

CITY OF WINNFIELD
REGULAR MEETING
April 13, 2021

The regular meeting of the Mayor and City Council was called to order at 6:07 p.m. on Tuesday, April 13, 2021 by Mayor George Moss. Those present in addition to Mayor Moss were Councilpersons Junkin, Miller, Hamms, Phillips, Katina Smith, City Clerk, and Herman Castete City Attorney. Not present Councilman Holden

PLEDGE OF ALLEGIANCE

Cassidy Martin

INVOCATION

Chief Montgomery

AGENDA AMENDMENTS

1. Councilperson Junkin asked that the Agenda be amended to add New Business Action item I- Police Department Personnel.

On motion by Councilperson Junkin duly seconded by Councilperson Miller, after no public comment, the Council members present unanimously voted to amend the agenda to add Item I under New Business Action to the Agenda.

2. Councilperson Junkin asked that the Agenda be amended to add New Business Non-Action item #8- Recreation Department vehicle.

On motion by Councilperson Junkin duly seconded by Councilperson Miller, after no public comment, the Council members present unanimously voted to amend the agenda to add Item I under New Business Non-Action to the Agenda.

3. Councilperson Miller asked that the Agenda be amended to add New Business Non-Action item I- Update Police Department vehicles.

On motion by Councilperson Miller duly seconded by Councilperson Phillips, after no public comment, the Council members present unanimously voted to amend the agenda to add Item I under New Business Non-Action to the Agenda.

4. Councilperson Junkin asked that the Agenda be amended to add New Business Non-Action item K- Old VFW Property.

On motion by Councilperson Junkin duly seconded by Councilperson Miller, after no public comment, the Council members present unanimously voted to amend the agenda to add Item K under New Business Non-Action to the Agenda.

On motion by Councilperson Junkin duly seconded by Councilperson Miller, after no public comment, the Council members present unanimously voted to accept the Agenda as Amended.

Guest and Audience Participation

1. Cedric Floyd with Data Center of Louisiana proposed to the Council services to perform 2020 redistricting plan for the Winnfield City Council districts.

2. Josh Walker proposed a community plan to the Council for recreation

Old Business- Action Items

None

Old Business- Non-Action Items

None

New Business-Action Items

Item A- Accept Minutes from the March 4, 2021 Special Meeting- Mayor

On motion by Councilperson Junkin, duly seconded by Councilperson Miller, after discussion and no public comment, the minutes from March 4, 2021 were approved by unanimous vote.

Yeas: 4 (Phillips, Miller, Junkin, , Hamms)

Nays: 0
Abstained: 0
Absent: 1 (Holden)

Item B- Accept Minutes from the March 9,2021 Regular Meeting- Mayor

On motion by Councilperson Junkin, duly seconded by Councilperson Miller, after no discussion or no public comment, the minutes from March 9, 2021 were approved by unanimous vote.

Yeas: 4 (Phillips, Miller, Junkin, , Hamms)
Nays: 0
Abstained: 0
Absent: 1 (Holden)

Item C- Resolution for Employee Callout Pay- Junkin

A resolution offered by Councilperson Junkin at the Regular Meeting of the Mayor and City Council of the City of Winnfield; Louisiana held on April 13, 2021.

RESOLUTION

WHEREAS, the City of Winnfield has in place a City of Winnfield Employee Handbook adopted 9/13/19 for use by the employees of the City of Winnfield.

WHEREAS, City of Winnfield Employee Handbook adopted 9/13/19 the should be amended to include a section covering call-out pay so that the City can provide for the pay of employees for time they are working for the City.

NOW, THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Winnfield that the City of Winnfield Employee Handbook adopted 9/13/19 is hereby amended to add the following:

"Call-out Pay

At certain times, it may be necessary to "call out" employees to respond to emergency situations. Nonexempt employees who are required to return to work to respond to an emergency, after they have left the work site following completion of their assigned work schedule and before the beginning of their next regularly scheduled shift, shall be entitled to "call-out" pay.

Eligible employees shall be paid for call-out time as follows:

- (1) A minimum of two (2) hours pay at one and one half the regular hourly pay rate even when the time spent on the job is less than two (2) hours, or
- (2) Pay for actual hours worked at one and one half the regular hourly pay rate if hours worked exceeds two (2).

In the event an employee is called out multiple times, the calls shall be considered one "call-out" for purposes of considering minimum compensation owed, unless there are at least thirty (30) minutes between the time the employee logs out from one call and the employee logs in for a subsequent call.

