

**MUNICIPAL MINUTES, TOWN OF CHURCH POINT, STATE OF LOUISIANA,
REGULAR MEETING DECEMBER 5, 2005.**

ATTENDANCE

MAYOR: Roger Boudreaux

CHIEF OF POLICE: Albert Venable, Sr.

ALDERMEN: Errol Comeaux – (Ward 5), Theresa Cary (Ward 4), Gary Duplechin (Ward 3), Alexis Jagneaux (Ward 2), Melchisadeck Green (Ward 1),

ABSENT: None

ADMINISTRATIVE STAFF: Charles Labbe (Municipal Clerk), John Larson (Water Works Director), Lee Wimberley, Jr. (Legal Counsel)

COMMENCEMENT

Call to order.

Mayor Boudreaux called the Regular Council Meeting of December 5, 2005 to order.

Invocation and Pledge of Allegiance.

The Mayor opened the meeting with an invocation and the Pledge of Allegiance.

Consider the approval of a revised agenda, if needed.

It was moved by Duplechin, seconded by Comeaux to revise the agenda to include consideration of hiring a Temporary Police Dispatcher and to change the regular scheduled Town Council Meeting from January 2nd, 2006 to January 9th, 2006.

The vote was as follows:

YEAS: Duplechin, Jagneaux, Comeaux, Cary, Green

NAYS: None

ABSTAIN: None

Motion unanimously adopted.

Reading and approval of the minutes for the November 7, 2005, Public Hearing and the November 7, 2005, Regular Meeting.

It was moved by Cary, seconded by Jagneaux to dispense with the reading of the minutes and to accept them as written.

The vote was as follows:

YEAS: Duplechin, Jagneaux, Comeaux, Cary, Green

NAYS: None

ABSTAIN: None

Motion unanimously adopted.

Change Date of Regular Scheduled January Meeting

It was moved by Comeaux, seconded by Jagneaux to reschedule the Regular January 2006 meeting from the first Monday (January 2, 2006) to the second Monday (January 9, 2006).

The vote was as follows:

YEAS: Duplechin, Jagneaux, Comeaux, Cary, Green

NAYS: None

ABSTAIN: None

Motion unanimously adopted.

Vacation Policy – Chris McBride

It was moved by Comeaux, seconded by Jagneaux to grant a temporary exemption to the Church Point Police Officers so no police officer suffers a loss of vacation days due to the fact that the hurricanes this fall eliminated opportunities to utilize earned vacation days and the officers will otherwise be subject to forfeiting vacation days as this calendar year expires. This action to be contingent on approval by legal council.

The vote was as follows:

YEAS: Duplechin, Jagneaux, Comeaux, Cary, Green

NAYS: None

ABSTAIN: None

Motion unanimously adopted.

Police Department Time Sheets

The Mayor requested further cooperation from the Chief of Police towards urging personnel employed at the Police Department to submit proper and accurate time sheets.

Policy pertaining to Department Heads attendance at meetings

No action taken.

Garan Facility Real Estate Listing Fee

It was moved by Cary, seconded by Green to allow Van Eaton & Romero to list the Garan property at 6% fee for the term of a rental/lease contract with a renewal at 3% contingent upon approval of legal council.

The vote was as follows:

YEAS: Duplechin, Jagneaux, Comeaux, Cary, Green

NAYS: None
ABSTAIN: None
Motion unanimously adopted.

Le Vieux Presbytere

Ms. Cary introduced discussion regarding the feasible use of the Le Vieux Presbytere as a City Hall Facility and the feasible use of the present City Hall for a Police Department Facility.

Police Department

It was moved by Green, seconded by Comeaux upon recommendation by the Chief of Police to employ Cody Brooks Rubin as a Reserve Officer subject to satisfactory completion of all required testing.

The vote was as follows:
YEAS: Duplechin, Jagneaux, Comeaux, Cary, Green
NAYS: None
ABSTAIN: None
Motion unanimously adopted.

It was moved by Green, seconded by Comeaux upon recommendation by the Chief of Police to employ Ronald Carrier as a Part-time Dispatcher.

The vote was as follows:
YEAS: Duplechin, Jagneaux, Comeaux, Cary, Green
NAYS: None
ABSTAIN: None
Motion unanimously adopted.

BDJA, LLC – DBA – King Cans

It was moved by Duplechin and seconded by Jagneaux to approve a sewage disposal permit for BDDA, LLC.

