

MINUTES OF THE WORK SESSION OF THE  
CADDO PARISH COMMISSION  
HELD ON THE 2nd DAY OF DECEMBER, 2019

The Caddo Parish Commission met in a Work Session, on the above date, at 3:30 p.m., in the Government Chambers, with Mr. Chavez, presiding, and the following members in attendance, constituting a quorum: Commissioners Atkins, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Louis Johnson, Lyndon B. Johnson, Linn, Middleton, and Smith (11). ABSENT: Commissioner Bowman (1).

The invocation was given by Mr. Louis Johnson, and Mr. Dominick led the Commission in the Pledge of Allegiance.

**VISITORS**

- CoHab Presentation

Ms. Jessica Schiele, Executive Director CoHab, stated that they will be celebrating their 10- year anniversary in 2020. She said that there has been growth in the company. In keeping up with the times, they are utilizing the technology aspects more regarding getting information out to startups and entrepreneurs.

They have continued their partnerships with Raising Cane's and Lemonade Day. Over the years, the program has grown. Most recently, they have reached 490 families, some with more than one child. They teach them budgeting and how to become a small business owner. They have also continued their partnerships with Junior Achievement, Biz Camp Program, and other organizations.

CoHab has also forged new relationships. They are now the host site and entrepreneurship partner for the alternative to detention program.

In the past 18 months, CoHab has opened a digital studio that can be utilized to record videos, online classes, and podcasts. They've also developed a 3D printing lab.

They have seen significant growth in the small businesses that they have been working with. The businesses that graduated in 2019 have reported the creation of 80 new full-time jobs. These jobs pay an average annual salary of \$40,000 per year.

They have also seen growth in the MS-KICK kitchen for culinary entrepreneurs.

Ms. Turaeza Hose, Director of the Milam Street KICK, more than five businesses has utilized the CoHab kitchen and more than 20 jobs have been created. She also mentioned that 21 jobs are on the waiting list when the MS-KICK opens. Once the MS-KICK kitchen opens, the CoHab kitchen will become a wholesale kitchen, so people could package their products and sell them in stores.

Mr. Chavez commended Ms. Schiele and Ms. Hose for all of their hard work with entrepreneurs and small businesses. He asked for information regarding the alternative for detention. Ms. Schiele explained that they have partnered with the School of Greatness to collaborate entrepreneurship into summer and spring break camps. The School of Greatness approached CoHab and requested that they be the host site for this alternative for detention program to teach children about small businesses and entrepreneurship. Mr. Chavez wanted to know, aside from funding, what the Commission could do for CoHab. Ms. Schiele said that they are always looking for mentorship and guidance.

Mrs. Gage-Watts wanted to know the number of organizations that CoHab is partnering with to allocate funding or grants. Ms. Schiele stated that they partner with several organizations, and it is their goal to prevent overlap in services.

Mrs. Gage-Watts wanted to know the actual date of when MS-KICK will open. Ms. Hose explained that they needed additional equipment, which is why it has not officially opened just yet. They already have the electrical and plumbing completed, so now they are just waiting on the Public Health Official and the Fire Marshal. They are hoping to open within the next few weeks.

Mr. Cawthorne also commended CoHab for all of their hard work in serving the entrepreneurs of this Parish.

Mr. Jackson encouraged that CoHab and their partners to have a relationship with their Parish Commissioners.

Mr. Lyndon B. Johnson stated that he has always been an advocate of CoHab. He said that CoHab "does all of the work" in working with the entrepreneurs and their ideals on paper, then taking them to the next level. He applauded CoHab for all of their hard work in the community.

Mrs. Gage-Watts thanked CoHab for their presentation.

### **ADMINISTRATION REPORT**

- Caddo Parish AAA Bond Rating Reaffirmed

Dr. Wilson announced that the Parish of Caddo has once again been awarded a AAA Bond Rating for the tenth year in a row from Standard & Poor's. The Parish has maintained this rating since 2010 and is the first and only government in Louisiana to obtain this rating. He commended the Finance Department for all of their hard work.