Employees must actually report to a work site (meaning a City facility or the location of the emergency) to be eligible for call-out pay.

Employees must accurately log all call-out time. Call-out pay starts at the time an employee reports to the work site and ends when the employee leaves the work site.

From time-to-time, employees may be called during an emergency and required to perform work without having to leave the employee's off-site location (for example, an employee may be called at home and asked a question over the phone). Those employees are not eligible for call-out pay because they are not required to report to a work site; however, such employees will be entitled to compensation at their regular rate of pay for any time worked.

Call-out pay does not apply when an employee is asked to continue to work beyond his or her normal work schedule or is asked to report early in advance of his or her regularly scheduled work time. Once an employee reports to work for his or her regularly scheduled shift, call-out pay ends.

Because call-out pay is already paid at one and one half an employee's regular hourly pay rate, call-out time is not considered when calculating overtime."

This resolution was offered on motion by Councilperson Junkin, and seconded by Councilperson Miller

Ayes: 4(Hamms, Junkin, Miller, Phillips) Absent: 1(Holden)

Nays: 0 Abstaining: 0

WHEREUPON the Mayor declared that the motion passed and the resolution was adopted.

Date: April 13, 2021

George Moss, Mayor

Katina Smith, City Clerk

Item D -Resolution to accept facility rental rates - Junkin.

A resolution offered by Councilperson Junkin at a Regular Meeting of the Mayor and City Council of the City of Winnfield, Louisiana held on April 13, 2021.

RESOLUTION

WHEREAS the rentals/deposits for City owned properties have not been adjusted to meet the current inadequacies of said fees.

NOW, THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Winnfield that the rental rates for facilities owned by the City of Winnfield are hereby fixed as stated in Exhibit A attached hereto.

EXHIBIT A "CITY OF WINNFIELD FACILITY RENTAL RATES"

BE IT FURTHER RESOLVED by the Mayor and City Council of the City of Winnfield that the rental agreement to be utilized for facilities owned by the City of Winnfield is as reflected in Exhibit B attached hereto.

EXHIBIT B "CITY OF WINNFIELD FACILITY RENTAL AGREEMENT"

This resolution was offered on motion by Councilperson Junkin, and seconded by Councilperson Phillips

Ayes: 4(Junkin, Phillips, Miller, Hamms) Absent: 1(Holden)

Nays: 0 Abstaining: 0

WHEREUPON the Mayor declared that the motion passed, and the resolution was adopted.

Date: April 13, 2021

George Moss, Mayor

Katina Smith, City Clerk

EXHIBIT "A"

CITY OF WINNFIELD FACILITY RENTAL RATES

All facilities are subject to contract terms agreed to by responsible party, including, but not limited to rental and deposit rates listed below. Rental agreements for some facilities

may include expenses in addition to these rates.

| | |
|--|------------------|
| Civic Center | |
| For Profit Organization or Individual rent \$ 300 damage deposit | \$ 800 |
| Non-Profit Organization or Individual (majority of funds leave Winn Parish) \$300 damage deposit (majority of funds stay in Winn Parish) | \$600 rent |
| Non-Profit Organization or Individual rent \$ 300 damage deposit | \$ 300 |
| Earl K. Long Park Pavilion rent \$75 damage deposit | \$100 |
| Grove Street or Moss Street Gym For Profit Organization or Individual rent first 4 hours \$75 damage deposit | \$ 100 |
| per hour aner 4 hours | \$ 25 |
| damage deposit | \$ 100 |
| Non-Profit Organization or Individual rent first 4 hours (majority of finds stay in Winn Parish) | \$ 75 |
| hour after 4 hours | \$ 20 per |
| damage deposit | \$ 100 |
| Baseball/Softball Fields for Tournaments rent \$50 damage deposit | \$100 |
| Grove Street Moss Street Pavilion/Picnic Area rent | \$30 |
| Boundary Street Facility rent \$ 150 damage deposit | \$ 200 |

EXHIBIT "B"

City of Winnfield

FACILITY AGREEMENT

This Facility Rental Agreement ("Agreement") made this day of

20 between the City of Winnfield, Louisiana ("City"), whose address is set forth herein, and ("User"), whose address is set forth herein.

