MUNICIPAL DOCKET
MAYOR AND BOARD OF ALDERMEN MEETING
APRIL 21, 2015 BEGINNING AT 6:00 P.M.

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

I. Vote on Municipal Docket

II. Consent Agenda

A. Approval of minutes for Mayor and Board of Aldermen meeting on March 17, 2015.
B. Resignation of Kelly Wilson from the Parks Department effective April 10, 2015.

III. Claims Docket

IV. Special Guests / Presentations

A. Linda McGan - Discuss speeding and loud music in neighborhood
B. Sheila Zachary and Lisa Murphy representing the Chiari & Syringomyelia Chapter in Southaven regarding annual Unite@Nite Walk Fundraiser.
C. Francis J. Miller – discuss possibility of a farmer's market in Hom Lake
D. Proclamation for Fair Housing
E. Proclamation for Earth Day
F. Proclamation for Child Abuse Prevention
G. Proclamation for National Autism Awareness

V. Personnel

A. Request to rehire Billy White as a firefighter at a rate of $11.08 per hour ($34,990.64 annually) plus benefits effective April 26, 2015 in the Fire Department.
B. Request to hire William Reeves as a firefighter at a rate of $11.08 per hour ($34,990.64 annually) plus benefits effective April 26, 2015 in the Fire Department.
C. Request to hire Michael Freeman as an EMT Driver at a rate of $10.86 per hour ($34,295.88 annually) plus benefits in the Fire Department.
D. Request to promote Preston Boggan from Paramedic Firefighter to Driver Operator/Paramedic at his same rate of pay effective April 26, 2015 in the Fire Department.

E. Request to hire Douglas Fentress at a rate of $10.00 per hour ($20,800.00 annually) plus benefits effective April 22, 2015 in the Parks Department.

F. Approval to adopt Janitor job description as written effective April 21, 2015.

G. Request to hire George Arata at a rate of $10.00 per hour ($20,800.00 annually) plus benefits in the Parks Department.

VI. Planning

A. Planning Case 1444: Continued Public Hearing on Conditional Use – Cell Tower, 3027 Goodman Road, C-Spire/Cellular South Real Estate, Inc.

VII. New Business

A. IEDC Proposal – economic assessment
B. Approval of Amended Personnel Policy #103.1 Harassment as written
C. Request to surplus vehicles within the Public Works department.
D. Hiring of Sidney Stewart and Christian Saulsberry as grounds crew for baseball season based on the approved pay scale for park seasonal.
E. Hiring of Joseph Rucker, Harold Treadway, Anthony Hatcher and Cedrick Terry as umpires for baseball season based on the approved pay scale for park seasonal.
F. Resolution for cleaning private property
G. Request for total Wrestling Explosion to host event on October 3rd, 2015 at Latimer Lakes Park.
H. Request for CSP local chapter to host a walk in the park Sunday, June 21st, 2015 at Latimer Lakes Park.
I. Chris McNeil with McNeil-Rhodes, energy performance contract
J. Ashley Furniture Tournament Sponsorship Agreement

VIII. Mayor / Alderman Correspondence
IX. Department Head Correspondence
X. Engineer Correspondence
XI. City Attorney Correspondence
XII. Executive Session
A. Discussion regarding a budget line item affecting employee(s)

XIII. Adjourn

April 21, 2015

Be it remembered that a regular meeting of the Mayor and Board of Aldermen of the City of Horn Lake, Mississippi was held on April 21, 2015, 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 Lay, Alderman Smith, Alderman Jones, Alderman Bledsoe, Alderman Roberts, Austin Cardosi, Planning Director, Spencer Shields, Public Works Director, Deljuan Robinson, Parks Director, Julie Valsarnis, Deputy City Clerk, Arianne Linville, HR Director, Darryl Whaley, Police Chief, David Linville, Fire Chief, Danny Smith, Animal Control Director, Vince Malavasi, City Engineer, and Billy Campbell, City Attorney.

