

MINUTES
Of the Regular Meeting, of
The Claiborne Parish Police Jury
10:00 a.m.
December 4, 2024
Police Jury Chambers
507 West Main Street
Homer, LA 71040

The Claiborne Parish Police Jury met in regular session in the Jury Chambers of the Claiborne Parish Police Jury Complex, located at 507 West Main Street in Homer, LA at 10:00 a.m. on the 4th of December 2024. On being called to order by President Scott Davidson, the following Jurors were present:

Larry Ford, Mark Furlow, Kevin Gray, Mary McDaniel, Paul Cook, Joe Merritt, Malcolm Cooper, Gil Dowies, and Rev. Willie Young.

There were eighteen (18) others in attendance which included Secretary-Treasurer Dwayne R. Woodard, Road Superintendents Chad Verdin and Brant Cupp, Parish Coroner Dr. Mark Haynes, District 11 Representative Rashid “Mon” Young, Claiborne Parish Director of Libraries Mrs. Pam Suggs, Library Historian Mr. Wesley Harris, Claiborne Parish Registrar Tracy Lowrey, Tax Assessor Elect Mrs. Katie Coburn, Kathy Babers Community Liaison for Speaker of the House Mike Johnson’s Office, Parish Digital Liaison Jerry Hillege, Claiborne Parish Fire District 4 Board member Ronald Day, LSU AgCenter Regional Coordinator Lee Faulk, Town of Haynesville Mayor Roderick Hampton, Town of Homer Mayor Xanthe Seals, Rev. Steve Fowler of the Corner Stone Church of Homer, and Mr. Jerry Whitton of Homer.

The meeting was opened with a word of Prayer led by Rev. Willie Young, followed by the Pledge of Allegiance led by Paul Cook.

At this time President Scott Davidson welcomed Mrs. Kathy Babers of the Speaker of the House Mike Johnson’s office. Mrs. Babers presented Dr. William Mark Haynes with the certificate of Congressional Recognition for earning the 2024 Customer Focus Physician Summit Award. Dr. Mark Haynes thanked everyone who held a part of his earning this prestigious honor. He told the Jury that many patients and previous physicians, including his dad, had a part in molding him into the physician that he is today. Dr. Mark expressed his gratitude to the doctors, hospital and people of Claiborne Parish.

Upon motion by Kevin Gray, duly seconded by Paul Cook, the Jury unanimously voted to adopt the Regular Agenda as presented.

Upon motion by Kevin Gray, duly seconded by Mark Furlow, the Jury unanimously voted to amend the agenda and add the following item:

1. Request from Town of Haynesville for help cutting trees on the Golf Course and (1) load of SB2 and Asphalt to be delivered to the city shop. (This will be under the ad valorem tax credit for the Town of Haynesville)

At this time President Scott Davidson handled the amended item on the agenda.

Upon motion by Mark Furlow, duly seconded by Mary McDaniel, the Jury unanimously approved the request from the Town of Haynesville for help cutting trees on the Golf Course and to have a load each of SB2 and Asphalt delivered to the city shop.

Upon motion by Gil Dowies, duly seconded by Mary McDaniel, the Jury unanimously approved the consent agenda.

1. Approval of the November 4, 2024, regular meeting minutes as published in the Official Journal.
2. Payment of the November 2024 bills as approved by the Claims Committee.

Regular Agenda:

President Scott Davidson read aloud a notice that all Parish Employees are required to complete one (1) hour of ethics training by December 31, 2024.

President Scott Davidson reminded everyone that one (1) hour of Preventing Sexual Harassment Training is required to be completed by December 31, 2024, by all Parish Employees – Department Heads and Jury Officers have a two (2) hour training requirement.

President Scott Davidson read aloud a NOTICE OF SPECIAL ELECTION – NOTICE IS HEREBY GIVEN that a Special Election will be held within the Parish on SATURDAY, DECEMBER 7, 2024, to authorize to continue the levy and collect a sales use tax of 0.5% for a period of 10 years. (renewal of the ½ sales tax in support of CMMC)

Reminder- 2024 Christmas Holiday – lunch Monday, December 23rd at the Road Barn on Hwy 2, off Tuesday the 24th through Wednesday, January 1st, return to work on Thursday, January 2nd, 2025.

President Scott Davidson read aloud a notice – the 2025 LGAP and SWEF Application Portal will open on November 1, 2024, and close on February 28, 2025, at 4:00 pm per letter from the State Office of Community Development received on October 33, 2024. The maximum per Parish is now \$300,000 for LGAP and \$350,000 for CWEF.

