

**ST. LANDRY PARISH COUNCIL
ADMINISTRATIVE/FINANCE COMMITTEE MEETING
WEDNESDAY, MARCH 3rd, 2021
OLD CITY MARKET, 131 W. BELLEVUE ST.
OPELOUSAS, LOUISIANA**

ADMINISTRATIVE/FINANCE COMMITTEE MEETING MINUTES

**Due to the Covid-19 Pandemic, Council Members are using
Zoom Conference Calling System to participate in the meeting**

1. Chairman Wayne Ardoin called the Administrative/Finance Committee of the St. Landry Parish Council to order.
2. Roll Call:
Conference Call: Jerry Red Jr., Easton Shelvin, Harold Taylor, Vivian Olivier, Wayne Ardoin and Timmy Lejeune. Ex-Officio Dexter Brown. **ABSENT:** None.
Councilwoman Vivian Olivier was present for the entire meeting but she had problems responding via zoom.
3. Person to address the Committee:
There was no one to address the Committee.
4. Parish President & Finance Report:
January Budget to Actual Financial statements.
Amanda Cain, Finance Director presented the council with the January Budget to Actual Financial Statement.
General Fund: As of January 31, 2021, the actual revenue is **\$1,341,718.41. Expenditures: \$334,542.40, Net Income: \$1,007,176.01.** The first payment of the Ad Valorem came in January. Overall it is looking better than it was last year. We had an anticipated increase. The only thing that stood out in January was Prisoner Housing.
Road and Bridge Revenue: **\$160,296.12. Expenditures: \$151,147.03. Net Income: \$9,149.12**
Health Unit Revenue: **\$879,307.23. Expenditures: \$207,910.65. Net Income: \$671,396.58.** Expenditures for the Health Unit looks good and it is in line with the budget.
Jail Maintenance Revenue: **\$404,241.15. Expenditures: \$58,273.447. Net Income: \$345,967.71.**
Airport Revenue: **\$34,447.10. Expenditures: \$49,170.76. Net Loss: -\$14,693.66.**
We had a large purchase of fuel in January which caused a net loss. We will have the income coming in over the next few months. Councilman Jerry Red Jr. questioned, "Why did we purchase so much fuel in January?" Parish President Jessie Bellard stated, "The price for fuel was down. The price is anticipated to go up in the near future. We brought enough before the price would go up. We have enough in the tanks to last another six weeks." Councilwoman Nancy Carriere questioned, "With that next loss from the Airport, does that include the cost that we paid to have that building moved?" Amanda Cain, Finance Director stated, "Yes, that cost is included." Administrative Finance Chairman Wayne Ardoin questioned, "That Jet that we revamped that building for, is it still there?" Parish President Jessie Bellard stated, "No it left." Administrative Finance Chairman Wayne Ardoin questioned, "That hanger that we redid, is it empty?" Parish President Jessie Bellard stated, "No it is full, it is full with other planes. The problem is, the money that was used to redo the Hanger, we are out of that money but we are trying to get it back from the guy who signed the contract." Administrative Finance Chairman Wayne Ardoin questioned, "Mr. Duplechain, do we have a contract where we can collect this money back from the owner of that jet?" Legal Counsel Garrett Duplechain stated, "There is a breach of contract. We may have to resort to litigations to enforce the contract." Administrative Finance Chairman Wayne Ardoin stated, "I am going to ask that you look into it and we start the process." Parish President Jessie Bellard stated, "We have a little problem, nobody signed the contract. We are looking into that as we speak. That was done before me. We are looking at it to try to find a way to get around it. It was approved by the council from what I understand. I don't think the previous Airport Manager followed up on it and we were left with no contract." Administrative Finance Chairman Wayne Ardoin stated, "He was asked numerous times about the contract and he was asked numerous times not to

