

**OFFICIAL PROCEEDINGS**  
**ST. JOHN THE BAPTIST PARISH COUNCIL**  
**TUESDAY, JULY 22<sup>nd</sup>, 2025**  
**CHAIRMAN TAMMY HOUSTON**  
**VICE-CHAIR ROBBY ARCURI**

The Council of the Parish of St. John the Baptist Parish, State of Louisiana, met in Regular Session in the St. John the Baptist Parish Government Complex Chambers, LaPlace, Louisiana on Tuesday, July 22<sup>nd</sup>, 2025, at 6:00 PM.

**CALL TO ORDER:**

**ROLL CALL:** Lennix Madere, Jr., Councilman-at-Large, Div. A, Virgie Johnson, Councilwoman District I, Warren Torres, Councilman District II, Tammy Houston, Councilwoman District III, Tyra Duhe-Griffin, Councilwoman District IV, Robby Arcuri, Councilman District V, Vernon Bailey, Councilman District VI, Dixie Ramirez, Councilwoman District VII

**ABSENT:** Michael Wright

Councilwoman Ramirez led the Prayer and Councilman Arcuri led the Pledge of Allegiance.

Legal Counsel Keith Green, Jr. and Kennilyn Schmill, were present.

**PUBLIC COMMENT - AGENDA ITEMS ONLY (3 minutes per citizen)**

There was no public comment at this time.

**CONSENT AGENDA:**

**ITEMS:** Approval of Minutes - July 8<sup>th</sup>, 2025, Council Meeting

**MOTION:** Councilwoman Ramirez moved and Councilwoman Johnson seconded the motion to approve the consent agenda items consisting of Approval of Minutes - July 8<sup>th</sup>, 2025, Council Meeting. The motion passed with Councilman Wright absent.

**REPORTS:**

**President's Report**

**Jaclyn Hotard - Monthly Financial Report (June 2025)**

**NEW BUSINESS:**

**Jaclyn Hotard/Peter Montz - Resolution - R25-113 - A Resolution authorizing St. John the Baptist Parish to advertise and solicit bids for the West Shore Levee LaPlace Main Water Line Project**

**MOTION:** Councilman Arcuri moved and Councilwoman Ramirez seconded the motion

to approve Resolution R25-113. A Resolution authorizing St. John the Baptist Parish to advertise and solicit bids for the West Shore Levee LaPlace Main Water Line Project. WHEREAS, Article IV, Section H (2) and (5) of the St. John the Baptist Parish Home Rule Charter permits the Parish Council to adopt a resolution when authorizing a designated person(s) to execute a previously approved contract on its behalf and/or to perform a ministerial act related to the administrative business of the Parish; and WHEREAS, the main 24" PVC water distribution line from the Ruddock Booster Station No. 1 that runs parallel to the east of old U.S. Hwy 51 conflicts with a new USACE Floodwall Monolith; and, WHEREAS, this project will include the construction of a 24" waterline offset with encasement of approximately 120 linear ft prior to the beginning of the USACE work; and, WHEREAS, the estimated cost of the project is \$934,050.13 and will be funded through the Coastal Protection Restoration Authority Funds. NOW, THEREFORE, BE IT RESOLVED, by the St. John the Baptist Parish Council, that St. John the Baptist Parish is hereby authorized to advertise and solicit bids for the West Shore Levee LaPlace Main Water Line Project. The motion passed with Councilman Wright absent.

