

St. James Parish Council

P. O. Box 176
Vacherie, Louisiana 70090
(225) 562-2400
FAX (225) 562-2401
TDD: (225) 562-8500
council@stjamesparishla.gov

Vondra Etienne-Steib
Chairwoman

Jason Amato
Vice-Chairman

Linda Hubbell
Secretary

June 7, 2022

Honorable Members
St. James Parish Council

The St. James Parish Council will meet in regular session on Wednesday, June 8, 2022, at 6:00 p.m. in the Council Chambers of the Parish Courthouse in Convent.

Please make every effort to attend.

Sincerely,

Linda Hubbell

Linda Hubbell
Secretary

cc: Parish President Pete Dufresne & Staff
Assistant District Attorney Adam Koenig
The News Examiner/Enterprise
The Morning Advocate
L'Observateur

Note: St. James Parish will provide, upon request, reasonable accommodation to any disabled individual wishing to attend the meeting. Anyone requiring reasonable accommodation is requested to contact 1-800-846-5277 (TDD), 1-800-947-5277 (Voice) or 562-2400 (Handicapped) to discuss the particular accommodation needed.

| | | | | | | |
|------------------------------|--------------------|--------------------|--------------------|---------------------|---------------------|--------------------|
| Alvin St. Pierre, Jr. | Jason Amato | Ryan Louque | Mason Bland | Clyde Cooper | Vondra Steib | Donald Nash |
| District 1 | District 2 | District 3 | District 4 | District 5 | District 6 | District 7 |

AGENDA
ST. JAMES PARISH COUNCIL
Parish Courthouse – 5800 Hwy 44, Convent, LA
WEDNESDAY, JUNE 8, 2022

6:00 P.M. REGULAR MEETING

I. CALL TO ORDER & ROLL CALL

II. PRAYER & PLEDGE

III. MINUTES

1. Approval of the May 25, 2022 regular meeting minutes

IV. FINANCE DEPARTMENT MONTHLY REPORT

1. Approval of the April 2022 Statement of Revenues and Expenditures

V. PRESIDENT’S REPORT

VI. PUBLIC COMMENT on any agenda item requiring a Council vote in accordance with La. R.S. 42:14.

VII. PRESENTATION

1. Recognition of Zula Singletary Dupuy on her 100th birthday (Dufresne)
2. Recognition of Laura Dennis Lewis on her 100th birthday (Cooper)
3. Recognition of the LHS Baseball Team on winning the Class 3A State Championship (Dufresne)

VIII. APPOINTMENTS TO BOARDS AND COMMISSIONS

1. Resolution reappointing Mac Bordelon as a District 1 Representative to the St. James Parish Economic Development Board (St. Pierre)

IX. OLD BUSINESS

1. Acquisition of Land for Multi-purpose building (Etienne-Steib)
2. Update of drainage study for Forrestal to Pool Lane (Nash)

X. NEW BUSINESS

1. Resolution commending and congratulating the Lutcher High School Baseball Team on winning the 2022 Class 3A State Championship (Dufresne)
2. Resolution to approve disbursement of payroll for the June 10, 2022 payroll (Amato)
3. Resolution to approve disbursement of funds to pay pending current invoices and payables (Amato)
4. Resolution scheduling a Board of Review for September 14, 2022 (Amato)
5. Resolution approving the signing of new American Recovery Plan Schedule of Funding between the Governor’s Office of Elderly Affairs and St. James Parish Government, Department of Human Resources for July 1, 2022 to June 30, 2023 program year (Dufresne)
6. Resolution accepting Change Order #3 from TBT Contracting Inc. of LA for the East Bank Recreation Facility (Dufresne)