revamp that building and spend all that money. I will ask for a motion.” Councilman Harold Taylor stated, “Mr. Chairman, before we do a motion, I would like to say something please. Mr. Duplechain, can we take action against the previous Airport Manager for failing to do his duty?” Legal Counsel Garrett Duplechain stated, “No he was an employee of Parish Government. Whoever was in charge of him needed to make sure that the contract was signed, the ‘I’s’ were dotted and the ‘T’s’ were crossed that everything was done exactly and methodically according to plan. I don’t think you can sue your employee for not doing something that the boss should have overseen.” Councilman Timmy Lejeune questioned, “Does anyone know why the jet left?” Parish President Jessie Bellard stated, “They never gave us anything in writing. Basically they used our hanger to fix their plane. After their engines were overhauled they left and that was it. They bought one load of fuel before they left. We do have several E-Mail’s that Ms. Cain have sent to the previous Director, trying to get everything done to no avail.” Administrative Finance Chairman Wayne Ardoin questioned, “Mr. Duplechain, is there anything that we can do to pursue and recoup some money that is owed to St. Landry Parish Government via the Airport?” Legal Counsel Garrett Duplechain stated, “No, once we terminated the Airport Manager, we did pretty much what we could do. A mistake was made in that regard.” Administrative Finance Chairman Wayne Ardoin stated, “So in other words, we have some people that have some smaller planes that have gone in there Mr. Bellard, so you will get in there and go back to square one?” Parish President Jessie Bellard stated, “Yes Sir, at this time we are still in the process of getting the prices to add on to hanger ‘A’ and ‘B’, which ever one is more feasible to add more space. Right now we are full and we do have a waiting list. The Plane is gone and we are stuck with the bag for a little bit of money and I am not exactly sure of how much was still left on the contract.” Administrative Finance Chairman Wayne Ardoin questioned, “Who is running the Airport at this time? Is it you or did you hire someone?” Parish President Jessie Bellard stated, “No, I am still in charge of the airport. I do have Ms. Leslie Robin, Senior Finance Person in the office. She is overseeing the books and making sure that everything is done correctly at the airport. We also have Danielle, who takes care of day to day operations, as far as clerical is concerned. We do have Lloyd Ardoin on the Consulting Contract as well, only as an as needed basis.” Councilman Timmy Lejeune stated, “Mr. Bellard, when you find out the balance of what is owed from the Jet that left, could you please let the council know.” Parish President Jessie Bellard stated, “We will get the information tomorrow and forward to Ms. Sherell.” Councilman Jerry Red Jr. stated, “Can we make sure that everyone else that is at the Airport is in a contract with the Parish.” Parish President Jessie Bellard stated, “Yes Sir, everything has been checked with I came in. That is one of the first things that we meet about. Then we came up with this problem shortly thereafter. Everybody else on our Airport grounds, including the Hangers, all have contracts. They are all valid as far as signatures are concerned.” Chairman Dexter Brown questioned if the Airport has any ground keepers. Parish President Jessie Bellard stated, “We have two part time people that work ½ days. They keep the grass cut and keep up with the grounds at the Airport. Chairman Dexter brown questioned if the part time employees keep an eye on what goes on with the airplanes at the airport? Parish President Jessie Bellard stated, “Yes, they are the ones that fuel up that planes and everything else that is needed.” Amanda Cain, Finance Director stated she went back and forth by e-mail with the previous airport manager for a copy of the contract but he never delivered it. Administrative Finance Chairman Wayne Ardoin questioned the Road District Financials. He stated to Amanda Cain, Finance Director, “You all are charging a 4% admit fee. I am asking that we bring it before the council, and we pass a resolution, stating that every month you will give us a report of their balance and where the money is spent on the Road District Financials. I know it probably will take a little time but we will have something that we will know what is going on. I would like to have an account of every dollar that is spent with the Road District.” Parish President Jessie Bellard stated, “Mr. Ardoin, we can give you everything that you are asking for. The only problem we will have is; when it gets specific to what roads the aggregate is placed on, it will get a little far fetch because the report does not indicate that.” Administrative Finance Chairman Wayne Ardoin stated, “If it is ordered by Joe and he request a P.O. he should know what road it is going to, am I correct?” Parish President Jessie Bellard stated, “The report that we will print out will not have the requisition or the P.O. on them. It has the amount that was spent in the Taxing District.” Administrative Finance Chairman Wayne Ardoin stated, “You can give us that. I think we are sort of in the dark as far as those road districts. Some councilmembers just don’t realize. The other day when we approved Chris Road, that money had to come out of that Road District, it does not come out of Road and Bridge, am I correct.” Parish President Jessie Bellard stated, “It can come out of either one. On that particular road the funds will come out of Fund 26 which will be that Taxing

