TOWN OF ADDIS MINUTES

January 4, 2017 – 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, January 4, 2017 at the Addis Municipal Building. The Pledge to the Flag was led by Mr. George Acosta.

**ROLL CALL**

Present: Mayor Toups; Councilors Acosta; Cazes; Kelley; LeBlanc; Parrish.

Absent: None

**MINUTES**

The minutes of the December 7, 2016 meeting were approved on a motion by Councilor Acosta, 2nd by Councilor Kelley and adopted. The minutes of the December 21, 2016 special meeting were approved on a motion by Councilor Acosta, 2nd by Councilor Cazes and adopted.

**ADDITIONS TO THE AGENDA**

Mayor Toups added that a public hearing and action by the Town Council needs to take place on Ordinance 2017-1, which was introduced at the previous council meeting. Councilor Cazes added that the ordinance for fireworks in the Town of Addis needs to be reviewed and discussed. Both items were added to the agenda on a motion made by Councilor Parrish and 2nd by Councilor Kelley and adopted.

**PUBLIC COMMENTS**

No public comments were made.

**CORRESPONDENCE**

Mayor Toups informed the council that the AVFD & Ladies Auxiliary Annual Mardi Gras Ball is scheduled for Saturday, February 4, 2017 from 9pm-1am at the Addis Community Center. Mayor Toups also informed the council that the Addis Mardi Gras Parade is scheduled for Sunday, February 19, 2017 at 1:00pm and the theme is Universal Studios. Mayor Toups reported that he received a copy of Resolution 37 from West Baton Rouge Parish Council that was adopted at their last meeting; a resolution to support the 1984 Sales Tax Distribution Calculation. Mayor Toups stated that he received an email from a constituent requesting a revision to the Town of Addis firework ordinance. The constituent requested that fireworks only be allowed on News Years Eve, New Years Day and 4th of July. Mayor Toups stated that the Town of Addis is the only municipality within West Baton Rouge Parish that allows fireworks. He said if anyone wanted to consider revisions that an ordinance would have to be introduced.

**REPORTS**

**Parish Council:** Mr. Allain reported that due to some issues with the pipeline and the increase in cost, the Ed Lejeune Road extension project has been set aside for now, but will be revisited in the future. He stated that they are still moving forward with the Highway 415 project. He also reported that the fire trucks should be moved into the new fire station on Laws Road within the next week and they are still working to get street lights installed on Laws Road. Mayor Toups reported that the new drainage in Sunset Place seems to be working well and thanked the parish for their help in getting it done.

**Police Report:** The monthly police report, given by Chief Anderson, included 273 traffic citations issued; 17 misdemeanor arrests; 2 felony arrests; and 6 vehicle crashes worked. The **Misdemeanor Arrests** were 3 disturbances; 1 resisting an officer (arrest); 10 warrants; 1 traffic. The **Felony Arrest** was 2 narcotics.

**Sewer Report:** The sewer report for the month of December was read by Mayor Toups and included 71 equipment failures and 41 jammed pumps. Two pumps were changed out and there were 34 scada calls. The sewer department also rewired the tank and panel located at 4112 Foret Street.

**Planning & Zoning Commission:**

1. **Shane Lopez, Jr. – Variance Request:** Mayor Toups informed the council that Mr. Lopez lives in Sunset Place Subdivision and he is requesting a variance to encroach upon property setbacks for a storage shed. He stated that the Planning and Zoning Commission passed a motion to make a recommendation to the town council to approve a variance to allow for the setback line to be adjusted to 3’1” from the property line. The motion was recommended with the stipulation that Mr. Lopez get a letter from his neighbor stating that the neighbor does not object to the adjustment. Mr. Lopez informed the council that gutters would be installed to eliminate the rain water falling into the neighbor’s yard. He also presented the council with the signed approval letter from his neighbor. This letter will a part of the approved meeting minutes. A motion to approve the variance was made by Councilor Parrish; 2nd by Councilor LeBlanc and adopted.
2. **Sugar Mill-Evans Graves-Subdivision of Property:** Sugar Mill Plantation representative, Mr. Kevin Normand of Evans-Graves Engineering stated that they are requesting Subdivision of Property. He informed the council that it is the 14th filing that will connect the 6th and 11th filings and will include 30 (80 foot) lots. He stated that the current turn circle will be removed and both Union Drive and Trial Drive will be extended. There are sewer lift stations on both sides. Mayor Toups reported that the Planning and Zoning Commission made a motion to approve the Subdivision of Property with a 4-0 vote. Councilor Acosta requested that prior to purchase or upon purchasing lots 828 and 829, the buyers/homeowners are informed of where their property line actually ends. He stated that it appears that the lot is much deeper than it actually is and it causes a problem when they build a fence on the servitude. Mr. Normand stated that he would share our concerns with Sugar Mill. Councilor Acosta also stated that they need to get with the engineer or designer with regards to drainage for lots 835-846 that back up to each other. Mayor Toups stated that he would prefer to not have any drainage servitudes to the back of each lot and possibly have the engineer come up with a solution to make sure all the water goes to the street. He suggested installing culverts and eliminate the use of swells. After further discussion, the subdivision of property was approved on a motion made by Councilor Acosta; 2nd by Councilor Parrish and adopted.

**CONSIDER ADOPTING COMMERCIAL BUILDING PERMIT FEES**

Mayor Toups informed the council that currently the Town of Addis does not have different building permit fees for commercial/non-residential developments. He went on to say that the town only charges $30 per square foot for non-living building permits. Mayor Toups stated that West Baton Rouge Parish follows a schedule of set fees based upon the type of development. He proposed that the town council adopt the fee schedule used by the parish. The schedule of building permit fees will be a part of the approved meeting minutes. A motion to adopt a resolution to approve the building permit fees as presented was made by Councilor Acosta; 2nd by Councilor Kelley and adopted.

