

204 North Cedar Street
Tallulah, Louisiana 71282
Telephone (318) 574-0964
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www.cityoftallulah.org



Office of the Mayor

Regular Council Meeting Agenda

Thursday, January 9, 2025

5:30 P.M., City Hall

Charles M. Finlayson
Mayor
Joseph Scott
District 1
Lisa Houston
District 2
Carla Turner-Harris
District 3
Marjorie Day
District 4
Toriano Wells
District 5

1. Call to Order
2. Pledge of Allegiance & Prayer
3. Roll-Call
4. Public Comments on the Agenda
5. Approve Minutes of the December 12, 2024, Regular Meeting
6. Approve Minutes of the December 31, 2024, Special Meeting
7. Approve Occupational License - Terrence Williams – Daddy’s Kitchen
8. Public Comments (please limit to three minutes)
9. Adjourn

Special Accommodations

Any person needing reasonable accommodations to attend a public meeting held by the Tallulah City Council should contact Gerald Odom at 318-574-0964 three (3) days prior to the meeting date. If further information is needed, please contact Mr. Odom at the number listed above.

Tallulah Regular City Council Meeting
Thursday, December 12, 2024
5:30 PM

A Regular Meeting of the Mayor and City Council was held on Thursday, December 12, 2024, at 5:30 P.M., in the Council Room Chamber of Tallulah City Hall. The meeting began with the Pledge of Allegiance followed by a prayer by Councilmember Wells.

A roll call of councilmembers is shown as follows:

Scott	Present
Houston	Present
Harris	Absent (at roll call – came in later)
Day	Present
Wells	Present

Under Public Comments on the Agenda, Councilman Wells objected to the discussion of Item # 11, “Discussion of Water Rehabilitation Project Engineering Fees” due to the Council receiving correspondence from the City Attorney just minutes prior to the meeting and felt it needed to be taken off of the agenda. Councilman Wells said this did not meet a 24-hour notification rule that he felt was not adhered to. City Attorney Grady said that the item could be discussed as the agenda was properly noticed and the public was made aware that a discussion on the matter would take place, per the agenda. Councilman Wells asked that his statement “Regarding Item # 11, “Discussion of the Water Rehabilitation Project Engineering Fees” that the information was not provided to the Council per the 24-hour rule requirement, being that it is an actionable item the Council cannot vote on it tonight, per law” be made a part of these minutes.

Motion to Approve the Minutes of the November 14, 2024, Regular Meeting was made by Councilperson Day and seconded by Councilperson Scott. Councilpersons Scott, Houston, Harris and Day voted in the affirmative. Councilperson Wells voted nay. Motion passed on 4-1 vote.

Motion to Approve the Minutes of the November 21, 2024, Special Meeting brought discussion of whether the meeting was actually opened and whether minutes were appropriate. Ms. Lewis offered that the minutes were done to ensure a record of why the actual meeting was not held. Motion to approve the November 21, 2024 minutes offered by Councilperson Houston and seconded by Councilperson Day. Councilpersons Scott, Houston, Harris and Day voted in the affirmative. Councilperson Wells voted nay. Motion passed on 4-1 vote.

Motion to Approve the Minutes of the November 26, 2024 Special Meeting was offered by Councilperson Scott and seconded by Councilperson Houston. Councilpersons Scott, Houston, Harris and Day voted in the affirmative. Councilperson Wells voted nay due to the June 1, 2024 tax deadline and the Council voting on adopting the adjusted millage on November 26, 2024.

Under the Section 8 report, Councilpersons Wells questioned the make up of the Section 8 board and whether or not the Council was the appropriate body or if the board should be made up of others. Merunda Brown, Section 8 Executive Director offered that in her opinion the City Council

was the board however, Ms. Brown stated that she would research the matter for clarity. After discussion, Councilperson Wells offered a motion to approve a resolution adopting the Fair Market Rents for the upcoming year. The motion was seconded by Councilperson Day. Motion carried unanimously.

Ms. Brown also discussed the possibility of emergency housing vouchers for Tallulah for individuals who may be burned out, etc. She advised that she would continue to look into the matter and bring more information back to the board.

Motion to approve the Cooperative Purchasing Agreement for Self Contained Breathing Apparatuses for the Tallulah Fire Department was offered by Councilperson Wells and seconded by Councilperson Harris. The motion carried unanimously.

