

MINUTES
SPECIAL CALLED TOWN COUNCIL MEETING
VIVIAN TOWN HALL MEETING ROOM
112 W. ALABAMA AVE.
VIVIAN, LOUISIANA
THURSDAY, FEBRUARY 12, 2026
6:00 P.M.
RESCHEDULED FROM
REGULAR TOWN COUNCIL MEETING
MONDAY, FEBRUARY 9, 2026

CALL TO ORDER - Mayor Festavan called the meeting to order at 6:00 p.m.

INVOCATION - Alderman Samuel Hodge opened the meeting in prayer.

PLEDGE - Mayor Festavan led all present in the Pledge of Allegiance.

ROLL CALL / VERIFICATION OF QUORUM - Board of Aldermen present for Roll Call were James Martin, Samuel Hodge, Raymond Williams, and Robert Green, Jr.; absent was Denise Alexander. Following Roll Call the Town Clerk verified that a quorum was present. Also present were other elected officials and/or staff members: Police Chief Ryan Nelson, Town Clerk Kellie Morris, and Town Attorney Douglas Dominick.

APPROVE AGENDA - Motion to approve the Agenda as presented was made by Raymond Williams, seconded by Samuel Hodge; all present approved.

1. PUBLIC COMMENTS - There were none.

2. PROCLAMATION - 2026 Black History Month honoring 100 years of National Commemorations. A Proclamation proclaiming February 14, 2026 as a historic day of special celebration of the centennial of Black History was read into the record by Mayor Festavan.

3. MONTHLY FINANCIAL REPORT - Financial report including budget-to-actual comparisons was presented by Mayor Festavan. Following the report and discussion, a motion to accept as presented was made by Samuel Hodge, seconded by Raymond Williams; all present approved. Mayor Festavan also read aloud a statement provided by the Town's Consultant, Ms. Veronica Brown, explaining the status of the following audit findings and corrections: **A.)** 2025-001 Finding - Budget Finding. Actual expenditures and other financing uses for the Industrial Development Fund were more than budgeted expenditures by more than 5%, *(The Town is monitoring our budgets and will amend as needed, when needed, in order to comply with the 5% Rule and the Local Government Budget Act.); B.)* 2025-002 Significant Deficiency - Interagency Accounts Significant Deficiency. "During our audit, we noted that amounts recorded in the accounting records as interagency transactions within the various funds of the Town, including Due To Other Funds, Due from Other Funds, Transfers to Other Funds, and Transfers from Other Funds, were not reconciled. Significant audit time was required to reconcile the accounts and to correct postings.", *(The Consultant began monitoring the Due-to/Due-from accounts in October of 2024, and because they were not monitored for a full 12 (twelve) months of the fiscal year this was identified as a deficiency. The accounts are being monitored more efficiently and the Town is now compliant.); and C.)* 2025-003 Material Weakness - Bank Reconciliations Material Weakness: During our audit, we noted that bank reconciliations for three of the Town's bank accounts were not completed accurately or timely. Significant additional time was needed to reconcile the bank accounts, and material adjustments were required to reconcile those three bank accounts, *(14 (fourteen) of the Town's accounts have been reconciled in a timely manner for the current audit year, and with the exception of some clean up that needs to be done on the General & Utility Funds, all accounts have been reconciled accurately.)*

4. APPROVAL OF MINUTES - Motion to approve the Minutes for the January 12, 2026 Regular Town Council Meeting was made by Raymond Williams, seconded by Samuel Hodge; all present approved.

5. PUBLIC NOTICE ANNOUNCEMENT - Notice is hereby given that at its meeting to be held on Monday, February 23, 2026 at 6:00 p.m. at its regular meeting place, the Town Hall, 112 W. Alabama Street, Vivian, Louisiana, the Mayor and Board of Aldermen plans to consider adopting a Resolution ordering and calling an election to be held in the Town of Vivian, State of Louisiana, to authorize the renewal of ad valorem taxes therein.

Mayor Festavan read the Public Notice Announcement aloud into the record.

6. THE BOARD OF ALDERMAN WILL CONSIDER THE ADOPTION OF RESOLUTION # 2 OF 2026 OF THE TOWN OF VIVIAN, LOUISIANA - A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF VIVIAN APPROVING PROCUREMENT, PURCHASING, AND RECORD RETENTION POLICIES AND AFFIRMING COMPLIANCE WITH UNIFORM GUIDANCE AND ARPA REQUIREMENTS. Motion to adopt Resolution # 2 of 2026 was made by Samule Hodge, seconded by Raymond Williams; all present approved.

7. THE BOARD OF ALDERMAN WILL CONSIDER THE ADOPTION OF RESOLUTION # 3 OF 2026 OF THE TOWN OF VIVIAN, LOUISIANA - A RESOLUTION AUTHORIZING THE MAYOR OF THE TOWN OF VIVIAN, LOUISIANA, TO SELL AND TRANSFER CERTAIN IMMOVABLE PROPERTY, INCLUDING ALL BUILDINGS, IMPROVEMENTS, EQUIPMENT, AND MOVABLE PROPERTY OWNED BY THE TOWN OF VIVIAN LOCATED THEREON, TO ALLEN'S ELECTRIC MOTOR SERVICE, INC., PURSUANT TO A LEASE WITH OPTION TO PURCHASE AND ORDINANCE # 752 OF 2020; AND OTHERWISE PROVIDING WITH RESPECT THERETO.

Motion to adopt Resolution # 3 of 2026 was made by Samuel Hodge, seconded by James Martin; all present approved.