XI. DIRECTOR’S REPORT

XII. COUNCIL MEMBER’S REPORT

XIII. MOTION TO ADJOURN

To view backup documentation please visit www.stjamesla.com/agendacenter

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ST. JAMES PARISH COUNCIL



&

ST. JAMES PARISH PRESIDENT



Hereby grant special recognition and congratulations to

MS. ZULA SINGLETARY DUPUY

*On the celebration of her 100th Birthday
On May 24, 2022*

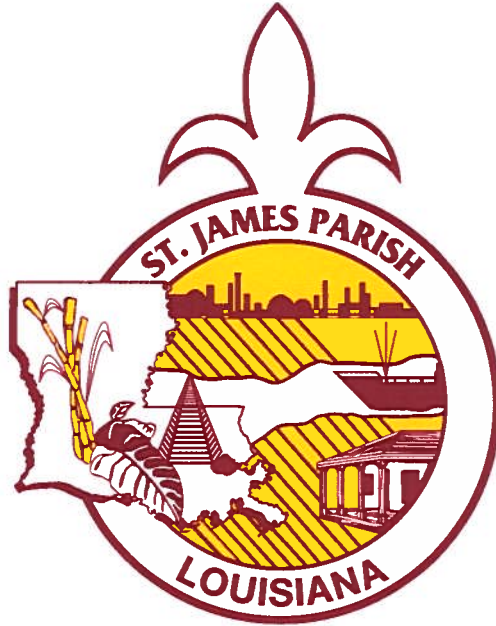
Presented this 8nd day of June 2022

Parish President

Council Vice-Chairman



ST. JAMES PARISH COUNCIL
&
ST. JAMES PARISH PRESIDENT



Hereby grant special recognition and congratulations to

MS. LAURA DENNIS LEWIS

*On the celebration of her 100th Birthday
On June 20, 2022*

Presented this 8nd day of June 2022

Parish President

Council Vice-Chairman



**RESOLUTION
ST. JAMES PARISH COUNCIL**



**A RESOLUTION COMMENDING AND CONGRATULATING THE
LUTCHER HIGH SCHOOL BASEBALL TEAM ON WINNING THE
2022 CLASS 3A STATE BASEBALL CHAMPIONSHIP**

WHEREAS, the 2022 Lutcher High School Baseball Team has reached the pinnacle of high school baseball competition by participating in the 2022 LHSAA Baseball Championships at McMurray Park in Sulphur, LA and winning the Class 3A State Baseball Championship trophy; and,

WHEREAS, this accomplishment, which came through much sacrifice, dedication, and hard work, will always be cherished by the Coaches and Players for the rest of their days; and

WHEREAS, the 2022 3A Bulldogs have joined the 1951 1A, 1967 2A, 1975 3A, and 2013 4A squads as State Baseball Championship teams in Lutcher's proud history; and,

WHEREAS, this state championship is the 51st state championship overall in Lutcher High School's athletic history; and,

WHEREAS, the Lutcher Bulldogs Coaches and Team continue to bring positive recognition to St. James Parish; and

*WHEREAS, the St. James Parish Council, as the legal governing body of St. James Parish, recognizes the Lutcher Bulldog Coaches and Players for reaching their goal to **FINISH!***

NOW, THEREFORE, BE IT RESOLVED, by the St. James Parish Council, that the Lutcher High School Bulldog Baseball Team, the coaching staff, administrators, faculty, student body, and the entire "Bulldog Faithful", which includes many fans, are hereby congratulated on winning the LHSAA Baseball Class 3A State Baseball Championship and are commended for their 2022 season. The untiring effort, determination, sportsmanship, and excitement exhibited by the team makes us all proud to be a part of this great parish.