District. It can come out of Road and Bridge Fund as well.” Administrative Finance Chairman Wayne Ardoin stated, “If it is going to be taken out of Road and Bridge, then the \$21,000.00 bill that I had the other day for Country Ridge, it is helping Ms. Nancy because she had the area right north of there and I had the area south. I am not complaining. It should come out of Road and Bridge, am I correct?” Parish President Jessie Bellard stated, “We can take it out of either one. It really does not matter. The problem is, from what I am being told, when it as agreed upon in the meeting, the taxing district was going to pay for it. We can do it out either one of these funds. It is at our discretion here. We can do whatever you all want to do.” Administrative Finance Chairman Wayne Ardoin questioned, “What if some Limestone is gone out of Road District 11-A and it is going to another area, do we have some save guards with that?” Parish President Jessie Bellard stated, “We do.” Administrative Finance Chairman Wayne Ardoin stated, “Chris Road, I hate to keep going on Chris Road, I did not vote for it. My thing is, how much money are we going to spend to widen that road and dig some ditches? Will it come out of Road and Bridge?” Parish President Jessie Bellard stated, “We are not going to widen the road. We are just going to dig the ditches and fix the road as it is. It will come out of Fund 26. It will not come out of Road and Bridge. We could do either one, but since it is in a Taxing District and it might cost a few dollars more, then we will take it out of that taxing district because it is in that taxing district.” Administrative Finance Chairman Wayne Ardoin questioned, “Does Mr. Timmy Lejeune shares that taxing district?” Councilman Timmy Lejeune stated he does share that taxing district. Administrative Finance Chairman Wayne Ardoin stated, "That is why I am asking for this. I am asking that you all look at the situation. I know it will be a little more work for Administration. I would just like a little bit more accountability so that I can understand what is going on. Maybe a councilmember that have a road district in that area can rest assured that everything is done right.” Councilman Harold Taylor questioned, “Can the report can be modified to include what Mr. Ardoin is requesting?” Parish President Jessie Bellard stated, “The report only shows the lump sum of expenses. We will give you a copy of the report and we will make a copy of the requisition and the P.O.’s related to aggregate or anything that we might purchase. Administrative Finance Chairman Wayne Ardoin questioned the Grader Operations. He stated, “Certain councilmembers are sharing expenses on the Grader. Are we all getting our fair share of the Grader usage? I would just like to have a little bit more of accountability.” Parish President Jessie Bellard stated, “Just keep in mind, you all know that I am not in favor of sharing a Grader. I don’t think that sharing the cost of a grader with three districts is the right thing to do. I think it needs to come out of the Road and Bridge Fund and let it be used like it supposed to be used.” Councilman Harold Taylor stated, “If you recall, the whole purpose the Road Districts is to pay the lease on a grader because we did not have the funds to buy or lease a third grader. That is how that came to be. It was distributed on a basis of Miles of Road verses what the cost is. I don’t know if we need to undo all this stuff now. We don’t have but a couple of million dollars in Road and Bridge and God knows that we need a lot more than that to do the things that we need to do to take care of the roads.” Parish President Jessie Bellard stated, “The issue is this, I really believe we can make it out of Road and Bridge. It will be a lot simpler and there is no question as who is doing what. When we take it out of a special taxing district we will go back to the old days where one councilman or one police juror will have a motor grader in his own district. If we have to start accounting every month on a motor grader, I think it will be a lot of unnecessary administrative work. I think we can take it out of the Road and Bridge Fund on the next Budget year and make it work.” Amanda Cain, Finance Director continued her Financial Statement.