The vote was as follows:
YEAS: Duplechin, Jagneaux, Comeaux, Cary, Green
NAYS: None
ABSTAIN: None

Fire Protection – Fire Chief Gene Daigle

Upon the request of Fire Chief Gene Daigle it was moved by Comeaux, seconded by Green to endorse further pursuit by the Acadia Parish Police Jury of the creation of a Fire

Protection District as per Louisiana Statute and further that the Town of Church Point would be open to engage in negotiations with the District, once created, considering the use of the fire protection property and equipment owned by the Town of Church Point.

The vote was as follows:

YEAS: Duplechin, Jagneaux, Comeaux, Cary, Green

NAYS: None

ABSTAIN: None

Motion unanimously adopted.

Consider an amending the Utility Rates ordinance to comply with Bond Indenture Covenants

It was moved by Jagneaux, seconded by Cary to amend the Utility Rates ordinance to change the **Transfer Fee** to read \$15.00

The vote was as follows:

YEAS: Duplechin, Jagneaux, Comeaux, Cary, Green

NAYS: None

ABSTAIN: None

Motion unanimously adopted.

It was moved by Duplechin, seconded by Jagneaux, that in order to comply with Bond Indenture Covenants, the following ordinance amendment to the **Code of Ordinances, Section 27-66 Part 1 & Part 2 and Section 27-35 Part 2 of the water and sewer rates into the Code of Ordinances of the Town of Church Point** was offered for adoption:

WHEREAS, the Town is required to charge its customers water service and sewer user rates which will allow the town to meet operational and loan repayment and maintenance costs of the water and sewer plants, and

WHEREAS, in order to assure that the Town meets its obligations imposed by law,

BE IT ORDAINED that the water user charges fixed in Section 27-66 Part 1 (a) basic rate for each customer, and Part 2 (a) set cost per unit of water consumed of the Code of Ordinances shall be amended as follows:

1) Basic Rate: Eleven dollars (\$11.00) per month for the first one thousand five hundred (1,500) gallons of water lines less than 2" in diameter.

2) Basic Rate: Twenty-five dollars (\$25.00) per month for the first one thousand five hundred (1,500) gallons of water lines for water lines 2" in diameter or greater.

Consumption Rate: Two dollars and fifty-five cents (\$2.55) per month for one thousand (1,000) gallons of water consumption, or any increment thereof, above the basic one thousand five hundred (1,500) gallon consumption rate.

BE IT ORDAINED that the sewer user rate charges fixed in Section 27-35 Part 2 (a) set cost per unit of water consumed for the, operation and maintenance cost of the facilities of the Code of Ordinances shall be amended as follows:

2) Consumption Rate: One dollar and ninety-two cents (\$1.92) per month per one thousand (1,000) gallons of water consumption.

This ordinance to be effective January 1, 2006.

The vote was as follows:

YEAS: Duplechin, Jagneaux, Comeaux, Cary, Green

NAYS: None

ABSTAIN: None

Motion unanimously adopted.

LMA 2006 Dues

It was moved by Comeaux, seconded by Duplechin to authorize the payment of the annual Louisiana Municipal Association Dues.

The vote was as follows:

YEAS: Duplechin, Jagneaux, Comeaux, Cary, Green

NAYS: None

ABSTAIN: None

Motion unanimously adopted.

Beer & Liquor License Renewal

It was moved by Comeaux, seconded by Green upon recommendation by the Chief of Police to approve all present Beer & Liquor License holders for 2006 License renewal.

The vote was as follows:

YEAS: Duplechin, Jagneaux, Comeaux, Cary, Green

NAYS: None

ABSTAIN: None

Motion unanimously adopted

Resolution to ratify and confirm the adoption of the system survey and compliance questionnaire in accordance with Louisiana Revised Statute 24:517

On a motion made by Duplechin, seconded by Jagneaux the following resolution was offered for adoption:

A RESOLUTION TO RATIFY AND CONFIRM THE ADOPTION OF THE SYSTEM SURVEY AND COMPLIANCE QUESTIONNAIRE IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 24:517

BE IT RESOLVED that the System Survey and Compliance Questionnaire which was received from the Office of Legislative Auditor, State of Louisiana, and which was properly completed by the Clerk of the Town of Church Point and presented to the Mayor and Board of Aldermen be and the same is hereby approved, ratified and adopted.