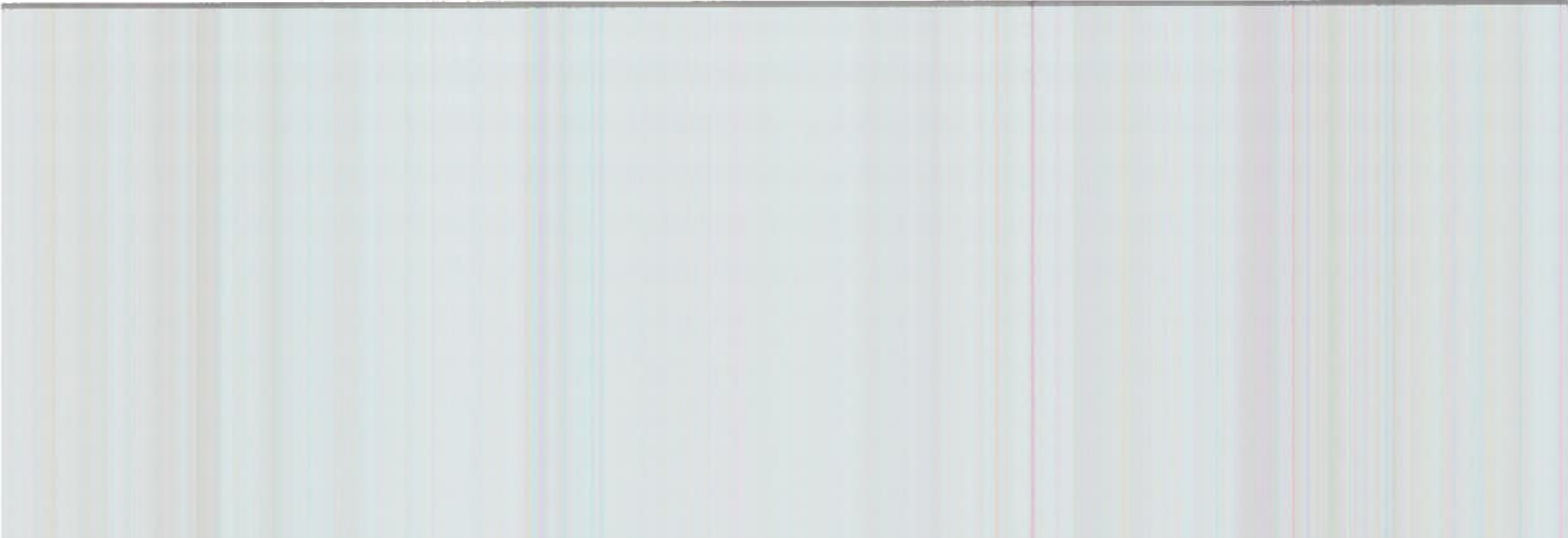
Council Chairman

Parish President

C E R T I F I C A T E

I, Linda Hubbell, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 8th day of June 2022.

Linda Hubbell, Secretary



The following resolution was offered and moved for adoption by Councilman _____ and seconded by Councilman _____:

**RESOLUTION 22-
ST. JAMES PARISH COUNCIL**



A RESOLUTION REAPPOINTING MAC BORDELON AS A DISTRICT 1 REPRESENTATIVE TO THE ST. JAMES PARISH ECONOMIC DEVELOPMENT BOARD

WHEREAS, Mac Bordelon, a member of the Economic Development Board from District 1, has since his original appointment rendered services and performed duties faithfully and well; and,

WHEREAS, the term of Mr. Bordelon will expire in June 2022; and,

WHEREAS, it is the wishes of the Parish Council that the tenure of Mr. Bordelon be continued:

NOW, THEREFORE, BE IT RESOLVED, by the St. James Parish Council, that Mac Bordelon, P. O. Box 512, Lucher, LA 70071, be and he is hereby reappointed as a District 1 Representative to the St. James Parish Economic Development Board, said term to expire June 2025.

And, the resolution was declared adopted on this, the 8th day of June 2022.

Council Vice-Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

C E R T I F I C A T E

I, Linda Hubbell, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 8th day of June 2022.

Signed at Vacherie, Louisiana, this 9th day of June 2022.