Absent: Alderman Pettigrew

Order #04-15-15

Approval of 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:


Nays: None.

Absent: Alderman Pettigrew

So ordered this 21st day of April, 2015.
Order #04-16-15

Approval of Consent Agenda

Be it Ordered:

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

A. Approval of minutes for April 7th, 2015 Mayor and Board of Aldermen Meeting.
B. Resignation of Kelly Wilson from the Fire Department effective April 10, 2015.

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

A roll call vote was taken with the following results:

Nays: None.
Absent: Alderman Pettigrew.

So ordered this 21st day of April, 2015.
Attest:

Deputy City Clerk
Seal

Order #04-17-15

Approval of the Claims Docket
# CITY OF HORN LAKE
## BOARD MEETING
### April 21, 2015

### CLAIMS DOCKET RECAP C-042115

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# Payroll Recap

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<td>Vehicle Maintenance</td>
</tr>
<tr>
<td>302</td>
<td>Outside Maintenance Staff</td>
</tr>
<tr>
<td>302</td>
<td>Utility System</td>
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</tbody>
</table>

C(4211)
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:


Nays: None.

Absent: Alderman Pettigrew.

So ordered this 21st day of April, 2015.

__________________________________________
Mayor

Attest:

__________________________________________
Deputy City Clerk
Special Guests

Linda McGan

At this time, Linda McGan of 6720 Embassy Circle Horn Lake, MS, addressing the Mayor and Board of Aldermen, noted several issues that are happening in her neighborhood, including but not limited to: speeding down the street where the children play, leaving the garbage cans on the street at all times, thereby violating city code/ordinances, blaring loud music from car when driving down her street, thereby violating city code/ordinance, leaving limbs/debris on street for long periods of time, thereby violating city code/ordinance. Mrs. McGan also noted that there is erosion damage to the ditch that runs behind her home. She feels that her property will be affected if the ditch continues to erode, thereby reducing her property value.

The Board of Aldermen, while explaining that they understood all of the issues, responded that several of the issues stemmed from broken equipment (of ADSI (City Contractor), and that the equipment has since been repaired; however, it will take several weeks to catch up with the back log. Chief Whaley addressed the issues of speeding, and noise ordinance, explaining that, while he empathizes with Ms. McGan, it is not feasible to have an officer on every street throughout the day. He also noted his department had only logged one complaint/call related to Embassy Circle within the last year. Alderman Smith advised Ms. McGann that she could contact him directly for any further issues.

There was no action taken by the Board.

Approval for Unite @ Night CSF Walk

Sheila Zachary and Lisa Murphy of the local CSF chapter requested the use of Latimer Lakes Park on June 21, 2015 in order to host a fundraiser in the form of a one mile walk. All setup and cleanup will be undertaken by the CSF chapter.

Order #04-18-15

Be it ordered by the Mayor and the Board of Aldermen to approve the request for the CSF Unite @ Night Walk Fundraiser to be held at Latimer Lakes Park on June 21, 2015 at 6:00 pm, subject to proof of liability insurance.

Said Motion was made by Alderman Jones and seconded by Alerman Roberts.
A Roll call vote was taken with the following results:


Nays: None.

Absent: Alderman Pettigrew.

So ordered this 21st day of April, 2015.

Mayor
Attest:

Deputy City Clerk
Seal

Francis J. Miller – Farmers Market

At this time, Mr. Miller came forward to discuss the possibility of a farmer’s market in Horn Lake. He requested that the Board approve/disapprove its desire for a farmer’s market in Horn Lake. Mr. Miller was then directed to follow proper procedures for opening such a business, if he so desired, through the Planning Department.

