



ST. CHARLES PARISH

OFFICE OF THE COUNCIL SECRETARY

P.O. BOX 302 • HAHNVILLE, LOUISIANA 70057
(985) 783-5125 • www.stcharlesparish.gov

MEMORANDUM

DATE: DECEMBER 23, 2025

TO: MR. COREY OUBRE
LEGAL SERVICES DIRECTOR

FROM: MICHELLE IMPASTATO
COUNCIL SECRETARY 

RE: POLLING PLACE LEASE AGREEMENT WITH KILLONA VOLUNTEER
FIRE DEPARTMENT DISTRICT 1, PRECINCT 1, OF ST. CHARLES
PARISH

On Monday, December 15, 2025, the St. Charles Parish Council adopted Ordinance No. 25-12-10 approving and authorizing the Parish President to execute a Polling Place Lease Agreement with Killona Volunteer Fire Department, for the use as a polling place for District 1, Precinct 1, of St. Charles Parish.

A copy of the ordinance along with three (3) partially executed original Lease Agreements are enclosed. Please execute the Lease Agreements provided, and forward all three (3) fully executed Agreements to our office. A copy of the recorded Lease Agreement will be forwarded to you at a later date.

MI/mr

Enclosures

cc: Parish Council
Ms. Samantha de Castro w/enclosure

2025-0373

INTRODUCED BY: MATTHEW JEWELL, PARISH PRESIDENT

ORDINANCE NO. 25-12-10

An ordinance approving and authorizing the Parish President to execute a Polling Place Lease Agreement with Killona Volunteer Fire Department, for the use as a polling place for District 1, Precinct 1, of St. Charles Parish.

WHEREAS, the Parish seeks to enter into a Lease Agreement with Killona Volunteer Fire Department for the use as a polling place located at 216 Adams Street, Killona, Louisiana; and,

WHEREAS, the Lease Agreement between Killona Volunteer Fire Department and St. Charles Parish shall be for a four (4) year term with an automatic renewal for a like term of one (1) year.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That the Lease Agreement between Killona Volunteer Fire Department and St. Charles Parish for the use as a polling place for District 1 Precinct 1, commencing on January 1, 2026 and ending on December 31, 2029, with an automatic renewal for a like term of one (1) year is hereby approved and accepted.

SECTION II. That the Parish President is hereby authorized to execute said Lease Agreement and other documents necessary on behalf of St. Charles Parish to complete said Lease Agreement.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

YEAS: MOBLEY, FONSECA, WILSON, SKIBA, PILIE, COMARDELLE, O'DANIELS, FISHER, DEBRULÈR

NAYS: NONE

ABSENT: NONE

And the ordinance was declared adopted this 15th day of December, 2025, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: Holly Fournier

SECRETARY: Michelle Dupont

DLVD/PARISH PRESIDENT: December 11, 2025

APPROVED: ✓ DISAPPROVED:

PARISH PRESIDENT: Matthew Jewell

RETD/SECRETARY: December 19, 2025

AT: 8:45 am RECD BY: [Signature]

POLLING PLACE LEASE AGREEMENT

STATE OF LOUISIANA

PARISH OF ST. CHARLES

THIS AGREEMENT made this _____ day of _____, 20__, by and between Killona Volunteer Fire Department and the Parish of St. Charles, ("PARISH") hereby agrees that OWNER/LESSOR will lease the following premises ("LEASED POLLING PLACE PREMISES") located at Killona Fire House, 216 Adams Street, Killona,, Louisiana for use as a polling place in accordance with Title 18, section 533 of the Louisiana Revised Statutes.

1. TERM

This lease agreement is for a term commencing on 1st day of January, 2026 and ending on December 31, 2029.

2. AUTOMATIC RENEWAL

This agreement shall automatically renew for a like term of one (1) year at the same rental rate, unless one of the parties to this agreement notifies the other, at least thirty (30) days prior in writing of the desire not to renew the lease agreement at least thirty (30) days prior to the expiration date of this agreement.

