TOWN OF ADDIS MINUTES

DECEMBER 12, 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, December 12, 2023, at the Addis Municipal Center. Pledge to the flag was led by Riley “PeeWee” Berthelot.

**ROLL CALL**

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

Absent: None

**MINUTES**

The minutes of the November 14, 2023, regular meeting were approved on a motion by Councilor Kelley; seconded by Councilor Lejeune and adopted unanimously.

**ADDITIONS TO AGENDA**

A motion to amend the agenda to appoint the new Public Works Director, was made by Councilor Bernard; seconded by Councilor LeBlanc and adopted unanimously.

A motion to temporarily adjourn regular session to go into executive session to discuss potential litigation, was made by Councilor LeBlanc; seconded by Councilor Parrish and adopted unanimously. \*West Baton Rouge Parish President and staff was invited into the executive session. A motion to return to regular session was made by Councilor LeBlanc; seconded by Councilor Lejeune and adopted unanimously.

**PUBLIC COMMENTS**

None

**CORRESPONDENCE**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

**FEBRUARY 2024 COUNCIL MEETING:** Mayor Toups advised that due to the Mardi Gras holiday, the February 2024 meeting date will need to be amended. A motion to amend the February meeting date to Wednesday, February 7th was made by Councilor Bernard; seconded by Councilor LeBlanc and adopted unanimously.

**DECLARE ITEMS SURPLUS:** Mayor Toups advised that new chairs for the council room have been purchased. A motion to declare the old chairs surplus was made by Councilor Kelley; seconded by Councilor Lejeune and adopted unanimously.

**2023 ROAD REHAB PROJECT – CHANGE ORDER NO. 1:** A motion to approve Change Order No. 1 in the amount of $67,873.14 for the 2023 Road Rehab Project was made by Councilor Bernard; seconded by Councilor Lejeune and adopted unanimously.

**MONTHLY REPORTS**

**ENGINEER REPORT:** Mayor Toups advised that the Geotechnical report for the ARPA project has been completed by Gulf South Engineering. We are awaiting recommendations. He thanked Novus Reb Engineering for assisting with the ACT 397 Cooperative Endeavor Agreements

**PLANNING & ZONING:**

1. **Public Hearing - Request for Subdivision of Property – Gordon Millien:** Mr. Millien of 3982 Quarter Horse Lane wishes to sell 8+ acres of his property. The large lot would be divided into 2 (two) smaller lots each 4+ acres. One lot would be sold with the house and the other would be a vacant lot. Zoning of the property would remain A-1. Mayor Toups opened the public hearing. Hearing no comments, the public hearing was closed and turned over to the Council for discussion. After much discussion, a motion to approve the Subdivision of Property Preliminary Plat, and also grant a variance on the following requirements found under *Chapter 111 Subdivisions, Section 12,* *(8) A full drainage impact study must be completed by a certified engineer and reviewed by the town engineer prior to the submission of a preliminary plat for approval. The drainage impact shall not exceed the current existing volume for the property. All costs for the drainage impact study and all review costs of the town shall be paid by the developer at no cost to the town. Any drainage improvements required no matter how far geographically from the subject property shall be paid for by the developer at no costs to the town, (9) All developments shall design drainage and mitigate fill for a 100-year flood event, (10) A full traffic impact study must be completed by a certified traffic engineer approved by the town and reviewed by the town engineer prior to the submission of a preliminary plat for approval. All costs for the traffic impact study and all review costs of the town shall be paid by the developer at no cost to the town,* was made by Councilor Bernard; seconded by Councilor Kelley and adopted unanimously.
2. **Committee Vacancy Nominations:** Mayor Toups advised that Joseph Moore submitted his resignation effective December 1, 2023. Now accepting vacancy nominations.

**PARISH COUNCIL REPORT:** No report.

**POLICE REPORT:** The November 2023 police report, given by Chief Anderson, consisted of 137 traffic citations issued, 188 calls for service, six misdemeanor arrests, four felony arrest and sixteen vehicle crashes. Task Force stats include three felony narcotics arrest, one misdemeanor narcotics arrest and one felony arrest.

**PUBLIC WORKS/SEWER REPORT –**

1. **Wastewater Department:** Travis Bourgoyne reported for the month of November 2023 there were thirteen residential/commercial control panel issues, thirty-seven residential/commercial tank issues, seventeen collection system issues, zero sewer plant issue, four new inspections, sixty dig tickets and 131 total calls.

* Total leak repairs for November 2023 were twelve.
* Still waiting for the new gear box for South rotor ditch #2
* DEQ Field Compliance Inspection was.

1. **Public Works/Maintenance Department:**

* Grass cutting as needed.
* Assisted Wastewater with leak repairs as needed.
* Road project is in progress.
* Cleaned out culverts from heavy rains in several areas.

**PUBLIC HEARING AND ACTION ON INTRODUCED ORDINANCES**

None

**INTRODUCTION OF ORDINANCES**

**ORDINANCE 2023-10 –** A motion to introduce Ordinance 2023-10 amending Section 113-194.17, which currently states “*All home occupation permits shall be valid for a period of one year and shall be renewed by the permittee each year. After four successive renewals, the home occupation application must be reviewed by the town planning and zoning commission and approved by the mayor and board of aldermen to determine that the original home occupation is being operated”* was made by Councilor Lejeune; seconded by Councilor Kelley and adopted unanimously.

**COMMITTEE REPORTS**

**FINANCE:**

1. **Pay Bills Found in Order:** A motion to pay bills found in order was made by Councilor LeBlanc; seconded by Councilor Parrish and adopted unanimously.
2. **Monthly Budget to Actual Reports:** The monthly budget to actual reports were reviewed with no comments.
3. **Special Meeting Reminder:** Mayor Toups reminded the Council that the special meeting is scheduled for December 19th at 6:00 PM.

**POLICE:** Assistant Chief Langlois reported that officers finished their annual/in-service trainings for the year. He also reported that since the shooting at Port Allen High School, the Narcotics Task Force has been working in conjunction with the Burglary Task Force, detectives with WBR Sheriff’s Department, Brusly Police Department, Port Allen Police Department and Addis Police Department to try and combat narcotics, burglaries and violent crimes around the parish, including those crimes that are occurring with younger groups that are showing signs of gang activity.

**PERSONNEL:** A motion to appoint Travis Bourgoyne as the new Public Works Director, was made by Councilor LeBlanc; seconded by Councilor Bernard and adopted unanimously.

**SEWER:** No report.

**DRAINAGE:** No report.

**BUILDINGS:** No report.

**STREETS AND ROADS:**  The possibility of closing Demoss Avenue near Riverboat Lane (Bernhardt Trailer Park) was discussed.

**EXECUTIVE SESSION**

A motion to go into executive session to discuss police personnel was made by Councilor Parrish; seconded by Councilor LeBlanc and adopted unanimously. A motion to return to regular session was made by Councilor LeBlanc; seconded by Councilor Lejeune and adopted unanimously. As a result of the executive session, a motion to hire Me’Kyle Franklin as a full-time patrol officer, pending matrix at a starting rate of $18.62 an hour beginning 01/01/2024 was made by Councilor Bernard; seconded by Councilor Kelley and adopted unanimously. A motion to terminate Wayne Keith Lee effective 12/12/2023 was made by Councilor Parrish; seconded by Councilor Lejeune and adopted unanimously.

**ANY OTHER BUSINESS**

No other business.

**ADJOURN**

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

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

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