C PENNY	POLICE	UNIFORMS	\$0.50	692468	CLOTHING ALLOTMENT KEENE ADJ
3323	BANCORPSOUTH	POLICE	UNIFORMS	\$49.99	692398	UNIFORM PANTS WHALEY
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	\$2,403.94	692454	FUEL WEEK 05-23 TO 05-29-2016
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	\$2,270.50	692453	FUEL WEEK 05-30 TO 06-05-2016
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	\$2,570.69	692455	FUEL WEEK 06-06 TO 06-12-2016
463	DPS CRIME LAB	POLICE	PROFESSIONAL SERVICES	\$750.00	692431	MS CRIME LAB ANALYTICAL FEES JUNE 2016
1113	LAWRENCE PRINTING CO	POLICE	PROFESSIONAL SERVICES	\$644.99	692479	5,000 UNIFORM ARREST TICKETS
1648	ROCIC	POLICE	PROFESSIONAL SERVICES	\$300.00	692507	ROCIC SERVICE FEE
1935	THE COMMERCIAL APPEA	POLICE	PROFESSIONAL SERVICES	\$7.31	692525	AD AUCTION
3897	ST TREAS FD 3601, AG	POLICE	PROFESSIONAL SERVICES	\$224.00	692516	MAY 2016 NCIC
6001	MCNEAL GRAPHICS	POLICE	PROFESSIONAL SERVICES	\$408.80	692486	AFFIDAVIT BOOKS
2133	DARRYL WHALEY	POLICE	TRAVEL & TRAINING	\$59.75	692416	REIMBURSEMENT FOR TRAINING
5352	BEN SWAN	POLICE	TRAVEL & TRAINING	\$63.58	692400	LAWFIT TRAINING REIMBURSEMENT SWAN
5461	AMBERLYNN ORR	POLICE	TRAVEL & TRAINING	\$53.99	692387	LAWFIT TRAINING REIMBURSEMENT ORR

6023	DUSTIN WHITEAKER	POLICE	TRAVEL & TRAINING	\$75.35	692433	LAWFIT TRAINING REIMBURSEMENT WHITEAKER
3323	BANCORPSOUTH	POLICE	MACHINERY & EQUIPMENT	\$33.31	692398	TELEPHONE PD
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$9.80	692462	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$200.89	692462	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$169.10	692462	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$80.54	692462	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$810.05	692462	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$332.35	692462	EMS SUPPLIES
2202	ZOLL MEDICAL CORPORA	FIRE & EMS	MEDICAL SUPPLIES	\$86.59	692544	EMS SUPPLIES
4983	PREMIER AIR PRODUCTS	FIRE & EMS	MEDICAL SUPPLIES	\$120.39	692503	EMS OXYGEN
4983	PREMIER AIR PRODUCTS	FIRE & EMS	MEDICAL SUPPLIES	\$161.59	692503	EMS OXYGEN
4983	PREMIER AIR PRODUCTS	FIRE & EMS	MEDICAL SUPPLIES	\$131.16	692503	EMS OXYGEN
5817	BOUND TREE MEDICAL	FIRE & EMS	MEDICAL SUPPLIES	\$174.81	692401	EMS SUPPLIES
5824	STRYKER	FIRE & EMS	MEDICAL SUPPLIES	\$993.39	692519	CHARGER AND BATTERIES FOR STRE
430	COUNTRY FORD INC	FIRE & EMS	VEHICLE MAINTENANCE	\$882.05	692412	UNIT 3 AC REPAIR
1518	O'REILLY AUTO PARTS	FIRE & EMS	VEHICLE MAINTENANCE	\$9.09	692496	UNIT 1 REPAIRS
1518	O'REILLY AUTO PARTS	FIRE & EMS	VEHICLE MAINTENANCE	\$172.60	692496	UNIT 3 BATTERY
1518	O'REILLY AUTO PARTS	FIRE & EMS	VEHICLE MAINTENANCE	\$16.19	692496	UNIT 2
1518	O'REILLY AUTO PARTS	FIRE & EMS	VEHICLE MAINTENANCE	\$17.98	692496	ANTIFREEZE
926	THE HOME DEPOT	FIRE & EMS	BUILDING & EQUIP MAINT	\$19.98	692527	STATION 1 TOILET REPAIR
926	THE HOME DEPOT	FIRE & EMS	BUILDING & EQUIP MAINT	\$39.88	692527	COOLERS FOR ENGINES
926	THE HOME DEPOT	FIRE & EMS	BUILDING & EQUIP MAINT	\$54.97	692527	HOSE FOR PRESSURE SPRAYER
926	THE HOME DEPOT	FIRE & EMS	BUILDING & EQUIP MAINT	\$43.98	692527	SUPPLIES FOR STATION
1178	MAGNOLIA ELECTRICAL	FIRE & EMS	BUILDING & EQUIP MAINT	\$75.92	692481	BLDING. EQ. MAINT.- LIGHTS FIRE ST. 2
1199	MATHESON & ASSOCIATE	FIRE & EMS	BUILDING & EQUIP MAINT	\$425.00	692485	REPAIR PHONES AT ST 3
1296	MILLERS SMALL ENGINE	FIRE & EMS	BUILDING & EQUIP MAINT	\$37.98	692490	OIL FOR FUEL MIX FOR SMALL ENG
1525	OVERHEAD DOOR COMPAN	FIRE & EMS	BUILDING & EQUIP MAINT	\$200.00	692498	REPAIRS TO STATION 1
1736	S & H SMALL ENGINE	FIRE & EMS	BUILDING & EQUIP MAINT	\$28.49	692509	WEEDEATER HEAD
1812	SOUTHERN PIPE & SUPP	FIRE & EMS	BUILDING & EQUIP MAINT	\$21.42	692514	BLDING EQ. MAINT- FIRE ST. 2
1866	STATE CHEMICAL CO	FIRE & EMS	BUILDING & EQUIP MAINT	\$150.01	692517	STATION 3
5099	EMERGENCY EQUIP PROF	FIRE & EMS	BUILDING & EQUIP MAINT	\$767.95	692435	AIRPACK REPAIRS

5099	EMERGENCY EQUIP PROF	FIRE & EMS	BUILDING & EQUIP MAINT	\$774.60	692435	AIR PACK REPAIRS
5099	EMERGENCY EQUIP PROF	FIRE & EMS	BUILDING & EQUIP MAINT	\$1,439.45	692435	AIR PACK TESTING
5218	AMERICAN REFRIGERATI	FIRE & EMS	BUILDING & EQUIP MAINT	\$490.00	692388	SEMI ANNUAL MAINT STATION 3
2493	SGA TROPHY & AWARDS	FIRE & EMS	UNIFORMS	\$75.00	692511	UNIFORMS M JAMES
2493	SGA TROPHY & AWARDS	FIRE & EMS	UNIFORMS	\$60.00	692511	UNIFORMS RYAN MCENDREE
5099	EMERGENCY EQUIP PROF	FIRE & EMS	UNIFORMS	\$280.00	692435	UNIFORMS KATRINA JONES
1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	\$682.70	692452	FUEL 5/30-6/5
1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	\$467.46	692449	FUEL 6/6-6/12
1428	NFPA INTERNATIONAL	FIRE & EMS	PROFESSIONAL SERVICES	\$315.00	692495	MEMBERSHIP DUES
5297	GREENWAY HEALTH	FIRE & EMS	PROFESSIONAL SERVICES	\$110.42	692457	MONTHLY EDI
5870	SUPERIOR HEALTH	FIRE & EMS	PROFESSIONAL SERVICES	\$210.00	692520	PRE EMPLOYMENT SCREENINGS
5870	SUPERIOR HEALTH	FIRE & EMS	PROFESSIONAL SERVICES	\$105.00	692520	PRE EMPLOYMENT SCREENINGS
1356	ATMOS ENERGY	FIRE & EMS	UTILITIES	\$36.56	692394	5711 HWY 51 N.- #14787
1356	ATMOS ENERGY	FIRE & EMS	UTILITIES	\$88.03	692395	6363 HWY 301 #09L169147
2095	WALLS WATER ASSOCIAT	FIRE & EMS	UTILITIES	\$117.00	692538	6363 HWY 301-#948
2493	SGA TROPHY & AWARDS	FIRE & EMS	ADVERTISING	\$297.00	692511	FIRE ACADEMY FOR KIDS TSHIRTS
3323	BANCORPSOUTH	FIRE & EMS	ADVERTISING	\$154.88	692398	TROPHY FIRE ACADEMY
5877	SAMS CLUB DIRECT	FIRE & EMS	ADVERTISING	\$277.28	692510	FIRE ACADEMY
5877	SAMS CLUB DIRECT	FIRE & EMS	ADVERTISING	\$57.40	692510	FIRE ACADEMY
328	MICHAEL CASEY	FIRE & EMS	TRAVEL & TRAINING	\$65.00	692488	CONFERENCE DUES
1137	DAVID LINVILLE	FIRE & EMS	TRAVEL & TRAINING	\$58.59	692417	MEAL REIMB. FIRE CHIEF CONFERE
1388	MOTOROLA SOLUTIONS	FIRE & EMS	MACHINERY & EQUIPMENT	\$13,145.00	692492	5 APX 4500 MOBILES
4552	DENNIS B PEYTON	STREET DEPARTMENT	CONTRACT PERSONNEL	\$320.00	692418	CONTRACT WORKER-DENNIS PEYTON-5/22-6/4-2016
4552	DENNIS B PEYTON	STREET DEPARTMENT	CONTRACT PERSONNEL	\$160.00	692419	CONTRACT WORKER DENNIS PEYTON-6/5-6/11-2016
676	FARRELL CALHOUN COIN	STREET DEPARTMENT	MATERIALS	\$15.09	692438	SCOTCH TAPE FOR MAT. STREET SIGNS
1831	SOUTHAVEN SUPPLY	STREET DEPARTMENT	MATERIALS	\$11.98	692513	MATERIAL FOR STREET SIGNS LET
1831	SOUTHAVEN SUPPLY	STREET DEPARTMENT	MATERIALS	\$56.97	692513	R. BOOTS -REG.-RAY-WAYNE-MATERIAL STREET DEPT.
1831	SOUTHAVEN SUPPLY	STREET DEPARTMENT	MATERIALS	\$14.97	692513	MATERIAL FOR SHOP-ST. DEPT.
1831	SOUTHAVEN SUPPLY	STREET DEPARTMENT	MATERIALS	\$28.89	692513	MATERIAL TO FIX FENCE-3970 RAMBLEWOOD-ST. DEPT.

