

MINUTES OF A REGULAR MEETING OF THE MAYOR AND CITY COUNCIL
OF THE CITY OF ST. MARTINVILLE, LOUISIANA
HELD ON THE 19th DAY OF FEBRUARY 2024.

The Mayor and City Council of the City of St. Martinville, Louisiana met in Regular Session on the 19th day of February 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 Janise Anthony duly seconded by Jonas Fontenette and unanimously carried that the minutes of the regular meeting held February 5, 2024, hereby be approved for publication in the Teche News, the Official Journal of the City of St. Martinville.

Upon motion of Mike Fuselier duly seconded by Jonas Fontenette and unanimously carried that the bills to be paid by the City Finance Committee hereby be approved for payment.

CAO Avis Gutekunst presented the Mayor and Council the December financials with a comparative of actual budget.

Mr. Allen Clark, Chairman of the Board of Directors for the Council on Aging gave a presentation of the services provided to the community.

Mr Errol Greig, Sr informed the council of his concerns of a dead water oak on the City's Right of Way on Teche Drive. City Attorney Allan Durand will research the location of the tree and who is responsible for the tree in the event someone gets hurt, or a vehicle is damaged as a result of a branch or the tree falling. Mayor Willis stated that Public Works will remove branches over the road and in the power lines.

Mr. Eldridge Etienne presented copy of an article from the first edition (1945) of Ebony magazine to the African American Museum. The article highlights Father Winters who served Notre Dame Catholic Church.

It was moved by Mike Fuselier duly seconded by Carol Frederick and unanimously carried that an exception to the Fireworks Ordinance be added to the agenda of tonight's meeting.

It was moved by Mike Fuselier duly seconded by Carol Frederick and unanimously carried that an exception be made to the Fireworks Ordinance and allow Main Street Association to engage in a contract with Pyro Production in order to hold a Fireworks Show on June 30, 2024 for the proposed 4th of July Festival to be held in Magnolia Park.

Upon request of Richard Lantier of Main Street Association, it was moved by Mike Fuselier duly seconded by Janise Anthony and unanimously carried that permission be granted to hold the following 2024 events. Permission was also granted for the sale of alcohol for the events as indicated below.


St. Martinville Main Street 2024 Events

Event	Requested Venue	Date/Time	Requirements
Tunes on the Teche	Evangeline Park	March 21, 2024 (4:30 Pm-9:00 Pm)	Barricade New Market from front of City Hall to St. Martin Street, including Catfish Alley. Main Street to sell food and liquor. Police Security.
Tunes on the Teche	Evangeline Park	April 18, 2024 (4:30 Pm-9:00 Pm)	Barricade New Market from front of City Hall to St. Martin Street, including Catfish Alley. Main Street to sell food and liquor. Police Security.
Sponsorship Drive	N/A	April Sponsorship Drive	City Council Approval to solicit event sponsors.
4 th July Festival	Magnolia Park	June 30, 2024 (8:00 Am – 9:00 Pm)	Utilize Magnolia Park and Pavilion to conduct Independence Day Celebration. Band. Fireworks Show. Main Street to Sell Liquor and Food. Cooking Competition. Police Security
Tunes on the Teche	Evangeline Park	September 19, 2024 (4:30 Pm-9:00 Pm)	Barricade New Market from front of City Hall to St. Martin Street, including Catfish Alley. Main Street to sell food and liquor. Police Security.
Tunes on the Teche	Evangeline Park	October 17, 2024 (4:30 Pm-9:00 Pm)	Barricade New Market from front of City Hall to St. Martin Street, including Catfish Alley. Main Street to sell food and liquor. Police Security.
Trunk’r Treat	Festival Grounds	October 27, 2024 (1:00 Pm-5:00 Pm)	Utilized Festival Grounds to set up individual automobile distribution of Halloween candy to children. Police Security.
Lighting of the Tree	Evangeline Park	December 1, 2024 (4:30 Pm-9:00 Pm)	Barricade New Market from front of City Hall to St. Martin Street, including Catfish Alley. Concessions. Police Security.
Xmas Festival	Festival Grounds	December 8, 2024 (12:00 Pm-9:00 Pm)	Utilize festival grounds for Xmas Festival. Concessions. Band. Police Security.
Supper on the Square	Main Street	December 13, 2024 (6:00 Pm-9:00 Pm)	Main Street food selections. Ticket sales.

It was moved by Carol Frederick duly seconded by Janise Anthony and unanimously carried that Mayor Willis be authorized to enter into contract with C.H. Fenstermaker & Associates on an as need basis for engineering services, contingent upon approval of contract by City Attorney Allan Durand.