1. Use. Subject to the terms and conditions set forth herein, City grants to User the use of the following facility:

| | |
|------------------------------|---|
| ___ Civic Center | _____ Grove Street Gym |
| ___ Earl K. Long Park | _____ Moss Street Gym |
| ___ Boundary Street Facility | _____ Grove Street Pavilion and Picnic Area |
| ___ Grove Street Ball Fields | ___ _____ Henderson/Holden Pavilion and Picnic Area |

for the following event (the "Event") and no other purpose:

on the following date(s) and time(s):

Date(s): _____ Time (s) :

by the following User:

Name:

If Civic Center, will alcoholic beverages be present?

Yes No _____

1. Scheduling. City shall schedule all events on a first-come, first-serve basis. Reservations must be made a minimum of 14 days in advance. No reservation shall binding until Scheduling Deposit is received at City Hall. Agreement must be signed and payment for rent is received at City Hall no later than 7 days prior to Event.

2. Rental Fee. User agrees to pay City a rental fee for use of the Facility(s) and Event(s) designated above on the Date(s) and Time(s) listed above in the amount of \$

_____.

3. Event Security. Security must be provided for the Event at the sole expense of the User. If the Event is not scheduled during regular working hours, Security will be paid at a rate of \$20.00 per hour for each City of Winnfield employee. If Event is for juveniles age 13 and up, a minimum of 2 security people must be provided. The amount due for security must be paid to City of Winnfield no later than 7 days prior to Event and is fully refundable should Event be canceled. In the event that alcohol will be present, security must be law enforcement personnel, arranged for separately and provided at sole expense of the User. Proof of that security arrangement must be provided to City 24 hours prior to the Event.

4. Deposits.

A. Scheduling Deposit. A scheduling deposit of 25% of total rent is required at the time of scheduling.

B. Security Deposit A security/damage deposit of \$_____ is required. The security/damage deposit is completely refundable less any damage caused to Facility during Event. User shall be responsible for any and all damages to Facility and contents.

5. Set Up Days. To guarantee access to the Facility prior to Event day, User must rent die facility for those days. If the Facility is not otherwise engaged the day immediately preceding the Event, User may access the Facility between the hours of 1:00 p.m. and 5 p.m. at no charge, excluding weekends

and holidays. Weekends, holidays and after hours, User must make arrangements with Facilitator at a rate of \$20.00 per hour. The City does not guarantee time for set up requested by User.

6. Cancellation. Cancellations must be made in writing by User no less than 72 hours prior to the Event in order for rent and scheduling deposit refund. Cancellations with less than 72 hours notice will forfeit scheduling deposit.

7. Risk. Use of the Facility by User shall be at User's sole risk and City shall not be responsible for any loss or damage to materials, equipment, vehicles or other property of the User or others at the Event

8. Consent By signing this agreement, User agrees that User has read, understood and consented to all the provisions set herein, as well as any other rules, regulations or policies separately provided.

User signature

Date

Print name

Following section to be completed by City Facility Booking Coordinator

_____Scheduling Deposit Paid _____Security Deposit Paid _____Rent Paid

_____Event Security Personnel Paid

Check # _____

Receipt # _____

City Facility Booking Coordinator

Item E- Resolution to authorize upon receipt use of Cares Act Funds- Junkin

A resolution offered by Councilperson Junkin at a Regular Meeting of the Mayor and City Council of the City of Winnfield, Louisiana held on April 13, 2021.

RESOLUTION

WHEREAS, the City of Winnfield is anticipating receipt of funds under the Cares Act enacted by the Federal Government.

WHEREAS, the City Engineer has requested that the City of Winnfield signify priorities for the use of Cares Act funds to be received by the City of Winnfield.

NOW THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Winnfield that any Cares Act funds received by the City of Winnfield will be prioritized for use as follows:

1. Lift Station for Sewer Pumps.
2. Wastewater Treatment Plant Pumps.
3. Maple Street Sewer and Street Projects.

This resolution was offered on motion by Councilperson Junkin, and seconded by Councilperson

Ayes: 4(Hamms, Phillips, Miller, Junkin) Absent: 1(Holden)

Nays: 0

Abstaining: 0

WHEREUPON the Mayor declared that the motion passed, and the resolution was adopted.

Date: April 13, 2021

George Moss, Mayor

Katina Smith, City Clerk

Item F- Designate Winnfield City Fire Department as the Emergency Operation Center- Junkin.

On motion by Councilperson Junkin The Winnfield Fire Department is hereby designated as the Emergency Operation Center for the City of Winnfield for any City emergencies and given the power to do all things necessary for the safety of the citizens and City, upon approval of the Mayor.

