



St. Charles Parish

Meeting Agenda

Parish Council

Council Chairman Marilyn B. Bellock
Councilmembers Beth A. Billings, Holly Fonseca,
La Sandra Darensbourg Gordon, Mary K. Clulee, Dick Gibbs,
Nicky Dufrene, Bob Fisher, Julia Fisher-Perrier

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

Monday, July 26, 2021

6:00 PM

Council Chambers, Courthouse

Final

CALL TO ORDER

PRAYER / PLEDGE

Reverend Marilyn Diggs
Mount Zion Community Church, Boutte

APPROVAL OF MINUTES

Regular Meeting – June 21, 2021

SPECIAL BUSINESS (PROCLAMATIONS, CANVASS RETURNS, ETC.)

- 1 [2021-0202](#) In Recognition: Joseph Perilloux, Jr., 100th Birthday
Sponsors: Mr. Fisher
Attachments: [2021-0202 Joseph Perilloux, Jr., 100th Birthday](#)

- 2 [2021-0203](#) In Recognition: Madalin Costella, Girl Scout Gold Award
Sponsors: Mr. Jewell
Attachments: [2021-0203 Madilin Costella, Girl Scout Gold Award](#)

- 3 [2021-0204](#) In Recognition: Tatum Dugas, Girl Scout Gold Award
Sponsors: Mr. Jewell
Attachments: [2021-0204 Tatum Dugas, Girl Scout Gold award](#)

- 4 [2021-0206](#) In Recognition: Remi Mato, Girl Scout Gold Award
Sponsors: Mr. Jewell
Attachments: [2021-0206 Remi Mato, Girl Scout Gold award](#)

- 5 [2021-0205](#) In Recognition: Kennedy Ertel, Girl Scout Gold Award

Sponsors: Mr. Jewell

Attachments: [2021-0205 Kennedy Ertel, Girl Scout Gold award](#)

- 6 [2021-0194](#) Proclamation: "Vehicular Heatstroke Awareness Month"

Sponsors: Ms. Clulee

Attachments: [2021-0194 Vehicular Heatstroke](#)

REPORTS (FINANCE AND ADMINISTRATIVE ACTIVITIES)

[2021-0189](#) Civil Service Board/Personnel Office

[2021-0190](#) Parish President Remarks/Report

Sponsors: Mr. Jewell

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

Monday, August 9, 2021, 6:00 pm, Council Chambers, Courthouse, Hahnville

- 7 [2021-0199](#) 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: [2021-0199 Copy of 2021 ADVAL council](#)

ORDINANCES / RESOLUTIONS INTRODUCED FOR PUBLICATION / PUBLIC HEARING**Monday, August 9, 2021, 6:00 pm, Council Chambers, Courthouse, Hahnville**

- 12 [2021-0191](#) An ordinance approving and authorizing the execution of Change Order No. 1 (final) for the East Bank Transmission Line Repair/Replacement Project No. WWKS 101 to increase the contract amount by \$130,590.28, and to increase the contract time by one hundred sixty (160) days.

Sponsors: Mr. Jewell and Department of Waterworks

Attachments: [2021-0191 change order](#)

- 144 [2021-0192](#) An ordinance approving and authorizing the execution of a Professional Services Agreement with Alpha Testing and Inspection, Inc., to perform all necessary testing services for the 5th Street Drainage Improvements Project (Parish Project No. P190506).

Sponsors: Mr. Jewell and Department of Public Works

Attachments: [2021-0192 Agreement-5th Street Drainage Imp..pdf](#)

- 158 [2021-0193](#) An ordinance to approve and authorize the execution of a contract with LA Contracting Enterprise, LLC, of Thibodaux, LA, for the St. Charles Parish Memorial Plaza Project (Parish Project No. CMPK0418) located at the Edward A. Dufresne Community Center, 274 Judge Edward Dufresne, Luling, LA, in the amount of \$1,399,825.00.

Sponsors: Mr. Jewell and Department of Parks and Recreation

Attachments: [2021-0193 Contract, recommendations, bid tab](#)

[2021-0193 Notice of Intent to Award.pdf](#)

[2021-0193 Extra information-bonds, insurance](#)

- 170 [2021-0196](#) An ordinance to approve and authorize the execution of Amendment No. 1 to Ordinance No. 20-7-6, which approved the Engineering Services Agreement with Principal Engineering, Inc., for providing all necessary services for the 2020 East Bank Master Drainage Plan (MDP) (Parish Project No. P200601).

