

**City of Mansfield**  
**MINUTES OF *REGULAR* PUBLIC MEETING**  
**November 25, 2019**

The Board of Aldermen met in *regular* session on **November 25th**, in Mansfield City Hall located at 705 Polk Street. Mayor John H. Mayweather, Sr. called this meeting to order at **4:30 p.m.**, after which an Invocation was offered by **Alderman Joseph Hall, Jr.**. The Pledge of Allegiance was led by **Alderman Christopher S. Thomas**. Following the pledge, the roll call was suspended. However, the following officials were recorded as **Present**: Hon. John H. Mayweather, Sr., -**Mayor**, Mary J. Green -District **A**, Christopher S. Thomas -District **B**, Joseph Hall, Jr. -District **D** and Kervin D. Campbell -District **E**. **Absent**: Mitchell L. Lewis. - District **C**. **City Hall Personnel, Dept. Heads, & Other City Personnel Present**: Gwendolyn Jones (Deputy Clerk), Brian Phillips (Court Clerk), John Evans (City Attorney), Jim Ruffin (Public Works Director), Billy Locke (Asst. Police Chief), Nathaniel Anderson, Jr. (Detective - MPD), Latarsha Shelton (Fire Chief), Bryan Ross (Captain -MFD), Christopher Samuels (Firefighter -MFD), Logan Calhoun (Firefighter -MFD), (Firefighter -MFD), and Christopher Samuels (Firefighter -MFD). **Others Present**: Breka Peoples. **Press Present**: Julie V. Morris, Editor (*The Enterprise*).

It was MOTIONED by **KERVIN D. CAMPBELL** and SECONDED by **JOSEPH HALL, JR.** to approve the minutes of the **November 25, 2019 *regular*** City Council meeting and dispense with the reading. 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. Since no comments were offered from the floor, the **Public Comments Period** was then subsequently closed.

**Old Business:**

Item A: It was MOTIONED by **JOSEPH HALL, JR.** and SECONDED by **KERVIN D. CAMPBELL** to authorize the receipt and opening of all sealed public sealed for the chemicals **Aluminum Sulfate Solution** (Liquid Alum) and **Caustic Soda Liquid 25% Diaphragm** for use at the City's Toledo Bend Water Treatment Plant, and take same under advisement. The purpose period for these chemicals is 01/01/2020 through 06/30/2020. The sole bid received for **Aluminum Sulfate Solution** was submitted by *Chemtrade Chemicals US, LLC* in the amount of \$425.00 per dry ton delivered. However, it should be mentioned that presently the City is not using this chemical in the treatment of its water. For the chemical **Caustic Soda Liquid**, same as for Liquid Alum, only one sealed bid was received. That bid was submitted by *DPC Industries, Inc.* in the amount of \$779.00 per dry ton delivered. These bids will be tabulated and a recommendation will be offered by Public Works Director, Jim Ruffin, to accept the lowest responsive and responsible bidder for the next purchase period. Motion Passed Unanimously.

Item B: For the chemical, **Aluminum Sulfate Solution** (TOTES), no bid submission was received. Therefore, no action by the City Council was necessary.

Item C: No other old business.

**New Business:**

At this time, it was MOTIONED by **JOSEPH HALL, JR.** and SECONDED by **MARY J. GREEN** to amend the agenda to allow discussion of the possibility of issuing a safety award to all full-time employees who have had no at-fault accidents to-date. When no objections were voiced in opposition to amending the agenda for this purpose, the matter was taken up for discussion by unanimous vote. All aldermen present collectively felt that the safety award was a good incentive for promoting employee safety on the job and being rewarded when doing so. The Council further requested to have the city's accountant present at the next meeting and at least once monthly to field questions regarding the city's finances. Motion Passed Unanimously.

Item A: At this time proposed **Ordinance No. 5 of 2019** was introduced, drafted to **amend** the city's Operating Budget of Revenue and Expenditures for fiscal year **2019**. However, the Council did not see any allocation on the amended budget for a safety award for the city's full-time employees. They requested that we more closely review the city's present finances to ascertain if any unencumbered reserves remain that could fund a safety award. It was MOTIONED by **JOSEPH HALL, JR.** and SECONDED by **CHRISTOPHER S. THOMAS** to table advertisement of this Budget Amendment#2, until such time as current finances could be reviewed to determine if a safety award can be funded. Motion Passed Unanimously.

