

MINUTES
Of the Regular Meeting, of
The Claiborne Parish Police Jury
10:00 a.m.
December 5, 2018
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 5th of December 2018. On being called to order by President Scott Davidson, the following Jurors were present:

James Laird, Mark Furlow, Kevin Gray, A.D. Williams, Paul Cook, Joseph Merritt, Jr., Tommy Sanders, Gil Dowies, and Rev. Willie Young.

16 others in attendance which included, Secretary-Treasurer Dwayne R. Woodard, Parish Road Superintendent Tommy Durrett, Claiborne Parish Director of Libraries Mrs. Pam Suggs, Claiborne Parish Coroner Dr. Mark Haynes, District Attorney Danny Newell, OPCS Director Tim Cain, Homeland Security Director Mr. Dennis Butcher, Mr. Jerry Whitton and Mr. Sam Dowies of the Claiborne Parish Watershed District, Mrs. Teresa Raley and Mr. John Monzingo of the Claiborne Parish 4-H, Mr. Joey White of the CEDB, Mrs. Kristi Copeland of CMMC, Mr. David Greene and Mr. Louis Sanchez of Republic Waste, and Mr. Jimmy Hand of Main Street Homer.

At this time, a moment of silence was held in Remembrance of District Four Juror Mr. Joe A. Sturges, who passed away on November 14, 2018. Mr. Joe served as District Four Juror from April 4, 1973 until his death on November 14, 2018.

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

President Scott Davidson welcomed Mr. A.D. Williams of Haynesville to the Jury.

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

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

1. Notice - Invite to Rep. Patrick Jefferson's Christmas Open House at his office on December 12, 2018 from Noon to 2:00 pm
2. Notice LRWA & DEQ Drinking Water Protection Team Meeting on Thursday, December 6, 2018 at 6:00 pm at Claiborne Electric Co-op
3. Request from Road Superintendent Tommy Durrett for the following merit raises – Truck Driver Jarvis Vernon from \$10.50 to \$10.75 per hour effective 12/13/2018 and Trick Driver Mike Ellis from \$12.25 per hour to \$13.00 per hour effective 12/27/2018.
4. Request from the Claiborne Parish Library Board, in a letter dated December 4, 2018, the Board requests that the Police Jury re-appoint Mrs. Denice Owens to the Library Board for the period January 2019 to December 2023.

Upon motion by Gil Dowies, duly seconded by Rev. Willie Young, the Jury unanimously approved the consent agenda.

Consent Agenda:

1. Approval of the November 7, 2018 regular meeting minutes.

2. Approval of the November 20, 2018 special called meeting minutes.
3. Payment of the November 2018 bills as approved by the Claims Committee.
4. Request from Claiborne Parish OEP for approval of their 2019 Budget of \$55,883 of which the Police Jury is responsible for \$27,942 or \$2,329 per month. (2017 budget - \$2,116)
5. Request from CASA Supervisor Deanna Curtis, in a letter received November 15, 2018, requesting the \$1,000 budgeted in the 2018 budget for the Court Appointed Special Advocate Program in Claiborne Parish and to be included in the 2019 budget for the same amount.
6. Request from Claiborne Economic Development Board, in a letter received November 14, 2018, requesting the \$5,000 budgeted for the 2019 budget for the Claiborne Economic Development Board and to be included in the 2019 budget for the same amount.
7. Request from the Living Word Haynesville Church, in a fax received November 19, 2018, requesting to use the adjudicated empty lot located on Main Street in Haynesville, as a staging point for its Bike Crusade for Saturday December 8, 2018.

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

President Scott Davidson read aloud an invitation for the Juror's to Representative Patrick Jefferson's Christmas Open House at his office on December 12, 2018 from Noon until 2:00 pm.

President Scott Davidson read aloud a notice that the LRWA & DEQ Drinking Water Team Meeting will be on Thursday, December 6, 2018 at 6:00 pm at Claiborne Electric Co-op.

