

PROCEEDINGS OF THE MAYOR AND CITY COUNCIL OF THE CITY OF YOUNGSVILLE, LOUISIANA
TAKEN AT THE CITY COUNCIL SPECIAL MEETING HELD ON THURSDAY, JUNE 26, 2025 AT 6:00 PM
AT YOUNGSVILLE CITY HALL COUNCIL CHAMBERS

1. OPENING

1.1 Invocation and Pledge of Allegiance was led by Matt Romero.

2. ROLL CALL

PRESENT: Mayor Ken Ritter, Shannon D. Bares (Division A), Mayor Pro Tem Lindy Bolgiano (Division B), Matt Romero (Division C), Nicholas Niland (Division D).

ABSENT: Simone B. Champagne (Division E).

STAFF: Nicole Guidry (City Clerk), Terry Bourque (COO), Jean Paul Broussard (Police Chief), Wade Trahan (City Attorney), Cathryn Greig (CFO) Tim Robichaux (Director of Parks & Rec).

3. MINUTES

3.1 Approval of June 12, 2025 minutes.

Motion made by Shannon Bares, seconded by Nicholas Niland, approving the June 12, 2025 minutes.

YEAS: Shannon D. Bares, Lindy Bolgiano, Nicholas Niland.

NAYS: None.

ABSTAINED: Matt Romero.

ABSENT: Simone B. Champagne.

Motion Approved.

4. PUBLIC HEARING – BUDGETS

4.1 Public Hearing on the following:

Budget Amendment Ordinance No. 504-2025 - An Ordinance amending the Annual Operating Budget of Revenues and Expenditures for the City of Youngsville, Louisiana for Fiscal Year 2024-2025.

Budget Ordinance No. 505-2025 - An Ordinance adopting the Annual Operating Budget of Revenues and Expenditures for the City of Youngsville, Louisiana for Fiscal Year 2025-2026.

Mayor Ritter opened the Public Hearing and welcomed Brad Kolder, CPA, who in summary presented the following information.

The budget satisfies the legal requirement of filing as set forth under R.S. 39:1316 since the consolidated budget statement adheres to the uniform revenue and expenditure classifications and includes information consistent with that required by the Annual Report on the Budget. The budget documents include anticipated revenues and expenditures for the General Fund, Special Revenue Funds, Debt Service Fund, Capital Projects Fund, Utility Fund and Parks and Recreation Fund. Additionally, the documents provide significant aspects of the budget which are detailed below:

ALL FUNDS

Revenues and expenditures have either increased or decreased on a line-item basis from the previous year for each revenue source and expenditure category.

REVENUES

Sales tax revenue for the 2025-2026 fiscal year will remain flat compared to full year 2025 estimates.

Budgeted a 4% increase in ad-valorem taxes for the 2025-2026 fiscal year.

SRO Program - an increase of 2% is projected.

Utility System - revenues for FY 2025-2026 budget include growth across all utility departments driven by an anticipated increase in housing. The budget includes a 4% increase in new utility customers. Effective 7.1.25 water and sewer rates will increase by 4.8% in line with CPI and garbage rates will increase by 6.1%, based on CPI.

EXPENDITURES

All departments, excluding the police department, have proposed a 3% cost of living adjustment for all full-time, non-elected employees, at a total of \$108,200.

The Fire Department budget includes a 3% cost of living increase funded by a projected 4% increase in ad valorem taxes. The amended general appropriation budget includes an additional payment to cover the ad valorem shortfall due to non-rolled millages. The City continues to make annual debt service payments for three fire trucks.

The Police Department's budget includes an initiative to update the police pay plan to improve recruitment and retention of commissioned officers.

CAPITAL PROJECTS

The budget includes a capital outlay request for numerous items totaling \$36 million. This capital outlay request includes the third-year payment for the Axon Enterprise contract and one additional patrol unit with equipment, approximately \$20.8 million for road improvements, \$13.1 million for utility projects and approximately \$1.3 million for improvements to Parks & Recreation.

Mayor Ritter opened the floor for public comments and there were none.

5. ORDINANCES FOR PUBLIC HEARING AND FINAL ADOPTION

5.1 Budget Amendment Ordinance No. 504-2025 - An Ordinance amending the Annual Operating Budget of Revenues and Expenditures for the City of Youngsville, Louisiana for Fiscal Year 2024-2025, was read aloud and opened for Public Hearing by Mayor Ritter.

Mayor Ritter stated that the budget has been amended since introduction. The amended copy of the budget is at each seat and reflects the most accurate expenses being captured for this FY.

Hearing no comments, motion made by Lindy Bolgiano, seconded by Shannon Bares, adopting Budget Amendment Ordinance No. 504-2025, as amended with the most accurate expenses being captured for this FY.

YEAS: Shannon D. Bares, Lindy Bolgiano, Matt Romero, Nicholas Niland.

