

MINUTES
Of the Regular Meeting, of
The Claiborne Parish Police Jury
10:00 a.m.
December 4, 2019
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 4th of December 2019. On being called to order by President Scott Davidson, the following Jurors were present:

Mark Furlow, Kevin Gray, Paul Cook, Joseph Merritt, Jr., Tommy Sanders, Gil Dowies, and Rev. Willie Young.

District One Juror James Laird and District Four Juror A.D. Williams were absent.

Nine (9) others in attendance which included, Secretary-Treasurer Dwayne R. Woodard, Parish Road Superintendent Tommy Durrett, Claiborne Parish Sheriff Ken Bailey, Claiborne Parish Coroner Dr. Mark Haynes, OPCS Director Tim Cain, Mr. Sam Dowies of the Claiborne Parish Watershed District, Mrs. Tina Haynes (Interim CEO), Ms. Angie Constelis, and Mrs. Kristi Copeland (DON) all of CMMC.

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 Joe Merritt, duly seconded by Paul Cook, the Jury unanimously voted to adopt the Regular Agenda as presented.

Upon motion by Kevin Gray, duly seconded by Mark Furlow, the Jury unanimously approved to amend the agenda and add the following items:

1. Resolution 2019-027 – A Resolution Canvassing the Returns and Declaring the Result of the Special Election Held on November 16, 2019.
2. Request from the Town of Homer, in a letter received December 2, 2019, requesting the following – install hot mix at the intersection of Sam Baird Road and LA 2. The cost of the reimbursement will come out of the Town's 2019 ad valorem tax credit.
3. Presentation of Ordinance No. 787 – An Ordinance Adopting and Enacting a New Code for Claiborne Parish, Louisiana
4. Hardship Request for drive-way repair – Curtis Webb, 519 Line Rd, Homer LA 71040

Upon motion by Gil Dowies, duly seconded by Tommy Sanders, the Jury unanimously approved the consent agenda.

Consent Agenda:

1. Approval of the November 6, 2019 regular meeting minutes.
2. Payment of the November 2019 bills as approved by the Claims Committee.
3. Request from Claiborne Parish OEP for approval of their 2020 Budget of \$55,883 of which the Police Jury is responsible for \$27,942 or \$2,329 per month. (2019 budget - \$2,329)

4. Request from CASA Supervisor Deanna Curtis, in a letter received November 21, 2019, requesting the \$1,000 budgeted in the 2019 budget for the Court Appointed Special Advocate Program in Claiborne Parish and to be included in the 2020 budget for the same amount.
5. Request from Secretary-Treasurer Dwayne R. Woodard, to advertise for bid for the purchase of various culvert types and sizes for use by the Claiborne Parish Hwy Dept for the one-year period of February 6, 2020 thru February 10, 2021.

President Scott Davidson requested that the Jury handle the amendments to the agenda at first.

Upon motion by Kevin Gray, duly seconded by Paul Cook, the Jury unanimously approved Resolution 2019 – 027 – A Resolution Canvassing the Returns and Declaring the Result of the Special Election Held on November 16, 2019.

The following resolution was offered by Kevin Gray and seconded by Paul Cook.

RESOLUTION 2019-027

A resolution providing for canvassing the returns and declaring the result of the special election held in the Parish of Claiborne, State of Louisiana, on Saturday, November 16, 2019, to authorize the levy of a sales and use tax therein.

BE IT RESOLVED by the Police Jury of the Parish of Claiborne, State of Louisiana (the "Governing Authority"), acting as the governing authority of the Parish of Claiborne, State of Louisiana, that:

SECTION 1. Canvass. This Governing Authority does now proceed in open and public session to examine the official tabulations of votes cast at the special election held in the Parish of Claiborne, State of Louisiana, on SATURDAY, NOVEMBER 16, 2019, to authorize the levy of a sales and use tax therein, and said Governing Authority does further proceed to examine and canvass the returns and declare the result of the special election.

SECTION 2. Procès Verbal. A *Procès Verbal* of the canvass of the returns of said election shall be made and a certified copy thereof shall be forwarded to the Secretary of State, Baton Rouge, Louisiana, who shall record the same in his office; another certified copy thereof shall be forwarded to the Clerk of Court and *Ex-Officio* Recorder of Mortgages in and for the Parish of Claiborne, who shall record the same in the Mortgage Records of said Parish; and another copy thereof shall be retained in the archives of this Governing Authority.

SECTION 3. Promulgation of Election Result. The result of said election shall be promulgated by publication in the manner provided by law.