Sponsors: Mr. Jewell and Department of Public Works

Attachments: [2021-0196 Amendment NO 1-E.Bank MDP](#)

[2021-0196 Corporate Resolution - SCPG](#)

- 174 [2021-0201](#) An ordinance approving a Donation by St. Charles Parish to Entergy Louisiana, L.L.C. its successors and assigns to the Bayou Gauche Fire Department, in Des Allemands, Louisiana.

Sponsors: Mr. Jewell and Department of Legal Services

Attachments: [2021-0201 SERVITUDE.DONATION](#)
[2021-0201 Survey for ROW - Servitude](#)
[2021-0201 Signed Certificate of Authority](#)

ORDINANCES SCHEDULED FOR PUBLIC HEARING (INTRODUCED AT PREVIOUS MEETING)

- 180 [2021-0173](#) An ordinance to amend the Code of Ordinances for the Parish of St. Charles, Appendix C, Subdivision Regulations of 1981, Section IV. Design standards. B. Sewer Systems. 3. Acceptance Test to include new language for testing of new wastewater infrastructure.

Sponsors: Mr. Jewell and Department of Public Works/Wastewater

Attachments: [2021-0173 Sewer Systems - Recommendation at a Glance](#)
[2021-0173 Sewer Systems-Minutes_06.03.21](#)
[2021-0173 Sewer Systems LUR_2021-03](#)

Legislative History

6/3/21	Department of Planning & Zoning	Recommended Approval to the Planning Commission
6/3/21	Planning Commission	Recommended Approval to the Parish Council
6/21/21	Parish President	Introduced
6/21/21	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council

- 186 [2021-0182](#) An ordinance to approve and authorize the execution of Amendment No. 1 to Ordinance No. 20-7-8 which approved a contract for Engineering Services between Meyer Engineering, Ltd. and St. Charles Parish for Phase 2 for the 2020 West Bank Sewer Master Plan, Project No. S200603.

Sponsors: Mr. Jewell and Department of Public Works

Attachments: [2021-0182 Amendment No. 1-Meyer](#)
[2021-0182 Exhibit A - Phase 2 - St. Charles West Bank Sewer Master Plan](#)
[2020-0182 Corporate Resolution](#)
[2021-0182 Meyer Contract](#)

Legislative History

6/21/21	Parish President	Introduced
6/21/21	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council

- 193** [2021-0184](#) An ordinance to approve and authorize the execution of Amendment No. 1 to Ordinance No. 20-7-9 which approved a contract for Engineering Services between Kyle Associates, LLC and St. Charles Parish for Phase 2 for the 2020 East Bank Sewer Master Plan (Destrehan Plant System), Project No. S200601.

Sponsors: Mr. Jewell and Department of Public Works

Attachments: [2021-0184 AMENDMENT NO 1-Kyle Associates Signed-CorpResolution](#)
[2021-0184 KyleEBsewerPhase2Proposal](#)
[2021-0184 Kyle Associates Signed CorpResolution](#)
[2021-0184 Kyle Contract](#)

Legislative History

6/21/21	Parish President	Introduced
6/21/21	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council

- 199** [2021-0185](#) An ordinance to approve and authorize the execution of Amendment No. 1 to Ordinance No. 20-7-10 which approved a contract for Engineering Services between Linfield, Hunter & Junius, Inc. and St. Charles Parish for Phase 2 for the 2020 Luling Oxidation Pond Sewer Master Plan, Project No. S200602.

