

**OFFICIAL PROCEEDINGS**  
**ST. JOHN THE BAPTIST PARISH COUNCIL**  
**TUESDAY, DECEMBER 10<sup>TH</sup>, 2024**  
**CHAIRMAN MICHAEL WRIGHT**  
**VICE-CHAIR LENNIX MADERE**

The Council of the Parish of St. John the Baptist Parish, State of Louisiana, met in Regular Session in the St. John the Baptist Parish Government Complex Chambers, LaPlace, Louisiana on Tuesday, December 10<sup>th</sup>, 2024, at 6:00 PM.

**CALL TO ORDER:**

**ROLL CALL:** Lennix Madere, Jr., Councilman-at-Large, Div. A, Virgie Johnson, Councilwoman District I, Warren Torres, Councilman District II, Tammy Houston, Councilwoman District III, Vernon Bailey, Sr., Councilman District VI, Robert Arcuri, Councilman District V, Dixie Ramirez, Councilwoman District VII

**ABSENT:** Tyra Duhe-Griffin and Michael Wright

Councilwoman Ramirez led the Prayer and Councilman Torres led the Pledge.

Legal Counsel Keith Green, Jr. and Kennilyn Schmill were present.

**PUBLIC COMMENT - AGENDA ITEMS ONLY (3 minutes per citizen)**

There was no public comment at this time.

**Jaclyn Hotard - Presentation - 2023 Miss Andouille Queen, DoMonique Warren and 2023 Teen Andouille Queen, Brooklyn Boe - Keys to the Parish**

Councilwoman Duhe-Griffin arrived to the meeting at 6:10 PM.

**Jaclyn Hotard - Presentation - Digital Engineering & Imaging, Inc. - Municipal Separate Storm Sewer System (MS4) Stormwater Management Program**

**Jaclyn Hotard - Presentation - Carr, Riggs & Ingram, LLC - 2023 Audit Presentation**

**Jaclyn Hotard - Presentation - New Orleans Regional Planning Commission - "Path to Zero" Safety Action Plan**

**CONSENT AGENDA:**

**ITEMS:** Approval of Minutes - November 26<sup>th</sup>, 2024, Council Meeting

**MOTION:** Councilwoman Houston moved and Councilman Bailey seconded the motion to approve the consent agenda items consisting of Approval of Minutes - November 26<sup>th</sup>, 2024, Council Meeting. The motion passed with 7 yeas, 1 abstaining (Duhe-Griffin) and 1 absent (Wright).

Councilwoman Duhe-Griffin commented that she abstained due to the fact that she was not in attendance at the last Council Meeting.

**MOTION:** Councilman Bailey moved and Councilwoman Houston seconded the motion to go into executive session to discuss *Joycelyn Howard v. State of Louisiana Office of Homeland Security*, Docket No. C-73943, *Bienville Jackson v. Thomas Berthelot, Sheila Berthelot, Family Homes by Tommy and Sheila, Inc., and St. John the Baptist Parish*, Docket No. C-75695, *Carlis Warren Griffin and Calvin Griffin, Sr. v. St. John the Baptist Parish, et al.*, Docket No. C-70784, *Denielle v. Harris v. St. John the Baptist Parish*, Docket No. A-69497, *Lois Fisher v. Ovide Chenier, III*, Docket No. C-75998, *Buddy Miles LLC v. St. John the Baptist Parish*, Docket No. C-76151, *Kenneth Tregre v. St. John the Baptist Parish*, Docket No. B-74050, *Christopher Wiggins v. St. John the Baptist Parish*, Docket No. A-71219 and *Linda Poche v. St. John the Baptist Parish*, Docket No. B-69868. The motion passed with Councilman Wright absent.

**EXECUTIVE SESSION:**

*Joycelyn Howard v. State of Louisiana Office of Homeland Security*, Docket No. C-73943

*Bienville Jackson v. Thomas Berthelot, Sheila Berthelot, Family Homes by Tommy and Sheila, Inc., and St. John the Baptist Parish*, Docket No. C-75695

*Carlis Warren Griffin and Calvin Griffin, Sr. v. St. John the Baptist Parish, et al.*, Docket No. C-70784

*Denielle v. Harris v. St. John the Baptist Parish*, Docket No. A-69497

*Lois Fisher v. Ovide Chenier, III*, Docket No. C-75998

*Buddy Miles LLC v. St. John the Baptist Parish*, Docket No. C-76151

*Kenneth Tregre v. St. John the Baptist Parish*, Docket No. B-74050

*Christopher Wiggins v. St. John the Baptist Parish*, Docket No. A-71219

*Linda Poche v. St. John the Baptist Parish*, Docket No. B-69868

**MOTION:** Councilman Arcuri moved and Councilman Bailey seconded the motion to go back into Regular Session. The motion passed with Councilman Wright absent.

