

St. Charles Parish

Combination

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

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

Monday, August 4, 2025

6:00 PM

Council Chambers, Courthouse

Final

CALL TO ORDER

PRAYER / PLEDGE

Pastor D. B. Mollaire

Good Hope Missionary Baptist Church, Norco

APPROVAL OF MINUTES

Regular Meeting - July 21, 2025

SPECIAL BUSINESS (PROCLAMATIONS, CANVASS RETURNS, ETC.)

1 <u>2025-0207</u> In Recognition: Merrick "Ricky" Rousselle

Sponsors: Mr. Jewell

Attachments: 2025-0207 Ricky Rousselle

2 2025-0208 Proclamation: "Hahnville High School Alumni Day in St. Charles Parish"

Sponsors: Mr. Jewell

Attachments: 2025-0208 HHS Alumni Day

3 2025-0231 Confirmation Hearing for Appointment of Director - Department of

Economic Development and Tourism - Mr. Patrick Beard

Sponsors: Mr. Jewell

<u>Attachments:</u> <u>Letter_P.Beard</u>

Ordinance 90-9-3

Legislative History

7/24/25 Parish Council Correspondence Received

from Parish President Matthew Jewell submitting Mr. Patrick Beard for confirmation as Director of the Department of Economic Development and

Tourism

REPORTS (FINANCE AND ADMINISTRATIVE ACTIVITIES)

<u>2025-0209</u> The Arc of St. Charles

2025-0210 Department of Waterworks

<u>Attachments:</u> 2025-0210 Council Presentation Dept of Waterworks 2025

2025-0211 Parish President Remarks/Report

Sponsors: Mr. Jewell

ORDINANCE INTRODUCED FOR PUBLICATION, PUBLIC HEARING, & ADOPTION AT THE PUBLIC HEARING

Monday, August 18, 2025, 6:00 pm, Council Chambers, Courthouse, Hahnville

8 <u>2025-0198</u> An ordinance adopting, setting forth, levying and imposing taxes on all

property subject to taxation in the Parish of St. Charles, State of Louisiana, as required by Section 23 of Article VII of the Constitution of Louisiana and Revised Statute 47.1705(B) for General Parochial Purposes; constructing, acquiring, maintaining, operating, extending and/or improving levees, facilities and structures associated with outer flood protection systems within the Parish; constructing, maintaining,

and operating the Parish Road Maintenance program, Parish

Recreation program, Parish Fire Protection, Mosquito Control Program, E-911 Telephone System, Health Unit and Council on Aging program; Council on Aging Program (2); Road Lighting District No. 1; Library Service District No. 1; the ARC of St. Charles; paying any costs associated with acquiring, constructing, improving, maintaining and

operating wastewater facilities and systems in the Parish.

Sponsors: Mr. Jewell and Department of Finance

Attachments: 2025-0198 REVISED_2025 ADVAL council updated

ORDINANCES / RESOLUTIONS INTRODUCED FOR PUBLICATION / PUBLIC HEARING

Monday, August 18, 2025, 6:00 pm, Council Chambers, Courthouse, Hahnville

(No items for the regular Agenda)

ORDINANCES SCHEDULED FOR PUBLIC HEARING (INTRODUCED AT PREVIOUS MEETING)

13 <u>2025-0197</u> An ordinance approving and authorizing the execution of a Professional

Services Agreement with Fairway Consulting and Engineering, LLC, for the Circle K Sewer Force Main Extension Feasibility Study (Project No.

S250601), in the lump sum of \$100,000.00.

Sponsors: Mr. Jewell and Department of Wastewater

<u>Attachments:</u> 2025-0197 Fairway Consulting and Engineering, LLC - Professional Services Ac

2025-0197 Fairway Consulting and Engineering, LLC - Rate Sheet - June 29, 20 2025-0197 Fairway Consulting and Engineering, LLC - Corporate Resolution - J

Legislative History

7/21/25 Parish President Introduced

7/21/25 Parish Council Publish/Scheduled for Public Hearing to the

Parish Council

31 <u>2025-0199</u> An ordinance approving and authorizing the execution of Amendment

No. 1 to Ordinance No. 21-3-3, which approved the Professional

Services Agreement with H. Davis Cole & Associates, LLC, for Murray

Hill and Destrehan Drives Drainage Improvements (Project No.