Item G- Designate Winnfield City Fire Department Administration to be the emergency point of contact- Junkin

On motion by Councilperson Junkin The Winnfield Fire Department is hereby designated as the Emergency point of contact for the City of Winnfield.

Item H-Authorize purchase of stove and refrigerator for Brown Street Building (old pine belt head start building) for Winn summer rec and feeding program- Junkin

On motion by Councilperson Junkin, duly seconded by Councilperson Miller, after no public comment, the Council unanimously voted to accept the purchase of a commercial stove and refrigerator for the Brown Street building for Summer recreation and feeding program.

Item I-Accept resignation of Full-time officer Ralph Creel- Chief Carpenter

On motion by Councilperson Junkin, duly seconded by Councilperson Phillips, after no public comment, the Council unanimously voted to accept the resignation of Ralph Creel from his full-time position as a Patrolman.

Item J-Approve the hire of Deontrey Means as Fulltime Police Officer- Chief Carpenter

On Motion by Councilperson Junkin duly seconded by Councilperson Phillips, after no public comment, the Council unanimously voted to accept provisional appointment Deontrey Means as a full-time Patrolman.

Item K- Introduction to amend section 2-60 of Ordinance 3 of 2021- Junkin.

The following Ordinance was introduced by Councilperson Junkin at the regularly scheduled meeting of the Winnfield City Council held on April 13, 2021, 2021 , to-wit:

ORDINANCE NO. 3 of 2021

AN ORDINANCE TO AMEND SECTION 2-60 OF THE CODE OF ORDINANCES OF THE CITY OF WINNFIELD, LOUISIANA, TO PROVIDE FOR AN EFFECTIVE DATE THEREFOR, AND TO PROVIDE FOR ANY RELATED MATTERS.

The above ordinance will be considered for adoption at the regularly scheduled meeting of the Mayor and City Council of the City of Winnfield to be held May 11, 2021.

Item L-Introduction to amend section 2-61 of Ordinance 4 of 2021- Junkin.

The following Ordinance was introduced by Councilperson Junkin at the regularly scheduled meeting of the Winnfield City Council held on April 13, 2021, 2021, to-wit:

ORDINANCE NO. 4 of 2021

AN ORDINANCE TO AMEND SECTION 2-61 OF THE CODE OF ORDINANCES OF THE CITY OF WINNFIELD, LOUISIANA, -ro PROVIDE FOR AN EFFECTIVE DATE THEREFOR, AND TO PROVIDE FOR ANY RELATED MATTERS.

The above ordinance will be considered for adoption at the regularly scheduled meeting of the Mayor and City Council of the City of Winnfield to be held May 11, 2021.

NEW BUSINESS, NON-ACTION ITEMS

A. Update from Chief Montgomery on City Emergency Plan- Hamms

City Fire Chief Montgomery updated the Mayor and Council on the emergency plan that he previously discussed at Special Meeting on March 4, 2021 on how that a central hub is being developed training for department heads and all City employees and how there will be implement command system and public information for disasters.

B. Update from Chief Carpenter on City Security Plan-Hamms

Chief Carpenter was not present for an update.

C. Update in status with FEMA- Hamms

Mayor Moss updated the Council that we at City Hall are currently in weekly meetings with our PDMG representative of Fema to go thru the process of damage and debri invoice for hurricane Laura.

D. Update from City Department Heads- Hamms

Department heads (Eugene Jones, Water Department, Eddie Johnson Wastewater Department, Jerome Wheeler, Street Dept., Gladys Hobdy, Utility Dept., Camelia Garner, Animal Control and Anthony Hall, Recreation Dept.) updated the council of how their department have been maintaining since hurricane Laura and day to day operation.

E. Update on Work Orders from each department- Hamms

Each department head answered this line item when they gave an overall update on their department.

F. Discuss contract criteria for electrical inspector- Hamms

Councilperson Hamms asked that this item be tabled until further information is maintained.

G. Discuss the method of distribution for earned k-time hours.

Discussion was had on how k-time can be taken among veterans' employees for previous accumulated k-times.

Conclusion that payroll attorney suggested that employees began taken the time off as often as possible. To be decided.

VIII. ADJOURNMENT

On motion of Councilperson Junkin, seconded by Councilperson Phillips, the regular meeting of the Mayor and City Council held April 13, 2021 was adjourned by unanimous vote at 7:23 p.m.

KATINA SMITH, CITY CLERK

GEORGE MOSS, MAYOR