

**City of Mansfield**  
**MINUTES OF *REGULAR* PUBLIC MEETING**  
**September 26, 2022**

The Board of Aldermen met in *regular* session on **September 26th**, in Mansfield City Hall located at 705 Polk Street. Mayor Thomas Jones, Jr. called this meeting to order at **4:30 p.m.**, after which an Invocation was offered by **Alderman Christopher S. Thomas**. The Pledge of Allegiance was led by **Alderwoman Rita J. Myles**. Following the pledge, the roll call was suspended. However the following officials were recorded as in attendance at this regular meeting of the City Council. **Present:** Hon. Thomas Jones, Jr., -**Mayor**, Mary J. Green –District **A**, Christopher S. Thomas –District **B**, Victoria W. Jackson –District **C**, Antonio G. Washington –District **D** and Rita J. Myles –District **E**. **Absent:** None. **City Hall Personnel, Dept. Heads, & Other City Personnel Present:** Gwendolyn Jones (Deputy Clerk), Annette Blue (Police Chief), Billy Locke (Asst. Police Chief), and William Bradford, Jr. (City Attorney). **Others Present:** None. **Press Present:** None.

It was MOTIONED by **RITA J. MYLES** and SECONDED by **ANTONIO G. WASHINGTON** to approve the minutes of the **September 12, 2022 *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. When no comments were voiced from any of the attendees at this meeting, the **Public Comments Period** was then subsequently closed.

**Old Business:** -None.

**New Business:**

Item A: It was MOTIONED by **MARY J. GREEN** and SECONDED by **RITA J. MYLES** to approve a **Resolution** adopting a Citizen Participation Plan in connection with the 2023 Community Development Block Grant (CDBG) program. This plan describes how the City of Mansfield intends to involve citizens in the planning, implementation, and assessment of the local CDBG program. By adopting this Plan, the City meets the requirement of citizen participation requirements of Section 508 of the Housing and Community Development Act of 1974, as amended. The City of Mansfield is committed through adoption of this Plan to full and total involvement of all residents of the community in the composition implementation and assessment of its CDBG program. Attempts will be made to reach all citizens, with particular emphasis on participation by persons of low and moderate income, residents of slum and blighted areas and of areas in which funds are proposed to be used. A copy of this Plan will be made available to the public upon request. Motion Passed Unanimously.

At this time, a request was made by the Clerk to amend the agenda to discuss and consider approval of a Procurement Policy for the City in connection with its proposed 2023 CDBG project. The procedures outlined in the Policy are intended to serve as guidelines for the procurement of supplies, equipment, construction services and professional services for the CDBG Program. These guidelines meet the standards established in the Code of Federal

Regulations (2 CFR 200.317-326) and state requirements. A roll call was had to amend the agenda and said request for amendment was unanimously approved by all five (5) council members. Following the amendment approval, a public hearing was conducted to hear and discuss any comments related to this issue. When no comments were offered, the public hearing was then subsequently closed. The clerk further explained that to initiate application for the 2023 CDBG program, this was a necessary requirement. It was MOTIONED by **MARY J. GREEN** and SECONDED by **ANTONIO G. WASHINGTON** to approve the Procurement Policy presented as the City initiates application for this program. Motion Passed Unanimously.

Item B: An announcement was made by the Clerk that the budget process for preparation of the City's 2023 Annual Budget of Revenues and Expenditures had begun. Department heads had been given a memo requesting a list, in priority order, of the Capital Expenditures they believe will be essential to carrying out the day-to-day operations of their departments in 2023. As the lists are furnished to the Clerk, copies of the lists will be provided to the council members for their review and reference.

Item C: Mayor Jones began his comments by first informing the Aldermen that the city's second tranche of ARPA (American Rescue Plan Act) funds should be credited to our account by month's end. The first tranche (\$855,000) was received electronically in August of 2021. Further, the used Fire Truck that has been approved for purchase should be delivered soon. The vehicle is being inspected by the current owner to make certain all moving parts are in good working order. He continued by stating that the City's current Public Works Director had tendered his resignation and that this position will be advertised in our local journal and on select social media sites/platforms. An official job description is being drafted for the posting of this position. In addition, employment of a full-time Human Resources (HR) manager is being considered and the intent is to potentially have that position filled by year's end. Finally, the Mayor announced that Mr. Charles Harris will be resigning by year's end and a replacement will need to be sought. Deputy Clerk, Gwen Jones, reported that a new garbage dumpster has been purchased and that another dumpster will be included in the budget for acquisition next year. Assistant Police Chief, Billy Locke, reported that the new Chevy Tahoe pickup truck recently purchased for use in the Police Department is currently at **Teeco Safety, Inc.**, a safety equipment supplier in Shreveport, LA, being accessorized. It is anticipated to be placed in operation soon. Finally, the city's attorney, William Bradford, was allowed to offer the council members an update on the proposed Mayor's Outreach Fund. Since the last meeting, Mr. Bradford had conferred with an attorney (Mr. Patrick Virgadamo) with the LA Legislative Auditor's Office regarding this matter. Mr. Virgadamo reminded our attorney that as soon as donations to this proposed fund are received; they become public funds and must be appropriated by the Board of Aldermen. Moreover, it would be advisable for the funds to be channeled through a 501 (c)(3) organization. A Cooperative Endeavor Agreement would need to be prepared to establish this Outreach Fund. Until the specifics of this matter can be more clearly defined, this matter has

been tabled. It will be revisited at a future council meeting. Finally, the city attorney stated that with regard to the potential buildout of a Municipal Fiber Broadband Network, he is researching to ascertain the most optimum, potential funding source for this endeavor. He concluded that it will possibly be included on a referendum election in April 2023.

Item D: No other new business discussed.

With no further business to discuss, this meeting was declared adjourned at **4:50 p.m.** by MOTION from **RITA J. MYLES** and was **SECONDED** by **ANTONIO G. WASHINGTON**. Motion Passed Unanimously.

**Thomas Jones, Jr.,** *Mayor*  
**Marvin R. Jackson,** *Clerk*