

MINUTES
Of the Regular Meeting, of
The Claiborne Parish Police Jury
10:00 a.m.
December 6, 2023
Police Jury Chambers
507 West Main Street
Homer, LA 71040

The Claiborne Parish Police Jury met in regular session in the Jury Chambers of the Claiborne Parish Police Jury Complex, located at 507 West Main Street in Homer, LA at 10:00 a.m. on the 6th of December 2023. On being called to order by President Scott Davidson, the following Jurors were present:

Mark Furlow, Kevin Gray, Mary McDaniel, Paul Cook, Joe Merritt, Tommy Sanders, Gil Dowies and Rev. Willie Young.

District One Juror James Laird was absent.

Twenty-one (21) others in attendance which included Secretary-Treasurer Dwayne R. Woodard, Road Superintendents Chad Verdin and Brant Cupp, Claiborne Parish Sheriff Sam Dowies, CPSO Chief Deputy Brian Driskoll, District Attorney Danny Newell, Claiborne Parish OEP Director Mr. Dennis Butcher, Claiborne Parish Director of Libraries Mrs. Pam Suggs, Library Historian Mr. Wesley Harris, Claiborne Parish Coroner Dr. Mark Haynes, CMMC CEO Tina Haynes, District One Police Juror Elect Mr. Larry Ford, LSU AgCenter Agent John Monzingo, Mrs. Emalee Tingle and Ms. Crystal Owen of Claiborne Electric Co-Op, Homer Town Councilman Mr. Jimmy Hand, Ms. Jackie Roberts of the Guardian Journal, Mrs. Paige Nash of the Claiborne Journal, Rev. Steve Fowler of the Corner Stone Church of Homer, Mr. David Coates of Homer, Mr. Jerry Whitton of Homer.

The meeting was opened with a word of Prayer led by Rev. Willie Young, followed by the Pledge of Allegiance led by Paul Cook.

Upon motion by Paul Cook, duly seconded by Kevin Gray, the Jury unanimously voted to adopt the Regular Agenda as presented.

Upon motion by Gil Dowies, duly seconded by Mark Furlow, the Jury unanimously approved the consent agenda.

1. Approval of the November 15, 2023, regular meeting minutes.
2. Payment of the November 2023 bills as approved by the Claims Committee.
3. Request from the Town of Homer, in a letter dated November 17, 2023, requesting help with certain drainage work on Beverly Drive with an estimated cost of \$3,500. The work will be done on a reimbursement basis.
4. Request from the Claiborne Parish School, in a letter dated November 29, 2023, requesting assistance with a school bus turn around on Jessie T Jones. The work will be done on a reimbursement basis.

Regular Agenda:

President Scott Davidson read aloud a notice that all Parish Employees are required to complete one (1) hour of ethics training by December 31, 2023.

President Scott Davidson reminded everyone that one (1) hour of Preventing Sexual Harassment Training is required to be completed by December 31, 2023, by all Parish Employees – Department Heads and Jury Officers have a two (2) hour training requirement.

Reminder – 2023 Christmas Holiday – lunch Thursday, December 21st at the Road Barn on Hwy 2, off Friday the 22nd through Monday, January 1st, return to work on Tuesday, January 2nd, 2024.

Upon motion by Kevin Gray, duly seconded by Mark Furlow, the Jury unanimously approved the request from the Claiborne Parish Fire District 6, in a letter received November 20, 2023, requesting that the Police Jury accept the appointment of Todd Wasson as Board President replacing Scott Shackelford who no longer lives in the district.

Upon motion by Mary McDaniel, duly seconded by Gil Dowies, the Jury unanimously approved, the request from the Claiborne Parish Library Board of Control, in a letter dated November 17, 2023, requesting the re-appointment of Mrs. Denice Owens to another five-year term. Mrs. Owens' term currently expires on December 31, 2023.

President Scott Davidson read aloud a notice of retirement, in a letter received on November 30, 2023, from Claiborne Parish Registrar of Voters Patricia B. Sanders, notifying the La Secretary of State that she will be retiring effective January 1, 2024.

