

## PROCEEDINGS OF THE ST. MARTIN PARISH COUNCIL

### REGULAR MEETING - APRIL 6, 2021

The St. Martin Parish Council met in Regular Session convened at 5:00 P.M., Tuesday, April 6, 2021, Carroll J. Fuselier Meeting Room, St. Martin Parish Annex Building, 301 West Port Street, St. Martinville, Louisiana.

The meeting was called to order by Chairman Chris Tauzin.

The Invocation was read by Brooke Gillespie, and the Pledge of Allegiance was led by Brook Champagne.

The following members were present: Byron Fuselier, Carla JeanBatiste (arrived at 5:03 P.M.), Tangie Narcisse, David Poirier, Chris Tauzin, Brook Champagne, Vincent Alexander, Dean LeBlanc and Daniel Richard, Jr. Members absent: None. Also present: Parish President Chester Cedars, Director of Administration Calder Hebert, Director of Public Works Kasey Courville, P.E., and Parish Attorney Allan Durand (arrived at 5:01 P.M.).

A motion was made by Dean LeBlanc and seconded by Byron Fuselier to approve the minutes of the St. Martin Parish Council Regular Meeting of March 2, 2021.

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

YEAS: Byron Fuselier, Tangie Narcisse, David Poirier, Chris Tauzin, Brook Champagne, Vincent Alexander, Dean LeBlanc and Daniel Richard, Jr.

NAYS: None.

ABSTAIN: None.

ABSENT AT VOTING: Carla JeanBatiste.

ABSENT: None.

And the motion was declared adopted this 6th day of April, 2021.

*(Carla JeanBatiste arrived at 5:03 P.M.)*

Erin Bass and Patti Holland of The TECHE Project briefly went over The TECHE Project's 2020 Annual Report (*on-file*). Ms. Holland briefly touched on the new National Water Trail information kiosks, paddle trail docks, bayou cleanup operations, and bank-line management workshops. Ms. Holland announced that the Annual Membership Banquet for this year will be on May 22, 2021, and the Shake Your Trail Feather event will be on October 16, 2021. Finally, Ms.

Holland stated a focus of The TECHE Project is to reduce pollution levels with the goal of getting Bayou Teche removed from the state's Impaired Waterways list. Parish President Chester Cedars and Council Member Daniel Richard, Jr. thanked The TECHE Project for their efforts and hard work in keeping our bayou clean.

Clerk of the Council Brooke Gillespie read Special Business Item A): Notice is hereby given that at its meeting to be held on Tuesday, May 4, 2021, at 5:00 p.m. at its regular meeting place, the Carroll J. Fuselier Meeting Room, St. Martin Parish Annex Building, 301 West Port Street, St. Martinville, Louisiana, the St. Martin Parish Council plans to consider adopting a resolution ordering and calling an election to be held in Sales Tax District No. 1 of the Parish of St. Martin, State of Louisiana, to authorize the renewal of a sales and use tax.

A motion was made by Brook Champagne, seconded by the entire Parish Council, and, therefore, unanimously adopted:

### **RESOLUTION NO. 21-027-RS**

A Resolution acknowledging EMILE OLIVIER for his accomplishment in attaining the rank of Eagle Scout on February 9, 2021.

WHEREAS, Emile Olivier has been a member of the Boy Scouts of America since the first grade; and

WHEREAS, as a member of Troop 91 of the Parks BSA, on February 9, 2021, Emile Olivier was recognized as having met all of the qualifications for, and was consequently awarded, the rank of Eagle Scout; and

WHEREAS, Emile Olivier is the first member of Troop 91 to attain the Eagle Scout rank; and

WHEREAS, the rank of Eagle Scout is a benchmark which all scouts strive to meet; and

WHEREAS, since 1911, the Eagle Scout rank has represented a milestone of accomplishment that is recognized across the country and even the world; and

WHEREAS, the rank of Eagle Scout is attained only by those scouts who have proven that they are trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent; and

WHEREAS, since its inception in 1911, only four percent (4%) of Scouts have earned the

rank of Eagle Scout; and

WHEREAS, the St. Martin Parish Government, acting through its Parish President and Parish Council, deems it a distinct honor to recognize EMILE OLIVIER for not only having attained the Eagle Scout rank, but also for his exemplary character and spirit which that rank embodies:

BE IT, THEREFORE, RESOLVED that the St. Martin Parish Government does hereby formally recognize and honor EMILE OLIVIER for having attained the Eagle Scout rank.

