

Minutes
Special Meeting
115 N. Thomson, Iowa, LA 70647
City Hall Meeting
Room
November 25, 2024
7:00 p.m.

Mayor Watkins and Town Council met in Special session this date in compliance with all requirements as to notice. Mayor Watkins called the meeting to order at 7:00pm.

Mayor Watkins called roll. Present: Mayor Douglas Watkins; Council Members: Joe Becnel, Gerald Guidry, Daniel Hennigan, and Vernessa Guillory; Absent Julie Fontenot Mayor Watkins established a quorum was present.

Others present were Town Clerk Cynthia Mallett; Town Attorney Eugene Bouquet; Chief of Police Keith Vincent and about 6 people.

Invocation was said by Council Member Joe Becnel, followed by Pledge.

Council Member Julie Fontenot came into meeting. Mayor Watkins acknowledged Ms. Fontenot's presence.

It was **moved by Daniel Hennigan, seconded by Vernessa Guillory** to adopt the agenda. The motion passed unanimously.

Mayor read the first item of the agenda; Old Business: Motion to approve Resolution 2024-24. He asked if there were any questions or comments. Mayor Watkins asked Mr. James Sargent, representative of SWLA Pony League, if he had any questions or anything he wished to speak about. Mr. Sargent said that everyone he talked to was okay with this. Mr. Eric Johnson asked if it would be just for baseball or for basketball and football. Mayor Watkins said it will be similar to S.P.A.R. or Youngsville. It will be basically the umbrella that everything falls under. Mr. Rodney Daigle and Eric Johnson made suggestions about how to choose members for the committee. Council Member Daniel Hennigan said that he didn't like the way the resolution set out the appointments of the committee. Council Member Julie Fontenot inquired about the Recreation Director and what experience he has. Mr. Sargent gave positive information that he knew about Tyler Foster, Recreation Director, and said that he doesn't know too much about him. Julie Fontenot gave suggestions about how to choose members of the committee.

It was **moved by Daniel Hennigan, seconded by Julie Fontenot** to approve Resolution 2024-24 with noted adjustments from page 2 paragraph 1; scratch "one which will be ratified by the Council; two (2) members appointed by the Mayor", and add "(3) three members appointed from the head of each major sport". The motion carried unanimously.

Original wording:

The PARLI Committee shall consist of nine (9) members, five (5) of which shall be appointed by the Town Council of which each Council member will recommend one which will be ratified by the Council; two (2) members appointed by the Mayor; and two (2) members appointed by the Director of which each must have experience in recreation. Members must be 18 years or older.

RESOLUTION 2024-24
A RESOLUTION OF THE TOWN OF IOWA CREATING A
RECREATION ADVISORY COMMITTEE

SECTION 1: CREATION, NAME, NUMBER OF MEMBERS, TITLE

There is hereby created a Committee composed of nine (9) members to be known as the Parks and Recreation League of Iowa Advisory Committee, herein referred to as PARLI Committee.

SECTION 2: COMMITTEE, POWERS AND DUTIES

The PARLI Committee shall serve as the advisory body for the Mayor and Town Council on issues related to the Department. The PARLI Committee shall advise the Parks and Recreation Director, within the Mayor and the Town Council its responsibilities and powers as stated in this Resolution.

The PARLI Committee shall serve as a liaison between the Parks and Recreation Department and the citizens of Iowa, Louisiana.

The Parks and Recreation Department may consult with the PARLI Committee in matters affecting programs, facilities, policies, finances and the acquisition and disposal of lands and properties and its long-range, projected plans.