There was no action taken as a result of the Executive Session.

**REPORTS:**

**President's Report**

**PUBLIC HEARING AND ADOPTION ON ORDINANCE(S)**

**24-67** (Public Hearing Held) An ordinance approving the resubdivision of a portion of the Marcillien Jacob Tract, located on East 3<sup>rd</sup> Street, Reserve, St. John the Baptist Parish, LA (PZS-1408) (J. Hotard)

**MOTION:** Councilman Torres moved and Councilwoman Duhe-Griffin seconded the motion to approve Ordinance 24-67. The motion passed with Councilman Wright absent.

**24-68** (Public Hearing Held) An ordinance approving the resubdivision of Lot 3 of the Ulger Vicknair Tract located at 140 East 21<sup>st</sup> Street, Reserve, St. John the Baptist Parish, LA (PZS-1409) (J. Hotard)

**MOTION:** Councilwoman Houston moved and Councilwoman Ramirez seconded the motion to approve Ordinance 24-68. The motion passed with Councilman Wright absent.

**24-69** (Public Hearing Held) An ordinance approving the resubdivision of Plot 1, Section B of the Reine Subdivision, located at 192 McReine Road, LaPlace, St. John the Baptist Parish, LA (PZS-1412) (J. Hotard)

**MOTION:** Councilman Arcuri moved and Councilman Bailey seconded the motion to approve Ordinance 24-69. The motion passed with 7 yeas, 1 abstaining (Torres) and 1 absent (Wright).

**24-70** (Public Hearing Held) An ordinance approving the resubdivision of an undesignated lot of the Estate of Joe Auguste located at 112-192 East 15<sup>th</sup> Street, Edgard, St. John the Baptist Parish, LA (PZS-1411) (J. Hotard)

The above ordinance was denied by the Planning Commission. The Planning & Zoning Department finds this request does not meet the technical sufficiency for consideration by the Council.

**MOTION:** Councilwoman Johnson moved and Councilwoman Houston seconded the motion to DENY Ordinance 24-70. The motion passed with Councilman Wright absent.

**24-71** (Public Hearing Held) An ordinance authorizing the issuance and sale of Thirty Million Dollars (\$30,000,000) of Taxable Revenue Refunding Notes of the Parish of St. John the Baptist, State of Louisiana, and providing for other matters in connection therewith (J. Hotard)

**MOTION:** Councilwoman Houston moved and Councilman Arcuri seconded the motion to approve Ordinance 24-71. The motion passed with Councilman Wright absent.

**24-72** (Public Hearing Held) An ordinance to amend Ordinance 24-38 to add the following underlined section: Parade routes and assembly areas other than those described in this section may be approved by the Parish Council through the adoption of a Resolution at least thirty (30) days prior to the carnival parade season. Additionally, the Parish President, shall have the authority to abridge or otherwise alter any parade route based upon delay or safety concerns due to emergency or disaster prevailing conditions or to cancel or reschedule any parade at any time based upon delay or safety concerns on the day that the parade is scheduled to roll.

**MOTION:** Councilman Arcuri moved and Councilwoman Houston seconded the motion to approve Ordinance 24-72. The motion passed with 7 yeas, 1 against (Torres) and 1 absent (Wright).

**24-73** (Public Hearing Held) An ordinance to amend Ordinance 24-62 to add the following underlined section: Parade routes and assembly areas other than those described in this section may be approved by the Parish Council through the adoption of a Resolution at least thirty (30) days prior to the carnival parade

season. Additionally, the Parish President, shall have the authority to abridge or otherwise alter any parade route based upon delay or safety concerns due to emergency or disaster prevailing conditions or to cancel or reschedule any parade at any time based upon delay or safety concerns on the day that the parade is scheduled to roll.

**MOTION:** Councilwoman Houston moved and Councilman Bailey seconded the motion to approve Ordinance 24-73. The motion passed with 7 yeas, 1 against (Torres) and 1 absent (Wright).

**NEW BUSINESS:**

**Michael Wright - Meeting date change of December 24<sup>th</sup>, 2024, in observance of the Christmas Eve holiday**

**MOTION:** Councilwoman Houston moved and Councilman Bailey seconded the motion to change the date of the December 24<sup>th</sup>, 2024, Council Meeting to Monday, December 23<sup>rd</sup>, 2024 beginning at Noon - 12:00 PM. The motion passed with 7 yeas, 1 against (Torres) and 1 absent (Wright).

**Jaclyn Hotard/Peter Montz - Resolution - R24-211 - A Resolution authorizing St. John the Baptist Parish to approve and support the ideals, principles and concepts of Vision Zero for the Parish of St. John the Baptist, and adopt the New Orleans Regional Planning Commission (NORPC) "Path to Zero" Safety Action Plan and to otherwise provide with respect thereto**

The administration requested that Resolution R24-211 be removed from the agenda.