P201001), to add resident inspection funds, in the amount not to exceed

\$109,750.00, increasing the overall contract value to \$434,418.00.

Sponsors: Mr. Jewell and Department of Public Works

Attachments: 2025-0199 H. Davis Cole & Associates - Amendment - June 28, 2025

2025-0199 H. Davis Cole & Associates - Rate Sheet - June 28, 2025

2025-0199 HDCA Corporate Resolution (Cole)

Legislative History

7/21/25 Parish President Introduced

7/21/25 Parish Council Publish/Scheduled for Public Hearing to the

Parish Council

38 <u>2025-0200</u> An ordinance approving and authorizing the execution of Amendment

No. 1 to Ordinance No. 21-8-14, which approved the Professional Services Agreement with Volkert, Inc. for the Evangeline Road & CN Railroad Box Culvert (Project No. P210701), in the not to exceed amount of \$202,712.50, increasing the overall contract value to

\$389,718.34.

Sponsors: Mr. Jewell and Department of Public Works

Attachments: 2025-0200 Volkert, Inc. - Amendment - June 28, 2025

2025-0200 2025 3 24 Billable rates

2025-0200 Volkert, Inc. - Corporate Resolution - October 30, 2024

Legislative History

7/21/25 Parish President Introduced

7/21/25 Parish Council Publish/Scheduled for Public Hearing to the

Parish Council

46 2025-0201 An ordinance approving and authorizing the execution of Change Order

No. 1 (Final) for the St. Charles Parish Parks and Recreation Bethune Park Renovations (Project No. RECBP523), to decrease the contract

amount by \$500.00 and increase the contract time by 84 days.

Sponsors: Mr. Jewell and Department of Parks and Recreation

Attachments: 2025-0201 Change Order

Legislative History

7/21/25 Parish President Introduced

7/21/25 Parish Council Publish/Scheduled for Public Hearing to the

Parish Council

65 <u>2025-0202</u> An ordinance approving and authorizing the execution of a Professional

Services Agreement with Crescent Engineering & Mapping, LLC, for the Riverbend Subsurface Drainage (Project No. P250702), in the lump sum

amount of \$86,544.40.

Sponsors: Mr. Jewell and Department of Public Works

Attachments: 2025-0202 Crescent Engineering & Mapping - Professional Services Agreemen

2025-0202 Labor and Equipment Fee Schedule July 2025

2025-0202 Crescent Corporate Resolution

Legislative History

7/21/25 Parish President Introduced

7/21/25 Parish Council Publish/Scheduled for Public Hearing to the

Parish Council

85 2025-0203 An ordinance to amend the St. Charles Parish Code of Ordinances,

Appendix A - St. Charles Parish Zoning Ordinance of 1981, Section VIII.

- Site plan review and design requirements., F. Off-street parking in general:, 2., to exempt single family residences in the R-1A(M) zoning

district from the permanent dust-free paving requirement.

Sponsors: Mr. Jewell and Department of Planning & Zoning

Attachments: 2025-0203 2025-6-ORD Recommendations

<u>2025-0203 2025-6-ORD Minutes</u> <u>2025-0203 2025-6-ORD Staff Report</u>

Legislative History

7/10/25 Department of Planning & Recommended Approval to the Planning

Zoning Commission

7/10/25 Planning Commission Recommended Approval to the Parish

Council

7/21/25 Parish President Introduced

7/21/25 Parish Council Publish/Scheduled for Public Hearing to the

Parish Council

89 <u>2025-0204</u> An ordinance approving and authorizing the execution of the

Professional Services Agreement with Crescent Engineering &

Mapping, LLC, for the JCJR Outfall Ditches (Project No. P250701), in

the lump sum amount of \$70,248.00.

