

MINUTES  
Of the Regular Meeting of  
The Claiborne Parish Police Jury  
January 8, 2014  
Homer, LA 71040

The Claiborne Parish Police Jury met in a legally convened regular session in the Jury Chambers of the Police Jury Complex, located at 507 West Main Street in Homer, LA at 9:00 a.m. on the eighth day of January 8, 2014. On being called to order by President, Scott Davidson, the following jurors were present:

Robert "Bob" McDaniel, Joe Sturges, Lavelle Penix, Roy Lewis, Roy Mardis and Jerry Adkins.

The following Jurors were absent - D'arcy Stevens, Mark Furlow and Rev. Willie Young, Sr.

There were 11 others in attendance which included, Secretary-Treasurer Dwayne R. Woodard, Road Superintendent Tommy Durrett, Sheriff Ken Bailey, Mrs. Jodie Heigle of the Claiborne Parish OOCS, Pam Suggs of the Claiborne Parish Library, Mrs. Teresa Raley of the Claiborne 4-H, Jackie Roberts of Haynesville News, Mrs. Michelle Bates of the Guardian Journal, Mr. Joey White of the Claiborne Electric, Mr. Derrick Frazier of Homer Memorial Hospital, and Mr. Chic Hines of Haynesville.

The meeting was opened with a word of Prayer led by Lavelle Penix, followed by the Pledge of Allegiance by Roy Lewis.

Upon motion by Roy Mardis, duly seconded by Roy Lewis, the Jury unanimously voted to adopt the regular agenda as presented.

At this time, President Scott Davidson turned over the chair to Vice-President Jerry Adkins, at which time Vice-President Jerry Adkins opened the floor for nominations for President. Lavelle Penix nominated Scott Davidson, Roy Lewis seconded. Roy Mardis moved nominations to be closed, seconded by Joe Sturges. District 6 Juror Scott Davidson was elected by acclamation to serve as President of the Claiborne Parish Police Jury for the 2014 calendar year.

Vice-President Jerry Adkins turned the Chair back over to President Scott Davidson, at which time President Scott Davidson opened the floor for nominations for Vice-President. Roy Mardis nominated Jerry Adkins for Vice-President, seconded by Joe Sturges. Roy Mardis moved nominations be closed, seconded by Roy Lewis. District 9 Juror Jerry Adkins was elected by acclamation to serve as Vice-President of the Claiborne Parish Police Jury for the 2014 calendar year.

Upon motion by Roy Mardis, duly seconded by Joe Sturges, the Jury unanimously voted to amend the regular agenda and add the following:

1. Appointment of Secretary-Treasurer as Records Management Officer as required by the Secretary of State for the State of Louisiana for compliance with LRS 44:411.
2. Acceptance of resignation of Justice of Peace, Charles "Chuck" Clawson effective January 31, 2014.
3. Request from Road Superintendent Tommy Durrett for a merit raise of \$0.50 per hour to \$13.00 per hour, effective January 16, 2014.
4. New Homer Memorial Hospital CEO, Derrick Frazier.

Upon motion by Roy Mardis, duly seconded by Jerry Adkins, the Jury unanimously approved the consent agenda as follows:

1. Approval of the December 4, 2013 Regular Meeting Minutes.

2. Payment of the December 2013 bills as approved by the Claims Committee.
3. Permission to advertise for 2014 Culvert Bids (galvanized and plastic type)

Regular Agenda:

President Scott Davidson asked that the Jury’s permission to handle the additions to the agenda first and that they be considered out of order due to Mr. Frazier’s need to get back to the hospital.

Upon motion by Robert McDaniel, duly seconded by Joe Sturges, the Jury unanimously approved the appointment of Secretary-Treasurer Dwayne R. Woodard as Records Management Officer as required by the Secretary of State for the State of Louisiana for compliance with LRS 44:411.

Upon motion by Robert McDaniel, duly seconded by Joe Sturges, the Jury unanimously accepted the resignation of Justice of Peace, Charles “Chuck” Clawson effective January 31, 2014. The Police jury has 10 days upon Mr. Clawson’s resignation to appoint an individual to fill Mr. Clawson’s unexpired term. Secretary-Treasurer Woodard stated he needed a letter of interest, along with a brief resume in his office by 1/24/2014 for anyone wishing to be appointed for this position by the Police Jury at the February 5<sup>th</sup> regular meeting.

