

**Town of Lockport
Lockport, Louisiana**

Minutes of Regular Meeting March 21, 2017

The Mayor and Town Council met in regular session on Tuesday, March 21, 2017 at 7:00PM, at the Lockport Town Hall Complex.

A. Call to Order, B. Opening Prayer, C. Pledge of Allegiance

Mayor Edward Reinhardt called the meeting to order. The opening prayer was offered by Mandy Himel. The Pledge of Allegiance was led by Mayor Reinhardt.

D. Roll Call

The roll was called with the following present: Mayor Edward Reinhardt, Councilmembers Stephen Baudoin, Sharon Guidry, Bobbie M. Galjour, Rodney Hartman, and Wayne Bourgeois, Jr. Also present were Mandy Himel Town Clerk, Town Attorney Chris Huddleston, Chief of Police Warren Vedros, Bryan Adams, Richard Hebert, Junior Adams, Allie Rasid, Sr., Lonnie Dufrene, Charlene Rodriguez, Mark Rodriguez, Darrell Martin, and Robert Theriot.

E. Approval of Minutes for February 21, 2017, Regular Meeting

Mayor Reinhardt asked for approval of the minutes for February 21, 2017. Councilman Bourgeois made a motion to approve the minutes as presented. Councilwoman Galjour seconded the motion, and it carried unanimously.

F. Approval of Financial Statements for month ending February 28, 2017

Mayor Reinhardt asked for a motion to accept the financial statements for the month ending February 28, 2017. Councilman Hartman moved and Councilman Baudoin seconded a motion to approve the financial statements as presented. The motion carried unanimously.

G. Police Report

Mayor Reinhardt called on Police Chief Warren Vedros to report on his department's activities. Chief Vedros distributed copies of the monthly activity report. A motion was made by Councilman Bourgeois and seconded by Councilman Baudoin to accept the Police Report as presented. The motion carried unanimously.

H. Providence Report

Mayor Reinhardt called on Clay Breaud of Providence, who gave the monthly engineering status report as follows:

1. Sewer Rehabilitation (Southwest Quadrants):

The Notice of Award and Construction Agreement was sent to Gulf Coast Underground, LLC (GCU) on March 10, 2017 for their signature.

2. Street Repairs:

A State Capital Outlay application was submitted for funds for the construction of asphalt street overlay and repairs. It will be July before we know if the Town was successful in obtaining this money.

3. Drainage Improvements between Church and School Streets:

A State Capital Outlay application was submitted for culvert installation in the canal behind the post office and elderly apartments. It will be July before we know if the Town was successful in obtaining this money.

I. Resolution to Accept the Municipal Water Pollution Prevention Environmental Audit Report

Councilman Hartman made a motion to authorize the above stated resolution. Councilman Bourgeois seconded the motion, and it carried unanimously.

J. Proclamations

1. Colorectal Cancer Awareness Month

Councilman Hartman made a motion to accept Proclamation as stated above. Councilwoman Guidry seconded the motion, and it carried unanimously.

2. Retired Teacher's Day

Councilman Bourgeois made a motion to accept Proclamation as stated above. Councilwoman Guidry seconded the motion, and it carried unanimously

K. Announce time, date, and place of meeting in which the Town intends to continue the ad valorem property tax

Mayor Reinhardt stated the Town intends to continue the ad valorem tax at the April 18, 2017 @ 7:00pm at Town Hall.

Councilman Bourgeois made a motion to go into public hearing. Councilwoman Guidry seconded the motion, and it carried unanimously.

L. Public Hearing

1. Discuss reducing speed limit from 25 to 15 mph on Barataria, Lafourche, and School Street, and putting a 3 way stop sign at the corner of Lafourche and 7th.

Councilman Bourgeois expressed his concerns for the cost of changing the street signs. Chief Vedros stated these streets have a lot of traffic. A brief discussion took place between Council, Chief, and Mayor. Mr. Mark Rodriguez expressed his concern for speeding down his streets. He also stated it would be a start and continues to over time change all the streets. He wants his street to be 5 mph.

Mayor Reinhardt asked the public three times if they wanted to speak on this matter. No comments.