BE IT FURTHER RESOLVED that on behalf of all of St. Martin Parish, the St. Martin Parish Government further recognizes and compliments EMILE OLIVIER for the exemplary conduct and spirit he has exhibited in his scouting endeavors and in his everyday personal affairs, all of which are emblematic of the qualities associated with the rank of Eagle Scout.

BE IT FURTHER RESOLVED that the Parish President shall adopt all steps necessary to effectuate the foregoing resolution and to post replicas of same in the Office of the St. Martin Parish Government.

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

YEAS: Byron Fuselier, Carla JeanBatiste, Tangie Narcisse, David Poirier, Chris Tauzin, Brook Champagne, Vincent Alexander, Dean LeBlanc and Daniel Richard, Jr.  
NAYS: None.  
ABSTAIN: None.  
ABSENT: None.

And the Resolution was declared adopted this 6th day of April, 2021.

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Emile Olivier and his family were present. Parish President Chester Cedars read Resolution No. 21-027-RS aloud and presented a copy to Emile Olivier.

Clerk of the Council Brooke Gillespie read Special Business Item C): RULE TO SHOW CAUSE to address nuisance property at 1112 Mustang Drive, St. Martinville, Louisiana. Property allegedly owned by Alfred Savoy.

Property owner, Alfred Savoy, was not present to discuss the condition of 1112 Mustang Drive, St. Martinville. Compliance Officer Ronald Solarie stated the property owner made an attempt to clean, but the property is currently in "total disarray." After hearing testimony from

Council Member Byron Fuselier and Compliance Officer Ronald Solarie, and upon reviewing the photographs taken by Mr. Solarie (*on-file*), the Council found that under Section 24-105 of the St. Martin Parish Code of Ordinances, the condition of the property renders it a “Nuisance” as a result of the debris on the premises.

Therefore, a motion was made by Byron Fuselier and seconded by Dean LeBlanc authorizing Parish President Chester Cedars to proceed with an Order of Condemnation and Abatement.

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

YEAS: Byron Fuselier, Carla JeanBatiste, Tangie Narcisse, David Poirier, Chris Tauzin, Brook Champagne, Vincent Alexander, Dean LeBlanc and Daniel Richard, Jr.

NAYS: None.

ABSTAIN: None.

ABSENT: None.

And the motion was declared adopted this 6th day of April, 2021.

A motion was made by David Poirier and seconded by Byron Fuselier to open the Public Hearing to obtain public comments regarding the ordinance being considered for final adoption.

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

YEAS: Byron Fuselier, Carla JeanBatiste, Tangie Narcisse, David Poirier, Chris Tauzin, Brook Champagne, Vincent Alexander, Dean LeBlanc and Daniel Richard, Jr.

NAYS: None.

ABSTAIN: None.

ABSENT: None.

And the motion was declared adopted this 6th day of April, 2021.

Chairman Chris Tauzin asked for public comments regarding the ordinances being considered for final adoption.

Clerk of the Council Brooke Gillespie read each ordinance summary.

Upon requesting and hearing no comments from the audience regarding the proposed ordinances being considered for final adoption, the Chairman requested a motion to close the Public Hearing.

A motion was made by Carla JeanBatiste and seconded by Brook Champagne that the Public Hearing be closed.

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

YEAS: Byron Fuselier, Carla JeanBatiste, Tangie Narcisse, David Poirier, Chris Tauzin,  
Brook Champagne, Vincent Alexander, Dean LeBlanc and Daniel Richard, Jr.

