

**OFFICIAL PROCEEDINGS**  
**ST. JOHN THE BAPTIST PARISH COUNCIL**  
**MONDAY, DECEMBER 22<sup>ND</sup>, 2025**  
**CHAIRWOMAN TAMMY HOUSTON**  
**VICE-CHAIRMAN ROBERT 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 Monday, December 22<sup>nd</sup>, 2025, at 11:00 AM.

**CALL TO ORDER:** Lennix Madere, Jr., Councilman-at-Large, Div. A, Michael Wright, Councilman-at-Large, Div. B, Virgie Johnson, Councilwoman District I, Warren Torres, Jr., Councilman District II, Tammy Houston, Councilwoman District III, Robert Arcuri, Councilman District V, Vernon Bailey, Sr., Councilman District VI, Dixie Ramirez, Councilwoman District VII

**ABSENT:** Tyra Duhe-Griffin

Councilwoman Johnson led the Prayer and Councilman Madere led the Pledge of Allegiance.

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

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

**CONSENT AGENDA**

**ITEMS:** Approval of Minutes - December 9<sup>th</sup>, 2025, Council Meeting; Michael Wright Re-appointment of RJ Ory to the Planning and Zoning Board; Permit Approval - Little Blessings Learning Academy Parade - Friday, February 13<sup>th</sup>, 2026, beginning at 10:00 AM - 10:30 AM - Marching out from 320 Belle Terre parking lot, making a U turn into the street, onto Cannes Drive, then back into the daycare parking lot; Jaclyn Hotard - Re-appointment of Donna Falgoust to the Historic District Commission

**MOTION:** Councilwoman Johnson moved and Councilman Wright seconded the motion to approve consent agenda items consisting of Approval of Minutes - December 9<sup>th</sup>, 2025, Council Meeting; Michael Wright - Re-appointment of RJ Ory to the Planning and Zoning Board; Permit Approval - Little Blessings Learning Academy Parade - Friday, February 13<sup>th</sup>, 2026, beginning at 10:00 AM - 10:30 AM - Marching out from 320 Belle Terre parking lot, making a U turn into the street, onto Cannes Drive, then back into the daycare parking lot; Jaclyn Hotard - Re-appointment of Donna Falgoust to the Historic District Commission. The motion passed with 2 absent (Duhe-Griffin and Torres).

**EXECUTIVE SESSION:**

*DLC Properties LLC v. Command Construction and St. John the Baptist Parish, 40<sup>th</sup> JDC No. 81705 Div. "A"*

*A. Lasseigne Properties, LLC v. St. John the Baptist Parish, 40<sup>th</sup> JDC No. 81838 Div. "C"*

**MOTION:** Councilman Bailey moved and Councilman Madere seconded the motion to go into Executive Session to discuss *DLC Properties LLC v. Command Construction and St. John the Baptist Parish, 40<sup>th</sup> JDC No. 81705 Div. "A"*; *A. Lasseigne Properties,*

*LLC v. St. John the Baptist Parish*, 40<sup>th</sup> JDC No. 81838 Div. "C". The motion passed with Councilwoman Duhe-Griffin absent.

**MOTION:** Councilwoman Ramirez moved and Councilman Bailey seconded the motion to go into Regular Session. The motion passed with Tyra Duhe-Griffin absent.

**MOTION:** Councilman Arcuri moved and Councilman Bailey seconded the motion to accept the recommendation of legal counsel to settle the claim on *DLC Properties LLC v. Command Construction and St. John the Baptist Parish*, 40<sup>th</sup> JDC No. 81705 Div. "A". The motion passed with 7 yeas, 1 abstained (Torres) and 1 absent (Duhe-Griffin).

## **REPORTS**

### **President's Report**

#### **Jaclyn Hotard - Monthly Financial Report (November 2025)**

### **UNFINISHED BUSINESS:**

**25-91**(Public Hearing Held) (Tabled 12-09-25) An ordinance proposing an amendment to Article III, Section A.2 of the St. John the Baptist Parish Home Rule Charter (V. Bailey)

**MOTION:** Councilman Bailey moved and Councilwoman Ramirez seconded the motion to REMOVE Ordinance 25-91 from the TABLE. The motion passed with Councilwoman Duhe-Griffin absent.

**MOTION:** Councilman Arcuri moved and Councilman Bailey seconded the motion to approve Ordinance 25-91 with amendments. The motion passed with 7 yeas, 1 against (Torres) and 1 absent (Duhe-Griffin).

