

MINUTES OF A REGULAR MEETING OF THE MAYOR AND CITY COUNCIL  
OF THE CITY OF ST. MARTINVILLE, LOUISIANA  
HELD ON THE 20<sup>th</sup> DAY OF MAY 2024.

The Mayor and City Council of the City of St. Martinville, Louisiana met in Regular Session on the 20<sup>th</sup> day of May 2024 at City Hall, their regular meeting place, pursuant to the call of the Mayor.

THERE were present: Jason Willis, Mayor

Mike Fuselier, Councilman

Carol Frederick, Councilman

Jonas Fontenette, Councilman

Janise Anthony, Councilman

Flo Chatman, Councilman

Allan L. Durand, City Attorney

THERE were absent: None

Mayor Jason Willis presiding called the meeting to order.

It was moved by Jonas Fontenette duly seconded by Flo Chatman and unanimously carried that the minutes of the regular meeting held May 6, 2024, hereby be approved for publication in the Teche News, the Official Journal of the City of St. Martinville.

Upon motion of Flo Chatman duly seconded by Janise Anthony and unanimously carried that the bills to be paid by the City Finance Committee hereby be approved for payment.

It was moved by Jonas Fontenette and duly seconded by Flo Chatman and unanimously carried that the following ordinance to amend the Operating Budget of Revenues and Expenditures for FY 2023-2024 be introduced:

## City of St. Martinville, Louisiana

AMENDED BUDGET ORDINANCE---FYE 6/30/24  
ORDINANCE NO. \_\_\_\_\_

*An Ordinance adopting an Amended Operating Budget of Revenues and Expenditures for the fiscal year beginning July 1, 2023 and ending June 30, 2024-- See attached Budget FYE 06/30/2024- Estimated Amounts.*

BE IT ORDAINED BY THE BOARD OF COUNCILMAN OF City of st. Martinville, LOUISIANA, in general session convened that:

SECTION 1: The attached detailed estimate of Revenues for the fiscal year beginning July 1, 2023 and ending June 30, 2024, be and the same is hereby adopted to serve as an Operation Budget of Revenues for the City of St. Martinville, during the same period.

SECTION 2: The attached estimates of Expenditures by departments for the fiscal year beginning July 1, 2023, and ending June 30, 2024, be and the same is hereby adopted to serve as a budget of Expenditures for the City of St. Martinville during the same period.

SECTION 3: The adoption of this Operating Budget of Expenditures be and the same is hereby declared to operate as an appropriation of the amount therein set forth within the terms of the budget classification.

SECTION 4: Amounts are available for expenditures only to the extent included with the 2023-24 budget document, presented as Estimated amounts.

SECTION 5: The Mayor of the City of St. Martinville shall have the authority to make changes within each department's operating budget to the extent that the department's total budget allocation is not modified without approval by the governing authority (Board of Councilman). Modifications which change a department's total budget allocation must be approved by the Board of Councilman. Additionally, all modifications to budgeted capital outlay must be approved by the Board of Councilman.

The above ordinance was adopted on a vote taken by yeas and nays entered on the minutes of the clerk as follows:

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

The ordinance is declared PASSED AND ADOPTED AT St. Martinville, Louisiana, on this the \_\_\_\_\_ day of June, 2024.

\_\_\_\_\_  
Jason Willis, Mayor

ATTEST:

\_\_\_\_\_  
Chief Financial Officer

Upon motion of Mike Fuselier and duly seconded by Flo Chatman and unanimously carried that the following ordinance to adopt the Operating Budget of Revenues and Expenditures for FY 2024-2025 be introduced:

CITY OF ST. MARTINVILLE, LOUISIANA  
BUDGET ORDINANCE---FYE 6/30/25

ORDINANCE NO. \_\_\_\_\_

*An Ordinance adopting an Operating Budget of Revenues and Expenditures for the fiscal year beginning July 1, 2024 and ending June 30, 2025  
-- See attached Budget FYE 6/30/2025.*

BE IT ORDAINED BY THE BOARD OF COUNCILMEN OF City of St. Martinville, LOUISIANA, in general session convened that:

SECTION 1: The attached detailed estimate of Revenues for the fiscal year beginning July 1, 2024 and ending June 30, 2025 be and the same is hereby adopted to serve as an Operation Budget of Revenues for the City of St. Martinville, during the same period.