**Jaclyn Hotard/Peter Montz - Resolution - R25-114 - A Resolution authorizing St. John the Baptist Parish to enter into a Professional Services Agreement with All South Consulting Engineers, LLC for the Manchac Greenway Master Plan**

**MOTION:** Councilman Arcuri moved and Councilman Bailey seconded the motion to approve Resolution R25-114. A Resolution authorizing St. John the Baptist Parish to enter into a Professional Services Agreement with All South Consulting Engineers, LLC for the Manchac Greenway Master Plan. WHEREAS, Article IV, Section H (2) and (5) of the St. John the Baptist Parish Home Rule Charter permits the Parish Council to adopt a resolution when authorizing a designated person(s) to execute a previously approved contract on its behalf and/or to perform a ministerial act related to the administrative business of the Parish; and, WHEREAS, All South Consulting engineers, LLC of Metairie, LA ranked first out of twelve (12) Requests for Qualifications received and reviewed by the Source Selection Committee; and, WHEREAS, services will include Public Involvement and Outreach to develop a Master Plan for the Manchac Greenway, a proposed bike trail and an eco-tourism greenway running along Old U.S. Highway 51 between LaPlace and Manchac; and, WHEREAS, the estimated cost of the Agreement is \$150,000 and will be funded through the GNOF Next 100 Years Challenge Grant Funds. NOW, THEREFORE BE IT RESOLVED, by the St. John the Baptist Parish Council, that Parish President Jaclyn Hotard is hereby duly authorized and empowered on behalf of the St. John the Baptist Parish Council to sign and execute the Professional Services Agreement between St. John the Baptist Parish and All South Consulting Engineers, LLC. The motion passed with Councilman Wright absent.

**Jaclyn Hotard/Peter Montz - Resolution - R25-115 - A Resolution authorizing St. John the Baptist Parish to enter into a Professional Services Agreement with Waggoner Engineering, Inc. for the River Road WWTP Aeration Basin and Grit Chamber Rehabilitation Project**

**MOTION:** Councilwoman Ramirez moved and Councilman Bailey seconded the motion to approve Resolution R25-115. A Resolution authorizing St. John the Baptist Parish to enter into a Professional Services Agreement with Waggoner Engineering, Inc. for the River Road WWTP Aeration Basin and Grit Chamber Rehabilitation Project.

WHEREAS, Article IV, Section H (2) and (5) of the St. John the Baptist Parish Home Rule Charter permits the Parish Council to adopt a resolution when authorizing a designated person(s) to execute a previously approved contract on its behalf and/or to perform a ministerial act related to the administrative business of the Parish; and WHEREAS, Waggoner Engineering, Inc. of Baton Rouge, LA has been selected as the Engineer for the River Road WWTP Aeration Basin and Grit Chamber Rehabilitation Project; and, WHEREAS, services will include the rehabilitation of the existing River Road WWTP Aeration Basin and Grit Chamber which are beyond their useful life and need replacement; and, WHEREAS, the estimated cost of the Agreement is \$307,965.90 and will be funded through the Wastewater Budget. NOW, THEREFORE, BE IT RESOLVED, by the St. John the Baptist Parish Council, that Parish President Jaclyn Hotard is hereby duly authorized and empowered on behalf of the St. John the Baptist Parish Council to sign and execute the Professional Services Agreement between St. John the Baptist Parish and Waggoner Engineering, Inc. The motion passed with Councilman Wright absent.

**Jaclyn Hotard/Peter Montz - Resolution - R25-116 - A Resolution authorizing St. John the Baptist Parish to extend the Professional Services Agreement with Shread-Kuyrkendall & Associates, Inc. for the West 13<sup>th</sup> Street and West 8<sup>th</sup> Street Lift Stations Rehabilitation Project**

