



**TOWN COUNCIL MEETING
TUESDAY, APRIL 1, 2025 AT 6PM
ABITA SPRINGS TOWN HALL
22161 LEVEL ST., ABITA SPRINGS, LA 70420**

Posted: March 27, 2025 5:30pm

CALL TO ORDER: Mayor Curtis
INVOCATION: Alderman Boudreaux
PLEDGE OF ALLEGIANCE: Alderman Templet

PUBLIC HEARING:

1. Discussion – Instrument 2025-003 AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE TOWN OF ABITA SPRINGS TO CREATE A STANDARD OF PROCEDURE FOR THE FINANCE COMMITTEE CHAIRPERSON’S ACCESSIBILITY TO ALL FINANCIAL RECORDS.
2. Discussion - Instrument 2025-004 AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE TOWN OF ABITA SPRINGS TO ALLOW A PUBLICLY ELECTED ALDERMAN, TO ADD TO THE AGENDA OF A PUBLIC MEETING AN INTRODUCTION OF AN ORDINANCE.
3. Discussion - Instrument 2025-005 AN ORDINANCE TO DECLARE A PORTION OF 13TH ST. NO LONGER NECESSARY FOR PUBLIC USE AND TO PROVIDE FOR THE EXCHANGE OF THAT PORTION OF PROPERTY LOCATED IN THE TOWN OF ABITA SPRINGS, ST. TAMMANY PARISH, LOUISIANA, AND TO PROVIDE FOR RELATED MATTERS.

MAYOR’S ANNOUNCEMENTS: 1.) Busker Festival, Autism Event, En Plein Air, Opry

ROLL CALL:

Call for Agenda Modifications
Accept March 11, 2025 Town Council Meeting Minutes

REPORTS:

NEW BUSINESS:

1. INTRODUCTION OF INSTRUMENT 2025-007 AN ORDINANCE ADOPTING AN OPERATING BUDGET OF REVENUE AND EXPENDITURES FOR THE YEAR BEGINNING JANUARY 1, 2025, AND ENDING DECEMBER 31, 2025.
2. DISCUSSION OF COUNCIL MEETING RULES OF PROCEDURE

OLD BUSINESS:

1. CONSIDERATION OF ADOPTION OF INSTRUMENT 2025-005 AN ORDINANCE TO DECLARE A PORTION OF 13TH ST. NO LONGER NECESSARY FOR PUBLIC USE AND TO PROVIDE FOR THE EXCHANGE OF THAT PORTION OF PROPERTY LOCATED IN THE TOWN OF ABITA SPRINGS, ST. TAMMANY PARISH, LOUISIANA, AND TO PROVIDE FOR RELATED MATTERS.
2. CONSIDERATION OF ADOPTION OF INSTRUMENT 2025-003 AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE TOWN OF ABITA SPRINGS TO CREATE A STANDARD OF PROCEDURE FOR THE FINANCE COMMITTEE CHAIRPERSON’S ACCESSIBILITY TO ALL FINANCIAL RECORDS.
3. CONSIDERATION OF ADOPTION OF INSTRUMENT 2025-004 AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE TOWN OF ABITA SPRINGS TO ALLOW A PUBLICLY ELECTED ALDERMAN, TO ADD TO THE AGENDA OF A PUBLIC MEETING AN INTRODUCTION OF AN ORDINANCE.

OPEN/ADJOURNMENT:

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE, PLEASE CONTACT US AT (985) 892-0711.
PLEASE CONTACT TOWN HALL AT THE SAME NUMBER FOR ADDITIONAL INFORMATION REGARDING THIS AGENDA.



Instrument 2025 003

An Ordinance of the Board of Aldermen of the Town of Abita Springs to create a standard of procedure for the Finance Committee Chairperson's accessibility to all financial records.

WHERE AS, the Chairman of the Finance Committee, Board of Alderman, Town of Abita Springs, has full access to ALL financial accounts, WITHOUT the ability to manipulate the data (read only access).

WHERE AS, the Chairman of the Finance Committee, Board of Alderman, Town of Abita Springs, has read only access to any and all software used by the Town of Abita Springs.

WHERE AS, the Chairman of the Finance Committee, Board of Alderman, Town of Abita Springs has direct access to any third party firm that the Town of Abita Springs is currently or in the future contracts with on behalf of the Town of Abita Springs.

WHERE AS, the Chairman of Finance Committee of the Board of Alderman, Town of Abita Springs has uninhibited access to any and all Third-Party Accounting/Audit Firm in the tabulation of all financial records/activities.

WHERE AS, the Chairman of the Finance Committee, of the Board of Alderman, Town of Abita Springs, is granted remote electronic access to all financial data, either through a Virtual Private Network (VPN) connection or accessible through the internet without VPN.

