

MINUTES OF A SPECIAL MEETING OF THE MAYOR AND CITY COUNCIL
OF THE CITY OF ST. MARTINVILLE, LOUISIANA
HELD ON THE 9th DAY OF SEPTEMBER 2024.

The Mayor and City Council of the City of St. Martinville, Louisiana met in Special Session on the 9th day of September 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

THERE were absent: Jonas Fontenette, Councilman

Janise Anthony, Councilman

Flo Chatman, Councilman

Allan L. Durand, City Attorney

Mayor Jason Willis presiding called the meeting to order.

The following resolution was introduced by Mike Fuselier duly seconded by Carol Frederick and unanimously adopted:

RESOLUTION

RESOLUTION TO ADOPT THE REQUIRED LA OCD-LOCAL GOVERNMENT ASSISTANCE PROGRAM POLICIES AND PROCEDURES; ACKNOWLEDGES LA OCD-LOCAL GOVERNMENT ASSISTANCE PROGRAM FUNDS BE ADMINISTERED IN ACCORDANCE WITH OCD GRANTEE ADMINISTRATIVE MANUAL; APPOINT VARIOUS COORDINATORS/ OFFICERS; AUTHORIZE INDIVIDUALS TO EXECUTE THE REQUEST FOR PAYMENT; AUTHORIZE EXECUTION OF DOCUMENTS

WHEREAS, City of St. Martinville has been awarded LA OCD – Local Government Assistance Program funds administered by the State of Louisiana, Office of Community Development (OCD)

WHEREAS, the LA OCD – Local Government Assistance Program requires the adoption of plans, policies and appointment of individuals for compliance with LA OCD – Local Government Assistance regulations.

NOW THEREFORE BE IT RESOLVED, that City of St. Martinville acknowledges that LA OCD – Local Government Assistance Program must be administered in accordance with the latest edition, and any amendments thereto of the State of LA OCD – Local Government Assistance Program Grantee Administrative Manual <https://www.doa.la.gov/Pages/ocd-dru/DRadminManual.aspx>.

BE IT FURTHER RESOLVED, that City of St. Martinville as recipient of LA OCD – Local Government Assistance Program, does hereby adopt the attached LA OCD – Local Government Assistance Program Policies and Procedures as they apply to the administration of the 2023 LCDBG Clearance Grant Project.

BE IT FURTHER RESOLVED, that the following individuals are appointed to various positions related to the LA OCD – Local Government Assistance Program as listed:

1)	Fair Housing Coordinator:	<u>Mayor</u>
2)	Equal Employment Opportunity Officer:	<u>City Clerk</u>
3)	Section 504 Coordinator:	<u>City Clerk</u>
4)	Labor Compliance Officer:	<u>City Clerk</u>
5)	Residential Antidisplacement Officer:	<u>Mayor</u>
6)	Section 3 Coordinator:	<u>City Clerk</u>

BE IT FURTHER AND FINALLY RESOLVED, that the Mayor Jason Willis is hereby authorized to execute any and all documents pertaining to the LA OCD – Local Government Assistance Program including but not limited to the Cooperative Endeavor Agreement and any Amendments, Project Application and any Amendments, Environmental Review Record, Certifications and Professional Service, Consulting Service and Construction Contracts and any Amendments.

THIS RESOLUTION WAS ADOPTED BY City Council for the City of St. Martinville ON THE 9th DAY OF September, 2024

RESOLUTION

WHEREAS, the---City of St. Martinville (the Grantee) has been afforded the opportunity to participate in the State of Louisiana OCD – Local Government Assistance Program administered by the State of Louisiana Office of Community Development; and,

WHEREAS, it is necessary under the program regulations to authorize certain actions and individuals to perform certain designated functions required by the STATE:

NOW THEREFORE BE IT RESOLVED, that the Grantee as legal recipient of the LA OCD – Local Government Assistance Program, does hereby authorize the following actions.

SECTION I.
EQUAL OPPORTUNITY

WHEREAS, equal opportunity regulations of the LA OCD – Local Government Assistance Program require the appointment by the recipient of an Equal Opportunity Officer, (EEO Officer) to have responsibility for maintaining all pertinent EEO files, submitting on a timely basis all required reports, answer all related correspondence and monitor all EEO areas;

NOW THEREFORE BE IT RESOLVED, by the Grantee that City Clerk is hereby appointed as EEO officer for the life of the LA OCD – Local Government Assistance Program and as such is charged to faithfully execute all duties and responsibilities herein described.

SECTION II.
FAIR HOUSING POLICY

WHEREAS, the STATE requires Grantees to take actions to affirmatively further fair housing in compliance with Title VIII of the Civil Rights Act of 1968, as amended and Executive Order 11063, as amended;

NOW THEREFORE BE IT RESOLVED, by the Grantee, that the attached policy entitled "Fair Housing Policy" is hereby adopted; and

BE IT RESOLVED, by the Grantee that the **Mayor** is hereby appointed as Fair Housing Coordinator for the life of the LA OCD – Local Government Assistance Program and as such is charged to faithfully execute all duties and responsibilities herein described.

SECTION III.
PROCUREMENT POLICY

WHEREAS, the STATE requires the establishment of uniform procedures in compliance with 2 CFR 200;

NOW THEREFORE BE IT RESOLVED, by the Grantee, that the attached policy entitled "LA OCD – Local Government Assistance Program Procurement Policy" is hereby adopted.