The Board took no action.
WHEREAS, April 2015 marks the 47th Anniversary of the signing of Title VIII of the 1968 Civil Rights Act, as amended, which guarantees fair housing opportunities for all Americans; and

WHEREAS, the provision of fair housing opportunities for all citizens of the State of Mississippi is an important goal of our state; and

WHEREAS, the Federal Fair Housing Act of 1968 prohibits discrimination in housing due to race, color, religion, sex, national origin, familial status or disability; the provision of fair housing opportunities for all citizens is an important goal of our state; and

WHEREAS, through coordinated efforts with the U.S. Department of Housing and Urban Development, county and local governments, fair housing organizations, concerned citizens and the housing industry, promoting broader housing choices in Mississippi, better understanding of the Federal Fair Housing Act to encourage integrated communities and/or neighborhoods, ensuring accessible housing for the disabled, securing compliance with federal fair housing laws, eliminating discrimination in housing, and protecting the victims of housing discrimination; and

WHEREAS, by supporting and promoting fair housing and equal opportunity, we are creating more vibrant communities in our county, state and nation, and encouraging others to abide by the letter and the spirit of the Federal Fair Housing Act;

NOW, THEREFORE, I, Phil Bryant, Governor of the State of Mississippi, hereby proclaim the month of April 2015 as

FAIR HOUSING MONTH

in the State of Mississippi.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Mississippi to be affixed,

DAN in the City of Jackson, on the twelfth day of March in the year of our Lord, two thousand and fifteen, and of the independence of the United States of America, the two hundred and thirty-fifth,

PHIL BRYANT
GOVERNOR
THE CITY OF HORNLAKE

Proclamation

WHEREAS, preventing child abuse and neglect is a community problem that requires all citizens to be involved; and

WHEREAS, child maltreatment occurs when people find themselves in stressful situations without community resources and don’t know how to cope; and

WHEREAS, child abuse and neglect can be reduced by making sure families have the support they need to raise their children in healthy environments; and

WHEREAS, Horn Lake, MS we have dedicated individuals and organizations that work daily to counter the problem of child abuse and neglect and help parents obtain the assistance they need; and

WHEREAS, 235 child abuse victims in DeSoto County received services at Healing Heart Child Advocacy Center in 2014; and

WHEREAS, all children deserve freedom from verbal abuse, sexual abuse, emotional abuse, physical abuse, and neglect; and

WHEREAS, all children deserve to have warm homes, loving hugs, tender care, parents and adults who listen, promote self-esteem, give quality time, provide necessary food, shelter, clothing and attention; and

WHEREAS, effective child abuse prevention programs succeed because for partnerships created among social service agencies, schools, faith communities, civic organizations, law enforcement agencies and the business community; and

WHEREAS, It is indeed appropriate and fitting to focus attention upon the prevention of child abuse and neglect in Horn Lake, MS;

NOW, THEREFORE, be it resolved that the month of April, 2015 is

CHILD ABUSE PREVENTION MONTH

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Horn Lake, Mississippi to be affixed this 17th day of April 2014.
Earth Day Proclamation
Earth Day 2015

WHEREAS, the global community now faces extraordinary challenges, such as global health issues, food and water shortages, and economic struggles; and

WHEREAS, all people, regardless of race, gender, income, or geography, have a moral right to a healthy, sustainable environment with economic growth; and

WHEREAS, it is understood that the citizens of the global community must step forward and take action to create a green economy to combat the aforementioned global challenges; and

WHEREAS, a green economy can be achieved on the individual level through educational efforts, public policy, and consumer activism campaigns; and

WHEREAS, it is necessary to broaden and diversify this global movement to achieve maximum success; and

WHEREAS, Earth Day is the beginning of a new year for environmental stewardship commitments, to implement sustainability efforts and commit to an Earth Day resolution(s); and

FURTHERMORE, let it be known that the City of Honl Lake hereby encourages its residents, businesses and institutions to use EARTH DAY to celebrate the Earth and commit to building a sustainable and green economy;

NOW THEREFORE LET IT BE RESOLVED, on the 6th day of April, 2015, that the City of Honl Lake, hereby pledges this Earth Day, April 22, 2015, to support green economy initiatives in Honl Lake and to encourage others to undertake similar actions.