BE IT FURTHER RESOLVED that a copy of the System Survey and Compliance Questionnaire be filed in the record of the Town of Church Point and a certified copy of this resolution be forwarded to the firm of Kolder, Champagne, Slaven & Company, LLC of Lafayette, Louisiana, for the audit records of the Town of Church Point for fiscal year ending September 30, 2005. The auditor will, during the course of his regular audit, test the accuracy of the answers of the questionnaire and submit to the municipality and the Legislative Auditor a report containing his opinion as to the validity of the answers therein contained.

This resolution having been submitted to a vote, the vote was as follows:

YEAS: Errol Comeaux, Alexis Jagneaux, Jr., Melchisadeck Green, Gary Duplechin and Theresa Cary.

NAYS: NONE

ABSENT: NONE

And this resolution was declared adopted on this 5th day of December 2005.

CERTIFICATE

I, Charles A. Labbe, Municipal Clerk of the Town of Church Point do hereby certify that the above resolution is a true and exact resolution adopted by the Mayor and Board of Alderman at a regular meeting held on Monday, December 5, 2004.

Charles A. Labbe, Municipal Clerk

**LOUISIANA COMPLIANCE QUESTIONNAIRE
(For Audit Engagements of Government Entities)**

Kolder, Champagne, Slaven & Company, LLC
183 South Beadle Road
Lafayette, La. 70508 (Auditors)

In connection with your audit of our financial statements as of September 30, 2005 and for October 1, 2004 thru September 30, 2005 (period of audit) for the purpose of expressing an opinion as to the fair presentation of our financial statements in accordance with accounting principles generally accepted in the United States of America, to assess our system of internal control as a part of your audit, and to review our compliance with applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following representations. These representations are based on the information available to us as of November 14, 2005 (date completed/date of the representations).

PART I. AGENCY PROFILE

1. Name and address of the organization.

Town of Church Point
102 Church Blvd.
Church Point ,La. 70525

2. List the population of the municipality or parish based upon the last official United States Census or most recent official census (municipalities and police juries only). Include the source of the information.

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3. List names, addresses, and telephone numbers of entity officials. [Include elected/appointed members of the governing board, chief executive and fiscal officer, and legal counsel.

Mayor: Roger Boudreaux	646 N. Beaugh St.	Church Point, La.	337-684-6334
Alderman: Errol Comeaux	457 W. Keller St.	Church Point, La.	337-684-6611
Theresa Cary	837 E. Ebey St.	Church Point, La.	337-684-2739
Gary Duplechin	406 W. Harmon St.	Church Point, La.	337-684-6932
Alexis Jagneaux, Jr	430 Barousse St.	Church Point, La.	337-684-2572
Melchisadeck Green	653 N. Main St.	Church Point, La.	337-684-0060
Attorney: Lee Wimberely, Jr.	P.O. Box 305	Church Point, La.	337-684-5417

4. Period of time covered by this questionnaire:

12 Months

5. The entity has been organized under the following provisions of the Louisiana Revised Statute (s) (LSA-RS) and, if applicable, local resolutions/ordinances.

Lawrson Act

6. Briefly describe the public services provided:

Police protection, water & sewer services, street and drainage maintenance

7. Expiration date of current elected/appointed officials' terms.

December 31, 2006

LEGAL COMPLIANCE

PART II. PUBLIC BID LAW

8. The provisions of the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office have been complied with.

A) All public works purchases exceeding \$100,000 have been publicly bid.

B) All material and supply purchases exceeding \$20,000 have been publicly bid.

Yes [X] No []

PART III. CODE OF ETHICS LAW FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

9. It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes No

10. It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes No

PART IV. LAWS AFFECTING BUDGETING

11. We have complied with the budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-15) or the budget requirements of LSA-RS 39:33.