3. PAYMENT OF RENT

This agreement was made for and in consideration of a rental rate of \$150.00 per election in accordance of the terms of this agreement. All rental payments shall be mailed to the following address: Killona Volunteer Fire Department, P. O. Box 443, Hahnville, Louisiana, 70057

4. TERMINATION OF AGREEMENT

Either party may terminate this agreement upon written notice to the other party at any time, except during the period commencing two (2) days before the date that qualifications open for an election.

5. LEASED POLLING PLACE PREMISES REQUIRMENTS

The LESSOR/OWNER shall give the PARISH the exclusive use of the leased premises for each election held in and involving Ward/district/precinct 1-1 or any parts thereof. The PARISH is authorized to use and occupy the LEASED POLLING PLACE PREMISES on such election days. Additionally, the OWNER/LESSOR agrees that the LEASED POLLING PLACE PREMISES SHALL BE EQUIPPED WITH THE FOLLOWING:

- (i) sanitary facilities
- (ii) proper electric current, fixtures, and outlets necessary to Voting Machines and conduct the election; and

- (iii) meet the requirements for accessibility for individuals with disabilities.

6. LEASE AGREEMENT CONTINGENT UPON POLLING PLACE BEING IN FULL COMPLIANCE WITH THE ADA AND VOTING RIGHTS ACCESSIBILITY FOR THE ELDERLY AND HANDICAPPED ACT

OWNER/LESSOR AGREES that the LEASED POLLING PLACE PREMISES shall be in full compliance with the Americans with Disabilities Act and Voting Rights Accessibility for the Elderly and Handicapped Act. In the event said LEASED POLLING PLACE PREMISES fails to be in compliance with the Americans with Disabilities Act and the Voting Rights Accessibility for the Elderly and Handicapped Act, the Parish shall immediately give written notice to the OWNER/LESSOR within seven (7) days of the noncompliance and thereafter OWNER/LESSOR will have Thirty (30) days to rectify and/or remedy those defects which cause the LEASED POLLING PLACE PREMISES to fail to be in compliance. Moreover, in the event OWNER/LESSOR fails to rectify and/or remedy those conditions within thirty (30) days of notice of noncompliance, the PARISH has the sole and exclusive right to immediately terminate this agreement.

7. LIABILITY

OWNER/LESSOR of the premises to be used by any person as a polling place on any election day shall not be liable to such person for injury to person or property which occurs on the premises while it is being used as a polling place on any election day, but does not exclude any liability which would otherwise exist for willful or malicious injury to persons or property or liability imposed on the owner, lessee, or occupant of the premises pursuant to Civil Code Articles 2317 or 2322. Nothing shall be construed to relieve any person using the premises of another as a polling place from any obligation which he may have in the absence of these provisions to exercise care in his use of such premises or from the legal consequences of failure to employ such care.

8. TRANSFERABILITY

The OWNER/LESSOR may not assign either this lease agreement and any of its rights, interest or obligations hereunder without the prior written approval of the PARISH. All terms and conditions of this lease shall be binding and enure to the benefit of and be enforceable by the respective successors and permitted assigns of the OWNER/LESSOR. Notwithstanding and foregoing, this lease shall not be sold nor the payments due or to become due hereunder assigned without the prior written consent of the other party.

9. OWNERSHIP OF THE LEASED POLLING PLACE PREMISES

The OWNER/LESSOR affirms that the LEASED POLLING PLACE PREMISES is not owned, occupied, or leased by a candidate in an election, or is a spouse of

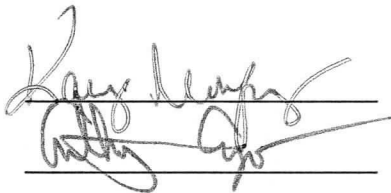
any such candidate, or an officer or employee of the state, city, or any of its political subdivisions.

10. TAXES

The OWNER/LESSOR agrees to be fully responsible for the payment of any state and/or federal taxes due under this Agreement. The federal identification number or social security number of the OWNER/LESSOR is 72-1073041.

IN WITNESS WHEREOF, the parties have executed this agreement this _____ day of _____, 20__.

WITNESSES:



WITNESSES:

PARISH OF ST. CHARLES

By: 
MATTHEW JEWELL

Title: PARISH PRESIDENT

OWNER/LESSOR

By: _____
KILLONA VOLUNTEER FIRE
DEPARTMENT

Title: _____