Allen B. Latimer, Mayor
Date: April 6, 2015
This proclamation was presented by the Mayor to representatives of Healing Hearts Advocacy Center in honor of their work in the area of child advocacy.
The City of Horn Lake

Proclamation

WHEREAS, autism is a pervasive developmental disorder affecting the social, communication and behavioral skills of those affected by it; and,

WHEREAS, as more health professionals become proficient at diagnosing autism, more children are being diagnosed on the autism spectrum, resulting in a rate as high as 1 in 88 children nationally and 1 in 49 in New Jersey; and

WHEREAS, while there is no cure for autism, it is well-documented that if individuals with autism receive treatment early in their lives, it often is possible for those individuals to lead significantly improved lives; and,

WHEREAS, individuals with autism often require a lifetime of specialized and community support services to ensure their health and safety and to support families’ resilience as they manage the psychological and financial burdens autism presents; and

WHEREAS, Autism New Jersey is spearheading an awareness effort in order to educate parents, professionals and the general public about autism and its effects,

NOW, THEREFORE BE IT RESOLVED that I, Mayor Allen Latimer, do hereby proclaim the month of April 2015 as:

NATIONAL AUTISM AWARENESS MONTH

In the City of Horn Lake, Mississippi

Further, I urge all employees and residents to participate in our municipality’s National Autism Awareness Month activities in order to become better educated on the subject of autism spectrum disorders.

IN WITNESS WHEREOF, I have hereunto set my hand and
Caused the Seal of the City of Horn Lake, Mississippi to be affixed this 7th day of April 2015.

[Mayor's Signature]
Order #04-19-15

**Hiring of Billy White- Fire Department**

Be it Ordered:

By the Mayor and Board of Aldermen to approve the hiring of Billy White as a certified firefighter II at a rate of $11.08 per hour ($34,990.64 annually) plus benefits effective April 26, 2015 in the Fire Department.

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

A roll call vote was taken with the following results


Nays: None.

Absent: Alderman Pettigrew.

So ordered this 21st day of April, 2015.

________________________________________
Mayor

Attest:

________________________________________
Deputy City Clerk
Seal
Order #04-20-15

**Hiring of William Reeves-Fire Department**

Be it Ordered:

By the Mayor and Board of Aldermen to approve the hiring of William Reeves as a certified firefighter II at a rate of $11.08 per hour ($34,990.64 annually) plus benefits effective April 26, 2015 in the Fire Department.

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

A roll call vote was taken with the following results:


Nays: None.

Absent: Alderman Pettigrew.

So ordered this 21st day of April, 2015.

__________________________
Mayor

Attest:

__________________________
Deputy City Clerk
Seal
Order #04-21-15

Approval to Hire Michael Freeman - Fire Department

Be it Ordered:

By the Mayor and Board of Aldermen to approve the hiring of Michael Freeman at a rate of $10.86 per hour ($34,295.88 annually) as an EMT Driver in the Fire Department effective April 26, 2015.

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

A roll call vote was taken with the following results:


Nays: None.

Absent: Alderman Pettigrew.

So ordered this 21st day of April, 2015.

__________________________
Mayor

Attest:

__________________________
Deputy City Clerk
Seal
Order #04-22-15

Request for Promotion of Preston Boggan - Fire Department

Be It Ordered:

By the Mayor and Board of Aldermen to approve the promotion of Preston Boggan from Paramedic Firefighter to Driver Operator/Paramedic at his same rate of pay effective April 26, 2015 in the Fire Department.

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

A roll call vote was taken with the following results:


Nays: None.

Absent: Alderman Pettigrew.

So ordered this 21st day of April, 2015.