Sponsors: Mr. Jewell and Department of Public Works

Attachments: [2021-0185 AMENDMENT NO 1-LHJ](#)
[2021-0185 Proposal - Phase II - 06-16-2021](#)
[2021-0185 Linfield Corporate Resolution](#)
[2021-0185 LHJ Contract](#)

Legislative History

6/21/21	Parish President	Introduced
6/21/21	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council

- 206** [2021-0169](#) An ordinance to amend the 2021 Consolidated Operating and Capital Budget, Amendment No. 3, to add revenues totaling \$5,157,026 for the American Rescue Plan Act relief and apply these funds to Fund 401 (Wastewater) improvements other than buildings for the following projects: New Sarpy Booster Lift Station totaling \$1,800,000, install ten generators and transfer switches at various lift stations totaling \$1,525,000; Major repairs for pipe lining old sewer lines throughout the Parish totaling \$1,632,000, as well as \$200,000 for Architectural/Engineering for the New Sarpy Booster Lift Station.

Sponsors: Mr. Jewell and Department of Finance

Attachments: [2021-0169 5th Amendment.pdf](#)
[2021-0169 revised to 3rd Amendment - Wastewater ARPA Grant 6.08.2021.pdf](#)

Legislative History

6/7/21	Parish President	Introduced
6/7/21	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council
6/21/21	Parish Council	Public Hearing Requirements Not Satisfied Chairman Bellock stated that the revised version of the proposed ordinance renames Amendment No. 5 to Amendment No. 3, language has been added/figures were revised in the summary, and Exhibit A has been revised. Legal Services has indicated these revisions are substantial changes and therefore requests the Council to Postpone Indefinitely and Reintroduce the revised version of the proposed ordinance with the revised version of Exhibit A for public hearing on July 26, 2021.
6/21/21	Parish Council	Postponed Indefinitely and Reintroduced
6/21/21	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council
6/21/21	Parish Council	Postponed Indefinitely and Reintroduced

- 213** [2021-0167](#) An ordinance to amend the 2021 Consolidated Operating and Capital Budget, Amendment No. 4, to add revenues and transfers totaling \$27,792,982, accumulated fund balance of \$58,452,391 and expenditures, including transfers, totaling \$79,427,823 for all Governmental Funds for the purpose of adjusting beginning 2021 fund balances across all funds to match ending 2020 Final Budget balances and to re-apply various construction, architectural/engineering, and other fees unexpended in 2020 for Parish projects that were not completed during 2020 and apply them to 2021.

Sponsors: Mr. Jewell and Department of Finance

Attachments: [2021-0167 4th Amendment -Public Works Rollover 6.18.2021.pdf](#)
[2021-0167 3rd Amendment.pdf](#)
[2021-0167 Postponed from Intro proposed Ord \(1\)](#)

Legislative History

6/7/21	Parish President	Introduced
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6/7/21	Parish Council Council Discussion Parish President Matthew Jewell spoke on the matter. Finance Director Grant Dussom spoke on the matter.	Postponed Indefinitely from Intro.
	Public comment opened; no public comment	
6/7/21	Parish Council	Postponed Indefinitely from Intro.
6/21/21	Parish President	Introduced
6/21/21	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council

252 [2021-0168](#)

An ordinance to amend the 2021 Consolidated Operating and Capital Budget, Amendment No. 5, to recognize anticipated additional sales tax revenue based upon current receipts. The Parish is forecasting an additional 2% increase in collections over 2020 total collections thus this amendment will recognize \$2,763,544 Sales Tax Revenue for the General Fund and apply this total as follows: \$950,000 transferred to Roads and Drainage for capital improvements \$1,810,000 transferred to Recreation or Improvements other than buildings and architectural and engineering fees; and to allocate the additional sales tax collected in 2020 for the General Fund totaling \$937,216 (reflected in amendment #4), transfer this to Recreation via \$500,000 for the new Dog Park and \$400,000 for West Bank Bridge Park Upgrades. This amendment will also recognize the anticipated Gulf Restore Bill Grant for \$1,841,115, which is being applied to the West Bank Boat Launch as well as \$800,000 in grant revenue from the Louisiana Department of Treasury and applying \$500,000 of this amount to St. Charles Parish drainage improvements for Fund 112.