Upon motion by Kevin Gray, duly seconded by Paul Cook, the Jury unanimously approved the request from Road Superintendent Tommy Durrett for the following merit raises: Truck Driver Jarvis Vernon from \$10.50 to \$10.75 per hour effective 12/13/2018 and Truck Driver Mike Ellis from \$12.25 to \$13.00 per hour effective 12/27/2018.

Upon motion by Gil Dowies, duly seconded by Joe Merritt, the Jury unanimously approved the request from the Claiborne Parish Library Board, in a letter dated December 4, 2018, the Board requests that the Police Jury re-appoint Mrs. Denice Owens to the Library Board for the period January 2019 to December 2023.

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, 2018.

President Scott Davidson reminded everyone of the Christmas 2018 Holiday hours: close at lunch on 12/20, Off Friday 12/21, until Tuesday 1/1/2019 and return to work on 1/2/2019.

President Scott Davidson announced that there will be an information and training session on the computer based permitting process for heavy haulers – Tuesday, December 11th at 2:00 pm in the Jury Chambers. Finance Committee will be at 1:30 pm.

Upon motion by Mark Furlow, duly seconded by James Laird, the Jury unanimously approved the request from the Claiborne Parish Hospital District #3, in a letter received November 1, 2018, requesting the re-appointment of Mr. Mark Brown of 740 Featherston Road in Homer, LA to the Board for the period January 1, 2019 to December 31, 2022.

Upon motion by Gil Dowies, duly seconded by Paul Cook, the Jury unanimously voted to table Item #18 until the January 9, 2019 meeting - Nominations and appointment of a new board member for the Claiborne Parish Hospital District #3 for outgoing board member Mr. Rand Kilgore whose term expires on December 31, 2018.

Upon motion by Paul Cook, duly seconded Kevin Gray, the Jury unanimously voted to table Item #19 until the January 9, 2019 meeting - Approval and appointment of the two medical staff members of the Claiborne Parish Hospital District #3 for the period January 1, 2019 to December 31, 2020.

Upon motion by Paul Cook, duly seconded Gil Dowies, the Jury unanimously accepted and awarded the legally advertised bid for the purchase of MC-30 Prime Oil, CRS-2, SS-1, AEP and AC-10 Asphalt Cement FY 2019 to the following:

CRS-2 – Ergon at \$1.85 per gallon
CSS-1 – Ergon at \$1.89 per gallon
CES-2P – Asphalt Producers at \$2.41 per gallon
No bids were received on the other advertised emulsions.

Upon motion by Mark Furlow, duly seconded by Paul Cook, the Jury unanimously awarded the legally advertised bid for the purchase of Hot Mix and Colay (Cold Mix) FY 2019 to the following:

Amethyst Construction – Hot Mix at \$78.00 per ton
No bid was received on Colay (Cold Mix)

Upon motion by Tommy Sanders, duly seconded by Paul Cook, the Jury unanimously awarded the legally advertised bid for the purchase of Pit Run, Sand, clay gravel and Maintenance Rock FY 2019 to the following:

Maintenance Rock – Standard Gravel at \$9.75 per ton
Pit Run – Standard Gravel at \$5.25 per ton

Upon motion by Joe Merritt, duly seconded by Kevin Gray, the Jury voted unanimously to extended the bid for the duly advertised purchase of LA C-1, LA C-2, and LA C-3 granite crushed stone FY 2019 until January 7, 2019, due to having received no bids on the materials advertised.

Upon motion by Kevin Gray, duly seconded by Paul Cook, the Jury unanimously awarded the legally advertised purchase of 87 Octane Unleaded Gasoline and Diesel Fuel (Off-Road & Highway Use) FY 2019 to the following:

Emerson Oil Co. at 6.5 cents above invoice price on all products

Upon motion by Gil Dowies, duly seconded by Tommy Sanders, the Jury unanimously approved the FY 2018 Worker's Comp Renewal rates with Traveler's Insurance in the amount of \$32,110.

Upon motion by Kevin Gray, duly seconded by Paul Cook, the Jury unanimously rejected all bids, upon recommendation from the Road Committee, on the advertised surplus 2002 Caterpillar 12H Motor Grader serial #6YN00321.