Upon motion by Joe Sturges, duly seconded by Robert McDaniel, the Jury unanimously approved, upon recommendation from Road Superintendent Tommy Durrett, the merit raise of \$0.50 per hour to \$13.00 per hour for Greg Buggs, effective January 16, 2014.

Upon motion by Lavelle Penix, duly seconded by Robert McDaniel, the Jury unanimously accepted the request from Claiborne Parish Fire District #4, in a letter dated January 3, 2014, for the resignation of Board Member Hardy Louviere, effective immediately.

The newly Homer Memorial Hospital CEO, Derrick Frazer introduced himself to the Jury and gave everyone a brief update on the overall financial status of the hospital and its plans going forward. Mr. Frazier stated that the Hospital Board would in the near future be approaching the Police Jury about the passage of a parish-wide property tax to help support the hospital. President Scott Davidson stated that the Police Jury would be willing to listen to any proposal but cautioned that the only way the Police Jury can legally pass a parish-wide tax in support of the hospital is through Claiborne Parish Hospital District #3 which would require the managing board responsible for the day to day financial operations of the hospital to be appointed and controlled by the Police Jury and not the Town of Homer. In closing the President again offered the support from the Police Jury, if these conditions are willing to be met by the Town of Homer and the current managing board of the hospital. Mr. Frazier and Secretary-Treasurer Woodard plan to meet later in the month of January to discuss such options available.

Item #10:

Upon motion by Jerry Adkins, duly seconded by Roy Lewis, the Jury unanimously appointed the standing committees for the year 2014.

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CLAIBORNE PARISH POLICE JURY – 2014 COMMITTEE ASSIGNMENTS

Scott Davidson, President – ex-officio all

BUILDINGS & GROUNDS

- Robert “Bob” McDaniel, Chair
- Joe Sturges
- W. Lavelle Penix
- Roy Mardis
- D’Arcy Stevens

CLAIMS

- Joe Sturges, Chair

Robert "Bob" McDaniel  
W. Lavelle Penix  
D'Arcy Stevens

FINANCE

Mark Furlow, Chair  
Jerry Adkins  
Roy Lewis  
Rev. Willie Young

GARAGE

W. Lavelle Penix, Chair  
D'Arcy Stevens  
Mark Furlow  
Robert "Bob" McDaniel  
Roy Mardis

GRANTS

Roy Mardis, Chair  
Rev. Willie Young  
Roy Lewis  
Jerry Adkins

HOUSING

Committee is comprised of the Jury as a whole.

PERSONNEL

Rev. Willie Young, Chair  
Joe Sturges  
D'Arcy Stevens  
Mark Furlow  
Roy Lewis

ROAD

Committee is comprised of the Jury as a whole.

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Item #11:

Upon motion by Lavelle Penix, duly seconded by Roy Mardis, the Jury unanimously approved the Regular Meeting Dates for the 2014 year to be normally the Wednesday following the first Sunday of every month.

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Proposed 2014 Meeting Dates

February 5, 2014 – agenda closed at noon on January 29, 2014  
March 5, 2014 – agenda closed at noon on February 26, 2014  
April 9, 2014 – agenda closed at noon on April 2, 2014  
May 7, 2014 – agenda closed at noon on April 30, 2014  
June 4, 2014 – agenda closed at noon on May 28, 2014  
July 9, 2014 – agenda closed at noon on July 2, 2014  
August 6, 2014 – agenda closed at noon on July 30, 2014  
\*September 10, 2014 – agenda closed at noon on September 3, 2014  
October 8, 2014 – agenda closed at noon on October 1, 2014  
November 5, 2014 – agenda closed at noon on October 29, 2014  
December 10, 2014 – agenda closed at noon on December 3, 2014  
January 7, 2015 – agenda closed at noon on January 2, 2014

\*Subject to change based on the date needed for the Board of Review of the Tax Roll –  
September 17

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Item #12:

Upon motion by Jerry Adkins, duly seconded by Roy Mardis, the Jury unanimously adopted Ordinance No. 770 – Adoption of 2014 Operating Budget for the Claiborne Parish Police Jury.

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THUS INTRODUCED by Juror Jerry Adkins and duly seconded by Juror Roy Mardis at a regular meeting of the Police Jury of the Parish of Claiborne, Louisiana on January 8, 2014.