________________________________________
Mayor

Attest:

________________________________________
Deputy City Clerk
Seal
Order #04-23-15

Approval to Hire Douglas Fentress- Parks Department

Be it Ordered:

By the Mayor and Board of Aldermen to approve the hiring of Douglas Fentress at a rate of $10.00 per hour ($20,800.00 annually) plus benefits effective April 22, 2015 in the parks department.

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

A roll call vote was taken with the following results:


Nays: None.

Absent: Alderman Pettigrew.

So ordered this 21st day of April, 2015.

__________________________
Mayor

Attest:

__________________________
Deputy City Clerk
Seal
Order #4-24-15

**Termination of Contract - Douglas Fentress**

Be it Ordered:

By the Mayor and Board of Aldermen to terminate the Parks grass cutting contract between the City and Douglas Fentress, as of April 21st, 2015, due to his full time employment with the city.

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

A roll call vote was taken with the following results:


Nays: None.

Absent: Alderman Pettigrew.

So ordered this 21st day of April, 2015.

__________________________________________
Mayor

Attest:

__________________________________________
Deputy City Clerk
Seal
Order # 04-25-15

Approval of Janitor Job Description

Be it Ordered:

By the Mayor and Board of Aldermen to adopt the Janitor job description as written effective April 21, 2015.

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

A roll call vote was taken with the following results:


Nays: None.

Absent: Alderman Pettigrew.

So ordered this 21st day of April, 2015.

______________________________
Mayor

Attest:

______________________________
Deputy City Clerk
Seal
City of Horn Lake---Parks and Recreation Department

Job Description --- Janitor

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

Purpose of the Position

Performs routine cleaning for all Park facilities and buildings by performing the following duties and any other duties as assigned. Maintaining these responsibilities will help to ensure the health, safety and security of the staff and public.

Major Duties and Responsibilities

1. Clean and care for buildings and facilities in order to ensure they are maintained in a safe and healthy manner.

Main activities:

- Clean and sanitize restroom/bathrooms using established practices and procedures.
- Clean offices and recreational facilities.
- Vacuum all carpeted areas.
- Dust all furniture and fixtures as required.
- Wash and disinfect all washroom floors, toilet seats, hand dryers and fixtures.
- Clean all mirrors.
- Replenish toilet tissue and soap as needed.
- Empty all waste baskets and garbage cans.
- Place garbage in outside storage bin.
- Clean entrance and exit including glass, doors and hardware.
- Keep outside area near exit and entrance clear of debris, cans, paper, etc.
- Clean, wash and disinfect drinking fountains.
- Wash all finger marks from walls, doors, hardware and glass.
- Perform and/or report minor maintenance repairs.
- Clean kitchen sinks and counters.
• Report damages and acts of vandalism.
• Wash entrance and exit floors.
• Spot clean walls and toilet partitions.
• Use and maintain assigned power equipment and hand tools; scrubbers, vacuums, brooms, mops and squeegees for the general maintenance of floors, walls, carpets, furniture, etc.
• Follow instructions regarding the use of chemicals and supplies. Use as directed.

2. Maintain storage areas and cleaning equipment, materials and supplies in a safe and orderly manner in order to ensure the safety of the staff and the public.

Main activities:

• Secure storage areas.
• Ensure cleaning materials and supplies are stored in a safe and orderly manner.
• Maintain an adequate supply of cleaning materials and supplies.
• Restock materials and supplies.
• Make note of the need for equipment repairs.

**Perform other duties as directed**

**Job Context**

The Janitor position for Parks is a full time, permanent position in the Parks Department. The immediate supervisor for this position is the Parks Director. The person in this position may assist with gate workers if necessary. The person in this position is never required to perform shift work and is never on call. This position is 75% outdoors, which working the remaining 25% indoors on reports and special projects.