Upon motion by Paul Cook, duly seconded by Kevin Gray, the Jury unanimously approved the request form the Cross Roads Community Center and Harris Community Center to repair parking lots at both polling places.

Upon motion by Gil Dowies, duly seconded by Kevin Gray, the Jury unanimously approved the Proposed 2018 Budget Amendments on All Funds.

Claiborne Parish Police Jury
 Consolidated Budget
 Adjustment
 All Funds - December 5, 2018

	Estimated	Original	% Exp
	Fund Balance	Budgeted	Proposed
<u>Fund:</u>	<u>12/31/2018</u>	<u>Expenditures</u>	<u>Adjust</u>
General Fund	\$5,303,800	\$2,203,300	-7.97%
Road Fund	877,939	2,013,900	-8.27%
Bldg & Maint Fund	262,678	395,900	-24.98%
Equipment Fund	497,535	270,000	-7.78%
Sales Tax Fund	1,114,135	674,000	-17.06%
Library Fund	1,599,265	1,207,400	37.24%
Witness Fee Fund	20,066	4,600	69.57%
Criminal Court Fund	71,028	657,600	-17.62%
Juv Maint Fund	<u>121,759</u>	<u>15,000</u>	86.67%
Totals - All Funds	<u>\$9,868,205</u>	<u>\$7,441,700</u>	-3.05%

At this time, President Scott Davidson presented Proposed Ordinance No. 785 – 2019 Budget on 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 9, 2019.

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

ORDINANCE NO. 785

AN ORDINANCE ADOPTING AN OPERATING BUDGET OF REVENUE AND EXPENDITURES FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2019 AND ENDING ON DECEMBER 31, 2019

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, 2019 and ending December 31, 2019.

Section I. The following detailed estimate of Revenues and Expenditures for the Fiscal Year beginning January 1, 2019, and ending December 31, 2019, 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	\$2,859,000
Sales & use	556,600
Other	7,200
Licenses and permits	95,100
Intergovernmental revenues	1,891,800
State revenue sharing	97,400
Fines and forfeitures	526,500
Grants and awards	275,000

Other revenues	112,700	
Use of property and money	80,200	
Total Revenues		\$6,501,500
Expenditures		
General government:		
Legislative	131,700	
Judicial	997,900	
Elections	48,800	
Finance and administrative	360,900	
Other general government	359,700	
Public safety	444,800	
Public works	2,512,400	
Sanitation	678,600	
Health and welfare	25,100	
Culture and recreation	941,300	
Economic development and assistance	75,400	
Grants and rewards	55,000	
Conservation	7,700	
Total Expenditures		<u>6,639,300</u>
Excess (Deficiency) of Revenues		
Over Expenditures		(137,800)
Other Financing Sources (Uses)		
Sale of assets	-	
Operating transfers in	725,000	
Operating transfers out	<u>(725,000)</u>	
Total Other Financing		
Sources (Uses)		<u>-</u>
Excess (Deficiency) of Revenues and		
Other Sources Over Expenditures		
and Other Uses)		(137,000)
Contingency		-
Fund Balance at Beginning of Year		<u>9,868,205</u>
Fund Balance at End of Year		<u><u>\$9,921,547</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 2019 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 9, 2019.

Dwayne R. Woodard
SECRETARY-TREASURER

Scott Davidson
PRESIDENT

President Scott Davidson read aloud a Notice of Public Hearing on the Proposed 2019 Budget will be on Monday, January 7, 2019 at 2:00 om in the Conference Room of the CPPJ Administration Building.

**PUBLIC NOTICE
2019 PROPOSED BUDGET
PUBLIC HEARING**

The proposed budget for the calendar year January 1, 2019 to December 31, 2019, for the Claiborne Parish Police Jury, has been prepared in conformance with the Provisions of the Louisiana Local Government Budget Act and is available for public inspection at the Police Jury Complex located at 507 West Main Street, Homer, Louisiana, from 8:30 a.m. to 4:00 p.m., Monday through Friday, (except on Holidays).