- Employee Council "Toys for Tots" Distribution  
Thursday, December 5 (Media presentation at 8:00 a.m.)  
Moffitt Porsche Shreveport  
100 W Bert Kouns Industrial Loop, Shreveport

Dr. Wilson encouraged all to attend and participate in the event.

- Grand Opening—Town of Blanchard Compactor Site  
Friday, December 13 at 1:00 p.m.  
7340 LA Highway 1, Shreveport, LA

Dr. Wilson said that this is the Parish's 19<sup>th</sup> compactor site. He encouraged all to attend.

- Christmas On Caddo  
Saturday, December 7 at 3:30 p.m.  
Caddo Lake
- 35<sup>th</sup> Anniversary Celebration of the Caddo Parish Commission  
December 10, 1984—December 10, 2019
- Parks & Recreation Department—Update  
Mr. Patrick Wesley, Director

Mr. Wesley said that the Parks & Recreation Gardening Program began in 2018. Since its inception, there have been several garden sites opened at elementary schools as well as community gardens throughout Caddo Parish. The Parks & Recreation Department will be meeting with LSU-Ag and Shreveport Green to review ways to sustain the program moving forward. He said approximately 1,500-1,800 people utilize the community gardens.

Mrs. Gage-Watts asked for additional information. Mr. Wesley said that moving forward, there will be "four pillars" of the Parks & Recreation Department: conservation and nature, recreation and wellness, athletic, and educational/after school program. He said that the department will be expanding their programs with the same number of staff members, so they are looking for ways to sustain the current programs as well as expand new ones.

Mr. Jackson wanted to know if there was financial issues or restraints with regard to the programs. Dr. Wilson said that there is always limitations in terms of resources. He also pointed out that the Parks & Recreation Department is the lowest budgeted department throughout the Parish, which only allows the current number of employees in that department. Dr. Wilson also explained that utilizing Shreveport Green and LSU-Ag Center helps maximize the gardening program in terms of manpower. Mr. Wesley said that they will be meeting with Shreveport Green and LSU-Ag Center to see what can be done to maximize the partnership.

Mr. Jackson said that he will forward Dr. Wilson and Mr. Wesley information regarding a grant for gardening.

Mr. Jackson also wanted an update on parks equipment in Stoner Hill. Dr. Wilson said that there was landscaping and repairs completed in that area.

Answering a question from Mrs. Gage-Watts regarding the schools participation in community gardens, Mr. Wesley said that the schools are still operating their community gardens to date.

Mr. Lyndon B. Johnson wanted to know if a date has been scheduled for the MLK Community Garden grand opening. Mr. Wesley said that it will be early spring, but there is no official date just yet.

Mr. Lyndon B. Johnson asked for additional information regarding the four pillars Mr. Wesley spoke of earlier. Mr. Wesley explained that they will be partnering with Boys & Girls Club to conduct a series of health and wellness initiatives throughout the calendar year. He said that they are still in the planning process, but will provide more information as the details are worked out.

Mr. Lyndon B. Johnson then talked about the community gardens. He said that there is a huge interest from the community in regards to gardens. Mr. Lyndon B. Johnson also explained that several of the Commissioners would like a garden in their districts. He also said that the community gardens could possibly be presented as a project for NACo.

Mr. Lyndon B. Johnson also pointed out that the community garden in his district has become a meeting point for the neighborhood. There's comradery due to this garden. He said that there are several benefits of community gardens for an area, such as lower crime, networking among neighbors, providing food for the less fortunate, etc. Mrs. Gage-Watts pointed out that it also helps with mental health issues because of the relaxation that a garden provides.

Mr. Atkins suggested that Mr. Wesley run his plan by the Commissioners for additional input.

Dr. Wilson mentioned that Administration is not against community gardens, but they must provide programs that are sustainable. He explained that they can teach someone how to garden, but do not have the resources to cultivate everyone's garden throughout the Parish.

