

**PROCEEDINGS OF THE MAYOR
AND BOARD OF ALDERMEN
TOWN OF GRAMERCY
MAY 13, 2024**

PUBLIC HEARING

**ORDINANCE NO. 761-2024 AN ORDINANCE REGULATING THE CONDITIONS AND USE OF THE TOWN OF GRAMERCY
MAIN STREET PARK PAVILION**

Alderman Calcagno questioned the \$1.00 insurance requirement. Mayor Bourgeois stated that \$1.00 is the minimum, not maximum insurance coverage required. Police Chief Dicharry stated that the police department could not make anyone leave the facility even if it has been rented for an event.

It was moved by Alderman Calcagno, second by Alderman Wiggins and approved to close the public hearing.

The Mayor and Board of Aldermen of the Town of Gramercy, Louisiana, met in regular, monthly session on May 13, 2024, at 6:00 pm at Gramercy Town Hall.

Mayor Bourgeois called the meeting to order, and asked the Clerk to call roll:

There were present: Mayor Steven Bourgeois, Alderman Darren Brack, Alderman Craig Calcagno, Alderman Theron Louque, Alderman Clyde Wiggins, Alderman Percy Williams

There were absent: None

There were also present: Police Chief Brent Dicharry, Town Attorney Robert Faucheux, Jr., Town Clerk Amy St. Pierre

PUBLIC COMMENTS

There were no public comments on agenda items.

PRESENTATION AND COMMENTS

Mr. Richard Millet, owner of Gramercy Park 61 LLC, presented plans to include ten additional lots at the mobile home park located at 608 E Airline Hwy. They will need to upgrade electrical services and drainage. Gramercy EOC Director Jody Ordeneaux inquired about additional right of way access to the additional homes and if Mr. Millet could implement a plan that shows the address of all homes in the park for emergency personnel; at this time, there are no clear addresses when emergency services are responding to a call. Mr. Millet said some residents currently use Golden Grove Road, a gravel right of way located on the side of the park, and he would be willing to help with the maintenance of this road if he is granted expansion.

APPROVAL OF MINUTES

It was moved by Alderman Wiggins, seconded by Alderman Calcagno, and approved to adopt the minutes from the Regular Meeting dated March 11, 2024.

PAYMENT OF BILLS

Mayor Bourgeois asked for approval of payment of bills. A motion was moved by Alderman Louque, second by Alderman Brack, and approved to pay all bills and accept financial statements presented before the Council.

TOWN ATTORNEY

Mr. Faucheux stated that if Mr. Millet can solve the issues brought before him and an agreement could be reached with the maintenance of the side right of way then the council members could discuss allowing the expansion. Alderman Brack stated that he remembers the town removing R2 residential requirements from Industrial Zoning and would not agree to the expansion.

REPORT FROM CHIEF OF POLICE

Chief Dicharry reported he received complaints concerning the release of a white substance from Atlantic Alumina Company. There was a shooting in the mobile home park; a warrant has been issued for the suspect. Information has been brought forward concerning an old shooting case; the suspect is currently in jail, and he is waiting on ballistics results. With the school year nearing the end, he will review the Parish golf cart ordinance and bring recommendations to the Board.

CODE ENFORCEMENT

Sgt. Alex Gerhold passed out his monthly report. Eight vehicles have been removed by property owners.

EMERGENCY PREPAREDNESS

Lt. Ordeneaux stated heavy rain is expected tonight. He is reviewing the Request for Proposal received, along with St James Parish and Town of Lutchter representatives. This will ensure the town has the necessary supplies, generators, pumps, etc. during an emergency event. This is required for FEMA reimbursement if services are used.

PLANNING COMMISSION

Planning Commission Chairman Alex Gerhold stated the members met with Mr. Richard Millet to discuss his plans for ten additional lots in his mobile home park at 608 E Airline Highway. They are waiting for his response to a few questions they had for him.

ALDERMEN'S REPORT

Alderman Brack had no report for this month.

Alderman Louque received a quote of \$138,00 for a new backhoe with A/C cab and extended boom arm. He asked Town Maintenance Supervisor Scott Blank to review the options available with the backhoe. He asked if we could spray an herbicide at the bottom of the drainage ditches on N. Airline to keep the grass down. When will we move forward with the projects for the Central and David Canals?

Alderman Williams reported he received complaints concerning the release of white particles from Atlantic Alumina. Town Attorney Mr. Fauchoux said the company released a press statement citing broken equipment as the cause of the release.