Upon motion by Kevin Gray, duly seconded by Paul Cook, the Jury unanimously approved the request from Secretary-Treasurer Dwayne R. Woodard to start the process of advertising the job opening to fill the upcoming vacancy for the Claiborne Parish Registrar of Voters due to the retirement of Mrs. Sanders as mandated by the La RS 18:51.

Upon motion by Mark Furlow, duly seconded by Kevin Gray, the Jury unanimously approved the request from Co-Road Superintendents Brant Cupp and Chad Verdin for an increase in base pay of \$2.00 per hour for Road Foreman Travis Kimp who has completed his 6-month probationary period. This will be effective with the payroll beginning December 7, 2023. This will make his base pay \$21.00 per hour and his gross pay at \$22.00 per hour.

Upon motion by Kevin Gray, duly seconded by Mary McDaniel, the Jury unanimously approved the lowest qualified bid for the purchase of CRS-2, CRS-P2, and CSS-1H asphalt cement necessary for the maintenance of the Claiborne Parish Roads for the 2024 year. Ergon was the lowest bid at \$2.84 per gallon for CRS-2, \$3.14 per gallon for CRS-2P, and \$2.74 per gallon for CSS-1H.

Upon motion by Gil Dowies, duly seconded by Tommy Sanders, the Jury unanimously approved the lowest qualified bid for the purchase of Hot Mix and Colay (Cold Mix) necessary for the maintenance of the Claiborne Parish roads for the year 2024. Amethyst Construction for Hot Mix in the amount of \$105.00 per ton. There was no bid received for Cold Mix.

Upon motion by Kevin Gray, duly seconded by Mark Furlow, the Jury unanimously approved the lowest qualified bid for the purchase of pit run, sand, clay gravel, and maintenance rock necessary for the maintenance of the Police Jury roads for the year 2024.

Barnette and Benefield – SB-2 Pick-up \$58.00 per ton
Barnette and Benefield – SB2 delivered \$58.00 per ton
Standard Gravel – Maint Rock \$11.50 per ton pickup
Standard Gravel – Pit Run \$6.00 per ton pickup
Barnette and Benefield – Maint rock \$40.00 per ton delivered
Barnette and Benefield – Pit Run - \$38.00 per ton delivered

Upon motion by Mary McDaniel, duly seconded by Mark Furlow, the Jury unanimously approved the lowest qualified bid for the purchase of sizes LA C-1 “modified”, LA C-2 and LA C-3 crushed granite necessary for the maintenance of the Claiborne Parish Road for the year 2024.

Blann Tractor – Delivered \$69.50 per ton C-2
Barnette and Benefield – Pickup \$70.00 per ton C-2
Blann Tractor – Delivered \$69.50 per ton C-3
Barnette and Benefield – Pickup \$70.00 per ton C-3

Upon motion by Gil Dowies, duly seconded by Paul Cook, the Jury unanimously approved the lowest qualified bid for purchase of 87 Octane Unleaded Gasoline and Diesel Fuel (off road and Highway use) for use in Claiborne Parish Police Jury owned vehicles and equipment for the 2024 year to Crump Oil of Homer.

87 Octane - \$.075 per gallon
 Diesel Fuel High Sulfur - \$.075 per gallon
 Diesel Fuel Low Sulfur - \$.075 per gallon

Upon motion by Gil Dowies, duly seconded by Paul Cook, the Jury unanimously approved the lowest qualified bid for the purchase of culverts for necessary maintenance on Claiborne Parish Police Jury roads for 2024 to TriState Culverts LLC of Lake Village AR for both galvanized and plastic type:

N-12 HDPE TYPE – CORRUGATED DUAL-WALL CULVERTS

<u>Diameter</u>	<u>N-12 BE</u>
12”	\$8.30 L/F
15”	\$11.25 L/F
18”	\$14.50 L/F
24”	\$25.30 L/F
36”	\$48.25 L/F
42”	\$62.50 L/F
48”	\$79.30 L/F
54”	N/A
60”	\$135.00 L/F

2 1/2X1 OR 3X1 OR 5X1-CORRUGATION – CORRUGATED METAL CULVERTS

<u>DIAMETER</u>	<u>14 GUAGE</u>	<u>12 GUAGE</u>	<u>10 GUAGE</u>
12”	\$19.09	X	X
15”	\$23.66	X	X
18”	\$28.23	X	X
24”	\$37.38	\$51.58	X
30”	\$46.53	\$64.20	X
36”	\$55.68	\$76.82	X
48”	\$73.98	\$102.05	X
60”	\$119.82	\$151.20	\$190.21
72”	\$130.51	\$180.38	\$229.80

For culvert orders of \$4,500 or less there will be a \$270.00 freight charge.

