



St. Charles Parish

Meeting Agenda

Parish Council

Council Chairman Holly Fonseca

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

St. Charles Parish Courthouse
15045 Highway 18
P.O. Box 302
Hahnville, LA 70057
985-783-5125
www.stcharlesparish.gov

Monday, November 17, 2025

6:00 PM

Council Chambers, Courthouse

Final

CALL TO ORDER

PRAYER / PLEDGE

*Reverend Marilyn Diggs
Mount Zion Community Church, Boutte*

APPROVAL OF MINUTES

*Budget Hearing – October 28, 2025
Budget Hearing – October 30, 2025
Regular Meeting / Budget Hearing – November 3, 2025*

SPECIAL BUSINESS (PROCLAMATIONS, CANVASS RETURNS, ETC.)

- 1 [2025-0346](#) In Recognition: Frances “Annie” F. Harmon, St. Charles Parish Library Board of Control

 Sponsors: Ms. Skiba

 Attachments: [2025-0346 Frances Annie F. Harmon, Library Board of Control](#)

- 2 [2025-0347](#) In Recognition: Webb Jay, Planning & Zoning Commission

 Sponsors: Mr. Pilié

 Attachments: [2025-0347 Webb Jay, Planning & Zoning Commission](#)

- 3 [2025-0348](#) In Recognition: Malachi Duc Zeringue, Eagle Scout

 Sponsors: Ms. Wilson

 Attachments: [2025-0348 Malachi Duc Zeringue](#)

- 4 [2025-0349](#) Proclamation: “Norco Christmas Parade Day”

 Sponsors: Mr. Fisher

 Attachments: [2025-0349 Christmas Parade Day](#)

5 [2025-0350](#) Proclamation: Christmas Celebration**Sponsors:** Ms. Fonseca**Attachments:** [2025-0350 Christmas Celebration](#)**6 [2025-0336](#) An ordinance authorizing the issuance by the Parish of St. Charles, State of Louisiana of its Limited Tax Bond (ARC) in an amount not to exceed Four Million Dollars (\$4,000,000) and providing for other matters in connection therewith.****Sponsors:** Mr. Jewell, Bond Counsel, Foley & Judell and LLP**Attachments:** [2025-0336 CEA - ARC](#) [2025-0336 Exhibit A](#) [2025-0336 Exhibit B](#) [2025-0336 \(FORM OF PAYING AGENT=S CERTIFICATE OF REGISTRATION](#) [2025-0336 Certificate](#) [2025-0336 CEA - ARC](#)**Legislative History**

11/3/25 Parish President Introduced

11/3/25 Parish Council Publish/Scheduled for Public Hearing to the Parish Council

REPORTS (FINANCE AND ADMINISTRATIVE ACTIVITIES)[2025-0343](#) Workforce Innovations and Opportunity Act (WIOA)[2025-0344](#) Contract Monitor[2025-0345](#) Parish President Remarks/Report**Sponsors:** Mr. Jewell**ORDINANCES / RESOLUTIONS INTRODUCED FOR PUBLICATION / PUBLIC HEARING****Monday, December 1, 2025, 6:00 pm, Council Chambers, Courthouse, Hahnville****25 [2025-0341](#) An ordinance approving and authorizing the execution of Change Order No. 1 (Final) for the Phase 3 Water Main Replacement in Bonnet Carre Spillway (Project No. WWKS 105), to decrease the contract amount by \$35,294.00.****Sponsors:** Mr. Jewell and Department of Waterworks**Attachments:** [2025-0341 WWKS 105 SPILLWAY WA MAIN REPLACEMENT - CHANGE ORI](#)

- 28 [2025-0342](#) An ordinance adopting the St. Charles Parish Council Road and Bridges Capital Program Budget for fiscal year 2026 through 2028 in accordance with the Parish Transportation Act.

Sponsors: Mr. Jewell and Department of Finance

Attachments: [2025-0342 Road&Bridges Capital Prog Budget Exhibit A 2025](#)

- 30 [2025-0351](#) An ordinance to provide for the installation of an “**ALL-WAY STOP**” sign at the end of Pitre Street in the Fairfield Oaks Plantation Subdivision, in St. Rose.

Sponsors: Ms. O'Daniels

ORDINANCES SCHEDULED FOR PUBLIC HEARING (INTRODUCED AT PREVIOUS MEETING)

- 31 [2025-0338](#) An ordinance approving and authorizing the execution of a Professional Services Agreement with Professional Engineering Consultants Corporation, to perform engineering services for the St. Charles Parish West Bank B Plant Clarifier Upgrade (Project No. WWKS 117), in the amount of \$123,256.00.

