

CITY OF CROWLEY  
REGULAR MEETING  
APRIL 15, 2025

The Mayor and Board of Aldermen of the City of Crowley, Louisiana, the governing authority of the City of Crowley, met in a regular session at 5:00 p.m. Tuesday the 15<sup>th</sup> day of April 2025 at the regular meeting place of said Mayor and Board of Aldermen, the Council Chambers, 426 North Avenue F, Crowley, Louisiana.

Mayor Chad Monceaux presided with the following Aldermen present: Chuck Ashby, Katie Chiasson, Thompson Bradford Core, Jeff Doré, Dickie Latiolais, Vernon Martin (arrived after pledge) and Sandra Marx.

Alderman Samuel J. Reggie III and Alderman Bryon K. Wilridge, Sr. were absent.

Alderman Chuck Ashby gave the invocation. Mr. Tim Mader led the Pledge of Allegiance to the flag.

**PUBLIC HEARINGS:**

Mayor Chad Monceaux opened the public hearing to consider proposed Ordinance No. 1549  
The Ordinance was read by title as follows:

AN ORDINANCE TO ENACT SECTION 2-23 PUBLIC  
RECORDS REQUESTS POLCIES AND PROCEDURES AND  
SECTION 2-24 PUBLIC RECORDS REQUESTS FEE  
SCHEDULE FOR THE PURPOSE OF ESTABLISHING  
POLICIES AND PROCEDURES FOR RESPONSIDNG TO  
PUBLIC RECORDS REQUESTS AND A FEE SCHEDULE TO  
BE APPLIED TO PRODUCTION OF RECORDS IN  
RESPONSE THERETO; TO REPEAL ALL ORDINANCES OR  
PARTS OF ORDINANCES CONTRARY THERETO OR IN  
CONFLICT THEREWITH; TO PROVIDE FOR THE  
PROVISIONS HEREOF TO BE SEVERABLE; AND TO  
PROVIDE FOR ALL MATTERS RELATIVE THERETO.

Mayor Chad Monceaux asked for proponents to the proposed Ordinance No. 1549. A third and final call was made with no one coming forward to speak. A call for opponents of the proposed Ordinance No. 1549 was made. A third and final call was made with no one coming forward to speak. Mayor Chad Monceaux called the public hearing on Ordinance No. 1549 to a close reconvened the regular Council meeting.

**READING & APPROVAL OF MINUTES:**

Alderman Brad Core moved to dispense with the reading of the March 18, 2025, Regular Council meeting seconded by Alderwoman Sandra Marx and duly adopted.

**MAYOR'S REPORTS:**

Mayor presented the Sales Tax chart and User Fee chart that track the collection trend.

Mayor presented the status report of audit findings for fiscal year 2024.

Mayor presented the monthly budget-to-actual comparisons through March 31, 2025.

**COMMITTEE REPORTS:**

**PUBLIC WORKS COMMITTEE:**

A motion was made by Alderman Jeff Dore and seconded by Alderman Vernon Martin to approve the dedication of a street bock to Mr. Nelson Arceneaux. Mayor Monceaux opened the floor for discussion. There being no remarks from the Council. The motion having been submitted to a voice vote; the motion carried unanimously.

**PUBLIC SAFETY COMMITTEE:**

A motion was made by Alderman Brad Core and seconded by Alderwoman Katie Chiasson to approve the new application for 2025 Beer and Liquor Licenses, as listed below. Mayor Monceaux opened the floor for discussion. There being no remarks from the Council. The motion having been submitted to a voice vote; Alderman Samuel Reggie and Alderman Byron Wilridge were absent; the motion carried.