WHERE AS, the Chairman of the Finance Committee, of the Board of Alderman, Town of Abita Springs, is electronically copied on all correspondence between the Town of Abita Springs and all financial institutions, accounting firms and, auditing firms.

THEREFORE, LET IT BE ORDAINED, by the Board of Alderman of the Town of Abita Springs, at its regular session convened, that the Finance Chairman of the Board of Alderman, Town of Abita Springs, is granted full access to all financial records for the Town of Abita Springs to include but not limited to: Bank Records, Savings accounts, General Ledger and worksheets and any and all other financial records involving the Town of Abita Springs, whenever such communication takes place.

Introduced on a motion of _____ and second by _____, on the _____ day of _____ 2025.

Adoption on a motion of _____, seconded by _____, on this _____ day of _____, 2025.

Vote was:

Yeas:

Nays:

Absent:

Abstain:

DRAFTED & SUBMITTED BY S. SAUSSY
NOT REVIEWED BY TOWN ATTORNEY



Instrument 2025 004

An Ordinance of the Board of Aldermen of the Town of Abita Springs to allow a publicly elected Alderman, to add to the agenda of a public meeting an introduction of an ordinance.

WHERE AS, any elected Alderman, Town of Abita Springs, may submit to the Mayor an ordinance to be added to the next publicly schedule meeting, so long as the ordinance is submitted within seven calender days (including weekend and holidays) prior to the publicly scheduled meeting.

WHERE AS, the ordicnace being submitted is for introduction to be discussed with considerations of amedning by a majority vote of the Alderman in attendance.

WHERE AS, the ordinance is to be submitted within seven calender days to include weekends and holidays, in advance of the scheduled public meeting, to the Towns Admnistration, specifically the Mayor, via the Town of Abita Springs email.

WHERE AS, the proposed ordinance introduced by any alderman at any board meeting within seven calendar days before the scheduled public meeting date, shall be in writing, contain only one subject which shall be indicated in its title except for ordinances involving the annual operating budget, a capital improvements budget, or a codification of municipal ordinances.

WHERE AS, a proposed ordinance has been introduced, copies of it shall be provided to all members of the board and the mayor. The title of a proposed ordinance, shall be published once in the municipality's official journal or agenda. The notice shall indicate the time and place where the board will consider its adoption. No ordinance, shall be adopted until a public hearing on it has been held. No ordinance, can be adopted at the meeting at which it is introduced.

WHERE AS, each proposed amendment to an ordinance shall be presented in writing or reduced to writing before its final consideration. An amendment to a proposed ordinance shall not nullify the purpose of the proposed ordinance nor, except for ordinances involving the annual operating budget, a capital improvements budget, or a codification of municipal ordinances.

WHERE AS, a proposed ordinance shall be read by the title when called for final passage. The vote on an ordinance at final passage shall be taken by "yeas" and "nays", and the municipal clerk shall enter the names of the aldermen voting for and against each proposed ordinance or amendment on the municipal minutes.

THEREFORE, LET IT BE ORDAINED, by the Board of Alderman of the Town of Abita Springs, at its regular session convened, that An Ordinance of the Board of Aldermen of the Town of Abita Springs to allow a publicly elected Alderman, to add to the agenda of a public meeting an introduction of an ordinance.

Introduced on a motion of _____ and second by _____, on the _____ day of _____ 2025.

Adoption on a motion of _____, seconded by _____, on this _____ day of _____, 2025.

Vote was:

Yeas:

Nays:

Absent:

Abstain:



Instrument 2025-005

ORDINANCE TO DECLARE A PORTION OF 13 ST. NO LONGER NECESSARY FOR PUBLIC USE AND TO PROVIDE FOR THE EXCHANGE OF THAT PORTION OF PROPERTY LOCATED IN THE TOWN OF ABITA SPRINGS, ST. TAMMANY PARISH, LOUISIANA, AND TO PROVIDE FOR RELATED MATTERS.

Introduced by _____, seconded by _____, on the _____, day of March 2025.

“BE IT ORDAINED that the Planning and Zoning Commission recommendation to revoke the below described property is accepted.

IT IS HEREBY ORDAINED THAT THE below described property is determined to no longer be needed for public purposes.

IT IS HEREBY FURTHER ORDAINED, that the Honorable Daniel J. Curtis Mayor of the Town of Abita Springs is authorized to exchange on behalf of the Town of Abita Springs and to execute the transfer of the below described property under the terms and conditions as set out under the Statutes of Louisiana and the Code of Ordinances for the Town of Abita Springs, Louisiana.

A CERTAIN PIECE OR PORTION OF GROUND, together with all the buildings and improvements thereon, and all the rights, ways, privileges, servitudes, appurtenances, and advantages thereunto belonging or in anywise appertaining situated in the Town of Abita Springs, Parish of St. Tammany, State of Louisiana and more fully described as follows to wit and which property may be more particularly described and/or shown by a subsequent survey, which survey shall be attached and be a part of this ordinance.