Sponsors: Mr. Jewell and Department of Waterworks

Attachments: [2025-0338 Professional Engineering Consultants - Professional Services Agree](#)
[2025-0338 Corporate Resolution](#)

Legislative History

11/3/25	Parish President	Introduced
11/3/25	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council

- 45 [2025-0339](#) An ordinance approving and authorizing the execution of Change Order No. 1 for the Montz Pump Station No. 1 (Project No. P210301), to increase the contract amount by \$111,702.07.

Sponsors: Mr. Jewell and Department of Public Works

Attachments: [Change Order_Montz Pump Station No. 1](#)

Legislative History

11/3/25	Parish President	Introduced
11/3/25	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council

- 71 [2025-0340](#) An ordinance approving and authorizing the execution of an Act of Dedication for Ashton Plantation Phase 2-B Addendum No. 1, Luling.

Sponsors: Mr. Jewell and Department of Planning & Zoning

Attachments: [2025-0340 Council Packet](#)
 [2025-0340 Memo from P&Z](#)
 [2025-0340 1. Act of Dedication](#)
 [2025-0340 2. \(4.\) Final Plat](#)
 [2025-0340 3. Written letter of application for Final Plat approval](#)
 [2025-0340 5. Private Restrictions](#)
 [2025-0340 6. Traverse Calculations](#)
 [2025-0340 7. Admin Fees](#)
 [2025-0340 8. Recreation Obligation](#)
 [2025-0340 9. GASB 34](#)
 [2025-0340 10. maintenance agreement](#)
 [2025-0340 12. Certification Statement](#)
 [2025-0340 14. PW and WW Final Approval](#)
 [2025-0340 15. Waterworks Final approval](#)
 [2025-0340 16. Post Construction Stormwater MS4 Approval](#)
 [2025-0340 contract monitor memo](#)
 2025-0340 EMAIL FROM P&Z_RE_ Act of Dedication required documents

Legislative History

11/3/25	Parish President	Introduced
11/3/25	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council

ORDINANCES/RESOLUTIONS WHICH HAVE BEEN TABLED

- 136** [2025-0305](#) An ordinance of the Parish of St. Charles to amend the Code of Ordinances, Parish of St. Charles, Chapter 2, Article I. In General, Section 2-2. Fees of copies of documents (a), (b), and adding (d).

Sponsors: Mr. Jewell

Attachments: [2025-0305 Correspondence 10.24.2025](#)
[2025-0305 Correspondence 11.07.2025](#)

Legislative History

10/6/25	Parish President	Introduced
10/6/25	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council
10/20/25	Parish Council	Public Hearing Requirements Satisfied
	Reported:	
	Parish President Recommended:	Approval
	Deputy Chief Administrative Officer Samantha de Castro spoke on the matter.	
10/20/25	Parish Council	Tabled.
	Council Discussion	
	Parish President Matthew Jewell spoke on the matter.	
	Councilman Pilié stated his reason for wanting to table File No. 2025-0305.	
10/20/25	Parish Council	Tabled.
11/3/25	Parish Council	Remained Tabled

RESOLUTIONS

- 137** [2025-0357](#) A resolution requesting the South Central Planning and Development Commission (SCPDC) to explore and, if feasible, prepare a redistricting ordinance to align certain areas along Pit Road, Alexander Street, and Boutte Project Road within a single council district.

Sponsors: Ms. Fonseca, Ms. Wilson and Ms. deBruler

APPOINTMENTS

- 138** [2025-0316](#) A resolution appointing a member to the St. Charles Parish Planning & Zoning Commission as the District III Representative.

Council will confirm nomination to the St. Charles Parish Planning & Zoning Commission from the District III Councilmember to fill the vacancy caused by the resignation of the term of Mr. Webb Jay. Unexpired term to begin immediately and expire May 31, 2029.
Nominee: Mr. Ed Griffin

Legislative History

6/2/25	Parish Council	Enacted Legislation
	Mr. Webb Jay appointed to the Planning & Zoning Commission as the District III Representative on June 2, 2025, per Resolution No. 6833	
	Term: May 31, 2025 - May 31, 2029	

10/20/25	Parish Council	Vacancy Announced
11/3/25	Parish Council	Nomination(s) Accepted
	Nominee:	
	Councilman Pilié nominated Mr. Ed Griffin	
11/3/25	Parish Council	Close Nomination(s) for
11/3/25	Parish Council	Nomination(s) Closed

- 146** [2025-0329](#) A resolution appointing a member to the St. Charles Parish Board of Adjustment as the District II Representative.