Sponsors:

Mr. Jewell and Department of Finance

Attachments:[2021-0168 5th Amendment -Sales Tax 6.18.2021.pdf](#)[2021-0168 4th Amendment.pdf](#)[2021-0168 Postponed from Intro proposed Ord](#)**Legislative History**

6/7/21	Parish President	Introduced
6/7/21	Parish Council Council Discussion Parish President Matthew Jewell spoke on the matter. Finance Director Grant Dussom spoke on the matter.	Postponed Indefinitely from Intro.
	Public comment opened; no public comment	
6/7/21	Parish Council	Postponed Indefinitely from Intro.
6/21/21	Parish President	Introduced
6/21/21	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council

- 270 [2021-0186](#) An ordinance to approve and authorize the execution of a Cooperative Endeavor Agreement with the South Central Planning & Development Commission for Building Code Plan Review and Inspections.

Sponsors: Mr. Jewell and Department of Planning & Zoning

Attachments: [2021-0186 Cooperative Endeavor Agreement 2021 St Charles Parish](#)

Legislative History

6/21/21	Parish President	Introduced
6/21/21	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council

RESOLUTIONS

- 275 [2021-0197](#) A resolution to approve and authorize the execution of a letter by St. Charles Parish approving McKim & Creed, Inc. as assignee in title of GSA Consulting Engineers, Inc. in connection with the Contract for Engineering Services with GSA Consulting Engineers, Inc. for the Luling Oxidation Pond Rehab. & Upgrade.

Sponsors: Mr. Jewell and Department of Legal Services

Attachments: [2021-0197 Letter from McKim & Creed unsigned.pdf](#)
[2021-0197_2017-0228 Final Ord 17-7-17 with Contract](#)
[2021-0197_2021-0157 Final Ord 21-6-13 with amendment](#)

- 278 [2021-0198](#) A resolution to approve and authorize the execution of a letter by St. Charles Parish approving McKim & Creed, Inc. as assignee in title of GSA Consulting Engineers in connection with the Engineering Services Contract with GSA Consulting Engineers, for the East Bank C Plant Filter Upgrade (WWKS 96).

Sponsors: Mr. Jewell and Department of Legal Services

Attachments: [2021-0198 Letter from McKim & Creed unsigned.pdf](#)
[2021-0198_2018-0147 Final Ord 18-6-5 with Contract](#)
[2021-0198_2021-0117 Final Ord 21-5-5 with amendment](#)

- 281 [2021-0200](#) A resolution supporting the application for funding of the Judge Edward Dufresne Parkway Extension Project Phase I through the Economic Development Administration's American Rescue Plan funding opportunity.

Sponsors: Mr. Jewell and Grants Office

APPOINTMENTS

- 282** [2021-0183](#) A resolution to appoint a member to the St. Charles Parish Civil Service Board.

Attachments: [2021-0183 Corr. from CS.pdf](#)

Council will confirm nomination for appointment from a list of persons submitted by the President of Nicholls State University due to the expiration of the term of Mr. Brett Terrebonne (Home Rule Charter Article III, Section C.5.b.iii.(5)). Three (3) year term to begin August 1, 2021 and expire August 1, 2024.

Nominee: Mr. Brett Terrebonne

Legislative History

7/23/18	Parish Council	Enacted Legislation
	Mr. Brett Terrebonne appointed to the Civil Service Board on July 23, 2018, per Resolution No. 6359	
	Term: August 1, 2018 - August 1, 2021	
5/21/21	Council Secretary	Correspondence Sent
	to President Jay Clune, Nicholls State University, asking for him to submit a list of three persons to the Parish Council due to the term of Mr. Brett Terrebonne expiring on August 1, 2021	
6/8/21	Council Secretary	Correspondence Received
	from President Jay Clune, Nicholls State University, submitted the following names of individuals who expressed an interest in serving on the Civil Service Board: Brett Terrebonne (currently serving and interested in reappointment), Amelie Benoit Zeringue, and Darcey Wayment, Ph.D.	
6/21/21	Parish Council	Nomination(s) Accepted
	Nominee: Councilwoman Fonseca nominated Mr. Brett Terrebonne	
6/21/21	Parish Council	Close Nomination(s) for
6/21/21	Parish Council	Nomination(s) Closed

- 286** [2021-0187](#) A resolution to appoint a member to the St. Charles Parish Civil Service Board.

Attachments: [2021-0187 Civil Service ltr Tulane University appt.pdf](#)
[2021-0187 Civil Service ltr from CS Tulane University.pdf](#)

Council Chairman will accept nomination for appointment submitted by the President of Tulane University due to the expiration of the term of Ms. Sara Champion. (Home Rule Charter Article III, Section C.5.b.iii.(5)). Three (3) year term to begin August 1, 2021 and expire August 1, 2024.

