TOWN OF ADDIS MINUTES

October 3, 2018 – Regular Meeting

The regular meeting of the Mayor and Town Council for the Town of Addis was held at 6:00 p.m. on Wednesday, October 3, 2018 at the Addis Municipal Building located at 7818 Highway 1 South. The Pledge to the Flag was led by Mrs. Leanne Murphy.

**ROLL CALL**

Present: Mayor David Toups; Councilors Acosta, LeBlanc and Parrish

Absent: Councilors Cazes and Kelley

**MINUTES**

The minutes of the September 5, 2018 meeting were reviewed and approved on a motion made by Councilor LeBlanc; seconded by Councilor Acosta and adopted unanimously.

**ADDITIONS TO THE AGENDA**

Upon the request of Mayor Toups, a motion to add the Lousteau Property Drainage Proposal to the agenda was made by Councilor Parrish; seconded by Councilor LeBlanc and adopted unanimously.

**PUBLIC COMMENTS**

None

**CORRESPONDENCE**

Mayor Toups announced that Hazardous Materials Collection Day is scheduled for October 27th from 8:00 a.m. to 12:00 p.m. at Myhand Park in Addis.

Mayor Toups reminded everyone that Live at Five on the Westside begins on Friday, October 19th with music by Clifton Brown and the Rusty Bucket Band.

**2018 HALLOWEEN HOURS**

Town of Addis Trick or Treat hours for Halloween were set for 5:30 p.m. to 7:30 p.m. on Wednesday, October 31, 2018 on a motion made by Councilor Acosta; seconded by Councilor Parrish and adopted unanimously.

**2018-2019 GRASS CUTTING BIDS**

Mayor Toups asked three times for bids from those present for the 2018-2019 Grass Cutting Contract and no other bids were submitted. The Town Attorney opened the one and only bid submitted by Collins Mowing and let it be known that all required documents were included. A motion to accept the bid submitted by Collins Mowing in the amount of $2,495.00 per month and authorizing Mayor David Toups to sign the contract commencing October 3, 2018 and ending on or before September 30, 2019 was made by Councilor Parrish; seconded by Councilor LeBlanc and adopted unanimously.

**PITNEY BOWES POSTAGE METER – 5 YEAR LEASE – SERVICE CONTRACT RENEWAL**

A motion authorizing Mayor Toups to renew the 5 year service contract with Pitney Bowes was made by Councilor Parrish; seconded by Councilor LeBlanc and adopted unanimously.

**ANNUAL EMPLOYEE MEETING**

A motion to approve the funds necessary for the Annual Employee Meeting scheduled for Thursday, November 8th was made by Councilor Acosta; seconded by Councilor LeBlanc and adopted unanimously.

**OSCAR BOUDREAUX, ENVIRONMENTAL ENGINEERING SERVICES (EES)**

**Addis Place Subdivision Sanitary Sewer Rehab Project – Balancing Change Order -** Mr. Boudreaux presented the Balancing Change Order to the Council stating that it is a deductive change order in the amount of $8,960.15, which ends the project with a contract price of $418,373.80. A motion to approve the Balancing Change Order in the amount of $8,960.15 for Addis Place Subdivision Sanitary Sewer Rehabilitation Project was made by Councilor Acosta; seconded by Councilor LeBlanc and unanimously adopted.

**Project Updates**

1. **Bernhardt Pump Station:** Mr. Boudreaux reported that the wet well is in place and project should resume next week.
2. **YMCA Force Main:** Mr. Boudreaux reported that the Pre-Construction Conference is postponed until Wednesday, October 10th at 2:00 p.m.
3. **Acadian Crossing/Bernhardt Force Main:** Mr. Boudreaux reported that sealed bids for the Acadian Crossing/Bernhardt Force Main project will be received by the Town of Addis at Town Hall until 3:00 p.m. on Wednesday, November 7th The bids will be opened and read aloud at that time and location. A pre-bid conference will be held at Town Hall on Thursday, October 25th at 2:30 p.m.

