



# 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 15, 2023

Honorable Members  
St. James Parish Council

The St. James Parish Council will meet in regular session on Wednesday, August 16, 2023 at 6:00 p.m. in the Council Chambers of the Parish Courthouse in Convent, Louisiana.

Please make every effort to attend.

Sincerely,

Linda Hubbell  
Council 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.*

<b>Alvin St. Pierre, Jr.</b>	<b>Jason Amato</b>	<b>Ryan Louque</b>	<b>Mason Bland</b>	<b>Clyde Cooper</b>	<b>Vondra Steib</b>	<b>Donald Nash</b>
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 16, 2023**

**6:00 P.M. REGULAR MEETING**

**I. CALL TO ORDER & ROLL CALL**

**II. PRAYER & PLEDGE**

**III. MINUTES**

- I.** Approval of the August 2, 2023 regular meeting minutes

**IV. PRESIDENT’S REPORT**

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

**VI. PRESENTATION – None**

**VII. APPOINTMENTS TO BOARDS AND COMMISSIONS – None**

**VIII. OLD BUSINESS**

- I.** Update of drainage study from Forrestal Street to Pool Lane (Nash)  
**2.** Update of the West Bank Multi-Purpose Complex (Dufresne)  
**3.** Bellevue Lakes Development and Drainage Update (Bland)

**IX. NEW BUSINESS**

- 1.** Resolution to approve disbursement of payroll for the August 18, 2023 payroll (Etienne-Steib)  
**2.** Resolution to approve disbursement of funds to pay pending current invoices and payables (Etienne-Steib)  
**3.** Resolution authorizing the Parish President to sign an Opt In form for the State run temporary housing program under Louisiana Revised Statute 726(F)(3)(B)(iii)(aa) (Dufresne)  
**4.** A resolution amending the contract with Life House Staffing to a not to exceed amount of \$150,000 for temporary staffing services (Dufresne)  
**5.** Resolution authorizing the Parish President’s office to advertise for sealed bids for Request for Proposals (RFP) from interested and qualified contractors to provide nuisance abatement remediation services for the provision of mowing, demolitions, and debris removal for the St. James Parish Code Enforcement Program (Dufresne)

**X. DIRECTOR’S REPORT**

**XI. COUNCIL MEMBER’S REPORT**

**XII. MOTION TO ADJOURN**

To view backup documentation please visit [www.stjamesla.com/agendacenter](http://www.stjamesla.com/agendacenter)

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

**RESOLUTION 23-  
ST. JAMES PARISH COUNCIL**



**A RESOLUTION TO APPROVE DISBURSEMENT OF PAYROLL FOR THE  
AUGUST 18, 2023 PAYROLL**

WHEREAS, the employee payroll is August 18, 2023 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 18, 2023 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 16th day of August 2023.

\_\_\_\_\_  
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 16th day of August 2023.

Signed at Vacherie, Louisiana, this 17th day of August 2023.

(S E A L)

\_\_\_\_\_  
Linda Hubbell  
Secretary

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

**RESOLUTION 23-  
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 17, 2023.

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 16th day of August 2023.

\_\_\_\_\_  
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 17th day of August 2023.

(S E A L)

\_\_\_\_\_  
Linda Hubbell  
Secretary

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

**RESOLUTION 23-  
ST. JAMES PARISH COUNCIL**



**A RESOLUTION AUTHORIZING THE PARISH PRESIDENT TO SIGN AN OPT IN FORM FOR THE STATE RUN TEMPORARY HOUSING PROGRAM UNDER LOUISIANA REVISED STATUTE 726(F)(3)(B)(iii)(aa)**

**WHEREAS**, Act 526 (HB 1070) of the State of Louisiana 2022 Legislative Session requires each jurisdiction to Opt In or Opt Out of the temporary housing and shelter assistance program that is run by the Governor’s Office of Homeland Security and Emergency Preparedness; and

**WHEREAS**, St. James Parish wishes to Opt In the state program for it residents; and

**WHEREAS**, By Opt In the state programs doesn’t affect any of the Federal or FEMA temporary housing and shelter assistance program; and

**WHEREAS**, this Opt In doesn’t give any approval for group/large site development.

**NOW, THEREFORE BE IT RESOLVED**, by the St. James Parish Council, that Parish President Peter Dufresne, is hereby duly authorized and empowered on behalf of the St. James Parish, to sign and execute an Opt In form as required by Act 526 (HB 1070) of the State of Louisiana 2022 Legislative Session.

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 16th day of August 2023.

\_\_\_\_\_  
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**

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Signed at Vacherie, Louisiana, this 17th day of August 2023.

\_\_\_\_\_  
Linda Hubbell  
Secretary

(S E A L)



**Governor's Office of Homeland Security  
and Emergency Preparedness**

**Temporary Housing and Shelter Assistance Program  
Expedited Temporary Housing Assistance  
Waiver of Land Use/Permitting Form**

This waiver of land use/permitting form addresses the requirement in the following statute:

**La. R.S. 726(F)(3)(b)(iii)(aa):**

The parish governing authority has submitted a certification to GOHSEP that the local governing authority will waive any land use regulation relative to permitting for mobile homes, recreational vehicles, and other temporary housing directly adjacent to the survivor's damaged dwelling to allow for **expedited temporary housing assistance in the parish.**

August 17, 2023		
Date		
Peter	Dufresne	Parish President
First Name	Last Name	Title of Authorized Official
pete.dufresne@stjamesla.com	225-562-2260	
Email	Phone #	
St. James Parish Government		
Local Governing Authority Name		
PO Box 106		
Mailing Address		
Convent	LA	70723
City	State	Zip
St. James		
Parish Location		

\* Parishes and municipalities shall be given the opportunity to change the selection regarding the waiver each year.