This resolution having been submitted to a vote; the vote thereon was as follows:

<u>MEMBERS</u>	<u>YEAS</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAINING</u>
James Laird			X	
Mark Furlow	X			
Kevin Gray	X			
A. D. Williams			X	

Paul R. Cook	<u> X </u>
Scott Davidson	<u> X </u>
Joseph Merritt, Jr.	<u> X </u>
Tommy Sanders	<u> X </u>
Gil Dowies	<u> X </u>
Willie J. Young, Sr.	<u> X </u>

And the resolution was declared adopted on this, the 4th day of December, 2019.

 /s/ Dwayne R. Woodard
Secretary-Treasurer

 /s/ Scott Davidson
President

PROCÈS VERBAL AND PROCLAMATION OF THE CANVASS OF THE VOTES CAST AT THE SPECIAL ELECTION HELD IN THE PARISH OF CLAIBORNE, STATE OF LOUISIANA, ON SATURDAY, NOVEMBER 16, 2019.

BE IT KNOWN AND REMEMBERED that on Wednesday, December 4, 2019, at ten o'clock (10:00) a.m., at its regular meeting place, the Jury Chambers of the Police Jury Complex, 507 W. Main Street, Homer, Louisiana, the Police Jury of the Parish of Claiborne, State of Louisiana (the "Governing Authority"), acting as the governing authority of the Parish of Claiborne, State of Louisiana (the "Parish"), and being the authority ordering the special election held therein on Saturday, November 16, 2019, with the following members present:

Mark Furlow, Kevin Gray, Paul R Cook, Scott Davidson, Joseph Merritt Jr, Tommy Sanders Gil Dowies and Rev. Willie J Young Sr.;

There being absent: James Laird and A D Williams;

did, in open and public session, examine the official certified tabulations of votes cast at the said election, and did examine and canvass the returns of the said election, there having been submitted at said election the following proposition, to wit:

PROPOSITION
(SALES & USE TAX RENEWAL)

Shall the Parish of Claiborne, State of Louisiana (the "Parish"), under the provisions of law, be authorized to levy and collect a tax of one-eighth of one percent (1/8%) (the "Tax") (an estimated \$156,000 reasonably expected to be collected annually from levy of the Tax) upon the sale at retail, the use, the lease or rental, the consumption, and the storage for use or consumption, of tangible personal property and on sales of services in the Parish for a period of seven (7) years, commencing January 1, 2021, with the avails or proceeds of the Tax (after paying reasonable and necessary costs of collecting and administering the Tax), to be dedicated to the conservation and development of natural resources for agricultural, commercial, residential or other purposes, including surface and ground water, promoting safety on lakes and waterways, both within and without the Parish, and including equipment and improvements necessary for the above purposes, to be administered by the Claiborne Parish Watershed District pursuant to an intergovernmental agreement with the Parish?

There was found by said count and canvass that there was a total of **2,915** votes cast **IN FAVOR OF** the Proposition and a total of **2,013** votes cast **AGAINST** the Proposition, as hereinabove set forth, and it was further found and determined that there was a majority of **902** votes cast **IN FAVOR OF** the Proposition as hereinabove set forth.

Therefore, the Governing Authority did declare and proclaim and does hereby declare and proclaim in open and public session that the Proposition as hereinabove set forth was duly

as amended, and other constitutional and statutory authority, and the officers appointed to hold the said election, as provided in this Notice of Special Election, or such substitutes therefor as may be selected and designated in accordance with La. R.S. 18:1287, will make due returns thereof to said Governing Authority, and NOTICE IS HEREBY FURTHER GIVEN that the Governing Authority will meet at its regular meeting place, the Jury Chambers of the Police Jury Complex, 507 West Main Street, Homer, Louisiana, on **WEDNESDAY, DECEMBER 4, 2019**, at **TEN O'CLOCK (10:00) A.M.**, and shall then and there in open and public session proceed to examine and canvass the returns and declare the result of the said special election. All registered voters of the Parish are entitled to vote at said special election and voting machines will be used.

THUS DONE AND SIGNED at Homer, Louisiana, on this, the 10th day of July, 2019.

ATTEST:

/s/ Scott Davidson

President

/s/ Dwayne R. Woodard

Secretary-Treasurer

PROCLAMATION

I, the undersigned President of the Police Jury of the Parish of Claiborne, State of Louisiana, the governing authority of the Parish of Claiborne, State of Louisiana (the "Parish"), do hereby declare, proclaim and announce that the proposition submitted at the special election held in the Parish on Saturday, November 16, 2019, was **CARRIED** by a majority of the votes cast at the said special election, all as described and set out in the above *Procès Verbal*.

