

TOWN OF GREENWOOD
MINUTES OF THE PUBLIC HEARING & REGULAR SESSION
OF THE MAYOR AND BOARD OF ALDERMEN
Tuesday, October 24, 2023 -6:00 PM

Present: Mayor Brad Edwardes, Alderman Davis, Robinson, Turk, Town Attorney Jennifer McKay, Clerk Tiffany Gaar, Sgt Shaul and members of the public.

Absent: Alderman Doughty & Larsen, Town Clerk Veronica Brown, Police Chief Shayne Gibson

There was a quorum

Mayor Edwardes called the meeting to order at 6:01 p m, Alderman Davis then led the invocation and Pledge of Allegiance.

A motion was made by Alderman Davis, seconded by Alderman Turk to convene into a Public Hearing. The motion was carried a unanimous voice vote.

PUBLIC HEARING: The purpose of the public hearing is for the adoption of the following Ordinance(s), the title of which are hereinafter set forth, to wit:

Ordinance No. 11 of 2023

TITLE: AN ORDINANCE TO SET THE FEE SCHEDULE FOR PROVIDING COPIES AND OR INFORMATION OF RECORDS FOR TOWN OF GREENWOOD DOCUMENTS

Clerk, T Gaar read the Ordinance by title and the Mayor called for any questions or concerns, There were none.

Public Comments: There were none

Adjourn to Regular Session Meeting: A motion was made by Alderman Robinson, seconded by Alderman Davis to adjourn into the regular session. The motion was carried a unanimous voice vote.

Approval of the Agenda: A motion was made by Alderman Turk, seconded by Alderman Robinson to approve the Agenda. The motion was carried a unanimous voice vote.

Public Comments on Agenda Items: There were none

Approval of Minutes:

Work Session Meeting –September 21, 2023

A motion was made by Alderman Robinson, seconded by Alderman Davis to approve the minutes. The motion was carried a unanimous voice vote.

Regular Session- September 26, 2023

A motion was made by Alderman Robinson, seconded by Alderman Davis to approve the minutes. The motion was carried a unanimous voice vote.

Special Session- October 5, 2023

A motion was made by Alderman Robinson, seconded by Alderman Davis to approve the minutes. The motion was carried a unanimous voice vote.

Approval of Financial Statements- September, 2023

A motion was made by Alderman Robinson, seconded by Alderman Turk to approve the Financials. The motion was carried a unanimous voice vote.

1. Ordinance No. 11 of 2023

TITLE: AN ORDINANCE TO SET THE FEE SCHEDULE FOR PROVIDING COPIES/INFORMATION OF RECORDS FOR TOWN OF GREENWOOD DOCUMENTS

Clerk T Gaar read the Ordinance by title.

Whereas, the Town of Greenwood administrative office fulfills numerous requests for copies of documents and the copying and certifying of these numerous documents is done with limited manpower and is becoming increasingly expensive

WHEREAS, the Board of Aldermen of the Town of Greenwood, Parish of Caddo, State of Louisiana acknowledge that the town should offset these expenses by setting a fee schedule

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Greenwood in regular Session convened hereby sets the following fee schedule for providing copies and or information of Town of Greenwood documents:

- a. There is no charge for the in-person inspection of records during normal business hours at an agreed upon date, time, and at Greenwood Townhall.
- b. Payment must be made in advance of production of documents and the charges are as follows:
 1. Copies—Black and white, per page-one-sided\$0.50- paper or electronic production.
 2. Copies—Black and white, per page-two-sided\$1.00- paper or electronic production.
 3. Copies—Color, per page-one-sided\$1.00- paper or electronic production.
 4. Copies—Color, per page-two-sided\$2.00- paper or electronic production.
 5. Preproduced/standardized maps
 - a. 8.5 × 11 paper map\$5.00- paper or electronic production.
 - b. 8.5 × 14 paper map\$7.00- paper or electronic production.
 - c. 11 × 17 paper map\$10.00-paper or electronic production.
 - d. 30 × 40 paper map\$35.00-paper or electronic production.
 - e. Map on CD/DVD\$25.00.
 - f. Map on flash drive\$15.00.
 6. Custom/non-standardized maps—
 - a. 8.5 × 11 paper map\$5.00- paper or electronically produced.
 - b. 8.5 × 14 paper map\$7.00- paper or electronically produced.
 - c. 11 × 17 paper map\$10.00- paper or electronically produced.
 - d. 30 × 40 paper map\$35.00- paper or electronically produced.
 - e. Map on CD/DVD\$25.00.
 - f. Map on flash drive\$15.00.
 7. Certification of Document-\$5.00 per document certified.
 8. It is specifically determined by the town that any document or material transferred to any

media (i.e., such as more than one map transferred to digital CD/DVD or flash drive media), then each document transferred shall be considered as separate items. For example, three one-page black and white documents transferred to a CD/DVD or Flash drive media shall be considered as three pages at \$0.50 plus \$15.00. The requesting party shall be responsible for paying the cost of each document transferred and the hereinabove scheduled cost of the applicable media used.

First Reading: September 26, 2023- Introduced and read by title and approved as read and set for Public Hearing on October 24, 2023 on motion by Alderman Davis, seconded by Alderman Robinson.

Second Reading: October 24, 2023 - Having been approved on the first reading on September 26, 2023 and after publication of notice and a public hearing, was read by title, with motion to approve as read by Alderman Robinson, seconded by Alderman Turk

YEAS: (3) Robinson, Davis, Turk
NAYS: (0)
ABSENT: (2) Larsen, Doughty
ABSTAIN: (0)

THUS DONE, ORDAINED AND ESTABLISHED by the Board of Aldermen of the Town of Greenwood, Louisiana, at a meeting of said public body, duly held and conducted on October 24, 2023 in the Municipal Complex for the Town of Greenwood.

2. Resolution No. 5 of 2023

TITLE: A RESOLUTION ADOPTING AND APPROVING THE LOUISIANA COMPLIANCE QUESTIONNAIRE AS REQUIRED BY THE LOUISIANA LEGISLATIVE AUDITOR FOR THE PERIOD BEGINNING JULY 1, 2022 THROUGH JUNE 30, 2023

Clerk T Gaar read the Resolution by title and the Mayor called for questions or discussion. A motion was made by Alderman Robinson, seconded by Alderman Turk to approve the Resolution. The motion was carried a majority voice vote, Alderman Davis wanted to go on record that he was against the Resolution due to the payroll issue which he inquired on at the Work Session.

Public Comments:

Ms S Lawman, Greenwood resident commented on the payroll issue and inquired if the check which was reissued to the employee was coded incorrectly or was it a loan and stated that the town should send a notice to the bank to recoup the money

Adjourn

There being no further business, a motion was made by Alderman Davis and seconded by Alderman Turk the meeting was adjourned at 6:13 pm. Next meeting to be held on Thursday, November 23, 2023 @ 6:00 p.m. for the Work Session of the Board of Aldermen and Tuesday, November 28, 2023 at 6:00 pm Regular Session Meeting of the Board of Alderman. All meetings held in the Town Hall Chambers.

s/s Veronica Brown LCMC, Town Clerk

s/s Brad Edwardes, Mayor

STATE OF LOUISIANA

PARISH OF CADDO

I, THE UNDERSIGNED Town Clerk of the Town of Greenwood, do hereby certify that the foregoing is a true copy of the minutes of the Work Session of the Mayor and Board of Aldermen of the Town of Greenwood for October 24, 2023

This the 9th day of November, 2023

s/s Veronica Brown LCMC, Town Clerk