NAYS: None.

ABSTAIN: None.

ABSENT: None.

And the motion was declared adopted this 6th day of April, 2021.

A motion was made by David Poirier and seconded by Brook Champagne that the following ordinance be adopted:

### **ORDINANCE NO. 21-04-1314-OR**

AN ORDINANCE TO PROVIDE FOR A STOP SIGN ON ROBERT STREET AT ITS INTERSECTION OF LUCIEN STREET, LOCATED IN DISTRICT 4, SECTION 74, TOWNSHIP 9 SOUTH, RANGE 6 EAST, ST. MARTIN PARISH, AND TO PROVIDE FOR THE PENALTY FOR THE VIOLATION OF THIS ORDINANCE.

BE IT ORDAINED by the St. Martin Parish Council that a stop sign be placed on ROBERT STREET at its intersection of LUCIEN STREET, St. Martin Parish, Louisiana.

BE IT FURTHER ORDAINED that any individual who violates the provisions of this Ordinance shall be fined not more than \$100.00 or imprisoned for not more than thirty (30) days, or both, at the discretion of the Court, and each violation shall be considered a separate offense.

This Ordinance shall become effective immediately upon approval of the St. Martin Parish Council and the signature of the Parish President.

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

YEAS: Byron Fuselier, Carla JeanBatiste, Tangie Narcisse, David Poirier, Chris Tauzin,  
Brook Champagne, Vincent Alexander, Dean LeBlanc and Daniel Richard, Jr.

NAYS: None.

ABSTAIN: None.

ABSENT: None.

And the Ordinance was declared adopted this 6th day of April, 2021.

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A motion was made by Chris Tauzin and seconded by Dean LeBlanc the following ordinance be adopted:

**ORDINANCE NO. 21-04-1315-OR**

An Ordinance confirming the appointment of Brooke Gillespie as Clerk of the Council to replace Laci Laperouse, all in accordance with Section 2-10 of the Charter of St. Martin Parish Government.

WHEREAS, Laci Laperouse previously advised the St. Martin Parish Council of her resignation from the position of Clerk of the St. Martin Parish Council, having been appointed Director of Tourism for the Parish; and

WHEREAS, Brooke Gillespie has served for over nine years as the Deputy Clerk of the Council and has demonstrated the necessary skills to assume the position of Clerk of the Council; and

WHEREAS, on March 2, 2021, acting pursuant to Section 2-10(A) of the Home Rule Charter for St. Martin Parish the St. Martin Parish Council appointed by Resolution Brooke Gillespie to the position of Clerk of the Council, effective immediately; and

WHEREAS, the said Brooke Gillespie immediately assumed the Clerk of the Council position; and

WHEREAS, by virtue of the aforementioned Resolution, the salary of Brooke Gillespie in the aforementioned position was set at Range 18, Step 9; and

WHEREAS, the salary of all employees of the Council must be fixed by ordinance according to Section 2-10(C) of the Home Rule Charter:

BE IT, THEREFORE, ORDAINED that the ST. MARTIN PARISH COUNCIL in accordance with the mandates of Section 2-10(A) of the St. Martin Parish Home Rule Charter does hereby confirm and ratify the appointment of Brooke Gillespie as Clerk of the Council, immediately upon vacation of that position by Laci Laperouse.

BE IT FURTHER ORDAINED that the St. Martin Parish Council does hereby confirm and ratify the salary of Brooke Gillespie at Range 18, Step 9 effective upon the assumption of the duties associated with the position of Clerk of the Council.

BE IT FURTHER ORDAINED that this Ordinance shall be effective immediately upon signature of the Parish President.

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

YEAS: Byron Fuselier, Carla JeanBatiste, Tangie Narcisse, David Poirier, Chris Tauzin,  
Brook Champagne, Vincent Alexander, Dean LeBlanc and Daniel Richard, Jr.  
NAYS: None.  
ABSTAIN: None.  
ABSENT: None.