A public hearing on the 2019 proposed budget has been scheduled for 2:00 p.m. on Monday, January 7, 2019, in the Conference Room at the Police Jury Complex located at 507 West Main Street, Homer, LA. The 2019 proposed budget will be acted upon at the regularly scheduled Police Jury meeting on Wednesday, January 9, 2019 at 10:00 a.m.

**PUBLIC NOTICE
SUMMARY of 2019 PROPOSED BUDGET**

The following is a summary of the proposed budget for the 2019 Calendar Year, for the Claiborne Parish Police Jury:

FUND	SOURCES (Revenues)	USES (Expenditures)	FUND BALANCE (Est.) 12/31/2019
General Fund	\$2,332,400	\$2,173,700	\$5,462,500
Road Fund	\$2,255,400	\$2,255,400	\$877,939
Build & Maint Fund	\$403,200	\$382,800	\$283,078
Equipment Fund	\$330,600	\$281,500	\$546,635
Sales Tax Fund	\$562,300	\$678,600	\$997,835
Library Fund	\$814,600	\$1,008,700	\$1,405,165
Witness Fee Fund	\$9,600	\$5,300	\$25,366
Criminal Court Fnd	\$498,700	\$569,300	\$428
Juvi Maint Fund	\$19,700	\$10,000	\$131,459
TOTALS	\$7,226,500	\$7,364,300	\$9,730,405

The proposed budget for the calendar year January 1, 2019 to December 31, 2019, which is available at the Police Jury Office Complex, provides further details for the public. Contact the Jury Office at 927-2222 for more information. The Proposed Budgets for each individual fund can also be viewed on our website – www.claiborneparish.org

Dwayne R. Woodard
Secretary-Treasurer, Claiborne Parish Police Jury
P.O. Box 270
Homer, LA 71040-0270
(318)927-2222

For Publication in the official journal of the Claiborne Parish Police Jury – *The Haynesville News* - December 20, 2018 & January 3, 2019

At this time, President Scott Davidson presented the Amended Ordinance No. 703 – sec 82-41 Penalties – Heavy Hauler’s Ordinance.

Sec. 82-41. Penalties.

Penalties for violation of this article shall be as follows:

- (1) Any owner or operator of any vehicle or equipment described in this article violating any provision of this article shall be guilty of a misdemeanor and shall be fined not more than \$1,000.00 on the first offense and not more than \$2,000.00 on the occasion of the second offense thereafter. On occasion of the third and all subsequent offenses of damaging parish roads, rights-of-way or bridges as described in this article, the

violator shall be fined not more than \$3,000.00 or sentenced to the parish jail for a period not to exceed 30 days, or both.

- (2) In addition to the fine referred to in subsection (1) of this section, the owner and operator of such vehicle or equipment shall be obligated to pay to the Police Jury a minimum service charge of \$750.00 or the actual cost (if it is higher) involved in repairing parish roads or in the removal of mud, trash, debris or litter, which sum is greater, when the Police Jury removes mud, displaced or disturbed soil, or trash, litter or debris from any parish road or road right-of-way or repairs any parish road, as a result of a violation of this article.
- (3) No person shall be arrested, charged or prosecuted for violation of this article unless they are first warned by the parish road superintendent and given the opportunity to obtain compliance status. Failure to do so shall subject the violator to all penalties in this article. Failure to comply within three days shall create a presumption of intent to violate this article. This shall not act as a release for any damages caused. Any complaints by the general public must be directed to the parish road superintendent.

Sec. 82-42. Parish Road Fund.

All funds collected under this Ordinance are hereby appropriated to the Claiborne Parish Road Fund for use in repairing and maintaining Claiborne Parish roads and bridges.

Sec. 82-43 – 82-70. Reserved.

Sec. 82-44. Scheduled Cost of Access Permit:

COST \$100.00 annually per operating company – payable by check or money order to the Claiborne Parish Highway Department.