2. Discuss South Central Planning and the Parish permitting and inspecting.

Councilman Bourgeois stated we met with both entities. He briefly explained about the meetings with both. Councilman Bourgeois' recommendation based on what we know at this time would be to stay as we are right now with South Central Planning until more information is given by both entities. Mayor Reinhardt asked about training. Councilman Bourgeois also stated both entities would be willing to offer more training on the permit process. He also stated it can be done online as well through My Permit now through South Central Planning. Councilman Hartman would like to see someone from the Town going around town and notifying people who need a permit. Councilman Bourgeois stated both organizations are against a town worker notifying anyone of what permit they need. He stated we do not have anyone who is trained to do this which would cause more confusion. He stated they can call it in to the Town Clerk if they happen to see someone doing work. He also stated he can put a stop work order if need be. Councilwoman Galjour stated she agreed with Councilman Bourgeois on staying with South Central Planning. A brief discussion continued. The Town Clerk explained about the costs involved. Mr. Craig Rogers, 108 Comeaux Drive, stated a benefit with South Central Planning is that all the permitting would go through their zoning committee and a process before the permit is released. Mayor Reinhardt asked the public three times if they wanted to speak on this matter. No comments.

3. Subdividing of property on 106/108 Francis Street.

Mr. Darryl Martin stated he got a survey done on the property. He would like the property subdivided based on the map that was given to the Mayor and Council. Councilman Bourgeois stated he did advise Mr. Martin he will be responsible for all any and all recording fees. Mayor Reinhardt asked the public three times if they wanted to speak on this matter. No comments.

Councilman Hartman made a motion to go back into Regular Session. Councilman Bourgeois seconded the motion, and it carried unanimously.

Councilman made a motion to accept the subdivision as presented as South East Half of Lot 1, Blk 3 of the Barrilleaux addition to the Town of Lockport to create lot 1-C and 1-D located in Section 18, T16S-R19E Lafourche Parish, Louisiana. Councilwoman Guidry seconded the motion, and it carried unanimously.

Councilman Bourgeois made a motion to call for a public hearing to adopt ordinance to reduce the speed limit from 25 to 15 mph on the Barataria, Lafourche, and School Street on the East side of Crescent Ave.

Councilman Hartman seconded the motion, and it carried unanimously.

M. Reports:

a. Mayor Reinhardt stated work was done at the Bayou side park. He stated we been spraying sidewalks so people won't trip. He hopes the excavator comes in over the next couple weeks. He said those boys are doing everything they can to make it happen. It is a work in progress. He stated there was an event at Bayou Side Park called Lockport United in Prayer. It was very nice. He also stated he would like the Council to give a report on what they do since said everything is not visible. We also have a sign in sheet at Town Hall because anything that goes out of the office is mine and Mandy's responsibility. He stated we are staying open until 4:00pm on Fridays now. He asked the Council to call for a public hearing to prohibit bee raising in Lockport. He has been getting calls and complaints. Councilman Bourgeois made a motion to call for a public hearing on the nuisance of bees. Councilman Baudoin seconded the motion, and it carried unanimously.

b. Council

1. Councilman Baudoin stated he had a discussion with Councilwoman Galjour and Chris about derelict properties. He thinks the ordinance that was passed last year will be the Town's ammunition to deal with issues in Town regarding blight. We have had positive results with the properties that were involved last year. He expressed his concern with garbage, grass, trash, etc. A brief discussion took place on this matter.

2. Councilwoman Guidry stated she spoke to Michelle Gautreaux. She mentioned in the last meeting while she was here how to get the kids involved with painting at the Park. She stated she will be meeting with Michelle to discuss things for the kids to do in the summer for different holidays, etc. Although she doesn't like the wording, she also mentioned yarn bombing which is something her and Michelle discussed. She wished everyone a Happy Easter. She wished Mr. Huddleston a Happy Birthday.

3. Councilman Galjour was happy to report that the rotting wood in the park was repaired by Mark Adams contracting. She stated Courtland Knight did the repairs. She said it was about \$600 worth of work, and he actually turned the money back into the Town. She stated her and Councilman Baudoin met with the North

Lafourche Levee District. She briefly explained what took place in the meeting. She stated on March 31, her office will be doing the 3rd annual Dentistry from the Heart which is a day of free dentistry.

