

MINUTES
Of the Regular Meeting, of
The Claiborne Parish Police Jury
10:00 a.m.
December 6, 2017
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 2017. On being called to order by Vice-President Mark Furlow, the following Jurors were present:

James Laird, Kevin Gray, Joe Sturges, Paul Cook, Joseph Merritt, Jr., Tommy Sanders, Gil Dowies, and Rev. Willie Young.

President Scott Davidson was absent.

There were 11 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, OPCS Director Mr. Tim Cain, Mr. Jerry Whitton and Mr. Sam Dowies of the Claiborne Parish Watershed District, Ms. Jackie Roberts of the Haynesville News, Mr. and Mrs. Jimmy Hand of Main Street Homer, and Mr. Matt Howerton of Congressman Mike Johnson's office.

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 Sturges, duly seconded by Kevin Gray, the Jury unanimously voted to adopt the Regular Agenda as presented.

Upon motion by Gil Dowies, duly seconded by Tommy Sanders, the Jury unanimously approved to amend the agenda and add the following item:

1. Request from Main Street Homer to be added to the agenda as a standing agenda item on the Claiborne Parish Police Jury agenda for each meeting.
2. Discuss the purchase of a one pickup truck for the CPPJ Hwy Dept. at an estimated cost of \$28,039 and two (2) Modern bush hogs at an estimated price of \$6,998.

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 8, 2017 regular meeting minutes.
2. Payment of the November 2017 bills as approved by the Claims Committee.
3. Request from Claiborne Parish OEP for approval of their 2018 Budget of \$50,783 of which the Police Jury is responsible for \$25,392 or \$2,115.96 per month. (same as 2017 budget)
4. Request from CASA Supervisor Deanna Curtis, in a letter received November 20, 2017, requesting the \$1,000 budgeted in the 2017 budget for the Court Appointed Special Advocate Program in Claiborne Parish and to be included in the 2018 budget for the same amount.

Regular Agenda:

Vice-President Mark Furlow announced that all Jurors and Parish employees need to have 1 hour of Ethics training completed by December 31, 2017.

Vice-President Mark Furlow reminded everyone the Christmas 2017 Holiday for the Police Jury will begin with Lunch being on Wednesday 12/20, off Thursday 12/21 till Monday 1/1/2018 and return to work on Tuesday, January 2, 2018.

Mr. Matt Howerton, District Staff Assistant of Congressman Mike Johnson's Office gave a brief update on the progress and services offered from the office of the 4th Congressional District.

Upon motion by Kevin Gray, duly seconded by Joe Sturges, the Jury unanimously approved the request from The Wallace Estate, in a letter received November 10, 2017, requesting that the Police Jury start the process to close and abandon Scott Lane to limit public access to estate property (Parish Road #415).

Upon motion by Joe Sturges, duly seconded by Kevin Gray, the Jury unanimously voted to hold a public hearing for the Abandonment and Removing Scott Lane (Parish Road #415) from the Parish Road System - Wednesday, January 10, 2018 at 9:00 am in the Conference Room of the CPPJ Administrative Bldg.

Upon motion by Gil Dowies, duly seconded by Kevin Gray, the Jury unanimously approved the request from Terry Triplet, in a letter received on November 13, 2017, requesting back door trash pick-up for his 94-year-old invalid mother - Mrs. Bell Triplet of 589 Triplet Road in Haynesville, LA.

Upon motion by Joe Sturges, duly seconded by Tommy Sanders, the Jury unanimously approved the request from the Claiborne Parish Library Board of Control, in a letter received on November 15, 2017, requesting the re-appointment of Mr. Frank T. Speer to the Library Board of Control for the period January 1, 2018 to December 31, 2022.

Upon motion by Tommy Sanders, duly seconded by Paul Cook, the Jury unanimously approved the request from the Evergreen Volunteer Fire Department, in a letter received November 29, 2017, requesting the re-appointment of Mr. Marvin Ethridge of 376 Pistol Thomas Road in Haynesville, LA to the Board for the period of January 1, 2018 to December 31, 2019.

