

OFFICIAL PROCEEDINGS
ST. JOHN THE BAPTIST PARISH COUNCIL
TUESDAY, AUGUST 12TH, 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, August 12th, 2025, at 6:00 PM.

CALL TO ORDER:

ROLL CALL: Lennix Madere, Jr., Councilman-at-Large, Div. A, Michael Wright, Councilman-at-Large, Div. B, 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: None

Councilwoman Johnson led the Prayer and Councilman Wright 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 22nd, 2025, Council Meeting; Jaclyn Hotard - Appointment of Dr. Addy Reine to the Fire Department Civil Services Board by Louisiana State University

MOTION: Councilman Wright moved and Councilwoman Johnson seconded the motion to approve the consent agenda items consisting of Approval of Minutes - July 22nd, 2025, Council Meeting; Jaclyn Hotard - Appointment of Dr. Addy Reine to the Fire Department Civil Services Board by Louisiana State University. The motion passed unanimously.

REPORTS:

President's Report

PUBLIC HEARING AND CONSIDERATION ON ORDINANCE (S)

25-33 (Public Hearing held) 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)

MOTION: Councilman Arcuri moved and Councilman Bailey seconded the motion to approve Ordinance 25-33. The motion passed unanimously.

25-34 (Public Hearing held) 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)

MOTION: Councilman Madere moved and Councilwoman Johnson seconded the motion to approve Ordinance 25-34. The motion passed with 8 yeas and 1 against (Torres).

25-35 (Public Hearing held) 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)

MOTION: Councilwoman Johnson moved and Councilman Bailey seconded the motion to approve Ordinance 25-35. The motion passed unanimously.

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

MOTION: Councilman Madere moved and Councilwoman Ramirez seconded the motion to approve Ordinance 25-36. The motion passed unanimously.

NEW BUSINESS:

Jaclyn Hotard/Peter Montz - Resolution - R25-122 - A Resolution authorizing St. John the Baptist Parish to advertise and receive Requests for Proposals (RFP) for the Parish's Group Health Insurance

MOTION: Councilman Arcuri moved and Councilman Bailey seconded the motion to approve Resolution R25-122. A Resolution authorizing St. John the Baptist Parish to advertise and receive Requests for Proposals (RFP) for the Parish's Group Health Insurance. 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 is requesting proposals for the Parish's Group Health Insurance which expires December 31, 2025. 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 receive proposals for the Parish's Group Health Insurance. The motion passed unanimously.

Jaclyn Hotard/Peter Montz - Resolution - R25-123 - A Resolution authorizing

St. John the Baptist Parish to advertise and receive Requests for Proposals (RFP) for the Parish's Group Life Insurance

MOTION: Councilwoman Ramirez moved and Councilman Bailey seconded the motion to approve Resolution R25-123. A Resolution authorizing St. John the Baptist Parish to advertise and receive Requests for Proposals (RFP) for the Parish's Group Life Insurance. 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 is requesting proposals for the Parish's Group Life Insurance which expires December 31, 2025. 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 receive proposals for the Parish's Group Life Insurance. The motion passed unanimously.

Jaclyn Hotard/Peter Montz - Resolution - R25-124 - A Resolution authorizing St. John the Baptist Parish to advertise and solicit bids for the Metal Roof Replacement Project at the St. John Community Center

MOTION: Councilman Wright moved and Councilman Bailey seconded the motion to approve Resolution R25-124. A Resolution authorizing St. John the Baptist Parish to advertise and solicit bids for the Metal Roof Replacement Project at the St. John Community Center. 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 metal roof needs to be replaced at the St. John Community Center due to damages sustained by Hurricane Ida; and, WHEREAS, the estimated cost of the project is \$971,000 and will be funded through the Hurricane Ida Fund with FEMA Reimbursement. 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 Metal Roof Replacement Project at the St. John Community Center. The motion passed unanimously.

