TOWN OF ADDIS MINUTES

June 13, 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, June 13, 2023 at the Addis Municipal Center. Pledge to the flag was led by Joan Barbier.

**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 May 9, 2023 regular meeting were approved on a motion by Councilor Lejeune; seconded by Councilor Kelley and adopted unanimously.

**ADDITIONS TO AGENDA**

A motion to add an Executive Session to discuss (1) Potential Litigation, and (2) Property Negotiations, was made by Councilor LeBlanc; seconded by Councilor Parrish and adopted unanimously.

**EXECUTIVE SESSION**

A motion to temporarily adjourn regular session and go into executive session to discuss potential litigation and property negotiations, was made by Councilor Kelley; seconded by Councilor Parrish and adopted unanimously. A motion to return to regular session, was made by Councilor Lejeune; seconded by Councilor LeBlanc and adopted unanimously.

**PUBLIC COMMENTS**

None

**CORRESPONDENCE**

**LMA 86th ANNUAL CONVENTION –** Mayor Toups announced that the LMA 86th Annual Convention is scheduled for August 3rd -5th in Alexandria. He asked that everyone please check their calendars and let him know if they plan to attend, so hotel accommodations can be made.

**DISTRICT H MEETING –** Mayor Toups announced that the LMA District H meeting is being hosted by Mayor Ed Reeves and the City of Plaquemine. The meeting is scheduled for June 20th and he asked that everyone who is planning to attend to please RSVP.

**OLD BUSINESS**

**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. A motion to approve pay application No.5 in the amount of $33,540.19, was made by Councilor Parrish; seconded by Councilor Bernard and adopted unanimously.

**NEW BUSINESS**

**2023 ROAD REHAB PROJECT – ENGINEERING SERVICES:** A motion to approve the Engineering Services Proposal with Novus Reb Engineering for the 2023 Road Rehab Project in the lump sum amount of $55,300.00, was made by Councilor Bernard; seconded by Councilor Lejeune and adopted unanimously.

**OFFICIAL JOURNAL BID – WESTSIDE JOURNAL:**  A motion to accept the West Side Journal as the official journal for the Town of Addis for the year July 1, 2023 – June 30, 2024 on a motion by Councilor Parrish; seconded by Councilor Kelley and adopted unanimously.

**MONTHLY REPORTS**

**ENGINEER REPORT:** Preliminary work is beginning on the Sugar Hollow Drainage project.

**PLANNING & ZONING COMMISSION:**A motion to add Mr. Authur Christophe to the agenda, was made by Councilor LeBlanc; seconded by Councilor Bernard and adopted unanimously. Mr. Christophe has purchased the property located at 7767 Highway 1 South. He would like to open a cigar lounge, where tobacco and alcohol would be sold and consumed on-site. Mr. Christophe is seeking guidance in obtaining proper permits to open the business. The property was rezoned to C-1 in May of 2022. Dana Larpenteur, Mayor Toups and members of the Council discussed and reviewed the town ordinance (Section 4-36 (b) which states, “No permits shall be issued for the purposes of selling alcoholic beverages by the drink to any premises located within 300 feet of a residential area; provided, however, that this prohibition may be waived by the town, where the applicant files with the town a petition approving the issuance of the permit signed by 65 percent of the persons owning real property within a distance of 300 feet of the property line of the premises to be licensed, said distance to be calculated in the same manner as the distance in subsection (a) of this section”. After much review and discussion, the Mayor and Town Council recommended that Mr. Christophe contact the homeowners within the 300 ft. radius of the property to seek their approval of his plan prior to applying for any permits. Mayor Toups invited Mr. Christophe to meet with him later to help him identify the homeowners that fall within 300 feet.

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

**POLICE REPORT:** The May 2023 police report, given by Chief Anderson, consisted of 230 traffic citations issued, 162 calls for service, 12 misdemeanor arrests, 5 felony arrest and 17 vehicles crashes.

**PUBLIC WORKS/SEWER REPORT –**

1. **Wastewater Department:** Mayor Toups reported for the month of May 2023 there were 24 residential/commercial control panel issues, 15 residential/commercial tank issues, 9 collection system issues, 0 sewer plant issue, 171 dig tickets and 220 total calls. Replaced rotating assembly on Sugar Mill 2 pump. Still waiting on approval from DEQ to take ditch 1 out for project maintenance. Started preliminary work on the ARPA project designs. Met with engineering and surveyors for field shots and line identifications. Repaired one sewer discharge line break and relocated one sewer grinder panel.
2. **Public Works/Maintenance Department:** Both slope mowers are down for major repairs. Sprayed bottom of ditches during stretch of dry weather. Cutting and weed eating continues throughout town.

**PUBLIC HEARING AND ACTION ON INTRODUCED ORDINANCES**

**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 approve **Ordinance 2023-6** “AN ORDINANCE AMENDING AND SUPPLEMENTING ADDIS CODE OF ORDINANCES, CHAPTER 28 TRAFFIC AND VEHICLES BY ENACTING SECTION 28-7 TO REQUIRE CERTAIN TRAFFIC GENERATING BUSINESSES SEEKING TO LOCATE IN THE TOWN OF ADDIS TO PROVIDE TRAFFIC IMPACT ANALYSIS AT THE DISCRETION OF THE TOWN COUNCIL AND PROVIDING THE CRITERIA FOR THE TOWN COUNCIL TO CONSIDER WHEN REQUIRING SUCH ANALYSIS”, was made by Councilor LeBlanc; seconded by Councilor Kelley and adopted on the following roll call vote: **YEAS**: Parrish, Kelley, 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 Parrish seconded by Councilor LeBlanc and adopted unanimously.
2. **Monthly Budget to Actual Reports:** The monthly budget to actual reports were reviewed with no comments.

**POLICE:** Permits for the Flock License Plate Readers are currently being reviewed by DOTD.

**PERSONNEL:** Councilor LeBlanc stated that he is still in the process of reviewing the second draft of the employee policy manual. Jade Simpson stated that her goal is to have it on the July meeting agenda for approval.

**SEWER:** No report.

**DRAINAGE:** No report.

**BUILDINGS:** No report.

**STREETS AND ROADS:** Councilor LeBlanc expressed his concerns with the amount of traffic and speeding in the area of Younger Drive, Susan Jean Drive and Demoss Ave. He would like to investigate the possibility of closing Demoss Avenue near Riverboat Lane (Bernhardt Trailer Park).

**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