THUS, DONE AND SIGNED at Homer, Louisiana, on this, the 4th day of December, 2019.

/s/ Scott Davidson

President

Upon motion by Tommy Sanders, duly seconded by Paul Cook, the Jury unanimously approved the request from the Town of Homer, in a letter received December 2, 2019, requesting the following: Install hot mix at the intersection of Sam Baird Road and LA 2. The cost of the reimbursement will come out of the Town's 2019 Ad Valorem Tax.

President Scott Davidson presented the Ordinance No. 787 – An Ordinance Adopting and Enacting a New Code for Claiborne Parish, Louisiana –

ORDINANCE NO. 787

AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR CLAIBORNE PARISH, LOUISIANA; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.

BE IT ORDAINED BY THE CLAIBORNE PARISH POLICE JURY:

Section 1. The Code entitled "Code of Ordinances, Claiborne Parish, Louisiana," published by Municipal Code Corporation, consisting of chapters 1 through 102, each inclusive, is adopted.

Section 2. All ordinances of a general and permanent nature enacted on or before January 11, 2017, and not included in the Code or recognized and continued in force by reference therein, are repealed.

Section 3. The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 4. Unless another penalty is expressly provided, every person convicted of a violation of any provision of the Code or any ordinance, rule or regulation adopted or issued in pursuance thereof shall be punished by a term of imprisonment of up to thirty (30) days in the parish jail or a fine of not exceeding five hundred dollars (\$500.00) or both. Each act of violation and each day upon which any such violation shall continue or occur shall constitute a separate offense. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the Parish may pursue other remedies such as abatement of nuisances, injunctive relief and revocation of licenses or permits.

Section 5. Additions or amendments to the Code when passed in such form as to indicate the intention of the parish to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

Section 6. Ordinances adopted after January 11, 2017, that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

Section 7. This ordinance shall become effective

1st Reading: December 4, 2019
2nd Reading: January 15, 2020
Board Action: February 5, 2020

Upon motion by Kevin Gray, duly seconded by Mark Furlow, the Jury unanimously approved the hardship request from Mr. Curtis Webb of 519 Line Rd, Homer for repairs to his driveway.

Regular Agenda:

President Scott Davidson read aloud a notice that all Parish Employees are required to complete 1 hour of Ethics training by December 31, 2019.

President Scott Davidson reminded everyone that one (1) hour of Sexual Harassment Training is required to be completed by December 31, 2019 by all Parish Employees – Department Heads and Jury Members have a two (2) hour training requirement.

President Scott Davidson reminded everyone of the upcoming Christmas 2019 Holiday – lunch on Friday 12/20 at the Road Barn and that the Police Jury Offices will be closed from Monday 12/23 till Wednesday 1/1/2020 and everyone will return to work on Thursday 1/2/2020.

President Scott Davidson announced that the first regularly scheduled meeting of the Claiborne Parish Police Jury is set for Wednesday, January 15, 2020 at 10:00 am in the Jury Chambers.

Upon motion by Keven Gray, duly seconded by Paul Cook, the Jury unanimously accepted and awarded the following legally advertised, lowest qualified bids for the purchase of MC-30 Prime Oil, CRS-2, SS-1, AEP and AC-10 Asphalt Cement necessary for the maintenance of Claiborne Parish Roads for the year 2020:

CRS-2 Prime Oil – No Bid
SS1 – Ergon at \$1.86 per gallon
CRS-2P – Asphalt Products - \$2.47 per gallon
CRS-2- Ergon - \$1.95 per gallon
CSS1H – Asphalt Products - \$2.25 per gallon

Upon motion by Gil Dowies, duly seconded by Kevin Gray, the Jury unanimously accepted and awarded the following legally advertised, lowest qualified bids for the purchase of Hot Mix and Colay (Cold Mix) necessary for the maintenance of Claiborne Parish Roads for the year 2020:

No bid on Cold Mix
Hot Mix – Amethyst - \$78.00 per ton

Upon motion by Kevin Gray, duly seconded by Gil Dowies, the Jury unanimously accepted and awarded the following legally advertised, lowest qualified bids for the purchase of Pit Run, Sand, Clay Gravel, and Maintenance Rock for the year 2020:

Pit Run Delivered – Blann Trucking - \$16.00 per ton
Maint. Rock Delivered – Blann Trucking - \$24.00 per ton
SB2 Delivered – Blann Trucking - \$32.00 per ton
Rip Rap Delivered – Blann Trucking - \$42.00 per ton
Maint Rock FOB – Standard Gravel - \$9.75 per ton
Pit Run FOB – Standard Gravel - \$5.25 per ton
SB2 FOB – Blann Trucking - \$24.00 per ton

