

Village of Folsom
Mayor - Lance Willie

Alderwoman - Paulette Lee
Alderwoman - Jill Mathies
Alderman - George Garrett



Andree Core - Municipal Clerk
Ronnie Killingsworth - Chief of Police
Roy Burns - Village Attorney

October 8th, 2018

GENERAL MEETING

Present: Mayor Lance Willie
Alderwoman Paulette Lee
Alderman George Garrett
Alderwoman Jill Mathies
Attorney Roy Burns

Mayor Willie called the General Meeting to order. The Municipal Clerk established a quorum. Pastor Will Robbins led the invocation and Mayor Willie led the pledge of allegiance.

Approval of Agenda: Alderman Garrett made a motion to approve the agenda and it was seconded by Alderwoman Mathies. The motion carried. *(3 yeas, 0 nays)*

Approval of Financial Statements: Alderwoman Lee made a motion to approve the July financials and it was seconded by Alderman Garrett. The motion carried. *(3 yeas, 0 nays)*

Alderwoman Lee made a motion to approve the August financials and it was seconded by Alderwoman Mathies. The motion carried. *(3 yeas, 0 nays)*

Alderwoman Lee asked to table the financials for September.

Approval of the Minutes. Alderwoman Mathies made a motion to approve September minutes. It was seconded by Alderman Garrett and the motion carried. *(3 yeas, 0 nays)*

Engineer Report: Village Engineer Jay Pittman stated that work is ongoing through all Contracts A, B, & C right now in the village. He said that with Contract B we will see more of that contractor moving around town now but for Contracts A & C they are still waiting on equipment. The main equipment would be waiting on the generators to come in right now. Mayor Willie asked if he had a timeline for all the Contracts. Mr. Pittman replied that Contracts A & C are around 210 calendar days and Contract B is around 270 calendar day which they should be rapping up around December or January.

Alderwoman Lee asked what size are the generators and will they be secured behind a fence. Mr. Pittman explained that the generators at Jackson Street will be open, but they are contained under lock & key and there is a metal shell on them. He said that if the Village would like we could fence in the two lift station and that would be not a problem at all.

Mayor Willie stated that he has already spoken with Wayne Cyprian the Maintenance Supervisor and they will be assembling fences around them. Mr. Pittman concluded by stating that the water main relocation has been completed and all services have been tied-in except one more tie-in near P & R Enterprises but new line has been serviced and everything looks very good.

Maintenance Report: Mayor Willie stated the only thing going on to report on was that one of the maintenance trucks has to be serviced. He said everything else was covered in the Engineer Report.

New Business:

Item 1 – LA HWY 25 Water Main Relocation. Mayor Willie asked Mr. Pittman to report on the item. Mr. Pittman stated that there was a Contract Change #1 that was previously discussed in a meeting concerning installing inline valves so the Village maintenance can isolate certain portions of the system without turning the entire system off. He said that in doing this the Contract Change Order #1 has a net increase of \$14,900.00 with an adjustment of \$161,725.00 and with that increase we are only \$1725.00 over budget. Mr. Pittman mentioned that he has been working with Wayne Cyprian the Maintenance Supervisor for some updated maps and recommended that the Board approve Change Order #1.

Mayor Willie asked for motion to approve. A motion to approve the change order was made by Alderwoman Mathies and seconded by Alderman Garrett. The motion carried. *(3 Yeas, 0 Nays)*

Item 2 – Approval of P&Z Recommendation Commission – Meadow Farms Subdivision. Mayor Willie asked for approval of Meadow Farms Subdivision. A motion to approve was made by Alderman Garrett and seconded by Alderwoman Mathies. The motion carried. *(3 Yeas, 0 Nays)*

Item 3 – Co-Operative Endeavor Agreement – Rec. District #12. Mayor Willie mentioned the fact that the Village owned the property at Magnolia Park and they are leasing it from the Village. Mayor Willie explained what they want to do is to have a Splash Pad that will be open to the public and were concerned about the cost of the water and confirmed that they could not afford it. So, they would like the Village to supply them with the water. Alderwoman Mathies asked is there anything known on how, when, or the time of hours of accessibility to the Splash Pad. Mayor Willie replied he is sure it would be normal park hours and have a timer on the water. Alderwoman Mathies stated that there has been questions on accessibility in past things and wanted to make sure this would be open to the public. Mayor Willie said he thinks they will be turning the water off during the winter months and will have lighting during nighttime summer months. A discussion followed.