Alderman Wiggins stated the high winds on April 26th knocked down a large branch from a resident's tree and the neighbor was out of electricity until meter box was repaired. The owners of the fire damaged home at 1590 Golden Grove had dumpster delivered and demolition will begin soon. He reported speeding issues on E Tenth Street. He thanked all the volunteers for their help on the Parish Clean Up Day and wished a Happy Belated Mother's Day to all the moms.

Alderman Calcagno passed out his month report. Alderman Calcagno reported that the town has about 60% of residents who do not have their addresses posted on their homes. Alderman Brack asked if a letter could be sent to residents to let them know there is an ordinance that house numbers should be posted? Alderman Calcagno said the property owners who have received proper notification of tall grass, blight, inoperable vehicles need to be issued citations in a timelier manner. Trash is accumulating on the empty lot on Tulip Street again. The are new mobile homes in town that are not meeting the skirting requirements set by ordinance; we need to communicate the requirement for skirting to permit applicants.

MAYOR'S REPORT

Mayor Bourgeois reported the Capital Outlay Funding has been approved and he will meet with Parish representatives to discuss shoring up the drainage canals with riprap. We have received bids for the debris removal portion of the PPDR program and have turned that information in to Rostan for review. There has been no clear response from Atlantic Alumina concerning the recent release issue. Alderman Brack suggested having the residents write letters to their Representative, Senator and president of Atlantic Alumina. Alderman Brack asked the mayor to present price quotes for grass contractors used by the town.

ORDINANCE – FINAL ACTION

ORDINANCE NO. 761-2024

AN ORDINANCE REGULATING THE CONDITIONS AND USE OF THE TOWN OF GRAMERCY MAIN STREET PARK PAVILION

WHEREAS, the Town of Gramercy Mayor and Board of Aldermen approved the construction of the Town of Gramercy Main Street Park Pavilion;

WHEREAS, the Town of Gramercy Mayor and Board of Aldermen agree to the use of the property by the public;

WHEREAS, the Town of Gramercy Mayor and Board of Aldermen has found it necessary for the purpose of protection of health, safety and general welfare to adopt this proposed ordinance for regulating the conditions and use of the Town of Gramercy Main Street Park Pavilion.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF ALDERMAN OF THE TOWN OF GRAMERCY, LOUISIANA, THAT:

SECTION I. To amend the Town of Gramercy's Code of Ordinances, Chapter 54 Parks and Recreation to create minimum standards for Town of Gramercy Main Street Park Pavilion shall read as follows:

Section 55. Town of Gramercy Main Street Park Pavilion

55-1 . Application
The Main Street Park Pavilion ("The Pavilion") Reservation and Use Policies.

55-2. Hours

Per Town ordinance, Main Street Park is open to the public daily from 6 a.m. to 9 p.m. Use of the Pavilion is limited to the hours of 6 a.m. to 9 p.m. Event Organizers ("Organizers") who are in the process of cleaning up after the event may be on the park grounds no later than 9:30 p.m. unless otherwise requested and approved by the Gramercy Police Department or the Chief of Police. All other event attendees are required to vacate the park before 9 p.m. or may be ticketed by the Town of Gramercy Police Department.

55-3. Permit Required

A permit from the Town of Gramercy is required for any planned event or use (public or private) at the Pavilion. Permit requirements are listed below, according to the type of event:

Event Permit

An Event Permit is required for an event that meets one or more of the following criteria:

- a. Involves the sale of any items or services
- b. Involves one or more live musical instruments
- c. Involves the use of any sound equipment
- d. 35 or more attendees are expected
- e. Sale and/or consumption of alcoholic beverages is not permitted on Pavilion grounds.

To apply for an Event Permit, an Organizer shall submit an application and an application fee to the Town Clerk at least thirty (30) days prior to the proposed date of the event. Applicant must be 18 years of age or older.

Applications for Event Permits shall be approved by Gramercy Police Department, or the Chief of Police.

All Pavilion Permits shall comply with all Town Ordinances related to noise and decibel levels, and gatherings. Open market days for the purpose of selling crafts and produce will not require a permit fee. Interested parties will need to register for a space to sell goods. Spaces will be on a first come first served basis, booths not provided by the town.

55-4. Capacity and Security

Based on the date, time and nature of an event using the Pavilion, the Gramercy Police Department may limit the number of attendees and/or require one or more off-duty police officers to provide security. The Organizer shall be responsible for the expense of any off-duty police officers or security.

55-5. Clean-Up

Set-up, preparation, and clean-up for an event is the responsibility of the Organizer. Any damage to the grounds, amenities or structures shall be the responsibility of the Organizer. A citation may be issued for damages to the grounds or pavilion.