Upon motion by Gil Dowies, duly seconded by Tommy Sanders, the Jury unanimously accepted and awarded the following legally advertised, lowest qualified bids for the purchase of LA C-1, “modified”, LA C-2, and LA C-3 granite crushed stone for the 2020 year:

Blann Trucking – C-1 No Bid
Blann Trucking – C-2 Delivered at \$46.25 per ton
Blann Trucking – C-3 Delivered at \$46.25 per ton

Upon motion by Kevin Gray, duly seconded by Mark Furlow, the Jury unanimously accepted and awarded the following legally advertised, lowest qualified bids for the purchase of Fuel (off-road and highway use) for use by Parish Owned Vehicles for the year 2020:

Crump Oil Company at .065 cents per gallon over invoice price for that day on all fuels to be used in Parish-Owned Trucks for the year 2020.

Upon motion by Paul Cook, duly seconded by Kevin Gray, the Jury unanimously approved and accepted the renewal rates for the 2020 Worker’s Compensation for the Claiborne Parish Police Jury in the amount of \$30,762 with Travelers Insurance Company.

Upon motion by Rev. Willie Young, duly seconded by Tommy Sanders, the Jury unanimously approved the request from Secretary-Treasurer Dwayne Woodard to enter into an audit engagement agreement with Bosch & Statham CPAs for the annual audit of the Police Jury’s 2019 Financial Statements in the amount of \$26,000 and for the Jury’s 2019 LLA’s State-Wide AUP Report in the amount of \$8,000.

Upon motion by Gil Dowies, duly seconded by Joe Merritt, the Jury unanimously approved the request from Director of Libraries, Mrs. Pamela D. Suggs, in a letter dated November 21, 2019, requesting that the Police Jury reappoint Mrs. Trudy Clark and Mrs. Janice Daniels to the Claiborne Parish Library Board of Control for a 5-Year term.

Upon motion by Kevin Gray, duly seconded by Gil Dowies, the Jury unanimously approved the request from Mrs. Myra Cotrell, in a letter received November 19, 2019, requesting backdoor garbage pick-up due to her age and physical limitations.

Upon motion by Gil Dowies, duly seconded by Tommy Sanders, the Jury unanimously approved, upon recommendation by the Road Committee, the 2019 Budget Amendments on all funds.

Consolidated Budget
Adjustment

All Funds - December 4, 2019		Estimated	Original	% Exp
<u>Fund:</u>	Net	Fund Balance	Budgeted	Proposed
	<u>Adjustment</u>	<u>12/31/2019</u>	<u>Expenditures</u>	<u>Adjust</u>
General Fund	\$149,000	\$5,289,619	\$2,173,700	6.85%
Road Fund	58,300	878,818	2,255,400	2.58%
Bldg & Maint Fund	(72,700)	325,023	382,800	-18.99%
Equipment Fund	62,500	484,118	270,000	23.15%
Sales Tax Fund	18,500	1,002,362	678,600	2.73%
Library Fund	(186,500)	1,577,444	1,008,100	-18.50%
Witness Fee Fund	(1,900)	28,955	4,300	-44.19%
Criminal Court Fund	2,900	22	569,300	0.51%
Juv Maint Fund	<u>(5,000)</u>	<u>142,417</u>	<u>10,000</u>	-50.00%
Totals - All Funds	<u>\$25,100</u>	<u>\$9,728,778</u>	<u>\$7,352,200</u>	0.34%

At this time, President Scott Davidson presented the Jury with Proposed Ordinance No. 786 – 2020 Budget All Funds. This was a presentation only, so, no action was taken.

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 15, 2020.

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

ORDINANCE NO. 786

AN ORDINANCE ADOPTING AN OPERATING BUDGET OF REVENUE AND EXPENDITURES FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2020 AND ENDING ON DECEMBER 31, 2020

BE IT ORDAINED by the Police Jury of Claiborne Parish, Louisiana, in a regular called session, the Ordinance adopting an Operating Budget for Revenues and Expenditures for the fiscal year beginning January 1, 2020 and ending December 31, 2020.

