



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, June 3, 2024

6:00 PM

Council Chambers, Courthouse

Final

CALL TO ORDER

PRAYER / PLEDGE

Pastor Chris Housewright
Grace Point Church, Destrehan

APPROVAL OF MINUTES

Regular Meeting – May 20, 2024

SPECIAL BUSINESS (PROCLAMATIONS, CANVASS RETURNS, ETC.)

- 1 [2024-0196](#) Proclamation: “World Elder Abuse Awareness Day”
Sponsors: Mr. Jewell
Attachments: [2024-0196 World Elder Abuse Awareness Day](#)

- 2 [2024-0197](#) Proclamation: “Juneteenth National Independence Day in St. Charles Parish”
Sponsors: Ms. Wilson
Attachments: [2024-0197 Juneteenth Day of Observance in SCP](#)

- 3 [2024-0198](#) Proclamation: “Alzheimer’s and Brain Awareness Month”
Sponsors: Ms. Fonseca
Attachments: [2024-0198 Alzheimer's and Brain Awareness Month](#)

REPORTS (FINANCE AND ADMINISTRATIVE ACTIVITIES)[2024-0199](#)

Department of Emergency Preparedness and Hurricane Preparedness

ORDINANCES / RESOLUTIONS INTRODUCED FOR PUBLICATION / PUBLIC HEARING**Monday, June 17, 2024, 6:00 pm, Council Chambers, Courthouse, Hahnville**

- 4 [2024-0167](#) An ordinance approving and authorizing the execution of a Professional Services Agreement with Royal Engineers & Consultants, LLC, to create the St. Charles Parish Coastal Restoration Strategy (Parish Project No. N/A), in the not to exceed amount of \$250,000.00.

Sponsors: Mr. Jewell and Department of Planning & Zoning

Attachments: [2024-0167 04 18 Agreement_Royal Engineering_Coastal Program Strategy](#)
[2024-0167 Corporate Resolution 4.25.24](#)
[2024-0167 Postponed proposed ordinance](#)

Legislative History

| | | |
|---------|------------------|--|
| 5/6/24 | Parish President | Introduced |
| 5/6/24 | Parish Council | Publish/Scheduled for Public Hearing to the Parish Council |
| 5/20/24 | Parish Council | Public Hearing Requirements Satisfied Chairman Fisher stated that Administration requested that File No. 2024-0167 be postponed indefinitely. |
| 5/20/24 | Parish Council | Postponed Indefinitely |
| 5/20/24 | Parish Council | Postponed Indefinitely |

PLANNING AND ZONING PETITIONS

- 26 [2024-0186](#) An ordinance to amend the St. Charles Parish Zoning Ordinance of 1981, to change the zoning classification from R-1A to R-2 on Lot 17, Block K, Magnolia Ridge Park Subdivision, Boutte as requested by Ladadriel Eastman.

Sponsors: Mr. Jewell and Department of Planning & Zoning

Attachments: [2024-0186 RECOMMENDATIONS AT A GLANCE](#)

[2024-0186 Minutes](#)

[2024-0186 Staff Report](#)

[2024-0186 Survey](#)

[2024-0186 AERIAL](#)

[2024-0186 ZONING](#)

[2024-0186 FLUM](#)

[2024-0186 Application1](#)

Legislative History

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|---------|---------------------------------|--|
| 4/2/24 | Department of Planning & Zoning | Received/Assigned PH |
| 5/2/24 | Department of Planning & Zoning | Recommended Denial to the Planning Commission |
| 5/2/24 | Planning Commission | Recommended Denial to the Parish Council |
| 5/20/24 | Parish President | Introduced |
| 5/20/24 | Parish Council | Publish/Scheduled for Public Hearing to the Parish Council |

ORDINANCES SCHEDULED FOR PUBLIC HEARING (INTRODUCED AT PREVIOUS MEETING)

- 39 [2024-0181](#) An ordinance to provide for the installation of “**ALL-WAY STOP**” signs at the intersection of Ellington Avenue and 3rd Street, in Ellington Addition to the Town of Luling, Being a Subdivision of a Portion of Ellington Plantation.