**Road District 12- Fund 26: Revenue: \$123,690.05. Expenditures: \$10,180.21
Net Income: \$113,509.84. Cash Balance: \$200,654.17.**

**Road District 1-Fund 27: Revenue: \$165,806.15, Expenditures: \$39,879.86.
Net Income: \$125,926.29. Cash Balance: \$400,190.63.** Administrative Finance Chairman Wayne Ardoin asked to clarify what area does Road District Fund 27 represent. Parish President Jessie Bellard stated, “Road 1 of Ward 3 Fund 27 is mainly in Councilman Alvin Stelly’s District 7. We will be getting a map from Public Works that will outline the taxing district. When a road request comes to our office, our staff can match up the requisition to the roads.

**Road District 2-Fund 28: Revenue: 132,283.36. Expenditures: \$19,862.71,
Net Income: \$112,420.65. Cash Balance: \$186,291.01.**

**Sub Road District 1-Fund 29: Revenue: \$89,633.43. Expenditures: \$4,913.90.
Net Income: \$84,719.53. Cash Balance: \$136,476.26.** Parish President Jessie Bellard stated Sub Road District 1 Fund 29 covers Councilman Easton Shelvins’ District 3.

Sub Road District 1- Fund 42: Revenue: \$179,620.28. Expenditures: \$15,120.00. Net Income: \$164,500.28. Cash Balance: \$334,087.85. Parish President Jessie Bellard stated Sub Road District 1 Fund 42 covers Councilman Wayne Ardoin's District 9.

A motion was made by Councilman Timmy Lejeune seconded by Councilman Easton Shelvin to accept the Parish President and Finance Report.

On roll call vote: YEAS: Jerry Red Jr., Easton Shelvin, Harold Taylor, Vivian Olivier and Timmy Lejeune. NAYS: None. ABSENT: None. ABSTAINED: None.

Motion carried.

5. Authorize Parish President Jessie Bellard to sign the agreement to accept a Grant from the Bissell Pet Foundation for St. Landry Parish Animal Shelter. A \$31,000.00 Grant for Infrastructure of the Animal Shelter.

Parish President Jessie Bellard stated this grant is specific to add a Cat Sanctuary to the outside of the Animal Shelter.

A motion was made by Councilman Easton Shelvin, seconded by Councilman Harold Taylor to forward to Regular Meeting held on **Wednesday, March 17th, 2021** authorizing the Parish President Jessie Bellard to sign an agreement to accept a \$31,000.00 Grant from the Bissel Pet Foundation for the Infrastructure of a Cat Sanctuary to the outside of the St. Landry Parish Animal Shelter.

On roll call vote: YEAS: Jerry Red Jr., Easton Shelvin, Harold Taylor, Vivian Olivier and Timmy Lejeune. NAYS: None. ABSENT: None. ABSTAINED: None.

Motion forwarded.

6. Authorize the Parish President Jessie Bellard to sign the Non Warranty Cash Sale to sell a parcel of Adjudicated Property to Floyd Ford.

