**PROCEEDINGS OF THE MAYOR AND THE BOARD OF ALDERMEN OF THE CITY OF RAYNE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING, HELD ON MAY 08, 2017.**

The Mayor and Board of Aldermen of the City of Rayne, Louisiana, met in regular session at their regular meeting place the City Hall, Rayne, Louisiana, on Monday, May 08, 2017 at 6:00 (six) o’clock p.m.

There were present: Mayor Charles “Chuck” Robichaux, Lendell J. “Pete” Babineaux, Kenneth J. Guidry, Calise Michael Doucet and James A. “Jimmy” Fontenot.

There were absent: Curtrese L. Minix

The Mayor and the Board of Aldermen of the City of Rayne, State of Louisiana, were duly convened as the governing authority of said City, by Mayor Charles “Chuck” Robichaux, who stated that the Board was ready for the transaction of business.

There was a motion by Calise Michael Doucet to dispense with the reading of minutes of the April 10, 2017 regular council meeting and approved them as written and distributed. This was seconded by Lendell J. “Pete” Babineaux and motion carried.

YEAS: 4 – Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

NAYS: 0 ABSTAIN: 0 ABSENT: 1 - Curtrese L. Minix

On a motion by James A. “Jimmy” Fontenot and a second by Calise Michael Doucet, to open the Public Hearing for the purpose of discussing Ordinance # 1099.

YEAS: 4 – Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

NAYS: 0 ABSTAIN: 0 ABSENT: 1 - Curtrese L. Minix

1. Propose of Ordinance #1099,An Ordinance to Supplement and Amend Appendix A-Zoning; Part 9, Part 14, Section 6.2.

After some discussion, there was a motion by Lendell J. “Pete” Babineaux and a second by Kenneth J. Guidry, to close the Public Hearing on the proposed Ordinance # 1099.

YEAS: 4 – Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

NAYS: 0 ABSTAIN: 0 ABSENT: 1 - Curtrese L. Minix

The following ordinance was offered by Lendell J. “Pete” Babineaux, duly seconded by Kenneth J. Guidry, and duly resolved and adopted on **8th** day of **May, 2017.**

**ORDINANCE 1099**

To supplement and amend Appendix A-Zoning, Part 9 Definitions, to add 9.34 Nonconforming Uses to read as follows:

9.34    Nonconforming Use:   a land lawfully used, and /or structure legally

existing and /or used at the time of adoption of this ordinance, or any amendment thereto, which does not conform with the height, lot area, yard requirements, or use regulations of the district in which it is located.

To Supplement and amend Appendix A-Zoning Part 14 (A) Permission for

Additional Home Occupations and Trailers to read as follows

14 (A) By motion, the mayor and board of aldermen may authorize such uses

as, but not limited to, beauty parlors, barber shops, nursery schools,

kindergartens, day care centers, art studios and schools, craft schools, photographer's studios, music instruction in groups, dancing schools, small repair shops to operate as home occupations, trailers, and/or nonconforming uses provided the following provisions are complied with:

To supplement and amend Appendix A-Zoning, Section 6.2. Nonconforming

Uses, 6.204 and to add Part (A) to read as follows:

6.204 No building, structures, businesses, or premises where a

nonconforming use has ceased for the reasons other than those stated in Section 6.203 for a period of more than six months or has changed to a permitted or conforming use, shall again be used as a nonconforming use.

(A) Any business, located outside of the zoning district in which it was

intended for, that ceases operations or changes ownership for any other reason than those specified in Section 6.203, shall be required to follow the variance procedure outlined in Part 14 (B).

After being considered section by section and being put to a vote on the whole, thereon was as follows:

YEAS: 4 –Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

NAYS:

ABSENT: 1- Curtrese L. Minix

And the said ordinance was therefore declared adopted on this **8th** day of **May, 2017**.

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CHARLES ROBICHAUX, MAYOR ANNETTE CUTRERA, CITY CLERK

The above ordinance was present to the Mayor by the Clerk, approved by the Mayor and returned to the Clerk on this **8th** day of **May, 2017.**

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CHARLES ROBICHAUX, MAYOR ANNETTE CUTRERA, CITY CLERK

The resolution was offered by Lendell J. “Pete” Babineaux, duly seconded by Calise Michael Doucet, and duly resolved and adopted on **8th** day of **May, 2017.**

**RESOLUTION**

**BE IT RESOLVED**, that the following millage(s) are hereby levied on the **2017** tax roll on all property subject to taxation by the **City of Rayne:**

MILLAGE

General Alimony 7.10 mills

Parks and Recreation 5.00 Mills

**BE IT FURTHER RESOLVED** that the proper administrative officials of the Parish of Acadia, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year **2017**, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

The foregoing resolution was read in full, the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

YEAS: 4 – Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

NAYS:

ABSTAINED:

ABSENT: 1 - Curtrese L. Minix

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CERTIFICATE

I hereby certify that the foregoing is a true and exact copy of the resolution adopted at the board meeting held on May 8, 2017, at which meeting a quorum was present and voting.