2016	TRACTOR SUPPLY CREDI	STREET DEPARTMENT	MATERIALS	\$14.99	692531	RUBBER BOOTS - TYLER-MAT. ST. DEPT
5260	WRG,LLC	STREET DEPARTMENT	MATERIALS	\$170.06	692542	MAT. UT AND ST. DEPTS-SHOP TOWELS - VEST & GLOVES
434	COVINGTON SALES & SE	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$60.01	692413	EQ. MAINT. DEWEESE MOWER-ST DE
680	FASTENAL COMPANY	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$10.75	692439	HEX CAP AND LOCK NUT -EQ. MAIN
1193	MARTIN MACHINE & SUP	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$49.00	692484	EQ.MAINT BUSHOG--- EQ. MAINT WATER TREATMENT PLANTS
1736	S & H SMALL ENGINE	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$74.52	692509	EQ. MAINT. CHAIN SAWS-STREET DEPT.
1831	SOUTHAVEN SUPPLY	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$8.99	692513	EQ. MAINT.-AIR COMP. SHOP-ST DEPT.
2084	GRAINGER	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$102.42	692456	TRAILER JACK-ST DEPT. TRAILER-EQ. MAINT.
3502	AUTO ZONE	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$45.12	692397	EQ. MAINT. BAD BOY DIESEL MOWE
3531	MID SOUTH AG EQUIPME	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$126.93	692489	EQ. MAINT.-IGN. SWITCH AND KEY-TS110 TRACTOR-ST
5645	TEMCO	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$81.72	692523	EQ. MAINT.-CROSS BEARING KIT-BATWING MOWER-ST
5645	TEMCO	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$173.50	692523	EQ. MAINT. -BATWING MOWER WHEELS-ST DEPT.
5712	PARAMOUNT UNIFORM	STREET DEPARTMENT	UNIFORMS	\$76.10	692499	UNIFORMS FOR STREET AND UTILITY DEPTS.
5712	PARAMOUNT UNIFORM	STREET DEPARTMENT	UNIFORMS	\$76.10	692500	UNIFORMS FOR STREET AND UTILITY DEPTS.
1702	FLEETCOR TECHNOLOGIE	STREET DEPARTMENT	FUEL & OIL	\$165.91	692451	FUEL P.W.-5/30-6/8-2016--BG2024874
1702	FLEETCOR TECHNOLOGIE	STREET DEPARTMENT	FUEL & OIL	\$192.12	692450	FUEL P.W. 6/6-6/12-2016- BG2024874
4624	THE DISCOVERY GROUP	STREET DEPARTMENT	PROFESSIONAL SERVICES	\$80.00	692526	PRE EMPLOYMENT SCREENINGS
528	DESOTO COUNTY ELECTR	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$5,316.00	692424	TRAFFIC LIGHT REPAIR-GOODMAN AND TULANE RD.- ST
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$102.29	692436	1007 GOODMAN RD. W.
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$19.20	692436	1025 HWY 302
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$17,706.86	692436	STREET LIGHTS
434	COVINGTON SALES & SE	STREET DEPARTMENT	MACHINERY & EQUIPMENT	\$4,519.30	692413	MAC. EQ.-#3122 JOHN DEERE TRAC
882	HERNANDO EQUIPMENT C	STREET DEPARTMENT	MACHINERY & EQUIPMENT	\$619.37	692463	WEED EATERS-MACH. EQ. ST. DEPT.
5966	WADE INC	STREET DEPARTMENT	MACHINERY & EQUIPMENT	\$2,162.31	692537	GEAR BOX -- U-JOINY FRGT. BATWING MOWER-MAC.EQ. ST
5798	BRANDON WALLACE	ANIMAL CONTROL	CONTRACT PERSONNEL	\$360.00	692403	CONTRACT WORKER
2024	TURKS INC	ANIMAL CONTROL	BUILDING & EQUIP MAINT	\$425.00	692534	EQ. MAINT. -P.W.-PRKS-P.D.-A.C.--FAC, MANG, CITY H
1702	FLEETCOR TECHNOLOGIE	ANIMAL CONTROL	FUEL & OIL	\$68.93	692446	FUEL A.C.-5/30-6/5-2016--BG125819

1702	FLEETCOR TECHNOLOGIE	ANIMAL CONTROL	FUEL & OIL	\$64.70	692445	FUEL A.C.-6/6-6/12-2016--BG125819
944	HORN LAKE WATER ASSO	ANIMAL CONTROL	UTILITIES	\$51.28	692465	E. CENTER ST.-SHOP AND ANIMAL CONTROL
5547	CRAIG A MOORE, JR	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$36.00	692414	CONTRACT WORK
5716	TAHERRAH NAFESSA JON	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$138.75	692522	CONTRACT WORK
5716	TAHERRAH NAFESSA JON	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$123.75	692522	CONTRACT PERSONNEL
5851	DYLAN A CEIDE	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$131.25	692434	CONTRACT WORK
5873	CHRISTIAN SAULSBERRY	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$93.75	692407	CONTRACT WORK
5986	NATHAN TATKO	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$105.00	692494	CONTRACT WORK
5988	TYREE BRYANT	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$131.25	692535	CONTRACT WORK
5755	COLLIN S. TATKO	PARKS & REC	OUTSIDE MAINTENANCE STAFF	\$195.00	692410	OUTSIDE MAINT
5755	COLLIN S. TATKO	PARKS & REC	OUTSIDE MAINTENANCE STAFF	\$190.00	692410	OUTSIDE MAINT
5910	KYLE WRIGHT	PARKS & REC	OUTSIDE MAINTENANCE STAFF	\$390.00	692477	FIELD MAINT/ OUTSIDE WORK
6013	RANNY WILLIAMS	PARKS & REC	OUTSIDE MAINTENANCE STAFF	\$385.00	692504	OUTSIDE MAINT
552	DESOTO COUNTY COOPER	PARKS & REC	MATERIALS	\$249.90	692422	MATERIAL / PAINTING THE BALL FIELDS
926	THE HOME DEPOT	PARKS & REC	MATERIALS	\$56.57	692527	MATERIAL
926	THE HOME DEPOT	PARKS & REC	MATERIALS	\$38.10	692527	HOMER LEAKPROOF / MATERIAL
926	THE HOME DEPOT	PARKS & REC	MATERIALS	\$137.48	692527	PARK OFFICE WATER/ SUPPLIES
926	THE HOME DEPOT	PARKS & REC	MATERIALS	\$70.65	692527	ECHO TIMMER LINE
926	THE HOME DEPOT	PARKS & REC	MATERIALS	\$80.39	692527	MATERIAL
926	THE HOME DEPOT	PARKS & REC	MATERIALS	\$59.33	692527	SUPPLY ./ PARK OFFICE
1040	JERRY PATE TURF & IR	PARKS & REC	MATERIALS	\$79.04	692473	EQUIPMENT / MATERIAL
1040	JERRY PATE TURF & IR	PARKS & REC	MATERIALS	\$146.15	692473	BLADES / MOWER
1518	O'REILLY AUTO PARTS	PARKS & REC	MATERIALS	\$51.89	692496	EQUIPMENT SERVICE
1831	SOUTHAVEN SUPPLY	PARKS & REC	MATERIALS	\$25.42	692513	PVC FITTINGS / WATER LINES
1831	SOUTHAVEN SUPPLY	PARKS & REC	MATERIALS	\$7.39	692513	MATERIAL
1180	MAGNOLIA TIRE	PARKS & REC	VEHICLE MAINTENANCE	\$249.00	692482	TIRE/ WHEEL/ BALANCE
5405	DON REED	PARKS & REC	UMPIRES	\$80.00	692429	TOURN UMPIRE 5/31/2016

5980	RYAN CUNDIFF	PARKS & REC	UMPIRES	\$70.00	692508	REC UMPIRE 5/31/2016
2024	TURKS INC	PARKS & REC	BUILDING MAINT	\$425.00	692534	EQ. MAINT. -P.W.- PRKS-P.D.-A.C.--FAC, MANG, CITY H
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	\$247.65	692448	FUEL
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	\$207.85	692447	FUEL
3426	LADD'S	PARKS & REC	BUILDING RENTAL	\$790.00	692478	RENTAL/ GOLF CARTS
4624	THE DISCOVERY GROUP	PARKS & REC	PROFESSIONAL SERVICES	\$240.00	692526	PRE EMPLOYMENT SCREENINGS
5870	SUPERIOR HEALTH	PARKS & REC	PROFESSIONAL SERVICES	\$100.00	692520	PRE EMPLOYMENT SCREENINGS
651	ENTERGY	PARKS & REC	UTILITIES	\$123.79	692436	FLOODS FAIRFIELD MEADOW PARK
651	ENTERGY	PARKS & REC	UTILITIES	\$39.36	692436	FLOOD LIGHT CHOCTAW PARK
3323	BANCORPSOUTH	PARKS & REC	PROMOTIONS	\$65.35	692398	PROMOTIONS
4355	CHAMPION AWARDS	PARKS & REC	PROMOTIONS	\$2,230.00	692405	T SHIRTS / TOURNAMENT
4623	TUBELITE COMPANY INC	PARKS & REC	PROMOTIONS	\$128.33	692533	BANNER MATERIAL FOR PROMOTION- PARKS
5906	PETTY CASH L CALVERT	PARKS & REC	PROMOTIONS	\$27.29	692501	MATERIAL
5967	DESOTO TURF	PARKS & REC	FIELD REPAIR & MAINTENANCE	\$1,850.00	692428	FERTILIZER
4318	TRI STATE TROPHY INC	PARKS & REC	AWARDS/TROPHIES	\$110.00	692532	TROPHIES
2493	SGA TROPHY & AWARDS	PARKS & REC	PARK SUPPLIES	\$3,297.00	692511	BASEBALL TROPHIES
5952	ATHLETIC HOUSE AT SN	PARKS & REC	PARK SUPPLIES	\$485.50	692392	BASEBALLS
193	JAMES CALVIN BURCH	PARK TOURNAMENTS	UMPIRES	\$235.00	692469	TOURN UMPIRE
4596	JOHN ACKERMAN	PARK TOURNAMENTS	UMPIRES	\$75.00	692475	TOURN UMPIRE 6/10- 12/2016
4694	MARK TATKO	PARK TOURNAMENTS	UMPIRES	\$205.00	692483	TOURN UMPIRE 6/10- 12/2016
4860	AUSTON A DEVOLPI	PARK TOURNAMENTS	UMPIRES	\$221.00	692396	TOURN UMPIRE 6/10- 12/2016
5359	ANDREW YEAGER	PARK TOURNAMENTS	UMPIRES	\$365.00	692390	TOURN UMPIRE 6/10- 12/2016
5393	HAROLD TREADWAY	PARK TOURNAMENTS	UMPIRES	\$75.00	692460	TOURN UMPIRE 6/10- 12/2016
5405	DON REED	PARK TOURNAMENTS	UMPIRES	\$80.00	692429	TOURN UMPIRE 6/10- 12/2016
5812	JERRY JOHNSTON	PARK TOURNAMENTS	UMPIRES	\$134.00	692472	TOURN UMPIRE
5844	ADAM SOWELL	PARK TOURNAMENTS	UMPIRES	\$383.00	692386	TOURN UMPIRE 6/10- 12/2016
5857	JEFFREY TARTT	PARK TOURNAMENTS	UMPIRES	\$240.00	692470	TOURN UMPIRE
5980	RYAN CUNDIFF	PARK TOURNAMENTS	UMPIRES	\$221.00	692508	TOURN UMPIRE 6/10- 12/2016
5981	DALLAS FANCHER	PARK TOURNAMENTS	UMPIRES	\$230.00	692415	TOURN UMPIRE
5984	TOMMIE BLEDSOE JR	PARK TOURNAMENTS	UMPIRES	\$230.00	692528	TOURN UMPIRE 6/10- 12/2016
5996	REGINALD JOHNSON	PARK TOURNAMENTS	UMPIRES	\$91.00	692505	TORUN UMPIRE 6/10- 12/2016
5997	WILKINS R RAYBON	PARK TOURNAMENTS	UMPIRES	\$180.00	692540	TOURN UMPIRE