Sponsors: Ms. Skiba

Legislative History

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|---------|-------------------|--|
| 5/20/24 | Council Member(s) | Introduced |
| 5/20/24 | Parish Council | Publish/Scheduled for Public Hearing to the Parish Council |

- 40** [2024-0182](#) An ordinance approving an Act of Amendment changing the name of the subdivision dedicated as Heather Oaks Phase 2 to The Reserve at Heather Oaks.
- Sponsors:** Mr. Jewell and Department of Planning & Zoning
- Attachments:** [2024-0182 Act of Amendment](#)
[2024-0182 Signed-Amended Final Plat](#)
- Legislative History**
- | | | |
|---------|------------------|--|
| 5/20/24 | Parish President | Introduced |
| 5/20/24 | Parish Council | Publish/Scheduled for Public Hearing to the Parish Council |
- 45** [2024-0183](#) An ordinance approving and authorizing the execution of Change Order No. 1 (Final) for the Rathborne Park Development Restroom Facility (Project No. RECRR2023), to increase the contract time by 32 days.
- Sponsors:** Mr. Jewell and Department of Parks and Recreation
- Attachments:** [2024-0183 Change Order_Rathborne](#)
- Legislative History**
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|---------|------------------|--|
| 5/20/24 | Parish President | Introduced |
| 5/20/24 | Parish Council | Publish/Scheduled for Public Hearing to the Parish Council |
- 54** [2024-0187](#) An ordinance approving and authorizing the execution of a Joint Use Agreement with the Louisiana Department of Transportation and Development to allow for the construction of the Deputy Jeff G. Watson Dr. Roadway Extension (Project No. P190102), formerly Rue La Cannes Road Extension, and a dog park to be constructed in the future.
- Sponsors:** Mr. Jewell and Department of Public Works
- Attachments:** [2024-0187 JUA Draft Contract St. Charles Parish Dog Park \(003\) 5.6.24](#)
[2024-0187 Exhibit A_Legal Description](#)
[2024-0187 Exhibit B_Survey](#)
- Legislative History**
- | | | |
|---------|------------------|--|
| 5/20/24 | Parish President | Introduced |
| 5/20/24 | Parish Council | Publish/Scheduled for Public Hearing to the Parish Council |
- 67** [2024-0188](#) An ordinance approving and authorizing the execution of Change Order No. 1 for the Primrose Canal Cleaning and Improvements - Phase 1A (Project No. P210202), to increase the contract amount by \$166,603.23.
- Sponsors:** Mr. Jewell and Department of Public Works
- Attachments:** [2024-0188 P210202 - Change Order #1 Partially Executed](#)
[2024-0188 Change Order 001 - Primrose Canal Cleaning & Improvements - Ph:](#)
- Legislative History**

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|---------|------------------|--|
| 5/20/24 | Parish President | Introduced |
| 5/20/24 | Parish Council | Publish/Scheduled for Public Hearing to the Parish Council |

- 77** [2024-0189](#) An ordinance to amend the 2024 Consolidated Operating and Capital Budget, Amendment No. 1, to add revenues and transfers totaling \$37,059,418, an addition of accumulated fund balance of \$48,402,463 and expenditures, including transfers, totaling \$76,373,931 for all Governmental Funds for the purpose of adjusting beginning 2024 fund balances across all funds to match ending 2023 Final Budget balances and to re-apply various construction, architectural/engineering, and other fees unexpended in 2023 for Parish projects that were not completed during 2023 and apply them to 2024.