Upon motion by Rev. Willie Young, duly seconded by Joe Sturges, the Jury unanimously tabled the nominations and appointment of the new board member of the Claiborne Parish Hospital District #3 vacant seat to replace Mr. James Edward Scriber until the January 2018 meeting.

Upon motion Gil Dowies, duly seconded by Rev. Willie Young, the Jury unanimously awarded the legally advertised 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 2018 to Ergon for CRS-2 at \$1.47 per gallon and to Asphalt Products for CSS-1 for \$1.46 per gallon.

Upon motion by Kevin Gray, duly seconded by Joe Sturges, the Jury unanimously awarded the legally advertised lowest qualified bid for the purchase of FY 2018 Hot Mix and Colay (Cold Mix) to Amethyst Construction of Ruston in the amount of \$76.00 per ton for Hot Mix and \$88.00 per ton for Cold Mix.

Upon motion by Rev. Willie Young, duly seconded by Paul Cook, the Jury unanimously awarded legally advertised, lowest qualified bid for purchase of FY 2018 pit run, sand, clay gravel, and maintenance rock to Standard Gravel (pick-up) Maintenance Rock at \$9.75 per ton and Pit Run at \$5.25 per ton. Delivered was awarded to Blann Tractor for SB-2 \$30.75 per ton, Maintenance. Rock at \$23.25 per ton, Pit Run at \$16.00 per ton, and Sand at \$19.25 per ton.

Upon motion by Kevin Gray, duly seconded by Paul Cook, the Jury unanimously awarded the lowest qualified legally advertised bid for purchase of FY 2018 LA C-1, C-2, and C3 crushed granite stone to Blann Tractor for LA C-1, LA C-2, LA C-3 in the amount of \$45.00 per ton.

Upon motion by Joe Sturges, duly seconded by Joe Merritt, the Jury unanimously awarded the lowest qualified legally advertised bid for purchase of 87 Octane Unleaded Gasoline and Diesel Fuel (for off-road and highway use) for use by the Parish Owned Vehicles for the year 2018 to Emerson Oil Co. of \$0.06 above stated jobber invoice price on the date of delivery.

Upon motion by Kevin Gray, duly seconded by Joe Merritt, the Jury unanimously approved the request from Road Superintendent Tommy Durrett for a merit increase for Truck Driver Chauncey Williams from \$11.00 per hour to \$12.00 per hour effective 12/14/2017.

Upon motion by Kevin Gray, duly seconded by Joe Sturges, the Jury unanimously accepted and approved the 2018 Worker’s Compensation for the Police Jury to Bridgefield Employers Insurance Company (A-rated) in the amount of \$35,758. The prior year carrier Stonetrust (B-rated) Insurance Company came in at \$44,310.

Upon motion by Gil Dowies, duly seconded by Tommy Sanders, the Jury unanimously approved the Parish AUP’s for Purchasing, Receipts, Payroll & Personnel, Contracting and Debt Service.

Upon motion by Gil Dowies, duly seconded by Paul Cook, the Jury unanimously approved the proposed 2017 Budget Amendments on All Funds en masse.

Consolidated Budget Adjustment

All Funds - December 6, 2017

| <u>Fund:</u> | <u>Net Adjustment</u> | <u>Estimated Fund Balance 12/31/2017</u> | <u>Original Budgeted Expenditures</u> | <u>% Exp Proposed Adjust</u> |
|---------------------|-----------------------|--|---------------------------------------|------------------------------|
| General Fund | \$ (166,500) | \$ 5,259,488 | \$ 1,717,400 | -3.17% |
| Road Fund | (107,500) | 1,038,305 | 2,047,700 | -5.25% |
| Bldg & Maint Fund | (180,200) | 325,894 | 467,400 | -38.55% |
| Equipment Fund | (206,700) | 482,198 | 314,000 | -65.83% |
| Sales Tax Fund | 73,900 | 1,214,915 | 662,000 | 11.16% |
| Library Fund | (31,230) | 1,465,537 | 819,700 | -3.81% |
| Witness Fee Fund | 900 | 10,960 | 6,300 | 14.29% |
| Criminal Court Fund | (69,000) | 54,064 | 520,100 | -13.27% |
| Juv Maint Fund | <u>(500)</u> | <u>120,186</u> | <u>15,000</u> | -3.33% |
| Totals - All Funds | <u>\$(686,830)</u> | <u>\$ 9,971,547</u> | <u>\$ 6,569,600</u> | -10.45% |

Upon motion by Rev. Willie Young, duly seconded by Gil Dowies, the Jury unanimously approved the presentation of the Proposed Ordinance No. 784 – 2018 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 10, 2018.