A portion of undeveloped 13th St. right-of-way between the St. Tammany Trace and St. Charles St. The right-of-way to be exchanged is approximately 50 feet wide by 300 feet long (15,000 square feet) and bisects the applicant's property.

EXCHANGED for:

A CERTAIN PIECE OR PORTION OF GROUND, together with all the buildings and improvements thereon, and all the rights, ways, privileges, servitudes, appurtenances, and advantages thereunto belonging or in anywise appertaining situated in the Town of Abita Springs, Parish of St. Tammany, State of Louisiana and more fully described as follows to wit and which property may be more particularly described and/or shown by a subsequent survey, which survey shall be attached and be a part of this ordinance.

A portion of Block 45, on the South Line, of the Bossier City Addition, measuring approximately 50 feet wide by 300 feet long (15,000 square feet.)

Adopted, on this _____ day of _____, 2025 on motion of _____, seconded by _____.

Vote was:

YEAS:

NAYS:

ABSENT:

ABSTAIN:

Janet Dufrene, Town Clerk

Daniel J. Curtis, Mayor



PLANNING AND ZONING COMMISSION STAFF REPORT

March 5, 2025

To: Town Council

From: Kristin Tortorich, Planning and Zoning Director

Subject: Request for an exchange of 13th Street right-of-way for a portion of Square 45-71351 St. Charles Street, Tracy McElveen, applicant.

The Town of Abita Springs has received a request to revoke a portion of 13th Street between St. Charles Street and the St. Tammany Trace. The applicant requesting the revocation owns Square 45 and 46 as shown on the map below.



BOSSIER CITY SQ 45 (Fraction) 46 (Entire Block)

BACKGROUND

This request involves an exchange of a portion of undeveloped 13th Street right-of-way. The right-of-way to be exchanged is approximately 50 feet wide by 300 feet long (15,000 square feet) and bisects the applicant's property. The property is divided into two parts:

1. Northern Portion: A platted block (Block 46 of the Bossier City Addition), measuring 300 feet by 300 feet (2.08 acres). It contains 12 lots, each measuring 60 feet by 120 feet. This portion also includes a pond of about 0.70 acres.
2. Southern Portion: A smaller area that is a portion of Block 45 of the Bossier City Addition, approximately 0.91 acres (29,743 square feet), located south of the undeveloped right-of-way.

The applicant proposes exchanging the undeveloped right-of-way for an equally sized area along the south property line. No utilities are in the right-of-way of unopened 13th Street. The only utility line on the subject property is a 2-inch water line that is running under Square 46. The property is undeveloped, with an abandoned residence adjacent to the right-of-way, and both properties have access to St. Charles Street. The property does not contain any designated wetlands, according to the National Wetlands Inventory.



During the Planning and Zoning meeting on February 27, 2025, the Commission voted favorably to recommend the revocation of the undeveloped 13th Street right-of-way, situated between Block 45 and Block 46 of the Bossier City Addition, to the Town Council.

The vote was:

Yeas: 4, Commissioners Hall, LeBlanc, Lanaux, and Guidry

Nays: 0

Absent: 1, Commissioner Pierce

February 25, 2025

To whom it may concern.

My name is Tracy Mc Elveen. I am the owner of 71351 St. Charles Street Square 45 & 46. My grandparents bought the property in 1953. I acquired all the property in 2024. Upon having the survey done, I found out that we did not own everything my grandparents had fenced in. I found out that our driveway was 13th Street, and our garden was the continuation of St. Charles Street.

My daughter would like to build a house where the old house stands. The property has a pond on it. After having the survey done, we found out that the old house sits 2 feet on 13th Street. If I tear down the old house, I must go by the city code set back off the property line. The back left corner of the house is 32 feet from the pond. After doing the setback, I only have 10 feet to build the house.

I am asking the town of Abita Springs if they would be willing to trade 13th Street where it exists right now for the same amount of square footage on the left side of my property (50'x300'). By doing so, it will give the town of Abita Springs a better way to connect to 13th Street at the back of the property, if they ever decide to put the street in.

By me (Tracy McElveen), acquiring 13th Street, it will join square 45 and 46 together allowing me to build my daughter's house without any set back on the side of the house.

The property has been in our family for 72 years. I was raised there, and my daughter loves property and would like to raise her family there.

Thank you for your consideration.

Sincerely yours,


Tracy McElveen
504.800.1008

71351 ST. CHARLES STREET

Tracy McElveen



BOSSIER CITY SQ 45 (Fraction) 46 (Entire Block)



ST

TAMMANY TRACE

50'

300'

Unopened 13th St.