A. Local Budget Act

1. We have adopted a budget for the General Fund and all special revenue funds (LSA-RS 39:1305).
2. The chief executive officer, or equivalent, has prepared a proposed budget that included a budget message, a proposed budget for the General Fund and each special revenue fund, and a budget adoption instrument that specified the chief executive's authority to make budgetary amendments without approval of the governing authority. Furthermore, the proposed expenditures did not exceed estimated funds to be available during the period (LSA-RS 39:1305).
3. The proposed budget was submitted to the governing authority and made available for public inspection at least 15 days prior to the beginning of the budget year (LSA-RS 39:1306).
4. To the extent that proposed expenditures were greater than \$500,000, we have made the budget available for public inspection and have advertised its availability in our official journal. The advertisement included the date, time, and place of the public hearing on the budget. Notice has also been published certifying that all actions required by the Local Government Budget Act have been completed (LSA-RS 39:1307).
5. The proposed budget was made available for public inspection at the location required by LSA-RS 39:1308.
6. All action necessary to adopt and finalize the budget was completed prior to the date required by state law. The adopted budget contained the same information as that required for the proposed budget [LSARS 39:1306].
7. After adoption, a certified copy of the budget has been retained by the chief executive officer or equivalent officer (LSA-RS 39:1309).
8. To the extent that proposed expenditures were greater than \$500,000, the chief executive officer or equivalent notified in writing the governing authority during the year when actual receipts plus projected revenue collections for the year failed to meet budgeted revenues by five percent or more, or when actual expenditures plus projected expenditures to year end exceeded budgeted expenditures by five percent or more (LSA-RS 39:1311). (Note, state law exempts from the amendment requirements special revenue funds with anticipated expenditures of \$250,000 or less, and exempts special revenue funds whose expenditures drive revenue recognition-primarily federal funds-from the requirement to amend revenues.)
9. The governing authority has amended its budget when notified, as provided by LSA-RS 39:1311.

Yes No

B. State Budget Requirements

1. The state agency has complied with the budgetary requirements of LSA-RS 39:33.

Yes No

C. Licensing Boards

1. The licensing board has complied with the budgetary requirements of R. S. 39:1331-1342.

Yes No

PART V. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING LAWS

12. We have maintained our accounting records in such a manner as to provide evidence of legal compliance and the preparation of annual financial statements to comply with LSA-RS 24:514, 24:515, and/or 33:463.

13. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36. Yes No

14. We have filed our annual financial statements in accordance with LSA-RS 24:514, and 33:463 where applicable. Yes No

15. We have had our financial statements audited in a timely manner in accordance with LSA-RS 24:513. Yes No

Yes No

PART VI. ASSET MANAGEMENT LAWS

16. We have maintained records of our fixed assets and movable property records, as required by LSARS 24:515 and/or 39:321-332, as applicable.

Yes No

PART VII. FISCAL AGENCY AND CASH MANAGEMENT LAWS

17. We have complied with the fiscal agency and cash management requirements of LSA-RS 39:1211-45 and 49:301-327, as applicable.

Yes No

PART VIII. DEBT RESTRICTION LAWS

18. It is true we have not incurred any long-term indebtedness without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60-1410.65.

Yes No

19. We have complied with the debt limitation requirements of state law (LSA-RS 39:562).

[Yes No

20. We have complied with the reporting requirements relating to the Fiscal Review Committee of the State Bond Commission (LSA-RS 39:1351).

Yes No

PART IX. REVENUE AND EXPENDITURE RESTRICTION LAWS

21. We have restricted the collections and expenditures of revenues to those amounts authorized by Louisiana statutes, tax propositions, and budget ordinances.

Yes No

22. It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article

VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729.

Yes No

23. It is true that no property or things of value have been loaned, pledged, or granted to anyone in violation of Article VII, Section 14 of the 1974 Louisiana Constitution.

Yes No

PART X. QUESTIONS FOR SPECIFIC GOVERNMENTAL UNITS

Police Juries

24. We have adopted a system of road administration that provides as follows:

- A. Approval of the governing authority of all expenditures, LSA-RS 48:755(A).
- B. Development of a capital improvement program on a selective basis, LSA-RS 48:755.
- C. Centralized purchasing of equipment and supplies, LSA-RS 48:755.
- D. Centralized accounting, LSA-RS 48:755.
- E. A construction program based on engineering plans and inspections, LSA-RS 48:755.
- F. Selective maintenance program, LSA-RS 48:755.
- G. Annual certification of compliance to the legislative auditor, LSA-RS 48:758.

Yes No

School Boards

25. We have complied with the general statutory, constitutional, and regulatory provisions of the

Louisiana Department of Education, LSA-RS 17:51-401.

Yes No

26. We have complied with the regulatory circulars issued by the Louisiana Department of Education that govern the Minimum Foundation Program.

