



# 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, November 18, 2024

6:00 PM

Council Chambers, Courthouse

Final

### CALL TO ORDER

### PRAYER / PLEDGE

*Pastor Zachary Adams*  
*Lord's House Community Church, Luling*

### APPROVAL OF MINUTES

*Budget Hearing – October 29, 2024*  
*Budget Hearing – October 31, 2024*  
*Regular Meeting / Budget Hearing – November 4, 2024*

### SPECIAL BUSINESS (PROCLAMATIONS, CANVASS RETURNS, ETC.)

- [2024-0373](#) Proclamation: "National Adoption Day"  
**Sponsors:** Mr. Mobley  
**Attachments:** [2024-0373 National Adoption Day](#)
- [2024-0374](#) Proclamation: "Norco Christmas Parade Day"  
**Sponsors:** Mr. Fisher  
**Attachments:** [2024-0374 Norco Christmas Parade Day](#)

### REPORTS (FINANCE AND ADMINISTRATIVE ACTIVITIES)

- [2024-0375](#) River Parishes Transit Authority
  - [2024-0376](#) Workforce Innovations and Opportunity Act (WIOA)
  - [2024-0377](#) Parish President Remarks/Report
- Sponsors:** Mr. Jewell

## ORDINANCES / RESOLUTIONS INTRODUCED FOR PUBLICATION / PUBLIC HEARING

**Monday, December 2, 2024, 6:00 pm, Council Chambers, Courthouse, Hahnville**

- 3     [2024-0380](#)     An ordinance approving and authorizing the execution of a Professional Services Agreement with Kyle Associates, LLC, to perform engineering services for Turtle Pond Force Main Replacement (Project No. S241002), in the not to exceed amount of \$412,827.00.

**Sponsors:**     Mr. Jewell and Department of Wastewater

**Attachments:**     [2024-0380 Kyle Associates, LLC - Professional Services Agreement - November 07, 2024](#)  
                               [2024-0380 Kyle Associates, LLC - Rate Sheet - November 07, 2024](#)  
                               [2024-0380 Kyle Associates, LLC - Corporate Resolution - November 07, 2024](#)

- 34     [2024-0381](#)     An ordinance approving and authorizing the execution of Amendment No. 2 to Ordinance No. 21-8-13, which approved a Professional Services Agreement with All South Engineers, LLC, to perform engineering services for the Des Allemands Bulkhead (Project No. P210601), in the amount not to exceed \$582,570.00, increasing the overall contract amount to \$1,309,515.00.

**Sponsors:**     Mr. Jewell and Department of Public Works

**Attachments:**     [2024-0381 All South Consulting Engineers, LLC - Amendment - October 30, 2024](#)  
                               [2024-0381 All South Consulting Engineers, LLC - Rate Sheet - October 30, 2024](#)  
                               [2024-0381 All South Consulting Engineers, LLC - C... Resolution - October 30, 2024](#)

## ORDINANCES SCHEDULED FOR PUBLIC HEARING (INTRODUCED AT PREVIOUS MEETING)

- 41     [2024-0362](#)     An ordinance approving and authorizing the execution of Amendment No. 2 to a Professional Services Agreement with Ardaman & Associates, Inc., to perform additional geotechnical services for the Evangeline Road & CN Railroad Box Culvert (Project No. P210701), to increase the lump sum fee by \$8,700.00, increasing the overall contract amount to \$33,700.00.

**Sponsors:**     Mr. Jewell and Department of Public Works

**Attachments:**     [2024-0362 Ardaman & Associates - Amendment - October 03, 2024](#)  
                               [Ardaman & Associates - Corporate Resolution - October 03, 2024](#)

**Legislative History**

|         |                  |  |
|---------|------------------|--|
| 11/4/24 | Parish President | Introduced   |
| 11/4/24 | Parish Council   | Publish/Scheduled for Public Hearing to the Parish Council |

- 45 [2024-0366](#) An ordinance of the Parish of St. Charles providing that the Code of Ordinances, Parish of St. Charles, be amended by revising Section 15-5, Motor Vehicles and Traffic, of said Code, to provide for the installation of one (1) “**NO PARKING**” sign on the north side of Almedia Plantation Drive in St. Rose from the corner of Johnson Street extending forty-four (44) feet.

**Sponsors:** Ms. O'Daniels

**Legislative History**

|         |                   |  |
|---------|-------------------|--|
| 11/4/24 | Council Member(s) | Introduced   |
| 11/4/24 | Parish Council    | Publish/Scheduled for Public Hearing to the Parish Council |

- 46 [2024-0367](#) An ordinance approving and authorizing the execution of an Act of Dedication for River Place Estates Phase 2, Hahnville.