<b><u>New Applications</u></b>			
<b><u>Business Name</u></b>	<b><u>Applicant</u></b>	<b><u>Address</u></b>	<b><u>Licenses Applied For</u></b>
Kartchner's Specialty Meats	Doug Miller, Mike Sonnier & Logan Kartchner	205 VFW Drive	2025 Class B Package Beer Permit 2025 Class B Package Liquor Permit

**PUBLIC BUILDINGS COMMITTEE:**

A motion was made by Alderwoman Sandra Marx and seconded by Alderman Vernon Martin to approve Partial Payment #5 for the Urban Park & Pavillion Project to Prestige Construction Group, LLC in the amount of \$70, 652.45. Mayor Monceaux opened the floor for discussion. There being no remarks from the Council. The motion having been submitted to a voice vote; the motion was carried unanimously.

A motion was made by Alderwoman Sandra Marx and seconded by Alderwoman Katie Chiasson to approve Change Order #1 for the Urban Park & Pavillion Project to Prestige Construction Group, LLC in the amount of \$81,129.30. Mayor Monceaux opened the floor for discussion. There being no remarks from the Council. The motion having been submitted to a voice vote; the motion was carried unanimously.

**REVENUE & FINANCE COMMITTEE:**

A motion was made by Alderman Dickie Latiolais and seconded by Alderman Vernon Martin to approve the appropriation of \$40,000.00 to cover Equipment and Generator repairs from General Fund. Mayor Monceaux opened the floor for discussion. There being no remarks from the Council. The motion having been submitted to a voice vote; the motion carried unanimously.

**ORDINANCES:**

A motion was made by Alderman Veron Martin and seconded by Alderman Brad Core to adopt Ordinance No. 1549 ordinance enact Section 2-23 public records requests policies and procedures and Section 2-24 public records requests fee schedule for the purpose of establishing policies and procedures for responding to public records requests and a fee schedule to be applied to production of records in response thereto; to repeal all ordinances or parts of ordinances contrary thereto or in conflict therewith; to provide for the provisions hereof to be severable; and to provide for all matters relative thereto. Mayor Monceaux opened the floor for discussion. There being no remarks from the Council.

A roll was called with the vote as follows:

Yeas: Chuck Ashby, Katie Chiasson, Brad Core, Jeff Dore, Dickie Latiolais, Vernon Martin, and Sandy Marx.

Nays: None.

Absent: Samuel Reggie and Byron Wilridge.

Abstained: None.

The ordinance passed by a vote of 0 nays, 2 absent and 7 yeas. The ordinance was adopted.

**ORDINANCE NO. 1549**



AN ORDINANCE TO ENACT SECTION 2-23 PUBLIC RECORDS REQUESTS POLICIES AND PROCEDURES AND SECTION 2-24 PUBLIC RECORDS REQUESTS FEE SCHEDULE FOR THE PURPOSE OF ESTABLISHING POLICIES AND PROCEDURES FOR RESPONDING TO PUBLIC RECORDS REQUESTS AND A FEE SCHEDULE TO BE APPLIED TO PRODUCTION OF RECORDS IN RESPONSE THERETO; TO REPEAL ALL ORDINANCES OR PARTS OF ORDINANCES CONTRARY THERETO OR IN CONFLICT THEREWITH; TO PROVIDE FOR THE PROVISIONS HEREOF TO BE SEVERABLE; AND TO PROVIDE FOR ALL MATTERS RELATIVE THERETO.

**WHEREAS**, the City and its various departments are regularly tasked with answering public records requests;

**WHEREAS**, the City currently has no uniform policies or procedures in place for responding to public records requests and the adoption of such policies and procedures would help the City to maintain consistency in its responses to public records requests and help to ensure its compliance with applicable law in responding thereto;

**WHEREAS**, the adoption of a fee schedule for responding to and producing documents in response to public records requests is necessary to maintain consistency and to ensure that the City is adequately reimbursed for the costs of complying with public records requests to the fullest extent allowed by law including but not limited to out of pocket expenses, expenditure of time effort and manhours; and costs of third party expenses reasonably required or incurred for the purpose of producing records in accordance with

**WHEREAS**, this ordinance was duly introduced and notice of the intent to adopt this ordinance and of the public hearing held in connection therewith having been published in accordance with law; and