It was moved by Carol Frederick duly seconded by Janise Anthony and unanimously carried that a resolution be sent to DOTD regarding drainage on Hwy 31.

Upon recommendation of Police Chief Ricky Martin, it was moved by Mike Fuselier duly seconded by Janise Anthony and unanimously carried that the following Report Writing Policy be added to the Police Manual.

	ST. MARTINVILLE POLICE DEPARTMENT		276.1
	GENERAL ORDER		
	Subject	REPORT WRITING REVISED	
	<input checked="" type="checkbox"/> Amends <input type="checkbox"/> Rescinds all previous orders under subject		Category: Operations
		Effective Date:	2-5-24

POLICY:

St. Martinville Police Department (SMPD) personnel prepare written, typed, or record reports to document events, recall details and observations, and to document investigations, and referrals to the courts, other enforcement entities and the community we serve.

PROCEDURES:

Written Reports:

Agency employees are required to initiate, maintain, and safeguard written reports, in an appropriate form, for the following situations:

- 1. Citizen Complaints;
- 2. Citizen reports of crime;
- 3. Follow-up investigations,
- 4. Incidents involving arrests, citations, or summons;
- 5. Situations where an officer is dispatched;
- 6. Situations where an officer is assigned to act later; &
- 7. Criminal and non-criminal cases initiated by officers

In some instances, the agency uses standard forms for aiding officers and employees in preparing written communications. However, the failure to have a proper form does not relieve the officer or employee of the responsibility of producing the report. When in doubt, and no standardized form is available, a blank sheet of paper is used.

Permanent Notebook System:

You should carry and use a notebook. Guidelines for this notebook system are:

- 1. Write name, badge, or identification number on the notebook for verification that the book contains your original notes. This also serves as a means of identification if the notebook is lost.
- 2. Keep notes in your notebook, not on loose scraps of paper, or stick-notes.
- 3. Notes should be neat and accurate. When introduced in court, illegible notes may cause a case to be dismissed.

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REPORT WRITING

4. Pages should be kept intact. These pages are kept in the sequence of date and time with daily inquiry activities included.
5. Information from separate investigations or inquiries is not placed on the same page, or file as this can confuse others.
6. Take and record notes at the time of the incident or inquiry. Too much information is preferred to insufficient information.

Report Preparation:

Reports you prepared for SMPD:

1. Contain correct information based on accurate, observations, notes, and recordings;
2. Are brief and explicit, including relevant information regarding the elements of the crime;
3. Clearly, communicate ideas;
4. Answer the following questions:
 - a. **Who** was involved?
Persons involved are identified by their role, as suspects, victims, witnesses, etc. Obtain first, middle, last names, aliases, identification or operator numbers, home and work address, telephone numbers, email, dates of birth, other identifiers, race, and country of origin if not the U.S. Also record any apparent mental or physical impairments.
 - b. **What** happened?
Exactly what type of offense was committed, what means of transportation, tools, or equipment was apparently used. What was the actor's *modus operandi*? Did the actor use a direct attack, or were his tactics more indirect or crafty?
 - c. **When** did it occur?
Record the crime discovery time and the time the crime is likely to have occurred. Use terms such as *recent* and look for other clues to the time of death. Conversely, if rigor mortis has set in, and blood is dry, it has been *at least hours*. Also, indicate the time witnesses and victims are contacted, and arrests made.
 - d. **Where** did it happen?
Location is to be as exact as possible. If unable to obtain an address, record the nearest intersection or permanent landmark. Describe the area of *business, residential, open country, apartment complex*, etc. Look for evidence that the crime could have started somewhere else and ended up at the *reported location*.
 - e. **Why** did this incident occur?
Was the apparent motive or purpose of the crime *revenge, monetary or personal gain, thrill, drug-related, accidental*, etc.?
 - f. **How** did it happen?
Based on reasonable observations at the scene, and information provided by witnesses, explain *how entry was made, how the property was obtained, or how the suspect chose and approached the victim*.

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- 5. Avoid inappropriate language, such as slang or jargon, unless quoting a suspect, witness or victim;
- 6. Do not use radio codes, numerical designations or other terms particular to law enforcement in report narratives;
- 7. Print or write legibly, except for officer’s signature;
- 8. Be objective and unbiased, recording information whether positive or negative;
- 9. Contain correct grammar and spelling;
- 10. Place events in chronological order; &
- 11. Keep a copy of the report for future reference.

Report Style:

Good reports, even technical reports should contain facts but should be easy to read and understand. Remember, the reports you write today are seen by your peers and a jury tomorrow. You will be judged by the way you write, what you say, and the way it is stated.