- November 2019 Monthly Financials

Dr. Wilson provided the Commissioners with a handout of the November 2019 Monthly Financials.

### **COMMISSION REMARKS**

- Mr. Atkins complimented the Finance Department and Administration for the AAA Bond Rating.

He also talked about CoHab, EAP, and other economic developments in this community. He explained that economic development is an ecosystem which requires multiple players. He believes that it is important to support a number of the players in that space to make the ecosystem work.

- Mr. Jackson will forward the NWLA Master Gardeners plan. Dr. Wilson stated that they have received several grants in the past.

### **PRESIDENT'S REPORT**

Mrs. Gage-Watts reminded the Commissioners of the Special Session—2020 Budget Adoption scheduled for Tuesday, December 3 at 3:30 p.m. She also reminded the Commissioners that the Juvenile Justice Committee will meet on Thursday, December 5 at 12:30 p.m.

### **NEW BUSINESS**

It was **moved by Mr. Lyndon B. Johnson**, seconded by Mr. Jackson, *that Ordinance No. 5939 of 2019, to amend Volume II of the Code of Ordinances of the Parish of Caddo, as amended, the Caddo Parish Unified Development Code, by amending Section 2.3 Definition of General Terms; by amending Section 5.3 Use Definitions; by amending Section 6.1 Principal Use Standards; by amending Section 7.3 Accessory Structures & Uses; by amending Article 8 Off Street Parking & Loading; by amending Article 9 Sign Regulations; by amending Article 16 Zoning Application Approval Processes; and to otherwise provide with respect thereto* be moved to Thursday's agenda for introduction. Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Louis Johnson, Lyndon B. Johnson, Middleton, and Smith (10). NAYS: None (0). ABSENT: Commissioners Bowman and Linn (2). ABSTAIN: None (0).

It was **moved by Mr. Lyndon B. Johnson**, seconded by Mr. Jackson, *that Ordinance No. 5940 of 2019, to authorize the parish Administrator to execute a termination of right of refusal on Lot 1, North Shreveport Industrial Park, Unit No. 2, being a resubdivision of Lots 9 and 10, North Shreveport Industrial Park, Unit No. 1, and to otherwise provide with respect thereto* be moved to Thursday's agenda for introduction.

Mr. Lyndon B. Johnson asked for more information regarding this ordinance. Mr. Robert Glass came forward and explained that the lot was sold to High Capacity Coil with a claw back proposal if they sold the property, they had to offer it to the Parish first. Since then, the company has merged with a different company and are getting ready to sell the property to a national company. They are requesting to terminate that proposal so they could sell the property.

At this time, Mr. Lyndon B. Johnson's motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Louis Johnson, Lyndon B. Johnson, Middleton, and Smith (10). NAYS: None (0). ABSENT: Commissioners Bowman and Linn (2). ABSTAIN: None (0).

It was **moved by Mrs. Gage-Watts**, seconded by Mr. Dominick, *that Resolution No. 95 of 2019, to authorize the Caddo Parish Administrator to request and authorize the Louisiana State Mineral & Energy Board and the Office of Mineral Resources to accept nominations and advertise for oil, gas, and mineral leases, accept bids, and award and execute oil, gas, and mineral leases on certain mineral interests owned by the Parish of Caddo, and otherwise providing with respect thereto* be moved to Thursday's agenda. Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Louis Johnson, Lyndon B. Johnson, Middleton, and Smith (10). NAYS: None (0). ABSENT: Commissioners Bowman and Linn (2). ABSTAIN: None (0).

It was **moved by Mr. Dominick**, seconded by Mr. Chavez, *that Resolution No. 96 of 2019, giving written public notice of the regularly scheduled meetings of the Caddo Parish Commission for calendar year 2020* be moved to Thursday's agenda.

**Substitute motion by Mr. Jackson**, seconded by Mr. Linn, *to amend the Work Session meeting time to start at 3:30 p.m. and the Regular Session meeting time to start at 4:30 p.m.*

Mr. Jackson would like to make the meeting times more accessible and convenient to the public. He also said that this could also help the Commissioners who work other jobs.