SECTION 2: The attached estimates of Expenditures by departments for the fiscal year beginning July 1, 2024, and ending June 30, 2025, be and the same is hereby adopted to serve as a budget of Expenditures for the City of St. Martinville during the same period.

SECTION 3: The adoption of this Operating Budget of Expenditures be and the same is hereby declared to operate as an appropriation of the amount therein set forth within the terms of the budget classification.

SECTION 4: Amounts are available for expenditures only to the extent included with the 2024-25 budget.

SECTION 5: The Mayor of the City of St. Martinville shall have the authority to make changes within each department's operating budget to the extent that the department's total budget allocation is not modified without approval by the governing authority (Board of Councilman). Modifications which change a department's total budget allocation must be approved by the Board of Councilman. Additionally, all modifications to budgeted capital outlay must be approved by the Board of Councilman.

The above ordinance was adopted on a vote taken by yeas and nays entered on the minutes of the clerk as follows:

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

The ordinance is declared PASSED AND ADOPTED AT St. Martinville, Louisiana, on this the \_\_\_\_\_ day of June, 2024.

\_\_\_\_\_  
Jason Willis, Mayor

ATTEST:

\_\_\_\_\_  
Chief Financial Officer

Upon recommendation of Mayor Willis, it was moved by Flo Chatman duly seconded by Jonas Fontenette and unanimously carried that Pamela Savoy be hired as full-time Cashier with a pay grade of 106 (\$12.00/hr).

Upon recommendation of Mayor Willis for the council to approve a pay adjustment for Mayor's salary from \$57, 876.00 to \$79,872.00 annually and council's monthly salary from \$763.88 to \$1,000.00, it was moved by Jonas Fontenette duly seconded by Flo Chatman that approval be granted.

Following comments of support from the community, a substitute motion was made by Carol Frederick that the mayor's salary be reverted to \$4,946.92 which was prior to the Mayor and Councilmembers agreement to reduce their salary by 5% in 2017 due to budget cut, then consider an increase effective with the next term.

Ms. Frederick's motion failed due to a lack of a second.

A second substitute motion was made by Mike Fuselier duly seconded by Carol Frederick and unanimously carried that the salary for Mayor be adjusted from \$57,876.00 to \$73,350.00, which is equal to the current salary set for the Mayor of Breaux Bridge, and the monthly salary for the council members be adjusted from \$763.88 to \$1,000.00.

Mr. Fuselier's motion being submitted to a vote, the vote thereon was:

Yeas: M.Fuselier, C.Frederick, and J.Anthony

Nays: J.Fontenette and F.Chatman

Absent: None

Mr. Fuselier's motion passed.

Salary adjustments are contingent upon the Governor's approval of Ordinance #24-01 regarding the setting of salaries for Mayor and Council.

Mayor Willis spoke about the Water Consolidation. Several St. Martin Parish Councilmembers were present to speak on the matter as well. Ms. Pam Granger of McBade's Engineering was also present and advised that her professional opinion is that the City should move forward with the Water Consolidation Project in conjunction with St. Martin Parish Government.

City Attorney Allan Durand exited the meeting.

It was moved by Mike Fuselier duly seconded by Janise Anthony and unanimously carried that a Budget Hearing be set for Monday, June 3, 2024 at 4:30pm.

It was moved by Mike Fuselier duly seconded by Carol Frederick and unanimously carried that Mayor Willis be authorized to enter into contract with Sides & Associates for website support not to exceed \$5,700.00. Mayor Willis stated the retainer with the current firm will be discontinued.

Upon recommendation of CRT Director Danielle Fontenette, it was moved by Mike Fuselier duly seconded by Flo Chatman and unanimously carried that the reinstatement of the following pool staff and the hiring of Cleveland Lee with a pay grade of 105 (\$11.00/hr) be approved:

Tanner Harrison	Lifeguard
Adam Stelly	Lifeguard
Angelle Pickney	Lifeguard
Amarie Jean Batiste	Lifeguard
Cleveland Lee	Lifeguard
Landon Kately	Lifeguard
Jakala Austin	Lifeguard
Gwendolyn Louis	Pool Attendant

CRT Director Danielle Fontenette advised the council of the summer sports camps that are scheduled and briefly updated the council regarding the Festival Grounds Committee meeting.

