

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

August 2, 2022

Honorable Members
St. James Parish Council

The St. James Parish Council will meet in regular session on Wednesday, August 3, 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
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, AUGUST 3, 2022

6:00 P.M. REGULAR MEETING

- I. CALL TO ORDER & ROLL CALL**
- II. PRAYER & PLEDGE**
- III. MINUTES**
 1. Approval of the July 20, 2022 public hearing minutes
 2. Approval of the July 20, 2022 regular meeting minutes
- IV. FINANCE DEPARTMENT MONTHLY REPORT**
 1. Approval of the June 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. PRESENTATIONS** – None
- VIII. APPOINTMENTS TO BOARDS AND COMMISSIONS**
 1. Resolution reappointing Steven Bourgeois 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 to approve disbursement of payroll for the August 5, 2022 payroll (Etienne-Steib)
 2. Resolution to approve disbursement of funds to pay pending current invoices and payables (Etienne-Steib)
 3. Resolution amending the master professional services contract with Crescent Engineering & Mapping, LLC for the St. James Parish 2022 road rehabilitation program to increase the contract amount (Dufresne)
 4. Resolution accepting the bid received for hydraulic extrication tools from Municipal Emergency Services (Dufresne)
 5. Introduction of Proposed Ordinance, An ordinance to establish a moratorium on certain commercial solar facilities by amending Section 82-25 of the St. James Parish Code of Ordinances (Amato)
- 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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The following resolution was offered and moved for adoption by Councilman _____ and seconded by Councilman _____:

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



A RESOLUTION APPOINTING STEVEN BOURGEOIS AS A DISTRICT 1 REPRESENTATIVE TO THE ST. JAMES PARISH ECONOMIC DEVELOPMENT BOARD

WHEREAS, Steven Bourgeois, a member of the Economic Development Board for District 1, has since his appointment rendered services and performed duties faithfully and well; and,

WHEREAS, the term of Mr. Bourgeois will expire in August 2022; and,

WHEREAS, it is the wishes of the Parish Council that Steven Bourgeois be reappointed as a District 1 representative to the Economic Development Board:

NOW, THEREFORE, BE IT RESOLVED, by the St. James Parish Council, that Steven Bourgeois, 528 N. Millet, Gramercy, LA 70052, is hereby appointed to the St. James Parish Economic Development Board, as a representative from District 1, with said term to expire August 2025.

And, the resolution was declared adopted on this, the 3rd day of August 2022.

Council Chairwoman

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 3rd day of August 2022.

Signed at Vacherie, Louisiana, this 4th day of August 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 TO APPROVE DISBURSEMENT OF PAYROLL FOR THE
AUGUST 5, 2022 PAYROLL**

WHEREAS, the employee payroll is August 5, 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 August 5, 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 3rd day of August 2022.

Council Chairwoman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

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Signed at Vacherie, Louisiana, this 4th day of August 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, August 4, 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 3rd day of August 2022.

Council Chairwoman

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 3rd day of August 2022.

Signed at Vacherie, Louisiana, this 4th day of August 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 AMENDING THE MASTER PROFESSIONAL SERVICES CONTRACT WITH CRESCENT ENGINEERING & MAPPING, LLC FOR THE ST. JAMES PARISH 2022 ROAD REHABILITATION PROGRAM TO INCREASE THE CONTRACT AMOUNT

WHEREAS, St. James Parish did enter into a contract with Crescent Engineering & Mapping, LLC on April 27, 2022; and,

WHEREAS, the increase is for an increase in the number of roadways for the Patching for Preservation Program, which is part of the St. James Parish 2022 Road Rehabilitation Program; and,

WHEREAS, the original contract amount for \$202,525.00 will be increased to \$259,600.00.

NOW, THEREFORE, BE IT RESOLVED, by the St. James Parish Council, that Peter A. Dufresne, President, St. James Parish Government, or his designee, is hereby duly authorized and empowered to amend the contract with Crescent Engineering & Mapping, LLC for the St. James Parish 2022 Road Rehabilitation Program to increase the contract amount to \$259,60.00.

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 3rd day of August 2022.