City of Rayne, Louisiana, this **8th** day of **May, 2017.**

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Charles E. Robichaux, Mayor Annette R. Cutrera, City Clerk

The following resolution was offered by James A. “Jimmy” Fontenot, seconded by Calise Michael Doucet and adopted on this **8th** day of **May, 2017.**

**RESOLUTION**

**A RESOLUTION AUTHORIZING FOUR (4)**

**CITY OFFICIALS/EMPLOYEES TO SIGN THE**

**REQUEST FOR PAYMENT FORMS**

**FOR THE LOUISIANA COMMUNITY**

**DEVELOPMENT BLOCK GRANT PROGRAM**

**WHEREAS**, the City of Rayne has been awarded a Fiscal Year 2017 Louisiana Community Development Block Grant; and

**WHEREAS**, under the Louisiana Community Development Block Grant Program, a maximum of four (4) City officials and/or employees are to be authorized to sign the Louisiana CDBG Request for Payment forms to draw down funds from said grant; and

**WHEREAS**, in order to draw down funds, an authorized signature card must be completed with the signatures of a maximum of four (4) City officials and/or employees in addition to one (1) person who is to be authorized to witness the signing of the authorized signature card.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Aldermen of the City of Rayne that the following City officials and employees are the only persons hereby authorized to sign Request for Payment forms under the 2017 Louisiana Community Development Block Grant Program:

Charles E. Robichaux

Lendell J. Babineaux

Annette R. Cutrera

Shelly C. Daigle

**BE IT FURTHER RESOLVED** that Brittney E. Cummings is hereby authorized to witness and certify that the above mentioned City officials and employees actually sign the authorized signature card for the Louisiana Community Development Block Grant Program.

**THEREUPON**, the above resolution was duly adopted.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: 4 – Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

NAYS:

ABSENT: 1 – Curtrese L. Minix

This resolution was declared adopted on this **8th** day of **May, 2017.**

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Charles E. Robichaux, MAYOR Annette R. Cutrera, CITY CLERK

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**C E R T I F I C A T E**

**I**, ANNETTE R. CUTRERA, Clerk of the City of Rayne, do hereby certify that the above is a true and exact copy of a resolution adopted by the Board of Aldermen on May 8, 2017 at which time a quorum was present and voting.

**ANNETTE R. CUTRERA**

**CLERK**

**CITY OF RAYNE**

The following resolution was offered by James A. “Jimmy” Fontenot, seconded by Lendell J. “Pete” Babineaux and duly resolved and adopted on this **8th** day of **May, 2017.**

**RESOLUTION**

**A RESOLUTION GRANTING THE AUTHORITY**

**TO MAYOR CHARLES E. ROBICHAUX TO SIGN AND**

**SUBMIT ALL NECESSARY DOCUMENTS IN**

**CONNECTION WITH THE LOUISIANA**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**WHEREAS**, the City of Rayne has been awarded a Fiscal Year 2017 Louisiana Community Development Block Grant; and

**WHEREAS**, this federal grant program involves a significant amount of documentation and reporting.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Aldermen of the City of Rayne that the Honorable Charles E. Robichaux, Mayor, is hereby authorized to sign and submit all of the necessary documents in connection with the 2017 Louisiana Community Development Block Grant awarded to the City of Rayne.

**THEREUPON**, the above resolution was duly adopted.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: 4 – Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

NAYS:

ABSENT: 1- Curtrese L. Minix

This resolution was declared adopted on this **8th** day of **May, 2017**

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Charles E. Robichaux, MAYOR Annette R. Cutrera, CITY CLERK

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**C E R T I F I C A T E**

**I**, ANNETTE R. CUTRERA, Clerk of the City of Rayne, do hereby certify that the above is a true and exact copy of a resolution adopted by the Board of Aldermen on May 8, 2017 at which time a quorum was present and voting.