**MOTION:** Councilman Madere moved and Councilwoman Johnson seconded the motion to approve Resolution R25-116. A Resolution authorizing St. John the Baptist Parish to extend the Professional Services Agreement with Shread-Kuyrkendall & Associates, Inc. for the West 13<sup>th</sup> Street and West 8<sup>th</sup> Street Lift Stations Rehabilitation Project. WHEREAS, Article IV, Section H (2) and (5) of the St. John the Baptist Parish Home Rule Charter permits the Parish Council to adopt a resolution when authorizing a designated person(s) to execute a previously approved contract on its behalf and/or to perform a ministerial act related to the administrative business of the Parish; and WHEREAS, Extension No. 1 adds an additional one (1) year to the original Agreement dated August 23, 2022; and, WHEREAS, this is a no-cost extension that includes the continued services to rehabilitate the Lift Stations to provide reliable wastewater collection in their service areas on the West Bank; and, WHEREAS, the project is funded through the Wastewater Fund with reimbursement from the Louisiana Department of Environmental Quality Clean Water State Revolving Loan. NOW, THEREFORE, BE IT RESOLVED, by the St. John the Baptist Parish Council, that Parish President, Jaclyn Hotard is hereby duly authorized and empowered on behalf of the St. John the Baptist Parish Council to execute Extension No. 1 of the Professional Services Agreement between St. John the Baptist Parish and Shread-Kuyrkendall & Associated, Inc. The motion passed with Councilman Wright absent.

**Jaclyn Hotard/Peter Montz - Resolution - R25-117 - A Resolution authorizing St. John the Baptist Parish to advertise and solicit bids for the Hurricane Francine National Resource Conservation Services (NRCS) Drainage Canal Cleaning Project**

**MOTION:** Councilwoman Ramirez moved and Councilman Madere seconded the motion to approve Resolution R25-117. A Resolution authorizing St. John the Baptist Parish to advertise and solicit bids for the Hurricane Francine National Resource Conservation Services (NRCS) Drainage Canal Cleaning Project. WHEREAS, Article IV, Section H (2) and (5) of the St. John the Baptist Parish Home Rule Charter permits the Parish Council to adopt a resolution when authorizing a designated person(s) to execute a previously approved contract on its behalf and/or to perform a ministerial act related to the administrative business of the Parish;

and WHEREAS, due to damages caused by Hurricane Francine, drainage canal clearing is required; and, WHEREAS, this project will include the clearing and snagging of fallen trees and debris from eleven (11) drainage canals throughout the Parish; and, WHEREAS, the estimated cost is \$1,145,235 and will be funded with eligible NRCS Funds with a 25% match from St. John the Baptist Parish. NOW, THEREFORE, BE IT RESOLVED, by the St. John the Baptist Parish Council, that St. John the Baptist Parish is hereby authorized to advertise and solicit bids for the Hurricane Francine NRCS Drainage Canal Cleaning Project. The motion passed with Councilman Wright absent.

**Jaclyn Hotard/Peter Montz - Resolution - R25-118 - A Resolution authorizing St. John the Baptist Parish to extend the Professional Services Agreement with Digital Engineering & Imaging, Inc. for the 2021 Hurricane Ida National Resource Conservation Services (NRCS) Canal Cleaning Project**

**MOTION:** Councilman Bailey moved and Councilwoman Johnson seconded the motion to approve Resolution R25-118. A Resolution authorizing St. John the Baptist Parish to extend the Professional Services Agreement with Digital Engineering & Imaging, Inc. for the 2021 Hurricane Ida National Resource Conservation Services (NRCS) Canal Cleaning Project. WHEREAS, Article IV, Section H (2) and (5) of the St. John the Baptist Parish Home Rule Charter permits the Parish Council to adopt a resolution when authorizing a designated person(s) to execute a previously approved contract on its behalf and/or to perform a ministerial act related to the administrative business of the Parish; and WHEREAS, Extension No. 1 will add one (1) year to the original Agreement dated September 13, 2022; and, WHEREAS, this is no cost extension needed to complete the NRCS funded drainage canal right of way clearing and/or removing debris from public right-of-way caused by Hurricane Ida, A/E Services are required; and, WHEREAS, the project is funded by eligible NRCS Funds. NOW, THEREFORE, BE IT RESOLVED by the St. John the Baptist Parish Council, that Parish President, Jaclyn Hotard is hereby duly authorized and empowered on behalf of the St. John the Baptist Parish Council to execute Extension No. 1 of the Professional Services Agreement between St. John the Baptist Parish and Digital Engineering and Imaging, Inc. The motion passed with Councilman Wright absent.

