

**REGULAR MEETING OF THE MAYOR AND CITY COUNCIL
CITY OF PORT ALLEN, LOUISIANA
WEDNESDAY, JANUARY 14, 2026**

The City Council of the City of Port Allen, Louisiana met in regular session on Wednesday, January 14, 2026, in the Council Chambers of Port Allen City Hall.

Mayor Pattan called the meeting to order at 5:30 PM. The pledge of allegiance was recited. Council members present were Mrs. Joseph, Ms. Gordon, Mr. Hubble, Ms. King, Mr. Payne. There was a quorum present.

A motion was made by Ms. Gordon and seconded by Mrs. Joseph to approve the minutes of the regular meeting of December 10, 2025. A roll call vote was as follows: Yeas; Mrs. Joseph, Ms. Gordon, Mr. Hubble, Ms. King, Mr. Payne: Nays; None: Abstain; no one; Absent; no one: Motion passed.

An update was given on the property located at 626 Gladiolus Street. The owner addressed the council. With no vote taken, there was a consensus from the Council to give the owner 45 days to clean up the property

A motion was made by Ms. Gordon and seconded by Mr. Hubble to approve a resolution in support of preparing and submitting of an application for funding through the local government assistance program (LGAP). A roll call vote was as follows: Yeas; Mrs. Joseph, Ms. Gordon, Mr. Hubble, Ms. King, Mr. Payne: Nays; none: Abstain; no one: Absent; no one. Motion passed.

A motion was made by Ms. Gordon and seconded by Mrs. Joseph to approve a resolution in support of preparing and submitting of an application for funding through the Division of Administration Community Water Enrichment Fund (CWEF). A roll call vote was as follows: Yeas; Mrs. Joseph, Ms. Gordon, Mr. Hubble, Ms. King, Mr. Payne: Nays; None: Absent; no one: Abstain: no one: Motion passed.

A motion was made by Ms. Gordon and seconded by Mrs. Joseph to authorize Mayor Pattan to enter into a cooperative endeavor agreement on behalf of the city with Save Our Sons Organization in support of the 2026 Annual Black History Parade. A roll call vote was as follows: Yeas; Mrs. Joseph, Ms. Gordon, Mr. Hubble, Ms. King, Mr. Payne: Nays; None: Abstain; no one; Absent; no one. Motion passed.

A motion was made by Ms. Gordon and seconded by Ms. King to introduce a budget amendment in the 2025-2026 Sewer Fund to transfer \$175,000.00 for blowers and divertor sludge box for the improvement other the building line items in the Waste Water department (Treatment) (03-6258410' \$25,000.00 OF THE TRANSFER FRO THE Machinery and Equipment line item in Sewer Department (collection) (03-624845) and \$150,000.00 of transfer from the Water System line item in Sewer Department (collection) (03-624787). A roll call vote was as follows: Yeas; Mrs. Joseph, Ms. Gordon, Mr. Hubble, Ms. King, Mr. Payne: Nays; None: Abstain no one: Absent; no one. Motion passed.

A motion was made by Mrs. Joseph and seconded by Ms. King to approve the City of Port Allen to accept 2025 AD Valorem Tax payments without interest if received by January 31, 2026; after this date only those payments postmarked by December 31, 2025, would have interest waived. A roll call vote was as

follows: Yeas; Mrs. Joseph, Ms. Gordon, Mr. Hubble, Ms. King, Mr. Payne: Nays; None: Abstain no one: Absent; no one. Motion passed.

A motion by Mrs. Joseph and seconded by Ms. King approving to not charge the new utility deposit fees approved at the November 12, 2025 Council meeting (Code of Ordinances Appendix C, Section 20 (gas) and Section 26 (Eater) for current customers who transfer service from one address to another address provide that the customer current balance is 0 and has and no more than one late payment I the last six months. A roll call vote was as follows: Yeas; Mrs. Joseph, Ms. Gordon, Mr. Hubble, Ms. King, Mr. Payne: Nays; None: Abstain no one: Absent; no one. Motion passed.

A motion by Ms. Gordon and seconded by Mr. Payne to approve the Government Crime Policy from Rod Prejean and Associated and authorize Mayor Pattan to sign the contract. A roll call vote was as follows: Yeas; Mrs. Joseph, Ms. Gordon, Mr. Hubble, Ms. King, Mr. Payne: Nays; None: Abstain no one: Absent; no one. Motion passed.

A motion by Ms. Gordon and seconded by Mrs. Joseph approved the Facility Automation quote of \$9,986.00 to update our key coding system for the City of Port Allen. A roll call vote was as follows: Yeas; Mrs. Joseph, Ms. Gordon, Mr. Hubble, Ms. King, Mr. Payne: Nays; None: Abstain no one: Absent; no one. Motion passed.

A motion was made by Ms. Gordon and seconded by Ms. King to approve a quote of \$5,500.00 to J. Terrance Construction, LLC for labor and materials for repair work at the Maintenance Department building. A roll call vote was as follows: Yeas; Mrs. Joseph, Ms. Gordon, Mr. Hubble, Ms. King, Mr. Payne: Nays; None: Abstain no one: Absent; no one. Motion passed.