8. THE BOARD OF ALDERMAN WILL CONSIDER THE ADOPTION OF RESOLUTION # 4 OF 2026 OF THE TOWN OF VIVIAN, LOUISIANA - A RESOLUTION TO DECLARE CERTAIN PROPERTY TO BE CONSIDERED SURPLUS PROPERTY WITH A VALUE, NO LONGER NEEDED FOR A PUBLIC USE, TO BE SOLD TO THE HIGHEST BIDDER AND TO OTHERWISE PROVIDE WITH RESPECT THERETO; Gravely Treker Side-by-Side ATV.

Motion to adopt Resolution # 4 of 2026 was made by Samuel Hodge, seconded by Raymond Williams; all present approved.

9. THE BOARD OF ALDERMAN WILL CONSIDER THE ADOPTION OF RESOLUTION # 5 OF 2026 OF THE TOWN OF VIVIAN, LOUISIANA - A RESOLUTION AUTHORIZING THE MAYOR TO COMPLETE AND SUBMIT AN APPLICATION FOR GRANT FUNDS FROM THE LOUISIANA GOVERNMENT ASSISTANCE PROGRAM (LGAP) PROGRAM.

Motion to adopt Resolution # 5 of 2026 was made by Samuel Hodge, seconded by Raymond Williams; all present approved.

10. THE BOARD OF ALDERMAN WILL CONSIDER THE ADOPTION OF RESOLUTION # 6 OF 2026 OF THE TOWN OF VIVIAN, LOUISIANA - A RESOLUTION AUTHORIZING THE MAYOR TO COMPLETE AND SUBMIT AN APPLICATION FOR GRANT FUNDS FROM THE COMMUNITY WATER ENRICHMENT FUND (CWEF) PROGRAM.

Motion to adopt Resolution # 6 of 2026 was made by James Martin, seconded by Robert Green, Jr.; all present approved.

11. THE BOARD OF ALDERMEN WILL CONSIDER THE MAYOR'S RECOMMENDATION - TO RE-APPOINT TONI KENDRICK AS THE TOWN OF VIVIAN'S REPRESENTATIVE ON THE CADDO PARISH FIRE DISTRICT # 8 BOARD OF COMMISSIONERS. (*June 14, 2021; May 23, 2023*)

Motion to approve the Mayor's recommendation to re-appoint Ms. Kendrick to the Caddo Parish Fire District # 8 Board of Commissioners was made by Raymond Williams, seconded by Samuel Hodge; all present approved.

12. HIRING OF POLICE PERSONNEL - THE BOARD OF ALDERMEN WILL CONSIDER THE CHIEF OF POLICE'S RECOMMENDATION TO HIRE THE FOLLOWING INDIVIDUAL FOR THE VIVIAN POLICE DEPARTMENT: Maverick Caldwell - Part-time Patrolman - \$18.00 per hour.

Chief Nelson spoke about Mr. Caldwell in his absence and recommended his hiring as indicated on a probationary status until the May 11, 2026 Regular Town Council Meeting. Motion was made by Robert Green, Jr. to approve Chief Nelson's recommendation to hire as stated, seconded by Samuel Hodge; all present approved.

ZONING & CONDEMNATION MATTERS - Officer Bobby Smith

A. ZONING VARIANCE HEARING(s) - Case # 648 - 309 Camp Vivian St. - John Carter, Sr. and Mabelle Carter.

Mrs. Carter, property owner, was present on behalf of this case. Following a report presented by Attorney Dominick in Officer Smith's absence, questions, answers and discussion, motion to approve the variance was made by Robert Green, Jr., seconded by James Martin; all present approved.

B. THE BOARD OF ALDERMEN WILL CONTINUE TO REVIEW THE FOLLOWING PROPERTIES FOR CONDEMNATION - 1) 421 E. Texas Ave. - No one was present on behalf of this matter. Attorney Dominick gave a report on this property in Officer Smith's absence stating that the property had been sold to a new owner. Following discussion, motion to continue at the March 9, 2026 Regular Town Council Meeting was made by Raymond Williams, seconded by Samuel Hodge; all present approved.

2) 106 Kansas Ave. - Mr. Doyle Crye of Vivian was present on behalf of this property to report on progress made. Following questions, answers and discussion, motion to continue at the March 9, 2026 Regular Town Council Meeting was made by Raymond Williams, seconded by Samuel Hodge; all present approved.

C. ZONING/CONDEMNATION REPORT -

1) 308 W. Moore St. - Previously continued to the March 9, 2026 Regular Town Council Meeting.

D. REVIEW OF CONDEMNATION LIST - There was none.

❖ **CODE ENFORCEMENT MATTERS** - Officer Johnnie Hough

A. CODE ENFORCEMENT REPORT - Mayor Festavan made the following Code Enforcement Report in Officer Hough's absence: 11 (eleven) properties; 2 (two) new cases opened, 3 (three) cases closed, 0 (zero) abatements by the Town, 3 (three) abatements by owners, and 1 (one) case set for review in Environmental Court on Wednesday, February 18th.

MAYOR'S REPORT - Mayor Festavan reported on **1)** the upcoming Presidents' Day holiday for employees on Monday, February 16, 2026, **2)** the LCDBG Audit held on Wednesday, February 11 resulting in 0 (zero) findings, and **3)** the new plaque erected on the campus of LSU-A acknowledging the Town for its donation of the Army tank.

ANNOUNCEMENTS BY BOARD OF ALDERMEN - Raymond Williams made comments complimenting the lighting improvements and a new sign coming at the Legion Hills Community Center.

ADJOURN - Motion to adjourn was made by Samuel Hodge, seconded by Raymond Williams; all present approved. Meeting was adjourned at 6:58 p.m.

Kellie Morris, Town Clerk

Ronnie Festavan, Mayor
February 24, 2026