Jaclyn Hotard/Peter Montz - Resolution - R25-125 - A Resolution authorizing St. John the Baptist Parish to advertise and solicit bids for the West 13th Street, East 13th Street and West 8th Street Lift Stations Rehabilitation Project

MOTION: Councilwoman Johnson moved and Councilman Madere seconded the motion to approve Resolution R25-125. A Resolution authorizing St. John the Baptist Parish to advertise and solicit bids for the West 13th Street, East 13th Street and West 8th 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, services will include the rehabilitation of the Lift Stations to provide reliable wastewater collection in their service areas on the West Bank; and, WHEREAS, the estimated cost of the project is \$1,919,925 and will be 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 St. John the Baptist Parish is hereby authorized to advertise and solicit bids for the West 13th Street, East 13th Street and West 8th Street Lift Stations Rehabilitation Project. The motion passed unanimously.

Jaclyn Hotard/Peter Montz - Resolution - R25-126 - A Resolution authorizing St. John the Baptist Parish to award the Fire Department's Property and Casualty Insurance to Riverlands Insurance Services, Inc.

MOTION: Councilman Arcuri moved and Councilwoman Johnson seconded the motion to approve Resolution R25-126. A Resolution authorizing St. John the Baptist Parish to award the Fire Department's Property and Casualty Insurance to Riverlands Insurance Services, Inc. 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, Riverlands Insurance Services, Inc. of LaPlace, LA submitted the only proposal received and reviewed by the Source Selection Committee; and, WHEREAS, policy is funded through the Office of Fire Services; and, NOW, THEREFORE, BE IT RESOLVED, by the St. John the Baptist Parish Council, that St. John the Baptist Parish is hereby authorized to accept the Proposal for the Fire Department's Property and Casualty Insurance from Riverlands Insurance Services, Inc. The motion passed unanimously.

Jaclyn Hotard/Peter Montz - Resolution - R25-127 - A Resolution authorizing St. John the Baptist Parish to extend the Professional Services Agreement with Industrial Electric Coil, LLC for the Repairs of Submersible Pumps, Motors and Related Equipment

MOTION: Councilwoman Ramirez moved and Councilman Wright seconded the motion to approve Resolution R25-127. A Resolution authorizing St. John the Baptist Parish to extend the Professional Services Agreement with Industrial Electric Coil, LLC for the Repairs of Submersible Pumps, Motors and Related Equipment. 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, Industrial Electric Coil, LLC of Hammond, LA ranked first out of four (4) proposals received and reviewed by the Source Selection Committee; and, WHEREAS, repairs will be placed on an as-needed basis for Submersible Pumps, Motors and Related Equipment; and, WHEREAS, repairs will be funded through the Utilities 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 Industrial Electric Coil, LLC. The motion passed unanimously.

Jaclyn Hotard/Peter Montz - Resolution - R25-128 - A Resolution authorizing St. John the Baptist Parish to enter into a Professional Services Agreement with Randi Adams, DVM for Veterinarian Services

MOTION: Councilwoman Ramirez moved and Councilman Wright seconded the motion to approve Resolution R25-128. A Resolution authorizing St. John the Baptist Parish

to enter into a Professional Services Agreement with Randi Adams, DVM for Veterinarian Services. 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, Randi Adams, DVM submitted the only proposal received and reviewed by the Source Selection Committee; and, WHEREAS, Veterinarian Services at the Animal Shelter are needed on an as-needed basis in an effort to increase spay and neuter programs at a lower cost to the residents; and, WHEREAS, services will be funded through the Animal Shelter 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 Randi Adams, DVM. The motion passed unanimously.

Jaclyn Hotard/Peter Montz - Resolution - R25-129 - A Resolution authorizing St. John the Baptist Parish to renew the Parish's Dental Insurance with Delta Dental

MOTION: Councilman Bailey moved and Councilman Madere seconded the motion to approve Resolution R25-129. A Resolution authorizing St. John the Baptist Parish to renew the Parish's Dental Insurance with Delta Dental. 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 renewal with Delta Dental through Kennedy Financial Group is for two (2) years with no change in the current monthly rates; and WHEREAS, the renewal becomes effective January 1, 2026. NOW, THEREFORE, BE IT RESOLVED, by the St. John the Baptist Parish Council, that St. John the Baptist Parish is hereby authorized to renew the Parish's Dental Insurance with Delta Dental. The motion passed unanimously.