NAYS: None.

ABSTAINED: None.

ABSENT: Simone B. Champagne.

Ordinance Approved.

5.2 Budget Ordinance No. 505-2025 - An Ordinance adopting the Annual Operating Budget of Revenues and Expenditures for the City of Youngsville, Louisiana for Fiscal Year 2025-2026, was read aloud and opened for Public Hearing by Mayor Ritter.

Mayor Ritter stated that there is an amended copy of the budget at each seat. The amended copy addresses several small errors and has the most updated projections for new FY.

Hearing no comments, motion made by Matt Romero, seconded by Lindy Bolgiano, adopting Budget Ordinance No. 505-2025, as amended addressing several small errors and reflecting the most updated projections for the new FY and to further be amended to include a 3% cost of living increase for the Mayor and members of the City Council.

YEAS: Shannon D. Bares, Lindy Bolgiano, Matt Romero, Nicholas Niland.

NAYS: None.

ABSTAINED: None.

ABSENT: Simone B. Champagne.

Ordinance Approved.

Mr. Romero noted that Police Chief Jean Paul Broussard opted out of the cost-of-living increase. Mayor Ritter stated that CFO Cathryn Greig will give an update on the most recent audit findings at end of this meeting.

6. PRELIMINARY PLATS (PUBLIC HEARING AND ADOPTION)

- 6.1 Request for Preliminary Plat approval of Sugar Mill Pond Phase 28, located in Sections 12, T11S, R4E, was read aloud and opened for Public Hearing by Mayor Ritter.

Pam Granger, PE reviewed over the letter of recommendation. Jordan Daigle, Developer, answered questions from the Council.

Hearing no further comment, motion made by Matt Romero, seconded by Lindy Bolgiano, granting Preliminary Plat approval of Sugar Mill Pond Phase 28, located in Sections 12, T11S, R4E, as recommended by Garrett Noel in a letter dated June 23, 2025.

YEAS: Shannon D. Bares, Lindy Bolgiano, Matt Romero, Nicholas Niland.

NAYS: None.

ABSTAINED: None.

ABSENT: Simone B. Champagne.

Motion Approved.

7. ORDINANCES FOR INTRODUCTION

- 7.1 Ordinance No. 462.1-2025 - An Ordinance repealing Ordinance No. 462-2021 and enacting a new salary schedule and pay plan for the enforcement officers of the City of Youngsville Police Department.

Dr. Janelle Doucet, Vermilion Analytics, explained that the goal is to increase the starting salary and enact a plan that's easy to follow. She reviewed the proposed plan and explained the structure of it.

Motion made by Lindy Bolgiano, seconded by Shannon Bares, introducing Ordinance No. 462.1-2025.

YEAS: Shannon D. Bares, Lindy Bolgiano, Matt Romero, Nicholas Niland.

NAYS: None.

ABSTAINED: None.

ABSENT: Simone B. Champagne.

Motion Approved.

Prior to the vote, comments and questions were received from Officer Berges.

7.2 Ordinance No. 506-2025 - An Ordinance of the City of Youngsville, Louisiana, amending the Code of Ordinances Chapter 115 "Flood Damage Prevention", Article V "Provisions for Flood Hazard Reduction" to fulfill prerequisites of the CRS Program.

Motion made by Shannon Bares, seconded by Lindy Bolgiano., introducing Ordinance No. 506-2025.
YEAS: Shannon D. Bares, Lindy Bolgiano, Matt Romero, Nicholas Niland.

NAYS: None.

ABSTAINED: None.

ABSENT: Simone B. Champagne.

Motion Approved.

CFO Cathryn Greig provided an update on the findings in the most recent audit, as follows:

- Inadequate controls over bank reconciliations – positive changes have been made to the revenue deposits into each funds operating account & dissolving the consolidated account.
- Significant audit adjustments - worked with Kolder Slaven & Co. to eliminate these adjustments.
- Segregation of utility deposits – now making timely transfers into that account.
- Procurement #7 - resolved.
- Compliance with bond requirements – resolved. Making monthly transfers & have opened another account to better identify.
- Failure to amend budget – there is a very detailed file that is now updated weekly and reviewed. Implemented budget controls in the system that will keep the departments within their budgeted amounts.
- Failure to file the audit financials timely - on a positive track with the changes that have been made. Does not foresee having issues and ahead of schedule.

8. ADJOURNMENT

8.1 Adjourn Meeting

Motion made by Matt Romero, seconded by Nicholas Niland, to adjourn the meeting.
YEAS: Shannon D. Bares, Lindy Bolgiano, Matt Romero, Nicholas Niland.

NAYS: None.

ABSTAINED: None.

ABSENT: Simone B. Champagne.

Motion Approved.

/s/ Nicole Guidry
Nicole Guidry, City Clerk

/s/ Ken Ritter
Ken Ritter, Mayor