

**OFFICIAL PROCEEDINGS**  
**ST. JOHN THE BAPTIST PARISH COUNCIL**  
**TUESDAY, FEBRUARY 11<sup>th</sup>, 2025**  
**CHAIRMAN TAMMY HOUSTON**  
**VICE-CHAIR ROBBY ARCURI**

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, February 11<sup>th</sup>, 2025, at Noon 12:00 PM.

**CALL TO ORDER:**

**ROLL CALL:** Lennix Madere, Jr., Councilman-at-Large, Div. A, Michael Wright, Councilman-at-Large, Div. B, Virgie Johnson, Councilwoman District I, Tammy Houston, Councilwoman District III, Vernon Bailey, Councilman District VI, Dixie Ramirez, Councilwoman District VII

**ABSENT:** Tyra Duhe-Griffin, Robert Arcuri, Warren Torres

Councilman Wright led the Prayer and Councilman Madere 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 - Proclamation - February - Black History Month**

**Jaclyn Hotard - Proclamation - February - Heath Health Month**

**CONSENT AGENDA:**

**ITEMS:** Approval of Minutes - January 28<sup>th</sup>, 2025, Council Meeting; Permit Approval - St. Joan of Arc Stations of the Cross Procession - Friday, April 18<sup>th</sup>, 2025 - the procession will begin at 5:00 PM at St. Joan of Arc Catholic Church, enter Riverland Estates on Hackberry Drive, then turn right onto Holly Drive, traveling around the lake, turning back onto Hackberry Drive, then turning on W. 5<sup>th</sup> returning to St. Joan of Arc Catholic Church; Jaclyn Hotard - Re-appointment of Clyde "Buddy" Giroir to the Fire Civil Service Board; Jaclyn Hotard - Appointment of Elois Joseph to the St. John the Baptist Parish Housing Authority Board of Commissioners

**MOTION:** Councilman Bailey moved and Councilwoman Johnson seconded the motion to remove the item, Jaclyn Hotard - Appointment of Elois Joseph to the St. John the Baptist Parish Housing Authority Board of Commissioners from the Consent Agenda. The motion passed with Councilwoman Duhe-Griffin and Councilmen Arcuri and Torres absent.

**MOTION:** Councilman Bailey moved and Councilwoman Johnson seconded the motion to approve the amended consent agenda items consisting of Approval of Minutes - January 28<sup>th</sup>, 2025, Council Meeting; Permit Approval - St. Joan of Arc

Stations of the Cross Procession - Friday, April 18<sup>th</sup>, 2025 - the procession will begin at 5:00 PM at St. Joan of Arc Catholic Church, enter Riverland Estates on Hackberry Drive, then turn right onto Holly Drive, traveling around the lake, turning back onto Hackberry Drive, then turning on W. 5<sup>th</sup> returning to St. Joan of Arc Catholic Church; Jaclyn Hotard - Re-appointment of Clyde "Buddy" Giroir to the Fire Civil Service Board. The motion passed with Councilwoman Duhe-Griffin and Councilmen Arcuri and Torres absent.

**REPORTS:**

**President's Report**

**NEW BUSINESS:**

**Jaclyn Hotard/Stacey Cador - Resolution - R25-23 - A Resolution authorizing St. John the Baptist Parish to renew the Group Health Insurance for the Office of Fire Services to Blue Cross Blue Shield of Louisiana**

**MOTION:** Councilman Wright moved and Councilwoman Ramirez seconded the motion to approve Resolution R25-23. A Resolution authorizing St. John the Baptist Parish to renew the Group Health Insurance for the Office of Fire Services to Blue Cross Blue Shield of Louisiana. 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 renewal for Group Health Insurance for the Office of Fire Services with Blue Cross Blue Shield of Louisiana is through Tatje Insurance and Financial Products, Inc.; and, WHEREAS, the estimated premium will be \$696,962.88 which reflects a 5% increase over the expiring premium; and, WHEREAS, the premium is funded through the Office of Fire Services. NOW, THEREFORE, BE IT RESOLVED, by the St. John the Baptist Parish Council, that St. John the Baptist Parish is hereby authorized to renew the Group Health Insurance for the Office of Fire Services to Blue Cross Blue Shield of Louisiana. The motion passed with Councilwoman Duhe-Griffin and Councilmen Arcuri and Torres absent.

**Jaclyn Hotard/Peter Montz - Resolution - R25-24 - A Resolution authorizing St. John the Baptist Parish to advertise and Request for Proposals (RFP) for Chemical Control and Canal Maintenance**

**MOTION:** Councilman Madere moved and Councilman Bailey seconded the motion to approve Resolution R25-24. A Resolution authorizing St. John the Baptist Parish to advertise and Request for Proposals (RFP) for Chemical Control and Canal Maintenance. 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, St. John the Baptist Parish is requesting proposals for chemical control and canal maintenance for canals and waterways throughout the Parish; and, WHEREAS, services will be funded through the Public Works Department Fund. NOW, THEREFORE, BE IT RESOLVED, by the St. John the Baptist Parish Council, that St. John the Baptist Parish is hereby authorized to advertise and receive

proposals for Chemical Control and Canal Maintenance. The motion passed with Councilwoman Duhe-Griffin and Councilmen Arcuri and Torres absent.