Sponsors: Mr. Jewell and Department of Finance

Attachments: [2024-0189 1st Amendment - Rollover \(May2024\) Exhibit A](#)

Legislative History

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|---------|------------------|--|
| 5/20/24 | Parish President | Introduced |
| 5/20/24 | Parish Council | Publish/Scheduled for Public Hearing to the Parish Council |

- 80** [2024-0190](#) An ordinance approving and authorizing the execution of a Professional Catering Services Agreement between St. Charles Parish and Blaine Guillot Private Chef, LLC, to provide Professional Catering Services at the Edward A. Dufresne Community Center.

Sponsors: Mr. Jewell and Department of Parks and Recreation

Attachments: [2024-0190 2024-25 EADCC Catering Agreement_Blaine Guillot](#)
[2024-0190 Corporate Resolution - Blaine Guillot](#)

Legislative History

| | | |
|---------|------------------|--|
| 5/20/24 | Parish President | Introduced |
| 5/20/24 | Parish Council | Publish/Scheduled for Public Hearing to the Parish Council |

- 89** [2024-0191](#) An ordinance approving and authorizing the execution of a Professional Catering Services Agreement between St. Charles Parish and Bluebird Boards & More, LLC, to provide Professional Catering Services at the Edward A. Dufresne Community Center.

Sponsors: Mr. Jewell and Department of Parks and Recreation

Attachments: [2024-0191 2024-25 EADCC Catering Agreement_Bluebird Boards](#)
[2024-0191 Corporate Resolution](#)

Legislative History

| | | |
|---------|------------------|--|
| 5/20/24 | Parish President | Introduced |
| 5/20/24 | Parish Council | Publish/Scheduled for Public Hearing to the Parish Council |

- 98** [2024-0192](#) An ordinance approving and authorizing the execution of a Professional Catering Services Agreement between St. Charles Parish and Daretta's Catering, LLC, to provide Professional Catering Services at the Edward A. Dufresne Community Center.

Sponsors: Mr. Jewell and Department of Parks and Recreation

Attachments: [2024-0192 2024-25 EADCC Catering Agreement Daretta's Catering](#)
[2024-0192 Certificate of Authority - Daretta's](#)

Legislative History

| | | |
|---------|------------------|--|
| 5/20/24 | Parish President | Introduced |
| 5/20/24 | Parish Council | Publish/Scheduled for Public Hearing to the Parish Council |

- 107** [2024-0193](#) An ordinance approving and authorizing the execution of a Professional Catering Services Agreement between St. Charles Parish and Jae Flem Catering Services, L.L.C., to provide Professional Catering Services at the Edward A. Dufresne Community Center.

Sponsors: Mr. Jewell and Department of Parks and Recreation

Attachments: [2024-0193 2024-25 EADCC Catering Agreement Jae Flem Catering](#)
[2024-0193 Corporate Resolution - Jae Flem](#)

Legislative History

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|---------|------------------|--|
| 5/20/24 | Parish President | Introduced |
| 5/20/24 | Parish Council | Publish/Scheduled for Public Hearing to the Parish Council |

- 116** [2024-0194](#) An ordinance approving and authorizing the execution of a Professional Catering Services Agreement between St. Charles Parish and Shenell's Seafood, LLC., to provide Professional Catering Services at the Edward A. Dufresne Community Center.

Sponsors: Mr. Jewell and Department of Parks and Recreation

Attachments: [2024-0194 2024-25 EADCC Catering Agreement - Shenell's Seafood](#)
[2024-0194 Corporate Resolution - Shenell's Seafood](#)

Legislative History

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|---------|------------------|--|
| 5/20/24 | Parish President | Introduced |
| 5/20/24 | Parish Council | Publish/Scheduled for Public Hearing to the Parish Council |

- 125 [2024-0195](#) An ordinance approving and authorizing the execution of an Amendment No. 2 to Ordinance No. 21-10-2 which approved the Professional Services Agreement with Richard C. Lambert Consultants, L.L.C., for engineering services for the Barber Road Bank Stabilization (Project No. P210702). The amendment moves remaining Resident Inspection fees to Construction Management fees in the amount of \$24,630.75.