Item B: At this time, proposed **Ordinance No. 6 of 2019** was introduced drafted to offer an Operating Budget of Revenue and Expenditures for the fiscal year beginning January 1, 2020 and ending December 31, 2020. The budget presented was conservative in nature with \$6,011,350 in estimated revenues forecast for **2020**. The capital improvements for **2020** have been limited to maintain reserves for emergencies. Any increase in recurring revenue has been designated for employee benefits. The proposed budget is balanced as required by the Local Government Budget Act. All other requirements of the Act have been met in budget preparation to-date. It was MOTIONED by **MARY J. GREEN** and SECONDED by **CHRISTOPHER S. THOMAS** to authorize advertisement of the Notice of Public Hearing on 12/05/19, and set a public hearing on same for 12/09/19. Motion Passed Unanimously.

Item C: It was MOTIONED by **JOSEPH HALL, JR.** and SECONDED by **MARY J. GREEN** to approve adoption of a **Resolution** authorizing the Mayor to make application for a Community Water Enrichment Fund (CWEF) grant administered through the Louisiana Office of Community Development for fiscal year 2019/2020, and to have the Mayor act as Official Signatory in all matters in connection with said grant. The CWEF was established in the **2008** Louisiana regular legislative session by way of House Bill 926 (Act 513). Its intent is to provide a source of funding to aid units of local government solely for the purpose of rehabilitation,

improvements, and construction projects for community water systems in their provision of sale and clean drinking water. Maximum grant ceiling amounts are based on population ranges. Cities are eligible to apply for up to \$50,000. For the 2019/2020 fiscal year, the maximum allocation amount available **per parish** area will be \$143,000. Motion Passed Unanimously.

Item D: It was MOTIONED by **MARY J. GREEN** and SECONDED by **KERVIN D. CAMPBELL** to approve adoption of a **Resolution** authorizing the Mayor to make application for a Local Government Assistance Program (**LGAP**) grant administered through the Louisiana Office of Community Development for fiscal year 2019/2020, and to have the Mayor act as Official Signatory in all matters in connection with said grant. The purpose of the LGAP is to fill gaps where there are no federal or other state funds available to assist local governments with an identified priority need. Maximum grant ceiling amounts are based on population ranges. Cities are eligible to apply for up to \$50,000. For the 2019/2020 fiscal year, the maximum allocation amount available **per parish** area will be \$165,700. Motion Passed Unanimously.

Item E: Slated to be discussed at this meeting was the employment termination of firefighter **JaRoderick R. Claiborne**. However, it was necessary to suspend discussion of this matter until the next regular meeting of the City Council. Mr. **Claiborne** was not properly notified that this matter would be taken up on this agenda, when it is possible that an executive session may have to be conducted. The city's attorney, **John S. Evans**, was present to further elaborate on the mandates of this law. According to LA R.S. 42:17, when public bodies convene executive sessions for discussion of the character, professional competence, or physical or mental health of a person, that person must be notified in writing at least twenty-four hours in advance of the meeting at which such an executive session is to take place. That was not done. Further, should the employee object the executive session, then it shall be conducted in an open meeting. No final or binding decision/action may be made in the executive session; rather a final decision is made at the next "Open Meeting" of the governing body.

Item F: No other new business discussed.

**Comments from Mayor Mayweather and/or Council Members:** During this period, some of the Council members intimated that they are not receiving their agenda before the meetings in what they feel is sufficient enough time to thoroughly review the matters scheduled to come before them for deliberation and action. The deputy clerk, Gwen Jones, stated that she will attempt to email the agendas and supporting documents to them in advance of the meetings.

With no further business to discuss, this meeting was declared adjourned at **5:14 p.m.** by MOTION from **MARY J. GREEN** and was SECONDED by **JOSEPH HALL, JR.** Motion Passed Unanimously.

**John H. Mayweather, Sr.,** *Mayor*  
**Marvin R. Jackson,** *Clerk*