

City of Mansfield
MINUTES OF *REGULAR* PUBLIC MEETING
April 11, 2016

The Board of Aldermen met in regular session on **Monday, April 11th** in Mansfield City Hall located at 705 Polk Street. Mayor McCoy called the meeting to order at **4:30 p.m.**, after which an Invocation was offered by **Alderman Mitchell L. Lewis**. The Pledge of Allegiance was led by **Alderswoman Mary L. Green**. Following the pledge, the roll was called, and the following officials were recorded as **Present**: Hon. Curtis W. McCoy, **Mayor**, Mary L. Green –District **A**, Mitchell L. Lewis –District **C**, and Kervin D. Campbell –District **E**. Absent: Joseph Hall, Jr., - District **D**. **Absent due to suspension**: Roy R. Jones –District **B**. **Other City Personnel Present**: Brian Phillips (Court Clerk), Gwendolyn Jones (Deputy Clerk), James “Jim” Ruffin (Public Works Director), Gary Hobbs (Police Chief –MPD), A. Wayne Nichols (Fire Chief –MFD), and Melony McCarty (City Accountant). **Others Present**: A. J. Williams, Jr. (Mansfield Planning and Zoning Commission) and Brenda Hall (Exec. Dir. –DeSoto Parish Chamber of Commerce). **Press Present**: None.

It was MOTIONED by **MITCHELL L. LEWIS** and SECONDED by **KERVIN D. CAMPBELL** to approve the minutes of the **March 28, 2016 *regular*** City Council meeting and to dispense with the reading. Motion Passed Unanimously.

It was MOTIONED by **MARY L. GREEN** and SECONDED by **MITCHELL L. LEWIS** to approve the payment of current outstanding bills for this period. Motion Passed Unanimously.

The City Clerk next opened the floor to hear public comments from those in attendance to any item outlined on the meeting agenda. When no comments were offered from the floor, the **Public Comments Period** was then closed.

Old Business: None.

New Business:

Item A: It was MOTIONED by **MITCHELL L. LEWIS** and SECONDED by **MARY L. GREEN** to adopt a **Proclamation** at the request of Governor John Bel Edwards, commemorating **April 15, 2016** as the 48th anniversary of the *National Fair Housing Law of 1968* in the State of Louisiana. Basically this law guarantees each citizen the critical, personal element of freely choosing a home and implementation of this law requires the positive commitment of all governmental departments and agencies and political subdivisions of the state of Louisiana to provide leadership that will help ensure fair housing opportunities for all citizens. Motion Passed Unanimously.

Item B: It was MOTIONED by **MITCHELL L. LEWIS** and SECONDED by **KERVIN D. CAMPBELL** to authorize the Mayor to enter into and execute **Cooperative Endeavor Agreement** by and between the *City of Mansfield* and the *Mansfield Alive Committee* for the repair and use of city-owned property located at 201 Polk Street. In exchange for promoting the City by hosting planned social/recreational activities for the enjoyment of the community-at-large, the *City of Mansfield* will allow the *Mansfield Alive Committee* use of the facility located

at the aforementioned physical address as a venue to assemble for planning and hosting community events. The Committee intends to utilize unpaid volunteers as labor to effect cosmetic improvements to the interior of the building at this location. Motion Passed Unanimously.