50'

300'

13TH ST

ST CHARLES ST

ST PETER ST





12TH STREET (NOT CONSTRUCTED)

N78°38'29"E 300.0'

ST. CHARLES STREET

S11°45'48"E 300.0'

(ASPHALT)

ST CHARLES ST

ST. PETER STREET (NOT CONSTRUCTED)

N11°45'48"W 300.0'

SQUARE 46
2.066 ACRES

POND 4

Live Oak

FLOOD ZONE TRANSITION LINES
(APPROXIMATE LOCATION)

DILAPIDATED HOUSE

13TH STREET (NOT CONSTRUCTED)

N78°38'29"E 300.0'

SQUARE 45
0.904 ACRES

13TH ST

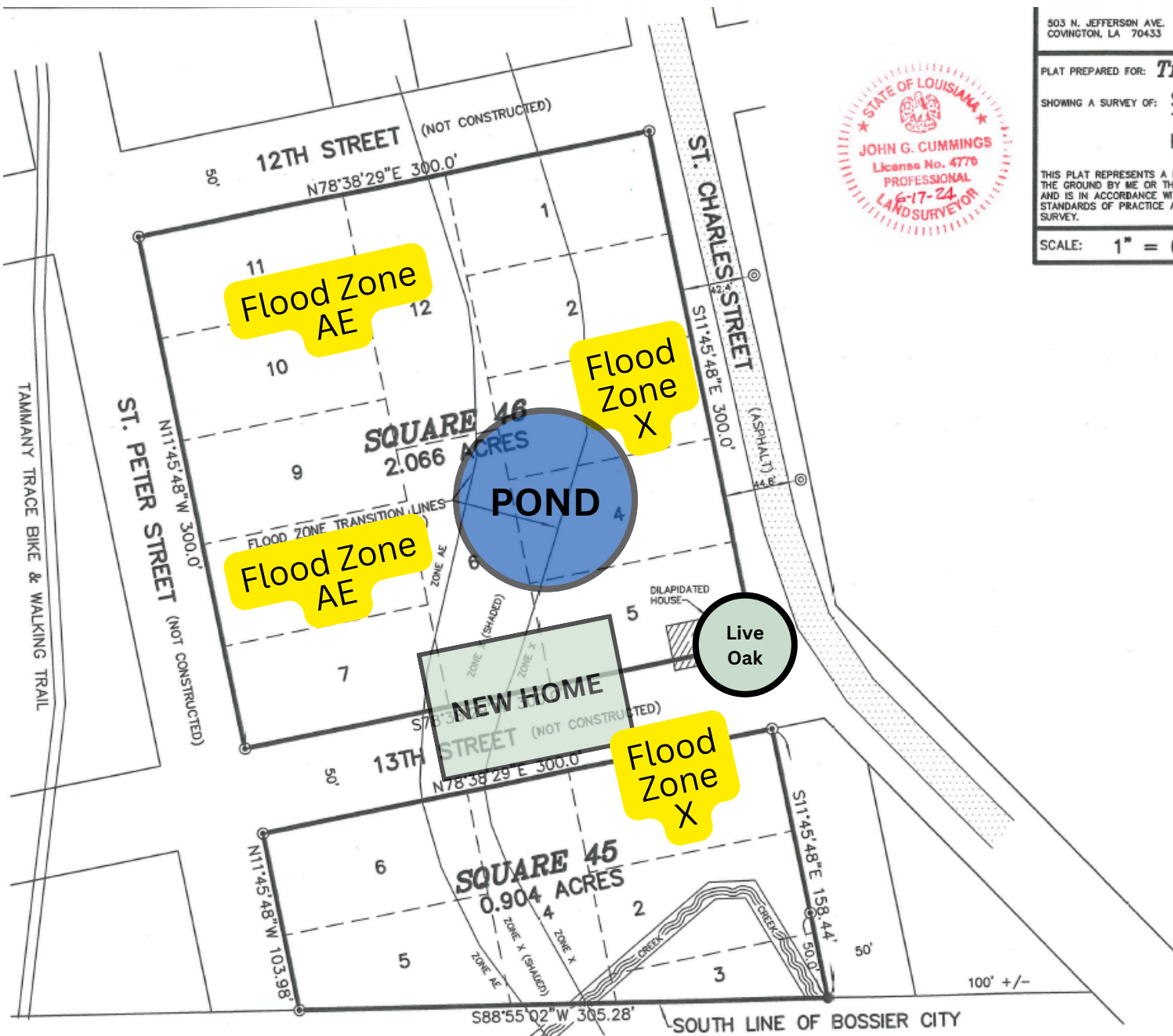
ST PETER ST

S88°55'02"W 305.28'

SOUTH LINE OF BOSSIER CITY

STATE OF LOUISIANA
JOHN G. CUMMINGS
License No. 4771
PROFESSIONAL LAND SURVEYOR
6-17-24

T
LLC



503 N. JEFFERSON AVE.
COVINGTON, LA 70433

John G. Cummings & Associates
PROFESSIONAL LAND SURVEYORS IN LOUISIANA & MISSISSIPPI
johncummings108@charter.net

