TOWN OF ADDIS MINUTES

May 9, 2023 – REGULAR MEETING

The regular meeting of the Mayor and Town Council for the Town of Addis was called to order by Mayor David Toups at 6:00 p.m. on Tuesday, May 9, 2023 at the Addis Municipal Center. Pledge to the flag was led by Phil Smith.

**ROLL CALL**

Present: Mayor Toups; Councilors Rusty Parrish, Bliss Bernard, Ray Lejeune Sr., Rhonda Kelley and Kevin LeBlanc.

Absent: None

**MINUTES**

The minutes of the April 11, 2023 regular meeting were approved on a motion by Councilor Lejeune; seconded by Councilor Kelley and adopted unanimously.

**ADDITIONS TO AGENDA**

None

**PUBLIC COMMENTS**

Town of Addis employee and resident, Chris Graves asked about the status on the new Town Hall building. He expressed his concerns and frustrations regarding the condition of the current building. Todd Leveron, Planning & Zoning Commissioner, advised that the Addis Zoning map needs to be reviewed further and noted that there are several areas that are still zoned incorrectly.

**CORRESPONDENCE**

**TIER III FINANCIAL DISCLOSURE REPORTS –** Mayor Toups reminded the elected officials that the annual Tier 3 Financial Disclosure Statement is due May 15th.

**ROCKIN’ ON THE RAILROAD –** Mayor Toups announced that the third and final spring event is scheduled for Friday, May 12th with Capital City Soul.

**OLD BUSINESS**

None

**NEW BUSINESS**

**OPEN CONTAINER PERMIT – SIDE PORCH DAIQUIRIS – RATIFY APPROVAL:** A motion to approve the Open Container Permit for Side Porch Daiquiris’ Cinco de Mayo event was made by Councilor Bernard; seconded by Councilor Lejeune and adopted unanimously.

**LA-DOTD HIGHWAY 1 MAINTENANCE AGREEMENT:**  The contract between the Town of Addis and LA-DOTD for the maintenance of grass and debris along LA 1 within the Town limits was presented by Mayor Toups and reviewed. The contract is for a one-year period with reimbursements up to $6,860 to be made by DOTD. A motion approving Mayor Toups to sign the 2023-2024 Maintenance Agreement (including mowing and litter pick-up) between the Town of Addis and the State of Louisiana, Department of Transportation and Development was made by Councilor Kelley; seconded by Councilor LeBlanc and adopted unanimously.

**FIRST STREET DRAINAGE PROJECT – CHANGE ORDER NO. 2:** Change Order No. 2 is for the junction box modification due to the unforeseen utility conflicts, adds in additional tie-ins for yard drains, and to modify the last box with a drainage notch. Total price of the change order is $3,767.61, bringing the final contract price to $670,803.74. A motion to approve Change Order No. 2 in the amount of $3,767.61 was made by Councilor Parrish; seconded by Councilor LeBlanc and adopted unanimously.

**FIRST STREET DRAINAGE PROJECT – PAY APP NO. 4:** Pay Application No. 4 is to pay the contractor up to 95% of the contract price. The payment amount requested is $65,837.44. A motion to process Pay Application No. 4 in the amount of $65,837.44 was made by Councilor Parrish; seconded by Councilor Bernard and adopted unanimously.

**FIRST STREET DRAINAGE PROJECT – PAY APP NO. 5 – FINAL:** Pay Application No. 5 releases the 5% retainage on the project in the amount of $33,540.19. The required clear lien certificate has been provided. After review and discussion, a motion to hold the retainage payment until we receive clarification from the project engineer and contractor on the number of working days to determine if the project exceeded the six (6) weeks granted in the agreement, was made by Councilor LeBlanc; seconded by Councilor Kelley and adopted unanimously.

**SUGAR MILL 18TH FILING – FINAL PLAT:** The final plat for Sugar Mill 18th Filing was presented. After review and discussion, a motion was made by Councilor Bernard; seconded by Councilor LeBlanc to approve the Sugar Mill 18th Filing final plat contingent upon the plat reflecting the dedication of the wetlands & conservation area to the Town of Addis. The motion was adopted with opposition from Councilor Kelley.