Council Chairwoman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

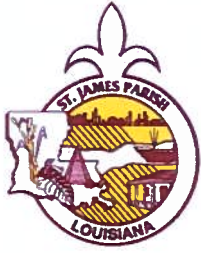
C E R T I F I C A T E

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 3rd day of August 2022.

Signed at Vacherie, Louisiana this 4th day of August 2022.

(S E A L)

Linda Hubbell
Secretary



St. James Parish Government

P. O. Box 106
Convent, Louisiana 70723-0106
(225) 562-2260
FAX (225) 562-2279
TDD: (225) 562-8500

Peter A. Dufresne
Parish President

Amendment #1 to Professional Service Contract (St. James Parish 2022 Road Rehabilitation Program)

In reference to the “Master Professional Services Contract (St. James Parish 2022 Road Rehabilitation Program)” made by and between St. James Parish Government (Owner) and Crescent Engineering & Mapping LLC (Engineer) and dated April 27, 2022, such agreement is hereby amended to include the following conditions.

The Master contract between St. James Parish Government and Crescent Engineering & Mapping LLC. shall increase from a not to exceed amount of \$202,525.00 to \$259,600.00 due to an increase in the # of roadways, from 10 to 22, for the patching for preservation program.

The undersigned agree that the terms of this amendment are made effective as of August 4, 2022.

Date

Owner (Peter Dufresne, Parish President)

Engineer (Crescent Engineering & Mapping, LLC)

Rick Webre

From: Dennis Hymel <Dennis.Hymel@crescentengla.com>
Sent: Wednesday, June 29, 2022 12:47 PM
To: Rick Webre
Cc: Ryan Larousse
Subject: Road Program - Task Oder Amendment

EXTERNAL EMAIL: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Afternoon Rick –

From our discussion, below is what we compiled for the adjustment in the Task Order fee due to the current scope that we are moving forward with.

The changes cover the following scope changes:

- Increase in # of roadways for the 2022 rehab program from approximately 10 to 22, budget went from 1.5MM to 2.2MM
- Patching for preservation program and preparation of separated small patching project, specifications and bidding assistance
- No Construction Admin is included for the patching project, only for the large rehab project.

I also put in the design fee % in there – you’ll see we didn’t just increase it proportionally, we just put what we need to get the project done. This is below the ASCE curve of 11%

Please let me know if you have any questions – I assume this needs to be brought to council for an amendment
Which I would expect the justification for the increase to be very reasonable given the budget increase and having multiple programs running.
In the meantime we will work/bill up to the original budget/scope values.

Original Fees (Based on \$1.5MM & 8-10 Roads)		Revised Fees (Based on \$2.2MM, 22 Roads, Program & Separated Patching Project)	
Reconnaissance & Selection	\$5,700.00	Reconnaissance & Selection	\$5,700.00
Data Collection & Survey	\$21,475.00	Data Collection & Survey	\$39,750.00
geotechnical Investigation	\$16,500.00	geotechnical Investigation	\$19,400.00
Basic Design Services	\$158,850.00	Basic Design Services	\$194,750.00
Total	\$202,525.00	Total	\$259,600.00
Design Fee % of Construction	10.59%	Design Fee % of Construction	8.85%

Thanks!



Dennis M. Hymel, Jr., PE+
President | Engineering Manager
225.413.4979 | Mobile
225.329.1742 | Main
Dennis.Hymel@crecentengla.com



LA, MS, AL, AR

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

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



A RESOLUTION ACCEPTING THE BID RECEIVED FOR HYDRAULIC EXTRICATION TOOLS FROM MUNICIPAL EMERGENCY SERVICES

WHEREAS, St. James Parish did advertise and take bid's for Hydraulic Extrication Tools for St. James Volunteer Fire Department; and,

WHEREAS, two bids received and giving proper consideration: and,

WHEREAS, the lowest bid from Bunker Gear Specialist don't meet the bid specification as advertised and,

WHEREAS, the next bidder does meet the bid specification and within the budget:

NOW, THEREFORE, BE IT RESOLVED, by the St. James Parish Council, that Parish President Peter Dufresne is hereby authorized and empowered to accept the bid received from Municipal Emergency Services for Hydraulic Extrication Tools for St. James Volunteer Fire Department.

And, the resolution was declared adopted on this, the 3rd day of August 2022.

Council Chairwoman

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 3rd day of August 2022.