SECTION IV.
SECTION 3 PLAN

WHEREAS, the STATE requires Grantees to the greatest extent feasible ensure that employment and training opportunities arising in connection with Section 3 projects are provided to Section 3 workers within the metropolitan area (or nonmetropolitan county) in which the project is located and ensure contracts for work awarded in connection with Section 3 projects are provided to business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the project is located. in compliance with Section 3 of the Housing and Urban Development Act of 1968;

NOW THEREFORE BE IT RESOLVED, that the attached "Section 3 Plan" for the Grantee is hereby adopted; and,

BE IT RESOLVED, by the Grantee that **City Clerk** is hereby appointed as Section 3 Coordinator for the life of the LA OCD – Local Government Assistance Program and as such is charged to faithfully execute all duties and responsibilities herein described

SECTION V.
COMPLAINT POLICY

WHEREAS, the STATE requires Grantees to establish procedures to deal with citizen inquiries and complaints;

NOW THEREFORE BE IT RESOLVED, by the Grantee, that the attached policy entitled "Citizen Complaint Policy", is hereby adopted.

SECTION VI.
SECTION 504 GRIEVANCE PROCEDURE

WHEREAS, the STATE requires Grantees to establish internal grievance procedures to deal with citizen inquiries and complaints concerning Section 504;

NOW THEREFORE BE IT RESOLVED, by the Grantee, that the attached policy entitled "Section 504 Grievance Procedure", is hereby adopted.

SECTION VII.
504 COORDINATOR

WHEREAS, the STATE requires Grantees to designate a responsible person to coordinate the Grantee's efforts to comply with Section 504 of the Rehabilitation Act of 1973 as amended;

NOW THEREFORE BE IT RESOLVED, that **City Clerk** is appointed as Section 504 Compliance Officer; and,

BE IT FURTHER RESOLVED, that **Mayor** is hereby authorized to execute the attached Section 504 Certification.

SECTION VIII.
ANTI-DISPLACEMENT

WHEREAS, the LA OCD – Local Government Assistance Program requires that all grant recipients adopt by resolution a Residential Anti-Displacement and Relocation Assistance Plan;

NOW THEREFORE BE IT RESOLVED, that the attached "Residential Anti-Displacement and Relocation Assistance Plan" for the Grantee is hereby adopted; and,

BE IT RESOLVED, by the Grantee that **Mayor** is hereby appointed as the Residential Antidisplacement Officer for the life of the LA OCD – Local Government Assistance Program and as such is charged to faithfully execute all duties and responsibilities herein described; and,

BE IT FURTHER RESOLVED, that **Mayor** is hereby authorized to execute the attached Residential Anti-Displacement and Relocation Assistance Certification.

SECTION IX.
LABOR COMPLIANCE

WHEREAS, labor compliance regulations of the LA OCD – Local Government Assistance Program require the appointment by the recipient of a Labor Compliance Officer, (LCO) to have the responsibility for maintaining all pertinent labor compliance files, submitting on a timely basis all required reports, answer all related correspondence and monitor all labor compliance areas;

NOW THEREFORE BE IT RESOLVED, by the Grantee that City Clerk is hereby appointed as Labor Compliance Officer for the life of the LA OCD – Local Government Assistance Program and as such is charged to faithfully execute all duties and responsibilities herein described.

SECTION X.
COMMUNICATION

WHEREAS, the LA OCD – Local Government Assistance Program requires that all grant recipients adopt by resolution a policy for communicating information to persons with hearing impairments;

NOW THEREFORE BE IT RESOLVED, that the attached "Policy Statement For Communicating Information to Persons With Sensory Impairments" for the Grantee is hereby adopted; and,

BE IT FURTHER RESOLVED, the Grantee hereby adopts a policy to utilize the Louisiana Hearing Impaired Relay System for communicating with hearing impaired persons. The relay numbers are: Information 1-800-333-0605, TDD Users 1-800-846-5277 and Voice Users 1-800-947-5277.

SECTION XI.
CONTRACT ADMINISTRATION POLICY

WHEREAS, the STATE requires Grantees to establish procedures to provide oversight and administration of contracts awarded under the LA OCD – Local Government Assistance Program and complaints;

NOW THEREFORE BE IT RESOLVED, by the Grantee, that the attached policy entitled "Contract Administration Policy", is hereby adopted.

SECTION XII.
DUPLICATION OF BENEFITS POLICY

WHEREAS, the STATE requires Grantees to establish procedures to assure LA OCD – Local Government Assistance Program assistance does not duplicate other funds received for the same activity;

NOW THEREFORE BE IT RESOLVED, by the Grantee, that the attached policy entitled "Contract Administration Policy", is hereby adopted.

SECTION XIII.
MONITORING PLAN

WHEREAS, the STATE requires Grantees to establish procedures to provide oversight and monitoring of LA OCD – Local Government Assistance Program funded activities;

NOW THEREFORE BE IT RESOLVED, by the Grantee, that the attached plan entitled "Monitoring Plan", is hereby adopted.

SECTION XIV.
LANGUAGE ACCESS PLAN

WHEREAS, the LA OCD – Local Government Assistance Program requires that all grant recipients adopt by resolution a Language Access Plan;

NOW THEREFORE BE IT RESOLVED, that the attached "Language Access Plan" for the Grantee is hereby adopted.

Passed, approved and adopted this 9th day September 2024.

Jason Willis, Mayor,
City of St. Martinville

Lorrie Poirier, City Clerk
City of St. Martinville

CERTIFICATE

I, _____ certify that the above and foregoing constitutes a true and correct copy of a Resolution passed and adopted by the City Council for City of St. Martinville on the 9th day of September 2024.

Lorrie Poirier, City Clerk
City of St. Martinville

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 Carol Frederick.

JASON WILLIS, MAYOR

ATTEST:

LORRIE M POIRIER, CLERK