Councilwoman Nancy Carriere questioned the process of selling Adjudicated Property to constituents. Parish President Jessie Bellard stated, "Ms. Nancy, the process has never really changed. Anyone can walk in and put a deposit on a piece of property. That deposit will start the process either in our office or with Civic Source. We will have that laid out with procedures so it will be one handout for the people. They can go to Civic Source or come to the office. We just want to outline a procedure that will be available to the public that they can come and do it a certain way. Right now, it is wide open. Anyone can come into the office and start the process. No one has ever been denied the process." Councilwoman Nancy Carriere stated, "That is fine. Someone called me about this. I will just tell them to put in a Bid with you and it will be on the agenda about a piece of property that they may want to buy. I hope it will be the same for everybody. I am sure they will be able to purchase that property that they are interested in." Parish President Jessie Bellard stated, "Correct, all they have to do is come with their deposit and the deposit will start the process. There will be a turnaround of a couple of months before it will get to the council. All the legal work is done before it gets to the council. That is how the whole process starts." Councilwoman Nancy Carriere stated, "Last week it was mentioned that this property would be sold for \$900.00. Is that the bid? Is that the deposit? Or is that the sale of what the property will be sold for?" Parish President Jessie Bellard stated, "I did not work on that piece of property. Legal Counsel Garrett Duplechain worked on that piece. Mr. Duplechain can you explain the process on this particular piece." Legal Counsel Garrett Duplechain stated, "I have the Conveyance. The Conveyance was prepared some time ago. There are legal requirements for selling the public adjudicated property. All of the requirements are being met including the affidavit that is attached to it. We are following the legal statutory requirements. We have had meetings about this with Mr. Bellard and Mr. Bruce Gaudin and various other members in this administration. We are following the legal requirements to sell this property. The property is assessed at \$3,000.00. It is being sold for \$900.00. I did not decide the price that it is being sold for but it is being sold for \$900.00." Councilwoman Nancy Carriere stated, "That is my question. Someone asked about it. If they found a piece of property, and they go to you Mr. Garrett, and they tell you that they want to buy this piece of property, are you going to sell it to them, however the price you are going to get at a Non Warranty Cash Sale? I need to reply to that constituent. So I just need to tell them to go to you with the particular property that they want. You all will do the legal work. They will know it is a Non Warranty Cash Sale and they can go ahead and purchase that property." Legal Counsel Garrett Duplechain stated, "The person would need to contact the Parish Government so the process is followed thru Parish Government. Eventually it will get to me so I can review the

Conveyance. The Price should be so close to the Market Value or Accessed Value as we can get.” Councilwoman Nancy Carriere stated, “I will have that person contact you with the property that they are interested in. I guess they will make an offer as close to the Fair Market or Assessed Value.” Legal Counsel Garrett Duplechain stated, “The process runs thru Mr. Bellard’s office. That is where I got the Conveyance and all the information and the affidavit attached to the back of the Conveyance and all the proceeding followed.” Councilwoman Nancy Carriere stated, “Mr. Bellard stated that he did not know anything about this. That is why I am trying to get it straight so I can send people in the right direction so they can understand the process. Administrative Finance Chairman Wayne Ardoin stated that Councilwoman Nancy Carriere should get with Parish President Jessie Bellard and Legal Counsel Garrett Duplechain to get the understanding on how the process is handled with other Adjudicated Properties. A motion was made by Councilman Timmy Lejeune, seconded by Councilman Easton Shelvin to forward to Regular Meeting held on **Wednesday March 17th, 2021** authorizing the Parish President Jessie Bellard to sign the Non Warranty Cash Sale to sell a Parcel of Adjudicated Property to Floyd Ford.

On roll call vote: YEAS: Jerry Red Jr., Easton Shelvin, Harold Taylor, Vivian Olivier and Timmy Lejeune. NAYS: None. ABSENT: None. ABSTAINED: None.

Motion forwarded.

7. Discuss the possibility of having in house meetings again. (Councilman Wayne Ardoin). Chairman Dexter Brown stated, “I was just looking at our government going into Phase 3. I will get with Legal Counsel Garrett Duplechain to see the process of going in person for our full council meeting held on March 17th, 2021. We may have to go to the Delta Grand and be spaced out at different tables and use our wireless mikes.” Legal Counsel Garrett Duplechain stated, “From the legal stand point, I would advise the council to go back to in person normal meetings as the other parishes do in Louisiana. There are certain requirements we have to meet to have the Zoom Meetings spelled out in the Attorney General’s and we are meeting those requirements every month. Our Clerk does a good job sending out the notices. I don’t know how long we can keep that up. I would advise the council to go back to normal meetings as soon as it is safe to do so.”

A motion was made by Councilman Harold Taylor, seconded by Councilman Easton Shelvin to forward to Regular Meeting held on **Wednesday, March 17th, 2021** to have in person council meeting.

On roll call vote: YEAS: Jerry Red Jr., Easton Shelvin, Harold Taylor, Vivian Olivier and Timmy Lejeune. NAYS: None. ABSENT: None. ABSTAINED: None.