**Jaclyn Hotard/Peter Montz - Resolution - R25-119 - A Resolution authorizing St. John the Baptist Parish to amend the Professional Services Agreement with Digital Engineering & Imaging, Inc. for the 2021 Hurricane Ida National Resource Conservation Services (NRCS) Canal Cleaning Project**

**MOTION:** Councilman Madere moved and Councilman Bailey seconded the motion to approve Resolution R25-119. A Resolution authorizing St. John the Baptist Parish to amend the Professional Services Agreement with Digital Engineering & Imaging, Inc. for the 2021 Hurricane Ida National Resource Conservation Services (NRCS) Canal Cleaning Project. WHEREAS, Article IV, Section H (2) and (5) of the St. John the Baptist Parish Home Rule Charter permits the Parish Council to adopt a resolution when authorizing a designated person(s) to execute a previously approved contract on its behalf and/or to perform a ministerial act related to the administrative business of the Parish; and WHEREAS, Amendment No. 1 allows the Parish to utilize this Agreement for NRCS Funding received for Hurricane Francine as well as Hurricane Ida; and, WHEREAS, this is no cost amendment needed to complete A/E Services required for the NRCS funded drainage canal clearing, snagging of fallen trees and/or removing debris from drainage canals caused by Hurricane Ida and Hurricane Francine; and, WHEREAS, the project is funded by

eligible NRCS Funds. NOW, THEREFORE, BE IT RESOLVED by the St. John the Baptist Parish Council, that Parish President, Jaclyn Hotard is hereby duly authorized and empowered on behalf of the St. John the Baptist Parish Council to execute Amendment No. 1 of the Professional Services Agreement between St. John the Baptist Parish and Digital Engineering and Imaging, Inc. The motion passed with Councilman Wright absent.

**Jaclyn Hotard/Peter Montz - Resolution - R25-120 - A Resolution authorizing St. John the Baptist Parish President to execute Change Order No. 2 with RAMJ Construction LLC for the Wastewater Collection and Treatment Maintenance/Emergency Repairs Project**

**MOTION:** Councilman Arcuri moved and Councilwoman Ramirez seconded the motion to approve Resolution R25-120. A Resolution authorizing St. John the Baptist Parish President to execute Change Order No. 2 with RAMJ Construction LLC for the Wastewater Collection and Treatment Maintenance/Emergency Repairs Project. WHEREAS, Article IV, Section H (2) and (5) of the St. John the Baptist Parish Home Rule Charter permits the Parish Council to adopt a resolution when authorizing a designated person(s) to execute a previously approved contract on its behalf and/or to perform a ministerial act related to the administrative business of the Parish; and WHEREAS, Change Order No. 2 increases the original Agreement amount by \$2,000,000 and an additional 365 days; and, WHEREAS, the increase is for additional required wastewater collection repairs and future task orders including new lift station installation at Main Street No. 1 and the installation of new pumps and 1000 ft. of new 6" Sewer Force Main at Za Lift Station; and, WHEREAS, Change Order No. 2 also includes emergency and/or miscellaneous maintenance work on the Parish's Wastewater Collection System; and, WHEREAS, Change Order N. 1 will be funded through the Wastewater Budget. NOW, THEREFORE, BE IT RESOLVED, by the St. John the Baptist Parish Council, that Parish President Jaclyn Hotard is hereby duly authorized and empowered on behalf of the St. John the Baptist Parish Council to execute Change Order No.2 between St. John the Baptist Parish and RAMJ Construction, LLC. The motion passed with Councilman Wright absent.