**MOTION:** Councilwoman Duhe-Griffin moved and Councilwoman Ramirez seconded the motion to remove Resolution R24-211 from the agenda. The motion passed with Councilman Wright absent.

**Jaclyn Hotard/Peter Montz - Resolution - R24-212 - A Resolution authorizing St. John the Baptist Parish to enter into a Construction Manager at Risk (CMAR) Agreement with the Lemoine Company, LLC for the Reserve Wastewater Treatment Pond Capacity Expansion Project**

**MOTION:** Councilwoman Houston moved and Councilwoman Ramirez seconded the motion to approve Resolution R24-212. A Resolution authorizing St. John the Baptist Parish to enter into a Construction Manager at Risk (CMAR) Agreement with the Lemoine Company, LLC for the Reserve Wastewater Treatment Pond Capacity Expansion Project. WHEREAS, Article IV, Section H (2) and (5) of the St. John the Baptist Parish Home Rule Charter permits the Parish Council to adopt a resolution when authorizing a designated person(s) to execute a previously approved contract on its behalf and/or to perform a ministerial act related to the administrative business of the Parish; and WHEREAS, The Lemoine Company, LLC of Lafayette, LA has been selected as the CMAR for the Reserve Wastewater Treatment Pond Capacity Expansion Project; and, WHEREAS, the Reserve Wastewater Treatment Pond needs to be expanded to accept redirected wastewater flow for treatment from existing wastewater treatment facilities that are planned for decommission (River Road WWTP, Woodland WWTP, Belle Pointe WWTP and Garyville WWTP); and, WHEREAS, the expansion will continue to provide reliable and environmentally compliant wastewater treatment for the Parish; and, WHEREAS, Construction Management at

Risk Services for this project is needed due to the complexity and importance for the existing facility that has to remain in operation during the expansion project; and, WHEREAS, the estimated cost of these services is \$15,967,444 and will be funded through the American Rescue Plan Act Funds and the Louisiana Department of Environmental Quality Clean Water State Revolving Loan. NOW, THEREFORE, BE IT RESOLVED, by the St. John the Baptist Parish Council, that Parish President, Jaclyn Hotard is hereby duly authorized and empowered on behalf of the St. John the Baptist Parish Council to sign and execute the Agreement between St. John the Baptist Parish and The Lemoine Company, LLC. The motion passed with Councilman Wright absent.

**Jaclyn Hotard/Peter Montz - Resolution - R24-213 - A Resolution authorizing St. John the Baptist Parish President to execute Change Order No. 2 with Sealevel Construction, Inc. for the Central Avenue Lift Station Rehabilitation Project**

**MOTION:** Councilwoman Houston moved and Councilman Torres seconded the motion to approve Resolution R24-213. A Resolution authorizing St. John the Baptist Parish President to execute Change Order No. 2 with Sealevel Construction, Inc. for the Central Avenue Lift Station Rehabilitation Project. WHEREAS, Article IV, Section H (2) and (5) of the St. John the Baptist Parish Home Rule Charter permits the Parish Council to adopt a resolution when authorizing a designated person(s) to execute a previously approved contract on its behalf and/or to perform a ministerial act related to the administrative business of the Parish; and WHEREAS, Change Order No. 2 increases the original Agreement amount by \$58,872.73; and, WHEREAS, the increase includes replacing the broken wall pipe through the wet well and modifying knife gate valves, handles and spool pieces on suction lines to move pumps away from knife gate valves to increase clearance for functionality; and, WHEREAS, project is funded through the LDEQ Clean Water State Revolving Loan. NOW, THEREFORE, BE IT RESOLVED, by the St. John the Baptist Parish Council, that Parish President Jaclyn Hotard is hereby duly authorized and empowered on behalf of the St. John the Baptist Parish Council to execute Change Order No.2 between St. John the Baptist Parish and Sealevel Construction, Inc. The motion passed with Councilman Wright absent.