At this time, Parish Coroner Dr. Mark Haynes gave his update for the Coroner’s Office for the month of November. 20 total deaths: (6) Hospice/ER, (7) on scene with no autopsy, (5) requiring autopsies, (2) at CMMC, and (4) CEC’s.

Dr. Mark Haynes stated that it’s flu season, the flu shots are out, and he recommends that everyone should get a flu shot. Covid is sporadic, and rather mild.

Upon motion by Mary McDaniel, duly seconded by Gil Dowies, the Jury unanimously approved the request from the Claiborne Parish Library Board of Control, in a letter dated November 11, 2024, requesting the re-appointment of the following Board Members to another five-year term – Mrs. Dianne Spigner of Athens, Mrs. Trudy Walker Clark of Homer, and Mrs. Patricia Eddens Davis of Bernice. Their terms currently expired on December 31, 2024.

Upon motion by Kevin Gray, duly seconded by Paul Cook, the Jury unanimously approved the lowest qualified bid for the purchase of CRS-2, CRS-P2, and CSS-1H asphalt cement necessary for the maintenance of the Claiborne Parish Roads for the 2025 year.

CRS-2 - Asphalt Products Unlimited \$2.86 per gallon
CSS-1H – Asphalt Products Unlimited \$2.86 per gallon
CRS-2P – Ergon \$3.24 per gallon

Upon motion by Gil Dowies, duly seconded by Kevin Gray, the Jury unanimously approved the lowest qualified bid for the purchase of Hot Mix and Colay (Cold Mix) necessary for the maintenance of the Claiborne Parish roads for the year 2025.

Amethyst Construction for Hot Mix in the amount of \$110.00 per ton.
There was no bid received for Cold Mix.

Upon motion by Kevin Gray, duly seconded by Mark Furlow, the Jury unanimously approved the lowest qualified bid for the purchase of pit run, sand, clay gravel, and maintenance rock necessary for the maintenance of the Police Jury roads for the year 2025.

Pick Up –
Standard Gravel – Maintenance Rock \$13.00 per ton
Standard Gravel – Pit Run \$6.50 per ton
Blann Tractor – SB-2 \$37.00 per ton

Delivered –

No Bid on Maintenance Rock

Blann Tractor – Pit Run \$30.00 per ton

Blann Tractor – SB2 \$48.50 per ton

Upon motion by Rev. Willie Young, duly seconded by Paul Cook, the Jury unanimously approved the lowest qualified bid for the purchase of sizes LA C-1 “modified”, LA C-2 and LA C-3 crushed granite necessary for the maintenance of the Claiborne Parish Road for the year 2025.

Pick Up – per ton

Rock Island – C1 at \$49.19

Rock Island – C2 at \$41.17

Rock Island – C3 at \$41.47

Rock Island – ASTM 67 at \$38.00

Delivered – per ton

Rock Island – C1 at \$69.27

Rock Island – C2 at \$57.77

Rock Island – C3 at \$57.77

Blann Tractor – ASTM 67 at \$56.50

Upon motion by Gil Dowies, duly seconded by Paul Cook, the Jury unanimously approved the lowest qualified bid for purchase of 87 Octane Unleaded Gasoline and Diesel Fuel (off road and Highway use) for use in Claiborne Parish Police Jury owned vehicles and equipment for the 2025 year to Crump Oil of Homer. These prices are in relation to jobber invoice on the date of sale (this is no price per gallon)

87 Octane - \$.085 per gallon

Diesel Fuel High Sulfur - \$.085 per gallon

Diesel Fuel Low Sulfur - \$.085 per gallon

Upon motion by Kevin Gray, duly seconded by Rev. Willie Young, the Jury unanimously approved the lowest qualified bid for the purchase of culverts for necessary maintenance on Claiborne Parish Police Jury roads for 2025 to TriState Culverts LLC of Lake Village AR forboth galvanized and plastic type:

N-12 HDPE TYPE – CORRUGATED DUAL-WALL CULVERTS

<u>Diameter</u>	<u>N-12 BE</u>
12”	\$7.45 L/F
15”	\$10.05 L/F
18”	\$12.950 L/F
24”	\$22.60 L/F
36”	\$44.80 L/F
42”	\$57.60 L/F
48”	\$73.40 L/F
54”	N/A
60”	\$124.25 L/F