Signed at Vacherie, Louisiana, this 4th day of August 2022.

(S E A L)

Linda Hubbell
Secretary

**BID TABULATION FOR
DEPARTMENT OF EMERGENCY PREPAREDNESS
Hydraulic Extrication Tools
ST. JAMES PARISH, LOUISIANA**

BID DATE: June 27, 2022

TIME: 10:00 A.M.

Company	Representative	Electro-Hydraulic Cutter	Electro-Hydraulic Spreader	Rescue Ram	Electro Hydraulic Tool	Warranty	
Municipal Emergency Services, Inc 600 Century Plaza Dr. Houston, TX 77073	None	\$12,266.43	\$13,415.01	\$9,746.43	\$6,880.36	Lifetime Manufacture's Warranty First 2 years parts and labor After 2 years parts only	
Bunker Gear Specialists 2204 S. Commerce Ave. Gonzales, LA 70707	None	\$10,979.00	\$11,435.00	\$8,793.00	\$10,074.00	2 years	
		Rejected due to not meeting advertised specification					

Reason for rejection of lowest bid

St. James Parish went out of bids on E-Tools for the St. James Volunteer Fire Department and the lowest bidder didn't meet the specification that were advertised.

- Cutter tools was larger and heavier and called for cutting of metal with an F5 rating and it only cut up to an F4 rating
- Spreader doesn't have the force specified in bid and is 2" longer
- Ram doesn't meet spreading overall length
- Combination tool doesn't have interchangeable tips as per the specification only fixed.

At a regular meeting of the St. James Parish Council, State of Louisiana, held on the 3rd day of August 2022, the following entitled ordinance was introduced by Councilman _____ and seconded by Councilman _____, laid over for publication of notice of Public Hearing and ordered filed with the Secretary for public inspection.

PROPOSED ORDINANCE 22-
ST. JAMES PARISH COUNCIL



**AN ORDINANCE TO ESTABLISH A MORATORIUM ON CERTAIN
COMMERCIAL SOLAR FACILITIES BY AMENDING SECTION 82-25 OF THE ST.
JAMES PARISH CODE OF ORDINANCES**

WHEREAS, the St. James Parish government has the right, power and authority to enact ordinances vital to promote, protect and preserve the general welfare, safety, health, peace and good order of the Parish; and

WHEREAS, St. James Parish has passed a land use ordinance codified in Section 82-25 of the St. James Parish Code of Ordinance; and

WHEREAS, due to the increase in inquiries regarding the development of Commercial Solar Facilities and the potential for those facilities to impact the long term development of the Parish, care must be taken when considering approval of such facilities; and

WHEREAS, the St. James Parish Code of Ordinances currently does not fully address the development of Commercial Solar Facilities; and

WHEREAS, before considering the development of Commercial Solar Facilities for approval under the land use ordinance, the St. James Parish Council is in need of additional information to properly evaluate the immediate and long term cumulative benefits and impacts of such facilities;

NOW, THEREFORE, the St. James Parish Council hereby ordains as follows:

SECTION 1. Section 82-25(o) of the St. James Parish Code of Ordinances is hereby enacted to read as follows:

Sec. 82-25. Land use plan

...

(o) Limitation on Commercial Solar Facilities

1. Pending the completion of an economic and environmental impact study commissioned by St. James Parish regarding the development of solar farms and related facilities on the Parish, Commercial Solar Facilities shall not be considered for recommendation or approval under Sections 82-25(e) or (f).
2. As used in this Section 82-25(o), the term "Commercial Solar Facilities" means power generating facilities constructed on immovable property for the purpose of producing photovoltaic electricity, solar heated fluids, or solar thermal electricity intended for distribution through the power grid. The term shall not include facilities for the production of electricity or other solar power that is produced on or adjacent to the site where it is consumed.
3. This Section 82-25(o) shall remain in force from its effective date and until the later of (a) the date the impact study described in Section 82-25(o)(1) is completed and its findings recommendations acted on by the St. James Parish Council; or (b) March 31, 2023.

SECTION 2. EFFECTIVE DATE. This ordinance shall be effective immediately upon its passage, or as soon thereafter as allowed by law, and shall apply to any then-pending permit or approval for which a final decision has not been rendered by the parish.