

**City of Mansfield**  
**MINUTES OF REGULAR PUBLIC MEETING**  
**July 14, 2014**

The Board of Aldermen met in regular session on **Monday, July 14<sup>th</sup>**, in Mansfield City Hall, located at 705 Polk Street. Mayor McCoy called the meeting to order at **4:30 p.m.**, after which an **Invocation** was offered by **Alderman Mitchell L. Lewis**. The Pledge of Allegiance was led by **Alderman Mary L. Green**. Following the pledge, the roll was called, and the following officials were recorded as **Present**: Hon. Curtis W. McCoy, Mary L. Green –District **A**, Roy R. Jones –District **B**, Mitchell L. Lewis –District **C**, Joseph Hall, Jr. –District **D**, and Kervin D. Campbell –District **E**. **Absent**: None. **Other City Personnel Present**: James “*Jim*” Ruffin (Public Works Director), Gwendolyn Jones (Deputy Clerk), Brian Phillips (Court Clerk), Tommie Crawford (Public Relations Officer), and Gary Hobbs (Chief of Police). **Press Present**: Vickie Welborn (*The Times*) and Julie Morris and Bennie Hall (*The Enterprise*).

It was MOTIONED by **JOSEPH HALL, JR.** and SECONDED by **KERVIN D. CAMPBELL** to approve the minutes of the **June 23, 2014 regular** City Council meeting and to dispense with the reading. Motion Passed Unanimously.

It was MOTIONED by **MARY L. GREEN** and SECONDED by **MITCHELL L. LEWIS** to approve the payment of current outstanding bills for this period. 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 offered from the floor, the **Public Comments Period** was then closed.

**Old Business**: None.

**New Business**:

**Item A**: It was MOTIONED by **ROY R. JONES** and SECONDED by **MITCHELL L. LEWIS** to authorize the receipt and opening of all sealed public bids 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. The following bids were received and opened for Aluminum Sulfate Solution: **Kemira Water Solution, Inc.** –no bid submitted, **GEO Specialty Chemicals** -\$210.50/dry ton delivered, **Premier Chemicals & Services** -\$218.50/dry ton, and **General Chemical, L.L.C.** -\$445.00/dry ton. All bids received were taken under advisement. The bids will be tabulated and a recommendation made at the City Council’s regular meeting on July 28<sup>th</sup>, to put the lowest responsible bidder under contract. Purchases will be made from the lowest bidder through December 31, 2014. In similar fashion, the following bids were received and opened for Caustic Soda Liquid: **FSTI, Inc.** -\$656.00/dry ton delivered, **Premier Chemicals & Services** -\$739.50/dry ton, **General Chemicals, Inc.** -\$792.25/dry ton and **GEO Specialty Chemicals** –no bid submitted. All bids received were taken under advisement. The lowest responsible bidder will be announced at the Council’s July 28<sup>th</sup> regular meeting and a recommendation made to exclusively contract with that bidder for purchases of Caustic Soda Liquid through December 31<sup>st</sup>. Motion Passed Unanimously.

**Item B:** It was MOTIONED by **MITCHELL L. LEWIS** and SECONDED by **KERVIN D. CAMPBELL** for approval authorizing the Mayor to enter into and execute the Annual Maintenance Agreement with the Louisiana Department of Transportation and Development (LA DOTD) for **Traffic Signal Lights** maintenance for fiscal year ending June 30, 2015. The agreement for said maintenance shall begin July 1, 2014 and end June 30, 2015, unless sooner terminated. The LA DOTD will reimburse the City on a semi-annual basis for maintenance cost on each of the ten (10) approved traffic signals listed in the agreement at the rate of \$800.00 per signal per year. Motion Passed Unanimously.

**Item C:** At this time, the Mayor called for a selection by the Board of Aldermen of one alderman from among them to act as **Mayor Pro Tempore**. The mayor pro tem presides at all meetings in the absence of the mayor and performs all duties of the mayor in the absence or disability of the mayor. The mayor pro tem has all the same powers as the mayor, except veto power. It was MOTIONED by **MARY L. GREEN** and SECONDED by **KERVIN D. CAMPBELL** to select Alderman **Mitchell L. Lewis** to act as Mayor Pro Tempore. A second nomination was made by Alderman Roy R. Jones to select Alderman **Joseph Hall, Jr.** to act as mayor pro tem, but his nomination failed to receive a second. Therefore, the Mayor called for a vote on this measure from each alderman. The measure received unanimous approval from the Council. All five aldermen voted to approve Alderman **Mitchell L. Lewis** as mayor pro tem. Motion Passed Unanimously.

**Item D:** Present at this meeting at the Mayor's request was Mr. **Ryan E. Todtenbier**, a certified public accountant with the Natchitoches, LA auditing firm of **Johnson, Thomas and Cunningham, CPAs**. Mr. Todtenbier was asked to present a brief summary of the City's Audit of Financial Statements for fiscal year ended December 31, 2013. In doing so, those attending this meeting would gain an abbreviated assessment of the efficiency and effectiveness of the governing body's stewardship of the money it receives. Overall, Mr. Todtenbier reported that just as in 2012, the City remained in a healthy financial position at the close of 2013. However, it was noted that the City did experience a decrease in its property tax base (decline in the value of properties located within the City) of approximately one percent (1%) during the year ended 12/31/13. Similarly sales tax revenue reflects a marked decrease over 2012 and can be largely attributed to a waning of the Haynesville Shale activity in recent years. When at its peak, day laborers in the oil and gas drilling industry were in the City generating increased sales tax revenue by patronizing our eating establishments, retail outlets, fuel filling stations, lodging facilities (hotels, motels, etc.), grocery stores and the like. Now that that activity has significantly declined, sales tax revenue has been noticeably impacted. Additionally, he recommended that the City, as closely as possible, remain within its approved financial budget for 2014, excluding unforeseen expenses incurred to fund the repair/maintenance to the City's tangible properties and equipment. This will help ensure continued profitability for the City when books close at the end of the current fiscal year. Conclusively, the audit did reveal a

significant deficiency in internal control with regard to Cash Bonds Payable. No reconciliation was performed between the general ledger cash bonds payable account and the list of cash bonds held by the City. Inadequate internal control procedures for cash bonds could result in recording errors of cash bond payments remitted. The City must establish effective internal control procedures to reconcile on a monthly basis cash bonds payable. In conclusion, it should be noted that the City's 2013 Financial Audit Report was submitted to the Legislative Auditor's Office by the June 30<sup>th</sup> deadline date.

**Item E:** No other new business discussed.

With no further business to discuss, the meeting was declared adjourned at **4:52 p.m.** by MOTION from **JOSEPH HALL, JR.** and SECONDED by **MITCHELL L. LEWIS.** Motion Passed Unanimously.

**Curtis W. McCoy**, *Mayor*  
**Marvin R. Jackson**, *Clerk*