

# TOWN OF SIMMESPORT

MAYOR LESLIE DRAPER III

DISTRICT I DISTRICT II  
TED TURNER KENNETH



MARSH

DISTRICT III DISTRICT IV  
MYRON K. BROWN SHERMAN

BELL

ALDERMAN AT LARGE  
JACOB COCO

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## December 20, 2019 Special Town Meeting Minutes

Minutes of a special meeting of the Mayor and Board of Aldermen of the Town of Simmesport held at the Simmesport Town Hall on Friday, December 20, 2019, at 5 PM.

Presiding: Mayor Leslie Draper

Members Present: Ted Turner, Myron Brown, Kenneth Marsh, Sherman Bell, Jacob Coco Members Absent:

None

The meeting was called to order by Mayor Draper and was opened with a prayer given by Alderman Myron Brown followed by the Pledge of Allegiance.

A motion was made by Alderman Bell and seconded by Alderman Marsh to amend the agenda by adding an executive session to deal with a personnel matter regarding the police department. All present voted as follows:

	YES	NO	ABSENT/ABSTAIN
Alderman Bell	X	_____	_____
Alderman Brown	X	_____	_____
Alderman Coco	X	_____	_____
Alderman Marsh	X	_____	_____
Alderman Turner	X	_____	_____

The motion was carried.

Mayor Draper informed the board that all local vendors except D&M Car Quest had been paid to close out 2019. Car Quest was owed a final payment of \$262.

Mayor Draper told the council that the Police Department had a separate operations manual and that Police Commissioner Sherman Bell had a copy. Mayor Draper told the council that he could get a copy of the Police Department Operations Manual to the rest of the Town Council.

Mayor Draper also informed the Council that he was currently working an updated copy of the Town Employee Handbook. This new handbook will clarify the leave policies for employees and include a more detailed overtime policy. Mayor Draper informed the Council that many companies and state agencies have personal absence days. Alderman Coco and Alderman Marsh suggested that 3 personal absence days be given to each employee (with no

rollover) who has worked at least one year. The handbook also needed to define the term “on call” more precisely. Mayor Draper also said the handbook needed to address issues such as promotion and demotion, employee reviews, uniform codes (dress), a form for employee background checks, a form for substance abuse testing and a policy for the operation of Town vehicles. Alderman Marsh informed those present that he was sure the Town of Simmesport had passed an ordinance limiting who could take home Town vehicles to only the Chief of Police, Maintenance Supervisor and the maintenance employee who was on call. Mayor Draper said further that when the handbook was complete, he would submit copies to the council members for suggested changes and/or approval.

Mayor Draper also talked with the Council about forming commissions. He noted that Alderman Bell was currently serving as Police Commissioner. Mayor Draper was concerned that with the acquisition of the Port of Avoyelles athletic facilities, oversight of use of these facilities (and others) could prove to be complicated without increased involvement from the council. Aldermen Marsh and Bell volunteered to be a part of an Athletic Commission to help oversee the athletic facilities the Town manages.

Mayor Draper asked Chief Damion Jacobs to present to the council the idea of using FuelMan fuel cards to better track fuel usage. Chief Jacobs said there would be a discount on gas where the cards were accepted and that a card could be assigned to each unit. This way, fuel usage could be monitored for each police car and officer. These services could generate reports on fuel usage. Chief Jacobs also said that another company called WEX offered a similar service.

A motion was made by Alderman Marsh and seconded by Alderman Coco to have the Simmesport Police Department move to a fuel card service. All present voted as follows:

	YES	NO	ABSENT/ABSTAIN
Alderman Bell	X		
Alderman Brown	X		
Alderman Coco	X		
Alderman Marsh	X		
Alderman Turner	X		

The motion was carried.

A motion was made by Alderman Brown and seconded by Alderman Bell move into executive session to discuss a personnel matter in the Police Department. All present voted as follows:

	YES	NO	ABSENT/ABSTAIN
Alderman Bell	X		
Alderman Brown	X		
Alderman Coco	X		
Alderman Marsh	X		
Alderman Turner	X		

The motion was carried.

A motion was made by Alderman Marsh and seconded by Alderman Bell exit the executive session. All present voted as follows:

	YES	NO	ABSENT/ABSTAIN
Alderman Bell	<u>X</u>	<u>          </u>	<u>          </u>
Alderman Brown	<u>X</u>	<u>          </u>	<u>          </u>
Alderman Coco	<u>X</u>	<u>          </u>	<u>          </u>
Alderman Marsh	<u>X</u>	<u>          </u>	<u>          </u>
Alderman Turner	<u>X</u>	<u>          </u>	<u>          </u>

The motion was carried.

Mayor Draper appointed Officer Glenn Hall as Assistant Police Chief for the Town of Simmesport.

There being no further business, a motion was made by Alderman Turner and seconded by Alderman Marsh to adjourn. All present voted as follows:

	YES	NO	ABSENT/ABSTAIN
Alderman Bell	<u>X</u>	<u>          </u>	<u>          </u>
Alderman Brown	<u>X</u>	<u>          </u>	<u>          </u>
Alderman Coco	<u>X</u>	<u>          </u>	<u>          </u>
Alderman Marsh	<u>X</u>	<u>          </u>	<u>          </u>
Alderman Turner	<u>X</u>	<u>          </u>	<u>          </u>

The motion was carried and the meeting adjourned.

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Mayor Leslie Draper, III

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Town Clerk Dacia Adams