**WHEREAS**, a public hearing having been held in accordance with law in regular session on the 15<sup>th</sup> day of April, 2025, at 5:00 o'clock p.m. at Council Chambers in the Criminal Justice Building, Crowley, Louisiana;

**NOW THEREFORE BE IT ORDAINED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF CROWLEY, ACADIA PARISH, LOUISIANA, IN REGULAR SESSION DULY CONVENED, THAT:**

**SECTION 1:** That Sec. 2-23. Public Records Requests Policies and Procedures be and it is hereby enacted so as to read in its entirety as follows:

**Sec. 2-23. Public Records Requests Policies and Procedures**

(a) Purpose: To ensure timely compliance with the requirements of the Louisiana Public

Records Law, it is necessary that employees be cognizant of the duties imposed by that law and the time limitations prescribed by law to comply with a proper request for inspection of a public record. It is also necessary that employees be aware of the exceptions or exemptions prescribed by law. Considering the foregoing the City adopts the following procedures for the handling of public records requests:

- (b) The term "public record" is broadly defined. In theory, every document or other writing maintained by the City of Crowley is a public record. There are, however, certain exceptions or exemptions based on which disclosure can be properly denied.
- (c) Under the Public Records Law, any person of majority age may request inspection and copying of a public record.
- (d) The request may be oral or written.
- (e) It is permissible to ask for specificity when the request is vague.
- (f) A public record request should be directed to the City Clerk.
- (g) A public records request must reasonably describe the record sought and must be reasonably limited as to the subject matter and/or length of time represented by the record.
- (h) The City of Crowley is not required to create a public record that does not exist, nor is it required to compile, maintain, format, or organize a public record in a way it does not currently do so.
- (i) If there is a question as to whether a particular document is or is not subject to an exemption, the matter should be promptly referred to the City Attorney.
- (j) In addition to the right of inspection of public records, the citizen may request a copy of the public record. It is permissible to request advance payment of the reasonable cost of copying. Reimbursement of copying costs shall be at the rates listed in Section 2-24 hereof.
- (k) Cost will include custodian/employee hourly rate during working hours to gather and compose public records request.
- (l) If because of the voluminous nature of the documents, it is necessary to have an employee work overtime, the City of Crowley must be reimbursed for such overtime costs. An advanced deposit to cover those costs can be required.
- (m) If it is necessary to have the IT firm research email accounts the City of Crowley must be reimbursed for such fees charged by IT firm. An advanced deposit to cover those costs can be required.
- (n) Unless the document is then in use or there is a concern as to whether it is exempt from disclosure, it must be promptly made available for inspection. If the document is in use, it is not necessary to suspend the use for purposes of allowing inspection. Rather, inspection should be permitted as soon as the document is no longer in use.
- (o) Upon receipt of a request for a public record, if the request is made in writing, the date and time of receipt should be annotated on the document. A copy should be immediately provided to the City Clerk and Mayor. If the request is not made in writing, notice should be given to the City Clerk and Mayor.
- (p) If the inspection is not made immediately because there is a belief that the document is exempt, the person requesting the right of inspection must be notified in writing within seventy-two (72) hours of the initial request of the custodian's determination and the reasons, therefore. Such written notification shall contain a reference to the basis under law which the custodian has determined exempts a record, or any part thereof, from inspection, copying or reproduction.