**Sponsors:** Mr. Jewell and Department of Planning & Zoning

**Attachments:** [2024-0367 Construction Plans Approval Letter 5.6.24](#)  
[2024-0367 Approved Construction Plans 5.6.24](#)  
[2024-0367 1. Council Transmittal Memo](#)  
[2024-0367 3. Application for Final Plat Approval](#)  
[2024-0367 4. River Place Phase 2 Act of Dedication 10.31.24](#)  
[2024-0367 5. River Place Phase 2 Final Plat saved on 10.31.24](#)  
[2024-0367 6. Final Acceptance Letters \(minus CM\)](#)  
[2024-0367 7. Maintenance Agreement](#)  
[2024-0367 8. Letter of Credit 10.30.24](#)  
[2024-0367 9. GASB34](#)  
[2024-0367 10. Sewer Connection Fee Certification](#)  
[2024-0367 Contract Monitor Memo - River Place Estates Phase 2](#)  
[2024-0367 11. Fee Letter for Finance](#)  
[2024-0367 12. Restrictive Covenants](#)  
[2024-0367 partially executed PLAT](#)  
[2024-0367 CD 12.28.2023](#)  
[2024-0367 Preliminary Plat](#)

**Legislative History**

|         |                  |  |
|---------|------------------|--|
| 11/4/24 | Parish President | Introduced   |
| 11/4/24 | Parish Council   | Publish/Scheduled for Public Hearing to the Parish Council |

- 74 [2024-0368](#) An ordinance approving and authorizing the execution of Amendment No. 1 to Ordinance No. 23-12-5, which approved the Professional Services Agreement with Crescent Engineering & Mapping, LLC, to perform surveying services for the Crescent Engineering Boundary Surveys Master Contract (Project No. P231101), in the amount not to exceed of \$150,000.00.

**Sponsors:** Mr. Jewell and Department of Public Works

**Attachments:** [2024-0368 Crescent Engineering & Mapping - Amendment - October 29, 2024](#)  
[2024-0368 Crescent Engineering & Mapping - Rate Sheet - October 29, 2024](#)  
[2024-0368 Crescent Engineering & Mapping - Corporate Resolution - October 2](#)

**Legislative History**

|         |                  |  |
|---------|------------------|--|
| 11/4/24 | Parish President | Introduced   |
| 11/4/24 | Parish Council   | Publish/Scheduled for Public Hearing to the Parish Council |

- 81 [2024-0369](#) An ordinance approving and authorizing the execution of Amendment No. 1 to the Professional Services Agreement with Alpha Testing and Inspection, Inc., for testing services for Des Allemands Phase 1 Bulkhead (Project No. P210601), in the amount not to exceed of \$8,000.00, increasing the overall contract value to \$65,000.00.

**Sponsors:** Mr. Jewell and Department of Public Works

**Attachments:** [2024-0369 Alpha Testing and Inspection - Amendment - October 29, 2024](#)  
[2024-0369 Alpha Testing and Inspection - Rate Sheet - October 29, 2024](#)  
[2024-0369 Alpha Testing and Inspection - Corporate Resolution - October 29, 2](#)

**Legislative History**

|         |                  |  |
|---------|------------------|--|
| 11/4/24 | Parish President | Introduced   |
| 11/4/24 | Parish Council   | Publish/Scheduled for Public Hearing to the Parish Council |

- 93 [2024-0370](#) An ordinance approving and authorizing the execution of a Professional Services Agreement with Bryant Hammett & Associates, LLC, to perform surveying services for Willowdale Boulevard Overlay and Widening (Project No. P240602), in the lump sum amount of \$61,385.00.

**Sponsors:** Mr. Jewell and Department of Public Works

**Attachments:** [2024-0370 Bryant Hammett & Associates, LLC - Prof...vices Agreement - Octob](#)  
[2024-0370 Bryant Hammett & Associates, LLC - Corporate Resolution - Octobe](#)

**Legislative History**

|         |                  |  |
|---------|------------------|--|
| 11/4/24 | Parish President | Introduced   |
| 11/4/24 | Parish Council   | Publish/Scheduled for Public Hearing to the Parish Council |

**APPOINTMENTS**

- 108** [2024-0345](#) A resolution appointing a member to the St. Charles Parish Board of Adjustment as the District I Representative.

*Council Chairman will accept nominations from the District I Councilmember to fill the vacancy created by the expiration of the term of Ms. Olivia Tate. Four (4) year term to begin December 7, 2024 and expire December 7, 2028. [Ms. Tate has served two consecutive terms and cannot be re-appointed]*

**Legislative History**

1/11/21 Parish Council Enacted Legislation  
Ms. Olivia Tate appointed to the Board of Adjustment on January 11, 2021, per Resolution No. 6535  
Term: Immediately (January 11, 2021) - December 7, 2024

11/4/24 Parish Council Vacancy Announced

- 109** [2024-0346](#) A resolution appointing a member to the St. Charles Parish Board of Adjustment as the District III Representative.