6009	HAROLD MONCRIEF	PARK TOURNAMENTS	UMPIRES	\$273.00	692459	TOURN UMPIRE 6/10-12/2016
6020	JESSE DEAN	PARK TOURNAMENTS	UMPIRES	\$237.50	692474	TOURN UMPIRE 6/10-12/2016
6020	JESSE DEAN	PARK TOURNAMENTS	UMPIRES	\$25.00	692474	TOURN UMPIRE 5/27/2016
6021	BRANDON JORDAN	PARK TOURNAMENTS	UMPIRES	\$190.00	692402	TOURN UMPIRE 6/10-12/2016
1983	TOP MOST CHEMICAL &	ADMINISTRATIVE EXPENSE	CLEANING & JANITORIAL	\$290.48	692530	JANITORIAL SUPPLY-FIRE DEPT.
1505	OFFICE DEPOT CREDIT	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	\$39.98	692497	INK CARTRIDGES RODNEY
2024	TURKS INC	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	-\$425.00	692534	EQ. MAINT. -P.W.-PRKS-P.D.-A.C.--FAC, MANG, CITY H
950	HOSPITAL WING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$1,260.00	692466	2016 PAYMENT 2 OF 3
5840	F. O. GIVENS	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$5,590.72	692437	MAY 2016 ACCOUNTING FEES
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$202.54	692506	COPIER PLANNING
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$541.27	692506	PARKS COPIER
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$316.35	692506	COPIERS FIRE
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$417.75	692506	COPIER FINANCE
5580	JEREMY S WELDON	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	\$200.00	692471	1349 ARBOR LAKES DRIVE CUT DATE 06-08-2016
5580	JEREMY S WELDON	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	\$125.00	692471	3157 KIKI COVE CUT DATE 06-13-2016
5580	JEREMY S WELDON	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	\$250.00	692471	4200 SHARON CUT DATE 06-08-2016
5580	JEREMY S WELDON	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	\$255.00	692471	7245 NORTHBROOK CUT DATE 06-08-2016
5580	JEREMY S WELDON	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	\$215.00	692471	3285 GREENWAY CUT DATE 06-15-2016
5580	JEREMY S WELDON	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	\$200.00	692471	5567 KINGSVIEW COVE CUT DATE 06-15-2016
5580	JEREMY S WELDON	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	\$265.00	692471	5401 NAIL ROAD CUT DATE 06-15-2016
5580	JEREMY S WELDON	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	\$450.00	692471	PARCEL 2081021800010300 CUT DATE 06-15-2016
553	DESOTO COUNTY SHERIF	ADMINISTRATIVE EXPENSE	FEES TO COUNTY JAIL	\$15,319.82	692426	MAY 2016 JAIL & MEDICAL
687	FEDERAL EXPRESS CORP	ADMINISTRATIVE EXPENSE	POSTAGE	\$65.74	692440	POSTAGE AJ
5517	HASLER	ADMINISTRATIVE EXPENSE	POSTAGE	\$606.00	692461	POSTAGE
5472	SOUTHERN TELECOM	ADMINISTRATIVE EXPENSE	TELEPHONE EXPENSE	\$2,350.64	692515	LONG DISTANCE SERVICES
1356	ATMOS ENERGY	ADMINISTRATIVE EXPENSE	UTILITIES	\$21.46	692393	3101 GOODMAN RD. W. #1447305
1970	COMCAST	ADMINISTRATIVE EXPENSE	UTILITIES	\$3.37	692411	CABLE FIRE STATION
1970	COMCAST	ADMINISTRATIVE EXPENSE	UTILITIES	\$88.91	692411	INTERNET FIRE STATION
5495	ARROW DISPOSAL SERV	ADMINISTRATIVE EXPENSE	SANITATION CONTRACT EXPENSE	\$95,068.04	692391	MAY 2016 REFUSE SERVICE
702	FIRST REGIONAL LIBRA	LIBRARY EXPENSE	AD VAL OWED TO LIBRARY	\$8,333.33	692441	JUNE 2016 AD VAL COLLECTED

535	DESOTO ECON DEVELOP	ECONOMIC DEVELOPMENT	PROMOTIONS	\$25.00	692427	2ND QTR MEMBERSHIP LUNCHEON J ROBINSON
704	FIRST SECURITY BANK	DEBT SERVICE EXP	4.5 M STREET BOND	\$290,631.88	692442	SERIES 2011 BOND PMT ISSUE #540
704	FIRST SECURITY BANK	DEBT SERVICE EXP	PAYING AGENT FEE FOR BOND	\$350.00	692442	SERIES 2011 BOND PMT ISSUE #540
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	\$1,000.00	692425	LOT 59 6304 KINGS VIEW DR N HORN LAKE MS 38637
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	\$1,000.00	692425	LOT 101 5541 KINGSMAN DR HORN LAKE MS 38637
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	\$1,000.00	692425	LOT 60 6320 KINGSVIEW DR N HORN LAKE MS 38637
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	\$1,000.00	692425	LOT 58 6288 KINGSVIEW DR N HORN LAKE MS 38637
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	\$500.00	692425	LOT 75 3253 SCOTT FARMS CV HORN LAKE MS 38637
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	\$500.00	692425	LOT 79 3204 SCOTT FARMS CV HORN LAKE MS 38637
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	\$500.00	692425	LOT 76 3265 SCOTT FARMS CV HORN LAKE MS 38637
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MATERIALS	\$2,790.80	692487	MATERIAL FOR UT DEPT. METERS A
1423	NAPA AUTO PARTS	UTILITY SYSTEM	MATERIALS	\$193.55	692493	MAT. UT DEPT. -18"-15"-12"-ADJUSTABLE WRENCHES-UT
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	\$35.94	692513	INSECT KILLER FOR BREAK ROOM SHOP
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	\$38.77	692513	MATERIAL FOR UT DEPT.
5006	BRENNTAG MIDSOUTH	UTILITY SYSTEM	MATERIALS	\$925.00	692404	LIME-WATER TREATMENT MATERIAL- UT DEPT.
5006	BRENNTAG MIDSOUTH	UTILITY SYSTEM	MATERIALS	\$354.00	692404	CHLORINE-WATER TREATMENT MATERIAL-UT DEPT.
5006	BRENNTAG MIDSOUTH	UTILITY SYSTEM	MATERIALS	\$265.50	692404	CHLORINE- WATER TREATMENT MATERIAL-UT DEPT.
5260	WRG,LLC	UTILITY SYSTEM	MATERIALS	\$170.05	692542	MAT. UT AND ST. DEPTS-SHOP TOWELS - VEST & GLOVES
430	COUNTRY FORD INC	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$83.17	692412	VEH. MAINT. # 4992-M-UT DEPT.
430	COUNTRY FORD INC	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$85.64	692412	VEH. MAINT #4992-M-UT DEPT,
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$22.58	692496	VEH MAINT.-# 4118 UT DEPT.
3502	AUTO ZONE	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$21.00	692397	VEH. MAINT. # 2996 ORIFICE TOOL REMOVER- UT DEPT.
3502	AUTO ZONE	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$25.43	692397	V-BELT-VEH. MAINT. # 902 UT .
3502	AUTO ZONE	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$20.48	692397	VEH. MAINT, #2996-HEATER VALVE & ORIFICE TUBE-UT