### **PUBLIC HEARING AND ADOPTION ON ORDINANCE(S)**

**25-99**(Public Hearing Held) An ordinance approving the request to rezone Lot 7A-1 and 7B, of the Elvina Subdivision from the Residential District One [R-1] and the Batture District One [B-1] to the Industrial District One [I-1] located at 900/901 Highway 628, LaPlace, St. John the Baptist Parish, LA (PZR-1748) (J. Hotard/C. Powell)

**MOTION:** Councilman Arcuri moved and Councilman Bailey seconded the motion to approve Ordinance 25-99. The motion passed with Councilwoman Duhe-Griffin absent.

**25-100**(Public Hearing Held) An ordinance approving the request to rezone Lot 1A and Lot 2A, of the Woodland Estates Subdivision from the Commercial District Three [C-3] to the Industrial District One [I-1] located at 216A/216B Woodland Drive, LaPlace, St. John the Baptist Parish, LA (PZR-1749) (J. Hotard/C. Powell)

**MOTION:** Councilwoman Ramirez moved and Councilman Arcuri seconded the motion to approve Ordinance 25-100. The motion passed with 7 yeas, 1 abstained (Torres) and 1 absent (Duhe-Griffin).

**25-101** (Public Hearing Held) An ordinance approving the resubdivision of Lot 71, Lot 72, and 73 of the Lac Des Allemands Cove Subdivision, located at 184 Rue St. Charles, Des Allemands, St. John the Baptist Parish, LA (PZS-1453) (J. Hotard/C. Powell)

**MOTION:** Councilman Madere moved and Councilwoman Johnson seconded the motion to approve Ordinance 25-101. The motion passed with Councilwoman Duhe-Griffin absent.

**25-102** (Public Hearing Held) An ordinance approving the resubdivision of Lot B, of the Hope Plantation Subdivision, located on Garyville Northern Street, Garyville, St. John the Baptist Parish, LA (PZS-1455) (J. Hotard/C. Powell)

**MOTION:** Councilwoman Ramirez moved and Councilman Torres seconded the motion to approve Ordinance 25-102. The motion passed with Councilwoman Duhe-Griffin absent.

#### **NEW BUSINESS**

**Vernon Bailey, Sr./Jason Akers - Resolution - R25-196 - A Resolution ordering and calling a special election to be held in the Parish of St. John the Baptist, State of Louisiana, to vote upon the adoption of an amendment to the current St. John the Baptist Parish Home Rule Charter with respect to compensation of Parish Council members, making application to the State Bond Commission, and providing for other matters in connection therewith**

**MOTION:** Councilman Bailey moved and Councilwoman Ramirez seconded the motion to approve Resolution R25-196. A Resolution ordering and calling a special election to be held in the Parish of St. John the Baptist, State of Louisiana, to vote upon the adoption of an amendment to the current St. John the Baptist Parish Home Rule Charter with respect to compensation of Parish Council members, making application to the State Bond Commission, and providing for other matters in connection therewith. BE IT RESOLVED by the St. John the Baptist Parish Council, State of Louisiana (the "Governing Authority"), acting as the governing authority of the Parish of St. John the Baptist, State of Louisiana (the "Parish"), that: SECTION 1.Election Call. Subject to the approval of the State Bond Commission, and under the authority conferred by the Constitution of the State of Louisiana of 1974, including Article VI, Sections 5, and 22 thereof, the applicable provisions of the Louisiana Election Code, and other constitutional and statutory authority, a special election is hereby called and ordered to be held in the Parish on SATURDAY, MAY 16, 2026, between the hours of seven o'clock (7:00) a.m. and eight o'clock (8:00) p.m., in accordance with the provisions of La. R.S. 18:541, and at the said election there shall be submitted to all registered voters qualified and entitled to vote at the said election under the Constitution and laws of this State and the Constitution of the United States, the following proposition, to-wit: CHARTER AMENDMENT PROPOSITION Shall the first paragraph of Article III, Section A.2. of the St. John the Baptist Parish Home Rule Charter with respect to compensation of Parish Council members be amended as provided in Ordinance 25-91 adopted on December 22, 2025, to provide that the compensation of Parish Council members shall be established annually and shall be an amount equal to the average salary paid to members of the governing authorities in the Parishes of St. Charles and St. James holding equivalent positions? SECTION 2.Publication of Notice of Election. A Notice of Special Election shall be published in the official journal of the Parish once a week for four consecutive weeks, with the first publication to be made not less than forty-five (45) days nor more than ninety (90) days prior to the date of the election, which Notice shall be substantially in the form attached hereto as "Exhibit A" and incorporated herein by reference the same as if it were set forth herein in full. Notwithstanding the foregoing, prior to the publication of the Notice of Election, the Legislative Assistant is authorized and directed to make any amendments to the foregoing proposition that may be required to comply with any state or federal regulatory agencies. SECTION 3.Canvass. This Governing