**ANNETTE R. CUTRERA**

**CLERK**

**CITY OF RAYNE**

The following resolution was offered by Calise Michael Doucet, seconded by Kenneth J. Guidry and duly resolved and adopted on this **8th** day of **May, 2017.**

**RESOLUTION**

**A RESOLUTION ESTABLISHING A SEPARATE,**

**NON-INTEREST BEARING CHECKING ACCOUNT FOR THE**

**LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**WHEREAS**, the City of Rayne has been awarded a Fiscal Year 2017 Louisiana Community Development Block Grant; and

**WHEREAS**, said funds from the State shall be deposited directly in a financial institution of the City's choosing as they are requested; and

**WHEREAS**, the City must establish a separate bank account for the Louisiana Community Development Block Grant funds.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Aldermen of the City of Rayne, that a separate, non-interest bearing checking account shall be established at the Rayne State Bank and that the Honorable Charles E. Robichaux, Mayor, shall execute the appropriate forms as required by the Division of Administration.

**THEREUPON**, the above resolution was duly adopted.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: 4 – Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

NAYS:

ABSENT: 1- Curtrese L. Minix

This resolution was declared adopted on this **8th** day of **May, 2017.**

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Charles E. Robichaux, MAYOR Annette R. Cutrera, CITY CLERK

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**C E R T I F I C A T E**

**I**, ANNETTE R. CUTRERA, Clerk of the City of Rayne, do hereby certify that the above is a true and exact copy of a resolution adopted by the Board of Aldermen on May 8, 2017 at which time a quorum was present and voting.

**ANNETTE R. CUTRERA**

**CLERK**

**CITY OF RAYNE**

The following resolution was offered by Kenneth J. Guidry and seconded by Lendell J. “Pete” Babineaux and adopted on the **8th** day of **May, 2017.**

**RESOLUTION**

**BE IT RESOLVED** that the Mayor of the City of Rayne be herein authorized to apply for and to obtain Visa Credit Cards for the purpose of making purchases for the City. One card shall be issued to the City of Rayne using the City’s tax identification number with the Mayor’s name on the card. A second card shall be issued using the City’s tax identification number with the Clerk’s name on the card.

**Security**

The municipal clerk is to maintain a listing of all credit cards, including the card numbers, and the telephone numbers of the credit card companies.

The clerk is responsible for securing credit cards under lock.

Employees must immediately notify the clerk if a credit card is missing (lost or stolen). The clerk is responsible for notifying the mayor and immediately canceling the card. If a card is stolen, the mayor or clerk is to notify law enforcement.

**Issuance**

The clerk is to maintain a written log for each credit card to account for the “check-out” and return of credit cards. The log will contain the (1) business purpose for using the card ; (2) the purchase order number; (3) the department head’s or the mayor’s signature approving the issuance of the card; (4) dates and times of issue and return; and (5) signatures of both the clerk and the employee upon issuance and return of the card.

**Usage**

Any personal use or unauthorized use of a credit card may result in immediate termination of employment.

All purchases must be approved in accordance with the municipality’s purchasing policies and procedures prior to the transaction. The approved purchase order is to be submitted to the clerk

The following purchases are not allowed:

Cash advances on credit cards

Alcoholic beverages

Tobacco products

Prescriptions and drugs

Capital equipment and upgrades over $1,000

Purchases made by credit card must not circumvent the municipality’s purchasing policies/procedures or the Louisiana Public Bid Law (e.g., splitting purchases).

Employees are responsible for obtaining receipts/documentation as proof of purchase and for documenting the business purpose on the receipts. Receipts for any meals and entertainment expenditures also must contain documentation of the names of all persons participating and the business discussed.

The card and the receipts/documentation are to be returned to the clerk upon completion of the transaction.

An employee is responsible for all use of the credit card until it is returned to the clerk.

The mayor is responsible for notifying the district attorney and the Legislative Auditor of any misappropriation of funds or assets of the municipality.

**Recordkeeping**

The clerk is responsible for reviewing the receipts and documentation for propriety (authorization to purchase, documentation of business purpose, etc.) upon the return of the card.

At the end of each month, the clerk is to compare the card issuance log, purchase documentation, and purchase orders to the monthly card statement. During this review, the clerk is to ensure that: (1) all card purchases were documented on the issuance log (checking for card usage approval); (2) all purchases are supported by documentation (checking for inappropriate purchases and completeness of purchase documentation); and (3) all purchases were supported by an approved purchase order (checking for proper approval for the purchases).