**DUTIES OF ELECTED OFFICIALS**

**Mayor:** Town attorney, Dana Larpenteur reported duties of the Mayor of the Town of Addis.

**Police Chief:** Town attorney, Dana Larpenteur reported duties of the Police Chief.

**Council:**

1. **Elect Mayor Pro Tempore:** The council discussed and all agreed that Councilor Rusty Parrish should continue serving as Mayor Pro Tempore. Councilor Kelley made a motion to nominate Councilor Rusty Parrish to serve as Mayor Pro Tempore; 2nd by Councilor Acosta. No other nominations were made. A motion to close the nomination was made by Councilor Kelley; 2nd by Councilor LeBlanc and adopted.
2. **2017 Committee Assignments:** A motion to approve the 2017 Committee Assignments was made by Councilor Acosta; 2nd by Councilor Kelley and adopted.
3. **Order New Stationary and Business Cards:** A motion to approve the purchase of new stationary and business cards was made by Councilor Kelley; 2nd by Councilor Acosta and adopted.
4. **Motion to Revise Signers on Bank Business:** A motion to revise authorized signers on bank business was made by Councilor Acosta; 2nd by Councilor Cazes and adopted.

**Recommend Town Clerk – Council Approval:** Mayor Toups stated that he recommend Jade Simpson as the new town clerk. A motion to approve Jade Simpson as the new appointed town clerk was made by Councilor Acosta; 2nd by Councilor LeBlanc. The motion was adopted on the following roll call vote: Yeas: Acosta; Cazes; Kelley; LeBlanc; Parrish. Nays: None. Absent: None. Abstaining: None. Mayor Toups went on to say that in honor of Mrs. Vera’s hard work and dedication to the Town of Addis, he would like to name the council chambers the Vera T. Lucas Council Chambers. A motion to name the council chambers the Vera T. Lucas Council Chambers was made by Councilor Acosta; 2nd by Councilor Cazes. The motion was adopted on the following roll call vote: Yeas: Acosta; Cazes; Kelley; LeBlanc; Parrish. Nays: None. Absent: None. Abstaining: None.

**Recommend Town Attorney - Council Approval:** Mayor Toups stated that he recommends Dana Larpenteur to continue serving as our town attorney. A motion to approve Dana Larpenteur as the Town of Addis attorney was made by Councilor Kelley; 2nd by Councilor Leblanc. The motion was adopted on the following roll call vote: Yeas: Acosta; Cazes; Kelley; LeBlanc; Parrish. Nays: None. Absent: None. Abstaining: None.

**APPROVAL OF LIVE AT 5 DATES**

April 28th, May 12th, May 26th, October 20th, November 3rd and November 17th were all approved on a motion made by Councilor Cazes; 2nd by Councilor Acosta and adopted.

**INTRODUCTION OF ORDINANCES**

**Ordinance 2017-1:** Mayor Toups stated that at the previous town council meeting, a motion was made to introduce an ordinance to amend the Town of Addis Code of Ordinances to hire a third party for professional services in the inspection of any future developments and road projects in the Town of Addis, with the cost of the inspector to be passed on to the developer. After the reading of the ordinance by Mr. Larpenteur, Mayor Toups held a public hearing. There were no questions or comments from the public, after which the Mayor closed the Public Hearing and turned the ordinance over to the council for their discussion and input. A motion was made by Councilor Acosta; 2nd by Councilor Kelley to approve Ordinance 2017-1 as written, “An ordinance amending and supplementing the Addis code of ordinances, particularly, appendix B *Subdivisions,* section 11 by adding section 11 – *Improvements*, Paragraph (F) to provide for the hiring of an inspector by the Town of Addis at the expense of the subdivider for overseeing the day to day installation of all improvements by the subdivider; providing for the authority of said inspector; and providing for inspection fees to be set by the Town Council from time to time by resolution“. The motion was adopted on the following roll call vote: Yeas: Acosta; Cazes; Kelley; LeBlanc; Parrish. Nays: None. Absent: None. Abstaining: None.

**Mayor and Police Chief Salaries:** The Town Council, Mayor and Police Chief all discussed the current salaries and also reviewed a document that provided the salaries for other mayors and police chiefs in the neighboring towns and cities. After further discussion, a motion to introduce Ordinance 2017-2, “Establishing the yearly salary for David H. Toups, Mayor of the Town of Addis for 2017 at a fourteen and one-half (14.5%) percent increase from his 2016 salary and Ricky Anderson, Chief of Police of the Town of Addis for 2017 at a six (6%) percent increase from his 2016 salary commencing January 1, 2017” was made by Councilor Acosta; 2nd by Councilor Kelley and adopted.

**COMMITTEE REPORTS**

**Finance:** Amotion to pay the bills found in order was made by Parrish; 2nd by Kelley and adopted.

**Police:** No report was provided

**Personnel:** No report was provided

**Sewer:** No report was provided

**Drainage:** Mayor Toups stated the drainage worked well during the last rain event.

**Buildings:** Councilor Parrish asked for an update on the roof repairs. Mayor Toups stated that the office has called multiple roofing repair companies to come out and assess the damage. He said two companies came but have not provided the town with a quote. Councilor Parrish suggested contacting Mike Dupont with Westside Metal Buildings.

**Streets and Roads:** No report was provided

**EXECUTIVE SESSIONS**

An Executive Session was not held.

**ANY OTHER BUSINESS**

No other business was discussed.

**ADJOURN**

Meeting was adjourned at 7:34 p.m. on a motion made by Councilor Parrish; 2nd by Councilor LeBlanc and adopted.

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Jade V. Simpson David H. Toups

Town Clerk Mayor