**Jaclyn Hotard/Peter Montz - Resolution - R25-25 - A Resolution authorizing St. John the Baptist Parish to amend the Professional Services Agreement with Principal Engineering, Inc. for the Lions Water Treatment Plant One Million Gallon Per Day (MGD) Filter, Sludge Return and Existing Media Filter Replacement Project**

**MOTION:** Councilman Madere moved and Councilwoman Ramirez seconded the motion to approve Resolution R25-25. A Resolution authorizing St. John the Baptist Parish to amend the Professional Services Agreement with Principal Engineering, Inc. for the Lions Water Treatment Plant One Million Gallon Per Day (MGD) Filter, Sludge Return and Existing Media Filter Replacement 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, Principal Engineering, Inc. provides design services for this project; and, WHEREAS, Amendment No. 2 includes a fee adjustment in accordance with Ordinance 05-16 based on the actual construction bid received; and, WHEREAS, the estimated cost of Amendment No. 2 is \$25,155 and is funded through the 2022 Bond Issue. NOW, THEREFORE, BE IT RESOLVED, by the St. John the Baptist Parish Council, that St. John the Baptist Parish is hereby authorized to amend the Professional Services Agreement between St. John the Baptist Parish and Principal Engineering, Inc. The motion passed with Councilwoman Duhe-Griffin and Councilmen Arcuri and Torres absent.

**Jaclyn Hotard/Peter Montz - Resolution - R25-26 - A Resolution authorizing St. John the Baptist Parish President to execute Change Order No. 1 with Rigid Constructors, LLC for the Lake Pontchartrain Shoreline Protection Project**

**MOTION:** Councilman Wright moved and Councilman Bailey seconded the motion to approve Resolution R25-26. A Resolution authorizing St. John the Baptist Parish President to execute Change Order No. 1 with Rigid Constructors, LLC for the Lake Pontchartrain Shoreline Protection 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. 1 increases the original Agreement by \$475,953 and adds an additional sixty (60) calendar days; and, WHEREAS, increase includes additional graded riprap, flotation channel dredging, topographic and bathymetric surveys, pre-construction hazard surveys, an additional daybeacon and additional geotextile fabric that will be added for construction of the additional length of breakwater; and, WHEREAS, Change Order No. 1 will be funded through GOMESA Funds. 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 Council to execute Change Order No. 1 between St. John the Baptist Parish and Rigid Constructors, LLC. The motion passed with Councilwoman Duhe-Griffin and Councilmen Arcuri and Torres absent.

**Jaclyn Hotard/Peter Montz - Resolution - R25-27 - A Resolution authorizing St. John the Baptist Parish President to execute the Certificate of Substantial Completion with Industrial & Mechanical Contractors, Inc. for the Council on Aging HVAC Repairs/Replacement Project**

**MOTION:** Councilman Wright moved and Councilwoman Ramirez seconded the motion to approve Resolution R25-27. A Resolution authorizing St. John the Baptist Parish President to execute the Certificate of Substantial Completion with Industrial & Mechanical Contractors, Inc. for the Council on Aging HVAC Repairs/Replacement 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 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 execute the Certificate of Substantial Completion between St. John the Baptist Parish and Industrial & Mechanical Contractors, Inc. The motion passed with Councilwoman Duhe-Griffin and Councilmen Arcuri and Torres absent.

**Jaclyn Hotard - Resolution - R25-28 - A Resolution authorizing St. John the Baptist Parish to adopt a Louisiana Compliance Questionnaire as a required part of St. John the Baptist Parish's Annual Financial and Compliance Audit**

**MOTION:** Councilwoman Ramirez moved and Councilwoman Johnson seconded the motion to approve Resolution R25-28. A Resolution authorizing St. John the Baptist Parish to adopt a Louisiana Compliance Questionnaire as a required part of St. John the Baptist Parish's Annual Financial and Compliance Audit. 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 Legislative Auditor required that a Louisiana Compliance Questionnaire be completed by the Parish President and adopted by the St. John the Baptist Parish Council; and, WHEREAS, the attached questionnaire must be presented to the auditor at the beginning of the annual audit; and, WHEREAS, the auditor will test the accuracy of the response to the questionnaire during the course of the audit. NOW, THEREFORE, BE IT RESOLVED, by the St. John the Baptist Parish Council, that St. John the Baptist Parish is hereby authorized to adopt a Louisiana Compliance Questionnaire. The motion passed with Councilwoman Duhe-Griffin and Councilmen Arcuri and Torres absent.

**INTRODUCTION OF ORDINANCES:**

There were no ordinances introduced at this meeting.

**ADJOURNMENT:**

At 12:18 PM, Councilman Madere moved and Councilwoman Johnson seconded the motion to adjourn. The motion passed with Councilwoman Duhe-Griffin and Councilmen Arcuri and Torres absent.

/s/Tammy Houston  
COUNCIL CHAIRMAN

/s/Jackie Landeche  
Council Secretary