55-6. Weather

A reservation fee refund shall not be returned due to inclement weather. An Organizer may reschedule an event due to forecasted future inclement weather conditions, and the park reservation fee shall be applied to a new date, if that date is available for rental. An Organizer shall notify the Town Clerk of the intent to change the date of an event due to inclement weather at least twenty-four (24) hours prior to the scheduled event start time.

55-7. Cancellation

An event may be cancelled by the Organizer. A cancellation shall be submitted to the Town Clerk no later than fourteen (14) days prior to an Event. An Organizer who cancels an Event less than 14 days prior to the Event shall not receive a refund of their rental fee.

55-8. Damage

The Organizer shall immediately notify the Gramercy Police Department of any damage to the pavilion. The Organizer shall be responsible for all damages to Town property caused as a result of an event. This shall include damages as a result of setup or tear down of an Event. Organizer shall be responsible for all fees and costs required to collect outstanding damages, including any attorney's fees.

55-9. Indemnification.

Organizers and attendees shall agree to hold the Town of Gramercy, its elected and appointed officers, and employees harmless from any liability for claims or damages for personal injury or property damage caused by or arising from the negligence of the Organizer or the Organizer's attendees at an event in the performance of its obligations under these policies.

55-10. Insurance

A certificate of liability insurance is required for events that are open to the public or exceed 35 attendees. The insurance policy shall have a minimum limit of \$1 in place for the event. The Town of Gramercy shall be named as additional insured and the certificate shall be sent to the Gramercy Police Department office at least one week prior to the event.

55-11. Park Amenities

Park amenities, such as benches, tables, and trash receptacles shall not be moved from their original location without prior approval from the Town of Gramercy. Amenities shall be moved by the Town of Gramercy employees ONLY.

55-12. Pets

Dogs and other pets are prohibited from the park, except for trained service animals that are individually trained to work or perform tasks for a person with a disability. The ADA definition of a trained service animal does not include pets, comfort animals, and emotional support animals.

55-13. Food and Beverages

No alcohol may be sold, possessed, or consumed in the park. Additionally, glass containers are prohibited in the park. Open flame/charcoal cooking grills and smokers are not allowed under or within 10' of the Pavilion. Hot coals shall be placed in a bucket of water and taken home for disposal. Do not place hot coals in park trash receptacles.

55-14. Decorations

Balloons and confetti are prohibited. Nails, thumbtacks, staples, and other fasteners that cause damage are prohibited. Masking and transparent tape are permitted. All decorations shall be removed at the end of the event. Use of sidewalk chalk and other markings on park amenities and the Pavilion are prohibited.

55-15. Conduct and Other Conditions

The Organizer shall be responsible for the conduct and control of both patrons and participants and shall provide adequate supervision of event attendees. Organizers shall be present at all times during the rental period. All State laws and Town ordinances shall be followed during the event. Additional rules or conditions may be set by the Gramercy Police Department or the Chief of Police based on the individual circumstances of the proposed event.

55-16. Permit fees and Security Deposit

A permit fee of \$50 and a refundable security deposit of \$100 is required when reserving the pavilion for an organized event. Permit fees may be waived for non-profit organizations. Security deposits will be refunded upon verifying the pavilion, picnic tables, and surrounding property have been cleaned and are free of damage.

Said Ordinance having been introduced on Wednesday, April 17, 2024, notice of a public hearing having been published on April 25, 2024, said public hearing been held on May 13, 2024, the title having been read and the Ordinance considered, on motion by Alderman Wiggins, seconded by Alderman Calcagno, to adopt the Ordinance, a record was taken, and the following result was held.

YEAS:	Wiggins, Calcagno, Williams, Louque, Brack
NAYS:	None
ABSENT:	None
ABSTAIN:	None

And the ordinance was declared adopted on this 12th day of February 2024.

ORDINANCE: FIRST READING

ORDINANCE NO. 762-2024 AN ORDINANCE ADOPTING THE ANNUAL BUDGET OF REVENUES AND EXPENDITURES FOR THE FISCAL YEAR ENDING JUNE 30, 2025 FOR THE TOWN OF GRAMERCY, LOUISIANA.

Aldermen Brack asked how the employee raises were calculated this year. He believes all employees should get at least a cost-of-living increase. Mayor Bourgeois said he would forward the information to the Board again.

There being no further business it was moved by Alderman Wiggins, second by Alderman Williams and approved to adjourn at 7:15 pm.

/s/ Steven J. Bourgeois, Mayor
Attest: /s/ Amy St. Pierre, Town Clerk