**MONTHLY REPORTS**

**ENGINEER REPORT:** Mayor Toups reported that he received an email from Toby Fruge (Drainage Engineer) stating that the survey for Sugar Hollow has been completed. Now he can get started on the modeling to determine what can be done to correct the drainage issues in Sugar Hollow subdivision. He will keep us posted on the progress.

**PLANNING & ZONING COMMISSION:**

1. **Application for Home Occupation – Shannon Louden:** Mrs. Louden is requesting approval of a home occupation for sale of beaded jewelry. She has already registered with the LA Secretary of State’s office and the WBR Parish Tax Department. No signage in the yard. A motion to approve the Home Occupation application for Mrs. Shannon Louden was made by Councilor Bernard; seconded by Councilor Lejeune and adopted unanimously.
2. **Application for Home Occupation – Zane Hebert:** Mr. Hebert is requesting approval of a home occupation for sale of gems and minerals. Business will be done online and at farmer’s market pop-ups. He has already registered with the LA Secretary of State’s office and the WBR Parish Tax Department. No signage in the yard. A motion to approve the Home Occupation application for Mr. Zane Hebert was made by Councilor Bernard; seconded by Councilor Kelley and adopted unanimously.
3. **Application for Rezoning – Michael Lopez, Jr.:** Steve LeBlanc representing Mr. Lopez with a request for rezoning of the property located off Lorraine Street, at the western-most area of West River Subdivision. Requesting rezoning from A-1 to A-2 designation. Currently mostly Flood Zone X with partial (approximately 25% of property) Flood Zone AE. Mayor Toups opened a Public Hearing. The Public Hearing was then closed and turned over to the Council for review and discussion. After much discussion, a motion was made by Councilor Bernard; seconded by Councilor LeBlanc to approve Mr. Lopez’s request to rezone the property from A1 to A2. Motion adopted unanimously.

**PARISH COUNCIL REPORT:** No one from the parish was present. No report.

**POLICE REPORT:** The April 2023 police report, given by Assistant Chief Langlois, consisted of 172 traffic citations issued, 162 calls for service, 11 misdemeanor arrests, 4 felony arrest and 9 vehicles crashes.

**PUBLIC WORKS/SEWER REPORT –** Phil Smith reported for the month of April 2023 there were 36 residential/commercial control panel issues, 24 residential/commercial tank issues, 9collection system issues, 0 sewer plant issue, 117 dig tickets and 191 total calls. Recirculation pump at the plant was replaced with a new Flygt pump. We are still waiting on approval from DEQ to take ditch 1 out for project maintenance. He reported that we received both the skid steer and rubber tire backhoe back from Crawler Supply on Friday, May 5th. Several culvert and catch basin cleanouts were performed. Cleaning of ditches in Sunset were completed. Small slope mower is down due to failed solenoid and coil; Sunshine Equipment will repair.

**PUBLIC HEARING AND ACTION ON INTRODUCED ORDINANCES**

**ORDINANCE 2023-4 (MAYOR’S 2023 SALARY INCREASE) –** Dana Larpenteur read the ordaining clause. Mayor Toups opened the public hearing. After hearing no comments, the public hearing was closed and turned over to the council for discussion. A motion to approve **Ordinance 2023-4**, “AN ORDINANCE ESTABLISHING THE YEARLY SALARY FOR DAVID H. TOUPS, MAYOR OF THE TOWN OF ADDIS FOR 2023 AT A FOUR (4%) PERCENT INCREASE FROM HIS 2022 SALARY COMMENCING JANUARY 1,2023”, was made by Councilor Lejeune; seconded by Councilor Parrish and adopted on the following roll call vote: **YEAS**: Bernard, LeBlanc, Lejeune, Kelley, Parrish **NAYS**: None; **ABSENT**: None; **ABSTAINED**: None.

**ORDINANCE 2023-5 (DENTAL & VISION COVERAGE FOR MAYOR & POLICE CHIEF) –** Dana Larpenteur read the ordaining clause. Mayor Toups opened the public hearing. After hearing no comments, the public hearing was closed and turned over to the council for discussion. A motion to approve **Ordinance 2023-5**, “AN ORDINANCE AUTHORIZING THE MAYOR AND THE CHIEF OF POLICE TO BE ELIGIBLE FOR DENTAL AND VISION COVERAGE ON THE TOWN OF ADDIS INSURANCE POLICY”, was made by Councilor Bernard; seconded by Councilor LeBlanc and adopted on the following roll call vote: **YEAS**: Parrish, Kelley, LeBlanc, Lejeune, Bernard **NAYS**: None; **ABSENT**: None; **ABSTAINED**: None.