Upon motion by Mark Furlow, duly seconded by Kevin Gray, the Jury unanimously approved the lowest qualified bids for the purchase of Iron Ore Dirt for the maintenance of roads for the Claiborne Parish Police Jury for the year 2024.

Area #3 – Buzzy Buckner at \$1.50 per yard
 Area #5 – Thomas Whitman \$1.25 per yard
 Area #6 – Russell Langley at \$1.10 per yard
 Areal#2 – Keith Lee at \$2.00 per yard

Upon motion by Kevin Gray, duly seconded by Mary McDaniel, the Jury unanimously approved the 2024 Worker’s Compensation Insurance renewal rates for the CPPJ workforce in the amount of \$25,661 with LUBA Insurance for the 2024 year.

Upon motion by Kevin Gray, duly seconded by Mary McDaniel, the Jury unanimously approved the 2024 rated for health insurance from BCBS of LA for the Claiborne Parish Police Jury employees and to shift the Police Jury’s coverage percentage from 80/20 to 90/10 for employee only and any additional coverage will be at 60/40 for other dependents. (Which represents approx. 22.16% increase over prior year costs)

Upon motion by Kevin Gray, duly seconded by Mark Furlow, the Jury unanimously approved the 2024 proposed operating budget request for the Office of Emergency Preparedness in the amount of \$39,981 which represents an 18.12% increase over the prior year.

Upon motion by Joseph Merritt, duly seconded by Paul Cook, the Jury unanimously adopted the proposed 2023 Budget Amendments for All Funds.

Claiborne Parish Police Jury

Consolidated Budget Adjustment

All Funds - December 6, 2023

	Net	Estimated	Original	% Exp
		Fund Balance	Budgeted	Proposed
<u>Fund:</u>	<u>Adjustment</u>	<u>12/31/2023</u>	<u>Expenditures</u>	<u>Adjust</u>
General Fund	\$ 591,660	\$ 6,014,894	\$ 3,394,800	17.43%
Road Fund	99,800	782,661	2,185,800	4.57%
Bldg & Maint Fund	(72,000)	302,270	452,400	-15.92%
Equipment Fund	138,700	458,600	259,100	53.53%
Sales Tax Fund	71,000	957,220	767,000	9.26%
Library Fund	(180,000)	640,296	4,081,700	-4.41%
Witness Fee Fund	900	58,099	900	100.00%
Criminal Court Fund	(10,000)	10	297,100	-3.37%
Juv Maint Fund	<u>(7,500)</u>	<u>180,968</u>	<u>7,000</u>	-107.14%
Totals - All Funds	<u>\$ 632,560</u>	<u>\$ 9,395,018</u>	<u>\$ 11,445,800</u>	5.53%

Upon motion by Mary McDaniel, duly seconded by Gil Dowies, the Jury unanimously approved the presentation of the Proposed Ordinance 802 – 2024 Operating Budget ALL FUNDS.

THUS INTRODUCED by Juror _____ and duly seconded by Juror _____ at a regular meeting of the Police Jury of the Parish of Claiborne, Louisiana on January 10, 2024.

For: _____
 Against: _____
 Absent: _____
 Abstain: _____

ORDINANCE NO. 802

AN ORDINANCE ADOPTING AN OPERATING BUDGET OF REVENUE AND EXPENDITURES FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2024, AND ENDING ON DECEMBER 31, 2024

BE IT ORDAINED by the Police Jury of Claiborne Parish, Louisiana, in a regularly called session, the Ordinance adopting an Operating Budget for Revenues and Expenditures for the fiscal year beginning January 1, 2024, and ending December 31, 2024.