There may be exposure to chemicals and/or hazardous materials within the Parks Department. This position requires a high school diploma or GED or may be substituted for experience. The stress level associated with this position is low. Physical work involved with this position includes, but is not limited to, lifting, walking frequently, sit and talk or hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. May occasionally lift and/or move objects.
**Knowledge, Skills and Abilities**

- Knowledge of standing cleaning procedures, chemicals, products and equipment.
- Ability to read labels and instructions, particularly on the use of application of cleaning chemicals.
- Ability to work under little supervision.
- Team building.
- Decision making skills.
- Problem solving skills.
- Effective verbal and listening communication skills.
- Time management skills.
- Ability to work with little or no supervision.
- General functions and operations of municipal government.

**Skills and Abilities**

- Prioritize daily workflow.
- Meet specified or required deadlines.
- Make decisions within specified time restraints.
- Communicate effectively with staff, elected officials, other employees, etc., both written and oral.
- Maintain confidentiality.
- Work autonomously as needed.
- Be honest and trustworthy.
- Be respectful.
- Be flexible.
- Demonstrate sound work ethic.
- Develop, implement and follow departmental and city policies and procedures.

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.
Order #04-26-15

**Request to hire George Arata- Parks Department**

Be it ordered:

By the Mayor and Board of Aldermen to approve the hiring of George Arata at a rate of $10.00 per hour ($20,800 annually) plus benefits in the Parks Department as Parks Janitor.

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

A roll call vote was taken with the following results:


Nays: None.

Absent: Alderman Pettigrew.

So ordered this 21st day of April, 2015.

________________________
Mayor

Attest:

________________________
Deputy City Clerk

Seal

*At this time, it was announced that the public hearing on Planning Case 1444: Conditional Use – Cell Tower, 3027 Goodman Rod, C-Spire/Cellular South Real Estate, Inc. would be continued until the June 16th, 2015 Mayor and Board of Aldermen meeting.*
Order #04-27-15

**IEDC Proposal - Economic Assessment**

Be it Ordered:

By the Mayor and Board of Aldermen to approve and accept the proposal of work from the International Economic Development Council for an economic assessment.

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

A roll call vote was taken with the following results:


Nays: None.

Absent: Alderman Pettigrew.

So ordered this 21st day of April, 2015.

________________________________________
Mayor

Attest:

________________________________________
Deputy City Clerk
Seal
Approval of Amended Policy #103.1

Be it Ordered:

By the Mayor and Board of Aldermen to approve amended Personnel Policy #103.1, Harassment.

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

A roll call vote was taken with the following results:


Nays: None.

Absent: Alderman Pettigrew.

So ordered this 21st day of April, 2015.

________________________
Mayor

Attest:

Deputy City Clerk
Seal
103.1- Harassment

The City of Horn Lake is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the city expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment.

Harassment is defined as unwelcome or unsolicited verbal, physical, or sexual conduct which interferes with an employee's job performance or which creates an intimidating, offensive, or hostile work environment.

Examples of what may be considered harassment, depending on the circumstances, are:

- Questions or comments that unnecessarily infringe on personal privacy.
- Offensive, sexist, off-color or sexual remarks, jokes, slurs.
- Propositions or comments that disparage a person or group on the basis of race, color, age (40 and over), sex, pregnancy, gender, creed, disability, religion, national origin, ethnic background, military service or citizenship.
- Derogatory or suggestive posters, cartoons, photographs, calendars, graffiti, drawings, other materials, or gestures.
- Inappropriate touching, hitting, pushing or other aggressive physical contact or threats to take such action.
- Unsolicited sexual advances, requests, or demands, explicit or implicit, for sexual favors.
- Ethnic slurs, racial "jokes", offensive or derogatory comments or other verbal or physical conduct based on an individual's race/color or national origin or because an individual is affiliated with a particular religious or ethnic group or because of physical, cultural or linguistic characteristics.
- Comments based upon cultural traits, clothing or linguistic characteristics such as accent or dress associated with a particular ethnicity, country of origin or religion.
- Requirements or coercion to abandon, alter, or adopt a religious practice or submission to unwelcome statements or conduct that is based on religion.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, age, national origin, disability, or any other characteristic protected by law or that of his/her relatives, friends, or associates, and that:
(1) Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
(2) Has the purpose or effect of unreasonably interfering with an individual's work performance; or
(3) Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: slurs or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example:

(1) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment;
(2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, catcalls, or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal, or visual conduct of a sexual nature.

