

**OFFICIAL PROCEEDINGS**  
**ST. JOHN THE BAPTIST PARISH COUNCIL**  
**TUESDAY, MARCH 10<sup>TH</sup>, 2026**  
**CHAIRMAN ROBERT ARCURI**  
**VICE-CHAIRWOMAN TAMMY HOUSTON**

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 Courthouse, Rudolph Sorapuru Chambers, Edgard, Louisiana on Tuesday, March 10<sup>th</sup>, 2026, 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, Jr., Councilman District II, Tammy Houston, Councilwoman District III, Tyra Duhe-Griffin, Councilwoman District IV, Robert Arcuri, Councilman District V, Vernon Bailey, Sr., Councilman District VI

**ABSENT:** Dixie Ramirez

Tyra Duhe-Griffin led the Prayer and Lennix Madere, Jr. 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 were no public comments at this time.

**SPECIAL BUSINESS:**

**Jaclyn Hotard - Proclamation - March as Problem Gambling Awareness Month**

**Jaclyn Hotard - Proclamation - March as National Kidney Month, March 12<sup>th</sup> - World Kidney Day**

**CONSENT AGENDA** - Approval of Minutes - February 24<sup>th</sup>, 2026, Council Meeting

**MOTION:** Councilman Bailey moved and Councilwoman Houston seconded the motion to approve consent agenda consisting of Approval of Minutes - February 24<sup>th</sup>, 2026, Council Meeting. The motion passed with Councilwoman Ramirez absent.

**REPORTS:**

**President's Report**

**PUBLIC HEARING AND CONSIDERATION OF ORDINANCE(S)**

**26-12** (Public Hearing Held) An ordinance authorizing the issuance by the Parish of St. John the Baptist, State of Louisiana of its Taxable Utilities Revenue Bond (DEQ), in an amount not to exceed Ten Million Dollars (\$10,000,000) and providing for other matters in Connection therewith (J. Hotard)

**MOTION:** Councilman Wright moved and Councilman Houston seconded the motion to approve Ordinance 26-12. The motion passed with Councilwoman Ramirez absent.

**NEW BUSINESS:**

**Jaclyn Hotard/Peter Montz - Resolution - R26-28 - A Resolution authorizing St. John the Baptist Parish to advertise and solicit bids for the St. John Parish Water Distribution and Treatment Maintenance/Emergency Repairs Project**

**MOTION:** Councilman Bailey moved and Councilwoman Johnson seconded the motion to approve Resolution R26-28. A Resolution authorizing St. John the Baptist Parish to advertise and solicit bids for the St. John Parish Water Distribution 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, services are needed for Maintenance and Emergency Repairs on the Water Distribution and Treatment System on an as-needed basis as directed by the Utilities Department; and, WHEREAS, costs will be funded through the Utilities Department Fund. NOW, THEREFORE, BE IT RESOLVED, by the St. John the Baptist Parish Council, that St. John the Baptist Parish is hereby authorized to solicit bids for the Water Distribution and Treatment Maintenance/Emergency Repairs Project. The motion passed with Councilwoman Ramirez absent.

**Jaclyn Hotard/Peter Montz - Resolution - R26-29 - A Resolution authorizing St. John the Baptist Parish to amend the Professional Services Agreement with Barowka and Bonura Engineers and Consultants, LLC for Grants Administration**

**MOTION:** Councilman Wright moved and Councilwoman Houston seconded the motion to approve Resolution R26-29. A Resolution authorizing St. John the Baptist Parish to amend the Professional Services Agreement with Barowka and Bonura Engineers and Consultants, LLC for Grants Administration. 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 will add two (2) additional years to the original Agreement dated May 24, 2022; and, WHEREAS, Barowka and Bonura Engineers and Consultants, LLC implement, monitor, prepare and respond to Requests for Information from FEMA/GOHSEP Office for the Hazard Mitigation Projects which include assistance with H&H Studies, Budget Amendments, Extension Requests and Closeout Reports for HMGP Drainage Improvement Projects and the Acquisition Program; and, WHEREAS, Amendment No. 1 will be funded through 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 amend the Professional Services Agreement between St. John the Baptist Parish and Barowka and Bonura Engineers and Consultants, LLC. The motion passed with Councilwoman Ramirez absent.