Jaclyn Hotard/Peter Montz - Resolution - R25-130 - A Resolution authorizing St. John the Baptist Parish to renew the Parish's Retiree Health Insurance for Medicare Parts A&B-Eligible Retirees with Humana

MOTION: Councilwoman Johnson moved and Councilman Bailey seconded the motion to approve Resolution R25-130. A Resolution authorizing St. John the Baptist Parish to renew the Parish's Retiree Health Insurance for Medicare Parts A&B-Eligible Retirees with Humana. 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, this Renewal with Humana through Tatje Insurance and Financial Products reflects an increase over the expiring premium of \$30.36 per month per member; and WHEREAS, premiums are funded from various Funds. NOW, THEREFORE, BE IT RESOLVED, by the St. John the Baptist Parish Council, that St. John the Baptist Parish is hereby authorized to renew the Parish's Retiree Health Insurance for Medicare Parts A&B-Eligible Retirees with Humana. The motion passed unanimously.

Jaclyn Hotard/Peter Montz - Resolution - R25-131 - A Resolution authorizing St. John the Baptist Parish to extend the Professional Services Agreement with CDM

Smith, Inc. for the Water Treatment at Reverse Osmosis Unit Site on Woodland Drive Project

MOTION: Councilman Arcuri moved and Councilman Bailey seconded the motion to approve Resolution R25-131. A Resolution authorizing St. John the Baptist Parish to extend the Professional Services Agreement with CDM Smith, Inc. for the Water Treatment at Reverse Osmosis Unit Site on Woodland Drive 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) additional year to the original Agreement dated September 13, 2022 with no change in pricing; and, WHEREAS, this project is one of three components in the transition of the source of raw water for LaPlace from the Ruddock wells to the Mississippi River; and, WHEREAS, the project includes expanding the capacity of the Woodland Drive Reverse Osmosis Membrane Treatment Facility as part of a larger initiative to secure a new water supply from the Mississippi River for LaPlace; and, WHEREAS, the project is funded through the Water Bond Fund. 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 Cooperative Endeavor Agreement between St. John the Baptist Parish and CDM Smith, Inc. The motion passed unanimously.

Jaclyn Hotard/Peter Montz - Resolution - R25-132 - A Resolution authorizing St. John the Baptist Parish President to execute Change Order No. 2 with Gottfried Construction, LLC for the River Road Wastewater Treatment Plant Headworks and Clarifier Rehabilitation Project

MOTION: Councilman Wright moved and Councilwoman Ramirez seconded the motion to approve Resolution R25-132. A Resolution authorizing St. John the Baptist Parish President to execute Change Order No. 2 with Gottfried Construction, LLC for the River Road Wastewater Treatment Plant Headworks and Clarifier 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, Change Order No. 2 is a no-cost Change Order and adds an additional thirty-four (34) calendar days; and, WHEREAS, additional days are due to delivery delays and manufacturer errors of the clarifier components; and, WHEREAS, Change Order No. 2 will be funded through 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 Council to execute Change Order No. 2 between St. John the Baptist Parish and Gottfried Construction, LLC. The motion passed unanimously.

Jaclyn Hotard/Peter Montz - Resolution - R25-133 - A Resolution authorizing St. John the Baptist Parish President to execute Change Order No. 2 with Pintail Contracting Services, LLC for the Lions Water Treatment Plant One Million Gallon per Day (MGD) Filter, Sludge Return and Existing Media Filter Replacement Project

MOTION: Councilman Madere moved and Councilwoman Johnson seconded the motion to approve Resolution R25-133. A Resolution authorizing St. John the Baptist Parish President to execute Change Order No. 2 with Pintail Contracting Services, LLC for the Lions Water Treatment Plant One Million Gallon per Day (MGD) Filter, Sludge Return and Existing Media Filter Replacement 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 in the amount of \$31,715 and adds an additional twenty-five (25) days; and, WHEREAS, the staircase on the existing filter building is in conflict with the tie location; and, WHEREAS, the increase is for the installation of an elevated walkway from the existing filter building to the new filter building to tie in the new 18" backwash supply line to the existing filter building; and, WHEREAS, project is funded through the Water Sector Commission Grant and the 2022 Bond Issue. 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 Council to execute Change Order No. 2 between St. John the Baptist Parish and Pintail Contracting Services, LLC. The motion passed unanimously.