2 1/2X1 OR 3X1 OR 5X1-CORRUGATION – CORRUGATED METAL CULVERTS

<u>DIAMETER</u>	<u>14 GUAGE</u>	<u>12 GUAGE</u>	<u>10 GUAGE</u>
12”	\$19.05	X	X
15”	\$23.65	X	X
18”	\$28.20	X	X
24”	\$37.35	\$51.55	X
30”	\$46.50	\$64.20	X
36”	\$55.65	\$76.80	X
48”	\$73.95	\$102.05	X
60”	\$107.55	\$148.65	\$187.00
72”	\$128.30	\$177.35	\$225.95

Upon motion by Mary McDaniel, duly seconded by Malcolm Cooper, the Jury unanimously approved the lowest qualified bids for the purchase of Iron Ore Dirt for the maintenance of roads for the Claiborne Parish Police Jury for the year 2025.

Area #3 – Buzzy Buckner at \$1.50 per yard
 Area #6 – Russell Langley at \$2.00 per yard

Upon motion by Gil Dowies, duly seconded by Paul Cook, the Jury unanimously approved the 2025 Worker’s Compensation Insurance renewal rates for the CPPJ workforce in the amount of \$42,835.00 with LUBA Insurance for the 2025 year.

Upon motion by Mark Furlow, duly seconded by Mary McDaniel, the Jury unanimously approved the 2025 rated for health insurance from BCBS of LA for the Claiborne Parish Police Jury employees.

Upon motion by Gil Dowies, duly seconded by Kevin Gray, the Jury unanimously approved the 2025 proposed operating budget request for the Office of Emergency Preparedness in the amount of \$39,981.

Upon motion by Gil Dowies, duly seconded by Paul Cook, the Jury unanimously adopted the proposed 2024 Budget Amendments for All Funds.

Claiborne Parish Police Jury
 Consolidated Budget Adjustment
 All Funds - December 4, 2024

<u>Fund:</u>	<u>Net Adjustment</u>	<u>Estimated Fund Balance 12/31/2024</u>	<u>Original Budgeted Expenditures</u>	<u>% Exp Proposed Adjust</u>
General Fund	\$162,000	\$7,196,207	\$3,159,000	5.13%
Road Fund	200	839,074	2,187,000	0.01%
Bldg & Maint Fund	(19,600)	263,304	412,900	-4.75%
Equipment Fund	8,400	497,026	402,400	2.09%
Sales Tax Fund	(89,700)	992,618	790,300	-11.35%
Library Fund	15,800	760,241	760,241	2.08%
Witness Fee Fund	(800)	62,870	1,400	-57.14%
Criminal Court Fund	(55,600)	48	303,300	-18.33%
Juv Maint Fund	<u>14,900</u>	<u>193,695</u>	<u>7,000</u>	212.86%
Totals - All Funds	<u>\$35,600</u>	<u>\$10,805,083</u>	<u>\$8,023,541</u>	0.44%

Upon motion by Mary McDaniel, duly seconded by Gil Dowies, the Jury unanimously voted to accept and publicize the Proposed Ordinance 806 – 2025 Operating Budget ALL FUNDS.

THUS INTRODUCED by Juror _____ and duly seconded by Juror _____ at a regular meeting of the Police Jury of the Parish of Claiborne, Louisiana on January 8, 2025.

For: _____
 Against: _____
 Absent: _____
 Abstain: _____

ORDINANCE NO. 806

AN ORDINANCE ADOPTING AN OPERATING BUDGET OF REVENUE AND EXPENDITURES FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2025, AND ENDING ON DECEMBER 31, 2025

BE IT ORDAINED by the Police Jury of Claiborne Parish, Louisiana, in a regularly called session, the Ordinance adopting an Operating Budget for Revenues and Expenditures for the fiscal year beginning January 1, 2025, and ending December 31, 2025.