Motion forwarded.

8. Discuss a salary adjustment for our full time Council Clerk. (Chairman Dexter Brown). Chairman Dexter Brown stated, “I would like to withdraw this item from the agenda for tonight. I will bring it up at a later date.”

9. Discuss Road District Tax Money and give Fund Balance at every meeting and expenditures. (Councilman Wayne Ardoin).

Administrative Finance Chairman Wayne Ardoin stated, “We did discuss this earlier in the agenda. Administration has stated they will try and help us out with this situation.”

A motion was made by Councilman Timmy Lejeune, seconded by Councilman Harold Taylor to forward to Regular Meeting held on Wednesday, **March 17th, 2021** to authorize the Finance Department to provide the council with the Road District Tax Money Fund Balance at every meeting.

On roll call vote: YEAS: Jerry Red Jr., Easton Shelvin, Harold Taylor, Vivian Olivier and Timmy Lejeune. NAYS: None. ABSENT: None. ABSTAINED: None.

Motion forwarded.

10. Discuss with former Senator Long about bringing broadband services to the Parish. (Councilman Jerry Red Jr.).

Councilman Jerry Red Jr., stated, “I have spoken to Mr. Long last month at our Executive Board Meeting. This is something that is coming down from Senator Cassidy. Former Senator Long use to be a Senator in Baton Rouge. He is willing to come to the parish and meet with our Delegates and discuss bringing broadband to all the areas that do not have Wireless Services. I think this will be great because this is something that Mr. Lejeune brought up a couple of months ago.

A motion was made by Councilman Harold Taylor, seconded by Councilman Timmy Lejeune to forward to Regular Meeting held on **Wednesday, March 17th, 2021** to invite Former Senator Long to address the council in April to speak about bringing Broadband Services to the Parish.

On roll call vote: YEAS: Jerry Red Jr., Easton Shelvin, Harold Taylor, Vivian Olivier and Timmy Lejeune. NAYS: None. ABSENT: None. ABSTAINED: None.

Motion forwarded.

11. Discuss any other business properly brought before this committee.

Councilman Harold Taylor stated, "Going back to the discussion of the adjudicated property, my question is to Jessie and to Garrett, Do we have a starting price to cover the actual cost to us on taxes and advertising?" Parish President Jessie Bellard stated, "I think from what I am understanding, the process starts off at \$500.00 to start the process of getting it done. If something happens where the person does not get the bid thru the public auction, then they are reimbursed the \$500.00 and the person who bided gets the property." Councilman Harold Taylor stated, "That is not my question. Let's say we have Adjudicated Property that owes taxes to the tune of \$500.00. To actually sell that property we have to send notices, we have to advertise and we may have legal fees. Do we have cost that associated with the asking price of the property? Are we combing the price to say that this property is starting at \$700.00?" Parish President Jessie Bellard stated, "Not that I am aware of. I think the procedures on what we talked about the other day with Garrett and Bruce where basically that the constituent would put down a \$500.00 deposit. All the advertisement is paid for the person that is trying to buy the property. The Parish Government does not have any expenses." Legal Counsel Garrett Duplechain stated, "The taxes were not paid, that is why it is a tax sale that is adjudicated to the parish. If there is a cost of recording the sale, the buyer would pay that. The actual cost of the property should be as close to market value and assessed value as possible. We send a letter to the former owner of the property giving them 60 days. We are following the same process that Civic Source does. That is the actual legal process for selling Public Adjudicate Property."

12. Adjourn.

A motion was made by Councilman Jerry Red Jr, seconded by Councilman Timmy Lejeune to adjourn the Administrative Finance Committee Meeting.

On roll call vote: YEAS: Jerry Red Jr., Easton Shelvin, Harold Taylor, Vivian Olivier and Timmy Lejeune. NAYS: None. ABSENT: None. ABSTAINED: None.

Motion carried.

**I HEREBY CERTIFY THE FOREGOING TO BE EXACT AND TRUE
KAREN BARLOW, ASSISTANT COUNCIL CLERK**