**Jaclyn Hotard/Peter Montz - Resolution - R25-121 - Authorization for St. John the Baptist Parish to adopt an Urgent Need Resolution required for the State of Louisiana, Community Development Block Grant Disaster Recovery (CDBG-DR) Infrastructure Program**

**MOTION:** Councilwoman Ramirez moved and Councilman Bailey seconded the motion to approve Resolution R25-121. Authorization for St. John the Baptist Parish to adopt an Urgent Need Resolution required for the State of Louisiana, Community Development Block Grant Disaster Recovery (CDBG-DR) Infrastructure Program. WHEREAS, Article IV, Section H (2) and (5) of the St. John the Baptist Parish Home Rule Charter permits the Parish Council to adopt a resolution when authorizing a designated person(s) to execute a previously approved contract on its behalf and/or to perform a ministerial act related to the administrative business of the Parish; and WHEREAS, St. John the Baptist Parish has submitted an application for funding under the CDBG-DR Infrastructure Program; and, WHEREAS, the Department of Housing & Urban Development regulations require that St. John the Baptist Parish certify that these activities for which CDBG Funds are being requested are designed to alleviate existing conditions which pose a serious and immediate threat to the health or welfare of the community, which are of recent origin or which recently became urgent, and that St. John the Baptist Parish is

unable to commit local funding for the activity on its own, and that no other funds are available; and, NOW, THEREFORE, BE IT RESOLVED, by the St. John the Baptist Parish Council, that St. John the Baptist Parish hereby certifies that the activities for which CDBG Funds are being requested for the Leon Godchaux Middle School Purchase and Rehabilitation Project are designed to alleviate existing conditions which pose a serious and immediate threat to the health or welfare of the community; are of recent origin or which recently became urgent and that St. John the Baptist Parish is unable to commit local funding for the activity on its own, and there are no other funds available. NOW, THEREFORE, BE IT FURTHER RESOLVED, by the St. John the Baptist Parish Council, that St. John the Baptist Parish hereby adopts the Urgent Need Resolution as required by CDBG-DR Infrastructure Program. The motion passed with Councilman Wright absent.

#### **INTRODUCTION OF ORDINANCES:**

##### **Announcement of Public Meeting**

Notice is hereby given that at its meeting to be held on Tuesday, August 26, 2025 at 6:00 p.m. at the St. John the Baptist Parish Government Complex Chambers, 1811 W. Airline Hwy., LaPlace, Louisiana, the St. John the Baptist Parish Council, plans to consider adopting a resolution ordering and calling an election to be held in the Parish of St. John the Baptist to authorize the renewal of one or more ad valorem taxes therein

**25-33** An ordinance authorizing Jaclyn Hotard, President of St. John the Baptist Parish, to purchase the following described property on behalf of St. John the Baptist Parish for the purpose of construction and ongoing maintenance of the Main Street Lift Station #2 Project. The purchase shall be based upon the fair market value of the property, as established by an appraisal report and confirmed by a review appraisal report, and shall be subject to such terms and conditions as are deemed fit and proper by the Parish President in her discretion, and subject to review by legal counsel. Property Description: A certain portion of ground identified as Parcel SLS, located in The Myrtles Subdivision, LaPlace, St. John the Baptist Parish, State of Louisiana, containing approximately 400 square feet (0.009 acres), as more fully depicted in Exhibit A (J. Hotard)

**25-34** A millage ordinance - an ordinance providing for the levy and collection of ad valorem taxes in the Parish of St. John the Baptist, to be spread upon the 2025 Assessment Roll (J. Hotard)

**25-35** An ordinance approving the resubdivision of Lots 1, 2, and 3, Square 3 of the Woodland Subdivision, located at 217 Redwood Street, LaPlace, St. John the Baptist Parish, LA (PZS-1436) (J. Hotard/C. Powell)

**25-36** An ordinance approving the resubdivision of a portion of the Ambrose Duhe Tract, located at 177 East 19<sup>th</sup> Street, Reserve, St. John the Baptist Parish, LA (PZS-1439) (J. Hotard/C. Powell)

#### **ADJOURNMENT:**

At 6:21 PM, Councilman Madere moved and Councilman Bailey seconded the motion to adjourn. The motion passed with Councilman Wright absent.

/s/Tammy Houston  
COUNCIL CHAIRMAN

/s/Jackie Landeche  
Council Secretary