3502	AUTO ZONE	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$6.10	692397	VEH. MAINT. # 2996- RADIATOR CAP-UT DEPT.
3502	AUTO ZONE	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$5.54	692397	VEH. MAINT. # 2996- UT DEPT.
4160	BATTERIES + BULBS	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$14.78	692399	VEH. MAINT. # 2350 UT DEPT.,
968	HYDRA SERVICE INC	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$2,511.50	692467	EQ. MAINT.-LAKE FOREST E.-ABS
968	HYDRA SERVICE INC	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$461.00	692467	ABB VFD- EQ. MAINT.- LAKE FOREST DR.-UT DEPT.
1180	MAGNOLIA TIRE	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$67.50	692482	EQ. MAINT. UT. TRAILER-TIRE
1193	MARTIN MACHINE & SUP	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$189.00	692484	EQ. MAINT. ON SODA ASH MOTOR M
1193	MARTIN MACHINE & SUP	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$196.00	692484	EQ.MAINT BUSHOG--- EQ. MAINT WATER TREATMENT PLANTS
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$360.00	692487	EQ. MAINT-WILLOW POINT -UT DEP
1929	TENCARVA MACHINERY C	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$288.09	692524	EQ. MAINT. -DEWSOTO RD. LIFT ST.-UT DEPT.
2024	TURKS INC	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$48.00	692534	COIL CLEANER FOR SHOP A.C.
2024	TURKS INC	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$48.00	692534	A.C. FILTERS FOR SHOP -UT DEPT.
2024	TURKS INC	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$24.00	692534	A.C. FILTERS FOR HURT RD. BLDING-UT DEPT.
2024	TURKS INC	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$425.00	692534	EQ. MAINT. -P.W.- PRKS-P.D.-A.C.--FAC, MANG, CITY H
2084	GRAINGER	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$108.36	692456	COUPLINGS-EQ. MAINT. GOODMAN RD. WAER PLNT-UT
2084	GRAINGER	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$37.35	692456	EQ. MAINT. - GOODMAN RD. WATER PLANT-UT DEPT.
5956	RJ YOUNG	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$263.00	692506	UTILITY BILL PRINTER
5712	PARAMOUNT UNIFORM	UTILITY SYSTEM	UNIFORMS	\$76.09	692499	UNIFORMS FOR STREET AND UTILITY DEPTS.
5712	PARAMOUNT UNIFORM	UTILITY SYSTEM	UNIFORMS	\$76.09	692500	UNIFORMS FOR STREET AND UTILITY DEPTS.
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	\$503.09	692451	FUEL P.W.-5/30-6/8- 2016--BG2024874
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	\$453.17	692450	FUEL P.W. 6/6-6/12- 2016- BG2024874
844	HANCOCK BANK CORPTRU	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$700.00	692458	HORNLAKEWS15 FEES
844	HANCOCK BANK CORPTRU	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$2,580.00	692458	MDBSP1205 FEES
2095	WALLS WATER ASSOCIAT	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$4,320.85	692539	SEWER ADMIN. FEE COLLECTED-MAY
5870	SUPERIOR HEALTH	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$100.00	692520	PRE EMPLOYMENT SCREENINGS
5472	SOUTHERN TELECOM	UTILITY SYSTEM	TELEPHONE & POSTAGE	\$243.24	692515	LONG DISTANCE SERVICES
379	COAHOMA ELECTRIC POW	UTILITY SYSTEM	UTILITIES	\$30.32	692408	LAKE FOREST DR. W. # 50302
379	COAHOMA ELECTRIC POW	UTILITY SYSTEM	UTILITIES	\$81.61	692409	HICKORY CREST #38399

944	HORN LAKE WATER ASSO	UTILITY SYSTEM	UTILITIES	\$9.75	692464	IRRIG WINDCHASE DR.
944	HORN LAKE WATER ASSO	UTILITY SYSTEM	UTILITIES	\$51.28	692465	E. CENTER ST.-SHOP AND ANIMAL CONTROL
5964	XYLEM DEWATERING	UTILITY SYSTEM	RENTAL EQUIPMENT	\$313.00	692543	PUMP RENTAL- PATRICIA TWIN LAKES- UT DEPT.
				\$697,801.02		



CITY OF HORN LAKE
BOARD MEETING
06/21/2016

Department	6/9/2016	Overtime Amount
Animal Control	\$4,495.39	\$0.00
Judicial	\$8,877.46	\$4.31
Fire/Amb	\$88,019.12	\$0.00
Fire/Budgeted OT	\$0.00	\$5,931.81
Fire/Non Budgeted OT	\$0.00	\$5,383.56
Fire/ST Non Budgeted OT	\$0.00	\$590.00
Finance	\$5,624.62	\$0.00
Legislative	\$4,219.63	\$0.00
Executive	\$2,873.00	\$0.00
Parks	\$12,570.06	\$279.19
Planning	\$4,352.58	\$0.00
Police	\$129,721.22	\$7,419.21
Public Works - Streets	\$10,436.76	\$5.37
Public Works - Utility	\$23,284.69	\$1,614.75
Grand Total	\$294,474.53	\$21,228.20

Order #06-13-16

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 White, Alderman Lay, Alderman Smith, Alderman Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: Alderman Pettigrew.

So ordered this 21st day of June, 2016.

Mayor

Attest:

City Clerk
Seal

- Special Presentation: Louis Patron with Rite Hite Products Corporation. Mr. Patron presented that Rite Hite was coming to request Personal Property Tax Exemption on the expansion of robotic welding automation equipment. Alderman Smith asked how many employees have they added in the past year. Mr. Patron stated they had hired around 13 new employees.

Order #06-14-16

Order to approve Personal Property Tax Exemption for Rite Hite.

Be It Ordered:

By the Mayor and Board of Aldermen to approve the Personal Property Ad Valorem Tax Exemption for Rite Hite, pursuant to MS Code 27-31-101 et seq., for a period of five (5) years beginning January 1, 2016; the true value of such personal property being \$1,206,834.07; and with said exemption excluding taxes levied for bond/debt service, special fire fund, and library.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: None.

So ordered this 21st day of June, 2016.

Mayor

Attest:

City Clerk
Seal

- Special Presentation: Scott Trapolino with DeSoto County GIS presented a request for a joint cities/county project for updating the aerial photography in 2017. Mr. Trapolino stated there have been around 3,700 new structures and 193 new homes constructed across the county. Mr. Trapolino stated there was a need and it was time to get new aerial photography in DeSoto County. He stated this cost share was done in 2004 and 2007, but 2013 costs were paid for by grants. The estimated cost for Horn Lake would be \$7,800. Mr. Trapolino stated he would try to find other funding to further reduce the costs. Mr. Trapolino stated this update would also aid with dispatch of Police and Fire Departments.

Order #06-15-16

Approval of GIS Aerial Photography

Be It Ordered:

By the Mayor and Board of Aldermen to approve the City's participation in the joint cities/county aerial GIS photography for 2017 at a cost not to exceed \$7,800.00.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: None.

So ordered this 21st day of June, 2016.

Mayor

Attest:

City Clerk
Seal

- At this time the Mayor and Board considered Planning Case No: 1623: Final Plat of Westberry #1 for the property at 4275 Goodman Road West. Keith Briley – Planning Director presented the Staff Report and stated this is for a one (1) lot commercial subdivision and is currently vacant with PUD zoning. Mr. Briley recommended approval along with the Planning Commission approval. Alderman Smith asked if this was where the carwash was going to be built. Mr. Dale Wilson (developer/owner) stated it was Car Wash USA and is a first class business. Mr. Wilson stated it would be similar to the location built in Hernando and will always have a staff attendant working the location.

Order #06-16-16

Approval of Case No 1623 Final Plat approval

Be It Ordered:

By the Mayor and Board of Aldermen to approve the final plat of Westberry #1, 1 Lot Subdivision, as presented, and subject to any Planning Commission and/or Staff comments or conditions.

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

Nays: None.

Absent: None.

So ordered this 21st day of June, 2016.

Mayor

Attest:

City Clerk
Seal

- At this time, Keith Briley – Planning Director informed the Mayor and Board that it had been determined that rezoning of the property located at 6723 U.S. Highway 51 was not necessary or required. Accordingly, no public hearing took place on Planning Case No. 1625, and no action was taken.
- At this time, the Mayor opened the Public Hearing for Planning Case No. 1626: Conditional Use Approval for a Used Car Dealership at 6723 U.S. Highway 51. Keith Briley – Planning Director presented the Staff Report and reviewed the applicant and conditional use having to meet the following four statements/factors: 1. Will this substantially increase traffic hazards or congestion? Mr. Briley stated it would not since nearly 16,000 per day travel the road. 2. It will not increase fire hazards. 3. It will not adversely affect the character of the neighborhood. 4. It would not overtax the public utilities. Mr. Briley recommended a (5) five year conditional use approval along with the Planning Commission approval. Mr. Briley stated before anything is done on the property, the applicant would need to present that to the planning office. Alderman Roberts asked if this would be a more upscale care dealership. William Brigrance gave some history on the Memphis Auto Auction dealership, and Larry Worthy stated it would be late model quality cars and trucks. Alderman Pettigrew asked for clarification on what type of upscale vehicles. Mr. Brigrance said that it would be late model crew cab trucks, family sedans, and SUVs. Alderman Pettigrew asked if the cars would be located on the front or back. Mr. Brigrance stated in the front. Alderman Pettigrew asked if this qualifies in the requirement under the 3 acre clause contained in footnote 34 of the zoning ordinance. Mr. Briley stated it did qualify under the 3 acres minimum size requirement. Alderman Smith asked about the condition of the parking lot. Mr. Brigrance stated it was not in bad condition but will need some repairs, and they would reseal and stripe the lot. Alderman Bledsoe asked if they would sell any wrecked cars. Mr. Brigrance stated no cars would be wrecked, no beaters, and there would be a Carfax report on all the vehicles. Alderman Jones asked for clarification that this would not be a tote-the-note type dealership. Mr. Brigrance stated that it would not be, as they would have financing institutions for that, and there would be no consignment sales. Alderman Roberts asked about the improvements in the front and signage. Mr. Brigrance stated they have plans to make improvements and are working on a site plan with Mr. Briley. Mayor Latimer asked if they were aware of the City's sign ordinance. Mr. Brigrance stated they were and would follow all ordinances. Francis J. Miller shared he was excited about this business. No one else appeared to speak. The hearing was declared closed.

Order #06-17-16

Approval of Conditional Use Used Car Dealership

Be It Ordered:

By the Mayor and Board of Aldermen to approve the conditional use for a used car dealership to be located at 6723 U.S. Highway 51 for a period of five (5) years, subject to any Planning Commission and/or Staff comments or conditions.

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 Lay, Alderman Pettigrew, Alderman Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: Alderman Smith.

Absent: None.

So ordered this 21st day of June, 2016.