**Jaclyn Hotard/Peter Montz - Resolution - R24-214 - A Resolution authorizing St. John the Baptist Parish President to execute Change Order No. 2 with LA Contracting Enterprise, LLC for the Woodland Regional Pump Station Project**

**MOTION:** Councilman Bailey moved and Councilwoman Houston seconded the motion to approve Resolution R24-214. A Resolution authorizing St. John the Baptist Parish President to execute Change Order No. 2 with LA Contracting Enterprise, LLC for the Woodland Regional Pump Station Project. WHEREAS, Article IV, Section H (2) and (5) of the St. John the Baptist Parish Home Rule Charter permits the Parish Council to adopt a resolution when authorizing a designated person(s) to execute a previously approved contract on its behalf and/or to perform a ministerial act related to the administrative business of the Parish; and WHEREAS, Change Order No. 2 is a close-out change order which decreases the original Agreement amount by \$218,478 and also deducts thirteen (13) calendar days; and, WHEREAS, the decreases adjusts quantities and material used to complete the project; and, WHEREAS, the project was funded through the LDEQ Clean Water State Revolving Loan and the Water Sector Program Grant. NOW, THEREFORE, BE IT RESOLVED, by the St. John the Baptist Parish Council, that Parish President Jaclyn Hotard is hereby duly authorized and empowered on behalf of the St. John the Baptist Parish Council to execute Change Order No. 2 between St. John Baptist Parish and LA

Contracting Enterprise, LLC. The motion passed with Councilman Wright absent.

**Jaclyn Hotard/Peter Montz - Resolution - R24-215 - A Resolution authorizing St. John the Baptist Parish President to execute the Certificate of Substantial Completion with LA Contracting Enterprise, LLC. for the Woodland Regional Pump Station Project**

**MOTION:** Councilman Bailey moved and Councilwoman Houston seconded the motion to approve Resolution R24-215. A Resolution authorizing St. John the Baptist Parish President to execute the Certificate of Substantial Completion with LA Contracting Enterprise, LLC. for the Woodland Regional Pump Station Project. WHEREAS, Article IV, Section H (2) and (5) of the St. John the Baptist Parish Home Rule Charter permits the Parish Council to adopt a resolution when authorizing a designated person(s) to execute a previously approved contract on its behalf and/or to perform a ministerial act related to the administrative business of the Parish; and, WHEREAS, this project has been deemed substantially complete by the Project Engineer; and, WHEREAS, all punch list items were identified and are near completion. NOW, THEREFORE, BE IT RESOLVED, by the St. John the Baptist Parish Council, that Parish President, Jaclyn Hotard is hereby duly authorized and empowered on behalf of the St. John the Baptist Parish Council to sign and execute the Certificate of Substantial Completion with LA Contracting Enterprise, LLC. for the Woodland Regional Pump Station Project. The motion passed with Councilman Wright absent.

**Jaclyn Hotard/Kali Price - Resolution - R24-216 - A Resolution authorizing and approving a Grant Agreement between St. John the Baptist Parish and the Louisiana Housing Corporation (LHC) for administration of the Low-Income Home Energy Assistance Program (LIHEAP) for Grant October 1, 2024 - September 30, 2026, and further authorizing the Parish President to execute all documents related thereto**

**MOTION:** Councilwoman Houston moved and Councilman Bailey seconded the motion to approve Resolution R24-216. A Resolution authorizing and approving a Grant Agreement between St. John the Baptist Parish and the Louisiana Housing Corporation (LHC) for administration of the Low-Income Home Energy Assistance Program (LIHEAP) for Grant October 1, 2024 - September 30, 2026, and further authorizing the Parish President to execute all documents related thereto. WHEREAS, Article IV, Section H (2) and (5) of the St. John the Baptist Parish Home Rule Charter permits the Parish Council to adopt a resolution when authorizing a designated person(s) to execute a previously approved contract on its behalf and/or to perform a ministerial act related to the administrative business of the Parish; and WHEREAS, this is an annual requirement to obtain funding through LIHEAP; and, WHEREAS, the allocation for St. John Parish is \$415,150. NOW, THEREFORE, BE IT RESOLVED, by the St. John the Baptist Parish Council, that Parish President, Jaclyn Hotard, is hereby duly authorized and empowered on behalf of the St. John the Baptist Parish Council to execute all documents related to the Grant Agreement between St. John the Baptist Parish and the Louisiana Housing Corporation. The motion passed with Councilman Wright absent.

**INTRODUCTION OF ORDINANCES:**

**24-74** An ordinance to rescind Ordinance MM1-77, which reads: Ord. MM1-77 - An ordinance authorizing an across the board pay increase for all Civil Service employees and Council Secretary equal to but not greater than 3% or the US CPI not greater than 3.5%, whichever is greater, commencing January 1, 2002, and every year thereafter (T. Houston & V. Johnson)

**24-75** An ordinance amending ordinance 23-60 relative to the annual operating budgets for St. John the Baptist Parish for the fiscal year beginning January 1, 2024 and ending December 31, 2024 (J. Hotard)

**ADJOURNMENT:**

At 7:30 PM, Councilwoman Houston moved and Councilman Madere seconded the motion to adjourn. The motion passed with Councilman Wright absent.

/s/Lennix Madere  
COUNCIL VICE-CHAIRMAN

/s/Jackie Landeche  
Council Secretary