Authority shall meet at its regular meeting place, the St. John the Baptist Parish Government Complex, 1811 W. Airline Hwy. LaPlace, Louisiana, on TUESDAY, JUNE 9, 2026, at SIX O'CLOCK (6:00) P.M., and shall then and there in open and public session proceed to examine and canvass the returns and declare the result of the said special election. SECTION 4. Polling Places. The polling places for the precincts in the Parish are hereby designated as the polling places at which to hold the said elections, and the Commissioners-in-Charge and Commissioners, respectively, will be the same persons as those designated in accordance with law. SECTION 5. Election Commissioners; Voting Machines. The officers designated to serve as Commissioners-in-Charge and Commissioners pursuant to Section 4 hereof, or such substitutes therefor as may be selected and designated in accordance with La. R.S. 18:1287, shall hold the said special election as herein provided, and shall make due returns of said election for the meeting of the Governing Authority to be held as provided in Section 3 hereof. All registered voters in the Parish will be entitled to vote at the special election, and voting machines shall be used. SECTION 6. Authorization of Officers. The Legislative Assistant of the Governing Authority is hereby empowered, authorized and directed to arrange for and to furnish to said election officers in ample time for the holding of said election, the necessary equipment, forms and other paraphernalia essential to the proper holding of said election and the Councilwoman and/or Legislative Assistant of the Governing Authority are further authorized, empowered and directed to take any and all further action required by State and/or Federal law to arrange for the election. SECTION 7. Furnishing Election Call to Election Officials. Certified copies of this resolution shall be forwarded to the Secretary of State, the Clerk of Court and *Ex-Officio* Parish Custodian of Voting Machines of St. John the Baptist Parish and the Registrar of Voters of St. John the Baptist Parish, as notification of the special election, in order that each may prepare for said election and perform their respective functions as required by law. SECTION 8. Application to State Bond Commission. Application is made to the State Bond Commission for consent and authority to hold the special election as herein provided, and in the event said election carries for further consent and authority to amend the Home Rule Charter. A certified copy of this resolution shall be forwarded to the State Bond Commission on behalf of this Governing Authority, together with a letter requesting the prompt consideration and approval of this application. The motion passed with 7 yeas, 1 against (Torres) and 1 absent (Duhe-Griffin).

**Jaclyn Hotard/Peter Montz - Resolution - R25-197 - A Resolution authorizing St. John the Baptist Parish to advertise and receive Request for Proposals (RFP) for the Office of Fire Services Group Dental Insurance**

**MOTION:** Councilman Bailey moved and Councilwoman Ramirez seconded the motion to approve Resolution R25-197. A Resolution authorizing St. John the Baptist Parish to advertise and receive Request for Proposals (RFP) for the Office of Fire Services Group Dental 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 Office of Fire Services Group Dental Insurance which expires February 28, 2026; and, 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 Office of Fire Services Group Dental Insurance. The motion passed with Councilwoman Duhe-Griffin absent.

**Jaclyn Hotard/Peter Montz - Resolution - R25-198 - A Resolution authorizing St. John the Baptist Parish to advertise and receive Request for Proposals (RFP) for the Office of Fire Services Group Health Insurance**

**MOTION:** Councilman Bailey moved and Councilman Arcuri seconded the motion to approve Resolution R25-198. A Resolution authorizing St. John the Baptist Parish to advertise and receive Request for Proposals (RFP) for the Office of Fire Services 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 Office of Fire Services Group Health Insurance which expires February 28, 2026; and, 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 Office of Fire Services Group Health Insurance. The motion passed with Councilwoman Duhe-Griffin absent.

**Jaclyn Hotard/Peter Montz - Resolution - R25-199 - A Resolution authorizing St. John the Baptist Parish President to sign and execute a Memorandum of Understanding (MOU) with the American National Red Cross**

**MOTION:** Councilwoman Ramirez moved and Councilman Wright seconded the motion to approve Resolution R25-199. A Resolution authorizing St. John the Baptist Parish President to sign and execute a Memorandum of Understanding (MOU) with the American National Red Cross. 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 MOU defines the working relationship between the Parish and The American National Red Cross in preparing for and responding in the event of a disaster/emergency; and, WHEREAS, services include readiness and response activities to assist individuals and communities who have been impacted by a disaster or emergency; and, WHEREAS, services will be activated in the event of a disaster or emergency; and, 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 a Memorandum of Understanding with The American National Red Cross. The motion passed with Councilwoman Duhe-Griffin absent.