Mayor

Attest:

City Clerk
Seal

- At this time the Mayor opened the Public Hearing for Planning Case No. 1628: Text Amendment to the Zoning Ordinance Regarding Signs. Keith Briley – Planning Director presented the Staff Report and stated the proposed amendments include definitions of various types of signs in an effort to clarify what is allowed or prohibited, as discussed and requested by the Board of Aldermen during previous meetings. Mr. Briley stated the Planning Commission reviewed the changes and recommended approval. Alderman Roberts asked for clarification on murals. Mr. Briley stated if adopted, this would prohibit murals, but a variance could be requested. Francis J. Miller asked how this affects political signs. Mr. Briley stated there is no change in the current regulation that political signs can be installed 45 days before the elections and must be removed 5 days after the election, except under the proposed addition, political signs may not be posted at any City-owned polling place until the day before an election. Mr. Bill Adelman asked how this affects the distance a sign can be off the road or other City properties. Mr. Briley stated it has no effect. Billy Campbell stated that the City's Park regulations ordinance prohibits signs in City Parks. Mr. Brian Moore stated we need diversity not uniformity. Mr. Moore stated this is very anti-business, he was for everybody, and uniformity is just another hurdle for private businesses to deal with. Mr. Moore stated that when the architectural standards were passed, he was surprised there was no mention of murals. Mr. Briley stated that murals were discussed during the passing of the architectural standards. Mr. Moore said that he was opposed to the amendments on the issue of liberty, as he wants everyone to have the right to paint a mural; it's good for all. No one else appeared to speak or offer evidence on the proposed amendments. The hearing was declared closed.

Ordinance #16-06-237

ORDINANCE OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF HORN LAKE, MISSISSIPPI, AMENDING THE ZONING ORDINANCE BY ADDING AND AMENDING VARIOUS SIGN REGULATIONS

WHEREAS, the Mayor and Board of Aldermen of the City of Horn Lake, Mississippi, are empowered, pursuant to Chapter 1 of Title 17 of the Mississippi Code of 1972, as amended, to establish, enforce, amend, supplement, or change zoning regulations; and

WHEREAS, pursuant to § 21-19-1 et seq., of the Mississippi Code of 1972, as amended, the Mayor and Board of Aldermen have the power to make regulations to secure the general health of the City; to preserve good order and peace of the City; and to adopt codes dealing with general public health, safety, and welfare; and

WHEREAS, pursuant to § Section 21-17-5, of the Mississippi Code of 1972, as amended, the Mayor and Board of Aldermen have the authority to adopt any orders, resolutions, or ordinances with respect to the municipal affairs of the City, which are not inconsistent with the Mississippi Constitution of 1890 or any other statute or law of the State; and

WHEREAS, the Mayor and Board of Aldermen have found and determined that it is necessary for the promotion and protection of the health, safety, and general welfare of the citizens of the City to amend the Zoning Ordinance to add and amend various sign regulations; and

WHEREAS, the City of Horn Lake Planning Commission (the "Planning Commission") scheduled a public hearing on the proposed amendments for the 23rd day of May, 2016; and

WHEREAS, notice of the May 23, 2016 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 May 23, 2016 Planning Commission meeting, the Planning Commission reviewed, considered, and approved the proposed amendments, and did thereafter, forward its recommendation to the Mayor and Board of Aldermen; and

WHEREAS, the Mayor and Board of Aldermen scheduled a public hearing on the proposed amendments for the 21st day of June, 2016, at 6:00 o'clock p.m.; and

WHEREAS, notice of the June 21, 2016 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; and

WHEREAS, at the time, date and place specified in the notice, the Mayor and Board of Aldermen did conduct a public hearing and received the Planning Commission's recommendation for approval, the Staff Report, and comments and/or evidence on the proposed amendments from those in attendance; and

WHEREAS, the Mayor and Board of Aldermen are familiar with the properties and existing land uses/regulations within the City, and in acting on this Ordinance, have duly considered the matters and facts within their personal knowledge; and

WHEREAS, the Mayor and Board of Aldermen have found and determined that the following regulations as set forth in this Ordinance are in the best interest of the citizens of the City.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Horn Lake, Mississippi, as follows:

SECTION 1. That all the findings of fact made and set forth in the preamble to this Ordinance shall be and the same are hereby found, declared and adjudicated to be true and correct.

SECTION 2. That Appendix A of the Code of Ordinances, City of Horn Lake, Mississippi, is hereby amended by adding the following definitions to ARTICLE VI. – Sign Regulations, Section C. - Definitions:

- Flag - Any exhibit made of flexible material which is mounted on a pole and which represents or symbolizes an organization, group, cause, event, activity, or unit of government.
- Balloon - A nonporous bag made of a light flexible material that when filled with air or a gas, that may or may not rise or float, and which is tethered to the ground, a building, or other structure that directs attention to a business, commodity, service, or entertainment conducted, sold, or offered.
- Sign, Bandit – A temporary sign constructed of portable materials such as corrugated plastic and is used as a means of temporary.
- Sign, Cabinet – A sign that contains all the text and/or logo symbols within a single enclosed cabinet and may or may not be illuminated.
- Sign, Feather Flags – Feather flags shall mean any portable banner made of cloth, canvas, plastic, or other flexible material that is designed or intended to move or blow in the wind. The structure of which is constructed of a single plastic or metal shaft driven in the ground with or without a frame or other supporting structure that is vertically elongated and attached to the shaft.
- Mural – Any pictorial or graphic representation painted on the exterior of a building, generally for the purposes of decoration or artistic expression, including but not limited to painting, fresco, or mosaic and not constituting a sign as herein defined.

SECTION 3. That Appendix A of the Code of Ordinances, City of Horn Lake, Mississippi, is hereby amended by deleting ARTICLE VI. – Sign Regulations, Section E. – Exempt Signs, number “10. Works of art which in no way identify a product, or convey a commercial message.” in its entirety.

SECTION 4. That Appendix A of the Code of Ordinances, City of Horn Lake, Mississippi, is hereby amended by adding the following to ARTICLE VI. – Sign Regulations, Section G. – Prohibited Signs:

- 24. Feather Flags
- 25. Pennant Signs
- 26. Murals
- 27. Bandit Signs
- 28. Balloons

SECTION 5. That Appendix A of the Code of Ordinances, City of Horn Lake, Mississippi, is hereby amended by adding the following sentence to the end of ARTICLE VI. – Sign Regulations, Section L. – Political Signs, number 3: Notwithstanding the foregoing, signs may not be posted at any City-owned polling place until the day before any election to which the sign refers, and must be removed the day after such election.

SECTION 6. This Ordinance shall become effective and be in full force from and after being certified by the City Clerk, signed by the Mayor or Board Majority, recorded in the ordinance book, published and after waiting one month after the date of passage.

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

Alderman White:	Yea
Alderman Pettigrew:	Yea
Alderman Lay:	Yea
Alderman Smith:	Yea
Alderman Jones:	Yea
Alderman Bledsoe:	Yea
Alderman Roberts:	Yea

The foregoing ordinance was adopted this the 21st of June, 2016.

Mayor

Attest:

City Clerk

Seal

- At this time the Mayor opened the Public Hearing for Planning Case No. 1629: City of Horn Lake Zoning Map Amendment. Keith Briley – Planning Director presented the Staff Report, along with Planning Commission’s recommendation for reduction in the size of the OTC historical overlay district. Alderman Pettigrew asked if this affects Dr. Parker’s building. Mr. Briley stated this does not change his building. Mr. Briley stated it would go from east of Dr. Parker’s lot down Goodman and stop at the vacant lot by the Wal-Mart market. Francis J. Miller asked for clarification that Dr. Parker’s building, the old church, and the Shriners building are still included. Mr. Briley and the Mayor/Board indicated they were included. No one else appeared to speak or offer evidence on the matter. The hearing was declared closed.

Ordinance #16-06-238

ORDINANCE OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF HORN LAKE, MISSISSIPPI, AMENDING THE OFFICIAL ZONING MAP BY REDUCING THE SIZE OF THE OLD TOWNE CENTER HISTORIC OVERLAY DISTRICT ("OTC")

WHEREAS, the City of Horn Lake, by and through its Director of Planning, initiated a proposed elimination or reduction of the Old Towne Center Historic Overlay District ("OTC"); and

WHEREAS, the City of Horn Lake Planning Commission (the "Planning Commission") scheduled a public hearing on the matter for the 23rd day of May, 2016; and

WHEREAS, notice of the May 23, 2016 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 May 23, 2016 Planning Commission meeting, the Planning Commission reviewed the matter and thereafter, approved a reduction in the size of the Old Towne Center Historic Overlay District ("OTC"), and did thereafter, forward its recommendation to the Mayor and Board of Aldermen; and

WHEREAS, on the 21st day of June, 2016, at 6:00 o'clock p.m., the public hearing on the matter 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 June 21, 2016 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 matter, 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 and others present; no objectors were present; and

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

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 amendment to the City of Horn Lake official zoning map as required by Appendix A of the Code of Ordinances, City of Horn Lake, Mississippi, have been satisfied or else waived, and specifically and to the extent necessary, the Mayor and Board of Aldermen do hereby find and determine that the character of the neighborhood in and

around the OTC has changed to such an extent as to justify the reduction in the size of the OTC, and that there is a public need for the reduction in the size of the OTC.

SECTION 3. That the Old Towne Center Historic Overlay District (“OTC”) be, and it is hereby reduced in size to include only the following properties:

<u>Tax ID Number</u>	<u>Approximate Acreage</u>
108834000 0000600	0.375
108834000 0000500	9.006
108834000 0002200	11.238
108834000 0002100	0.978
108834000 0002101	0.843
108834000 0000200	0.389
108834000 0000400	1.800
108834000 0000100	1.909
108834000 0001800	1.099
108834000 0000300	2.153
108834000 0000201	0.280

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.

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 Jones 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 Pettigrew:	Yea
Alderman Lay:	Yea
Alderman Smith:	Yea
Alderman Jones:	Yea
Alderman Bledsoe:	Yea
Alderman Roberts:	Yea

The foregoing ordinance was adopted this the 21st day of June, 2016.

