

TOWN OF ADDIS MINUTES  
FEBRUARY 7, 2024 – 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, February 7, 2024, at the Addis Municipal Center. The pledge to the flag was recited.

**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 January 9, 2024, regular meeting were approved on a motion by Councilor Lejeune; seconded by Councilor Kelley and adopted unanimously.

**ADDITIONS TO AGENDA**

A motion to amend the agenda to add a Home Occupation Application for Mr. Steve Armstrong, was made by Councilor Parrish; seconded by Councilor Kelley and adopted unanimously.

**PUBLIC COMMENTS**

Mr. Gordon Millien inquired about the next step in the review/approval process for his Subdivision of Property Request which has previously been discussed at both the Planning & Zoning Committee meeting and Town Council meeting. Mayor Toups advised that he needs to complete the Final Plat Checklist and return it to our office prior to the March 12, 2024 council meeting. A public hearing will be held on the Final Plat at that time. Mr. Millien was informed that an 11x17 final plat map would suffice in this case.

**CORRESPONDENCE**

**ROCKIN' ON THE RAILROAD:** Mayor Toups announced that the spring 2024 dates are April 12<sup>th</sup> (Lee Serio Band), April 26<sup>th</sup> (Louisiana), and May 17<sup>th</sup> (After 8).

**OLD BUSINESS**

None

**NEW BUSINESS**

**BAXLEY & ASSOCIATES, LLC. – 2023 AUDIT ENGAGEMENT:** The 2023 audit engagement for Baxley & Associates, LLC. was reviewed and approved on a motion by Councilor Bernard; seconded by Councilor LeBlanc and adopted unanimously.

**2023 ROAD PROJECT – PAY APP NO. 1 & NO. 2:** A motion to approve pay app no. 1 in the amount of \$209,244.82 was made by Councilor Bernard; seconded by Councilor Parrish and adopted unanimously. A motion to approve pay app no. 2 in the amount of \$380,550.61 was made by Councilor Parrish; seconded by Councilor LeBlanc and adopted unanimously.

**2023 ROAD PROJECT – CHANGE ORDER NO. 2:** A motion to approve Change Order No. 2, decreasing the contract amount by \$22,501.34, was made by Councilor Bernard; seconded by Councilor Lejeune and adopted unanimously.

**2023 ROAD PROJECT – SUBSTANTIAL COMPLETION:** A motion to approve the Substantial Completion for the 2023 Addis Road Rehab Project and authorize Mayor Toups to sign the certificate, was approved by Councilor Kelley; seconded by Councilor LeBlanc and adopted unanimously.

**QUIK MART OF ADDIS, LLC. (FORMERLY KYLE'S EXPRESS) – ALCOHOL PERMITS:** A motion to approve the alcohol permit applications was made by Councilor Kelley; seconded by Councilor Lejeune and adopted unanimously.

## MONTHLY REPORTS

### ENGINEER REPORT:

- i. **Sugar Hollow Drainage Project:** A pre-construction meeting with the contractor is scheduled for February 14 at 2:00 p.m. Contract documents will then be signed and a Notice to Proceed will be issued to officially start the construction project. The project will run 150 days from the Notice to Proceed. The contract price is \$714,000 and the selected contractor is Arbour Construction, LLC.
- ii. **Sugar Mill Plantation Subdivision:** Work is being done to determine the exact location of the rear servitudes and how they relate to fences and sheds obstructing the servitude. The servitude will be staked out in the field and a map will be generated so we can determine servitude encroachments.
- iii. **ARPA Project (First Street & Addis Lane Pump Station Improvements):** Project will go out for bid March 7<sup>th</sup> and a bid opening is scheduled for April 4<sup>th</sup>. Construction is projected to begin May 1<sup>st</sup>, 2024.

### PLANNING & ZONING:

- i. **Home Occupation Application – Steve Armstrong:** Mr. Armstrong is requesting approval to open a cottage bakery at his home. There will be no signage in the yard and no employees. A motion to approve the request was made by Councilor Bernard; seconded by Councilor Lejeune and adopted unanimously.
- ii. **Committee Vacancy Nominations:** Councilor LeBlanc nominated Mr. Donnie Thymes to fill the vacancy on the Planning & Zoning Commission. Mr. Thymes is an engineer and a Sugar Mill resident. A motion to approve the nomination and appoint Mr. Donnie Thymes to serve on the Planning & Zoning Commission was made by Councilor LeBlanc; seconded by Councilor Bernard and adopted unanimously.