Mr. Lyndon B. Johnson requested that a calendar be sent to all of the Commissioners. He also talked about the substitute motion. He said that if the citizens are interested in an item on the agenda, they will fill the Chambers. He does not believe changing the meeting times will increase the attendance of citizens coming to the meeting.

The Clerk of the Commission pointed out that changing meetings times would have to be a change of the Rules & By-Laws.

Attorney Frazier explained that the motion can stand, but it would not go into effect until the By-Laws are changed.

Mr. Dominick agreed with Mr. Lyndon B. Johnson. He also mentioned that there will be a new Commission body next month. He said that those Commissioner-Elects ran knowing the meeting times to be 3:30 p.m. He suggested to wait until the new body takes office before deciding to make a change.

Mr. Louis Johnson agreed with Mr. Dominick and Mr. Lyndon B. Johnson. He also pointed out that this would also affect the Parish employees.

Mr. Linn pointed out that the new body could vote this down by voting down the By-Law change. He also said that this would open up the door to allow more citizens to come to the meetings.

Mr. Cawthorne mentioned that the Commission has mechanisms in place, such as Facebook Live and televised meetings, to make government more accessible to the citizens.

**Call for the Question by Mr. Middleton**, seconded by Mr. Dominick. Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Louis Johnson, Lyndon B. Johnson, Middleton, and Smith (10). NAYS: Commissioner Linn (1). ABSENT: Commissioner Bowman (1). ABSTAIN: None (0).

At this time, Mr. Jackson's motion failed, as shown by the following roll call votes: AYES: Commissioners Jackson and Linn (2). NAYS: Commissioners Atkins, Cawthorne, Chavez, Dominick, Gage-Watts, Louis Johnson, Lyndon B. Johnson, Middleton, and Smith (9). ABSENT: Commissioner Bowman (1). ABSTAIN: None (0).

At this time, Mr. Dominick's original motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Louis Johnson, Lyndon B. Johnson, Linn, Middleton, and Smith (11). NAYS: None (0). ABSENT: Commissioner Bowman (1). ABSTAIN: None (0).

It was **moved by Mr. Jackson**, seconded by Mr. Atkins, *that Resolution No. 97 of 2019, amending and re-enacting Resolution No. 12 of 2018, approving Inferno for participation in the Industrial Tax Exemption Program at 115 Ricou Street, Shreveport* be moved to Thursday's agenda.

Mr. Jackson asked for more clarification on this item. Mr. Scott Martinez, NLEP, explained that the State level, they passed the Inferno ITEP for two machines for \$1.1M; but at the local levels, the ITEP was passed for one machine for \$480,000. He said that it was intended for two machines, not one. He also pointed out that Inferno has been in the Parish since 1922.

Mr. Lyndon B. Johnson wanted to know if this will fall under the new ITEP rules. Dr. Wilson stated that it would go back to the initial rules of the initial following.

At this time, Mr. Jackson's motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Louis Johnson, Lyndon B. Johnson, Linn, Middleton, and Smith (11). NAYS: None (0). ABSENT: Commissioner Bowman (1). ABSTAIN: None (0).

It was **moved by Mr. Chavez**, seconded by Mr. Dominick, *that Resolution No. 98 of 2019, supporting of the PACT Act and to otherwise provide with respect thereto* be moved to Thursday's agenda.

Mr. Lyndon B. Johnson wanted to know who would be enforcing this, local, government, or state. Attorney Frazier explained that it would be federal government with assistance of our local office. Mr. Lyndon B. Johnson has concerns regarding the definition of animal cruelty. Attorney Frazier does not believe this act would be confused with training an animal. Mr. Lyndon B. Johnson then asked about an animal chained up to a doghouse. Attorney Frazier explained that a complaint would be made to Animal Services, and if the case is severe enough, it would be forwarded to the proper authorities. She also does not believe chaining a dog to a doghouse would fall under the PACT Act. Attorney Frazier will forward the text of the act to the Commissioners prior to the Regular Session.