Sponsors: Mr. Jewell and Department of Public Works

Attachments: 2025-0204 Crescent Engineering & Mapping - Professional Services Agreemen

2025-0204 SCP JCJR Riverplace Servitudes (1)

2025-0204 Labor and Equipment Fee Schedule July 2025 (1)

2025-0204 Crescent Corporate Resolution (1)

Legislative History

7/21/25 Parish President Introduced

7/21/25 Parish Council Publish/Scheduled for Public Hearing to the

Parish Council

108 2025-0205 An ordinance to amend Chapter 26-2 and 26-4 of the St. Charles Parish

Code of Ordinances to update the composition of the Coastal Zone

Advisory Committee.

Sponsors: Mr. Jewell, Mr. Pilié and Ms. O'Daniels

Attachments: 2025-0205 2025- RECOMMENDATIONS AT A GLANCE

2025-0205 Interim CZAC 20250710 Minutes ORD1

2025-0205 CZAC ORD Staff Report

Legislative History

7/17/25 Coastal Zone Advisory Recommended Approval to the Parish

Committee Council

7/21/25 Parish President Introduced

7/21/25 Parish Council Publish/Scheduled for Public Hearing to the

Parish Council

112 2025-0206 An ordinance approving and authorizing the execution of Amendment

No. 1 to Ordinance No. 19-9-6, which approved the Engineering Services Contract with Shread-Kuyrkendall & Associates, Inc. for the Lakewood Drive Reconstruction (Project No. P190201), to increase the construction and closeout amount by \$80,000.00 for a new not to exceed

amount of \$280,000.00, increasing the overall contract amount to

\$799,380.24.

<u>Sponsors:</u> Mr. Jewell and Department of Public Works

Attachments: 2025-0206 Shread-Kuyrkendall & Associates, Inc. - Amendment - July 09, 2025

2025-0206 Shread-Kuyrkendall & Associates, Inc. - Corporate Resolution - April

Legislative History

7/21/25 Parish President Introduced

7/21/25 Parish Council Publish/Scheduled for Public Hearing to the

Parish Council

RESOLUTIONS

117 <u>2025-0212</u> A resolution in support of the Planning and Zoning Commission approval

of 2025-3-SPU for an Accessory Dwelling Unit in an R-1A zoning district

on Lots 124, 125, 126, 127, and a 10' strip reserved, Square 3,

Evangeline City Subdivision, Unit 3, 522 Evangeline Road, Montz as

requested by Shelley Berthelot Villeret.

Sponsors: Mr. Jewell and Department of Planning & Zoning

Attachments: 2025-0212 2025-3-SPU Recommendations

2025-0212 2025-3-SPU Minutes

2025-0212 2025-3-SPU Staff Report

2025-0212 2025-3-SPU Site plan

2025-0212 2025-3-SPU Survey

2025-0212 2025-3-SPU Aerial

2025-0212 2025-3-SPU Zoning

2025-0212 2025-3-SPU FLUM

2025-0212 2025-3-SPU Application Redacted

2025-0212 2025-3-SPU Application

Legislative History

5/22/25	Department of Planning &	Received/Assigned PH
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Zoning

7/10/25 Department of Planning & Recommended Approval to the Planning

Zoning Commission

7/10/25 Planning Commission Recommended Approval to the Parish

Council

130 <u>2025-0213</u> A resolution endorsing a waiver from Appendix C, Subdivision

Regulations of 1981, Section III. Geometric Standards, C. Lots, 1. Size and Appendix A, Section IX. Nonconformities, item A.(2) as requested

by Ronald and Marilyn Diggs.