Yes No

27. We have, to the best of our knowledge, accurately compiled the performance measurement data contained in the following schedules and recognize that your agreed upon procedures will be applied to such schedules and performance measurement data:

Parish school boards are required to report as part of their annual financial statements measures of performance. These performance indicators are found in the supplemental schedules:

- Schedule one, General Fund Instructional and Support Expenditures and Certain Local Revenues Sources - Schedule 2, Education Levels of Public School Staff
- Schedule 3, Number and Type of Public Schools
- Schedule 4, Experience of Public Teachers and Full-time Classroom Teachers
- Schedule 5, Public School Staff Data
- Schedule 6, Class Size Characteristics
- Schedule 7, Louisiana Educational Assessment Program
- Schedule 8, The Graduate Exit Exam
- Schedule 9, The IOWA Tests

Yes No

Tax Collectors

28. We have complied with the general statutory requirements of LSA-RS 47, Chapter 4.

Yes No

Sheriffs

29. We have complied with the state supplemental pay regulations of LSA-RS 33:2218.8.

Yes No

30. We have complied with LSA-RS 33:1432 relating to the feeding and keeping of prisoners.

Yes No

District Attorneys

31. We have complied with the regulations of the Louisiana Department of Social Services that relate to the Title IV-D Program.

Yes No

Assessors

32. We have complied with the regulatory requirements found in Title 47 of the Louisiana Revised Statutes.

Yes No

33. We have complied with the regulations of the Louisiana Tax Commission relating to the reassessment of property.

Yes No

Clerks of Court

34. We have complied with LSA-RS 13:751-960.

Yes No

Libraries

35. We have complied with the regulations of the Louisiana State Library.

Yes No

Municipalities

36. Minutes are taken at all meetings of the governing authority. LSA-RS 42:7.1 (Act 665 of 1976).

Yes No

37. Minutes, ordinances, resolutions, budgets, and other official proceedings of the municipalities are published in the official journal. LSA-RS 43:143-144 and A.G. 86-528.

Yes No

38. All official action taken by the municipality is conducted at public meetings. LSA-RS 42:4.1-13.

Yes No

Airports

39. We have submitted our applications for funding airport construction or development to the Department of Transportation and Development as required by LSA-RS 2:802.

Yes No

40. We have adopted a system of administration that provides for approval by the department for any expenditures of funds appropriated from the Transportation Trust Fund, and no funds have been expended without department approval (LSA-RS 2:810).

Yes No

41. All project funds have been expended on the project and for no other purpose (LSA-RS 2:810).

Yes No

42. We have certified to the legislative auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (LSA-RS 2:811).

Yes No

Ports

43. We have submitted our applications for funding port construction or development to the Department of Transportation and Development as required by LSA-RS 34:3432.

Yes No

44. We have adopted a system of administration that provides for approval by the department for any expenditures of funds made out of state and local matching funds, and no funds have been expended without department approval (LSA-RS 34:3460).

Yes No

45. All project funds have been expended on the project and for no other purpose (LSA-RS 34:3460).

Yes No

46. We have established a system of administration that provides for the development of a capital improvement program on a selective basis, centralized purchasing of equipment and supplies, centralized accounting, and the selective maintenance and construction of port facilities based upon engineering plans and inspections (LSA-RS 34:3460).

Yes No

47. We have certified to the legislative auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (LSA-RS 34:3461).

Yes No

Sewerage Districts

48. We have complied with the statutory requirements of LSA-RS 33:3881-4160.

Yes No

Waterworks Districts

49. We have complied with the statutory requirements of LSA-RS 33:3811-3837.

Yes No

Utility Districts

50. We have complied with the statutory requirements of LSA-RS 33:4161-4548.

Yes No

Drainage and Irrigation Districts

51. We have complied with the statutory requirements of LSA-RS 38:1601-1707 (Drainage Districts); LSA-RS 38:1751-1921 (Gravity Drainage Districts); LSA-RS 38:1991-2048 (Levee and Drainage Districts); or LSA-RS 38:2101-2123 (Irrigation Districts), as appropriate.

Yes No

Fire Protection Districts

52. We have complied with the statutory requirements of LSA-RS 40:1491-1509.

Yes No

Other Special Districts

53. We have complied with those specific statutory requirements of state law applicable to our district.

Yes No

The previous responses have been made to the best of our belief and knowledge.

Charles A. Labbe
Municipal Clerk

Roger Boudreaux
Mayor

Comments from Chief of Police, Staff and Councilman.

Comments from the public.

Adjournment.

There being no further business, it was moved by Jagneaux, seconded by Comeaux to adjourn the meeting.

YEAS: Duplechin, Jagneaux, Comeaux, Cary, Green

NAYS: None

ABSTAIN: None

Motion unanimously adopted.

ROGER BOUDREAUX, MAYOR

ATTEST:

CHARLES A. LABBE, MUNICIPAL CLERK