



St. Charles Parish

Meeting Agenda

Parish Council

Council Chairman Bob Fisher
Councilmembers Michael A. Mobley, Holly Fonseca,
La Sandra D. Wilson, Heather Skiba, Walter Pilié,
Willie Comardelle, Michelle O'Daniels, Michele deBruler

St. Charles Parish Courthouse
15045 Highway 18
P.O. Box 302
Hahnville, LA 70057
985-783-5000
www.stcharlesparish.gov

Monday, November 4, 2024

6:00 PM

Council Chambers, Courthouse

Final

Regular Meeting / Budget Hearing

CALL TO ORDER

PRAYER / PLEDGE

Pastor Cody Cunningham
First Baptist Church, Luling

APPROVAL OF MINUTES

Regular Meeting – October 21, 2024

REPORTS (FINANCE AND ADMINISTRATIVE ACTIVITIES)

- [2024-0350](#) Public Service Commission
- [2024-0351](#) Housing Authority
- [2024-0352](#) Parish President Remarks/Report

Sponsors: Mr. Jewell

ORDINANCES / RESOLUTIONS INTRODUCED FOR PUBLICATION / PUBLIC HEARING

Monday, November 18, 2024, 6:00 pm, Council Chambers, Courthouse, Hahnville

- 1 [2024-0362](#) An ordinance approving and authorizing the execution of Amendment No. 2 to a Professional Services Agreement with Ardaman & Associates, Inc., to perform additional geotechnical services for the Evangeline Road & CN Railroad Box Culvert (Project No. P210701), to increase the lump sum fee by \$8,700.00, increasing the overall contract amount to \$33,700.00.

Sponsors: Mr. Jewell and Department of Public Works

Attachments: [2024-0362 Ardaman & Associates - Amendment - October 03, 2024](#)
 [Ardaman & Associates - Corporate Resolution - October 03, 2024](#)

PLANNING AND ZONING PETITIONS

- 5 [2024-0344](#) An ordinance to amend the St. Charles Parish Zoning Ordinance of 1981, to change the zoning classification from R-1A to R-1A(M) on property designated as the Stephen Kinler Lot, 11001 River Road, Ama as requested by Michael Ezimuo and Kristen Guilford.

Sponsors: Mr. Jewell and Department of Planning & Zoning

Attachments: [2024-0344 RECOMMENDATIONS AT A GLANCE](#)
 [2024-0344 Minutes](#)
 [2024-0344 Staff Report-For Agenda](#)
 [2024-0344 Survey](#)
 [2024-0344 AERIAL](#)
 [2024-0344 ZONING](#)
 [2024-0344 FLUM](#)
 [2024-0344 Application1](#)

Legislative History

8/20/24	Department of Planning & Zoning	Received/Assigned PH
10/10/24	Department of Planning & Zoning	Recommended Approval to the Planning Commission
10/10/24	Planning Commission	Recommended Approval to the Parish Council
10/21/24	Parish President	Introduced
10/21/24	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council

ORDINANCES SCHEDULED FOR PUBLIC HEARING (INTRODUCED AT PREVIOUS MEETING)

- 17 [2024-0201](#) An ordinance to approve and adopt the appropriation of Funds for the St. Charles Parish Consolidated Operating and Capital Budget for Fiscal Year 2025.

Sponsors: Mr. Jewell and Department of Finance

Attachments: [2024-0201 CALENDAR OF OFFICIAL ACTION FOR 2025 BUDGET-updated](#)

[2024-0201 2025 Budget A&B](#)

[2025 Executive Summary](#)

[2025 Annual Budget](#)

[hearing-date-2025-](#)

[REVISED - 2025 Budget Library Service Board](#)

[2025 BUDGET DATA - COUNCIL](#)

[2025 BUDGET DATA - BOARDS AND AGENCIES](#)

Legislative History

6/3/24	Parish Council	Accepted
	Reported:	
	Finance Department Recommended:	Approval
	Finance Director Grant Dussom spoke on the matter.	
	Public Hearings scheduled for:	Tuesday, October 29, 2024 at 9 am; Thursday, October 31, 2024 at 1 pm; and Monday, November 4, 2024 at 6 pm
	Public comment opened; no public comment	
6/3/24	Parish Council	Accepted
9/23/24	Parish President	Introduced
9/23/24	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council
10/7/24	Parish President	Introduced
10/7/24	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council
10/21/24	Parish President	Introduced
10/21/24	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council
10/29/24	Parish Council	Public Hearing Requirements Satisfied