Sponsors: Mr. Jewell and Department of Planning & Zoning

Attachments: 2025-0213 2025-10-MIN Recommendations

2025-0213 2025-10-MIN Minutes 2025-0213 2025-10-MIN Staff Report 2025-0213 2025-10-MIN Survey

2025-0213 2025-10-MIN Aerial 2025-0213 2025-10-MIN Zoning 2025-0213 2025-10-MIN FLUM

2025-0213 2025-10-MIN Application Redacted

2025-0213 2025-10-MIN Application 2025-0213 2025-10-MIN Waiver

Legislative History

6/18/25 Department of Planning & Received/Assigned PH

Zoning

7/10/25 Department of Planning & Recommended Approval to the Planning

Zoning Commission

7/10/25 Planning Commission Recommended Approval to the Parish

Council

143 2025-0214 A resolution certifying that St. Charles Parish has complied with the

bidding procedures of Louisiana Revised Statutes 38:2211, et. seq., for the construction of the Montz Pump Station No. 1 Project (PO-0200).

Sponsors: Mr. Jewell and Grants Office

144 2025-0215 A resolution to approve scope of work and budget revisions to complete

flood improvements within the Fairfield and Oakland watershed area in St. Rose utilizing funding through the Louisiana Watershed Initiative.

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

145 2025-0218 A resolution supporting the application to the U.S. Economic

Development Administration's FY2025 EDA Disaster Supplemental for funding of the Fairfield and Oakland Pump Station project in St. Rose.

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

146 2025-0230 A resolution nominating and confirming the appointment of one member

who is a resident of St. Charles Parish to the Southeast Louisiana

Regional Water Purification Operations Task Force.

Sponsors: Mr. Mobley, Ms. Fonseca, Ms. Wilson, Ms. Skiba, Mr. Pilié, Mr. Comardelle, Ms.

O'Daniels, Mr. Fisher and Ms. deBruler

APPOINTMENTS

147 2025-0216 A resolution appointing a member to the St. Charles Parish

Communications District representing the St. Charles Parish Sheriff's

Office.

Attachments: 2025-0216 Correspondence Sheriff 05.27.2025

2025-0216 Sheriff Nomincation SZinna

Council will confirm nomination of (Retired Major) Lieutenant Sam Zinna to the St. Charles Parish Communications District representing the St. Charles Parish Sheriff's Office. Four (4) year term to begin August 19, 2025 and expire August 19, 2029.

Legislative History

7/26/21 Parish Council Enacted Legislation

(Retired Major) Lieutenant Sam Zinna appointed to the St. Charles Parish Communications District on July 26, 2021, per Resolution No. 6575

Term: August 19, 2021 - August 19, 2025

5/27/25 Council Secretary Correspondence Sent

to Honorable Greg Champagne, Sheriff, asking to submit in writing the name of the person he would like to appoint or reappoint to the St. Charles Parish Communications District due to (Retired Major) Lt. Sam Zinna's

term expiring on August 19, 2025

5/28/25 Council Secretary Correspondence Received

from Sheriff Champagne advising that (Retired Major) Lt. Sam Zinna will

again be representing the Sheriff's Office for another term

149 2025-0217 A resolution appointing a member to the St. Charles Parish

Communications District representing the St Charles Parish Firemen's

Association.

Attachments: 2025-0217 Correspondence Fire Assn 05.27.2025

2025-0217 Fire Assn Nomination_JBourgeois

2025-0217 Fire Assn Nomination JBourgeois Redacted

Council will confirm nomination of Mr. Johnny Bourgeois to the St. Charles Parish Communications District representing the St. Charles Firemen's Association. Four (4) year term to begin August 19, 2025 and expire August 19, 2029.

Legislative History

7/26/21 Parish Council Enacted Legislation

Mr. Johnny Bourgeois appointed to the St. Charles Parish

Communications District on July 26, 2021, per Resolution No. 6576

Term: August 19, 2021 - August 19, 2025

5/27/25 Council Secretary Correspondence Sent

to St. Charles Firemen's Association President Barry Minnich, asking to submit in writing the name of the person he would like to appoint or reappoint to the St. Charles Parish Communications District due to Mr.

Johnny Bourgeois' term expiring on August 19, 2025

7/15/25 Council Secretary Correspondence Received

from Secretary/Treasurer Dawn Landry advising that Mr. Johnny Bourgeois will be representing the St. Charles Firemen's Association on the St.