4. Councilman Hartman stated we will be getting together to start the budget process.

5. Councilman Bourgeois stated due to unpopular belief everyone is working together and moving forward. Councilman Bourgeois called on Ms. Mary Patricia and Ms. Laura. Each council members received a copy of their resumes. They gave a quick summary of what they do and can do for the Town. Councilman Bourgeois gave the Council a proposed fee schedule for public records, copies, faxes etc that was prepared by himself, Mandy (Town Clerk), and Karen (Deputy Clerk). The Town Clerk collaborated with other clerks in the state to compare fees. He did suggest if a USB is used it be provided by the customer. Councilman Baudoin asked about the \$40.00 fee for CD/DVD/USB seemed high. Councilman Bourgeois explained other municipalities charged for per hour and the actual record. He stated this was on the low end compared to others. He stated it can be amended as they see fit. Chief Vedros stated his concern for the customer bringing their own USB to use. He stated it could be contaminated with viruses, and he pays a lot of money to make sure to keep viruses out of his computers. He would like them to reconsider that part. Councilman Bourgeois made an amendment to remove “the USB be provided by the requester”, and the USB would be provided by the Town and leave the same fee. Councilman Baudoin would like to make sure that the CD/DVD is not rewriteable. Chief Vedros stated they buy from a company for police files, and it is not that expensive. They are not rewriteable. He stated you do not want somebody to be able to alter what you have given them. A brief discussion continued. Councilman Bourgeois stated the Annual Easter Extravaganza will be April 9 @ the Ball Park. Councilman Bourgeois asked about the generators and the maintenance. Mayor Reinhardt stated Kyle Loupe had been having the contract for the generators. He stated his contract is coming up again for this year. Councilman Bourgeois asked if the Council can have an office at Town Hall in case they want to meet with anyone who needs to meet with them. If they are asked questions, he doesn’t have access to documents to answer the questions. He stated they would have to look into having a key to be able to access anything to meet with people especially after hours. Councilman Bourgeois asked Mr. Huddleston for some opinions from the Attorney General to make sure we are doing everything the right way. Frist one is the AG Opinion on public records as far as accessing and signing out records. He wants to know if Mayor and Councilmembers have to fill out a public records request form to access records. Mayor Reinhardt wants to make sure we know of any documents that leave Town Hall. Mr. Huddleston stated the records request should be done to have a paper trail. This should go for everyone who leaves with documents. A brief discussion continued. Councilman Bourgeois asked about retention of documents such as website, email, texts, Facebook, etc. He attended a meeting at the LMA Mid Winter conference on this topic. More discussion took place. Councilman Bourgeois wants an AG opinion on the retention of emails, website, texts, Facebook, (electronic media), etc on the government sites. He will give Town Attorney time to find an answer before an AG opinion is requested. Councilman Bourgeois asked for Town Attorney’s opinion based on Municipal personal handbook from LMA conference about job positions. He read aloud from that handbook the number and kind of positions should be determined by the Mayor and the Board. There is no classification as a receptionist/secretary in our personnel handbook. He wasn’t saying they should not have a position, but if it is needed, does it have to be the board to create a position, salary, etc. If we have to add it, then we should do it now rather than later. A discussion took place. Mayor Reinhardt stated the new hire does maintenance, cleaning, etc. She does a little bit of everything. He didn’t break any laws because he already checked. He said he can hire and fire as he pleases. He stated they never made a job descriptions. He stated she would start training for Karen and Mandy’s job so we are ready for the future in case someone leaves. The Mayor stated if they want a job description then make one because he did not make the book. He stated he did not advertise for the position, but he did have four applications. Councilman Bourgeois made a motion for a resolution to get an AG opinion on this discussion stated above. Councilman Hartman seconded, and it carried unanimously.

N. Public Wishing to address the Council

Mr. Robert Theriot announced the date of the Annual Boat Festival will be April 29. He asked for permission to host the festival. Councilman Bourgeois made a motion to allow them to host festival. Councilwoman Guidry seconded the motion, and it carried unanimously.

O. Adjourn

The next scheduled regular Town meeting will be held on Tuesday, March 21, 2017. There being no further business to come before the Council, a motion by Councilman Bourgeois to adjourn the meeting was seconded by Councilman Baudoin, and it carried unanimously at 9:38 PM.

Town of Lockport

/s/ Edward Reinhardt
Edward Reinhardt, Mayor

/s/ Mandy Himel
Mandy Himel, Town Clerk