And the Ordinance was declared adopted this 6th day of April, 2021.

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A motion was made by Dean LeBlanc and seconded by Byron Fuselier that the following resolution be adopted:

#### **RESOLUTION NO. 21-028-RS**

A resolution acknowledging and/or approving the Municipal Water Pollution Prevention Environmental Audit (MS4) Report and setting forth particular steps to insure maintenance of all permit requirements.

WHEREAS, St. Martin Parish Government is required by the Louisiana Department of Environmental Quality to complete a periodic Municipal Water Pollution Prevention Environmental Audit Report:

BE IT THEREFORE RESOLVED by the St. Martin Parish Council, in regular session convened this 6<sup>th</sup> day of April, 2021, that the following actions have been taken by the St. Martin Parish Government to insure that all requirements of Permit Number LA0111457 are satisfied:

- A. The attached Municipal Water Pollution Prevention Environmental Report has been reviewed and is hereby approved;
- B. Continue to regularly monitor and evaluate Influent Flow Loadings to insure continued adherence to all necessary regulations;
- C. Adopt any and all future steps which may be necessary in order to comply with dictates of the said Permit.

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

YEAS: Byron Fuselier, Carla JeanBatiste, Tangie Narcisse, David Poirier, Chris Tauzin,  
Brook Champagne, Vincent Alexander, Dean LeBlanc and Daniel Richard, Jr.  
NAYS: None.  
ABSTAIN: None.  
ABSENT: None.

And the Resolution was declared adopted this 6th day of April, 2021.

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A motion was made by Vincent Alexander and seconded by Byron Fuselier that the following resolution be adopted:

### **RESOLUTION NO. 21-029-RS**

A RESOLUTION OF THE ST. MARTIN PARISH COUNCIL APPROVING THE  
AD VALOREM TAX EXEMPTION APPLICATION OF CARGILL, INC.  
(APPLICATION NUMBER 20200377-ITE), ALL RELATIVE TO AN  
EXEMPTION OF 80% OF AD VALOREM TAXES FOR TEN YEARS.

WHEREAS, Article VII, Section 21(F) of the Louisiana Constitution provides that the Louisiana Board of Commerce and Industry ("Board"), with the approval of the Governor of the State of Louisiana ("Governor") may enter into contracts for the exemption of ad valorem taxes for certain industrial and manufacturing ventures; and

WHEREAS, the Governor has established the terms and conditions pursuant to which he will approve contracts for the Industrial Tax Exemption ("Exemption"); and, the Board has promulgated Rules pursuant to which it will approve contracts, all in accordance with Article VII, Section 21(F) of the Louisiana Constitution; and

WHEREAS, the Governor has declared that no Exemption shall be allowed unless approved by the local taxing authorities of the Parish in which the industrial enterprise operates; and

WHEREAS, Cargill, Inc. has applied for an Industrial Tax Exemption under Application Number 20200377-ITE; and

WHEREAS, on February 24, 2021, the Board of Commerce and Industry approved the aforesaid application of Cargill, Inc; and



WHEREAS, Cargill, Inc. has signed an agreement with the Louisiana Department of Economic Development setting forth various terms and obligations associated with the approval and implementation of the Exemption including the obligation of Cargill, Inc. to maintain every year seventy-two (72) jobs at an annual salary of \$5,039,767.00 over the ten (10) year period of the Exemption; and

WHEREAS, the St. Martin Parish Council has afforded due consideration of the factors set forth in Resolution Number 20-024-RS adopted on April 16, 2020; and

WHEREAS, the St. Martin Parish School Board and the Sheriff of St. Martin Parish have approved the Exemption; and

WHEREAS, after due deliberation, the St. Martin Parish Council concludes that the Exemption, together with terms and conditions associated therewith and as set forth in the aforementioned accord confected with the Louisiana Department of Economic Development, comports with the dictates of economic development and therefore inures to the overall benefit of St. Martin Parish:

NOW, THEREFORE, BE IT RESOLVED by the St. Martin Parish Council, in regular and legal session convened this 6th day of April, 2021, that the Industrial Tax Exemption of Cargill, Inc. (Application Number 20200377-ITE) be and is hereby formally and officially approved.