A motion was made by Ms. Gordon and seconded by Mrs. Joseph to approve the promotion of Officer Rushing Juneau to Corporal at a step/grade of 113-B. A roll call vote was as follows: Yeas; Mrs. Joseph, Ms. Gordon, Mr. Hubble, Ms. King, Mr. Payne: Nays; None: Abstain no one: Absent; no one. Motion passed.

A motion was made by Ms. Gordon and seconded by Mr. Payne to approve the hiring of Philip Mason as the Chief Administrative Officer for the City of Port Allen. A roll call vote was as follows: Yeas; Mrs. Joseph, Ms. Gordon, Ms. King, Mr. Payne: Nays; Mr. Hubble; None: Abstain no one: Absent; no one. Motion passed.

A motion was made by Ms. Gordon and seconded by Mr. Payne to authorize Mayor Pattan to advertise and hire a full-time Utility Clerk. A roll call vote was as follows: Yeas; Mrs. Joseph, Ms. Gordon, M

A motion was made by Ms. Gordon and seconded by Ms. King to approve the contract renewal to Pest Tech, LLC for the City of Port Allen. A roll call vote was as follows: Yeas; Mrs. Joseph, Ms. Gordon, Mr. Hubble, Ms. King, Mr. Payne: Nays; None: Abstain no one: Absent; no one. Motion passed.

Mayor Pattan opened a Public Hearing to obtain views to approve an ordinance to increase the salaries of elected and appointed officials for the city of Port Allen. The positions are: Mayor, Chief of Police, City Judge and City Marshal and Municipal Clerk. No one came forward to address the body. The Public Hearing was closed.

A motion was made by Ms. Gordo and seconded by Mrs. Joseph to revise Section 2-1 of Article II of Chapter 3 of the Port Allen Code of Ordinances for the purpose of setting new salaries of elected

positions of Mayor, Chief of Police, City Judge, City Marshal and appointed position of Municipal Clerk. The new salaries will reflect a 10% increase for the positions of Mayor and Chief of Police and a 6% increase for City Court Judge, City Marshall and Municipal Clerk. A roll call vote was as follows: Yeas; Mrs. Joseph, Ms. Gordon, Ms. King, Mr. Payne: Nays; Mr. Hubble None: Abstain no one: Absent; no one. Motion passed.

A motion was made by Ms. Gordon and seconded by Mr. Payne to approve a resolution to amend the stability portion of the City of Port Allen pay plan to \$100.00 for each full year of continuous full-time service completed by December 01 of each year with a maximum payment not to exceed \$2,000. Per year. A roll call vote was as follows: Yeas; Mrs. Joseph, Ms. Gordon, Mr. Hubble, Ms. King, Mr. Payne: Nays; None: Abstain no one: Absent; no one. Motion passed.

A motion was made by Ms. King and seconded by Mrs. Joseph to ratify action of the City of Port Allen not following Section 2-150 of the Code of Ordinance when the Municipal Clerk co-signed checks in the absence of the Director of Finance from December 5-17, 2025, when the Chief Administrative Officer position was vacant. A roll call vote was as follows: Yeas; Mrs. Joseph, Ms. Gordon, Mr. Hubble, Ms. King, Mr. Payne: Nays; None: Abstain no one: Absent; no one. Motion passed.

The update of progress on audit findings was given by Adrian Daigle, Director of Finance.

A motion by Ms. Gordon and seconded by Mr. Payne to approve the 2024-2025 financial statements audited by Ericksen Kerntel, certified public accountants submitted to the Louisiana Legislative auditor by the December 31, 2025 deadline. A roll call vote was as follows: Yeas; Mrs. Joseph, Ms. Gordon, Mr. Hubble, Ms. King, Mr. Payne: Nays; None: Abstain no one: Absent; no one. Motion passed.

The monthly financial report was presented by Mr. Adrian Daigle, Director of Finance.

There were no condemnations to report.

A motion was made by Ms. Gordon and seconded by Mrs. Joseph to approve the following alcoholic beverage permits in globo:

- Walgreens #15366/ P.O. Box 901/ Deerfield, IL 60015 / Class B Liquor
- Family Dollar/ 674 N Alexander Ave/ Port Allen, LA/ Class A Liquor
- Court Street Café/ 805 Court Street /Port Allen, LA / Class A Liquor
- Pic A Pac/ 306 S Alexander Ave/ Port Allen, LA / Class A Beer

Announcements

- City Hall will be closed on Monday in honor of MLK Day
- Poplar Grove Baptist Church will have its annual MLK Program on Monday beginning at 10:00 am
- Port Allen Geaux for Good give back to the community will be at 1:00 pm at the Depot.

With no further business, it was moved by Ms. Gordon and seconded by Mr. Payne and by unanimous consent, the meeting was adjourned at 6:43 PM.

Terecita P. Pattan, Mayor

Rose A. Roche', Municipal Clerk