(S E A L)

Linda Hubbell
Secretary

The following resolution was offered and moved for adoption by Councilman _____, seconded by Councilman -----, and unanimously adopted:

**RESOLUTION 22-
ST. JAMES PARISH COUNCIL**



A RESOLUTION COMMENDING AND CONGRATULATING THE LUTCHER HIGH SCHOOL BASEBALL TEAM ON WINNING THE 2022 CLASS 3A STATE BASEBALL CHAMPIONSHIP

WHEREAS, the 2022 Lutchter High School Baseball Team has reached the pinnacle of high school baseball competition by participating in the 2022 LHSAA Baseball Championships at McMurray Park in Sulphur, LA and winning the Class 3A State Baseball Championship trophy; and,

WHEREAS, this accomplishment, which came through much sacrifice, dedication, and hard work, will always be cherished by the Coaches and Players for the rest of their days; and

WHEREAS, the 2022 3A Bulldogs have joined the 1951 1A, 1967 2A, 1975 3A, and 2013 4A squads as State Baseball Championship teams in Lutchter’s proud history; and,

WHEREAS, this state championship is the 51st state championship overall in Lutchter High School’s athletic history; and,

WHEREAS, the Lutchter Bulldogs Coaches and Team continue to bring positive recognition to St. James Parish; and

WHEREAS, the St. James Parish Council, as the legal governing body of St. James Parish, recognizes the Lutchter Bulldog Coaches and Players for reaching their goal to **FINISH!**

NOW, THEREFORE, BE IT RESOLVED, by the St. James Parish Council, that the Lutchter High School Bulldog Baseball Team, the coaching staff, administrators, faculty, student body, and the entire “Bulldog Faithful”, which includes many fans, are hereby congratulated on winning the LHSAA Baseball Class 3A State Baseball Championship and are commended for their 2022 season. The untiring effort, determination, sportsmanship and excitement exhibited by the team makes us all proud to be a part of this great parish.

Council Vice-Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

C E R T I F I C A T E

I, Linda Hubbell, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 8th day of June 2022.

Signed at Vacherie, Louisiana, this 9th day of June 2022.

Linda Hubbell
Secretary

(S E A L)

The following resolution was offered and moved for adoption by Councilman _____ and seconded by Councilman _____:

**RESOLUTION 22-
ST. JAMES PARISH COUNCIL**



**A RESOLUTION TO APPROVE DISBURSEMENT OF PAYROLL FOR THE
JUNE 10, 2022 PAYROLL**

WHEREAS, the employee payroll is June 10, 2022 and said payroll is reflected in the payroll disbursement report presented to the Parish Council with this Resolution.

WHEREAS, according to the Home Rule Charter, Article III §C(2)(a)(v), all checks and warrants drawn against the parish treasury shall be approved by a majority vote of the St. James Parish Council and the Parish Council by Resolution authorizes the administration to execute, sign or countersign any such check or draft in accordance with said provision.

THEREFORE, BE IT RESOLVED, that the St. James Parish Council does hereby approve disbursement of the June 10, 2022 payroll and further authorizes the Parish President and Director of Finance to execute all necessary documents, including but not limited to wire transfer forms with financial services institutions, to perfect the disbursement of payroll.

This resolution having been submitted to a vote, the vote thereon was as follows:

- YEAS:
- NAYS:
- ABSTAIN:
- ABSENT:

And the resolution was declared adopted on this, the 8th day of June 2022.

Council Vice-Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

C E R T I F I C A T E

I, Linda Hubbell, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 8th day of June 2022.

Signed at Vacherie, Louisiana, this 9th day of June 2022.

Linda Hubbell
Secretary

(S E A L)

The following resolution was offered and moved for adoption by Councilman _____ and seconded by Councilman _____:

**RESOLUTION 22-
ST. JAMES PARISH COUNCIL**



**A RESOLUTION TO APPROVE DISBURSEMENT OF FUNDS TO PAY
PENDING CURRENT INVOICES AND PAYABLES**

WHEREAS, invoices payable to vendors, employees and other reimbursements due and all other current payables to be processed this week; and.

WHEREAS, according to the Home Rule Charter, Article III §C(2)(a)(v), all checks and warrants drawn against the parish treasury shall be approved by a majority vote of the St. James Parish Council and the Parish Council by Resolution authorizes the administration to execute, sign or countersign any such check or draft in accordance with said provision.

THEREFORE, BE IT RESOLVED, that the St. James Parish Council does hereby approve the disbursement of funds per the distribution report presented to the Parish Council reflecting the pending current invoices and other payables as of Thursday, June 9, 2022.