Operating Company is defined as – any timber, oil & gas, agriculture or other operator that access the Claiborne Parish Road System using over-weight vehicles and/or equipment during the calendar year for the purpose of harvesting and/or the transportation of goods and services including but not limited to timber, oil & gas products and by products, livestock, poultry, feed industrial equipment and such.

Over-weight Vehicle is defined as – any vehicle or piece of equipment (including trailer – loaded or unloaded) that exceeds a GVW of 45,000 lbs.

Sec. 82-45. Applications:

New applications – all applications for permits for new access permits (non-renewals) shall be filed with the Claiborne Parish Highway Department within 24 hours of accessing the Parish Road System and shall be accompanied by a personal/company check or money order in the proper amount payable (\$100.00) to the Claiborne Parish Highway Department. Applications are available on the Claiborne Parish Police Jury website located at www.claiborneparish.org or by contacting the Police Jury Office.

Renewals – all applications for renewal of access permit shall be filed with the Claiborne Parish Highway Department on or before December 1 of each year, and the remittance must accompany the renewal application.

Full-year partial-year permits – a whole year’s permit fee shall be paid and collected regardless of the date of issuance. All permits are valid from date of issue until December 31 of the year of issuance.

Penalty for failure to file for renewal – should any access permit holder fail to file his application for renewal of the access permit for any ensuing year on or before December 31 of each year, a penalty of shall be imposed of \$50.00 (fifty dollars) in addition to any additional assessed penalties or service charges.

President Scott Davidson read aloud a Notice of Public Hearing on Revised Ordinance No. 703, Sec. 82-41 Penalties will be held Wednesday, January 9, 2019 at 9:00 am in the Conference Room of the CPPJ Administration Building.

At this time, Parish Coroner Dr. Mark Haynes gave his update from the Claiborne Parish Coroner's Office: 13 Deaths (4) Hospice, (7) Autopsies, and (1) CEC

ITEM #34 – December 5, 2018 – AGENDA

SECRETARY-TREASURER – UPDATE ON GRANTS AND OTHER ITEMS

1. LGAP Projects –

CPPJ – Pine Hill Water System
Contract #1516-CLB-0001 Amount \$21,500
Project – repaint exterior of elevated storage tank located on Hwy 70
Status – Repairs complete, applying for reimbursement.

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

2. CWEF Projects

Leatherman Creek Water System
Contract #1415-CWEF-CLB-0001 Amount - \$25,000
Project – Repair and rehab of ground storage tank
Status – Construction complete, applying for reimbursement

3. Sales Tax Collections for October 2018 – net of \$51,895 from gross collections of \$53,461
Net sales tax collections for September 2018 – \$48,979 – increase \$2,916 (5.95%)
Net sales tax collections for October 2017 - \$44,623 – increase \$7,272 (16.30%)

4. Cash position at November 30, 2018 - \$7,710,313
Cash position at October 31, 2017 - \$7,911,429 (decrease of \$-201,116)
Cash position at October 31, 2018 - \$7,980,926 (decrease of \$-270,613)
See Deposit Balances by Institution for breakdown at November 30, 2018 –

5. Total Receipts for the month of November 2018 – \$221,439

6. Upcoming important dates and meetings –

12/6 – Watershed District
12/11 – Timber Informational Meeting
12/13 – Economic Development Board Meeting
1/7/19 – 2019 Budget Public Hearing
1/7 – Committee Meeting (tentative)
1/9 – Regular Meeting

Additional Public Comments:

Mr. John Monzingo of the LSU Ag Center introduced himself and gave a brief update of his plans as the new 4-H Extension Agent.

Mr. David Greene of Republic Waste introduced Mr. Luis Sanchez as the new manager to oversee the Waste Pick-up in Claiborne Parish. He stated that beginning January 7, 2019, the new garbage pick-up routes will be all on Mondays for the Parish and on Wednesdays for the Town of Homer and Town of Haynesville.

There was no other additional public comment.

Upon motion by Tommy Sanders, duly seconded by Kevin Gray - the meeting was adjourned.

Dwayne R. Woodard
Secretary-Treasurer

Scott Davidson
President