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

ORDINANCE NO. 784

AN ORDINANCE ADOPTING AN OPERATING BUDGET OF REVENUE AND EXPENDITURES FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2018 AND ENDING ON DECEMBER 31, 2018

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, 2018 and ending December 31, 2018.

Section I. The following detailed estimate of Revenues and Expenditures for the Fiscal Year beginning January 1, 2018, and ending December 31, 2018, 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 | \$2,845,200 | |
| Sales & use | 667,900 | |
| Other | 8,000 | |
| Licenses and permits | 95,100 | |
| Intergovernmental revenues | 1,960,600 | |
| State revenue sharing | 97,400 | |
| Fines and forfeitures | 640,300 | |
| Grants and awards | 240,000 | |
| Other revenues | 103,500 | |
| Use of property and money | 58,700 | |
| Total Revenues | | \$6,716,700 |
| | | |
| Expenditures | | |
| General government: | | |
| Legislative | 125,400 | |
| Judicial | 1,165,400 | |
| Elections | 43,100 | |
| Finance and administrative | 366,700 | |
| Other general government | 357,400 | |
| Public safety | 447,400 | |
| Public works | 2,254,100 | |
| Sanitation | 674,000 | |
| Health and welfare | 19,800 | |
| Culture and recreation | 1,140,800 | |
| Economic development and assistance | 106,300 | |
| Grants and rewards | 60,000 | |
| Conservation | 6,300 | |
| Total Expenditures | | <u>6,766,700</u> |
| | | |
| Excess (Deficiency) of Revenues Over Expenditures | | (50,000) |
| | | |
| Other Financing Sources (Uses) | | |
| Sale of assets | - | |
| Operating transfers in | 675,000 | |
| Operating transfers out | <u>(675,000)</u> | |
| Total Other Financing Sources (Uses) | | <u>-</u> |
| | | |
| Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses) | | (50,000) |
| | | |
| Contingency | - | |
| Fund Balance at Beginning of Year | | <u>9,971,547</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 2018 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, 2018.

Dwayne R. Woodard
SECRETARY-TREASURER

Scott Davidson
PRESIDENT

Upon motion by Kevin Gray, duly seconded by James Laird, the Jury unanimously approved the Notice of Public Hearing on Proposed Ordinance No. 784 – 2018 Budget All Funds – Monday January 8, 2018 at 2:00 p.m. in the Conference Room of the CPPJ Administration Building.

Upon motion by Gil Dowies, duly seconded by Paul Cook, the Jury by a vote of eight (8) for and one (1) against - Rev. Willie Young; the Jury approved the proposed amendments to Ordinance No. 703 – Sec 82-41 Penalties – Heavy Haulers Ordinance. The proposed amendment will be voted on at the January 10, 2018 meeting.

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 \$500.00 on the first offense and not more than \$1,000.00 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 \$1,500.00 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 service charge of \$750.00 or the actual cost 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.

Scheduled Cost of Access Permit:

COST \$50.00 annually per truck – payable by check or money order to the Claiborne Parish Highway Department.

The permit fee for a company will be capped at a MAXIMUM of 15 (fifteen) trucks per annum or \$750.00 (seven-hundred and fifty dollars) per company.

Upon motion by Kevin Gray, duly seconded by Joe Sturges, the Jury unanimously approved the Notice of Public Hearing on Revised Ordinance 703, Sec. 82-41 Penalties – Wednesday, January 10, 2018 at 9:00 am in the Conference Room of the CPPJ Administration Bldg.