- 1. Write the *way you talk* in a normal conversation. Add details, the way you speak. Avoid writing *Unit 16 approached the door and spoke to Suspect #2*. Instead, use, *“I walked to the door and spoke with Mr. Doe.”*
- 2. Write in the *first person singular language*. Such as - *I* or *me*, not *Officer Johnson*.
- 3. Write in the past tense, if it happened in the past not - *approaching the car, I see the gun in the back seat*. Instead, *“I walked along the driver’s side of the car and saw the gun in the back seat.”*
- 4. When in doubt about a word usage or spelling, look it up on the internet, before proceeding. Do not try to fancy-up your language. Using the right word to describe your meaning is important.
- 5. Use everyday words and avoid unfamiliar wording.
- 6. Avoid using police jargon.
- 7. Be very careful about using the word *suspect*. Ask yourself - Are they *suspect*, or in reality a *subject* or a *person of interest*? Remember a *suspect* has Constitutional Rights, and receive warnings. As such, get their names and use them in the report.
- 8. Lastly, read your report when finished. Ask yourself, would a regular citizen understand this report. If the answer is *no*, a jury may not understand it either. Redo it!

Offense Reports:

Offense reports are designed to:

- 1. Provide a means whereby officers can conduct and record a *preliminary investigation* of a criminal offense;
- 2. Provide complete and accurate information for follow-up investigation and prosecution;
- 3. Provide patrol officers and investigators with certain decision-making points that enable them to identify follow-up investigative needs;

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4. Improve control of the report flow process within the agency thereby improving report access and statistical recording; &
5. Aid other officers in the collection of *crime data, patterns, suspect information and determine modus operandi*, etc.

Offense reports are completed for all criminal acts and suspected acts. These reports clearly and concisely report elements of the crime by answering critical *who, what, when, where, how, and why* questions. It is the responsibility of the officer that clears the call as the initial or primary officer to complete the first handwritten report..

Offense reports are timely written, during the shift on which the incident was reported. Preferably as soon after the incident has occurred and before another incident occurs, that may require a supplemental report. In so doing, you will find the information is fresh in your mind.

All reports must be completed and turned in to your immediate supervisor before the end of your tour of duty. The immediate supervisor will review and approve the report or send the report back for corrections, before the end of your tour of duty.

All reports that are sent back for corrections must be completed and turned back in to your immediate supervisor by the next day worked. Example... If corrections are sent back to you on Monday, the corrected report will be turned in on the Tuesday...

The exception to this timely reporting guideline is when you are involved in a use of force or deadly force. In such instances, refer to our *Use of Force & Deadly Force*, and *Officer Involved Deadly Force Event* policies.

Arrest Reports:

Arrest reports accurately record the circumstances surrounding the taking of physical custody of a *suspect* or *escapee*. The arresting officer completes the report and includes personal identification numbers, sex, race, date of birth, other identifiers, age, home address, specific charge, and the probable *cause* of the arrest. Supervisors review arrest reports for clarity, completeness, and accuracy, and once satisfied, forward the report for action.

Supplementary Reports:

Supplementary reports are used when additional information is discovered through an investigation or a recollection of the origination officer that was not known or recalled at the time of the original report. The officer who discovers this new data is responsible for the supplementary report. The updated portion is attached to the related report with a supplement number and date.

Every officer arriving at or entering a major crime scene complete a *supplemental report* detailing the reason for their response and actions are taken once arriving at the crime scene. These supplemental reports contain the same level of detail as contained in the original *offense report*, but as observed by the officer completing each supplemental report.

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Case Files:

Case files are primarily designed to assist investigators by collecting all documents relating to a criminal or intelligence case into one location. Case files often consist of the following items:

1. Accident reports
2. Arrest reports
3. Autopsy reports
4. Complaint reports
5. Contents sheet
6. Crime scene photos
7. Criminal profiles
8. Investigator's field notes
9. Latent Prints
10. Original offense reports
11. Property receipts
12. Record checks & NCIC inquiries
13. Referrals to other agencies
14. State reports
15. Statements
16. Supplementary reports
17. Suspect photographs & data
18. Vehicle tow forms

File Maintenance:

This agency maintains a comprehensive report filing system. This system includes:

1. Reports are filed and indexed as data is received and approved by supervisors.
2. Case files remain *open* until arrest solves the case *and accepted by the prosecutor for prosecution*; or, the *statute of limitations* has expired.
3. Some cases may not have enough information for further investigation. These cases may be placed in an inactive file or cold case file and may be reactivated later.
4. When a case is closed, all unneeded copies are destroyed.
5. The master index card is prepared listing each report and filed. When a file is updated, such information is entered into the case file and on the offense index card.