**ORDINANCE 2023-6 (TRAFFIC IMPACT ANALYSIS REQUIREMENT) –** Dana Larpenteur read the ordaining clause. Mayor Toups opened the public hearing. After hearing no comments, the public hearing was closed and turned over to the council for discussion. A motion to table **Ordinance 2023-6** until the June 13th meeting was made by Councilor Bernard; seconded by Councilor LeBlanc and adopted unanimously.

**ORDINANCE 2023-7 (HEALTH INSURANCE COVERAGE FOR COUNCIL MEMBERS) –** Dana Larpenteur read the ordaining clause. Mayor Toups opened the public hearing. After hearing no comments, the public hearing was closed and turned over to the council for discussion. A motion to approve **Ordinance 2023-7**, “AN ORDINANCE AUTHORIZING THE ADDIS COUNCIL MEMBERS TO BE ELIGIBLE FOR HEALTH INSURANCE COVERAGE ON THE TOWN OF ADDIS INSURANCE POLICY AT THE EXPENSE OF THE TOWN”, was made by Councilor Kelley; seconded by Councilor Bernard and adopted on the following roll call vote: **YEAS**: Kelley, Parrish, LeBlanc, Lejeune, Bernard **NAYS**: None; **ABSENT**: None; **ABSTAINED**: None.

**INTRODUCTION OF ORDINANCES**

None

**COMMITTEE REPORTS**

**FINANCE:**

1. **Pay Bills Found in Order:** A motion to pay bills found in order was made by Councilor Lejeune seconded by Councilor Kelley and adopted unanimously.
2. **Monthly Budget to Actual Reports:** The monthly budget to actual reports were reviewed with no comments.

**POLICE:** No report.

**PERSONNEL:** Phil Smith reported that the deadline to submit applications for the Public Works Director position was April 25th. The town received one application and will schedule an interview with the applicant soon. The town will readvertise the Wastewater Operator position.

**SEWER:**

1. **2023 Hurricane Preparation:** Phil Smith recommended that the Council accept the proposals from Better Pumps & Solutions for pumps and Sun Industries for the generators as they were the only proposals who fully met our plan specifications. A motion to approve the 2023 Hurricane Preparation proposals obtained from Sun Industries was made by Councilor Lejeune; seconded by Councilor Bernard and adopted with Councilor LeBlanc abstaining. A motion to approve the 2023 Hurricane Preparation proposals from Better Pumps & Solutions was made by Councilor Lejeune seconded by Councilor LeBlanc and adopted unanimously by those present.
2. **ARPA Funding Project – Professional Services Proposal – Evans Graves Engineering:** A motion to approve the Engineering Proposal and Scope of Services from Evans Graves Engineering for the Town of Addis-ARPA Sewer Improvements & Pump Station Replacements project was made by Councilor Kelley; seconded by Councilor Lejeune and adopted unanimously.

**DRAINAGE:** No report.

**BUILDINGS:** No report.

**STREETS AND ROADS:** Councilor Parrish brought up an issue with the delivery trucks at RaceTrac that is a safety hazard. He stated that it seems as though there is not enough room for the trucks to back up completely which causes a portion of the truck to stick out on First Street. Mayor Toups advised that someone from the office would contact RaceTrac’s management.

**EXECUTIVE SESSION**

A motion to go into executive session to discuss Property Negotiations was made by Councilor Lejeune; seconded by Councilor LeBlanc and adopted unanimously. A motion to return to regular session was made by Councilor Lejeune; seconded by Councilor Parrish and adopted unanimously.

**ANY OTHER BUSINESS**

None

**ADJOURN**

The meeting was adjourned on a motion by Councilor LeBlanc; seconded by Councilor Kelley and adopted unanimously.

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

JADE V. SIMPSON, TOWN CLERK DAVID H. TOUPS, MAYOR