The PARLI Committee shall also assume specific duties and responsibilities as follows:

1. To investigate and determine the needs, interests and goals of the community for recreation and cultural facilities and programs and make recommendations to the Recreation Director, Mayor and City Council to meet those needs and goals.
2. To inform and educate the general public of the importance and need for programs, facilities and services.
3. To seek and make recommendations on the acceptance of grants, gifts, bequests, donations for park and recreation purposes.
4. To assist the Park and Recreation Department in developing cooperative arrangements with other organizations and private groups, when it will further the objective of providing more and varied kinds of park and recreation programs for the citizens of Iowa, Louisiana.
5. To assist the Parks and Recreation Department in recruiting voluntary leadership staff to work with programs and activities.
6. To assist in matters relating to maintaining the highest standards in park development and operation, park and recreation leadership and a well-balanced program.
7. To assist in developing a plan to meet the present and future needs for programs, services, parks, facilities, open spaces and trails and to advise in developing priorities for each of these.
8. To receive information and reports concerning the evaluation of programs, facilities, policies and procedures.
9. To recommend approval of rules, and procedures pertaining to recreation programs and the use of public parks and facilities including suggested fees and charges.
10. Carry out any other assigned studies and/or activities as determined appropriate.
11. Any appropriation needed must be approved by the Mayor and/or City Council.
12. The PARLI Committee shall establish By-Laws in conjunction with this Resolution to be used for governing the Committee.

SECTION 3: APPOINTMENT OF THE COMMITTEE

The PARLI Committee shall consist of nine (9) members, five (5) of which shall be appointed by the Town Council of which each Council member will recommend one which will be ratified by the Council; one (1) member appointed by the Mayor; and three (3) members appointed from the head of each major sport. Members must be 18 years or older.

The term of office for all appointed and reappointed members shall be two (2) years beginning with staggered terms of 1 & 2 years. Council appointments will serve the initial 2 years and Mayor and Director appointments will serve 1 year. Each ensuing appointments will serve two (2) years. Vacancies arising on the PARLI Committee shall be filled by the Town Council for five members duly appointed and by each respective Councilmember where the vacancy occurs, two members duly appointed by the Mayor and 2 members duly appointed by the Director for the balance of the unexpired term.

The Parks and Recreation Director shall attend and participate in all PARLI Committee meetings.

Any member who misses more than three consecutive regular meetings, without due cause, loses his/her membership status.

An orientation meeting for newly appointed Committee members shall be conducted by the Parks and Recreation Director and the Chairman within 30 days after their appointment.

SECTION 4: OFFICERS

The members of the PARLI Committee shall annually elect from their own membership a Chairman and other officers, as they deem essential. Duties of each officer shall be established in the Committee By-Laws.

SECTION 5: COMPENSATION

The members of the PARLI Committee shall serve without compensation but shall be entitled to reimbursement for subsistence and travel to professional recreation meetings, conferences and workshops, with such reimbursement being made in compliance with general Town policies.

SECTION 6: MEETINGS

The PARLI Committee shall meet at least monthly, at a time and day to be set by the committee, and at other times deemed necessary to transact business, upon call of the Parks and Recreation Director, or Chairman or by a majority of the Committee members.

A quorum of the Committee shall be in attendance before action of an official nature can be taken. A quorum shall consist of a simple majority.

General parliamentary rules, as given in "Robert's Rules of Order" as modified by rules and regulations of the Advisory Committee shall be observed in conducting meetings.

Official minutes of each meeting will be taken by the Secretary of the Committee and maintained in the office of the Parks and Recreation Director with a copy forwarded to the Town Clerk.

SECTION 7: COMMITTEES AND STANDING COMMITTEES

The PARLI Committee may organize temporary or standing committees, as it deems necessary in order to carry out the responsibilities of the Committee such as: Finance Committee, Facilities Committee, and Athletic Committee. Said Committees shall be appointed by the Chair

SECTION 8: CONFLICT WITH OTHER RESOLUTIONS AND RESOLUTIONS

Any resolution or ordinance which are or in conflict with the provisions of this Resolution are hereby declared null and void and of no effect.

SECTION 9: EFFECTIVE DATE

This Resolution shall become effective on its adoption by the Town Council.

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

YEAS: Daniel Hennigan, Julie Fontenot, Joe Becnel, Vernessa Guillory, and Gerald Guidry

NAYS: None

ABSENT: None

ABSTAIN: None

This resolution was adopted on this the 25th day of November, 2024.