BE IT FURTHER RESOLVED that all of the terms, conditions, and provisions of the agreement between Cargill, Inc. and the Louisiana Department of Economic Development confected in connection with the extant Industrial Tax Exemption Application (Application Number 20200377-ITE) be and are hereby incorporated herein by reference.

BE IT FURTHER RESOLVED that if any provision or item of this resolution or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this resolution which can be given effect without the invalid provisions, items or applications and to this end the provisions of this resolution are hereby declared severable.

BE IT FURTHER RESOLVED that all resolutions or parts thereof in conflict herewith are hereby repealed.

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

YEAS: Byron Fuselier, Carla JeanBatiste, Tangie Narcisse, David Poirier, Chris Tauzin,  
Brook Champagne, Vincent Alexander, Dean LeBlanc and Daniel Richard, Jr.  
NAYS: None.  
ABSTAIN: None.  
ABSENT: None.

And the Resolution was declared adopted this 6th day of April, 2021.

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A motion was made by Carla JeanBatiste and seconded by Brook Champagne that the following resolution be adopted:

### **RESOLUTION NO. 21-030-RS**

WHEREAS, today's libraries are not just about book but what they do for and with people;  
and

WHEREAS, libraries of all types are at the heart of cities, towns, schools and campuses; and

WHEREAS, libraries have long served as trusted and treasured institutions where people of all backgrounds can be together and connect; and

WHEREAS, libraries and librarians build strong communities through transformative services, programs and expertise; and

WHEREAS, libraries, which promote the free exchange of information and ideas for all, are cornerstones of democracy; and

WHEREAS, libraries promote civic engagement by keeping people informed and aware of community events and issues; and

WHEREAS, librarians and library workers partner with other civic organizations to make sure their community's needs are being met; and

WHEREAS, libraries and librarians empower their communities to make informed decisions by providing free access to information; and

WHEREAS, libraries are a resource for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity or socio-economic status, by offering services and educational resources that transform lives and strengthen communities; and

WHEREAS, libraries, librarians, library workers and supporters across America are celebrating National Library Week.

NOW, THEREFORE, BE IT RESOLVED that the St. Martin Parish Council, in Regular Session convened this 6th day of April, 2021, does hereby proclaim the week of April 4-10, 2021, as

**NATIONAL LIBRARY WEEK**

in St. Martin Parish, Louisiana, and does hereby encourage all residents to visit the library this week to take advantage of the wonderful library resources available at your library and explore what's new at your library and engage with your librarian. Find your place at the library.

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

YEAS: Byron Fuselier, Carla JeanBatiste, Tangie Narcisse, David Poirier, Chris Tauzin, Brook Champagne, Vincent Alexander, Dean LeBlanc and Daniel Richard, Jr.  
NAYS: None.  
ABSTAIN: None.  
ABSENT: None.

And the Resolution was declared adopted this 6th day of April, 2021.

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A motion was made by Daniel Richard, Jr. and seconded by Byron Fuselier that the following resolution be adopted:

**RESOLUTION NO. 21-031-RS**

WHEREAS, the week of April 5-9, 2021, has been designated as National Community Development Week by the National Community Development Association; and

WHEREAS, ST. MARTIN PARISH GOVERNMENT has for several years been a participant in and a benefactor of the Community Block Grant Program (CDBGP) which funds public infrastructure, economic development, and housing programs in St. Martin Parish; and

WHEREAS, as a consequence of the CDBGP, a strong, effective, and professional relationship has been developed among the government of St. Martin Parish and its residents, principally, though not exclusively, those of low-to-moderate income; and

WHEREAS, ST. MARTIN PARISH GOVERNMENT acknowledges that the CDBGP is a partnership among federal, state, and local government, and that the services funded by the CDBGP is reliant upon the dedication and good will of the combined efforts of the foregoing; and