**Jaclyn Hotard/Peter Montz - Resolution - R26-30 - A Resolution authorizing St. John the Baptist Parish President to execute Change Order No. 1 with Next Generation Sports Surfaces, LLC for the REGALA Park Flag Football Field Synthetic Turf and Lighting Project**

**MOTION:** Councilwoman Houston moved and Councilman Wright seconded the motion to approve Resolution R26-30. A Resolution authorizing St. John the Baptist Parish President to execute Change Order No. 1 with Next Generation Sports Surfaces, LLC for the REGALA Park Flag Football Field Synthetic Turf and Lighting 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. 1 is a close-out change order that decreases the original Agreement in the amount of \$1,500; and, WHEREAS, the decrease is due to the adjustment of equipment and materials used to complete the project; and, WHEREAS, the project was funded through the Recreation Department 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. 1 between St. John the Baptist Parish and Next Generation Sports Surfaces, LLC. The motion passed with 7 yeas, 1 nay (Torres) and 1 absent (Ramirez).

**Jaclyn Hotard/Peter Montz - Resolution - R26-31 - A Resolution authorizing St. John the Baptist Parish President to execute the Certificate of Substantial Completion with Next Generation Sports Surfaces, LLC for the REGALA Park Flag Football Field Synthetic Turf and Lighting Project**

**MOTION:** Councilman Bailey moved and Councilwoman Houston seconded the motion to approve Resolution R26-31. A Resolution authorizing St. John the Baptist Parish President to execute the Certificate of Substantial Completion with Next Generation Sports Surfaces, LLC for the REGALA Park Flag Football Field Synthetic Turf and Lighting 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 Next Generation Sports Surfaces, LLC. The motion passed with 7 yeas, 1 nay (Torres) and 1 absent (Ramirez).

**Jaclyn Hotard/Peter Montz - Resolution - R26-32 - A Resolution authorizing St. John the Baptist Parish President to execute Change Order No. 1 with Coleman Roofing & Construction Gonzales, LLC 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 R26-32. A Resolution authorizing St. John the Baptist Parish President to execute Change Order No. 1 with Coleman Roofing & Construction Gonzales, LLC 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, Change Order No. 1 is a close-out change order that decreases the original Agreement in the amount of \$4,060; and, WHEREAS, the decrease is due to the adjustment of materials needed to complete the project; and, WHEREAS, the project was funded through the Hurricane Ida Fund with FEMA Reimbursement. 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. 1 between St. John the Baptist Parish and Coleman Roofing & Construction Gonzales, LLC. The motion passed with Councilwoman Ramirez absent.

**Jaclyn Hotard/Peter Montz - Resolution - R26-33 - A Resolution authorizing St. John the Baptist Parish President to execute the Certificate of Substantial Completion**

**with Coleman Roofing & Construction Gonzales, LLC for the Metal Roof Replacement Project at the St. John Community Center**

**MOTION:** Councilman Bailey moved and Councilman Wright seconded the motion to approve Resolution R26-33. A Resolution authorizing St. John the Baptist Parish President to execute the Certificate of Substantial Completion with Coleman Roofing & Construction Gonzales, LLC for the Metal Roof 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, 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 Coleman Roofing & Construction Gonzales, LLC. The motion passed with Councilwoman Ramirez absent.

**Jaclyn Hotard/Peter Montz - Resolution - R26-34 - A Resolution authorizing St. John the Baptist Parish President to execute Change Order No. 5 with Bip & Sons Services, LLC for the St. John Parish Water Distribution and Treatment Maintenance/Emergency Repairs Project**

**MOTION:** Councilwoman Houston moved and Councilwoman Johnson seconded the motion to approve Resolution R26-34. A Resolution authorizing St. John the Baptist Parish President to execute Change Order No. 5 with Bip & Sons Services, LLC for the St. John Parish Water Distribution 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. 5 increases the original Agreement by \$1,000,000 for additional required water distribution repairs and future task orders for emergency and/or other miscellaneous maintenance work on the Parish's Water Distribution and Treatment System; and, WHEREAS, Change Order No. 5 will be funded through the Utilities Department 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 Council to execute Change Order No. 5 between St. John the Baptist Parish and Bip & Sons Services, LLC. The motion passed with Councilwoman Ramirez absent.