Motion to Approve Change Order #1 for FY 23 LCDBG Street Project (Chester/Tampa/Elm) for adjustment of 10 manholes brought about discussion of street projects in general (i.e. change orders should be brought to the attention of the Mayor and Council as soon as possible for approval, contractors working on Tallulah projects seen working in other parishes during Tallulah project contract times, daily fines for not completing projects on time, etc). Superintendent CJ Oney explained to the Council why the Change Order was needed for the manhole readjustments. Motion to approve the change order was offered by Councilperson Houston and seconded by Councilperson Day. Councilpersons Scott, Houston, Harris and Day voted in the affirmative. Councilperson Wells voted nay. Motion passed on 4-1 vote.

Attorney Pamela Grady led the discussion of Water Rehabilitation Project Engineering Fees (Agenda Item # 11). She advised that she had written a letter to the Council advising to pay the outstanding invoice to McManus Engineers and that the Mayor have a check prepared for payment by Friday, December 13, 2024. Upon payment of invoice, Attorney Grady advised that the pending litigation filed by McManus Engineers would be dismissed. Councilperson Wells questioned whether or not discussions that involved litigation could be discussed in an open meeting and not in executive session. He also expressed his concern that the City appears eager to pay this contractual debt however in past projects the City has been hesitant to hold others to contractual mandates. Attorney Grady said that the matter was being discussed to ensure transparency about the payment. She advised that non-payment of the invoice would result in additional fees in court costs, etc. She also gave information regarding the City's American Rescue Plan Act (ARPA) funds, specifically that those remaining funds which must be obligated by December 31, 2024.

Discussion of a Forensic Audit (voted on February 8, 2024, by a 2-1 vote) brought much discussion. Councilman Wells once again reiterated that the agenda item on February 8, 2024, discussion of the FY 23 Audit, allowed for the motion to conduct the forensic audit as it was germane to the discussion already happening. Councilperson Wells stated District Attorney Paxton's letter, (which stated that the matter of adding a vote for a forensic audit to the February 8, 2024 agenda was done erroneously) is in error since, District Attorney Paxton was never provided with a copy of the February 8, 2024 agenda which showed that audit discussion was properly on the agenda and the motion led out of that discussion. Citing Chapter 3, Sub section 5 of Roberts Rules of Order, Councilman Wells stated the rules say "If a report is given which raises concerns of misconduct or irregularities, a motion to investigate can be made immediately

following the report, allowing the group to further examine the issue.” Councilperson Wells requested that Attorney Grady provide the pertinent sections from Roberts Rules of Order, a copy of the agenda and any other relevant information to the Attorney General for an opinion on the matter. Attorney Grady agreed to do so.

Under Public Comments, Citizen Chad McNeal asked about the ongoing curfew and could it possibly be lifted for adults? Police Chief McCoy advised that he and the Mayor had discussed holiday parties and that those held at the Community Center would be allowed to continue past the curfew time of 11:00 pm, however, the curfew would continue, with the exception of balls/parties at the Community Center.

Attest:

December 12, 2024

Gerald L. Odom, City Clerk

Charles M. Finlayson, Mayor

DRAFT

City of Tallulah
Special Meeting Agenda
Tuesday, December 31, 2024
5:30 P.M., City Hall

A special meeting of the Mayor and City Council was held on Tuesday, December 31, 2024 at 5:30 P.M., in the Council Room Chamber of Tallulah City Hall.

Mayor Charles M. Finlayson called the meeting to order, led the Pledge of Allegiance, and prayer was given by Councilmember Wells.

A roll call of Council Members is stated as follows:

Scott	Present
Houston	Present
Harris	Present
Day	Present
Wells	Present

City Attorney Pam Grady explained that according to federal dictates, all remaining American Rescue Plan Act (ARPA) funds were to be fully obligated by 12/31/2024. Therefore, the City had chosen qualifying items to be purchased, or given credit for, to fully obligate the remaining funds. The total obligated funds list serves as an attachment of the current minutes.

Laura Hartt, CPA, specialist, present through Zoom, presented all important information on ARPA funds and answered questions. Motion and second to approve proposed expenditures to be reimbursed by the fund were made by Councilmembers Scott and Day respectively and carried unanimously.

There being no further business to discuss, the meeting was adjourned by motion and second of councilmembers Day and Houston respectively and carried unanimously.