Mr. Travis Clark, Animal Services Director, explained that this act is for an individual who has already been through the judicial process and is convicted of animal cruelty, then they would be on that list.

Mr. Jackson pointed out that this is a federal issue, not a local issue. He also pointed out that this has already been signed into law in November of this year.

**Call for the Question by Mr. Middleton**, seconded by Mr. Dominick. Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Louis Johnson, Lyndon B. Johnson, Linn, Middleton, and Smith (11). NAYS: None (0). ABSENT: Commissioner Bowman (1). ABSTAIN: None (0).

At this time, Mr. Chavez's motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Louis Johnson, Linn, Middleton, and Smith (10). NAYS: Commissioner Lyndon B. Johnson (1). ABSENT: Commissioner Bowman (1). ABSTAIN: None (0).

It was **moved by Mr. Chavez**, seconded by Mrs. Gage-Watts, *that the authorization of additional holidays to the Caddo Parish employees for Christmas and New Year's mirror those days proclaimed by the Governor of the State of Louisiana for all state public employees*.

Mr. Middleton wanted to know being requested off. The Clerk of the Commission explained that it would mirror what the Governor does. He stated that they received a proclamation from the Governor's Office proclaiming December 24<sup>th</sup> off, and they are expecting December 31<sup>st</sup> off as well.

Mr. Jackson asked about the essential employees. Mrs. Bryant explained that there are certain operations that cannot be shut down, so those essential employees will still have to work.

Mr. Lyndon B. Johnson wanted to know how much this will cost the Parish. Mrs. Barnette explained that there would not be an additional costs because the payroll would be the same whether or not those employees were here.

Mr. Linn wanted to ensure that the courthouse would be open so people could pay their property taxes. Dr. Wilson pointed out that if the State closes, the courthouse would close.

**Substitute motion by Mr. Chavez**, seconded by Mr. Atkins, *that essential employees, as designated by department heads, are expected to work as per the Parish's normal holiday policy*. Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Louis Johnson, Lyndon B. Johnson, Linn, Middleton, and Smith (11). NAYS: None (0). ABSENT: Commissioner Bowman (1). ABSTAIN: None (0).

It was **moved by Mr. Jackson**, seconded by Mr. Linn, *that the interviews for the Commission Clerk position be held on Saturday, December 14, 2019*.

The Clerk of the Commission pointed out that there are scheduling conflicts with that date.

Saturday, December 7, 2019 was another date put on the table. Dr. Wilson mentioned that would cause an issue with notifying all of the candidates. Mr. Jackson explained that there are "number 2's in place who should be ready and willing to step up".

Mr. Chavez asked that letters be sent to those candidates who did not meet the qualifications.

Mr. Linn wanted to know if a meeting could be set after this Thursday's Regular Session. Attorney Frazier explained that proper notice would have to be published in the Official Journal. She also explained that the Official Journal, but the print deadline for the Official Journal was this morning, so it would not make the weekly publication.

**Substitute motion by Mr. Lyndon B. Johnson**, seconded by Mr. Dominick, *that the interviews be held on Saturday, December 21 beginning at 8:30 a.m.*

Mr. Lyndon B. Johnson does not feel that the candidates who did not meet the minimum requirements should be interviewed. He explained that there were other people that did not even apply because they did not meet the qualifications, so it would not be fair to those people.

Mr. Atkins agreed Mr. Lyndon B. Johnson. Mr. Dominick agreed with both Mr. Atkins and Mr. Lyndon B. Johnson.

**Amendment by Mr. Chavez**, seconded by Mrs. Gage-Watts, *that if one of individuals who did not qualify due to error, they would be able to interview on the date set.*

Mr. Jackson asked for more clarification on Mr. Chavez's motion. Mr. Chavez explained there might be an individual who actually qualified, but did not make the candidate list.

Mr. Atkins cautioned about injecting their own views into the process. He suggested to let HR determine who qualifies and who does not.