Council Chairman will accept nomination to the St. Charles Parish Board of Adjustment from the District II Councilmember to fill the vacancy created by the expiration of the term of Ms. Vicki Carter. Four (4) year term to begin December 7, 2025 and expire December 7, 2029.

Legislative History

11/15/21	Parish Council	Enacted Legislation
	Ms. Vicki Carter appointed to the St. Charles Parish Board of Adjustment as the District II Representative on November 15, 2021, per Resolution No. 6594	
	Term: December 7, 2021 - December 7, 2025	
11/3/25	Parish Council	Vacancy Announced

- 147 [2025-0330](#) A resolution appointing a member to the St. Charles Parish Board of Adjustment as the District IV Representative.

Council Chairman will accept nomination to the St. Charles Parish Board of Adjustment from the District IV Councilmember to fill the vacancy created by the expiration of the term of Mr. Clyde H. Maddox. Four (4) year term to begin December 7, 2025 and expire December 7, 2029.

Legislative History

12/18/23	Parish Council	Enacted Legislation
	Mr. Clyde H. Maddox appointed to the St. Charles Parish Board of Adjustment as the District VI Representative on December 18, 2023, per Resolution No. 6741	
	Term: December 23, 2023 - December 7, 2025	
11/3/25	Parish Council	Vacancy Announced

- 148 [2025-0331](#) A resolution appointing a member to the St. Charles Parish Board of Adjustment as the District V Representative.

Council Chairman will accept nomination to the St. Charles Parish Board of Adjustment from the District V Councilmember to fill the vacancy created by the expiration of the term of Mr. Dwayne E. Harris. Four (4) year term to begin December 7, 2025 and expire December 7, 2029.

Legislative History

9/19/22	Parish Council	Enacted Legislation
	Mr. Dwayne E. Harris appointed to the St. Charles Parish Board of Adjustment as the District V Representative on September 19, 2022, per Resolution No. 6668	
	Term: Immediately (September 19, 2022) - December 7, 2025	
11/3/25	Parish Council	Vacancy Announced

- 149 [2025-0332](#) A resolution appointing a member to the St. Charles Parish Board of Adjustment as the District VI Representative.

Council Chairman will accept nomination to the St. Charles Parish Board of Adjustment from the District VI Councilmember to fill the vacancy created by the expiration of the term of Mr. David P. Bleakley. Four (4) year term to begin December 7, 2025 and expire December 7, 2029.

Legislative History

5/22/23	Parish Council	Enacted Legislation
	Mr. David P. Bleakley appointed to the St. Charles Parish Board of Adjustment as the District VI Representative on May 22, 2023, per Resolution No. 6697	
	Term: Immediately (May 22, 2023) - December 7, 2025	
11/3/25	Parish Council	Vacancy Announced

[2025-0352](#)

Council Ex-Officio Appointment to the St. Charles Parish Housing Authority.

On Monday, December 1, 2025, Council Chairman will accept nominations to the St. Charles Parish Housing Authority to fill the vacancy created by the expiration of the term of Councilwoman Michele deBruler (Council Ex-Officio Appointment). One (1) year term to begin January 9, 2026 and expire January 9, 2027.

MEETINGS, ANNOUNCEMENTS, NOTICES, ETC.

MEETINGS

LIBRARY BOARD OF CONTROL: Tuesday, 11/18/25, 6PM, Council Chambers
BOARD OF ADJUSTMENT (ZBA): Thursday, 11/20/25, 6PM, Council Chambers
COASTAL ZONE ADVISORY COMMITTEE: Friday, 11/21/25, 12PM, Council Chambers
HOUSING AUTHORITY: Tuesday, 11/25/25, 6PM, Council Chambers
ST. CHARLES PARISH COUNCIL: Monday, 12/1/25, 6PM, Council Chambers

ANNOUNCEMENTS

PARISH HOLIDAY: Thursday, 11/27/25 & Friday, 11/28/25 – Thanksgiving

SPECIAL MATTERS TO BE CONSIDERED BY COUNCIL

- 150 [2025-0353](#) Review 2026 Parish Council Meeting Schedule [Adopt December 1, 2025]

Attachments: [2025-0353 AGENDA DRAFT 2026 MEETING SCHEDULE](#)
[2025-0353 AGENDA 2026 Color Coded Calendar with explan](#)

[2025-0354](#) Accept Nominations - Presiding Officer for 2026; Chairman, St. Charles Parish Council [Confirm December 1, 2025]

[2025-0355](#) Accept Nominations - Presiding Officer for 2026; Vice-Chairman, St. Charles Parish Council [Confirm December 1, 2025]

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) 783-5125 to discuss the particular accommodations needed.