10/29/24

Parish Council

Amendments Recorded

Budget Amendments

Amendment No. 1

Reduce the following General Fund Accounts from District 3 (001-400113) 2024 budget

- 001-42200000 (2,900)
- 001-42410000 (5,600)
- 001-42420000 (3,400)
- 001-42500000 (700)
- 001-42700000 (1,600)
- 001-42800000 (2,000)
- 001-43050000 (6,000)
- 001-43100000 (1,500)
- (23,700)

to transfer the total \$23,700 from the General Fund to Fund 112-420260 Drainage for the following:

- \$13,700 for Improvements Other Than Buildings - to maintain banks of Cypress Lakes CC Golf Course Drainage Conveyance Ponds**
- \$5,000 for Improvements Other Than Buildings TB River Park Drainage Improvements**
- \$5,000 for Improvements Other Than Buildings Fairfield & Oakland Pump Station Discharge**

A motion was made by Councilmember Pilié, seconded by Councilmember O'Daniels, to approve Amendment No. 1. The motion carried by the following vote:

- Yea: 5
- Nay: 0
- Absent: Skiba, Comardelle, Fisher, deBruler

Amendment No. 2

Reduce the following General Fund Accounts from Division A (001-400118) 2024 Budget and transfer \$22,600 from the General Fund to Fund 116 (RSVP) - account 116-430270 for Participant Travel.

- 001-42200000 (2,800)
- 001-42410000 (5,600)
- 001-42420000 (2,200)
- 001-42500000 (700)
- 001-42700000 (2,000)
- 001-42800000 (1,700)
- 001-43050000 (6,000)
- 001-43100000 (1,600)
- (22,600)

A motion was made by Councilmember Mobley, seconded by Councilmember Wilson, to approve Amendment No. 2. The motion carried by the following vote:

- Yea: 5
- Nay: 0
- Absent: Skiba, Comardelle, Fisher, deBruler

Amendment No. 3

**Transfer \$475,000 from the General Fund to Fund 112-420260
Drainage - for Architectural/Engineering - Improvements related to
4th Street, Diane Place Pump Station and Oak Street**

**A motion was made by Councilmember O'Daniels, seconded by
Councilmember Wilson, to approve Amendment No. 3. The motion
carried by the following vote:**

Yea: 5

Nay: 0

Absent: Skiba, Comardelle, Fisher, deBruler

Amendment No. 4

**Transfer \$450,000 from the General Fund to Fund 112-420260
Drainage - for Architectural/Engineering - Jack and Bore in
Hahnville 2 Watershed**

**A motion was made by Councilmember Wilson, seconded by
Councilmember Pilié, to approve Amendment No. 4. The motion
carried by the following vote:**

Yea: 5

Nay: 0

Absent: Skiba, Comardelle, Fisher, deBruler

Amendment No. 5

**Transfer \$300,000 from the General Fund to Fund 112-420260
Drainage - for Improvements Other Than Buildings - Cleaning Cross
culverts from Houmas Canal to Ormond Weir in Lake 1 and Bank
Stabilization
Move \$100,000 from 112-420260 - Drainage -
Architectural/Engineering - Carriage Canal Widening to 112-420260 -
Drainage - Architectural/Engineering - Ormond Oaks Channel
Move \$300,000 from 112-420260 - Drainage -
Architectural/Engineering - Carriage Canal Widening to 112-420260 -
Drainage - Improvements Other Than Buildings - Ormond Oaks
Channel**

**A motion was made by Councilmember Pilié, seconded by
Councilmember Mobley, to approve Amendment No. 5. The motion
carried by the following vote:**

Yea: 5

Nay: 0

Absent: Skiba, Comardelle, Fisher, deBruler

Amendment No. 6

**Transfer \$750,000 from the General Fund to Fund 112-420260
Drainage - Improvements Other Than Buildings - Phase 2 Engineers
Canal Bank Stabilization**