Upon motion by Tommy Sanders, duly seconded by Joe Merritt, the Presentation of the Proposed Ordinance No. 785 – Claiborne Parish Nuisances and Blighted Property Ordinance has been tabled until January 10, 2018 for more time to review certain sections of the proposed ordinance.

Due to the decision to table the presentation of Proposed Ordinance No. 785, there will be no public hearing set at this time for this proposed ordinance.

At this time, Mr. Jimmy Hand of Main Street Homer gave a brief update of the projects that they have in the works. He stated the two wood buildings on the corner of East Main near the Town Hall have been stabilized and are up for sale, and that also Main Street has acquired the property across from the Fire Station and the two buildings with it have been donated to the District for renovation and potential business use.

Upon motion by Kevin Gray, duly seconded by Paul Cook, the Jury unanimously approved the purchase of one crew cab 4-door pickup truck on a piggy back contract through the City of Alexandria for approximately \$28,039 and for purchase of two (2) new modern bush hogs in the amount of \$6,998.

At this time, Claiborne Parish Coroner, Dr. Mark Haynes gave an update of this month's coroner's office. He stated there were (5) deaths, (3) ER/Hospice, (1) Autopsy, and (1) CFC.

ITEM #35 – December 6, 2017 – AGENDA

SECRETARY-TREASURER – UPDATE ON GRANTS AND OTHER ITEMS

1. LGAP Projects –

CPPJ – Gas Line Extension on Hwy 2 to Parish Owned Property
Contract #1415-CLB-0001 Amount - \$25,000
Project – extension of natural gas line to the Police Jury owned property on Hwy 2
Status – Change of scope submitted to Office of Community Development

CPPJ – Emergency Generator for CPPJ Public Works Building on Hwy 2
Contract #1415-CLB-0002 Amount - \$14,167
Project – standby emergency generator for the CPPJ Public Works Building on Hwy 2
Status – Bid awarded to Arcco Power Systems of Bossier City, LA for \$27,099

CPPJ – Pine Hill Water System
Contract #1516-CLB-0001 Amount \$21,500
Project – repaint exterior of elevated storage tank located on Hwy 70
Status – contracts submitted to the State and approved

CPPJ – South Claiborne Water System
Contract #1516-CLB-0002 Amount \$21,500
Project – install ATS on emergency generators at well sites
Status – contracts submitted to the State and approved

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

3. Sales Tax Collections for October 2017 – net of \$44,623 from gross collections of \$49,491 on taxable sales of \$4,566,833.
Net sales tax collections for September 2017 – \$59,928 – decrease \$-15,305 (-25.54%)
Net sales tax collections for October 2016 - \$46,332 – decrease \$-1,709 (-3.69%)
4. Cash position at November 30, 2017 - \$7,911,429
Cash position at November 30, 2016 - \$7,357,455 (increase of \$553,974)
Cash position at October 31, 2017 - \$7,509,865 (increase of \$401,565)

See Deposit Balances by Institution for breakdown at November 30, 2017 –

5. Total Receipts for the month of November 2017 – \$268,037
6. Upcoming important dates and meetings I plan to attend –

12/14 – Economic Development Board Meeting
12/19 – CPHSD#3 Board Meeting
12/20 – Christmas Lunch at Road Barn
1/8/18 – Committee Meetings
1/10 – Regular Meeting

Additional Public Comments:

Jerry Whitton the President of the Watershed District gave an update on the dredging of Lisbon Landing. He informed the Jury that they anticipate the dredging to begin soon and expect the Army Corps of Engineers permit for dredging to be approved any day.

Watershed Commissioner Sam Dowies asked the Jury about possibly closing the old Lisbon Landing boat ramp off of Liberty Hill Rd., due to the traffic and parking of boat trailers on private land owner’s property. Upon much discussion, Secretary-Treasurer Dwayne Woodard told Mr. Dowies that the Jury could get an opinion from Attorney Danny Newell on whether or not, the Parish still has use of this ramp or if it has already been abandoned, due to the ramp not being on Parish Right-Of-Way.

Upon motion by Kevin Gray, duly seconded by Gil Dowies, the meeting was adjourned.

Dwayne R. Woodard
Secretary–Treasurer

Scott Davidson
President