Mayor

Attest:

City Clerk
Seal

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

Resolution #06-03-16

RESOLUTION FOR CLEANING PRIVATE PROPERTY

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

1772 Thomas	2727 Gulfrod Cove	2890 Devon Circle
4238 Highgate	5034 Gray Cove	5585 Ingleside
6070 Devon Circle	6085 Devon Circle	6772 Kirkland Cove
7386 Northbrook	7387 Northbrook	3020 Briarwood
6630 Embassy Circle	2284 Pappy Cove	Parcel 1087350000001500

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, June 21, 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 June 21, 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 June 6, 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:

ALDERMAN LAY	Aye
ALDERMAN BLEDSOE	Aye
ALDERMAN SMITH	Aye

ALDERMAN ROBERTS	Aye
ALDERMAN PETTIGREW	Aye
ALDERMAN JONES	Aye
ALDERMAN WHITE	Aye

The resolution having received the proper vote of all Aldermen present was declared to be carried and adopted on the 21st Day of June, **2016**.

Mayor

Attest:

City Clerk
Seal

Order #06-18-16

Order to approve the 2017 Police Traffic Services application

Be It Ordered:

By the Mayor and Board of Aldermen to approve the 2017 Police Traffic Services application from the Governor's office of Highway Safety in the amount of \$28,820.00 and to approve and authorize the Mayor to accept same and sign any necessary documents as may be required.

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

Nays: None.

Absent: None.

So ordered this 21st day of June, 2016.

Mayor

Attest:

City Clerk
Seal

- At this time, Alderman Roberts moved to sponsor the History of the U.S. Flag page in the DeSoto Times-Tribune at a cost of \$495.00. The motion died for lack of a second.

Order #06-19-16

Order to approve the Finance Officer Job Description

Be It Ordered:

By the Mayor and Board of Aldermen to approve the Finance Officer job description, as presented.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: None.

So ordered this 21st day of June, 2016.

Mayor

Attest:

City Clerk
Seal

City of Horn Lake – Finance/Administration

Job Description – Finance Officer

Purpose of the Position

The Finance Officer is responsible for financial operations of the City, fiscal accountability, and preparing the financial paperwork for the city's annual audit. The Finance Officer will assist the Administrative Team (City Clerk, Finance Director, Human Resources Director, and Accounts Payable/Deputy City Clerk) with clerical and administrative support as necessary and will perform other duties as assigned.

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.

Essential Job Functions

- Reconcile Bank Statements
- Audit preparation, financial statement preparation, inclusive of all related financial statement processes.
- Provides financial guidance and interpretation, ad-hoc financial reporting
- Maintain and reconcile General Ledger accounts
- Prepares and inputs monthly and adjusting journal entries, financial review and statement preparation, inclusive of financial statements for related entities
- Asset management, inclusive of fixed asset additions and disposals, maintenance and reporting
- Cash management; ensure debt service payments, debt service requirements, procurement of leasing and bonds
- Maintains internal control system and ensure compliance with accounting and auditing standards

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, type and ten key. The employee is occasionally required to climb, balance, stoop, kneel, crouch, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Knowledge, Skills and Abilities

Knowledge of modern governmental accounting theory, principles and practices including federal and state laws/regulations relevant thereto; considerable knowledge of internal control procedures and management information

systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB.

Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to establish and maintain effective working relationships with employees, city officials; ability to communicate effectively orally and in writing.

Tools and Equipment Use

Computer, calculator, telephone, copier and fax machine.

Job Context

The Finance Officer is a full-time position in the Finance & Administrative Department. The immediate supervisor for this position is the City Clerk, followed by the Mayor. The person in this position is supervised daily under broad policy guidance from the City Clerk and/or Mayor and has no supervisory authority. This position works regular hours year round. The person in this position is never on call. This position works indoors 100% of the time indoors. The Finance Officer must attend seminars and educational opportunities, in order to stay abreast of trends and changes with governmental accounting and best practices.

There is no exposure to chemicals and/or hazardous materials. The person in this position must maintain a valid driver's license. This position requires a high school diploma or GED. Graduation from an accredited four-year college or university with a degree in accounting, Certified Public Account/CPA, and two years of progressively responsible municipal finance work or an equivalent of education and experience is preferred. The stress level associated with this position varies with activities, for example, meeting deadlines and auditing.

FLSA: Exempt

REPORTS TO: Mayor, City 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.

Signature Acknowledging Job Description

Date

* Adopted 06/21/2016

Order #06-20-16

Order to approve the Public Works Job Descriptions

Be It Ordered:

By the Mayor and Board of Aldermen to approve the Public Works job descriptions for Building/Equipment Maintenance Technician and Custodian, as presented.

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

Nays: None.

Absent: None.

So ordered this 21st day of June, 2016.

Mayor

Attest:

City Clerk
Seal

City of Horn Lake – Public Works

Job Description – Building/Equipment Maintenance Technician

Purpose of Position

Under supervision of the Director and/or Assistant Director of Operations, performs a variety of preventative maintenance and repair task on City facilities and equipment; performs preventative maintenance and makes repairs to electrical, plumbing, HVAC and other mechanical systems; maintains and repairs various equipment; may serve as a crew leader on assigned projects.

Major Duties and Responsibilities

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Monitors and maintains heating and air conditioning units by checking filters, cleaning evaporators and condenser cells, lubricating bearings and other moving parts and assisting with major HVAC projects
2. Uses computer for operation of HVAC
3. Perform electrical repairs to City buildings, fixtures, and equipment, including testing circuits to locate problems, replacing switches, outlets, and ballast, repairing and replacing motors and pumps, and related tasks
4. Performs plumbing repairs such as repairing leaks and unplugging drains and fixtures, replacing valves, and installing fixtures such as sinks, urinals, toilets, and performing other plumbing jobs
5. Performs carpentry and construction tasks such as the layout of walls and framing of walls for drywall, hanging and finishing drywall, repairing door frames, hanging doors, installing modular work stations, and installing suspended ceilings. Repairs office furniture and equipment
6. Performs interior and exterior painting, including repairing and preparing walls for painting and applying various types of paint. May require use of ladders. Applies caulking as necessary. Installs and repairs vinyl and other wall coverings
7. Performs grounds maintenance and/or coordinates
8. Moves desks, tables and other office furniture
9. Operates a motor vehicle to deliver supplies, pick up freight and make other deliveries
10. Performs minor repairs to mechanical equipment such as locks and security equipment, mowers and grounds equipment, maintenance equipment, appliances and kitchen equipment, and various other items.
11. Performs maintenance on departmental vehicles, includes changing oil, changing filters, lubricating, changing fluids, as well as repair and maintenance of other equipment
12. Utilizes welding equipment to repair equipment and fabricate parts
13. Performs other related duties as required or directed

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Methods, materials, equipment, and tools used in building, plumbing, electrical, HVAC and equipment maintenance
- Various mechanical systems of gasoline and diesel engines
- Standard practices, equipment and tools of the building and equipment maintenance
- Principles and practices of building and maintenance
- Methods and techniques of building and maintenance
- Occupational hazards and standard safety procedures
- Oil and petroleum products
- Safety procedures to avoid getting burned, bruised and/or scraped when performing tasks

Ability to:

- Perform a variety of duties in diagnosing, troubleshooting, repairing, and scheduling/performing maintenance of preventative buildings, plumbing, HVAC equipment and components.
- Climb ladders to paint and make repairs
- Walk on uneven terrain to make repairs as needed
- Inspect building, plumbing, HVAC equipment to diagnose mechanical, electrical and hydraulic problems and to determine corrective procedures.
- Perform a variety of repairs
- Ability to lift and move plumbing fixtures and other equipment involved in repair tasks
- Work in confined spaces
- Work in varying weather conditions
- Work in areas with loud noises
- Squat, stoop, kneel to maintain and repair facilities and equipment
- Estimate time and materials needed for work.
- Work with large moving parts of various equipment and exposure of solvents and various other chemicals
- Maintain a variety of shop and repair records and logs.
- Use various hand and power driven shop tools.
- Prepare and maintain clear and accurate reports.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions

Work is performed primarily in a shop and field environment with some travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to work extended hours including evenings.

Physical: Primary functions require sufficient physical ability and mobility to work in a mechanic shop environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Job Content

The Public Works Building and Equipment Maintenance Technician is a full-time, permanent position in the Public Works Department under supervision and specific direction from the Operations Director and/or Assistant Operations Director. The person in this position is supervised daily and works regularly scheduled hours throughout the year. This position is 50% indoors with 50% outdoors depending on the nature of the work performed. There is a high risk of exposure to chemicals and/or hazardous materials on a daily basis. The person in this position must hold a valid driver's license and a high school diploma or GED.

FLSA: Non - Exempt

REPORTS TO: Operations Director Public Works, Assistant Public Works 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.

Signature Acknowledging Job Description

Date

* Adopted 6/21/2016

City of Horn Lake---Utility Department

Job Description --- Custodian

Purpose of Position

This job consists of routine work to maintain the cleanliness of an assigned facility and grounds under the supervision of the Director and/or Assistant Director of Operations.

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.

Essential Job Functions

- Cleans buildings by sweeping, dusting, mopping, scrubbing, sealing, buffing, dumping trash cans, vacuuming, washing surfaces etc.
- Moves and stores furniture and equipment
- Removes snow and ice
- Requires extensive walking, stooping, pushing, carrying, climbing, bending and lifting
- Other duties as assigned

Examples of Work

- General building maintenance
- Clean bathrooms
- Dust
- Wash windows
- Scrub Walls
- Clean furniture
- Fill dispensers
- Move furniture
- Empty trash cans
- Floor maintenance – pick up trash, remove gum, vacuum, sweep, dry and wet mop, scrub, wax and buff
- Outdoor maintenance – pick up lawn debris, shovel snow, etc.
- Operate cleaning equipment – vacuum cleaner, scrubber, buffer, wet and dry mops, brooms

Job Context

The Custodian position is a full-time and permanent position of the Utility Department. The immediate supervisors for this position are 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 regularly scheduled hours. This position rarely requires night work, or shift work, and the applicant will rarely be on call. This position is 75% indoors with 25% outdoors. The applicant of this position must have a valid driver's license and completed high school or completion of a GED. The stress level associated with this position is low.