Jaclyn Hotard/Peter Montz - Resolution - R25-134 - A Resolution authorizing St. John the Baptist Parish to settle and pay the June 9, 2025 Property Damage Claim to Edwin Guidry of 167 Timbermill Loop, Garyville, LA 70051

MOTION: Councilman Madere moved and Councilwoman Ramirez seconded the motion to approve Resolution R25-134. A Resolution authorizing St. John the Baptist Parish to settle and pay the June 9, 2025 Property Damage Claim to Edwin Guidry of 167 Timbermill Loop, Garyville, LA 70051. 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, Louisiana Claims Administrators (LoCA) recommended, and Legal Counsel approved the settlement amount of \$11,545; and, WHEREAS, the settlement will be funded through the Settlement line item of the Public Works Budget. NOW, THEREFORE, BE IT RESOLVED, by the St. John the Baptist Parish Council, that St. John the Baptist Parish is hereby authorized to settle and pay the June 9, 2025 Property Damage Claim to Edwin Guidry of 167 Timbermill Loop, Garyville, LA 70051. The motion passed unanimously.

INTRODUCTION OF ORDINANCES:

25-37 An ordinance to authorize the St. John the Baptist Parish President to execute a Lease Agreement with Gold Star Properties, LLC for lease of premises located at 456 W. 5th Street, LaPlace, LA 70068 (J. Hotard)

25-38 An ordinance approving excavation within Parish Rights-of-way for the installation of fiber optics cables along North Potomac Drive by municipal address 617 North Potomac Drive, LaPlace, St. John the Baptist Parish, LA (Permit No. 18801)

- 25-39** An ordinance approving excavation within Parish Rights-of-way for the installation of fiber optics cables underneath St. Andrews Blvd. by municipal address 2176 Pinehurst Drive, LaPlace, St. John the Baptist Parish, LA (Permit No. 18802)
- 25-40** An ordinance approving excavation within Parish Rights-of-way for the installation of fiber optics cables along Gail Drive by municipal address 123 Gail Drive, LaPlace, St. John the Baptist Parish, LA (Permit No. 18803)
- 25-41** An ordinance approving excavation within Parish Rights-of-way for the installation of fiber optics cables along Golfview Drive by municipal address 2047 Golfview Drive, LaPlace, St. John the Baptist Parish, LA (Permit No. 18804)
- 25-42** An ordinance approving excavation within Parish Rights-of-way for the installation of fiber optics cables along Governors Circle by municipal address 616 Governors Circle, LaPlace, St. John the Baptist Parish, LA (Permit No. 18807)
- 25-43** An ordinance approving excavation within Parish Rights-of-way for the installation of fiber optics cables along English Colony Drive by municipal address 1816 English Colony Drive, LaPlace, St. John the Baptist Parish, LA (Permit No. 18808)
- 25-44** An ordinance approving excavation within Parish Rights-of-way for the installation of fiber optics cables along Virginian Colony Avenue by municipal address 1832 Virginian Colony Avenue, LaPlace, St. John the Baptist Parish, LA (Permit No. 18809)
- 25-45** An ordinance approving excavation within Parish Rights-of-way for the installation of fiber optics cables along Virginian Colony Avenue by municipal address 1800 Virginian Colony Avenue, LaPlace, St. John the Baptist Parish, LA (Permit No. 18810)
- 25-46** An ordinance approving excavation within Parish Rights-of-way for the installation of fiber optics cables along Virginian Colony Avenue by municipal address 1812 Virginian Colony Avenue, LaPlace, St. John the Baptist Parish, LA (Permit No. 18811)
- 25-47** An ordinance approving excavation within Parish Rights-of-way for the installation of fiber optics cables along Dufresne Drive by municipal address 136 Dufresne Drive, Wallace, St. John the Baptist Parish, LA (Permit No. 18812)
- 25-48** An ordinance approving excavation within Parish Rights-of-way for the installation of fiber optics cables along Oak Fern Court by municipal address 113 Oak Fern Court, LaPlace, St. John the Baptist Parish, LA (Permit No. 18813)
- 25-49** An ordinance approving excavation within Parish Rights-of-way for the installation of fiber optics cables along Idaho Court by municipal address 109 Idaho Court, LaPlace, St. John the Baptist Parish, LA (Permit No. 18814)

ADJOURNMENT:

At 6:50 PM, Councilman Arcuri moved and Councilwoman Ramirez seconded the motion to adjourn. The motion passed unanimously.

/s/Tammy Houston
COUNCIL CHAIRMAN

/s/Jackie Landeche
Council Secretary