Radio Dispatch Logs:

Radio dispatch logs and activity are recorded in live-time and stored until scheduled for destruction.

Confidentiality of Records:

Law enforcement records contain critical and potentially life-threatening information. Such mundane information as *complainant's address, location and phone number; trial and appearance dates; potential witness lists; and status of a case* if released into the wrong hands can cost an officer or resident their life.

Police reports and files are reported, collected, and disseminated on a need-to-know basis. Just because an officer or employee works for this department does not mean that he or she needs or should know vital information about an open case or a case pending for trial. As a result:

1. Case information may not be discussed or released outside of those officers and employees having a strict ***need-to-know***.
2. An officer or employee may not release to non-law enforcement personnel or officers from another enforcement agency case information until after verification of a ***need-to-know*** is established.

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It was moved by Mike Fuselier duly seconded by Carol Frederick to appoint the following members to the Festival Grounds Committee:

CRT and Main ST rep – Danielle Fontenette

Kiwanis - Dana Dugas

Council – Mike Fuselier and Janise Anthony

Rotary – Carol Frederick

Newcomers – Clara JeanBatiste

Chamber – Sam Hayes

SMPD Representative

Mr. Fuselier withdrew his motion and made a substitute motion to remove Janise Anthony and himself from the committee and have each councilmember recommend a representative to serve on the Festival Committee.

Mr. Fuselier's motion was seconded by Janise Anthony and unanimously carried that each councilmember recommend a representative to serve on the Festival Committee at the next council meeting.

Upon the request of Maris Stella Classical Academy, Mayor Willis tabled the update of the lease agreement between the City and the school because the school is still obtaining bids and information on the building.

Upon request of Mayor Willis, it was moved by Mike Fuselier duly seconded Janise Anthony and unanimously carried that a resolutions for the Watershed Project Grant – Round 2 and the LCDBG Clearance Demolition Grant be added to the agenda of tonight's meeting.

The following resolution was offered by Mike Fuselier duly second by Janise Anthony and unanimously adopted:

RESOLUTION

A RESOLUTION GRANTING THE AUTHORITY TO THE MAYOR TO SIGN AND SUBMIT ALL NECESSARY DOCUMENTS IN CONNECTION WITH THE LOUISIANA WATERSHED INITIATIVE'S LOCAL AND REGIONAL WATERSHED PROJECT GRANT PROGRAM – ROUND 2

WHEREAS, the City of St. Martinville has been awarded \$4.25 million under Round 2 of the Local and Regional Watershed Project Grant Program; and

WHEREAS, the program requires the City of St. Martinville to complete a plan, scope of work and budget to the Louisiana Office of Community Development in reference to the use of appropriated funds, and

WHEREAS, the City of St. Martinville, intends to use the funds for wastewater flood-proofing, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Martinville, that the Mayor Jason Willis is hereby authorized to act on behalf of the City of St. Martinville in all matters pertaining to this project, beginning the date of the award letter on 12/22/2023, and including certifying request for State disbursements.

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

NAYS: None

ABSTAINED: None

ABSENT: None

CERTIFICATE

I hereby certify that the foregoing is a true and exact copy of the resolution adopted at the Council meeting held on February 19, 2024, at which meeting a quorum was present and voting.

Lorrie M Poirier, Clerk

The following resolution was introduced by Mike Fuselier duly seconded by Flo Chatman and unanimously adopted:

CITY OF ST. MARTINVILLE
P.O. BOX 379
ST. MARTINVILLE, LA 70582
PHONE: (337) 394-2230

WHEREAS, the Louisiana CDBG has awarded the City of St. Martinville \$169,500.00 under the Clearance Demolition Grant Program; and

WHEREAS, the Louisiana CDBG offered grants to eligible municipalities and parishes for a wide assortment of projects to improve public health, public safety, living conditions and for economic development purposes; and

WHEREAS, the City of St. Martinville intends to use the funds to assist residential and commercial property owners to demolish their brightened property within the City.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of St. Martinville that the Honorable Jason Willis, Mayor is hereby authorized to act on behalf of the City of St. Martinville and sign all documents pertaining to the State of Louisiana, Office of Community Development under Clearance Demolition Grant Program, including certifying request for State disbursements.

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

NAYS: None

ABSTAINED: None

ABSENT: None

CERTIFICATE

I hereby certify that the foregoing is a true and exact copy of the resolution adopted at the Council meeting held on February 19, 2024, at which meeting a quorum was present and voting.

Lorrie M Poirier, Clerk

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 Janise Anthony.

JASON WILLIS, MAYOR

ATTEST:

LORRIE M POIRIER, CITY CLERK