

City of Mansfield
MINUTES OF *SPECIAL* PUBLIC MEETING
May 29, 2018

In a *special meeting* called pursuant to the provisions of R.S. 42:19, the Mayor and Board of Aldermen met on **Tuesday, May 29th**, in Mansfield City Hall located at 705 Polk Street. Mayor Curtis W. McCoy called the meeting to order at **4:30 p.m.**, after which an Invocation was offered by **Alderman Joseph Hall, Jr.** The Pledge of Allegiance was led by **Alderman Kervin D. Campbell.** Following the pledge, the roll call was suspended. However, the following officials were recorded as **Present:** Hon. Curtis W. McCoy, **-Mayor**, Mary L. Green –District **A**, Brenda H. Hall –District **B**, Mitchell L. Lewis –District **C**, Joseph Hall, Jr. –District **D**, and Kervin D. Campbell –District **E.** **Absent:** None. **Other City Personnel Present:** Gwen Jones (Deputy Clerk), Brian Phillips (Court Clerk), Latarsha Shelton (Fire Chief), Jasmine Green (firefighter – MFD), and Bryan Ross (firefighter –MFD). **Others Present:** Christopher Thomas (Alderman Elect –District B), Ryan Todtenbier, Jennifer Hawkins, Courtney Butcher (Ferrara Fire Apparatus), Esther Howard, Ashley Shelton, Patricia Lee, and Sebrina Walker. **Press Present:** Raley Pellitteri (editor –the *Mansfield Enterprise*).

It was MOTIONED by **KERVIN D. CAMPBELL** and SECONDED by **MITCHELL L. LEWIS** to approve the minutes of the **May 14, 2018 *regular*** City Council meeting and to 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 none were offered from the floor, the **Public Comments Period** was then subsequently closed.

Old Business:

Item A: A public hearing was conducted to hear and discuss any comments related to the adoption of proposed **Ordinance No. 3 of 2018**, drafted to **amend** the city's 2018 Operating Budget of Revenue and Expenditures. The Ordinance was introduced at the Board of Aldermen's regular meeting held on May 14th. It was drafted to **amend** the amounts budgeted for capital expenditures in the category of CORPORATION. More specifically, the amendments proposed impacted capital expenditures (equipment purchases) allocated in the **Mayor's Office** and in the **Police Department.** Capital expenditures budgeted for 2018 in the **Mayor's Office** were \$0.00, but was amended to \$8,000.00. Similarly, capital expenditures budgeted for 2018 for the **Police Department** was increased from \$0.00 to \$120,175.00. When no comments were voiced regarding this Ordinance, the public hearing was then subsequently closed.

Item B: It was MOTIONED by **MITCHELL L. LEWIS** and SECONDED by **MARY L. GREEN** to approve adoption of **Ordinance No. 3 of 2018** drafted to **amend** the city's 2018 Operating Budget of Revenue and Expenditures. Motion Passed Unanimously.

Item C: No other old business discussed.

New Business:

Item A: It was MOTIONED by **JOSEPH HALL, JR.** and SECONDED by **MARY L. GREEN** to approve the recommendation offered by the city's civil engineering firm, **BALAR Associates, Inc.** to approved Change Order No. 4 as requested by the contractor, **Bayou Country Contractors & Irrigation, L.L.C.** for the 2014/2015 LCDBG-funded Wastewater Collection System Improvements Project. The Change Order was prepared to accommodate conditions encountered during construction. More specifically, it was prepared to reconcile all contract quantities. The total adjusted contract amount due to all previous Change Orders was \$712,536.10. The sum of **\$34,023.40** for this Change Order is hereby deducted from the total adjusted contract price resulting in a current total contract price of **\$678,512.70**. This document shall become an amendment to the Contract and all provisions of the contract will apply hereto. Motion Passed Unanimously.

Item B: It was MOTIONED by **MITCHELL L. LEWIS** and SECONDED by **MARY L. GREEN** to approve, at the Mayor's recommendation, the confirmation of Fire Chief **Latarsha R. Shelton's** appointment from an interim status to part-time Fire Chief with the Mansfield Fire Department. Chief Shelton has done an excellent job at seeking additional training opportunities for the personnel in this Department, and has been persistent in her mission to ensure that all firefighters on staff, achieve certifications in areas where needed. Motion Passed Unanimously.

Item C: At this time, independent auditors with the firm, **Johnson, Thomas & Cunningham, CPAs**, contracted to perform the city's Annual Audit of Financial Statements were present to deliver a summary of the city's for fiscal year ending **2017**. Present from this firm, were auditors Mrs. **Jennifer Hawkins** and Mr. **Ryan Todtenbier**, attending this meeting to summarize their findings from the audit for 2017 recently performed. The Mayor and all Aldermen were given a complete audit report to review and peruse as Mrs. **Hawkins** directed them to select pages of the report during her narrative overview of the information contained therein. Mrs. **Hawkins** orally recited some financial highlights from the audit, and stated that the city ended 2017 in a healthy financial position. As of December 31, 2017, the assets of the City exceeded its liabilities by \$10,949.70. The City had an increase in its property tax of approximately 4%, due to an increase in the value of properties located within the City. The taxing authority (the City) also experienced an increase in its sales tax revenue. In addition, with the implementation of Statewide Agreed-Upon Procedures during 2017, the auditors were mandated to review various other policies and procedures which govern the entity's daily activities. Namely, they were tasked with auditing policies and procedures for **budgeting, purchasing, disbursements, receipts, payroll/personnel, contracting, credit cards (to include debit cards, fuel cards, etc.), travel and expense reimbursement, ethics and debt service**. Mrs. **Hawkins** commented that even with the prescription by the LA Legislative Auditors of these additional areas of

review, the City had only two (2) exceptions and one (1) finding. This is to be commended, as other agencies/entities that they've recently audited could not boast the same claim. The exceptions and finding noted were promptly resolved/reconciled with very minimal impact on the daily business activities of the City. Mrs. **Hawkins** concluded by stating the entire administrative staff was very cooperative and accommodating during their audit activities, and complimented management on the great job they are doing in handling the city's finances and on making wise decisions on the use of the revenue it receives.

Item D: At this time, Mr. **Harmon "Tripp" Dungan, III** (Governmental Services Representative –Northern District) of **CLECO Power, L.L.C.** was scheduled to deliver a presentation to the Mayor and Board of Aldermen. Mr. **Dungan** could not be present at this meeting, but will instead offer his presentation at the Council's June 11th regular meeting.

Item E: Comments from Mayor McCoy and/or Council Members: As Mayor McCoy looks forward to his impending retirement, he implored the Council to remain unified and respectful of each other and of the constituents they serve. Alderwoman **Mary Green** expressed her pleasure that the city's annual audit revealed the fine job the staff is doing to make certain its policies and procedures are adhered to. Finally, Alderman **Joseph Hall** first acknowledged the presence of Alderman-elect, Mr. **Christopher Thomas**. Alderman **Hall** congratulated him on winning the council seat for District B in the recent election and remarked that he looked forward to working with him in the coming term.

Item F: No other new business discussed

With no further business to discuss, this meeting was declared adjourned at **4:56 p.m.** by MOTION from **JOSEPH HALL, JR.** and was SECONDED by **MITCHELL L. LEWIS.** Motion Passed Unanimously.

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