For: 7 – McDaniel, Sturges, Davison, Penix, Lewis, Mardis and Adkins  
Against: 0  
Absent: 3 – Stevens, Furlow, Young  
Abstain: N/A

ORDINANCE NO. 770

AN ORDINANCE ADOPTING AN OPERATING BUDGET OF REVENUE AND EXPENDITURES FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2014 AND ENDING ON DECEMBER 31, 2014

BE IT ORDAINED by the Police Jury of Claiborne Parish, Louisiana, in a regular called session, the Ordinance adopting an Operating Budget for Revenues and Expenditures for the fiscal year beginning January 1, 2014 and ending December 31, 2014.

Section I. The following detailed estimate of Revenues and Expenditures for the Fiscal Year beginning January 1, 2014, and ending December 31, 2014, be and the same is hereby adopted and known as an operating budget for the Claiborne Parish Police Jury during the same period is as follows:

Revenues		
Taxes:		
Ad valorem	\$3,001,000	
Sales & use	821,000	
Other	12,000	
Licenses and permits	89,100	
Intergovernmental revenues	1,820,200	
State revenue sharing	103,100	
Fines and forfeitures	347,800	
Grants and awards	425,000	
Other revenues	110,600	
Use of property and money	68,900	
Total Revenues		\$6,798,700
Expenditures		
General government:		
Legislative	111,500	
Judicial	589,150	
Elections	36,200	
Finance and administrative	324,250	
Other general government	353,100	

Public safety	574,400	
Public works	2,657,100	
Sanitation	651,500	
Health and welfare	16,700	
Culture and recreation	1,655,400	
Economic development and assistance	75,000	
Grants and rewards	154,300	
Conservation	5,300	
<b>Total Expenditures</b>		<u>7,203,900</u>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>		(405,200)
<b>Other Financing Sources (Uses)</b>		
Sale of assets	-	
Operating transfers in	1,640,200	
Operating transfers out	<u>(1,640,200)</u>	
<b>Total Other Financing</b>		
<b>Sources (Uses)</b>		<u>-</u>
<b>Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses)</b>		(405,200)
Contingency	-	
<b>Fund Balance at Beginning of Year</b>		<u>10,183,190</u>
<b>Fund Balance at End of Year</b>		<u><u>\$9,777,990</u></u>

Section 2. The adoption of this operating budget of expenditures be and the same is hereby declared to operate as an appropriation of the amount therein set forth within the terms of the budget classification.

Section 3. Amounts are available for expenditures to the extent that is included within the 2014 budget.

Section 4. The Police Jury will exercise control over expenditures at the functional level.

THUS ADOPTED at a regular meeting of the Police Jury of the Parish of Claiborne, Louisiana on January 9, 2014.

/s/Dwayne R. Woodard  
SECRETARY-TREASURER

/s/Scott Davidson  
PRESIDENT

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Item #13:

Upon motion by Lavelle Penix, duly seconded by Robert McDaniel, the Jury unanimously approved, upon recommendation from the Garage Committee, the acceptance and awarding of

the legally advertised lowest qualified bid for the purchase of (1) one new 2015 model dump truck with a 14' (fourteen foot) end dump body – (CPPJ-B2014-06) to Shreveport Mack in the amount of \$114,584.

Item #14:

Upon motion by Lavelle Penix, duly seconded by Joe Sturges, the Jury unanimously approved, upon recommendation from the Garage Committee, the acceptance and awarding of the legally advertised lowest qualified bid for the purchase of (1) one new 2014 John Deere model 6140M/CAB 4 wheel drive (CPPJ-B2014-07) to Goldman Equipment in the amount of \$79,540.

Item #15:

Upon motion by Lavelle Penix, duly seconded by Roy Mardis, the Jury unanimously voted to table from the December 2013 meeting, nominations for the replacement of Mrs. Margaret Lowery who resigned her position with Region 7 Health and Services Board due to the fact that she no longer resides in Claiborne Parish. This request was tabled, again, due to lack of interest in this position.

Item #16:

Upon motion by Joe Sturges, duly seconded by Roy Mardis, the Jury unanimously voted to table from the December 2013 meeting, nominations for the replacement of Dr. Bennie Lowery who resigned his position on the Sparta Water Commission Board due to health issues. This request was tabled, again, until the Police Jury can find someone willing to serve on this board.