WHEREAS, the CDBGP provides annual funding and flexibility to local communities to provide safe and affordable housing, sewer, water, and street improvements projects, and other infrastructure; and

WHEREAS, the United States Government, State of Louisiana, and the political subdivisions of the latter acknowledge and recognize the critical value and contributions of the CDBGP; and

WHEREAS, since the inception of the CDBGP in 1974 to date major public projects have become a reality in St. Martin Parish because of CDBGP funds:

BE IT, THEREFORE, RESOLVED that St. Martin Parish Council does hereby designate the week of April 5-9, 2021, as

**NATIONAL COMMUNITY DEVELOPMENT WEEK**

BE IT FURTHER RESOLVED that this designation signifies the appreciation and recognition of all participants whose hard work and devotion to the residents of low-and moderate-income neighborhoods which helps insure the quality and effectiveness of the Community Development Block Grant Program.

BE IT FURTHER RESOLVED that the St. Martin Parish Government opposes any attempts to eliminate or reduce the funding for the CDBGP and hereby urges the United States Congress to recognize the outstanding work being done locally and nationally by CDBGP.

BE IT FURTHER RESOLVED that copies of this resolution be conveyed to the appropriate elected and appointed officials of the federal government including by not limited to the entire Congressional delegation who serves the State of Louisiana.

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

YEAS:	Byron Fuselier, Carla JeanBatiste, Tangie Narcisse, David Poirier, Chris Tauzin, Brook Champagne, Vincent Alexander, Dean LeBlanc and Daniel Richard, Jr.
NAYS:	None.
ABSTAIN:	None.
ABSENT:	None.

And the Resolution was declared adopted this 6th day of April, 2021.

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A motion was made by Tangie Narcisse and seconded by David Poirier that the following resolution be adopted:

**RESOLUTION NO. 21-032-RS**

WHEREAS, the strength of our nation flows from the promise of individual equality and freedom of choice; and

WHEREAS, the 53rd Anniversary of the National Fair Housing Law, Title VIII of the Civil Rights Act of 1968, during the month of April 2021, is an occasion for all Americans – individually and collectively – to rededicate themselves to the principle of freedom from housing discrimination whenever and wherever it exists; and

WHEREAS, the aforesaid law guarantees each citizen the critical, personal element of freely and without any invidious compunction selecting a home; and

WHEREAS, a fair housing law has been passed by the State of Louisiana, and implementation of that law requires the positive commitment, involvement, and support of each of our citizens; and

WHEREAS, the departments and agencies of the State of Louisiana are to provide leadership in an effort to make fair housing not just an idea, but an ideal for all our citizens; and

WHEREAS, the St. Martin Parish Government embrace all of the foregoing ideals; and

WHEREAS, barriers that diminish the rights and limit the options of any citizen to freely choose a home, will ultimately diminish the rights and limit the options of all:

NOW, THEREFORE, BE IT RESOLVED that the St. Martin Parish Council, in Regular Session convened this 6th day of April, 2021, does hereby proclaim the month of April 2021 as

**FAIR HOUSING MONTH**

in St. Martin Parish, Louisiana, and does hereby encourage all citizens to abide by the letter and spirit of the Fair Housing Law, and ask the citizens of this Parish to join in reaffirming the obligation and commitment to fair housing opportunities for all.

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

YEAS: Byron Fuselier, Carla JeanBatiste, Tangie Narcisse, David Poirier, Chris Tauzin,  
Brook Champagne, Vincent Alexander, Dean LeBlanc and Daniel Richard, Jr.  
NAYS: None.  
ABSTAIN: None.  
ABSENT: None.

And the Resolution was declared adopted this 6th day of April, 2021.