Douglas N Watkins, Mayor

Cynthia Mallett, Town Clerk

Mayor Watkins read the first item on the agenda under New Business. It was **moved** by Daniel Hennigan, **seconded** by Julie Fontenot to approve hiring MDLN Creative, LLC to create Logo, Seal, and Design Brand Kit for Iowa Parks and Recreation in the amount of \$850.00. The motion passed unanimously.

Mayor Watkins read the next item on the agenda. He asked if there were any questions or comments. Council Member Julie Fontenot asked who are the engineers for this project? Mayor Watkins announced that it is Dominique szabo and Associates. Cindy Mallett, Town Clerk, explained this grant application was through the State of Louisiana and administered by Calcasieu

Parish Police Jury. Mayor Watkins said the project is to upgrade two lift stations, one in the park and one by the oxidation pond. It was **moved by Julie Fontenot, seconded by Joe Becnel** to approve Resolution 2024-23, A Resolution entering into agreements associated with the administration and Engineering Services for the FY 2020-2021 CDBG-DR Application. The motion passed unanimously.

RESOLUTION NO. 2024-23

A RESOLUTION ENTERING INTO AGREEMENTS ASSOCIATED WITH THE ADMINISTRATION AND ENGINEERING SERVICES FOR THE FY 2020/2021 CDBG-DR APPLICATION

WHEREAS, the Town of Iowa (“Town”) desires to submit an application for CDBG-DR fiscal year 2020/2021 Community Development Block Grant -DR(“CDBG”) through Calcasieu Parish Police Jury; and,

WHEREAS, the Town intends to use local funds to pay engineering costs up to \$131,580.00 associated with the application;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF IOWA, LOUISIANA:

1. The Mayor is authorized to execute respective agreements associated with Calcasieu Parish Police Jury and State of Louisiana Community Development Block Grant-DR, and to execute and submit the Application, as well as all related documents, to be on such other terms and conditions as he shall deem advisable, and to do any and all things necessary and proper to carry out this Resolution and to fulfill its objectives and purposes.
 2. This Resolution shall become effective upon final adoption and signature of the Mayor.
- Passed, approved and adopted by the Town of Iowa, Louisiana, on November 25, 2024.

Douglas N Watkins, Mayor

Cynthia Mallett, Clerk

CERTIFICATE

I, Cynthia Mallett, Clerk of the Town of Iowa, do hereby certify that the above and foregoing constitutes a true and correct copy of a Resolution passed, approved, and adopted by the Town of Iowa on November 25, 2024.

Cynthia Mallett, Clerk

Mayor Watkins read the next item on the agenda. He asked if there were any questions. There were no questions or comments. It was **moved by Joe Becnel, seconded by Julie Fontenot** to approve fee schedule for Aucoin & Associates, Inc for assistance in administration of LCDBG Clearance Program. The motion passed unanimously.

Mayor Watkins read the next item on the agenda. It was **moved by Daniel Hennigan, seconded by Vernessa Guillory** to approve agreement with and between Southwest District Law Enforcement Planning Council and Town of Iowa effective 11/15/2024 and authorize Mayor Watkins to execute agreement. The motion passed unanimously. A question was asked what the agreement was about. Cindy Mallett and Chief Vincent explained that it was a Cooperative Endeavor

Agreement where the Planning Council grants funds to the police departments of Calcasieu Parish.

Mayor Watkins read the next item on the agenda. He explained the reason and benefit for the Town of Iowa having a Comprehensive Master Plan. Chief Vincent asked if the possible structures in the comprehensive plan will be built on the land recently purchased for the Emergency Operating Center. Mayor Watkins made it very clear that it is only a thought process so that years ahead others will have an adopted plan. It was **moved by Julie Fontenot, seconded by Joe Becnel** to table the approval of Town of Iowa Comprehensive Master Plan. The motion passed unanimously.

With no further business it was **moved by Joe Becnel, seconded by Julie Fontenot** to adjourn the meeting. The meeting was adjourned at 8:10 pm.

Douglas N Watkins, Mayor

Cynthia Mallett, MMC