Any purchase/charge without appropriate supporting documentation requires a detailed explanation and description and the written approval of the mayor.

The clerk is to attach the receipts and documentation to the monthly statement and submit to the mayor for review and approval (in writing) before payment is made.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: 4 – Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

NAYS:

ABSTAINING:

ABSENT: 1- Curtrese L. Minix

And this resolution was declared adopted on this, the **8th** day of **May, 2017.**

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Charles E. Robichaux, MAYOR Annette R. Cutrera, CITY CLERK

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**C E R T I F I C A T E**

**I**, ANNETTE R. CUTRERA, Clerk of the City of Rayne, do hereby certify that the above is a true and exact copy of a resolution adopted by the Board of Aldermen on May 8, 2017 at which time a quorum was present and voting.

**ANNETTE R. CUTRERA**

**CLERK**

**CITY OF RAYNE**

On a motion by James A. “Jimmy” Fontenot and a second by Calise Michael Doucet, the City of Rayne Audit Report for fiscal year 10-1-15 through 9-30-16 which was prepared by Thibodeaux & Company, L.L.C. was accepted.

YEAS: 4 – Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

NAYS: 0 ABSTAIN: 0 ABSENT: 1 - Curtrese L. Minix

On a motion by Kenneth J. Guidry and a second by James A. “Jimmy” Fontenot, the City Council approved recommendations of the Planning and Zoning Commission Board for Mr. and Mrs. Steve Robicheaux to construct a drive thru for a snow cone business located at the corner of N. Adams Ave and W. Edwards.

YEAS: 4 – Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

NAYS: 0 ABSTAIN: 0 ABSENT: 1 - Curtrese L. Minix

On a motion by Kenneth J. Guidry and a second by James A. “Jimmy” Fontenot, the City Council approved recommendations of the Planning and Zoning Commission Board for concerned citizens to revert the property known as 400 McGown St. from its current C-2 zoning back to its original R-3.

YEAS: 4 – Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

NAYS: 0 ABSTAIN: 0 ABSENT: 1 - Curtrese L. Minix

On a **Motion to TAKE from the Table** by Calise Michael Doucet and a second by James A. “Jimmy” Fontenot, the property located at 806 West S First, 808 West S First St, and 210 Seventh St.

YEAS: 4 – Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

NAYS: 0 ABSTAIN: 0 ABSENT: 1 - Curtrese L. Minix

On a motion by Lendell J. “Pete” Babineaux and a second by Kenneth J. Guidry, the owner of the property located 806 West S First was given **90 days from June 12, 2017** to provide Council with a plan of action or it will automatically need to be demolished.

YEAS: 4 – Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

NAYS: 0 ABSTAIN: 0 ABSENT: 1 - Curtrese L. Minix

On a motion by Lendell J. “Pete” Babineaux and a second by Kenneth J. Guidry, the owner of the property located 808 West S First was given **90 days from June 12, 2017** to provide Council with a plan of action or it will automatically need to be demolished.

YEAS: 4 – Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

NAYS: 0 ABSTAIN: 0 ABSENT: 1 - Curtrese L. Minix

On a motion by Lendell J. “Pete” Babineaux and a second by Kenneth J. Guidry, the owner of the property located 210 Seventh St was given **90 days from June 12, 2017** to provide Council with a plan of action or it will automatically need to be demolished.

YEAS: 4 – Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

NAYS: 0 ABSTAIN: 0 ABSENT: 1 - Curtrese L. Minix

On a motion by Lendell J. “Pete” Babineaux and a second by Kenneth J. Guidry the City Council approved a request by Chieft Stelly to donate a K-9 Labrador Retriever to the Iota Police Department.

YEAS: 4 – Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

NAYS: 0 ABSTAIN: 0 ABSENT: 1 - Curtrese L. Minix

On a motion to **LAY ON THE TABLE** by James A. “Jimmy” Fontenot and a second by Calise M. Doucet, the application for a Liquor License Permit for Joubert Palace owned by Lillian B. Senegal located at 400 N. McGown, Rayne, LA 70578.

YEAS: 4 – Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

NAYS: 0 ABSTAIN: 0 ABSENT: 1 - Curtrese L. Minix

Mayor announced the Final DOTD Interchange Justification Report

There being no further business to come before the Council, there was a motion by James A. “Jimmy” Fontenot that the meeting be adjourned, this was seconded by Kenneth J. Guidry and carried.

YEAS: 4 – Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

NAYS: 0 ABSTAIN: 0 ABSENT: 1 - Curtrese L. Minix

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