*Council Chairman will accept nominations from the District III Councilmember to fill the vacancy created by the expiration of the term of Mr. Webb Jay. Four (4) year term to begin December 7, 2024 and expire December 7, 2028. [Mr. Jay has served two consecutive terms and cannot be re-appointed]*

**Legislative History**

11/16/20 Parish Council Enacted Legislation  
Mr. Webb Jay appointed to the Board of Adjustment on November 16, 2020, per Resolution No. 6523  
Term: December 7, 2020 - December 7, 2024

11/4/24 Parish Council Vacancy Announced

- 110** [2024-0347](#) A resolution appointing a member to the St. Charles Parish Board of Adjustment as the District VII Representative.

*Council Chairman will accept nominations from the District VII Councilmember to fill the vacancy created by the expiration of the term of Mr. James Robert. Four (4) year term to begin December 7, 2024 and expire December 7, 2028.*

**Legislative History**

4/5/24 Parish Council Enacted Legislation  
Mr. James Robert appointed to the Board of Adjustment as the District VII Representative on April 5, 2021, per Resolution No. 6554  
Term: Immediately (April 5, 2021) - December 7, 2024

11/4/24 Parish Council Vacancy Announced

- 111** [2024-0378](#) Accept resignation of Mr. James Joseph Krajcer, Jr. - St. Charles Parish Planning & Zoning Commission District III Representative

**Attachments:** [Resignation email J.Krajcer](#)

**Legislative History**

4/18/22 Parish Council Enacted Legislation  
Mr. James Joseph Krajcer, Jr. appointed to the St. Charles Parish Planning & Zoning Commission on April 18, 2022, per Resolution No. 6629  
Term: April 18, 2022 - May 31, 2025

11/7/24 Board Member Resigned  
On November 7, 2024, correspondence received from Mr. James Joseph Krajcer, Jr., dated November 7, 2024, notifying the Parish Council of his resignation. Resignation effective November 7, 2024.

[2024-0379](#)

A resolution appointing a member to the St. Charles Parish Planning & Zoning Commission as the District III Representative.

*On Monday, December 2, 2024, Council Chairman will accept nominations from the District III Councilmember to fill the vacancy caused by the resignation of the term of Mr. James Joseph Krajcer, Jr. Unexpired term to begin immediately and expire May 31, 2025.*

**Legislative History**

4/18/22 Parish Council Enacted Legislation  
Mr. James Joseph Krajcer, Jr., appointed to the Planning & Zoning Commission on April 18, 2022, per Resolution No. 6629  
Term: April 18, 2022 - May 31, 2025

## MEETINGS, ANNOUNCEMENTS, NOTICES, ETC.

### MEETINGS

*LIBRARY BOARD OF CONTROL: Tuesday, 11/19/24, 6PM, Council Chambers  
HOSPITAL SERVICE DISTRICT NO. 1: Wednesday, 11/20/24, 2PM, Council Chambers  
BOARD OF ADJUSTMENT (ZBA): Thursday, 11/21/24, 6PM, Council Chambers  
HOUSING AUTHORITY: Tuesday, 11/26/24, 6PM, Council Chambers  
ST. CHARLES PARISH COUNCIL: Monday, 12/2/24, 6PM, Council Chambers*

### ANNOUNCEMENTS

**IMPORTANT DATES FOR THE DECEMBER 7, 2024 ELECTION:**

*Friday, November 22, 2024 and Saturday, November 23, 2024*

*Monday, November 25 – Wednesday, November 27, 2024*

*Saturday, November 30, 2024*

*CLOSED Sunday, November 24, 2024*

*8:30 am - 6:00 pm - Westbank – Courthouse, 15045 River Rd. Hahnville; Eastbank – Arterbury Building, 14564 River Rd. New Sarpy*

*\*Tuesday, December 3, 2024 – Last day to request Absentee by Mail Ballots*

*\*Friday, December 6, 2024 - Last day for Registrar to receive voted Absentee Ballot*

*\*Saturday, December 7, 2024 - Election Day – 7:00 am – 8:00 pm*

*PARISH HOLIDAY: Thursday, 11/28/24 & Friday, 11/29/24 – Thanksgiving*

*Norco Christmas Parade: Sunday, 12/1/24, 1PM, Norco*

**SPECIAL MATTERS TO BE CONSIDERED BY COUNCIL**

112 [2024-0348](#) Adopt 2025 Parish Council Meeting Schedule

**Attachments:** [2024-0348 Proposed 2025 MEETING SCHEDULE](#)  
[2024-0348 2025 Color Coded Calendar with explanation](#)

**Legislative History**

11/4/24 Parish Council Review

[2024-0371](#) Accept Nominations - Presiding Officer for 2025; Chairman, St. Charles Parish Council [Confirm December 2, 2024]

[2024-0372](#) Accept Nominations - Presiding Officer for 2025; Vice-Chairman, St. Charles Parish Council [Confirm December 2, 2024]

**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.