TOWN OF ADDIS MINUTES

AUGUST 8, 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, August 8, 2023 at the Addis Municipal Center. Pledge to the flag was led by Tammi Fabre.

**ROLL CALL**

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

Absent: Councilor Rusty Parrish

**MINUTES**

The minutes of the July 11th, 2023 regular meeting were approved on a motion by Councilor Lejeune; seconded by Councilor LeBlanc and adopted unanimously by those present.

**ADDITIONS TO AGENDA**

None

**PUBLIC COMMENTS**

Ms. Janesset Green informed the Council that she recently moved a new mobile home on the property located at 4145 Main Street. She stated that when West Baton Rouge Parish came out to inspect the property, they informed her that the mobile home was not placed within the properties minimum twenty (20) foot set-back requirements. Ms. Green stated that the mobile home was installed on the existing slab where the previous home was set-up. She is requesting a variance so she can get her utilities turned on before school begins. A motion to approve the variance on the property set-back requirements by one (1) foot, allowing the mobile home to remain on the existing slab, which would not require the homeowner to move any utility infrastructure, was made by Councilor Bernard; seconded by Councilor Kelley and adopted unanimously by those present.

District 18 State Representative candidate, Tammi Fabre thanked the Mayor and Council for allowing her the opportunity to introduce herself and inform everyone that she has qualified for the October 14th election. She provided her contact information if anyone has any questions, concerns, or comments.

Mayor Toups introduced Travis Bourgoyne, the new Public Works Director. He is currently being trained by Phil Smith. Travis said he has been in the public works sector for over 30 years and is excited about the opportunity to serve the citizens of Addis.

**CORRESPONDENCE**

Mayor Toups advised that due to extremely dry conditions statewide and the concern over first responder safety in these dangerously high temperatures, State Fire Marshal Dan Wallis, along with Agriculture and Forestry Commissioner Mike Strain, has issued a statewide cease and desist order for all private burning. This order is effective as of 5:00p.m., August 7, 2023, and shall remain in effect until rescinded.

**OLD BUSINESS**

None

**NEW BUSINESS**

**2022 AUDIT REPORT:** Staci Joffrion with Baxley & Associates presented the 2022 Audit Report. She advised that the Town of Addis is in a great financial position and that there were zero (0) audit findings. She congratulated Mayor Toups, the council and the staff on a job well done.

**PLANNING & ZONING:** A motion to move the Planning & Zoning business up, was made by Councilor Kelley; seconded by Councilor LeBlanc and adopted unanimously by those present.

1. **Application for Home Occupation – Danielle Gonzales:** Ms. Gonzales is requesting approval of a home occupation for a hair salon. She is already registered with the LA Secretary of State’s office and the WBR Parish Tax Department. Meets requirements in ordinance for amount of space in the home. Neighbors have signed with approval. Hours of operation would be 9 a.m. to 6 p.m. Monday through Friday. No signage and ample parking. A motion to approve the home occupation application for Ms. Danielle Gonzales, was made by Councilor Kelley; seconded by Councilor Bernard and adopted unanimously.

**2023 ROAD REHAB PROJECT – CONSTRUCTION PLANS & COST ESTIMATE:** Jason Ellis with Novus Reb Engineering presented the construction plans and cost estimate for the 2023 Road Rehab Project. Roads included in the project include: Ed Lejeune, Wyatt Christopher, Camp Circle @ Clarkland Boulevard, and a section on Sugar Hollow. Councilor Bernard recommended the following additions/revisions: (1) Add additional striping and traffic signs at the intersection of Ed Lejeune and Wyatt Christpher, (2) Raise the pavement elevations for the uncurbed portion of Wyatt Christopher and add labels to make sure contractor grades the yard areas to drain to existing inlets, (3) Inspect the cross drains along Ed Lejeune for any structural deficiencies to determine if any culverts are in need of replacement, and (4) Add some sawcut/remove/replace curb qty to the job. After further review and discussion, a motion to approve the construction plans as amended, was made by Councilor Bernard; seconded by Councilor Lejeune and adopted unanimously by those present.

**2023-2026 HIGHWAY GRASS MOWING – AUTHORIZE MAYOR TO ADVERTISE FOR BIDS:** A motion authorizing Mayor Toups to advertise for 2023-2026 LA Highway 1 grass mowing was made by Councilor Lejeune; seconded by Councilor LeBlanc and adopted unanimously by those present.

**MONTHLY REPORTS**

**ENGINEER REPORT:** No report.

**PARISH COUNCIL REPORT:** Parish Councilman, Chris Kershaw provided an update on the following: (1) Republic Services fee increase; (2) 415 Connector, and (3) Intracoastal Bridge construction status.

**POLICE REPORT:** The July 2023 police report, given by Mayor Toups, consisted of 158 traffic citations issued, 191 calls for service, 5 misdemeanor arrests, 6 felony arrest and 10 vehicles crashes.

**PUBLIC WORKS/SEWER REPORT –**

1. **Wastewater Department:** Phil Smith reported for the month of July 2023 there were 23 residential/commercial control panel issues, 14 residential/commercial tank issues, 7 collection system issues, 0 sewer plant issues, 102 dig tickets and 146 total calls.
* Due to extreme heat and dry conditions, we have had multiple tank discharge line leaks. These have seemed to occur because of the ground and tank shifts from the heat.
* Still waiting on approval from DEQ to take ditch 1 out for project maintenance at the wastewater treatment plant.
* Started preliminary work on ARPA project designs. Plans are about 60% complete. A meeting with the engineering group is scheduled for August 9th. Preliminary plans should be complete in 2-3 weeks.
1. **Public Works/Maintenance Department:**
* The 24-foot mower has a failed hydraulic pump and is at the vendor shop. We do have a tractor on loan from the parish until ours is repaired and in service. Approved repairs are in progress.
* Hydraulic leak on the excavator repaired at the vendor shop.
* John Deere Gator is down. New Gator has been on order since March and is scheduled to arrive in the next few weeks.
* Crew filled multiple potholes throughout town.

**PUBLIC HEARING AND ACTION ON INTRODUCED ORDINANCES**

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 Kelley; seconded by Councilor LeBlanc and adopted unanimously by those present.
2. **Monthly Budget to Actual Reports:** The monthly budget to actual reports were reviewed with no comments.

**POLICE:** No report.

**PERSONNEL:** Phil Smith advised that the sewer position is still vacant.

**SEWER:** No report.

**DRAINAGE:** No report.

**BUILDINGS:** No report.

**STREETS AND ROADS:** No report.

**EXECUTIVE SESSION**

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

**ANY OTHER BUSINESS**

None

**ADJOURN**

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

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

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