**PARISH COUNCIL REPORT:** No report.

**POLICE REPORT:** The January 2024 police report, given by Chief Anderson, consisted of 104 traffic citations issued, 181 calls for service, six misdemeanor arrests, seven felony arrest and nine vehicle crashes. Task Force stats include: twenty-three felony narcotics arrests (nine felony narcotics arrest in Addis), 13 misdemeanor narcotics arrest (four misdemeanor narcotics arrest in Addis). Conducted three search warrants resulting in seizure of methamphetamine, marijuana, two guns and narcotics paraphernalia. Charges on other residents pending outcome of Louisiana State Crime Lab findings.

### PUBLIC WORKS/SEWER REPORT –

- i. **Wastewater Department:** Travis Bourgoyne reported for the month of January 2024 there were thirteen residential/commercial control panel issues, seventeen residential/commercial tank issues, fourteen collection system issues, two sewer plant issue, two new inspections, sixty-three dig tickets and 111 total calls.
  - New employee to start at the end of the month.
  - A meeting was held with the engineers on the final plans for the ARPA Project for Addis Lane and First Street sewer lift station improvements.
- ii. **Public Works/Maintenance Department:**
  - Cutting grass as needed.
  - Removed debris from several culverts due to recent rain events.
  - Patching potholes as needed.
  - Trash/Litter pick up daily.
  - Advertisement for Public Works position will go out soon.
- iii. **2023 Municipal Water Pollution Prevention (MWPP) Report:** The 2023 MWPP report was approved by Resolution of Acceptance on a motion by Councilor Kelley; seconded by Councilor Bernard and adopted unanimously.

## PUBLIC HEARING AND ACTION ON INTRODUCED ORDINANCES

**ORDINANCE 2023-10 (HOME OCCUPATION AMENDMENT) –** 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 2023-10** “AN ORDINANCE AMENDING

ADDIS CODE OF ORDINANCES, CHAPTER 113: ZONING; ARTICLE IV: SUPPLEMENTAL REGULATIONS; DIVISION 3: HOME OCCUPATIONS; SEC. 113-194 (17) USE LIMITATIONS TO DELETE THE REQUIREMENT OF THE TOWN OF ADDIS AND THE TOWN OF ADDIS PLANNING AND ZONING COMMISSION TO REVIEW AND APPROVE A HOME OCCUPATION PERMIT AFTER FOUR (4) YEARS.” was made by Councilor LeBlanc; seconded by Councilor Lejeune and adopted on the following roll call vote: **YEAS:** Bernard, Parrish, Lejeune, Kelley, LeBlanc **NAYS:** None; **ABSENT:** None; **ABSTAINED:** None.

### **INTRODUCTION OF ORDINANCES**

**ORDINANCE 2024-1 (MAYOR’S 2024 SALARY INCREASE)** –A motion to introduce **Ordinance 2024-1**, “AN ORDINANCE ESTABLISHING THE YEARLY SALARY FOR DAVID H. TOUPS, MAYOR OF THE TOWN OF ADDIS FOR 2024 AT A FOUR (4%) PERCENT INCREASE FROM HIS 2023 SALARY COMMENCING JANUARY 1,2024”, was made by Councilor Lejeune; seconded by Councilor LeBlanc and adopted unanimously.

### **COMMITTEE REPORTS**

#### **FINANCE:**

- i. **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.
- ii. **Monthly Budget to Actual Reports:** The monthly budget to actual reports were reviewed with no comments.

**POLICE:** No report.

**PERSONNEL:** No report.

**SEWER:** No report.

**DRAINAGE:** No report.

**BUILDINGS:** Mayor Toups reported that the interior and exterior paint project is underway at Town Hall.

#### **STREETS AND ROADS:**

- i. **DeMoss Road Closure:** A motion to advertise for a Public Hearing at the March 12<sup>th</sup>, 2024, council meeting for informational purposes, was made by Councilor Lejeune; seconded by Councilor Kelley and adopted unanimously.

### **EXECUTIVE SESSION**

A motion to go into executive session to discuss personnel and pending litigation was made by Councilor LeBlanc; seconded by Councilor Lejeune and adopted unanimously. A motion to return to regular session was made by Councilor LeBlanc; seconded by Councilor Bernard and adopted unanimously.

### **ANY OTHER BUSINESS**

No other business.

### **ADJOURN**

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

/s/ Jade V. Simpson \_\_\_\_\_  
JADE V. SIMPSON, TOWN CLERK

/s/ David H. Toups \_\_\_\_\_  
DAVID H. TOUPS, MAYOR