

**REGULAR MEETING OF THE MAYOR AND CITY COUNCIL
CITY OF PORT ALLEN, LOUISIANA
WEDNESDAY, DECEMBER 9, 2020**

The Mayor and City Council of the City of Port Allen, Louisiana, met in Regular Session at 5:30 p.m. on Wednesday, December 9, 2020 in the Council Chambers at Port Allen City Hall.

Mayor Lee called the meeting to order at 5:30 p.m. and asked Charlene Gordon to lead the pledge of allegiance. A roll call vote resulted as follows:

Present: Ray Helen Lawrence, Garry Hubble, Brandon Brown, Hugh Riviere

Absent: Carey Williams

Mrs. Ray Helen Lawrence moved to approve the Minutes of the Regular Meeting of November 11, 2020. Mr. Brandon Brown seconded the motion. Mayor Lee asked if there was any opposition. There was none and the motion carried by unanimous consent of the members present.

Mayor Lee read aloud the procedure for public participation at the Regular Meetings of the Port Allen City Council in accordance with state statutes and local ordinances.

Mayor Lee recognized Ken Alford of Provost, Salter, Harper and Alford to review the fiscal year 2019-2020 audit report regarding the financial condition of the City of Port Allen. The Mayor and City Council was provided a copy of a summarized version of the document draft. No further action was taken by the City Council.

Mayor Lee explained to the City Council that he intended to provide year-end merit increases to several employees. Mr. Hugh Riviere asked if he could have a list of the proposed increases. Mayor Lee stated that he did not have a list. Mr. Brandon Brown moved to authorize the salary adjustments for these merit increases. Mrs. Ray Helen Lawrence seconded the motion. Mayor Lee asked if there was any opposition. There was none. A roll call vote resulted as follows: YEAS: Brown, Lawrence. NAYS: Hubble, Riviere. ABSENT: Williams. After a tie vote from the members present and voting, Mayor Lee cast the deciding vote in favor of the raises. The motion carried.

Mayor Lee explained to the City Council that he intended to provide a step increase of 2% for Kerek Tillman in Water and Gas and Triston Dogan in Wastewater Treatment for assigned additional tasks of identifying and marking all utility service item locations throughout the city with the Trimble G.P.S. devices. Mrs. Ray Helen Lawrence seconded the motion. Mayor Lee asked if there was any opposition. There was none. A roll call vote resulted as follows: YEAS: Brown, Hubble, Lawrence, Riviere. NAYS: None. ABSENT: Williams. The motion carried.

Mayor Lee explained to the City Council the reason he was asking to hire a temporary part-time employee to fill a temporary vacant office clerk position due to a utility clerk taking Family Medical Leave between December 15, 2020 through January 28, 2021. Mrs. Ray Helen Lawrence moved to authorize Mayor Lee to advertise, interview and hire a temporary part-time employee to fill a temporary vacant office clerk position until January 28, 2021. Mr. Brandon Brown seconded the motion. Mayor Lee asked if there was any opposition. There was none. A roll call vote resulted as follows: YEAS: Brown, Lawrence. NAYS: Hubble, Riviere. ABSENT: Williams. After a tie

vote from the members present and voting, Mayor Lee cast the deciding vote in favor of hiring the temporary part-time employee until January 28, 2021. The motion carried.

Mr. Evan Alvarez began to provide the City Council with evidence and information regarding the potential condemnation of the property located at 634 Georgia Avenue. A representative of Community Loan Servicing asked to be heard and asked for a continuance of the proceedings for 120 because they had only recently learned of this issue and needed time to try and assist the homeowner in getting the property up to code. The City Council declined to grant the continuance. Attorney Alvarez provided information and evidence regarding the property located at 634 Georgia Avenue. The main areas of concern were the garage, a shed on the property, a fence, and vegetable growing on the property. After considering the evidence presented, the City Council found that nine sections of the City of Port Allen's Code of Ordinances had been violated and the property should be condemned. The owner of the property was present and appealed to the City Council to allow her additional time to get the property up to code. Mr. Hugh Riviere moved to condemn the property. Mr. Brandon Brown seconded the motion. Mayor Lee asked if there was any opposition. There was none. A roll call vote resulted as follows: YEAS: Brown, Hubble, Lawrence, Riviere. NAYS: None. ABSENT: Williams. The motion carried.

The Chief Administrative Officer stated that there were seven (7) liquor license renewal requests pending from Court Street Café for Class A Liquor for onsite consumption, Hubbens Grocery for Class B Liquor for offsite consumption, Easy Mile for Class B Liquor for offsite consumption, Port Allen Seafood, LLC for Class B Liquor for offsite consumption, Circle K Stores for Class B Liquor for offsite consumption, Walgreen's #15366 for Class B Liquor for offsite consumption, and Jack's Place for Class A Liquor for onsite consumption. Mr. Hugh Riviere moved to approve all seven (7) license renewals, in globo. Mr. Brandon Brown seconded the motion. Mayor Lee asked if there was any opposition. There was none. A roll call vote resulted as follows: YEAS: Brown, Hubble, Lawrence, Riviere. NAYS: None. ABSENT: Williams. The motion carried.

Mayor Lee read a Commendation Proclamation for Mrs. Ray Helen Lawrence for her dedicated service to the citizens of the City of Port Allen for over twenty years.

There being no further business to come before the City Council, Mr. Hugh Riviere moved to adjourn. Mr. Brandon Brown seconded the motion. The motion carried without objection and the meeting adjourned at 6:53 p.m.

s/ Richard N. Lee, III
Richard N. Lee, III, Mayor

s/ Audrey A. McCain
Audrey A. McCain, City Clerk