**LOUSTEAU PROPERTY DRAINAGE PROPOSAL**

Mayor Toups stated that at the July 2018 Town Council meeting, Mr. Danny Watts presented the Subdivision of Property request to the Council for review and approval, but due to concerns regarding drainage issues and the Town not prepared to move forward with any additional drainage projects, Mr. Watts withdrew his request. He reported that since then they have submitted a drainage proposal for review and consideration. The project engineer for the Lousteau Property presented the proposal stating that the developer is offering to pay $32,500 to the Town of Addis for improvements to the drainage infrastructure in the Town of Addis. After much review and discussion, a motion to take the proposal under advisement to allow the Town of Addis time to obtain a total cost, to determine if the project is feasible to include it in the 2019 budget was made by Councilor Acosta; seconded by Councilor LeBlanc and adopted unanimously.

**REPORTS**

**Parish Council:** Parish Councilman, Kirk Allain reported that work on the Sid Richardson project is ongoing and they are making progress on the new water line.

**Police Report:** The police report for the month of September 2018 was provided by Assistant Chief David Jones and included 120 traffic citations, 15 misdemeanor arrests, 3 felony arrests and 5 vehicle crashes worked. The **Misdemeanor Arrests** included 1 domestic violence, 1 theft, 5 warrants, 3 traffic, 4 disturbances and 1 narcotic. The **Felony Arrests** included 1 stolen firearm and 2 narcotics.

**Sewer Report:** Public Works Director, Phil Smith provided a copy of the Sewer Report for the month of September 2018 and reported the following: Sanitation Department performed a total of 89 jobs; one (1) within the sewer plant, thirty (30) within the lift stations and fifty-eight (58) involved residential/commercial systems. They had five (5) new construction tie-in inspections.

**Planning & Zoning Commission:**

1. **Home Occupation Application – Mr. Firmin Tullier:** Mr. Tullier presented his request for a Home Occupation License to operate a mechanic and car repair business at his home. Mayor Toups informed the Council that the Planning & Zoning Commission made a motion recommending the Town Council deny the request based on the fact that the business does not meet the Town Ordinance for Home Occupation. After further review and discussion, Mr. Tullier decided to withdraw his request for a Home Occupation License.

**PUBLIC HEARING & ACTION ON INTRODUCED ORDINANCES**

None

**INTRODUCTION OF ORDINANCES**

None

**COMMITTEE REPORTS**

**Finance:**

1. Amotion to pay the bills found in order was made by Councilor Acosta; seconded by Councilor Parrish and adopted unanimously.
2. Mayor Toups informed the Council that the monthly “Budget to Actual Comparison Reports” were included in the meeting packet for review.

**Police:** None

**Personnel:** Mayor Toups reported that John Artigue will retire on October 18, 2018. A motion to approve Phil Smith as the new Public Works Director for the Town of Addis effective October 19, 2018 was made by Councilor Acosta; seconded by Councilor LeBlanc and adopted unanimously.

**Sewer:** Phil Smith reported that he purchased a Fluke Vibration Temperature Meter to effectively monitor equipment and requested the Council to approve an annual subscription with Fluke in the amount of $249 so data and analytics can be recorded. After brief review and discussion, a motion to approve Mayor Toups to sign a contract with Fluke for an annual subscription in the amount of $249 was made by Councilor Acosta; seconded by Councilor Parrish and adopted unanimously.

**Drainage:** None

**Buildings:** Councilor LeBlanc provided an update on the Town Hall Building Renovation project. He reported that after hearing presentations from three qualified candidates, the Building Committee selected to move forward with Tipton Associates.

**Streets and Roads:** None

**EXECUTIVE SESSION**

No Executive Session

**ANY OTHER BUSINESS**

None

**ADJOURN**

Meeting was adjourned at 7:13 p.m. on a motion made by Councilor Acosta; seconded by Councilor LeBlanc and adopted unanimously.

 /s/\_\_Jade V. Simpson\_\_\_\_\_\_\_\_ /s/ David H. Toups\_\_\_\_ \_

 Town Clerk Mayor