

MINUTES OF A SPECIAL MEETING OF THE MAYOR AND CITY COUNCIL  
OF THE CITY OF ST. MARTINVILLE, LOUISIANA  
HELD ON THE 29<sup>th</sup> DAY OF JUNE, 2023.

The Mayor and City Council of the City of St. Martinville, Louisiana met in Special Session on the 29<sup>th</sup> day of June 2023 at City Hall, their regular meeting place, pursuant to the call of the Mayor.

THERE were present: Jason Willis, Mayor

Carol Frederick, Councilman

Janise Anthony, Councilman

Jonas Fontenette, Councilman

Flo Chatman, Councilman

Allan L. Durand, City Attorney

THERE were absent: Mike Fuselier, Councilman

Mayor Jason Willis presiding, called the meeting to order.

It was moved by Flo Chatman duly seconded by Jonas Fontenette that the following addition to the employee handbook be adopted as presented.

Ms. Chatman's motion being submitted to a vote, the vote thereon was:

Yeas: F.Chatman and J.Fontenette

Nays: C.Frederick and J.Anthony

Absent: M.Fuselier

The vote of the motion, resulting in a tie, was voted on by presiding Mayor Willis in favor of Ms. Chatman's motion to adopt the addition to the employee handbook.

### **State Office Closures – Non-Holiday**

The City of St. Martinville's normal policy is to observe the holiday policy for formally declared annual holidays as set forth in this handbook. Upon determination by Mayor and Council, that The City of St. Martinville will be closed due to State Office closures, all efforts will be made to notify employees properly. Examples of communication include outgoing message on the company's main line will be changed to reflect the closure, news outlets will be notified where appropriate, the city website will reflect the closure and each supervisor will be expected to notify their team members.

Full-time employees (employees who regularly work 40 hours per week) receive one (1) paid day off. Part-Time employees will be pro-rated in accordance with the hours regularly worked by the employee. Temporary employees are ineligible.

Except when the day before or the day after is a formally declared holiday, employees must work the day before and the day after unless vacation has been scheduled in accordance with this policy. Any sick time request must be accompanied by a doctor's excuse.

Any regular employee of the Police Department required to work scheduled hours shall be paid at 1.5 times his normal hourly rate for the number of hours actually worked. (No Holiday hours paid)

Any regular employee of the Police Department is required to work unscheduled hours at his normal hourly rate for the number of hours actually worked in addition to the holiday pay.

Any regular employee of the City required to work scheduled hours shall be paid at his normal hourly rate for the number of hours actually worked in addition to the holiday pay.

Any regular employee of the City required to work unscheduled hours shall be paid at his normal hourly rate for the number of hours actually worked in addition to the holiday pay.

It was moved by Jonas Fontenette duly seconded by Flo Chatman that the City operations be closed on Monday, July 3, 2023, in accordance with State Office Closures.

A substitute motion was made by Carol Frederick duly seconded by Janise Anthony that the City already has the highest paid days in the parish: therefore, that the current schedule be maintained without an additional paid days off regardless of any additional state holidays.

Mrs. Frederick's substitution motion being submitted to a vote, the vote thereon was:

Yeas: C.Frederick and J.Anthony

Nays: F.Chatman and J.Fontenette

Absent: M.Fuselier

Mrs. Frederick's motion failed.

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

Yeas: F.Chatman and J.Fontenette

Nays: C.Frederick and J.Anthony

Absent: M.Fuselier

The vote for the motion, resulting in a tie, was voted on by presiding Mayor Willis in favor of Mr. Fontenette's motion to close City operations on Monday, July 3, 2023, in accordance with State Office Closures Policy.

Janise Anthony asked that the minutes reflect that the hours of operation for City Hall do not consist of a full 40 hours a week. CFO Avis Gutekunst explained how hours are calculated.

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

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

Yeas: C.Frederick, F.Chatman and J.Fontenette

Nays: None

Abstained: J.Anthony

Absent: M.Fuselier

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JASON WILLIS, MAYOR

ATTEST:

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LORRIE M POIRIER, CLERK  
EXECUTIVE ADMINISTRATIVE ASSISTANT