PHONE (985) 892-1548
FAX (985) 892-9250

PLAT PREPARED FOR: **Tracy McElveen**

SHOWING A SURVEY OF: **SQUARE 45 AND 46, BOSSIER CITY ADDITION
TO THE TOWN OF ABITA SPRINGS, ST. TAMMANY
PARISH, LOUISIANA.**

THIS PLAT REPRESENTS A PHYSICAL SURVEY MADE ON
THE GROUND BY ME OR THOSE UNDER MY DIRECTION,
AND IS IN ACCORDANCE WITH THE APPLICABLE
STANDARDS OF PRACTICE AND BEARS A CLASS C
SURVEY.

PROFESSIONAL LAND SURVEYOR

SCALE: 1" = 60'

DATE: 06/17/2024

JOB NO. 24099

REFERENCE BEARING:
Astronomic North
determined by
Solar Observations.



LEGEND

- ⊙ = 1/2" IRON ROD FOUND
- ⊙ = 1/2" IRON ROD SET

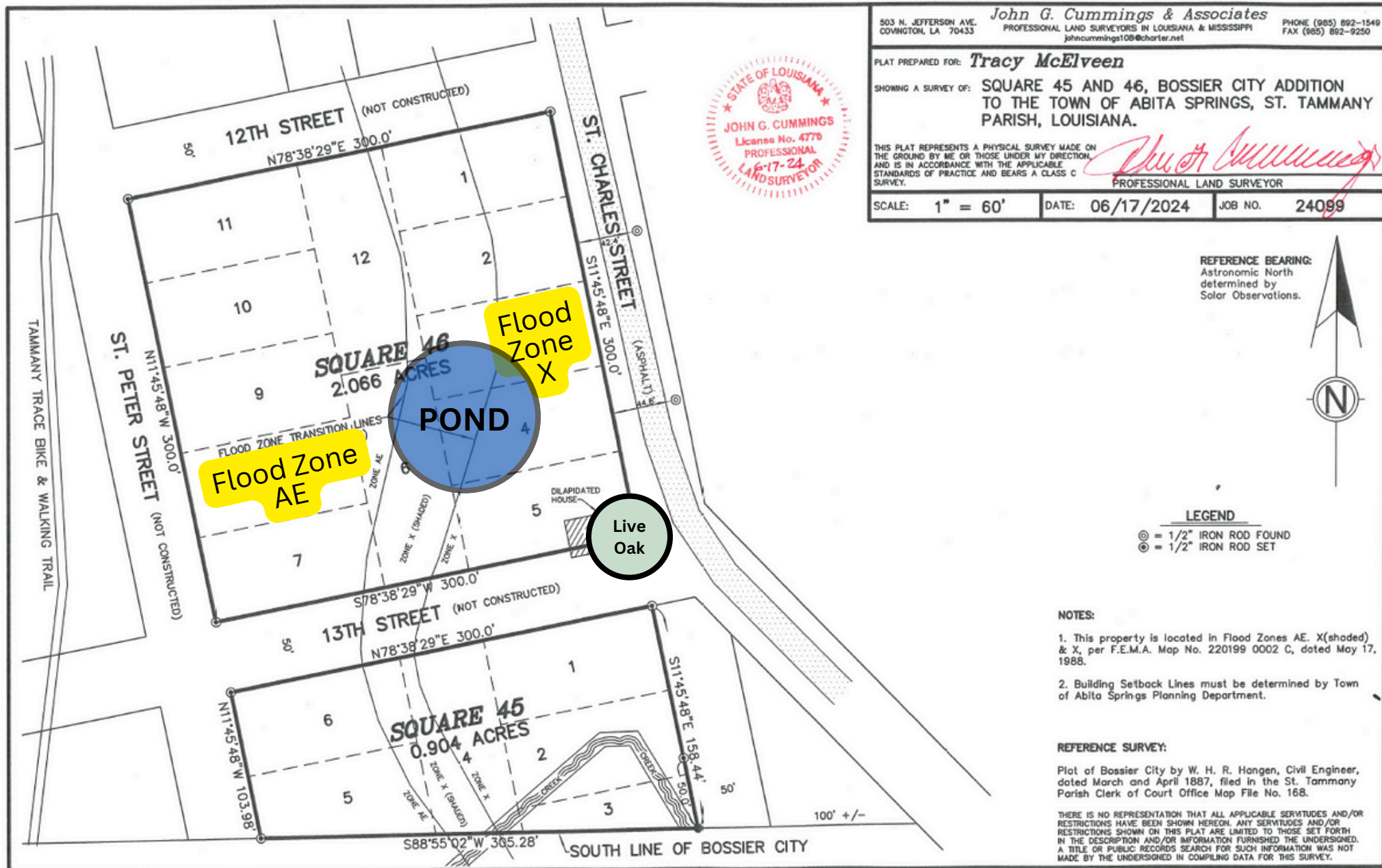
NOTES:

1. This property is located in Flood Zones AE, X(shaded) & X, per F.E.M.A. Map No. 220199 0002 C, dated May 17, 1988.
2. Building Setback Lines must be determined by Town of Abita Springs Planning Department.