**Jaclyn Hotard/Jason Akers - Resolution - R26-35 - A Resolution ordering and calling a special election to be held in the Parish of St. John the Baptist, State of Louisiana, to authorize the issuance of general obligation bonds and the levy of a special tax therein, making application to the State Bond Commission, and providing for other matters in connection therewith**

**MOTION:** Councilwoman Houston moved and Councilman Bailey seconded the motion to approve Resolution R26-35. A Resolution ordering and calling a special election to be held in the Parish of St. John the Baptist, State of Louisiana, to authorize the issuance of general obligation bonds and the levy of a special tax therein, 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 32 and 33 thereof, Part II of Chapter 4 of Subtitle II of Title 39 of the Louisiana Revised Statutes of 1950, as amended, 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, JUNE 27, 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 propositions, to-wit: PROPOSITION NO. 1 OF 2 (BOND) Shall the Parish of St. John the Baptist, State of Louisiana (the "Parish"), incur debt and issue not exceeding \$80,000,000 of general obligation bonds (the "Bonds"), in one or more series, to run not exceeding 20 years from the date thereof, to bear interest at rates not exceeding 7% per annum, and to be payable from ad valorem taxes to be levied and collected in the manner provided by Article VI, Section 33 of the Louisiana Constitution of 1974, as amended, and other constitutional and statutory authority, for the purposes of constructing, acquiring and improving public roads, highways and bridges, the Parish waterworks system and other public improvements in the Parish, title to which shall be in the public, with no estimated increase in the millage rate to be levied in the first year above the 11.25 mills currently being levied to pay the general obligation bonds of the Parish? PROPOSITION NO. 2 OF 2 (IN LIEU MILLAGE) Shall the Parish of St. John the Baptist, State of Louisiana (the "Parish"), levy a tax of 3.81 mills on all property subject to taxation in the Parish (an estimated \$3,300,000 reasonably expected at this time to be collected from the levy of the tax for an entire year), for a period of 20 years beginning with the year 2026 and ending with the year 2045, to be used exclusive for purposes of public safety and the maintenance, improvement, and lighting of roads, highways, and other public places in the Parish, said tax to be in lieu of and replace an ad valorem tax of 3.83 mills authorized to be levied in Road Lighting District No. 1 of the Parish of St. John the Baptist, State of Louisiana through the year 2031 at an election held in said District on November 13, 2021? 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 propositions 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 Courthouse, Rudolph Sorapuru Chambers, 2393 LA-18, Edgard, Louisiana, on TUESDAY, JULY 14, 2026, at 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 Chairman 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 issue, sell and deliver the bonds provided for therein and to levy the special tax provided for therein. 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. By virtue of applicant/issuer's application for, acceptance and utilization of the benefits of the Louisiana State Bond Commission's approval(s) resolved and set forth herein, it resolves that it understands and agrees that such approval(s) are expressly conditioned upon, and it further resolves that it understands, agrees and binds itself, its successors and assigns to, full and continuing compliance with the "State Bond Commission Policy on Approval of Proposed Use of Swaps, or other forms of Derivative Products Hedges, Etc.", adopted by the Commission on July 20, 2006, as to the borrowing(s) and other matter(s) subject to the approval(s), including subsequent application and approval under said Policy of the implementation or use of any swap(s) or other product(s) or enhancement(s) covered thereby. SECTION 9. Employment of Bond Counsel. This Governing Authority finds and determines that a real necessity exists for the employment of special counsel in connection with the issuance of the proposed general obligation bonds of the Parish, and accordingly, Foley & Judell, L.L.P., of New Orleans, Louisiana, as Bond Counsel, is hereby employed to do and perform work of a traditional legal nature as bond counsel with respect to the issuance and sale of said Bonds. Said Bond Counsel shall prepare and submit to this Governing Authority for adoption all of the proceedings incidental to the authorization, issuance, sale and delivery of such Bonds, shall counsel and advise this Governing Authority as to the issuance and sale thereof and shall furnish its opinions covering the legality of the issuance of the Bonds. The fee of Bond Counsel for each series of bonds shall be fixed at a sum not exceeding the fee allowed by the Attorney General's fee guidelines for such bond counsel work in connection with the issuance of such Bonds and based on the amount of said Bonds actually issued, sold, delivered and paid for, plus "out-of-pocket" expenses, said fees to be contingent upon the issuance, sale and delivery of said Bonds. The Parish President is hereby authorized and directed to execute, and this Governing Authority hereby agrees to and accepts the terms of, the engagement letter of Bond Counsel appended hereto as Exhibit "B". A certified copy of this resolution shall be submitted to the Attorney General of the State of Louisiana for approval of said employment and of the fees herein designated, and payment for the work herein specified upon completion thereof and under the conditions herein enumerated is hereby approved without further action of this Governing Authority. The Parish President is authorized to approve and engage any Co-Bond Counsel that may be desired in her sole discretion and execute any contract therefor. SECTION 10. Confirmation of Appointment of Municipal Advisor. The Issuer hereby retains Government Consultants, Inc., of Baton Rouge, Louisiana, to act as its Municipal Advisor ("MA") pursuant to the provisions of the Dodd-Frank Wall Street Reform and Consumer Protection Act and the rules promulgated thereunder by the Securities and Exchange Commission. The Issuer hereby acknowledges that it is represented by the MA and will rely upon the advice of the MA with respect to the Bonds. The fee to be paid the MA shall be payable solely from the proceeds of the Bonds when and if issued, and the amount thereof shall be subject to