Charles Parish Communications District for a four year term

151 <u>2025-0219</u>

Accept resignation of Ms. Sarah Thigpen - St. Charles Parish Coastal Zone Advisory Committee

Attachments: Agenda Sarah Thigpen

Legislative History

3/12/12 Parish Council Enacted Legislation

Ms. Sarah Thigpen, appointed to the St. Charles Parish Coastal Zone Advisory Committee on March 12, 2012, per Resolution No. 5898

6/10/25 Coastal Zone Advisory Resigned

Committee

On June 10, 2025, correspondence received from Ms. Sarah Thigpen, dated June 10, 2025, notifying the Parish Council of her resignation.

Resignation effective June 10, 2025.

<u>2025-0220</u>

A resolution appointing a member to the St. Charles Parish Coastal Zone Advisory Committee as Member 1.

On Monday, August 18, 2025, Council Chairman will accept nominations to the St. Charles Parish Coastal Zone Advisory Committee to fill the vacancy caused by the resignation of the term of Ms. Sarah Thigpen. Two (2) year term to begin September 23, 2025 and expire September 23, 2027.

Legislative History

3/12/12 Parish Council Enacted Legislation

Ms. Sarah Thigpen, appointed to the St. Charles Parish Coastal Zone Advisory Committee on March 12, 2012, per Resolution No. 5898

152 2025-0221

Accept resignation of Mr. Charles A. Smith - St. Charles Parish Coastal Zone Advisory Committee

Attachments: Cha

Charles Smith Resignation email - CZAC

Legislative History

4/6/81 Parish Council Enacted Legislation

Mr. Charles A. Smith, appointed to the St. Charles Parish Coastal Zone

Advisory Committee on April 6, 1981, per Resolution No. 2225

6/16/25 Coastal Zone Advisory Resigned

Committee

On June 16, 2025, correspondence received from Mr. Charles A. Smith, dated June 16, 2025, notifying the Parish Council of his resignation.

Resignation effective June 16, 2025.

2025-0222

A resolution appointing a member to the St. Charles Parish Coastal Zone Advisory Committee as Member 2.

On Monday, August 18, 2025, Council Chairman will accept nominations to the St. Charles Parish Coastal Zone Advisory Committee to fill the vacancy caused by the resignation of the term of Mr. Charles A. Smith. Two (2) year term to begin September 23, 2025 and expire September 23, 2027.

Legislative History

4/6/81 Parish Council Enacted Legislation

Mr. Charles A. Smith, appointed to the St. Charles Parish Coastal Zone

Advisory Committee on April 6, 1981, per Resolution No. 2225

153 2025-0223

Accept resignation of Mr. Ray Matherne - St. Charles Parish Coastal Zone Advisory Committee

Attachments:

Charles Smith Resignation email - CZAC

Legislative History

11/6/78 Parish Council Enacted Legislation

Mr. Ray Matherne, appointed to the St. Charles Parish Coastal Zone Advisory Committee on November 6, 1978, per Resolution No. 1613

6/1/14 Coastal Zone Advisory Resigned

Committee

On June 26, 2025, correspondence received from Mr. Ray Matherne, dated June 26, 2025, notifying the Parish Council of his resignation. Resignation

effective June 1, 2014.

2025-0224

A resolution appointing a member to the St. Charles Parish Coastal Zone Advisory Committee as Member 3.

On Monday, August 18, 2025, Council Chairman will accept nominations to the St. Charles Parish Coastal Zone Advisory Committee to fill the vacancy caused by the resignation of the term of Mr. Ray Matherne. Three (3) year term to begin September 23, 2025 and expire September 23, 2028.