Section I. The following detailed estimate of Revenues and Expenditures for the Fiscal Year beginning January 1, 2020, and ending December 31, 2020, 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	\$2,868,000	
Sales & use	538,600	
Other	6,700	
Licenses and permits	107,000	
Intergovernmental revenues	1,997,800	
State revenue sharing	97,400	
Fines and forfeitures	550,000	
Grants and awards	275,800	
Other revenues	118,600	
Use of property and money	98,300	
Total Revenues		\$6,658,200

Expenditures

General government:

Legislative	129,900	
Judicial	929,800	
Elections	44,600	
Finance and administrative	366,600	
Other general government	376,600	
Public safety	380,300	
Public works	2,647,300	
Sanitation	705,100	
Health and welfare	23,000	
Culture and recreation	963,200	
Economic development and assistance	79,800	
Grants and rewards	50,000	
Conservation	7,700	
Total Expenditures		<u>6,703,900</u>

Excess (Deficiency) of Revenues

Over Expenditures		(45,700)
Other Financing Sources (Uses)		
Sale of assets	-	
Operating transfers in	900,000	
Operating transfers out	<u>(900,000)</u>	
Total Other Financing		
Sources (Uses)		<u>-</u>
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses)		(45,700)
Contingency	-	
Fund Balance at Beginning of Year		<u>9,728,778</u>
Fund Balance at End of Year		<u><u>\$9,683,078</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 2020 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 15, 2020.

Dwayne R. Woodard
SECRETARY-TREASURER

Scott Davidson
PRESIDENT

President Scott Davidson read aloud the Notice of Public Hearing on the Proposed 2020 Budget will be held on Monday, January 6, 2020 at 2:00 pm in the Police Jury Conference Room of the CPPJ Administration Bldg.

At this time, Dr. Mark Hayes gave an update of the year ending of the Coroner’s Office. He told the Jury that the Coroner’s Office has applied and been awarded a grant in the amount of \$20,667. for Technology Equipment to assist in investigation of deaths related to opium use. There were (9) deaths – (6) Hospice/ER (1) Autopsy (1) other facility (1) Investigated with no autopsy and (2) CECs.

ITEM #28 – December 4, 2019 – AGENDA

SECRETARY-TREASURER – UPDATE ON GRANTS AND OTHER ITEMS

1. LGAP Projects –

CPPJ – South Claiborne Water System
Contract #1516-CLB-0002
Amount - \$21,500
Project – install ATS on emergency generators at well sites
Status – Construction complete, applying for reimbursement

CPPJ – Middlefork Water System
Contract #1819-CLB-0001
Amount - \$17,000
Project – installation of automatic transfer switch and transfer controls
Status – construction complete, applying for reimbursement

2. CWEF Projects

South Claiborne Water System
Contract #1516-CWEF-CLB-0001
Amount - \$31,000
Project – Replacement of water lines
Status – Construction complete, applying for reimbursement

South Claiborne Water System
Contract #1516-CWEF-CLB-0002
Amount - \$32,174
Project – Improvements to Liles Booster Station
Status – Construction complete, applying for reimbursement

Summerfield Water System
Contract #1819-CWEF-CLB-0001
Amount - \$16,200
Project – Repairs at central pump station and installation of master meter
Status – Contracts signed and approved

3. Sales Tax Collections for October 2019 – net of \$51,874 from gross collections of \$53,347
Net sales tax collections for September 2019 – \$46,875 – increase \$4,999 (10.66%)
Net sales tax collections for October 2018 - \$51,895 – decrease \$-21 (0.00%)

4. Cash position at November 30, 2019 - \$7,628,101
Cash position at November 30, 2018 - \$7,710,313 (decrease of \$-82,212)
Cash position at October 31, 2019 - \$7,968,955 (decrease of \$-340,853)

See Deposit Balances by Institution for breakdown at November 30, 2019 –

5. Total Receipts for the month of November 2019 –

6. Upcoming important dates and meetings –

12/19 – CPHSD#3 Board Meeting
1/6 – Committee Meetings (tentative)
1/15 – Regular Meeting

Additional Public Comments:

Secretary-Treasurer Dwayne Woodard addressed the Jury of the future of our residential garbage pick-up. Sales Tax Fund has continued to drop over the past few years. Unless you are paying taxes on large ticket items, such as a car or tractor, or purchasing items from the few convenience stores located in the unincorporated areas of the Parish, you are not paying sales tax for your trash pick-up. In the next 5-10 years, the Jury will be looking at having to do something to cover cost of road side pick-up for each household in the Parish outside of the incorporated areas of Homer and Haynesville.

President Scott Davidson agreed with Mr. Woodard and said that we need to be thinking of how to pay for this or have ugly roadside dumpsters around the Parish. Either way, the 1% Parish Sales Tax cannot continue to support the growing cost of waste disposal.

Sheriff Ken Bailey told the Jurors that he was totally shocked that this last sales tax renewal almost failed and only passed by barely 200 votes. Who wouldn't want your trash picked up at your driveway at virtually no cost to the average household?

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

Dwayne R. Woodard
Secretary-Treasurer

Scott Davidson
President