Knowledge, Skills and Abilities

Knowledge:

- OSHA standards and regulations concerning employee safety
- Knowledge of operating instructions for cleaning equipment and accident prevention
- Federal and State statutes concerning the work of the department

- General functions and operations of municipal government
- Safety devices and protective equipment
- Operations and supplies related to the job

Skills and Abilities

- Prioritize daily work flow
- Working knowledge of cleaning materials and equipment
- General cleaning of buildings and grounds
- Well motivated
- Ability to stand for long periods of time
- Ability to learn and practice acceptable cleaning methods
- Positive attitude
- Work well within public
- Work as a team member with other employees
- Meet specified or required deadlines
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Correct any conditions within the building or grounds that may be hazardous
- Develop, implement, and follow departmental and City procedures
- Performs other duties as assigned

FLSA: Non Exempt

REPORTS TO: Operations Director Public Works, Assistant Public Works 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.

Signature Acknowledging Job Description

Date

Order #06-21-16

Order to approve the Court Job Descriptions

Be It Ordered:

By the Mayor and Board of Aldermen to approve the Court job descriptions for Deputy Court Clerk I, Deputy Court Clerk II, Deputy Court Clerk III, Senior Deputy Court Clerk, and Municipal Court Clerk, as presented.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: None.

So ordered this 21st day of June, 2016.

Mayor

Attest:

City Clerk
Seal

City of Horn Lake –Court Department

Job Description – Deputy Court Clerk I

Purpose of Position

Performs a variety of general office/clerical duties which include answering phone, typing, filing, collecting funds and entering citations and other information in the computer and to provide support for the Municipal Court Clerk.

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

Major Duties and Responsibilities

Maintain all court files

- Process traffic citations for court docket
- Process all paperwork from an arrest for the court docket.
- Prepare copies of the docket and ensure that they are given to the necessary parties
- Provides information at the court window and on the telephone to defendants, attorneys and general public
- Receives legal documentation for filing, reviews documentation for appropriate signatures and format and forwards questionable documents to the Municipal Court Clerk
- Maintain and process all daily payments and fines.
- Enter all court orders and process any and all paperwork for proper filing with the Department of Public Safety.

Provide administrative support to the Municipal Court of Horn Lake

- Records, receipts and disburses various monies collected by the court in the form of fines, fees, restitution and bonds
- Determine through Dockets the status of failure to appear traffic tickets
- Prepare case folders for all individuals processed through the courts
- Input data, indexes, updates, maintains, correct errors and verify data on the computer
- As a courtroom clerk, keeps records for payments of fines, enters orders, processes fine payments, and provides assistance to Judges, Prosecutors and all other attorneys.

Provide other administrative duties

- Document general information on individuals
- Attends court
- Assist the public with all questions concerning the municipal court
- Process proper paperwork for Defensive Driving School and MASEP
- File papers, tickets, warrants, etc.

Perform other duties as directed

Job Context

The Deputy Court Clerk I is a full-time, permanent position in the Court Department. This is an entry-level, probationary position within the Court department. The immediate supervisor for this position is the Municipal Court Clerk and/or the Senior Deputy Court Clerk. The person in this position is supervised on a daily basis. The person in this position has no supervisory responsibilities. The Deputy Court Clerk I works regular hours most of the time, with some flexibility when required. This position requires occasional overtime when the workload demands it. There is some night work. The person in this position is never on call. 95% of the work for this position is indoors; 5% of the work is outdoors when transporting documents to court. The position has accountability for monetary, fiscal, 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 high school graduation or equivalent, prefer some additional coursework related to courts, data processing and related areas. Physical work involved with this position includes, but is not limited to, lifting file boxes, climbing stairs and sitting for long periods of time.

Knowledge, Skills and Abilities

Knowledge

- Knowledge of local and government accounting principles
- Court processes and procedures
- General departmental office procedures
- Proper grammar and use of English in speaking and writing
- Computerized software, including word processing and spreadsheets
- OSHA standards and regulations concerning employee safety
- Federal and state statutes and local ordinances concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Data entry skills
- Time management skills
- Organize and prioritize work
- Accurate typing and data entry using a personal computer
- Use various pieces of office equipment, including computers, photocopiers and facsimile machine
- Use a multi-line telephone system to answer and transfer calls
- Use a 10-key adding machine or calculator
- Prioritize daily workflow
- 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
- Follow departmental and city procedures

FLSA: Non-Exempt

REPORTS TO: Municipal Court Clerk, Senior Deputy Court 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.

Signature Acknowledging Job Description

Date

* Adopted 06/21/2016

City of Horn Lake –Court Department

Job Description – Deputy Court Clerk II

Purpose of Position

Performs a variety of general office/clerical duties which include answering phone, typing, filing, collecting funds and entering citations and other information in the computer and to provide support for the Municipal Court Clerk.

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

Major Duties and Responsibilities

Maintain all court files

- Process traffic citations for court docket
- Process all paperwork from an arrest for the court docket.
- Prepare copies of the docket and ensure that they are given to the necessary parties
- Provides information at the court window and on the telephone to defendants, attorneys and general public
- Receives legal documentation for filing, reviews documentation for appropriate signatures and format and forwards questionable documents to the Municipal Court Clerk
- Maintain and process all daily payments and fines.
- Enter all court orders and process any and all paperwork for proper filing with the Department of Public Safety.

Provide administrative support to the Municipal Court of Horn Lake

- Records, receipts and disburses various monies collected by the court in the form of fines, fees, restitution and bonds
- Determine through Dockets the status of failure to appear traffic tickets
- Prepare case folders for all individuals processed through the courts
- Input data, indexes, updates, maintains, correct errors and verify data on the computer
- Process Domestic Abuse Protection Orders for Court and to State database
- As a courtroom clerk, keeps records for payments of fines, enters orders, processes fine payments, and provides assistance to Judges, Prosecutors and all other attorneys.

Provide other administrative duties

- Document general information on individuals

- Attends court
- Assist the public with all questions concerning the municipal court
- Process proper paperwork for Defensive Driving School and MASEP
- File papers, tickets, warrants, etc.

Perform other duties as directed

Job Context

The Deputy Court Clerk II is a full-time, permanent position in the Court Department with a minimum of one (1) year experience with favorable evaluations and no disciplinary action within the previous year. The immediate supervisor for this position is the Municipal Court Clerk and/or the Senior Deputy Court Clerk. The person in this position is supervised on a daily basis. The person in this position has no supervisory responsibilities. The Deputy Court Clerk II works regular hours most of the time, with some flexibility when required. This position requires occasional overtime when the workload demands it. There is some night work. The person in this position is never on call. 95% of the work for this position is indoors; 5% of the work is outdoors when transporting documents to court. The position has accountability for monetary, fiscal, 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 high school graduation or equivalent, prefer some additional coursework related to courts, data processing and related areas. Physical work involved with this position includes, but is not limited to, lifting file boxes, climbing stairs and sitting for long periods of time.

Knowledge, Skills and Abilities

Knowledge

- Knowledge of local and government accounting principles
- Court processes and procedures
- General departmental office procedures
- Proper grammar and use of English in speaking and writing
- Computerized software, including word processing and spreadsheets
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Data entry skills
- Time management skills
- Organize and prioritize work

- Accurate typing and data entry using a personal computer
- Use various pieces of office equipment, including computers, photocopiers and facsimile machine
- Use a multi-line telephone system to answer and transfer calls
- Use a 10-key adding machine or calculator
- Prioritize daily workflow
- 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
- Follow departmental and city procedures

FLSA: Non-Exempt

REPORTS TO: Municipal Court Clerk, Senior Deputy Court 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.

Signature Acknowledging Job Description

Date

* Adopted 06/21/2016

City of Horn Lake –Court Department

Job Description – Deputy Court Clerk III

Purpose of Position

Performs a variety of general office/clerical duties which include answering phone, typing, filing, collecting funds and entering citations and other information in the computer and to provide support for the Municipal Court Clerk.

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

Major Duties and Responsibilities

Maintain all court files

- Process traffic citations for court docket
- Process all paperwork from an arrest for the court docket.
- Prepare copies of the docket and ensure that they are given to the necessary parties
- Provides information at the court window and on the telephone to defendants, attorneys and general public
- Receives legal documentation for filing, reviews documentation for appropriate signatures and format and forwards questionable documents to the Municipal Court Clerk
- Process and maintain failure to appeal cases and all paperwork related thereto
- Set bonds as needed for defendants in jail
- Assist Municipal Court Clerk and/or Senior Deputy Court Clerk in preparing and issuing warrants
- Maintain and process all daily payments and fines.
- Enter all court orders and process any and all paperwork for proper filing with the Department of Public Safety.

Provide administrative support to the Municipal Court of Horn Lake

- Records, receipts and disburses various monies collected by the court in the form of fines, fees, restitution and bonds
- Determine through Dockets the status of failure to appear traffic tickets
- Prepare case folders for all individuals processed through the courts
- Input data, indexes, updates, maintains, correct errors and verify data on the computer
- As a courtroom clerk, keeps records for payments of fines, enters orders, processes fine payments, and provides assistance to Judges, Prosecutors and all other attorneys.

Provide other administrative duties

- Document general information on individuals
- Attends court
- Assist the public with all questions concerning the municipal court
- Process proper paperwork for Defensive Driving School and MASEP
- File papers, tickets, warrants, etc.

Perform other duties as directed

Job Context

The Deputy Court Clerk III is a full-time, permanent position in the Court Department with a minimum of three (3) years experience with favorable evaluations and no disciplinary action within the previous year. The immediate supervisor for this position is the Municipal Court Clerk and/or the Senior Deputy Court Clerk. The person in this position is supervised on a daily basis. The person in this position has no supervisory responsibilities. The Deputy Court Clerk III works regular hours most of the time, with some flexibility when required. This position requires occasional overtime when the workload demands it. There is some night work. The person in this position is never on call. 95% of the work for this position is indoors; 5% of the work is outdoors when transporting documents to court. The position has accountability for monetary, fiscal, 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 high school graduation or equivalent, prefer some additional coursework related to courts, data processing and related areas. Physical work involved with this position includes, but is not limited to, lifting file boxes, climbing stairs and sitting for long periods of time.

Knowledge, Skills and Abilities

Knowledge

- Knowledge of local and government accounting principles
- Court processes and procedures
- General departmental office procedures
- Proper grammar and use of English in speaking and writing
- Computerized software, including word processing and spreadsheets
- OSHA standards and regulations concerning employee safety
- Federal and state statutes and local ordinances concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Data entry skills
- Time management skills
- Organize and prioritize work
- Accurate typing and data entry using a personal computer
- Use various pieces of office equipment, including computers, photocopiers and facsimile machine
- Use a multi-line telephone system to answer and transfer calls
- Use a 10-key adding machine or calculator
- Prioritize daily workflow
- 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
- Follow departmental and city procedures

FLSA: Non-Exempt

REPORTS TO: Municipal Court Clerk, Senior Deputy Court 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.