Legislative History

7/23/18	Parish Council	Enacted Legislation
	Ms. Sara Champion appointed to the Civil Service Board on July 23, 2018, per Resolution No. 6358	
	Term: August 1, 2018 - August 1, 2021	

5/21/21 Council Secretary Correspondence Sent
to President Michael A. Fitts, Tulane University, asking him to submit a list of three persons to the Parish Council due to the term of Ms. Sara Champion expiring on August 1, 2021

6/21/21 Council Secretary Correspondence Received
from President Michael A. Fitts, Tulane University, recommended Ms. Sara Champion for reappointment to the Civil Service Board

- 288** [2021-0188](#) A resolution to appoint (Retired Major) Lieutenant Sam Zinna to the St. Charles Parish Communications District representing the St. Charles Parish Sheriff's Office.

Attachments: [2021-0188 911 ltr. Sheriff appt.pdf](#)
[2021-0188 911 ltr from CS Sheriff.pdf](#)

Council will confirm nomination of (Retired Major) Lieutenant Sam Zinna by the St. Charles Parish Sheriff's Office. Four (4) year term to begin August 19, 2021 and expire August 19, 2025.

Legislative History

8/28/17 Parish Council Enacted Legislation
Lieutenant Sam Zinna appointed to the St. Charles Parish Communications District on August 28, 2017, per Resolution No. 6306
Term: Immediately (August 28, 2017) - August 19, 2021

5/21/21 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, 2021

7/2/21 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

- 290** [2021-0195](#) A resolution to appoint a member to the St. Charles Parish Communications District representing the Firemen's Association.

Attachments: [2021-0195 911 ltr from CS Firemen's Assoc.](#)

Council will confirm nomination of Mr. Johnny Bourgeois by the St. Charles Firemen's Association. Four (4) year term to begin August 19, 2021 and expire August 19, 2025.

Legislative History

8/14/17 Parish Council Enacted Legislation
Mr. Johnny Bourgeois appointed to the St. Charles Parish Communications District on August 14, 2017, per Resolution No. 6300
Term: Immediately (August 14, 2017) - August 19, 2021

5/21/21 Council Secretary Correspondence Sent
to St. Charles Firemen's Association President Armond Bourque, 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, 2021

7/14/21 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

MEETINGS, ANNOUNCEMENTS, NOTICES, ETC.

MEETINGS

HOUSING AUTHORITY: Tuesday, 7/27/21, 6PM, Council Chambers
HOSPITAL SERVICE DISTRICT NO. 1: Wednesday, 7/28/21, 2PM, Council Chambers
LAFOURCHE BASIN LEVEE DISTRICT: Wednesday, 8/4/21, 6PM, Lafourche Basin
Levee District Office, 21380 Highway 20, Vacherie
PLANNING & ZONING COMMISSION: Thursday, 8/5/21, 6PM, Council Chambers
COMMUNICATIONS DISTRICT (911): Monday, 8/9/21, 5PM, Sheriff's Office - 260
Judge Edward Dufresne Parkway, Luling
ST. CHARLES PARISH COUNCIL: Monday, 8/9/21, 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 9, 2021 at 6:00 P.M. to adopt millage rates."

IMPORTANT DATES FOR THE OCTOBER 9, 2021 ELECTION

**Wednesday, September 8, 2021 – Last Day to register to Vote in person or by mail*
**Saturday, September 18, 2021 – Last Day to register to Vote online at geauxvote.com*
**Tuesday, October 5, 2021 – Last Day to request Absentee by Mail Ballots*
**Early Voting: Saturday, September 25, 2021, Monday, September 27 – Saturday, October 2, 2021*
8:30 am - 6:00 pm - Westbank – Courthouse, 15045 River Rd. Hahnville; Eastbank – Arterbury Building, 14564 River Rd. New Sarpy
**Friday, October 8, 2021 - Last day for Registrar to receive voted Absentee Ballot*
**Saturday, October 9, 2021 - Election Day – 7:00 am – 8:00 pm*

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.