Section I. The following detailed estimate of Revenues and Expenditures for the Fiscal Year beginning January 1, 2025, and ending December 31, 2025, 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	\$2,648,100	
Sales & use	757,300	
Other	3,200	
Licenses and permits	120,600	
Intergovernmental revenues	2,464,600	
State revenue sharing	87,100	
Fines and forfeitures	344,900	
Grants and awards	300,000	
Other revenues	34,900	
Use of property and money	209,700	
Total Revenues		\$6,970,400
Expenditures		
General government:		
Legislative	146,700	
Judicial	722,200	
Elections	36,100	
Finance and administrative	480,300	
Other general government	427,000	
Public safety	503,900	
Public works	2,476,800	
Sanitation	1,092,600	
Health and welfare	24,600	
Culture and recreation	634,400	
Economic development and assistance	79,200	
Debt service	75,200	
Grants and rewards	400,000	
Conservation	6,200	
Total Expenditures		<u>7,105,000</u>
Excess (Deficiency) of Revenues Over Expenditures		(134,600)
Other Financing Sources (Uses)		
Proceeds from borrowing	-	
Operating transfers in	1,000,000	
Operating transfers out	<u>(1,000,000)</u>	
Total Other Financing Sources (Uses)		<u>-</u>
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses)		(134,600)
Contingency		-
Fund Balance at Beginning of Year		<u>10,805,083</u>
Fund Balance at End of Year		<u><u>\$10,670,483</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 2025 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 8, 2025.

Dwayne R. Woodard
SECRETARY-TREASURER

Scott Davidson
PRESIDENT

President Scott Davidson read aloud a Notice of Public Hearing on the Proposed 2025 Operating Budget – All Funds – will be held on Monday, January 6, 2025, at 2:00 pm in the Conference Room of the Police Jury Admin Building and at 9:00 am on January 8, 2025, in the Conference Room.

Upon motion by Kevin Gray, duly seconded by Malcolm Cooper, the Jury unanimously voted to enter into an engagement agreement with Bosch and Statham CPA’s for the Annual 2024 Audit of the Police Jury’s 2024 Financial Statements and Agreed Upon Procedures Report.

There were no recommendations from the Road Committee.

District 11 Representative Rachid “Mon” Young updated the Police Jurors on the recent house bills passed. He told the Jury that one major bill passed is the house voted to remove the cap on Oil and Gas Severance Tax, which will mean more revenue for Claiborne Parish.

ITEM #31 – December 4, 2024 – AGENDA

SECRETARY-TREASURER – UPDATE ON GRANTS AND OTHER ITEMS

1. LGAP Projects –

Claiborne Parish Police Jury
FY2022-2023 LGAP Grant
Amount \$100,000
Project – Roof rehab/repair CPPJ Admin Building
Status – Bids received and accepted – Brazos Industries was awarded the bid.
Construction is completed as of 11/4/2024.

Claiborne Parish Police Jury
FY2023-2024 LGAP Grant
Amount \$62,500
Project – Purchase of John Deere Tractor w/Loader
Status – awarded on September 18, 2024 – contract signed by CPPJ and returned to State.

2. CWEF Projects -

Pinehill Water System
FY2020-2021 CWEF Grant
Amount - \$21,225
Project – Water line extension E D White Road area
Status – Contract signed and approved by the State.

South Claiborne Water System
FT2022-2023 CWEF Grant
Amount - \$100,000
Project – Owens Booster Station Project (Hwy 146)
Status – Contract received and approved by the State. Project construction is completed as of 10/31/2024.

3. Sales Tax Collections for October 2024 – net of \$67,905 from gross collections of \$69,646
Net sales tax collections for September 2024 – \$72,441 – decrease \$-4,536 (-6.26%)
Net sales tax collections for October 2023 - \$63,035 – increase \$4,870 (7.73%)

4. Cash position on November 30, 2024 - \$9,915,241
Cash position on October 31, 2024 - \$9,777,409 (increase of \$137,832)
Cash position on November 30, 2023 - \$10,065,096 (decrease of \$-149,855)

See Deposit Balances by Institution for breakdown on November 30, 2024 –

5. Total Receipts for the month of November 2024 – \$.

6. Upcoming important dates and meetings –

12/19 – CPHSD#3 Board Meeting
12/24-31 – Christmas Holiday
1/1/2025 – New Year’s Holiday
1/2/2025 – Agenda Items Due
1/6/2025 – 2025 Proposed Budget Public Hearing
1/8/2025 – Regular Meeting

Public Comments:

Town of Homer Mayor Xanthe Seals invited everyone to the Christmas Festival being held in Homer on December 6th at 11:00 am.

Town of Haynesville Mayor Roderick Hampton wished the Haynesville Tornado Football team good luck headed to the State Championship at the Dome.

Upon motion by Kevin Gray, duly seconded by Mark Furlow, the meeting was adjourned.

Dwayne R. Woodard
Secretary–Treasurer

Scott Davidson
President