This resolution having been submitted to a vote, the vote thereon was as follows:

- YEAS:
- NAYS:
- ABSTAIN:
- ABSENT:

And the resolution was declared adopted on this, the 8th day of June 2022.

Council Vice-Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

C E R T I F I C A T E

I, Linda Hubbell, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 8th day of June 2022.

Signed at Vacherie, Louisiana, this 9th day of June 2022.

(S E A L)

Linda Hubbell
Secretary

The following resolution was offered and moved for adoption by Councilman _____, seconded by Councilman -----, and unanimously adopted:

**RESOLUTION 22-
ST. JAMES PARISH COUNCIL**



**A RESOLUTION SCHEDULING A BOARD OF REVIEW FOR
SEPTEMBER 14, 2022**

BE IT RESOLVED, by the St. James Parish Council that said Council shall sit as a Board of Review at 6:00 P.M. on Wednesday, September 14, 2022, at the Parish Courthouse in Convent, Louisiana, to hear protest from taxpayers on their 2022 assessments.

And, the resolution was declared adopted on this, the 8th day of June 2022.

Council Vice - Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

C E R T I F I C A T E

I, Linda Hubbell, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 8th day of June 2022.

Signed at Vacherie, Louisiana, this 9th day of June 2022.

(S E A L)

Linda Hubbell
Secretary



St. James Parish Assessor

Glenn M. Waguespack

Assessor
P.O. Box 55
Convent, Louisiana 70723

Phone: (225) 562-2252
(225) 562-2250
Fax: (225) 562-2249

May 31, 2022

St. James Parish Council
Ms. Linda Hubbell
P.O. Box 176
Vacherie, LA 70090

Dear Ms. Hubbell:

We are requesting to schedule the Board of Review meeting to hear protest from taxpayers on their 2022 assessments for 6:00 p.m., Wednesday, September 14, 2022, in the Courthouse Building in Convent, La.

Thanking you in advance for your time.

Sincerely yours,

GLENN M. WAGUESPACK, Assessor
Parish of St. James

GMW:jkm

The following resolution was offered and moved for adoption by Councilman _____ and seconded by Councilman _____:

**RESOLUTION 22-
ST. JAMES PARISH COUNCIL**



A RESOLUTION APPROVING THE SIGNING OF NEW AMERICAN RECOVERY PLAN SCHEDULE OF FUNDING BETWEEN THE GOVERNOR’S OFFICE OF ELDERLY AFFAIRS AND ST. JAMES PARISH GOVERNMENT, DEPARTMENT OF HUMAN RESOURCES FOR JULY 1, 2022, TO JUNE 30, 2023 PROGRAM YEAR.

WHEREAS, the St. James Parish Council is the governing board for Area Agency on Aging for St. James Parish; and,

WHEREAS, the St. James Parish President is the chief executive officer of the parish, and,

WHEREAS, American Recovery Plan Schedule of Funding between the Governor’s Office of Elderly Affairs is in amount specified by the Governor’s Office of Elderly Affairs.

WHEREAS, the St. James Parish Government Department of Human Resources has operated federal, state, and locally funded programs to benefit the elderly and low-income residents of St. James Parish since 1965; and

WHEREAS, the Applicant has the legal, fiscal, and managerial capacity to carry out the project.

NOW, THEREFORE, BE IT RESOLVED, by the St. James Parish Council that the Parish President is authorized to sign the Schedule of Funding without further approval of this Council. A copy of the Schedule of Funding will be furnished at the next regularly scheduled meeting of the Council.

1. That the Parish President is authorized to sign assurances, agreements, contracts, amendments and revisions and other necessary documents required.
2. That this resolution is applicable for a period of twelve months unless revoked by the governing body and copy of such revocation shall be furnished to the Governor’s Office of Elderly Affairs.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS:
NAYS:
ABSTAIN:
ABSENT:

And the resolution was declared adopted on this, the 8th day of June 2022.

Council Vice-Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

C E R T I F I C A T E

I, Linda Hubbell, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 8th day of June 2022.

