

**CAPITAL HEIGHTS CRIME PREVENTION AND IMPROVEMENT DISTRICT
BOARD OF COMMISSIONERS MEETING
Wednesday, August 31, 2016 at 6:30 p.m.**

**Ingleside United Methodist Church
Conference Room
4264 Capital Heights Ave.
Baton Rouge, LA 70806**

AGENDA

Administration of Oath of Office to Board of Commissioners

- I. ROLL CALL
- II. ACCEPTANCE OF THE AGENDA
- III. NEW BUSINESS
 - A. Election of Officers – Chairperson, Vice-Chairperson, Secretary and Treasurer
 - B. Determination of terms of commissioners
 - C. Discussion and/or approval of Resolution to appoint special counsel and related matters
 - D. Discussion and/or approval of Resolution to adopt an official journal
 - E. Discussion and/or approval of Resolution calling a Special Election for December 10, 2016 to impose a parcel fee and providing for related matters
 - F. Discussion and/or approval of meeting schedule and location for 2016
 - G. Discussion and/or approval of timeline for adoption of:
 1. By-Laws
 2. Rules and regulations
 3. Budget for 2017-2018
 - H. Discussion and/or approval of meeting schedule and location for 2017
- IV. ANNOUNCEMENTS
 1. Next meeting date
 2. Other
- V. ADJOURN

This agenda was posted at the _____ at _____ m. on August __, 2016 by _____

Capital Heights Crime Prevention and Improvement District

Board of Commissioners

August 31, 2016

Ingleside Methodist Church
4264 Capital Heights Avenue
Baton Rouge, LA 70806

Elise Read acted as unofficial chair and called the meeting to order at 6:30p.m.

I. ROLL CALL

The following members were present: Aaron Cherry, Amy Cole, Elise Read, Jason Laubscher, and Tyler Hicks. Also present was Sheri Morris representing the law firm Roedel, Parsons, Koch, Blanche, Ballhof, and McCollister.

All members signed an oath of office for membership in the Board of Commissioners, and Morris administered the oath of office to all members.

II. NEW BUSINESS

a. Election of officers

After a brief discussion of responsibilities, the following nominations were made and unanimously approved

Chairman	Elise Read	Motion by Hicks, second by Cherry
Vice-Chairman	Tyler Hicks	Motion by Read, second by Cherry
Secretary	Aaron Cherry	Motion by Read, Second by Laubscher
Treasurer	Jason Laubscher	Motion by Read, Second by Cole

b. Acceptance of agenda

Following Read's acceptance as Chairman, she called for the proposed agenda to be reviewed and accepted. Motion to accept the agenda as printed made by Hicks, seconded by Cherry, and adopted without objection.

c. Determination of terms of Commissioners

The design of the Board of Commissioners calls for initial terms to be staggered to provide for continuity. At the end of the initial term of service, all subsequent terms will be four years. Lots were drawn for two terms of one year, two terms of two years, and one term of four years. Hicks and Read drew terms of one year, Cole and Laubscher drew terms of two years, and Cherry drew the remaining four-year term.

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d. Discussion of resolution to appoint special council and related matters

Cherry asked if it was possible to get an item on the official ballot without funding. Morris advised that the Secretary of State would allow the proposition to be included on the ballot without funding, provided the debt be paid after the district is funded. Hicks and Read mentioned the potential for Capital Heights Neighborhood Association ("CHNA") to pay expenses of the District until the District becomes funded as long as the District would be authorized to reimburse CHNA. Read volunteered speak with the legislative auditor in order to find out more about this concept.

A motion to adopt Resolution No. 16-001 concerning the hiring of special council and execution of the contract was made by Hicks, seconded by Laubscher, and adopted without objection.

e. Discussion and/or approval of resolution to adopt an official journal

Read described Resolution No. 16-002, which would establish *The Advocate* as the official journal of the District. Read moved to adopt the resolution, Hicks seconded, and the motion was adopted without objection.

f. Discussion and/or approval of resolution calling a special election for December 10, 2016 to impose a parcel fee and providing for related matters

Read described the components of Resolution No. 16-003 to call a special election for the electors to vote on a proposition to authorize the imposition of a parcel fee. The District encompasses 750 improved lots, 262 unimproved lots, and 54 lots subject to the special assessment level. Estimated revenue from the first year of imposition of the parcel fee would be about \$84,000. From this amount, the board would anticipate paying for police patrols, legal fees, liability insurance for board members, the cost of a CPA if needed, and other administrative expenses. It was reiterated that if CHNA were to pay the initial expenses of the District, the District would have to reimburse CHNA.

The resolution provides that the proposition would be on the ballot of the special election to be held December 10, 2016, and the board would meet to canvass the election on January 18, 2017.

Hicks provided that CHNA has offered the use of their P.O. Box as the official mailing address of the Board of Commissioners. The address is (P. O. Box 67110, Baton Rouge, LA 70896).

Laubscher volunteered to contact *The Advocate* to get a public account rate for public notices for publications for the District. CHNA will temporarily pay fees.

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Motion to approve Resolution No. 16-003 made by Read, seconded by Cole and adopted without objection.

g. Discussion and/or approval of meeting schedule and location for 2016

A brief discussion was had about establishing a budget before the next CHNA general meeting. Since funding would not be available until January 2018, a budget of \$0 dollars would be sufficient and discussion of the budget was postponed until the January 18, 2017 meeting.


In addition, the Board agreed to consider adoption of bylaws and a schedule of meetings for 2017 at the meeting on January 18, 2017.

III. ANNOUNCEMENTS

- a. The next meeting will be November 2, 2016, 6:30p.m. at Ingleside Methodist Church.
- b. All board members are invited and encouraged to attend the CHNA general meeting November 13, 2016 at 3p.m. at Ingleside Methodist Church.
- c. It is expected that the first bill for Morris' fees would be payable in late September.
- d. All board members are required to complete one hour of ethics training with the State prior to December 31, 2016, which is accessible and available free of charge on the State ethics board website.

IV. Adjournment

- a. A motion to adjourn was made by Cherry at 8:06p.m, seconded by Cole, and adopted without objection.


Aaron Reed Cherry, Secretary 1/13/17


Elise Read, Chairman Jan 18, 2017