

**REGULAR MEETING OF THE MAYOR AND CITY COUNCIL
CITY OF PORT ALLEN, LOUISIANA
WEDNESDAY, DECEMBER 14, 2022**

The Mayor and the City Council of the City of Port Allen, Louisiana met in regular session on Wednesday, December 14, 2022, in the Council Chambers of Port Allen City Hall.

Mayor Lee called the meeting to order at 5:38 PM. The pledge of allegiance was led by Mr. Adrian Daigle, Council members Present were: Mr. Brown, Mrs. Gordon, Mr. Hubble, Mrs. Lacy and Mr. Riviere. Absent: None

A motion was made by Mrs. Gordon and seconded by Mr. Riviere to approve the minutes of the regular meeting of November 9, 2022. The motion carried by unanimous consent of the members present.

A motion was made by Mr. Brown and seconded by Mrs. Gordon to amend the agenda to add item 5-A. Item 5-A is the 2021-2022 fiscal year audit report of the City of Port Allen by the CPA Firm of Provost, Salter and Alford. A roll Call vote was as follows: Yeas: Mr. Brown, Mrs. Gordon, Mr. Hubble, Mrs. Lacy, Mr. Riviere: Nays; None: Abstain; None. Motion passed.

A motion by Mr. Brown and seconded by Mrs. Gordon to amend the agenda to add items 14-A to approve a Class B alcoholic and beverage permit for Circle K and item 14-B to approve a Class B alcoholic and beverage permit for Walgreens. A roll call vote was as follows: Yeas; Mr. Brown, Mrs. Gordon, Mr. Hubble, Mrs. Lacy, Mr. Riviere: Nays; none: Abstain; none. Motion passed.

A motion was made by Mr. Riviere and seconded by Mrs. Lacy to introduce a budget amendment of \$15,000.00 to cover the cost of the contract for Data Center, LLC for redistricting services. A roll call vote was as follows: Yeas; Mr. Brown, Mrs. Gordon, Mr. Hubble, Mrs. Lacy, Mr. Riviere: Nays; none: Abstain; none/ Motion passed.

A motion was made by Mr. Brown and seconded by Mrs. Gordon to authorize Mayor Lee to approve the emergency repair of the effluent discharge line at the wastewater treatment facility in the amount of \$23, 767.98 by Spinks Construction. to approve the Data Center, LLC contract for redistricting services in the amount of \$15,000.00 A roll call vote was as follows: Yeas, Mr. Brown, Mrs. Gordon, Mr. Hubble, Mrs. Lacy, Mr. Riviere; Nays; None: Abstain; none. Motion Passed.

Toni Budde and Ken Alford presented an overview of their findings concerning the 2021-2022 budget Report for the city of Port Allen

A motion was made by Mr. Brown and seconded by Mrs. Gordon to approve funds for the Port Allen High School Girls track team for the purchase of uniforms in the amount of \$900.00 A roll call vote was as follows; Yeas; Mr. Brown, Mrs. Gordon, Mr. Hubble, Mrs. Lacy, Mr. Riviere: Nays: None; Abstain; none. Motion passed.

A motion was made by Mr. Riviere and seconded by Mr. Brown introducing an amendment providing for the revision of section 2-150 of the Port Allen Code of Ordinances regarding banking authority and signing checks. A roll call vote was as follows: Yeas: Mr. Brown, Mrs. Gordon, Mr. Hubble, Mrs. Lacy, Mr. Riviere: Nays; None. Abstain; none. Motion passed.

A motion was made by Mrs. Gordon and seconded by Mr. Brown to authorize Mayor Lee to make the following employee step increases as a result of these employees completing their six month probationary period:

- Caprisa Carter – Utility Clerk in Administrative Department will receive an increase from Step/Grade 109-C to 109-D retroactive to the pay period of June 10, 2022 – June 23, 2022.
- Marcus Williams – Class I operator in Wastewater Treatment Department will receive and increase from Step/Grade 110-B to 110-C retroactive to the pay period of September 15, 2022 – September 28, 2022. A roll call vote was as follows: Yeas; Mr. Brown, Mrs. Gordon, Mr. Hubble, Mrs. Lacy, Mr. Riviere: Nays; none: Abstain; none. Motion passed.

Condemnation Proceedings:

- It was moved by Mr. Riviere and seconded by Mrs. Gordon to condemn the property located at 1117 Avenue B in the City of Port Allen with a stipulation that the property be torn down in 60 days. A Roll vote was as follows: Yeas; Mr. Brown, Mrs. Gordon, Mr. Hubble, Mrs. Lacy, Mr. Riviere: Nays; none: Abstain; none. Motion passed.
- Mrs. Elzena Harris addressed the council concerning the property located at 1120 Avenue A she has obtained a demolition permit and the process of demolishing the structure has begun. There was no further action on this issue.

A motion was made by Mr. Riviere and Seconded by Mr. Brown to approve the following Alcoholic and beverage permits:

- Circle K – Class B
- Walgreens – Class B
- Chester Holdings, LLC DBA Court Street Café – Class A

A roll call vote was as follows: Yeas; Mr. Brown, Mrs. Gordon, Mr. Hubble, Mrs. Lacy, Mr. Riviere: Nays; none: Abstain; none. Motion passed

Announcements:

- The City of Port Allen will have its mandatory Sexual Harassment Training for employees and appointed officials on Thursday, December 22, 2022 in the Council Chambers beginning at 11:00 am. The annual awards ceremony will follow and a meal will be served.
- City Hall will be closed on December 26th for Christmas .
- City Hall will be closed on January 2nd for New Years
- Councilwoman Gordon's Toy Drive was a great success
- Councilwoman Lacy is still collection for her Christmas drive that will be distributed on Friday. This is the 9th year for this event.
- The City of Port Allen dodged another bullet with the last weather emergency.

A motion was made by Mr. Brown and seconded by Mr. Riviere to adjourn the meeting. Meeting was adjourned at 7:20 PM.

a/Richard N. Lee, III, Mayor

a/Rose A. Roche', Municipal Clerk