**A motion was made by Councilmember Fonseca (on behalf of
Councilmember Fisher), seconded by Councilmember Pilié, to
approve Amendment No. 6. The motion carried by the following**

vote:
 Yea: 5
 Nay: 0
 Absent: Skiba, Comardelle, Fisher, deBruler

Amendment No. 7
Transfer \$250,000 from the General Fund to Fund 113-Recreation - Improvements Other Than Buildings - New Sarpy Park Repairs & Improvements at 9th Street Park

A motion was made by Councilmember Fonseca (on behalf of Councilmember Fisher), seconded by Councilmember O'Daniels, to approve Amendment No. 7. The motion carried by the following vote:
 Yea: 5
 Nay: 0
 Absent: Skiba, Comardelle, Fisher, deBruler

- 20 [2024-0341](#) An ordinance to approve and authorize the execution of a Professional Services Agreement by and between St. Charles Parish and Hunt, Guillot & Associates, LLC, to perform Program Administrative/Management Services in the implementation of the St. Charles Parish CDBG - Disaster Recovery Program in the amount of \$185,000.00.

Sponsors: Mr. Jewell and Grants Office

Attachments: [2024-0341 Hunt, Guillot & Associates LLC - Profes...Agreement - September 23](#)
[2024-0341 Corporate Resolution](#)

Legislative History

10/21/24	Parish President	Introduced
10/21/24	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council

- 55 [2024-0342](#) An ordinance approving and authorizing the execution of Change Order No. 2 for the Willowdale Turn Lane (Project No. P230804), to increase the contract amount by \$45,876.93.

Sponsors: Mr. Jewell and Department of Public Works

Attachments: [2024-0342 P230804 Willowdale Turn Lane CO2 - Final](#)

Legislative History

10/21/24	Parish President	Introduced
10/21/24	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council

- 122 [2024-0343](#) An ordinance approving and authorizing the execution of a Professional Services Agreement with Professional Engineering Consultants to perform engineering services for West Bank D Plant Clarifier Upgrade (Project No. WWKS 114), in the amount of \$317,066.00.

Sponsors: Mr. Jewell and Department of Waterworks

Attachments: [2024-0343 Professional Engineering Consultants - ...vices Agreement - October](#)
[2024-0343 Professional Engineering Consultants - Rate Sheet - October 16, 20](#)
[2024-0343 Professional Engineering Consultants - ...rate Resolution - October 1](#)

Legislative History

10/21/24	Parish President	Introduced
10/21/24	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council

PERSONS TO ADDRESS THE COUNCIL

- 139 [2024-0361](#) Bishop Otis Kenner II: Civic Source Fees and Procedures.

Attachments: [2024-0340 Petition Otis Kenner](#)

RESOLUTIONS

- 143 [2024-0349](#) A resolution in support of the Planning and Zoning Commission's approval of 2024-7-SPU for an accessory dwelling unit in an R-1A zoning district on Lot 164, South Lakewood Subdivision, 121 Lake Catherine Drive, Luling, with a waiver from Appendix C., Section VI., item B.[I.]2.b.(5) as requested by Brad and Anna Keller.

Sponsors: Mr. Jewell and Department of Planning & Zoning

Attachments: [2024-0349 RECOMMENDATIONS AT A GLANCE](#)
[2024-0349 Minutes](#)
[2024-0349 Staff Report](#)
[2024-0349 Legal Determination](#)
[2024-0349 Survey](#)
[2024-0349 Revised Site Plan \(10-16\)](#)
[2024-0349 AERIAL](#)
[2024-0349 ZONING](#)
[2024-0349 FLUM](#)
[2024-0349 Application](#)
[2024-0349 Waiver Request](#)

Legislative History

8/14/24	Department of Planning & Zoning	Received/Assigned PH
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10/10/24 Department of Planning & Zoning Recommended Approval to the Planning Commission

10/10/24 Planning Commission Recommended Approval to the Parish Council

- 164** [2024-0353](#) A resolution approving Amendment #1 of the St. Charles Parish RESTORE ACT Multiyear Implementation Plan for submission and approval to the U.S. Department of the Treasury in accordance with the requirements of the RESTORE Act.