**Opt In to allow for expedited temporary housing assistance:**

In accordance with La. R.S. 726(F)(3)(b)(iii)(aa) and La. R.S. 726(F)(4) (Act 526, 2022), I hereby certify, as the governing authority for the above listed parish/municipality, to **waive any land use regulations** relative to permitting for the temporary placement and occupancy of mobile homes, recreational vehicles (RV's), and/or other temporary housing directly adjacent to the disaster survivor's damaged dwelling to allow for expedited temporary housing assistance in parish/municipality referenced above.

**Opt Out of allowing for expedited temporary housing assistance:**

In accordance with La. R.S. 726(F)(3)(b)(iii)(aa) and La. R.S. 726(F)(4) (Act 526, 2022), I hereby certify, as the governing authority for the above listed parish/municipality, to **opt out of waiving any land use regulations** relative to permitting for the temporary placement and occupancy of mobile homes, recreational vehicles (RV's), and/or other temporary housing directly adjacent to the disaster survivor's damaged dwelling to allow for expedited temporary housing assistance in parish/municipality referenced above.

\_\_\_\_\_  
Signature of Authorized Official

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

**RESOLUTION 23-  
ST. JAMES PARISH COUNCIL**



**A RESOLUTION AMENDING THE CONTRACT WITH LIFE HOUSE STAFFING TO A NOT TO EXCEED AMOUNT OF \$150,000 FOR TEMPORARY STAFFING SERVICES**

WHEREAS, the original contract amount for Life House Staffing was for a not to exceed amount of \$60,000 approved on June 7, 2023; and,

WHEREAS, an increase of \$90,000 is needed for services to Life House Staffing for temporary staffing in St. James Parish.

NOW, THEREFORE, BE IT RESOLVED, by the St. James Parish Council, that the Parish President Peter A. Dufresne and/or his designee, is hereby authorized to sign, execute, and administer all documents between Life House Staffing and St. James Parish Government to increase the contract amount to a not to exceed amount of \$150,000.

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 16th day of August 2023.

\_\_\_\_\_  
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

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Signed at Vacherie, Louisiana this 17th day of August 2023.

\_\_\_\_\_  
Linda Hubbell  
Secretary

(S E A L)



## *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

In reference to the "Master Contract for Professional Services" made by and between St. James Parish Government (Owner) and Life House Staffing (Provider) and dated June 7, 2023, such agreement is hereby amended to include the following conditions.

The Master contract between St. James Parish Government and Life House Staffing shall increase from a not to exceed amount of \$60,000 to \$150,000.

The undersigned agree that the terms of this amendment are made effective as of August 16, 2023.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner (Peter Dufresne, Parish President)

\_\_\_\_\_  
Provider (Life House Staffing)



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

**RESOLUTION 23-  
ST. JAMES PARISH COUNCIL**

**A RESOLUTION AUTHORIZING THE PARISH PRESIDENT'S OFFICE TO ADVERTISE FOR SEALED BIDS FOR REQUEST FOR PROPOSALS (RFP) FROM INTERESTED AND QUALIFIED CONTRACTORS TO PROVIDE NUISANCE ABATEMENT REMEDIATION SERVICES FOR THE PROVISION OF MOWING, DEMOLITIONS, AND DEBRIS REMOVAL FOR THE ST. JAMES PARISH CODE ENFORCEMENT PROGRAM**



WHEREAS, St. James Parish Government wishes to select a contractor to provide nuisance abatement services for its code enforcement division; and,

NOW, THEREFORE, BE IT RESOLVED, by the St. James Parish Council, that the Parish President Peter A. Dufresne is hereby duly authorized and empowered on behalf of the St. James Parish Council to advertise for RFPs to provide nuisance abatement remediation services for the provision of mowing, demolitions, and debris removal or the St. James Parish Code Enforcement Program.

And, the resolution was declared adopted on this, the 16th day of August 2023.

\_\_\_\_\_  
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 17th day of August 2023.

\_\_\_\_\_  
Linda Hubbell  
Secretary

(S E A L)

**St. James Parish Government**  
**Request for Proposal**  
**Nuisance Abatement Contractors**

St. James Parish Government is hereby soliciting submittals of Request for Proposals from firms interested in providing **Nuisance Abatement Services**. The Parish is requesting sealed proposals from qualified offerors to conduct Nuisance Abatement Remediation Services for the provision of mowing, demolitions, and debris removal for the Parish's Code Enforcement Program. Proposals shall be received up to **12:00 pm on September 19, 2023**. Proposals will not be accepted after the deadline. Interested firms are instructed to submit a request for the entire packet by emailing St. James Parish Government at [ryan.larousse@stjamesla.com](mailto:ryan.larousse@stjamesla.com) or electronically at [www.centralauctionhouse.com](http://www.centralauctionhouse.com)

Rick Webre

\*\*\*\*\*Advertise Dates\*\*\*\*\*

August 17, 2023

August 24, 2023

August 31, 2023