**Jaclyn Hotard/Peter Montz - Resolution - R25-200 - A Resolution authorizing St. John the Baptist Parish to renew the Intergovernmental Agreement with the River Parishes Transit Authority (RPTA)**

**MOTION:** Councilman Wright moved and Councilman Bailey seconded the motion to approve Resolution R25-200. A Resolution authorizing St. John the Baptist Parish to renew the Intergovernmental Agreement with the River Parishes Transit Authority (RPTA). 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, Renewal No. 1 will add two (2) years to the original Agreement dated January 10, 2023, to continue transportation services for St. John residents; and, WHEREAS, the required annual match is \$125,000 and is funded through the Economic Development

Department. 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 Cooperative Endeavor Agreement between St. John the Baptist Parish and The River Parishes Transit Authority. The motion passed with Councilwoman Duhe-Griffin absent.

**Jaclyn Hotard/Peter Montz - Resolution - R25-201 - A Resolution authorizing St. John the Baptist Parish to amend the Professional Services Agreement with Infinity Engineering Consultants, LLC for the West 1<sup>st</sup> Street Lift Station and Force Main Project**

**MOTION:** Councilwoman Johnson moved and Councilwoman Johnson seconded the motion to approve Resolution R25-201. A Resolution authorizing St. John the Baptist Parish to amend the Professional Services Agreement with Infinity Engineering Consultants, LLC for the West 1<sup>st</sup> Street Lift Station Force Main 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 increases the original Agreement in the amount of \$16,500; and, WHEREAS, increase is due to fees for Permitting and Utility Coordination to complete additional permitting requirements for the design and construction of the project; and, WHEREAS, Amendment No. 1 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 St. John the Baptist Parish is hereby authorized to amend the Professional Services Agreement between St. John the Baptist Parish and Infinity Engineering Consultants, LLC for the West 1<sup>st</sup> Street Lift Station and Force Main Project. The motion passed with Councilwoman Duhe-Griffin absent.

**Jaclyn Hotard/Peter Montz - Resolution - R25-202 - A Resolution authorizing St. John the Baptist Parish President to execute Change Order No. 3 with Jones Construction Solutions, LLC for the Animal Shelter Renovation Project**

**MOTION:** Councilman Arcuri moved and Councilman Wright seconded the motion to approve Resolution R25-202. A Resolution authorizing St. John the Baptist Parish President to execute Change Order No. 3 with Jones Construction Solutions, LLC for the Animal Shelter Renovation 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. 3 is a close-out change order that decreases the original Agreement in the amount of \$1,400; WHEREAS, the decrease is due to the adjustment of quantities and materials used to complete the project; and, WHEREAS, the project is 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 execute the Change Order No. 3 between St. John the Baptist Parish and Jones Construction Solutions, LLC. The motion passed with Councilwoman Duhe-Griffin absent.

**Jaclyn Hotard/Peter Montz - Resolution - R25-203 - A Resolution authorizing St. John the Baptist Parish President to execute the Certificate of Substantial Completion with Jones Construction Solutions, LLC for the Animal Shelter Renovation Project**

**MOTION:** Councilman Bailey moved and Councilman Wright seconded the motion to approve Resolution R25-203. A Resolution authorizing St. John the Baptist Parish President to execute the Certificate of Substantial Completion with Jones Construction Solutions, LLC for the Animal Shelter Renovation 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, this project has been deemed substantially complete by the Project Engineer; and, WHEREAS, all punch list items were identified and near completion. 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 the Certificate of Substantial Completion between St. John the Baptist Parish and Jones Construction Solutions, LLC. The motion passed with Councilwoman Duhe-Griffin absent.

**Jaclyn Hotard/Peter Montz - Resolution - R25-204 - A Resolution authorizing St. John the Baptist Parish to settle and pay the July 15, 2025, Property Damage Claim to Ricky Johnson of 387 Fairway Drive, LaPlace, LA 70068**

**MOTION:** Councilwoman Ramirez moved and Councilman Wright seconded the motion to approve Resolution R25-204. A Resolution authorizing St. John the Baptist Parish to settle and pay the July 15, 2025, Property Damage Claim to Ricky Johnson of 387 Fairway Drive, LaPlace, LA 70068. 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 \$448; and, WHEREAS, the settlement will be funded through the Settlement line item of the Utilities Department 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 July 15, 2025, Property Damage Claim to Ricky Johnson of 387 Fairway Dr, LaPlace, LA 70068. The motion passed with Councilwoman Duhe-Griffin absent.

**INTRODUCTION OF ORDINANCES:**

**ADJOURNMENT:**

At 12:37PM, Councilman Bailey moved and Councilwoman Johnson seconded the motion to adjourn. The motion passed with Councilwoman Duhe-Griffin absent.

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COUNCIL CHAIR

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COUNCIL CLERK