Sponsors: Mr. Jewell and Grants Office

Attachments: [2024-0353 SCP MIP Amendment #1 - For Public Review](#)

- 181** [2024-0354](#) A resolution approving and authorizing the execution of a Cooperative Endeavor Agreement between the Louisiana Department of the Treasury and the State of Louisiana, and St. Charles Parish regarding the allocation of \$150,000.00 to be utilized for the Engineers Canal Pump Station Improvements Project.

Sponsors: Mr. Jewell, Grants Office and Department of Public Works

Attachments: [2024-0354 St. Charles Parish Government - Engineer's Canal Pump - CEA - Ur](#)

- 202** [2024-0355](#) A resolution approving and authorizing the execution of a Cooperative Endeavor Agreement between the Louisiana Department of the Treasury and the State of Louisiana, and St. Charles Parish regarding the allocation of \$500,000.00 to be utilized for the East Bank Bridge Park Revitalization.

Sponsors: Mr. Jewell, Grants Office and Department of Parks and Recreation

Attachments: [2024-0355 T45 St. Charles Parish Government East Bank Bridge Park - CEA - I](#)

- 223** [2024-0356](#) A resolution approving and authorizing the execution of a Cooperative Endeavor Agreement between the Louisiana Department of the Treasury and the State of Louisiana, and St. Charles Parish regarding the allocation of \$250,000.00 to be utilized for Recreational Improvements.

Sponsors: Mr. Jewell, Grants Office and Department of Parks and Recreation

Attachments: [2024-0356 St. Charles Parish Government - Recreational Improvements CEA -](#)

- 244** [2024-0357](#) A resolution approving and authorizing the execution of a Cooperative Endeavor Agreement between the Louisiana Department of the Treasury and the State of Louisiana, and St. Charles Parish regarding the allocation of \$150,000.00 to be utilized for Primrose Canal Bank Stabilization Phase I Project.

Sponsors: Mr. Jewell, Grants Office and Department of Public Works

Attachments: [2024-0357 St. Charles Parish Government - Primrose Canal Bank Stabilization](#)

- 265 [2024-0358](#) A resolution approving and authorizing the execution of a Cooperative Endeavor Agreement between the Louisiana Department of the Treasury and the State of Louisiana, and St. Charles Parish regarding the allocation of \$50,000.00 to be utilized for Municipal Mowing in District II.

Sponsors: Mr. Jewell, Grants Office and Department of Public Works

Attachments: [2024-0358 St. Charles Parish Government - Municipal Mowing CEA - Unexecut](#)

- 285 [2024-0359](#) A resolution approving and authorizing the execution of a Federally Funded Agreement between the Governor's Office of Homeland Security and Emergency Preparedness and St. Charles Parish for funding in the amount of \$1,415,547.93 to elevate 9 residential flood prone structures to prevent further damages and reduce NFIP claims.

Sponsors: Mr. Jewell and Grants Office

Attachments: [2024-0359 EMT-2022-FM-003-0050 - St. Charles Subgrantee Agreement form](#)

- 289 [2024-0360](#) A resolution approving and authorizing the execution of a Federally Funded Agreement between the Governor's Office of Homeland Security and Emergency Preparedness and St. Charles Parish for funding in the amount of \$2,670,104.00 to elevate 14 residential flood prone structures to prevent further damages and reduce NFIP claims.

Sponsors: Mr. Jewell and Grants Office

Attachments: [2024-0360 EMT-2022-FM-003-0014 - St. Charles Subgrantee Agreement form](#)

APPOINTMENTS

- [2024-0345](#) A resolution appointing a member to the St. Charles Parish Board of Adjustment as the District I Representative.

On Monday, November 18, 2024, Council Chairman will accept nominations from the District I Councilmember to fill the vacancy created by the expiration of the term of Ms. Olivia Tate. Four (4) year term to begin December 7, 2024 and expire December 7, 2028. [Ms. Tate has served two consecutive terms and cannot be re-appointed]

Legislative History

1/11/21	Parish Council	Enacted Legislation
	Ms. Olivia Tate appointed to the Board of Adjustment on January 11, 2021, per Resolution No. 6535	
	Term: Immediately (January 11, 2021) - December 7, 2024	

- [2024-0346](#) A resolution appointing a member to the St. Charles Parish Board of Adjustment as the District III Representative.