Upon recommendation of CRT Director Danielle Fontenette, it was moved by Mike Fuselier duly seconded by Flo Chatman and unanimously carried that approval be ratified to hold Tunes on the Teche and sell alcohol on Friday, May 24<sup>th</sup> on Evangeline Blvd.

Upon recommendation of CRT Director Danielle Fontenette, it was moved by Carol Frederick duly seconded by Flo Chatman and unanimously carried that approval be granted to change the date for the 4<sup>th</sup> of July Festival in Magnolia Park from Sunday, June 30<sup>th</sup> to Saturday, June 29<sup>th</sup>.

It was moved by Mike Fuselier duly seconded by Flo Chatman and unanimously carried that the authorization of payment for delinquent taxes to SMPSO for property located at 731 Lewis Street be tabled.

ORDINANCE 24-03

*An Ordinance by the City Council of the City of St. Martinville raising the maximum fines for violations of City Ordinances to \$500, and related matters*

WHEREAS the City of St. Martinville has amended its Charter to raise the maximum fine which may be levied by the Mayor and Council for violations of its City Ordinances from \$50 per offense to \$500 per offense, and

WHEREAS the City Council has been advised that it is necessary to similarly amend its Ordinances to provide for the higher fine, and

WHEREAS the City Council has determined that any violation of any City Ordinance should be punishable by a fine and/or imprisonment as currently provided by City Ordinance, and

WHEREAS, the City Council believes that this is especially true with regard to violation of the City Ordinances regarding building permits,

THEREFORE be it ordained that Sections 1-8 and 7-1 of the Code of Ordinances for the City of St. Martinville be and the same is hereby amended to as follows:

Section 1-8 is amended to increase the maximum possible fine from \$50 to \$500, and to further add the following sentence: “Any violation of any ordinance shall be subject to the penalties provided by this section, and any police officer may issue citations for any such violations. ”.

Section 7-1 is amended to add the following subparagraph: “(e) A failure to secure a building permit when required, or any intentional violation of a building permit shall be subject to the penalties provided in Section 1-8 of the Code of Ordinances. Any police officer or employee in the City Permits Department is authorized to issue citations for any such violations”.

The foregoing Ordinance was offered by Flo Chatman duly seconded by Mike Fuselier, and upon being submitted to a vote, the vote was :

Yeas: M.Fuselier, C.Frederick, J.Fontenette, J.Anthony and F.Chatman

Nays: None

Absent: None

The Ordinance was thereon declared adopted on the 20<sup>th</sup> day of May, 2024.

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JASON WILLIS, Mayor

Upon recommendation of Utility Supervisor Shika Hector, it was moved by Carol Frederick, duly seconded by Mike Fuselier and unanimously carried that the following Utility Department Cash Overages/Shortages/Balancing Issues, and Payment Errors Policy be adopted. Utility Supervisor Shika Hector stated that all employees will be given and will sign acknowledging receipt of said policy.

## **I. PURPOSE/OBJECTIVE**

To provide guidance for employees that handle cash and to document the course of action for employees who consistently have cash overages, shortages, balancing issues, and payment errors.

## **II. STATEMENT OF POLICY**

Employees who handle cash are expected to be careful and accurate and to settle their funds each day without overages and/or shortages. The City of St Martinville recognizes the possibility of differences occurring from time to time. However, these occurrences should be minimal. One or more of the following will happen to repeat offenders:

### **A. Procedure:**

1. The employee will attempt to find the errors themselves.
2. The employee will get the head cashier to attempt to find the error if they are not able to find it themselves. If the error is not found, it will be turned over to the billing supervisor for final audit.
3. If the error is still not found, the batch will be closed per the supervisor.
4. The employee will document the shortage or overage of funds into the total collection's ledger.
5. The employee understands that any shortage, with the least amount being \$0.01, must be paid back in full.
6. The employee understands that even though a shortage is paid back, the employee will still receive disciplinary action for the full amount of the shortage.
  - Option 1: Receiving a Voluntary Payroll Deduction Authorization form to have the full amount or installment amounts of the shortage automatically deducted from your paycheck until it is paid in full. Full Payments or installments to be determined by Mayor.
  - Option 2: Paying the shortage back in full out of pocket.
7. The employee understands that any overage, with the least amount being \$0.01, must be turned into your direct supervisor.
8. The employee has the right to include Human resources or the Mayor in absence of Human resources in all disciplinary steps.
9. The city has the right to terminate an employee at any time if they are not fulfilling their job responsibilities as a cashier.

**Documentation:** Any warning or disciplinary action involving cash overages, shortages, balancing issues and payment errors will remain on record for 1 calendar year in the employee's personnel file.

**B. Verbal Warning:** A documented verbal warning will be given if an employee has cumulative balancing issues, payment errors, cash overages and/or shortages of 25 dollars or more in one month, or 5 dollars in a day. The employee will be retrained.

**C. Written Warning:** All warnings for shortages and/ or overages after the first verbal warning will be written warnings. The second warning will be a written warning. A written warning will be issued if an employee exceeds a total of 3 or more balancing issues, payment errors, cash overages and/or shortages in any month.

**D. Possible Suspension:** An employee MAY be suspended without pay if:

1. They receive 2 written warnings for exceeding \$25 or more in shortages and/or overages in a single month or \$5 in a day. If they receive 2 written warnings for exceeding 3 or more errors in balancing and/or payment errors in a single month.
2. They have a single overage and/or shortage of \$50 or more.
3. Employee will go before Mayor and council in executive session at next council meeting.

**E. Possible Termination:** An employee MAY be terminated if:

1. They receive three written warnings for violating this overage and/ or shortage policy or two verbal warnings and one written warning in a single month.
2. They exceed a cumulative total of \$100 in overages and/or shortages in a single month.
3. They have a single overage and/or shortage of \$100 or more.
4. Refer to handbook for further information.

**F. Termination Process:**

1. The employee will be placed on leave without pay.
2. The employee will be placed on the next council meeting agenda for termination.
3. The employee will have a chance to defend themselves in executive session.
4. Determination of termination will be made by Mayor and Council immediately following Executive session, unless otherwise noted.



A discussion was held to follow up on the list of customers requesting accommodation for electrical service. Utility Supervisor Shika Hector will present a policy of how to handle these requests at the next meeting.

Utility Supervisor Shika Hector updated the council of issues in the department. She stated that the sign has been ordered to put up at the drive-thru entrance stating requirement for transactions to be handled by drive thru.

It was moved by Mike Fuselier duly seconded by Flo Chatman and unanimously carried that the contract for COO Kimya Cruz be tabled until the next council meeting.

It was moved by Mike Fuselier duly seconded by Janise Anthony and unanimously carried that the employment status of Purvis Cormier be changed from Grass Crew Laborer to Lineman Groundman with a paygrade of 105 (\$10.30/hr).

Upon recommendation of Chief Ricky Martin, it was moved by Mike Fuselier duly seconded by Carol Frederick and unanimously carried that Jalen Davis, Hunter Domingue and Jeffery Raiford be hired as full-time Non-Post Certified Police Officer with a pay rate of \$14.10/hr.

Upon recommendation of Chief Ricky Martin, it was moved by Mike Fuselier duly seconded by Jonas Fontenette and unanimously carried that Zachary Segura be hired as full time Post-Certified Police Officer with pay rate of \$16.57/hr.

Councilwoman Flo Chatman excused the meeting.

It was moved by Mike Fuselier duly seconded by Jonas Fontenette and unanimously carried that the personnel matter for Jory Gary be tabled. Mr. Gary will remain on paid administrative leave. Chief Ricky Martin requested that it be documented that the council is responsible for negligent retention.

There being no further business to come before the Mayor and City Council, Mayor Willis adjourned the meeting upon motion of Mike Fuselier and duly seconded by Jonas Fontenette.

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JASON WILLIS, MAYOR

ATTEST:

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LORRIE M POIRIER, CITY CLERK