Item #17:

Robert McDaniel gave an update on the current projects of the Building and Grounds Committee. He told the Jury the construction at the library is on schedule with very few change orders, the Sheriff's Communications/Server Room is coming in under budget and is nearing completion, and the HVAC equipment change out at the Courthouse has been completed. There were no new recommendations from the Building and Grounds Committee this month.

Item #18:

Upon motion by Lavelle Penix, duly seconded by Robert McDaniel, the Jury unanimously approved the recommendation from the Garage Committee to surplus the following Highway Department equipment:

2007 GMC 8500 with 12-14 yard dump bed VIN #1420  
John Deere 7210 with Tiger Boom Side Cutter VIN# 1438

Upon motion by Lavelle Penix, duly seconded by Robert McDaniel, the Jury unanimously voted to use Mt. Olive Auctions as the third party agent for the surplus of the equipment. Road Superintendent Tommy Durrett told the Jury he would find out what the equipment is worth so the Jury can place a minimum bid on this equipment.

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Item #19:

SECRETARY-TREASURER – UPDATE ON GRANTS AND OTHER ITEMS

1. LA Local Road Safety Grant

Amount – amended amount \$191,000  
Due Date – October 1, 2006  
Project – Parish wide road sign upgrade & rehab  
Status – Aillet, Fenner & Jolley have started the engineering on the project and reimbursement has been submitted and received. Starting on the 2<sup>nd</sup> phase, contracts signed and notice to proceed issued.

2. LA Local Road Safety Grant

Amount – amended amount \$42,500

Due Date – October 1, 2007

Project – Parish road sign inventory

Status – Combined into the 2006 project.

3. LGAP Projects –

North Claiborne Hospital Service District

Contract #1213-CLB-0001 Amount - \$45,000

Project – emergency power generator for clinic building

Status – preparing project to go out for quotes within the next 30 to 45 days

CPSO – Criminal Investigation Division Bldg

Contract #1213-CLB-0002 Amount - \$27,560

Project – removal of road top curb unit in training room and resealing of front outer brick

Status – working with engineer to go out for quotes within the next 30 to 45 days

4. FY 2010-2011 LCDBG Water Projects – \$339,400

Leatherman Creek Water System

Amount – \$131,891

Project – 6” Raw Water Line

Status – bid was awarded to ASB Utility Construction, LLC and contract signed on May 22, 2012. Construction is complete and currently processing close-out papers.

South Claiborne Water System

Amount - \$183,098

Project – Water Supply Well

Status – bid was awarded to Continental Drilling & Service Inc. and contract signed on May 23, 2012. Construction is complete and currently processing close-out papers.

5. CWEF Projects

Norton Shop Water System

Contract #1011-CWEF-CLB-0001

Amount - \$31,900

Project – rehab & re-coating of standpipe tank

Status – quotes for this project will be received, contracts are signed and construction started should be complete in the next 15 days for the rehab of the tank.

Pinehill Water System

Contract #1112-CWEF-CLB-0001

Amount – \$9,000

Project – waterline extension on Hwy 2 Alt

Status – bid awarded and construction has commenced and should be complete within 15 days

6. Sales Tax Collections for November 2013 – net of \$50,694 from gross collections of \$51,994 on taxable sales of \$4,747,276.

Net sales tax collections for October 2013 – \$88,291 – decrease \$-37,597 (-42.58%)

Net sales tax collections for November 2012 - \$81,394 – decrease \$-30,700 (-37.742%)

7. Cash position at December 31, 2013 - \$6,932,180

Cash position at December 31, 2012 - \$8,150,393 (decrease of -\$1,218,213)

Cash position at November 30, 2013 - \$7,371,728 (decrease of -\$439,548)

See Deposit Balances by Institution for breakdown at December 31, 2013 –

8. Total Receipts for the month of December 2013 – \$232,320

9. Upcoming important dates and meetings I plan to attend –

1/27 – Committee Meetings  
2/5 – Regular Meeting

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Item #20:

Public Comment:

Robert McDaniel thanked Secretary-Treasurer Woodard for the great job he has done over the past years and wished everyone a happy New Year.

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Item #21:

Upon motion by Roy Mardis, duly seconded by Jerry Adkins, the meeting was adjourned.

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Dwayne R. Woodard  
Secretary-Treasurer

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Scott Davidson  
President