Signed at Vacherie, Louisiana, this 9th day of June 2022.

(S E A L)

Linda Hubbell
Secretary

The following resolution was offered and moved for adoption by Councilman _____ and seconded by Councilman _____:

**RESOLUTION 22-
ST. JAMES PARISH COUNCIL**



A RESOLUTION ACCEPTING CHANGE ORDER #3 FROM TBT CONTRACTING, INC. OF LA FOR THE EAST BANK RECREATION FACILITY

WHEREAS, the St. James Parish Council did cause the advertisement of, and award the bid to TBT Contracting, Inc. of LA, as prescribed by law, for the East Bank Recreation Facility; and

WHEREAS, the description of work for Change Order #3 is for demolition of existing tiles in 2 front offices, and complete replacement of tile floors, replace gutters and downspouts in areas that were damaged due to Hurricane Ida, and increase project duration due to metal building manufacturer delays on delivery materials to job site; and,

WHEREAS, the total cost amount for Change Order #3 is an increase in the amount of \$6,132.65; and,

NOW, THEREFORE, BE IT RESOLVED, by the St. James Parish Council, that Change Order #3, is hereby accepted, and that Peter A. Dufresne, St. James Parish President and/or his designee, is hereby authorized to sign, execute and administer all documents between TBT Contracting Inc. of LA for the East Bank Recreation Facility.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: Amato, Nash, Cooper, St. Pierre, Bland, Louque, and Etienne-Steib
NAYS: None
ABSTAIN: None
ABSENT: None

And the resolution was declared adopted on this, the 8th day of June 2022.

Council Vice-Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

C E R T I F I C A T E

I, Linda Hubbell, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 8th day of June 2022.

Signed at Vacherie, Louisiana, this 9th day of June 2022.

Linda Hubbell
Secretary

(S E A L)

DRAFT AIA® Document G701™ - 2017

Change Order

| | | |
|---|---|--|
| PROJECT: <i>(Name and address)</i> St. James Parish East Bank Recreation Facility 1735 Deroche Circle Gramercy, LA | CONTRACT INFORMATION: Contract For: General Construction Date: 8/4/2021 | CHANGE ORDER INFORMATION: Change Order Number: 03 Date: 6/2/2022 |
| OWNER: <i>(Name and address)</i> St. James Parish Government 5800 Highway 44 Convent, LA 70723 | ARCHITECT: <i>(Name and address)</i> Kern Architects, LLC (sub-consultant to High Tide Consulting) 11822 Justice Ave., Ste. B7 Baton Rouge, LA 70816 | CONTRACTOR: <i>(Name and address)</i> TBT Contracting, Inc. of LA 158 East Lakeshore Drive Thibodaux, LA 70301 |

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Addition of demolition of existintg tiles in (2) front offices, and complete replacement of tile floors.
 Replace gutters & downspouts in areas that were damaged due to the hurricane.
 Increase project duration due to metal building manufacturer delays on delivering materials to job site.
 See attached back up documentation for reference.

The original Contract Sum was
 The net change by previously authorized Change Orders
 The Contract Sum prior to this Change Order was
 The Contract Sum will be increased by this Change Order in the amount of
 The new Contract Sum including this Change Order will be

| | |
|----|------------|
| \$ | 534,000.00 |
| \$ | -4,704.92 |
| \$ | 529,295.08 |
| \$ | 6,132.65 |
| \$ | 535,427.73 |

The Contract Time will be increased by Sixty-Eight (68) days.
 The new date of Substantial Completion will be November 8, 2022.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Kern Architects, LLC
 ARCHITECT *(Firm name)*

TBT Contracting, Inc. of LA
 CONTRACTOR *(Firm name)*

St. James Parish Government
 OWNER *(Firm name)*

SIGNATURE
 Phillip E. Kern
 President, CEO
 PRINTED NAME AND TITLE

SIGNATURE
 T. Benton Thompson
 President
 PRINTED NAME AND TITLE

SIGNATURE
 Pete Dufresne
 Parish Presiden
 PRINTED NAME AND TITLE

DATE

DATE

DATE