REFERENCE SURVEY:

Plat of Bossier City by W. H. R. Hangen, Civil Engineer, dated March and April 1887, filed in the St. Tammany Parish Clerk of Court Office Map File No. 168.

THERE IS NO REPRESENTATION THAT ALL APPLICABLE SERVITUDES AND/OR RESTRICTIONS HAVE BEEN SHOWN HEREON. ANY SERVITUDES AND/OR RESTRICTIONS SHOWN ON THIS PLAT ARE LIMITED TO THOSE SET FORTH IN THE DESCRIPTION AND/OR INFORMATION FURNISHED THE UNDERSIGNED. A TITLE OR PUBLIC RECORDS SEARCH FOR SUCH INFORMATION WAS NOT MADE BY THE UNDERSIGNED IN COMPILING DATA FOR THIS SURVEY.





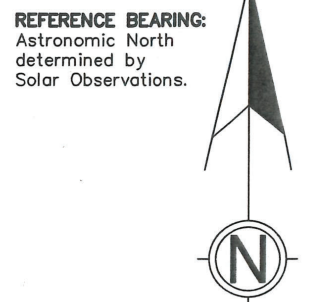
PLAT PREPARED FOR: **Tracy McElveen**

SHOWING A SURVEY OF: **SQUARE 45 AND 46, BOSSIER CITY ADDITION TO THE TOWN OF ABITA SPRINGS, ST. TAMMANY PARISH, LOUISIANA.**

THIS PLAT REPRESENTS A PHYSICAL SURVEY MADE ON THE GROUND BY ME OR THOSE UNDER MY DIRECTION, AND IS IN ACCORDANCE WITH THE APPLICABLE STANDARDS OF PRACTICE AND BEARS A CLASS C SURVEY.

John G. Cummings
PROFESSIONAL LAND SURVEYOR

SCALE: 1" = 60' DATE: 06/17/2024 JOB NO. 24099



LEGEND

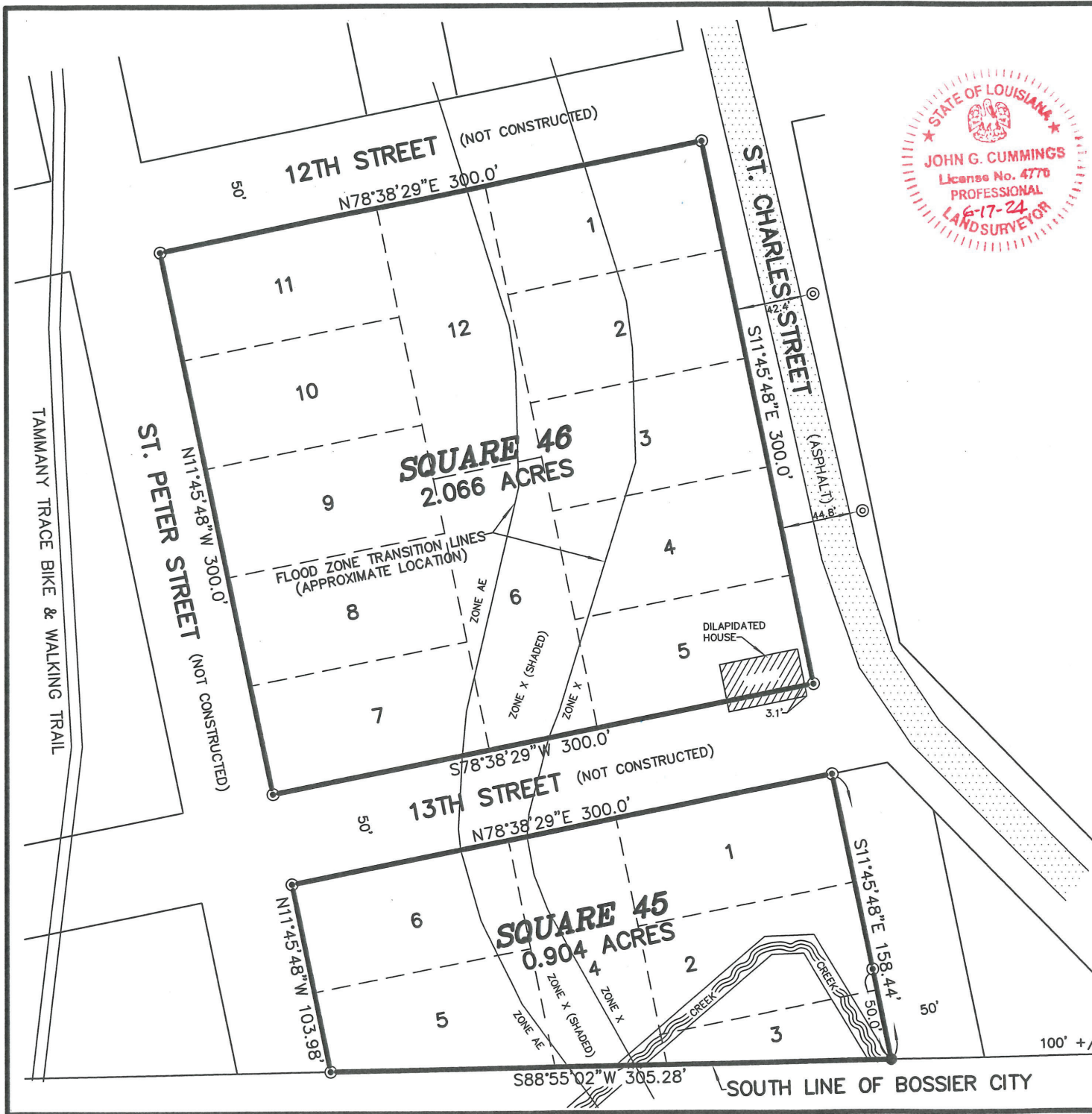
⊙ = 1/2" IRON ROD FOUND
⊗ = 1/2" IRON ROD SET