Mayor Willie stated that he plans on attending the board meeting for the park and will find out the date for the next one to attend. He asked for a motion to move forward on this agreement. A motion to move forward with the Co-Operative Endeavor Agreement was made by Alderman Garrett and seconded by Alderwoman Mathies. The motion carried. *(3 Yeas, 0 Nays)*

Item 4 – RDS/LMATS Occupational License. Mayor Willie introduced Brandy, an administrator with LAMATS regarding the taking care of the Village's Occupational Licenses. Brandy informed the cost is \$12.00 per license and they also offer a program called Discovery Recovery. She informed that this program is used to find businesses within the area that is operating under the radar. So, once these businesses are located and they have paid their taxes due, they will collect 50% of the amount collected from them. Alderwoman Lee asked how they find businesses that are operating under the radar. Brandy stated there are certain resources they use to find out this information and it would be no additional charge to the Village. It is called data minding and they have specialist that research these things and they find a lot of money for municipalities. A discussion followed.

Mayor Willie stated that the deadline in order to get into the batch before December will be on Friday October 12th. Alderwoman Mathies replied that she would like to discuss some things with the mayor in private. Alderwoman Mathies asked Mayor Willie if he could call a quick Executive Session to discuss further. Alderwoman Mathies made a motion to go into an Executive Session at 7:26 p.m.

At 7:36pm the Board of Alderman, Mayor, and Municipal Clerk returned from Executive Session. The Board informed that they agreed to go into a contract with LAMATS for one year and six months, instead of three years. Alderwoman Mathies made a motion to approve the contract and it was seconded by Alderman Garrett. The motion carried. *(3 Yeas, 0 Nays)*

Item 5 – Employee Job Description Handbook Proposal. Alderwoman Mathies stated that she attended the LMA conference and spoke with Morgan Wright Group regarding job descriptions. Alderwoman Mathies stated the village has never had an employee handbook and the job descriptions need to be updated. She met with this company for lunch to discuss what is needed. The company would go through the ordinances to find out everything that needs to be added to the handbook. She informed that the first proposal that was given was for \$2500 but he called her back on Friday and stated that if that had to start from scratch it would be \$5000. He then stated that they would offer a retainer fee for a minimum of 60 hours within a 12 month period that would cost \$6000 for all job descriptions, the handbook, grievance policy, and new employee packets. Mayor Willie stated that seems like a hefty price. A discussion followed. The board will look further into this information at a later date.

Item 6 – Utility Adjustments.

Patrick Patterson's billed was tabled last meeting due to the board needing additional information from the maintenance department. The customer does not have village sewer. Therefore a credit for the sewer is not required. The customer is responsible for the entire bill because the leak was on his side of the meter.

Heisser Construction needs to be credited \$248.59 due to being charged on an account that the new homeowner is being charged on. Alderman Garrett made a motion to approve the credit and it was seconded by Alderwoman Mathies. Alderwoman Mathies had a question on who would be billed this amount. A discussion followed. The motion carried. *(2 Yeas, 1 Nay)*

Anthony Reeves needs to be credited \$15.25 because the customer does not receive garbage pickup. It was an option back in 2015 when he opened his account. The garbage pickup was added by mistake recently while going over accounts with the new garbage service company. Alderwoman Lee made a motion to approve the credit and it was seconded by Alderwoman Mathies. The motion carried. *(3 Yeas, 0 Nays)*

Suzette Bourg needs to be credited \$15.25 because the customer does not receive garbage service. The garbage service was added to the account by mistake while going over accounts with the new garbage company. Alderwoman Lee made a motion to approve the credit and it was seconded by Alderwoman Mathies. The motion carried. *(3 Yeas, 0 Nays)*

A.U. Peterson Lodge is requesting to be changed from commercial to residential due to someone living in the building now. Alderwoman Mathies asked if we are certain that someone is living there. Mayor Willie stated the building has been vandalized and broken into several times lately so they are going to let someone stay there. A discussion followed regarding zoning. Planning and Zoning Commissioner, Deanna Mingo, stated that she recalls the building being deemed unusable. Mayor Willie stated the building was not condemned. Alderwoman Lee made a motion to approve the change from commercial to residential. It was seconded by Alderman Garrett and the motion carried. *(3 Yeas, 0 Nays)*

Heisser Construction needs to be credited \$13.00. The house has been sold and the new owner is being billed. Alderwoman Lee made a motion to approve the credit and it was seconded Alderman Garrett. The motion carried. *(3 Yeas, 0 Nays)*

Announcements/Adjournment:

No announcements.

Alderwoman Mathies made a motion to adjourn the meeting and it was seconded by Alderwoman Lee.
The motion carried. (3 Yeas, 0 Nays)

*Respectfully submitted,
Lance Willie, Mayor /s/*

*I attest that the above is a true and correct copy of the minutes taken at the General Meeting held
at Town Hall on October 8th, 2018.*

Attest: Andree Core, Municipal Clerk /s/