Individuals and Conduct Covered

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager, by an officer or official, or by someone not directly connected to the City of Horn Lake (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.
Retaliation is Prohibited

The City of Horn Lake prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment, or discrimination itself, will be subject to disciplinary action.

Reporting an Incident of Harassment, Discrimination, or Retaliation

The City of Horn Lake strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to City policy or who have concerns about such matters should file their complaints with their immediate supervisor or the Director of Human Resources. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other City designated representatives.

Important Notice to all Employees

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the City of Horn Lake strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

The Investigation

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.
Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Responsive Action

Misconduct constituting harassment, discrimination, or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling, and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, demotion, reassignment, temporary suspension without pay, or termination, as the City believes appropriate under the circumstance.

If an employee making a complaint does not agree with its resolution, the employee may appeal to the Mayor and Board of Aldermen by submitting a written notice of appeal to the City Clerk within five (5) days of the resolution.

Individuals who have questions or concerns about these policies should talk to the Director of Human Resources.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protective characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of the City prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges, and perquisites of employment. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

Order #04-29-15

Order to Surplus Vehicles in Public Works Department

Be it Ordered by the Mayor and Board of Aldermen to declare the following vehicles within the Public Works Department as surplus property.

1) 1998 Z71 Chevrolet Truck VIN 1GCEK19R2XR119102
2) 1990 Isuzu Truck VIN 4SlCL11L2L4212746
3) 2002 Dodge Ram 1500 VIN 3D7HA18N22Gl89132

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

A roll call vote was taken with the following results:

Nays: None.

Absent: Alderman Pettigrew.

So ordered this 21st day of April, 2015.

________________________________________
Mayor

Attest:

________________________________________
Deputy City Clerk
Seal

Order #04-30-15

Order to Hire Sidney Stewart and Christian Saulsberry· Parks Department

Be it Ordered:

By the Mayor and Board of Aldermen to hire Sidney Stewart and Christian Saulsberry as grounds crew for the 2015 baseball season per the contract amount.

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

A roll call vote was taken with the following results:


Nays: None.

Absent: Alderman Pettigrew.
So ordered this 21st day of April, 2015.

________________________
Mayor

Attest:

________________________
Deputy City Clerk
Seal

Order #04-31-15

Order to hire Joseph Rucker, Harold Treadway, Anthony Hatcher and Cedric Terry- Umpires

Be it Ordered:

By the Mayor and Board of Aldermen to approve the hiring of Joseph Rucker, Harold Treadway, Anthony Hatcher, and Cedric Terry as umpires for the 2015 baseball season, per the contract amount.

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

A roll call vote was taken with the following results:


Nays: None.

Absent: Alderman Pettigrew.

So ordered this 21st day of April, 2015.
RESOLUTION FOR CLEANING PRIVATE PROPERTY

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

6595 Camelot Road 5895 Waverly Drive 2620 S Avalon Drive
6438 Manchester Drive 4294 Shadow Ridge 6436 Barrets Bend
6905 Kentbrook 4293 Brighton 7340 Susie Lane
7040 Tudor Lane 6949 Tealwood 4373 Andover
6485 Bentley Cove 7775 Holly Ridge 6578 Bentley Cove
5700 Greeno 6315 Walnut Grove 6150 Lynnfield
6310 Valleybrook 6440 Barretts Bend 4298 Edmonton
2476 Lasonya 3265 Laurel 4222 Shadow Oaks
6175 Somerset 4892 Pecan 2535 Fairbrook Cove
4364 Shadow Ridge Drive 4523 Shadow Ridge Drive 6408 Manchester Dr
3535 Lakehurst Drive 5885 Waverly Drive 5585 Ingleside Drive
7380 Susie Lane 7438 Crystal Drive 7172 Brenwood Dr
7061 Dunbarton Drive 5536 Crestwood Dr 3820 Ramblewood
6416 Tulane Road  Parcel# 1089301100005100
Parcel# 1089301100005200  Parcel# 1088270000002000
Parcel# 1088270000001900  Parcel# 1088340000002200
Parcel# 108930000001100