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A motion was made by Brook Champagne and seconded by Dean LeBlanc that the following resolution be adopted:

### **RESOLUTION NO. 21-033-RS**

WHEREAS, Commission Member Ms. Pam Angelle resigned from the St. Martin Parish Tourism Commission on June 30, 2008; and

WHEREAS, Commission Member Mr. Aldes Boudreaux passed away on August 3, 2010;  
and

WHEREAS, two (2) vacancies have existed on the St. Martin Parish Tourism Commission for over ten (10) years; and

WHEREAS, Ms. Christine Friedman has been recommended to fill the vacancy created by Ms. Pam Angelle's resignation; and

WHEREAS, Ms. Laura Berard Huval has been recommended to fill the vacancy created by Mr. Aldes Boudreaux's passing.

NOW, THEREFORE, BE IT RESOLVED that the St. Martin Parish Council does hereby appoint Ms. Christine Friedman and Ms. Laura Huval, to serve as members of the St. Martin Parish Tourism Commission, for three (3) year terms, expiring on April 6, 2024.

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

YEAS: Byron Fuselier, Carla JeanBatiste, Tangie Narcisse, David Poirier, Chris Tauzin,  
Brook Champagne, Vincent Alexander, Dean LeBlanc and Daniel Richard, Jr.  
NAYS: None.  
ABSTAIN: None.  
ABSENT: None.

And the Resolution was declared adopted this 6th day of April, 2021.

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A motion was made by Byron Fuselier and seconded by David Poirier that the St. Martin Parish Council does hereby extend the agenda for Resolution Summary Nos. 034-RS through 036-RS.

This motion to extend the agenda having been submitted to a vote, the vote thereon was as follows:

YEAS: Byron Fuselier, Carla JeanBatiste, Tangie Narcisse, David Poirier, Chris Tauzin,  
Brook Champagne, Vincent Alexander, Dean LeBlanc and Daniel Richard, Jr.  
NAYS: None.  
ABSTAIN: None.  
ABSENT: None.

And the motion to extend the agenda was declared carried by unanimous vote this 6th day of April, 2021.

A motion was made by Byron Fuselier and seconded by Brook Champagne that the following resolution be adopted:

**RESOLUTION NO. 21-034-RS**

WHEREAS, the St. Martin Parish Government has been afforded the opportunity to apply and participate in the State of Louisiana 2022/2023 Community Development Block Grant Program administered by the Division of Administration; and

WHEREAS, the STATE requires the establishment of uniform procedures in compliance with OMB Circular A-102:

NOW, THEREFORE, BE IT RESOLVED, by the St. Martin Parish Council, that the attached policy entitled "LCDBG Procurement Policy" is hereby adopted.

*(Insert LCDBG Procurement Policy)*



## **LCDBG PROCUREMENT POLICY**

These procedures are intended to serve as guidelines for the procurement of supplies, equipment, construction services and professional services for the FY 2022/2023 LCDBG Program. These guidelines meet the standards established in 2 CFR 200.317-326 and state requirements.

### **CODE OF CONDUCT**

No employee, officer, or agent of the St. Martin Parish Government shall participate in the selection or in the award or administration of a contract supported by LCDBG funds if a conflict of interest, real or apparent, would be involved. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for award.

No officer, employee or agent of the St. Martin Parish Government shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the financial interest is not substantial, or the gift is an unsolicited item of nominal intrinsic value.

Any alleged violations of these standards of conduct shall be referred to the Parish Attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

### **PROCUREMENT PROCEDURES**

The director or supervisor of each department or agency of the St. Martin Parish Government responsible for procurement of services, supplies, equipment, or construction obtained with LCDBG funds shall review all proposed procurement actions to avoid the purchase of unnecessary or duplicative items. Such reviews shall consider consolidation or breaking out to obtain a more economical purchase. When determined appropriate by the Director or Supervisor, an analysis to determine which approach would be the most economical shall be undertaken.

The Parish shall take affirmative steps to assure that small and minority firms, women's business enterprises, and labor surplus firms are solicited whenever they are potential qualified sources. The Parish shall also consider the feasibility of dividing total requirements into smaller tasks or quantities so as to permit maximum participation by small and minority firms, women's business enterprises, and labor surplus firms. Where permitted by regulations, delivery schedules will be developed which will include participation by such businesses.