Item C: At this time, the Mayor called for the presentation of quarterly reports from the City's accountant, Police Chief, Fire Chief and Public Works Director. These reports are expected to continue on a quarterly basis at the first semi-monthly meeting of the Board of Aldermen of the month that follows the close of each quarter (July 11, Oct. 10 and January 9, 2017). The reports will focus on the financial health of the city (accountant) and the daily operations, training opportunities and community projects of the police and fire departments and public works area. At this meeting, the first report offered was presented by city accountant, **Melony McCarty**. She began by stating that the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements, and further stated that the services associated with the City fall into one of three categories/companies: Water, Sewer or Corporation. The Water and Sewer Funds, while not as healthy as they were in years past, are generating sufficient revenue to satisfy the monthly debts associated with them. The Corporation is comprised of the Mayor's office, the Fire and Police Departments, the Sanitation and Street Departments and other public works areas. Currently, she reported, due to the gradual decline in recent years of several revenue streams (e.g., sales and use taxes, hotel/motel occupancy taxes and oil and gas royalties), the Corporation struggles to meet its monthly obligations. This, she remarked, is why it is imperative that we remain within budgeted expenditures for the 2016 calendar year. There are presently very limited reserves available for the funding of any capital expenditures. The next report presented was delivered by Mansfield Police Chief, **Gary Hobbs**. Chief Hobbs first circulated to the Mayor and city council, a written report for their review. It reflected the quarterly activity of the department with regard to *calls for service* (732), *traffic citations issued* (564) and *arrests made to-date* (50). The report also displayed the scheduled training agenda for 2016. Finally, the report made note of planned *community-oriented* projects for the 2016 calendar year. Following Chief Hobbs' quarterly report came that of acting Fire Chief of the Mansfield Fire Department, Captain **Wayne Nichols**. Captain Nichols' quarterly report was similar in format to that of Chief Hobbs' report, in that it reflected the number and types of *calls for service* (77). Of that number, 4 were for structure fires, 13 were EMS calls and 17 were for public assistance. The report then reflected upcoming training events planned and also those firefighters who had recently received additional firefighter certifications. In conclusion, Captain Nichols stated that every firefighter in the department was Firefighter I certified. The final report presented was delivered by Public Works Director, **Jim Ruffin**. Since Mr. Ruffin supervises all public works activities, his report encompassed a brief summary of daily operations in waterworks and sewer. He began by stating that the mandatory reporting requirements to the Department of Health and Hospitals (DHH) have become more frequent and much more laborious. A total of eight (8) water samples are taken daily at specified locations to check for adequate levels of chlorine and ammonia residuals. He further reported that currently,

four (4) water plant operators are working to attain the next level of certifications in Water. In Sewer, reports to the Department of Environmental Quality (DEQ) must be submitted on a monthly basis, and it is required that sewer plant personnel have the appropriate certifications to collect and submit the data necessary to maintain our state-mandated permit requirements. Additionally, in April 2015, the City received notification from the Governor's office of approval of our application for an **\$800,000** grant for the 2014/2015 funding year. The grant funds will be used to perform improvements to several of the City's sewer lift stations and to perform other needed improvement to the wastewater collection system. Primarily impacted by this work will be residents in the Oxford Road area. Sealed public bids were received and opened in March of this year, but all bids received exceeded the construction budget allocation. Now, the scope of work will be revised and the project rebid so that soon, the scheduled improvement work can commence. Similar to the other Department Heads, Mr. Ruffin reported that the personnel in public works continually strive to achieve certifications in both the water and sewer areas. Mr. Ruffin concluded by stating that the mowing season has commenced and that mosquito spraying is now underway. Alderwoman **Mary Green**, along with the other aldermen present, thanked all the department heads for the work they perform daily for the City and for the information disseminated at this meeting.

Item D: Present at this meeting, at the request of the Mayor, was Mrs. Brenda Hall who is being considered for appointment as Alderwoman for District B (replacing suspended Alderman Roy Jones). Mayor McCoy introduced Mrs. Hall to the city council, and if appointed, was told generally some of the duties she would be expected to fulfill in the event her appointment to this position is approved. Mrs. Hall commented that if appointed, she looked forward to serving alongside the present city council members in helping to further the vision of the City.

Item E: No other new business discussed.

With no further business to discuss, this meeting was declared adjourned at **5:33 p.m.** by MOTION from **MITCHELL L. LEWIS** and was SECONDED by **KERVIN D. CAMPBELL** Motion Passed Unanimously.

Curtis W. McCoy, *Mayor*
Marvin R. Jackson, *Clerk*