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,
April 21, 2015 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 April 21, 2015 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 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 days before the property or parcel
of land is reentered for cleaning.
I declare that the notice with this acknowledgement was mailed and/or posted on the property on April 6.

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 Absent
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 21"Day of April, 2015.

__________________________
ALLEN LATIMER, MAYOR
Order #04-32-15

Approval of Total Wrestling Explosion's Use of LLP (Field #2)

Be it Ordered:

By the Mayor and Board of Aldermen to approve Total Wrestling Explosions use of Latimer Lakes Park, baseball field #2 on October 3rd, 2015, beginning at 12:00 p.m., gates opening at 5:00 p.m., and matches at 7:00 p.m., with $2.00 per ticket being donated to Friends of Horn Lake, Inc. for youth sports.

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

A roll call vote was taken with the following results:


Nays: None.

Absent: Alderman Pettigrew.

So ordered this 21st day of April, 2015.

__________________________
Mayor

Attest:

Deputy City Clerk
Seal
Order #04-33-15

Approval for Recreational League for Baseball Tournament

Be it Ordered:

By the Mayor and Board of Aldermen to decline the tournament sponsorship proposal of Ashley Furniture, but to approve the city hosting a free entry fee recreational league baseball tournament to be held at Latimer Lakes Park on May 15-17, 2015, with a reduced gate fee of $3.00 per person with the exception of seniors ages 65 + to be admitted free of charge and to pay the expenses of the tournament (not otherwise covered by gate fees) from hotel/motel tax proceeds, finding that said tournament will promote the city’s attributes and/or tourism.

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

A roll call vote was taken with the following results:


Nays: None.

Absent: Alderman Pettigrew.

So ordered this 21st day of April, 2015.

__________________________
Mayor

Attest:

__________________________
Deputy City Clerk
Seal
Order # 04-34-15

**Purchase of Easement - Lot 145 Twin Lakes**

Be it Ordered:

By the Mayor and Board of Aldermen to approve the purchase of the easement requirement of Lot 145, Twin Lakes Subdivision, Section C, necessary for the Twin Lakes Water System Improvements Project in the amount of $450.00, being just compensation as agreed to by the city and lot owner, in lieu of just compensation as established by and waiving the right to a waiver valuation/appraisal.

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

A roll call vote was taken with the following results:


Nays: None.

Absent: Alderman Pettigrew.

So ordered this 21st day of April, 2015.

________________________
Mayor

Attest:

________________________
Deputy City Clerk
Seal

****There was no order for Executive Session****
Order to Adjourn

Be it Ordered:

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

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

A roll call vote was taken with the following results:

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

Nays: Alderman Jones

Absent: Alderman Pettigrew.

So ordered this 21st day of April, 2015.

__________________________
Mayor

Attest:

__________________________
Deputy City Clerk
Seal

The minutes for the April 21, 2015 Mayor and Board of Aldermen meeting were presented to the Mayor for his signature on ______________________, 2015.

Deputy City Clerk
To Whom it May Concern:

Please let this letter serve as a two weeks notice of my resigning as Director of Parks for the City of Horn Lake (effective April 24, 2015 and concluding May 8, 2014.) Thank you for the opportunity and I wish you the best as you move forward.

Yours,

Deljuan Robinson