**SECTION 2:** That Section 2-24 Public Records Requests Fee Schedule b and it is hereby enacted to provide for fees to be charged for the production of records in response to public records requests so as to read in its entirety as follows:



## Section 2-24 Public Records Requests Fee Schedule

The fees for production of public records in response to public records requests shall be as set forth in the following fee schedule:

### FEE SCHEDULE

Record Type	Fee	
<b>NOTE:</b> For all purposes herein a two-sided copy shall be considered 2 pages <b>NOTE:</b> Notwithstanding the fees listed below the fees for the production all items herein shall be the greater of the actual costs of producing the item or those costs listed hereinbelow		
(1) Photocopies – Digital or Printed 8 1/2” x 11” or smaller	\$ 1.00	Per page for first 25 pages; \$0.50 per page thereafter.
(2) Photocopies – Digital or Printed 8 ½” x 11” or larger		Actual cost of reproduction (if greater than above)
(3) Certified and/or True Copies	\$ 20.00	Per certification
(4) Videos	\$ 30.00	Per video
(5) Photos	\$ 1.00	Per photo
(6) Accident or Incident Reports	\$ 10.00	Per report
(7) Code Violation Report	\$ 10.00	Per report
(8) Pre-produced/Standardized maps	\$ 5.00	8.5 x 11
	\$ 7.00	8.5 x 14
	\$ 10.00	11 x 17
	\$ 35.00	36 x 36
	\$ 15.00	Map on CD
	\$ 20.00	Map on DVD
	\$ 20.00	Map on USB
(9) Custom/Non-standardized maps	\$ 5.00	8.5 x 11
	\$ 7.00	8.5 x 14
	\$ 10.00	11 x 17
	\$ 35.00	36 x 36
	\$ 15.00	Map on CD
	\$ 20.00	Map on DVD
	\$ 20.00	Map on USB
(10) CD/DVD/USB Reproduction	\$ 20.00	0—1 Hour
	\$ 30.00	1—2 Hours
	\$ 40.00	2—3 Hours
	\$ 50.00	3—5 Hours
	\$ 60.00	5—6 Hours
<b>NOTE:</b> In no event shall the costs of producing the items listed in (5) above be less than the sum of \$10.00 per storage device		
(11) Document transcription	\$250.00 Deposit – Required The transcription charge will be calculated at the then prevailing per page customary court reporter rater, plus any additional cost incurred.	
(12) After-hours review and copying: If the amount of documents or records requested is too vast to reasonably and timely review, count and copy during normal working hours, the party making the request must contact the city attorney to schedule a time and place for such after-hour review. There shall be a minimum of one hour after-work hour charge, maximum three-hour after-work-hours appointment, at the cost of time and a half hour of the city clerk and/or hers/his designee's hourly wage, in order for the party to view the requested documents at City Hall. Each after-hour		

review shall be deemed separate for the purpose of payment. During such review(s), the party may designate a list of documents to be copied and the city will prepare the documents and provide the requested documents, as per law, upon the pre-payment of the fees as provided herein.	
(13) It is specifically determined by the city that any document or material transferred to any media (i.e., such as more than one map transferred to digital CD or DVD media), then each document transferred shall be considered as separate items. For example, three one-page documents transferred to a CD shall be considered as three pages at \$1.00 per page plus \$20.00. The requesting party shall be responsible to pay the cost of each document transferred and the hereinabove scheduled cost of the applicable media used.	
(14) Any requests that the city is incapable of producing in-house or which reasonably requires the assistance of a third-party vendor will be charged at the vendor's rate.	
(15) Postage and handling	Actual Cost
(16) Electronic transmission of any and all public records requests shall be charged at the same rate as regular reproduction per page and per department.	
(13) For Computer Printout Request: An estimated cost will be given for reproduction of public records stored in a computer which requires program modification specialized program, or the purchase and installation of new software. Work done by a third-party vendor will be charged at the vendor's rate. In the event that the vendor's actual cost exceeds the estimate; the requesting party will be charged the difference.	
(14) Charge for any public document or record not specifically governed by the ordinance will be charged at the then prevailing rate as established by the State of Louisiana in the Uniform Fee Schedule contained in the Louisiana Administrative Code.	
(15) Should the rates established by the State of Louisiana in the Uniform Fee Schedule contained in the Louisiana Administrative Code (LAC 4:301) be amended, then the city's rates will likewise be amended in conformity therewith automatically, and any such state prevailing rates shall become the new governing rates for the city.	
All payments must be prepaid.	