Attest:

Gerald L. Odom City Clerk

Charles M. Finlayson, Mayor

City of Tallulah
ARPA funding status
12/31/24

Unearned Revenue 6/30/24 \$ 2,062,696.86

Spent:

Bonton Associates	200,000.00
Fire Equipment	183,610.00
McManus Engineering	802,000.00
GF Fire Dept (Used Fire Dept vehicles)	8,040.00
GF Police Dept (Car equipment Peripherals)	15,640.00
Sewer Fund Capital Outlay 2024	17,300.00
(All funds) Insurance 2024	270,900.00

Obligated:

LCDBG 2022 Construction (Tank/University/Florida)	112,730.00
LCDBG 2023 Love Louisiana Parks (Bid Overage only)	15,000.00

Proposed Obligations:

Smith Machine Works	68,723.00
Smith Machine Works	14,575.00
Smith Machine Works	44,426.00
Utiliserve	16,638.33
Utiliserve	16,200.00
Utiliserve	70,500.00
(All funds) Insurance 2025	186,414.53
Audit costs 2024-2025	20,000.00
	<u>2,062,696.86</u>

Remaining to be Obligated \$ -

Make Check Payable To:

Tax Trust Account

Mail to:

LA Occupational License Tax
9618 Jefferson Highway, Suite D #334
Baton Rouge, LA 70809
Toll Free Phone 800-556-7274
Toll Free Fax Number 844-528-6529

**Application for Occupational License
ALL FIELDS MUST BE COMPLETED**

City of Tallulah, LA (1758)

Due: January 1 Delq: March 1

Year: 2024

If purchasing for different license year:

2025

Occupational License Tax Application

Section 1 – Business Information

(Lines 1 through 12 must be completed in full.)

Failure to Complete will delay License

- Date of Application: 12/18/24 (Month, Day, Year) Avenu ID: _____
- Application Type: New Business Renewal (Provide Prior Year's License Number): _____
- FEIN/Social Security #: _____ LA Sales Tax Number: _____ Local Sales Tax Number: _____
- Taxpayer Name: Terrence Williams Trade Name/DBA: Daddy's Kitchen
- Mailing Address: 16 Willow Dr Monroe LA 71203
(Street) (City) (State) (Zip)
- Physical Address: (Street—No PO Box) 16 Willow Dr (City) Monroe (State) LA (Zip) 71203
- Email Address: imire23@yahoo.com Telephone No.: _____
- Type of Business (Select One): Individual Other (Specify): Food Truck
- Advise Location of Accounting Records: (5)=Mailing Address (6)=Physical Address
- Provide information on owner(s) below. If corporation or partnership, provide information for officers or partners. For Corporation, provide state of incorporation:

Name <u>Terrence F. Williams</u>	Title <u>Owner</u>	Social Security Number [REDACTED]
Resident Address <u>16 Willow Dr Monroe LA 71203</u>		Telephone Number <u>682-667-5501</u>
Name <u>Lashanta Mike</u>	Title	Social Security Number [REDACTED]
Resident Address <u>16 Willow Drive Monroe LA 71203</u>		Telephone Number <u>682-667-5501</u>
Name	Title	Social Security Number
Resident Address		Telephone Number

- Provide Name and address of your agent or attorney who would be served if a suit or charges were filed:
11. _____

Business Type: Retail Other Description: Food
 Description of Sales or Activity or (Example: Retail, women's clothing etc): food, drinks, etc

- Required: Schedule Number from Fee Schedule...see business classification list at www.avenuinsights.com: _____

Section 2 – New Businesses

(Complete this section if you are a new business. To purchase a renewal license skip to Section 3.)

- New Business Check One: New Business Started On: ___/___/___
 Purchased Existing Business-Name Previous Owner: _____ Other (Specify): _____

- Check One Box Below and Follow Instructions to Calculate Taxable Gross Receipts:
 Business Opened This Calendar Year

Less Than 30 Days:
 Between Dec 2 & Dec 31
 Total Gross Receipts for Period of Operation: _____
 Skip to Section 4 to Calculate Tax Due

Prior to Dec 2: Pay Minimum Tax; Calculate Remainder Due After First 30 Days of Operation Using Method Immediately Below.

- More Than 30 Days:
- Gross Receipts For First 30 Days: _____
 - Deductions*: _____
 - (A) Minus (B) Equals Taxable Receipts: _____
 - Number of Months In Operation: _____
 - (D) Times (C) Equals Est. Taxable Gross: _____
 - Skip to Section 4 to Calculate Tax Due

Section 3 – Renewal

(Complete this section to renew your business license.)

15. **Business Opened During Previous Calendar Year:**

Avenu Account No. _____

- A. Gross Receipts: _____
- B. Deductions*: _____
- C. (A) Minus (B) Equals Taxable Receipts: _____
- D. No. of Days Operation: _____
- E. (C/D) Equals Average Gross Receipts: _____
- F. 365 Times E Equals Est. Taxable Gross: _____
- G. Skip to Section 4 to Calculate Tax Due

Fee Schedule No. _____

16. **Existing Business Opened prior to Previous Calendar Year** -The gross receipts for the prior calendar year, minus applicable deductions, are the taxable receipts.