Section I. The following detailed estimate of Revenues and Expenditures for the Fiscal Year beginning January 1, 2024, and ending December 31, 2024, be and the same is hereby adopted and known as an operating budget for the Claiborne Parish Police Jury during the same period is as follows:

Revenues	
Taxes:	
Ad valorem	\$2,528,700
Sales & use	849,100
Other	2,800
Licenses and permits	121,600
Intergovernmental revenues	2,117,000
State revenue sharing	93,300

Fines and forfeitures	318,500	
Grants and awards	540,000	
Other revenues	95,400	
Use of property and money	263,000	
Total Revenues		\$6,929,400
Expenditures		
General government:		
Legislative	141,300	
Judicial	719,200	
Elections	36,900	
Finance and administrative	459,500	
Other general government	362,700	
Public safety	556,000	
Public works	2,612,700	
Sanitation	790,300	
Health and welfare	33,900	
Culture and recreation	568,500	
Economic development and assistance	84,600	
Debt service	74,300	
Grants and rewards	500,000	
Conservation	6,200	
Total Expenditures		<u>6,946,100</u>
Excess (Deficiency) of Revenues Over Expenditures		(16,700)
Other Financing Sources (Uses)		
Proceeds from borrowing	-	
Operating transfers in	950,000	
Operating transfers out	<u>(950,000)</u>	
Total Other Financing Sources (Uses)		<u>-</u>
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses)		(16,700)
Contingency		-
Fund Balance at Beginning of Year		<u>9,549,790</u>
Fund Balance at End of Year		<u><u>\$9,533,090</u></u>

Section 2. The adoption of this operating budget of expenditures be and the same is hereby declared to operate as an appropriation of the amount therein set forth within the terms of the budget classification.

Section 3. Amounts are available for expenditures to the extent that is included within the 2024 budget.

Section 4. The Police Jury will exercise control over expenditures at the functional level.

THUS ADOPTED at a regular meeting of the Police Jury of the Parish of Claiborne, Louisiana on January 10, 2024.

Dwayne R. Woodard
SECRETARY-TREASURER

Scott Davidson
PRESIDENT

President Scott Davidson read aloud a Notice of Public Hearing on the Proposed 2024 Budget – All Funds – will be held on Tuesday, January 2, 2024, at 2:00 pm in the Conference Room of the Police Jury Admin Building and at 9:00 am on January 10, 2024, in the Conference Room.

Upon motion by Kevin Gray, duly seconded by Mark Furlow, the Jury unanimously agreed to table the request from Secretary-Treasurer Dwayne Woodard, to enter into an Engagement with Bosch and Statham CPA’s for the Annual 2023 Audit until the January 10, 2024 meeting because he has not received the required proposed paper work as of the meeting this morning.

At this time President Scott Davidson presented the recommendation from the Road Committee.

Upon motion by Kevin Gray, duly seconded by Paul Cook, the Jury unanimously approved, upon the recommendation of the Road Committee, to select Barnette and Benefield of Haynesville for the demolition of the old CPSO Building at an estimated cost of \$75,000.

Upon motion by Gil Dowies, duly seconded by Paul Cook, the Jury unanimously approved, upon the recommendation from the Road Committee the Jury agreed to start the process of exploring the creation a Parish-Wide Utility District (Water) for future use and to create a reserve account (in LAMP) in the initial funding amount of \$500,000 (from General Fund reserves) with increments of \$100,000 yearly after until the fund reaches \$1,000,000.

Claiborne Parish Corner, Dr. Mark Haynes gave his report via email. 11 Deaths: (4) hospice/ER, (1) Autopsy, (0) Other Facility, (3) On Scene/no autopsy, (3) CEC’s and (3) CMMC.

There was no financial report given by Secretary-Treasurer Woodard for the month of November since he had bombarded the Jury with Budget information overload for the past 4 weeks.

Public Comments:

The Jurors thanked out going District Eight Juror Tommy Sanders for his service to the Parish over the past eight years.

Upon motion by Mark Furlow, duly seconded by Kevin Gray, the meeting was adjourned.

Dwayne R. Woodard
Secretary–Treasurer

Scott Davidson
President