- NOTES:**
1. This property is located in Flood Zones AE, X (shaded) & X, per F.E.M.A. Map No. 220199 0002 C, dated May 17, 1988.
 2. Building Setback Lines must be determined by Town of Abita Springs Planning Department.

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DANIEL J. CURTIS, MAYOR

INSTRUMENT 2025-007

AN ORDINANCE ADOPTING AN OPERATING BUDGET OF
REVENUE AND EXPENDITURES FOR THE YEAR BEGINNING
JANUARY 1, 2025, AND ENDING DECEMBER 31, 2025.

BE IT ORDAINED, by the Mayor and Board of Aldermen of the Town of Abita Springs, State of Louisiana, in general session convened that:

Section I. The attached estimate of revenues for the year beginning January 1, 2025, and ending December 31, 2025, is hereby adopted to serve as an operating budget of revenues for the Town of Abita Springs during the same period.

Section II. The attached estimates of the expenditures for the year beginning January 1, 2025, and ending December 31, 2025, is hereby adopted to serve as a budget of expenditures for the Town of Abita Springs during the same period.

Section III. The adoption of this operating budget of expenditures be and this hereby is adopted to operate as an appropriation of the amount therein set forth within the terms of the budget classification.

Section IV. The Mayor may authorize transfers between line items of expenditures within the function or department, provided that such transfers shall not exceed 5% of the total department budget. Budget adjustments of 5% shall only be authorized by the Mayor and the Council.

Section V.	2025
General Fund Operating Revenue	<u>\$2,234,397.34</u>
Total General Fund Revenue	\$2,234,397.34
Section VI.	
General Fund Operating Expenditures	<u>\$ 2,234,397.34</u>
Total General Fund Expenditures	\$ 2,234,397.34
Section VII.	
Utility Fund Operating Revenue	\$ 2,535,043.00
Utility Fund Water Sector Project Revenue	<u>\$ 6,230,000.00</u>
Total Utility Fund Revenue	\$ 8,765,043.00
Section VIII.	
Utility Fund Operating Expenditures	\$ 2,702,485.65
Utility Fund Water Sector Project Expenditures	<u>\$ 6,062,557.35</u>
Total Utility Fund Expenditures	\$ 8,765,043.00
Section IX.	
Cemetery Revenue	<u>\$ 31,000.00</u>
Total Cemetery Fund Revenue	\$ 31,000.00
Section X.	
Cemetery Operating Expenditures	<u>\$ 31,000.00</u>
Total Cemetery Fund Expenditures	\$ 31,000.00

53	Section XI.	
54	Debt Service Fund Revenue	<u>\$ 144,000.00</u>
55	Total Debt Service Fund Revenue	\$ 144,000.00
56		
57	Section XII.	
58	Debt Service Fund Expenditures	<u>\$ 45,537.50</u>
59	Total Debt Service Fund Expenditures	\$ 45,537.50
60		
61	Section XIII.	
62	Parks & Recreation Fund Revenue	<u>\$ 330,450.00</u>
63	Total Parks & Recreation Fund Revenue	\$ 330,450.00
64		
65	Section XIV.	
66	Parks & Recreation Fund Expenditures	<u>\$ 330,450.00</u>
67	Total Parks & Recreation Fund Expenditures	\$ 330,450.00
68		
69	Section XV.	
70	Public Works Fund Operating Revenue	\$ 652,130.00
71	Public Works Shared Sales Tax Revenue	\$ 425,000.00
72	Public Works Street Light Ad Valorem Revenue	<u>\$ 29,000.00</u>
73	Total Public Works Fund Revenue	\$ 1,106,130.00
74		
75	Section XVI.	
76	Public Works Fund Operating Expenditures	<u>\$ 1,106,130.00</u>
77	Total Public Works Fund Expenditures	\$ 1,106,130.00
78		