Legislative History

11/6/78 Parish Council Enacted Legislation

Mr. Ray Matherne, appointed to the St. Charles Parish Coastal Zone Advisory Committee on November 6, 1978, per Resolution No. 1613

154 <u>2025-0225</u>

Accept resignation of Mr. Craig N. Melancon - St. Charles Parish Coastal Zone Advisory Committee

Attachments:

Craig Melancon - Resignation email - CZAC

Legislative History

6/21/99 Parish Council Enacted Legislation

Mr. Craig N. Melancon, appointed to the St. Charles Parish Coastal Zone

Advisory Committee on June 21, 1999, per Resolution No. 4678

7/9/25 Coastal Zone Advisory Resigned

Committee

On July 9, 2025, correspondence received from Mr. Craig N. Melancon, dated July 9, 2025, notifying the Parish Council of his resignation.

Resignation effective July 9, 2025.

2025-0226

A resolution appointing a member to the St. Charles Parish Coastal Zone Advisory Committee as Member 4.

On Monday, August 18, 2025, Council Chairman will accept nominations to the St. Charles Parish Coastal Zone Advisory Committee to fill the vacancy caused by the resignation of the term of Mr. Craig N. Melancon. Three (3) year term to begin September 23, 2025 and expire September 23, 2028.

Legislative History

6/21/99 Parish Council Enacted Legislation

Mr. Craig N. Melancon, appointed to the St. Charles Parish Coastal Zone Advisory Committee on June 21, 1999, per Resolution No. 4678

<u> 2025-0227</u>

A resolution appointing a member to the St. Charles Parish Coastal Zone Advisory Committee as Member 5.

On Monday, August 18, 2025, Council Chairman will accept nominations to the St. Charles Parish Coastal Zone Advisory Committee to fill the vacancy created for the late Mr. Arthur W. Carlson, Jr. Four (4) year term to begin September 23, 2025 and expire September 23, 2029.

Legislative History

11/3/08 Parish Council Enacted Legislation

Mr. Arthur W. Carlson, Jr., appointed to the St. Charles Parish Coastal Zone Advisory Committee on November 3, 2008, per Resolution No. 5592

8/13/23 SCP Coastal Zone Advisory Deceased

Committee

On August 13, 2023, Mr. Arthur Carlson, Jr. passed away.

2025-0228

A resolution appointing a member to the St. Charles Parish Coastal Zone Advisory Committee as Member 6.

On Monday, August 18, 2025, Council Chairman will accept nominations to the St. Charles Parish Coastal Zone Advisory Committee to fill the vacancy. Four (4) year term to begin September 23, 2025 and expire September 23, 2029.

2025-0229

A resolution appointing a member to the St. Charles Parish Coastal Zone Advisory Committee as Member 7.

On Monday, August 18, 2025, Council Chairman will accept nominations to the St. Charles Parish Coastal Zone Advisory Committee to fill the vacancy. Four (4) year term to begin September 23, 2025 and expire September 23, 2029.

MEETINGS, ANNOUNCEMENTS, NOTICES, ETC.

MEETINGS

LAFOURCHE BASIN LEVEE DISTRICT: Wednesday, 8/6/25, 6PM, Lafourche Basin Levee District Office, 21380 Highway 20, Vacherie

PLANNING & ZONING COMMISSION: Thursday, 8/7/25, 6PM, Council Chambers

COMMUNICATIONS DISTRICT (911): Monday, 8/11/25, 5PM, Council Chambers

CIVIL SERVICE BOARD: Tuesday, 8/12/25, 6:30PM, Council Chambers

COMMUNITY ACTION ADVISORY BOARD: Wednesday, 8/13/25, 5PM, Council

Chambers

PONTCHARTRAIN LEVEE DISTRICT: Monday, 8/18/25, 6PM, Pontchartrain Levee

District Headquarters Complex, 2069 Railroad Avenue, Lutcher

ST. CHARLES PARISH COUNCIL: Monday, 8/18/25, 6PM, Council Chambers

ANNOUNCEMENTS

"Notice is hereby given that a Public Meeting for the St. Charles Parish Council will be held in the Council Chambers on the second floor of the St. Charles Parish Courthouse, 15045 River Road, Hahnville, LA 70057 on August 18, 2025 at 6:00 P.M. to adopt millage rates."

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.