Sponsors: Mr. Jewell and Department of Public Works

Attachments: [2024-0195 2024 05 17 Amendment No. 2 - Barber Road](#)
[2024-0195 corporate resolution](#)

Legislative History

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|---------|------------------|--|
| 5/20/24 | Parish President | Introduced |
| 5/20/24 | Parish Council | Publish/Scheduled for Public Hearing to the Parish Council |

RESOLUTIONS

- 130 [2024-0200](#) A resolution authorizing the St. Charles Parish President to send certification to GOHSEP waiving any land use regulations relative to permitting for temporary housing and shelter assistance during declared emergencies.

Sponsors: Mr. Jewell

APPOINTMENTS

- 131 [2024-0180](#) A resolution appointing an Ad-Hoc member, with a health professional background, to the Board of Directors for the Arc of St. Charles.

Council Chairman will accept nominations to the Board of Directors of the Arc of St. Charles, Ad Hoc member with a health professional background to fill the vacancy caused by the expiration of the term of Dr. Jeffrey S. Kuo, M.D.. Two (2) year term to begin July 1, 2024 and expire June 30, 2026. [Dr. Kuo has served two consecutive terms and cannot be re-appointed according to Arc of St. Charles By-Laws; however, on May 13, 2024, the Arc Board Members approved for any 2023-2024 Board Members whose term of office is due to expire June 30, 2024, be extended for up to one, additional two (2) year term.]

Legislative History

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|---------|----------------|--|
| 6/20/22 | Parish Council | Enacted Legislation Dr. Jeffrey S. Kuo, M.D. appointed to the Board of Directors of the Arc of St. Charles, Ad-Hoc member with a health professional background, on June 20, 2022, per Resolution No. 6646 Term: July 1, 2022 - June 30, 2024 |
| 5/14/24 | Parish Council | Correspondence Received from Mr. Dale Seal, Secretary, Arc of St. Charles Board of Directors, the Board approved a motion by all of the voting Arc Board Members present at the May 13, 2024 meeting, regarding Dr. Jeffrey Kuo, whose term of office is due to expire June 30, 2024, term has been extended for up to one additional two (2) year term, beginning July 1, 2024 through June 30, 2026. |

5/20/24

Parish Council

Vacancy Announced

MEETINGS, ANNOUNCEMENTS, NOTICES, ETC.**MEETINGS**

LAFOURCHE BASIN LEVEE DISTRICT: Wednesday, 6/5/24, 6PM, Lafourche Basin Levee District Office, 21380 Highway 20, Vacherie

PLANNING & ZONING COMMISSION: Thursday, 6/6/24, 6PM, Council Chambers

COMMUNICATIONS DISTRICT (911): Monday, 6/10/24, 5PM, Council Chambers

CIVIL SERVICE BOARD: Tuesday, 6/11/24, 6:30PM, Council Chambers

COMMUNITY ACTION ADVISORY BOARD: Wednesday, 6/12/24, 5PM, Council Chambers

PONTCHARTRAIN LEVEE DISTRICT: Monday, 6/17/24, 6PM, Pontchartrain Levee District Headquarters Complex, 2069 Railroad Avenue, Lutcher

ST. CHARLES PARISH COUNCIL: Monday, 6/17/24, 6PM, Council Chambers

SPECIAL MATTERS TO BE CONSIDERED BY COUNCIL

- 132** [2024-0184](#) A resolution appointing an Official Journal to serve the Parish Council of St. Charles Parish for the period June 2024 through June 2025.

Attachments: [2024-0184 for Agenda Official Journal Selection Process.2024](#)

[RS 43 141 - 43 149 Official Journal](#)

Legislative History

5/20/24 Parish Council Authorized

5/20/24 Parish Council Authorized

5/20/24 Parish Council Authorized

- 140** [2024-0201](#) Calendar of Official Action for the 2025 Budget: Set Public Hearing Dates

Sponsors: Mr. Jewell and Department of Finance

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

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.