Signature Acknowledging Job Description

Date

City of Horn Lake –Court Department

Job Description – Senior Deputy Court Clerk

Purpose of Position

Provides administrative and research support and assistance to the court, municipal court clerk and judges. Performs a variety of general office/clerical duties which include answering the phone, typing, filing, collecting funds and entering citations and other information in the computer and to provide support for the Municipal Court Clerk.

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

Major Duties and Responsibilities

Maintain all court files

- Issue all warrants for failure to appear cases
- Issue all Nisi and Scire Facias
- Maintain all bond forfeitures for bonding companies
- Set bonds as needed for defendants in jail
- Process traffic citations for court docket
- Process all paperwork from an arrest for the court docket
- Prepare copies of the docket and ensure that they are given to the necessary parties
- Provides information at the court window and on the telephone to defendants, attorneys and general public
- Receives legal documentation for filing, reviews documentation for appropriate signatures and format and forwards questionable documents to the Municipal Court Clerk
- Enter court orders and process any and all paperwork for proper filing with the Department of Public Safety

Provide administrative support to the Municipal Court of Horn Lake

- Records, receipts and disburses monies on cash bonds
- Determine, through Dockets, the status of failure to appear traffic tickets
- Prepare case folders for all individuals processed through the courts
- Issue all contempt warrants for fines, bond forfeitures, and violation of probation
- Input data, indexes, updates, maintains, correct errors and verify data on the computer
- Process by entering to State database domestic protective orders
- As a courtroom clerk, keeps records for payments of fines, enter orders, processes fine payments, and provides assistance to Judges. Prosecutors and all other attorneys

Provides other administrative duties

- Document general information on individuals
- Attends court when necessary
- Assist the public with all questions concerning the municipal court
- Process proper paperwork for court cases
- File papers, tickets, warrants, etc.

Perform other duties as directed**Job Context**

The Senior Deputy Court Clerk is a full-time, permanent position in the Court Department. The immediate supervisor for this position is the Municipal Court Clerk. The person in this position is supervised on a weekly basis. The person in this position has supervisory responsibilities. The Senior Deputy City Court Clerk works regular hours most of the time, with some flexibility when required. This position requires occasional overtime when the workload demands it. There is some night work. The person in this position is never on call. 95% of the work for this position is indoors; 5% of the work is outdoors when transporting documents to court. The position has accountability for monetary, fiscal, 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 high school graduation or equivalent, prefer some additional coursework related to courts, data processing and related areas. Physical work involved with this position includes, but is not limited to, lifting file boxes, climbing stairs and sitting for long periods of time.

Knowledge, Skills and Abilities**Knowledge**

- Knowledge of local and government accounting principles
- Court processes and procedures
- General departmental office procedures
- Proper grammar and use of English in speaking and writing
- Computerized software, including word processing and spreadsheets
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Data entry skills
- Time management skills
- Organize and prioritize work

- Accurate typing and data entry using a personal computer
- Use various pieces of office equipment, including computers
- Work as a team member with other employees
- Use a multi-line telephone system to answer and transfer calls
- Use a 10-key adding machine or calculator
- 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
- Follow departmental and city procedures

FLSA: Non-Exempt

REPORTS TO: Municipal Court Clerk

SUPERVISES: Deputy Court Clerk I, Deputy Court Clerk II and Deputy Court Clerk III

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

* Adopted 06/21/2016

City of Horn Lake –Court Department

Job Description – Municipal Court Clerk

Purpose of Position

To direct, manage, and provide all administrative support functions for the Municipal Court for the City of Horn Lake.

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

Maintain all court files

- Make court files for all offenders
- Update and maintain all current offenders' court files
- Maintain records on inmates including sentencing hearings, probation violations, release information, etc.
- Pull all necessary documents when court dates approach
- Prepares docket or calendar of cases to be called
- Maintain all court minutes

Provide administrative support to Police Department

- Keep track of the number of tickets officers write monthly
- Issue ticket and affidavit books to police officers
- Communicate and coordinate with Police department personnel for transporting of prisoners for court
- Communicate and coordinate with Police department personnel for updating cases

Provide administrative support to the Municipal Court of Horn Lake

- Records, receipts and disburses various monies collected by the court in the form of fines, fees, restitution and bonds
- Handles courtroom operations by maintaining Judge's calendar, processing, routing, researching, and maintaining files
- Creates, processes, and maintains appropriate court records and documents for the court as required by appropriate rules, statutes, policies, and procedures
- Oversees issuing of subpoenas
- Oversees issuing of warrants for contempt of court and violations of Probation
- Close out fine payments for the month and submit to City Clerk for payment

- Keep track of all individuals requesting information or files on an offenders/inmates (e.g. lawyers, prosecutor, etc)
- Maintain and keep track of all court documents
- Keep and provide general supplies for the court
- Provide any needed documentations for judges, prosecutors and public defender
- Examines legal documents submitted to court for adherence to law or court procedures, prepares case folders and posts, files or routes documents.
- Explains procedures or forms to parties in case
- Update information to the Protection Order Registry and Report Beam
- Maintain all records for non-adjudications
- Keep track of all defendants with interlock device systems and maintains records from vendors for violations
- Completes PEER spreadsheets for AOC
- Updates and maintains Citations with Department of Public Safety
- Maintains proper communication with County Jail for housing of inmates
- Handle initial appearances with prisoners
- Process all felony cases for bind overs, etc.

Provide other administrative duties

- Document general information on individuals
- File papers, tickets, warrants, etc

Perform other duties as directed

Job Context

The Municipal Court Clerk is a full-time, permanent position in the Court Department. The immediate supervisor for this position is the Mayor. The person in this position is supervised on a less than weekly basis. The person in this position has direct supervision over all court personnel. The Municipal Court Clerk works regular hours most of the time, with some flexibility when required. This position requires occasional overtime when the workload demands it. There is no night work. The person in this position is occasionally on call. 95% of the work for this position is indoors; 5% of the work is outdoors when transporting documents to court. The position has accountability for monetary, fiscal, 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 appropriate, required certification. A college degree in a related field is preferred but not required. Certification as a Municipal Court Clerk as mandated by State law is required. At least six months to a year of experience is also preferred for this position. The stress level associated with this position varies with activities. Physical work involved with this position includes, but is not limited to, lifting file boxes, climbing stairs and sitting for long periods of time.

Knowledge, Skills and Abilities

Knowledge

- Laws governing municipal government
- Responsibilities of a Municipal Court Clerk as set by state law
- Knowledge of local and government accounting principles
- Court administration processes and procedures
- Knowledge of state laws concerning municipality
- General departmental office procedures
- Proper grammar and use of English in speaking and writing
- Computerized software, including word processing and spreadsheets
- OSHA standards and regulations concerning employee safety
- Federal and state statutes and local ordinances concerning the work of the department
- Mathematical skills, including addition, subtraction, division and Multiplication
- General functions and operations of municipal government

Skills and Abilities

- Data entry skills
- Time management skills
- Organize and prioritize work
- Accurate typing and data entry using a personal computer
- Use various pieces of office equipment, including typewriters, photocopiers and facsimile machine
- Use a multi-line telephone system to answer and transfer calls
- Use a 10-key adding machine or calculator
- Prioritize daily workflow
- 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: Exempt

REPORTS TO: Mayor

SUPERVISES: Senior Deputy Court Clerk, Deputy Court Clerk I, Deputy Court Clerk II,
and Deputy Court Clerk III.

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

* Adopted 06/21/2016

Order #06-22-16

Order to approve the Twin Lakes Subdivision Water Improvements Project pay application no. 2

Be It Ordered:

By the Mayor and Board of Aldermen to approve the Twin Lakes Subdivision Water Improvements project pay application no. 2 from Cleveland Construction, Inc. in the amount of \$94,121.25.

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

Nays: None.

Absent: None.

So ordered this 21st day of June, 2016.

Mayor

Attest:

City Clerk
Seal

Order #06-23-16

Order to approve the contract with Williams, Pitts, & Beard, PLLC to conduct the 2015 Audit

Be It Ordered:

By the Mayor and Board of Aldermen to approve the June 16, 2016 letter agreement with Williams, Pitts, & Beard, PLLC to conduct the year ended September 30, 2015 audit for a fee not to exceed \$24,000 for the audit, \$2,500 for the single audit (federal programs), and the hourly fees noted in the letter agreement for any necessary financial assistance.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: None.

So ordered this 21st day of June, 2016.

Mayor

Attest:

City Clerk
Seal

Order #06-24-16

Reappointment and Renewal of Contract for Services - Municipal Attorney

Be It Ordered:

By the Mayor and Board of Aldermen to approve the reappointment of Hunt Ross & Allen as Municipal Attorney effective July 1, 2016 through June 30, 2017, and to approve the renewal of the contract for services under the current terms.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: None.

So ordered this 21st day of June, 2016.

Mayor

Attest:

City Clerk
Seal

Order #06-25-16

Order to approve Neel-Schaffer's preparation of a conceptual plan

Be It Ordered:

By the Mayor and Board of Aldermen to approve Neel-Schaffer's preparation of a preliminary, alternative, conceptual plan for a Nail Road interchange at I-55 at a cost not to exceed \$1,500.00.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: None.

So ordered this 21st day of June, 2016.

Mayor

Attest:

City Clerk
Seal

Order #06-26-16

Order to approve the payment of contract workers

Be It Ordered:

By the Mayor and Board of Aldermen to approve the payment of contract workers Deana Merrill for work during the All-star classic Tournament in the amount of \$138.75 and Auston Devolpi for Umpire services in the amount of \$134.00.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: None.

So ordered this 21st day of June, 2016.

Mayor

Attest:

City Clerk
Seal

Order #06-27-16

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

Nays: Alderman Jones.

Absent: None.

So ordered this 21st day of June, 2016.

Mayor

Attest:

City Clerk
Seal

The minutes for the June 21, 2016 Mayor and Board of Aldermen meeting were presented to the Mayor for his signature on _____, 2016.

City Clerk
Seal