On Monday, November 18, 2024, Council Chairman will accept nominations from the District III Councilmember to fill the vacancy created by the expiration of the term of Mr. Webb Jay. Four (4) year term to begin December 7, 2024 and expire December 7, 2028. [Mr. Jay has served two consecutive terms and cannot be re-appointed]

Legislative History

11/16/20 Parish Council Enacted Legislation
Mr. Webb Jay appointed to the Board of Adjustment on November 16, 2020, per Resolution No. 6523
Term: December 7, 2020 - December 7, 2024

[2024-0347](#)

A resolution appointing a member to the St. Charles Parish Board of Adjustment as the District VII Representative.

On Monday, November 18, 2024, Council Chairman will accept nominations from the District VII Councilmember to fill the vacancy created by the expiration of the term of Mr. James Robert. Four (4) year term to begin December 7, 2024 and expire December 7, 2028.

Legislative History

4/5/24 Parish Council Enacted Legislation
Mr. James Robert appointed to the Board of Adjustment as the District VII Representative on April 5, 2021, per Resolution No. 6554
Term: Immediately (April 5, 2021) - December 7, 2024

MEETINGS, ANNOUNCEMENTS, NOTICES, ETC.

MEETINGS

LAFOURCHE BASIN LEVEE DISTRICT: Wednesday, 11/6/24, 6PM, Lafourche Basin Levee District Office, 21380 Highway 20, Vacherie

PLANNING & ZONING COMMISSION: Thursday, 11/7/24, 6PM, Council Chambers COMMUNICATIONS DISTRICT (911): Monday, 11/18/24, 5PM, 222 Joe Louis Lane, Hahnville

PONTCHARTRAIN LEVEE DISTRICT: Monday, 11/18/24, 6PM, Pontchartrain Levee District Headquarters Complex, 2069 Railroad Avenue, Lutcher

ST. CHARLES PARISH COUNCIL: Monday, 11/18/24, 6PM, Council Chambers

ANNOUNCEMENTS

IMPORTANT DATES FOR THE NOVEMBER 5, 2024 ELECTION:

**Tuesday, November 5, 2024 - Election Day – 6:00 am – 8:00 pm*

DESTREHAN PLANTATION FALL FESTIVAL: November 9 - 10, 2024, Destrehan Plantation

PARISH HOLIDAY: Monday, November 11, 2024 – Veterans Day

IMPORTANT DATES FOR THE DECEMBER 7, 2024 ELECTION:

**Wednesday, November 6, 2024 - Last Day to Register to Vote in Person or by mail*

**Saturday, November 16, 2024 - Last Day to Register to Vote Online at geauxvote.com*

**Early Voting:*

Friday, November 22, 2024 and Saturday, November 23, 2024

Monday, November 25 – Wednesday, November 27, 2024

Saturday, November 30, 2024

CLOSED Sunday, November 24, 2024

8:30 am - 6:00 pm - Westbank – Courthouse, 15045 River Rd. Hahnville; Eastbank – Arterbury Building, 14564 River Rd. New Sarpy

**Tuesday, December 3, 2024 – Last day to request Absentee by Mail Ballots*

**Friday, December 6, 2024 - Last day for Registrar to receive voted Absentee Ballot*

**Saturday, December 7, 2024 - Election Day – 7:00 am – 8:00 pm*

SPECIAL MATTERS TO BE CONSIDERED BY COUNCIL

293 [2024-0348](#) Review 2025 Parish Council Meeting Schedule [Adopt November 18, 2024]

Attachments: [2024-0348 Proposed 2025 MEETING SCHEDULE](#)
[2024-0348 2025 Color Coded Calendar with explanation](#)

Accommodations for Disabled

St. Charles Parish will upon request and with three (3) days advanced notice provide reasonable accommodation to any disabled individual wishing to attend the meeting. Anyone requiring reasonable accommodation is requested to contact the Office of the Council Secretary at (985) 783-5000 to discuss the particular accommodations needed.