At this time, Mr. Chavez's motion failed, as shown by the following roll call votes: AYES: Commissioners Chavez, Jackson, Gage-Watts, Linn, and Smith (5). NAYS: Commissioners Atkins, Cawthorne, Dominick, Louis Johnson, and Lyndon B. Johnson (5). ABSENT: Commissioners Bowman and Middleton (2). ABSTAIN: None (0).

At this time, Mr. Lyndon B. Johnson's original motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Louis Johnson, Lyndon B. Johnson, Linn, and Smith (10). NAYS: None (0). ABSENT: Commissioners Bowman and Middleton (2). ABSTAIN: None (0).

It was **moved by Mr. Lyndon B. Johnson**, seconded by Mrs. Gage-Watts, *that the interviews be held on Saturday, December 21 beginning at 8:30 a.m., with 20 minutes per interview, and the order of the interviews be held according to the list that was distributed to the Commissioners. Motion carried*, as shown by the following roll call votes: AYES: Commissioners Atkins, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Lyndon B. Johnson, Middleton, and Smith (9). NAYS: Commissioner Louis Johnson (1). ABSENT: Commissioners Bowman and Linn (2). ABSTAIN: None (0).

#### **COMMUNIQUES/COMMITTEE REPORTS**

- Mr. Jackson asked the Mr. Travis Clark, Animal Services Director, come forward. Mr. Jackson wanted to know if there has been an uptick in animal complaints this time of year during the evenings and nights. Mr. Jackson wanted to know if the Parish participates in special operations to address these issues. Mr. Clark stated that they only respond to emergencies once it becomes dark due to the officers' safety. Mr. Jackson wanted to know if a citizen could call after hours, Dr. Wilson stated that a citizen could.

Mr. Jackson also suggested that the next Commission body address the Trap-Neuter-Release program. He said that it works in some areas, but not all areas.

He also commended Meals on Wheels for all of their hard work in feeding the citizens of Caddo Parish, especially during the holidays.

- Mr. Dominick commended Mr. Clark and Animal Services for all of their hard work in handling the citizens' complaints regarding animals.

#### **CONSENT AGENDA**

- *Ordinance No. 5936 of 2019, to consider and take action with respect to introducing an ordinance providing for the incurring of debt and issuance of \$10,000,000 of Limited Tax Revenue Bonds, Series 2020, of Caddo Parish Louisiana; and providing for other matters in connection therewith*

- *Ordinance No. 5937 of 2019, amending the Budget of Estimated Revenues & Expenditures for the Capital Outlay Fund in the amount of \$175,000 to provide an appropriation to add a traffic light to Southern Loop, and to otherwise provide with respect thereto*
- *Ordinance No. 5938 of 2019, close and abandon the road dedications located in Black Bayou Lake Subdivision, Unit No. 2, in the Parish of Caddo, and to otherwise provide with respect thereto*
- *Confirm End of the Year Appointments*

<u>Fire District No. 3</u>	<u>Expiration Date</u>	
Ms. Helen Mazier	1/1/2020	Reappointment
<u>Fire District No. 5</u>		
Kyle Dill	1/1/2020	Reappointment
<u>Fire District No. 6</u>		
Charles Partain, Jr.	1/1/2020	Reappointment
<u>Fire District No. 8</u>		
Claude Jackson	1/1/2020	Reappointment
<u>Waterworks District No. 7</u>		
Jimmy Edwards	12/4/2019	Reappointment
<u>Lakeview Waterworks</u>		
Lawrence Anderson	3/17/2019	Reappointment
<u>Industrial Development Board</u>		
Larry Ferdinand	8/22/2019	Reappointment
LeMar Flukers	8/22/2019	Reappointment
<u>Shreve Memorial Library</u>		
Tom Tebbe	12/31/2019	Reappointment

There being no further business to come before the Commission, the meeting adjourned at 5:32 p.m.

/s/ Todd A. Hopkins  
Todd A. Hopkins  
Commission Clerk