the approval of the State Bond Commission. The Parish President is hereby authorized and directed, in her discretion, to execute any contract the MA may require with respect to the engagement. The Parish President is authorized to approve and engage any Municipal Advisor that may be desired in her sole discretion and execute any contract therefor. SECTION 11. Confirmation of Appointment of Underwriter/Placement Agent. Stifel, Nicolaus & Company, Incorporated, of Baton Rouge, Louisiana (the "Underwriter"), is hereby appointed as underwriter/placement agent in connection with the Bonds if approved as set forth herein, any compensation to be subsequently approved by the Issuer and to be paid from the proceeds of the Bonds when and if issued; provided that no compensation shall be due to said underwriter/placement agent unless the Bonds are sold and delivered. The Parish President is authorized to approve and engage any Co-Underwriter that may be desired in her sole discretion and execute any contract therefor. SECTION 12. Declaration of Official Intent. Prior to the delivery of the Bonds, the Issuer presently intends and reasonably expects that it may pay all or a portion of the costs of the Project from legally available funds in its General Fund or that may be transferred into its General Fund. Upon the issuance of the Bonds, the Issuer presently intends and reasonably expects to reimburse any such expenditures for the Project from a portion of the proceeds of the Bonds, provided that such reimbursement shall be in an amount not currently reasonably expected to exceed the maximum principal amount of the Bonds set forth in Section 1 hereof. Any such allocation of proceeds of the Bonds for reimbursement will be with respect to capital expenditures (as defined in Reg. 1.150-1(b)) and will be made not later than 18 months after the later of (i) the date such expenditure was paid or (ii) the date on which the Project was placed in service or abandoned, but in no event more than three years after the original expenditure is paid. This Section is intended to be a declaration of official intent within the meaning of Reg. 1.150-2, and certain terms used in this Section shall have the meaning given in such Regulation. For purposes of this Section, the Project includes constructing, acquiring and improving public roads, highways and bridges, the Parish waterworks system and other public improvements in the Parish. All of the expenditures covered by this Section were or will be made on and after the date which is 60 days prior to the effective date of this Resolution or as otherwise allowed by Reg. 1.150-22 which includes, among other things, an exception for "preliminary expenditures" as defined therein. The motion passed with Councilwoman Ramirez absent.

**Robert Arcuri - Parish Council to select option B or C from Ordinance No. 25-75, Employment of a Secretary to the Council, as the method to search for candidates to fill the vacant Secretary to the Council position**

**MOTION:** Councilman Bailey moved and Councilwoman Houston seconded the motion to approve Option C from Ordinance No. 25-75, Employment of a Secretary to the Council, as the method to search for candidates to fill the vacant Secretary to the Council position. The motion passed with 5 yeas, 3 nays (Duhe-Griffin, Arcuri, Torres) and 1 absent (Ramirez).

**INTRODUCTION OF ORDINANCES:**

**26-13** - An ordinance approving excavation within Parish Rights-of-way for the installation of fiber optics along Derek Lane by municipal address 47 Derek Lane, LaPlace, St. John the Baptist Parish, LA (Permit No. 19444) (J. Hotard/C. Powell)

And approving excavation within Parish Rights-of-way for the installation of fiber optics along North Canterbury Drive by municipal address 303 North Canterbury Drive, LaPlace, St. John the Baptist Parish, LA (Permit No. 19449) (J. Hotard/C. Powell)

**ADJOURNMENT :**

At 6:42 PM, Councilman Bailey moved and Councilman Wright seconded the motion to adjourn. The motion passed with Councilwoman Ramirez absent.

/s/Robert Arcuri  
Council Chair

/s/Ranshawa Sylvain  
Council Clerk