**SECTION 3:** If any provision, part, word, section, subsection, sentence, clause or phrase of this ordinance should be held invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance and do hereby declare the provisions hereof to be severable, then in that event, only that particular provision, part, word, section, subsection, sentence, clause or phrase shall be deemed unconstitutional or invalid and the remaining provisions, parts, words, sections, subsections, sentences, clauses or phrases will not be affected and shall continue in full force and effect.

**SECTION 4:** All ordinances or parts of ordinances inconsistent with or in conflict herewith be and the same are hereby repealed.

**THUS DONE, SIGNED AND ADOPTED** in regular session duly convened at Crowley, Acadia Parish, Louisiana, on this the 15<sup>th</sup> day of April, 2025, at which a quorum was present and acting throughout.

YEAS: Chuck Ashby, Katie Chiasson, Brad Core, Jeff Dore, Dickie Latiolais, Vernon Martin, and Sandra Marx.

NAYS: None.



ABSENT: Samuel Reggie and Bryon Wilridge.

**RESOLUTIONS:**

A motion was made by Alderman Vernon Martin and seconded by Alderman Brad Core to adopt a resolution fixing and levying the millage on the 2025 tax roll on all property subject to taxation by the City of Crowley; and to provide for all matters relative thereto and in connection therewith. Mayor Monceaux opened the floor for discussion. There being no remarks from the Council.

A roll was called with the vote as follows:

Yeas: Chuck Ashby, Katie Chiasson, Brad Core, Jeff Dore, Dickie Latiolais, Vernon Martin, and Sandy Marx.

Nays: None.

Absent: Samuel Reggie and Byron Wilridge.

Abstained: None.

The resolution passed by a vote of 0 nays, 2 absent and 7 yeas. The resolution was adopted.

A RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF CROWLEY, ACADIA PARISH, LOUISIANA, FIXING AND LEVYING THE MILLAGE ON THE 2025 TAX ROLL ON ALL PROPERTY SUBJECT TO TAXATION BY THE CITY OF CROWLEY; AND TO PROVIDE FOR ALL MATTERS RELATIVE THERETO AND IN CONNECTION THEREWITH.

BE IT RESOLVED, that the following millage(s) are hereby levied on the 2025 tax roll on all property subject to taxation by the **City of Crowley:**

	<u>MILLAGE</u>
General Alimony (5023 001)	7.00 mills
Streets, Roads, Hwys, Ave (5023 002)	5.00 mills
Public Bldgs & Drainage (5023 003)	5.00 mills
Public Parks & Recreation (5023 004)	2.98 mills
Wastewater Disposal Fac. (5023 005)	3.47 mills
Cemetery (5023 006)	.75 mills
Youth Recreation Bldg (5023 007)	.99 mills
Fire Dept. & Police Dept. (5023 008)	5.00 mills

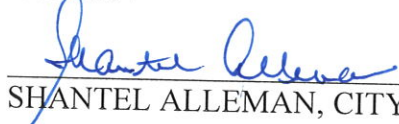
BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of Acadia, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2025, and to make the collection 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.

THUS DONE AND ADOPTED in regular session duly convened, pursuant to notice thereof duly posted and notice issued and called in accordance with law in at Crowley, Acadia Parish, Louisiana, on this the 15th day of April, 2025, at which a quorum was present and acting throughout.

There being no further business to come before the Council upon motion duly made by Alderwoman Sandra Marx and seconded by Alderman Brad Core the meeting was adjourned at 6:11 p.m.

  
CHAD MONCEAUX, MAYOR

ATTEST:

  
SHANTEL ALLEMAN, CITY CLERK

Presented rough draft to Mayor on 4/17/25 at 1:45 AM/PM.  
Presented for Mayor signature on 4/17/25 at 2:59 AM/PM.  
Mayor signed & returned to City Clerk on 4/17/25 at 3:21 AM/PM.  
Publish in newspaper on \_\_\_\_\_