- A. Gross Sales/Receipts: _____
- B. Deductions*: _____
- C. (A) Minus (B) Equals Taxable Receipts: _____
- D. Skip to Section 4 to Calculate Tax Due

If you are a nursing home (as described in section R.S 47:359: (1)) please only report 1/3 of the total gross receipts.

17. **Retail Dealers of Gasoline and Motor Fuels**-The tax is computed based on the amount of gallons of gasoline or motor fuels sold using the table in R.S. 47:354.1 and the amount of gross sales of merchandise, services and rentals using the table in R.S. 47:354. The maximum sum of the tax using the two tables shall not exceed \$6,200.

- A. Gross Sales/Receipts:
(Do Not Include Sales of Motor Fuels) _____
- B. Deductions*: _____
- C. (A) Minus (B) Equals Taxable Receipts: _____
- D. Tax Due From Table 1: _____
- E. Gallons of Gasoline & Motor Fuels Sold: _____
- F. Tax Due on Line (E) From Table 1.1 _____
- G. Total Tax Due Line (D) Plus Line (F): _____
- H. Maximum Tax Due: **\$6,200.00**
- I. Enter The Lesser of Line (G) or Line (H): _____
- J. Sign and Date Application _____

Section 4 – Calculate Tax Due

(Complete lines 18 through 23.)

18. **Class:** Indicate the class of business which constitutes the major portion of the gross receipts, fees, or commissions earned.

- Retail Wholesale Commission Public Utilities Lending Other

Use Appropriate Table to Calculate Tax Due:

Using the appropriate table for the class checked, calculate the tax due. For businesses not falling within the five classes listed, such as professionals or pharmacy, multiply the taxable receipts by one-tenth of one percent (0.001). Be aware of the following maximum tax limits: retail motor vehicle and boat dealers-\$800.00; wholesale motor vehicle and boat dealers-\$250.00; contractors-\$750.00; hotels/motels \$2 per room, plus a separate license for any retail sales; nursing homes-\$2 per room, plus a retail tax based on 1/3 of the taxable gross receipts; real estate broker-\$2,200; retail building materials dealers-taxed under wholesale schedule-\$6,200.00

(For Others, Professionals, or Pharmacies Multiply Taxable Receipts by (1/10 of 1%) or Insert Amount Calculated Above

18. Occupational Tax Due \$ _____

19. **Flat Fees:** For those items subject to a flat fee, list total items by type, and calculate the tax due. [i.e. Video poker machines, pool tables, etc.]

Fee Schedule Number & Item description	Quantity of Items	Fee Per Item	Total for Items
19. Total for Flat Fees			

20. Amount of Tax Due (Total of Lines 18 and 19): \$ _____

21. Interest of 1 1/4% (.0125) Due March 1st, additional interest due per month until paid in full: \$ _____

22. Penalty (if filed March 1st or after) 5% of tax due for each 30 days or fraction thereof, Maximum penalty of 25% \$ _____

23. Total Occupational License Tax Due: \$ _____

****DEDUCTIONS ARE ALLOWABLE FOR THESE BUSINESSES: SERVICE STATIONS, INTERSTATE SALES OF STOCKS & BONDS, AND UNDERTAKERS****

I hereby swear that the amount of gross receipts as required for disclosure in order to obtain an occupational tax license has been examined by me and to the best of my knowledge is true, correct, and complete. I understand issuance of an occupational tax license does not permit business operation unless business is properly zoned and/or in compliance with all applicable laws/rules.

Returned Check Disclaimer: Effective July 1, 2010, each returned item received by Avenu due to insufficient funds will be electronically represented to the presenters' bank no more than two times in an effort to obtain payment. Avenu is not responsible for any additional bank fees that will accrue due to the resubmission of the returned item. Please see the full



Tallulah Police Department



500 East Green Street
Tallulah, Louisiana 71282

Contacts:
(318) 574-3230
(318) 574-3231

Chief Buster McCoy
Executive Officer

CRIMINAL BACKGROUND CHECK

DATE: January 8, 2025

To Whom it May Concern:

A Criminal Background Check on Terrence F. Williams Sex M

Race B, DOB 07/03/1984, SSN XXX-XX-9411 revealed the
Following information:

No Criminal History with the Tallulah Police Department

Conducted by Officer

Col. Jamie Jones

TALLULAH POLICE DEPARTMENT
500 E. GREEN STREET
TALLULAH, LOUISIANA 71282

Facsimile
1 (318) 574-1444