79 **THIS ORDINANCE having been introduce by Alderman _____, seconded by**
80 **Alderman _____, on this ____ day of _____, 20____,**

81
82 **THIS ORDINANCE having been adopted on motion of Alderman _____, seconded**
83 **by Alderman _____. Passed and adopted at Abita Springs, Louisiana on the ____**
84 **day of _____ 20____.**

85
86 **The vote was:**

87
88 YEAS:
89 NAYS:
90 ABSTENTIONS:
91 ABSENT:

92
93
94 _____
95 Janet Dufrene, Town Clerk
96

Honorable Daniel J. Curtis,

Council Meeting Rules of Procedure

- a) **Scope:** The Council Meeting Rules of Procedure shall govern all meetings of the Board of Alderman of the Town of Abita Springs.
- b) **Robert's Rules of Order** shall govern deliberations of the Town of Abita Springs Board of Alderman except when in conflict with state or local laws.
- c) **Purpose:** The Council Meetings shall function as working meetings for the Board of Aldermen, to inform and educate the board and public on existing town projects, programs, issues, to provide an opportunity to explore the implications of policy alternatives as part of the policy development process and to act upon motions to create, amend and repeal ordinances. The board shall review items put before it by the town administration and shall take up matters referred to it for study by the board. Council meetings shall be concerned primarily with policy matters and matters vested in the legislative body of the town. In general, the purpose of these meetings shall be to review matters within the following subject areas:

Each of these subject matters shall be acted upon by separate committees of the whole. The chairman of each committee shall prepare a report for a designated section of the agenda for the subject matter of the respective committee. Any of the 5 committee chairmen may appoint aldermen/committee members to perform duties relative to the subject matter of that committee.

- 1. **Governmental:** Review, analysis and recommendations of laws affecting the process and procedures for town governance. Liaison with parish, state, and federal legislators including but not limited to, St. Tammany Municipal Association and Louisiana Municipal Association on legislation that may be relevant to town legislation and operation. The governmental chairman position shall be held by the mayor pro tem.
- 2. **Finance and Appropriations:** Review, analysis and recommendation of laws affecting budget approval, audit review, financial reports, and taxes. Liaison with parish, state and federal entities including but not limited to, Louisiana Legislative Auditor, the official tax collector, St. Tammany Parish Assessor's Office and FEMA on legislation that may be relevant to town legislation and operation. Finance chairman shall serve on the Budget Committee.
- 3. **Community Planning & Development:** Review, analysis and recommendation of laws affecting Planning, Zoning, Economic Development, Town Events and Tourism. Liaison with parish, state, and federal economic, cultural, tourism and business groups. Community Planning & Development chairman should serve on Abita business organizations when possible.
- 4. **Infrastructure:** Review, analysis, and recommendations of laws affecting Public Works, Utilities, Cemetery, Parks & Recreation, and Environmental

Sustainability. Infrastructure chairman shall serve as the representative to the Louisiana Municipal Gas Association and other organizations and committees related to the administration of town utilities and the environment and legislation relevant to town legislation and operation.

5. **Human & Community Services:** Review, analysis and recommendations of laws affecting public health, safety, and welfare, including but not limited to law enforcement, and code enforcement. Liaison with parish, state and federal health entities including but not limited to DHH, LDH, Mosquito Abatement, and DEQ on legislation that may be relevant to town legislation and operation.

The mayor or mayor pro tem may assign any matter not contained in the description of the subject matter assigned to the above subject areas.

d) **Process:**

1. The mayor pro tem, once chosen, shall determine the committee chairmen.
2. All ordinances shall be submitted to the town attorney prior to the town council public hearing.
3. Agenda item requests for Council Meetings must be submitted to the town clerk no later than Friday at 5:00 p.m. prior to the scheduled Council Meeting and shall be distributed to the entire board of aldermen and town attorney on the next Monday to be put on the next regular meeting agenda. The agenda for the Council Meeting shall be posted no later than 24 hours prior to the scheduled meeting and posted for public review on the location of the meeting.
4. After a proposed ordinance has been introduced, copies of it shall be provided to all members of the board and the mayor.
5. An amendment to a proposed ordinance shall not nullify the purpose of the proposed ordinance nor, except for ordinances involving the annual operating budget, a capital improvements budget, or a codification of municipal ordinances, add a new subject matter to it.