The Parish shall assist the prime contractor whenever possible by providing copies of lists which identify qualified small and minority firms, women's business enterprises, and labor surplus area firms.

### **SELECTION PROCEDURES**

ALL procurement carried out with LCDBG funds, where St. Martin Parish Government is a direct party, shall be carried out in a manner that provides maximum free and open competition. Procurement procedures will not restrict or eliminate competition. St. Martin Parish Government shall not place unreasonable requirements on firms in order for them to qualify to do business. Nor will the Parish encourage or participate in noncompetitive practices among firms. The Parish is alert to organizational conflicts which would jeopardize the negotiation process and limit competition. St. Martin Parish

Government will not require unnecessary experience or bonding requirements. Pursuant to state law, all solicitations of offers shall incorporate a clear accurate description of the technical requirements for the material, service, or product to be procured. In competitive procurements, these descriptions shall not contain features which unduly limit competition. The description may include a statement of the qualitative nature of the material, product, or service and the minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications shall be avoided whenever possible. A "brand name or equal" description may be used to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offerers shall be clearly stated.

All solicitations of offers shall clearly set forth all requirements which offerers must fulfill and all other factors to be used in evaluating bids, proposals, or statements of qualifications. Contracts shall be awarded only to responsible contractors/firms that possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such factors as the contractor's/firm's capacity, integrity, compliance with public policy, record of past performance, and financial and technical resources.

## **METHODS OF PROCUREMENT**

Direct procurement by the St. Martin Parish Government shall be made by using one of the following methods depending on the type of service to be procured.

**Procurement by Micro-Purchases.** Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold. To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

**Small Purchase Procedures.** Relatively simple, informal procurement procedures will be used where the purchase of materials, supplies, equipment, and/or other property will not cost in the aggregate more than \$30,000, and for construction with a cost of less than \$150,000, except where further limited by state law or LCDBG policy. The small purchase procedure can also be utilized to procure administrative consulting and other professional services costing less than \$150,000. The only exception to professional services is for architectural/engineering services that must be procured through competitive negotiation. The procurement officer must obtain a minimum of three oral or written price or rate quotations from qualified sources. Documentation on all quotations received (whether oral or written) shall be made a part of the file.

**Competitive Sealed Bids/Formal Advertising.** Under this procedure bids are publicly advertised in accordance with the state's Public Bid Law. A firm fixed price contract (either lump sum or unit price) shall be awarded to the responsible bidder whose bid is lowest in price and that conforms to all the material terms and conditions of the advertisement for bids. Competitive sealed bids can be used ONLY when the following criteria are met: (1) there are complete, adequate, and realistic specifications or purchase descriptions; (2) there are two or more responsible bidders who are willing and able to compete effectively; (3) the procurement can be made on a firm fixed-price contract and selection of the successful bidder can appropriately be made principally on the basis of price.

When formal advertising is used the following conditions shall be met.

- i. The advertisement for bids shall be publicly advertised in accordance with state law.
- ii. The advertisement for bids, including the specifications and pertinent attachments, shall clearly define the items or services needed in order for the bidders to properly respond to the advertisement.

- iii. All bids shall be opened publicly at the time and place specified in the advertisement for bids.
  - iv. A firm fixed-price contract award shall be made by written notice to the lowest responsible bidder whose bid conforms to the advertisement for bids. Where specified in the bid documents, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts shall only be used to determine low bid when prior experience indicates that such discounts are generally taken.
  - v. Notwithstanding the above, any or all bids may be rejected when there are sound documented business reasons in the best interest of the LCDBG Program.
- Competitive Negotiation: Requests for Proposals/Qualification Statements. This method may be used when formal advertising is not appropriate. Architectural and engineering services must be procured via requests for qualification statements; administrative consulting services must be procured via requests for proposals. Other professional services may also be procured by requests for proposals.

The following procedures will be used for competitive negotiation:

- i. Requests for proposals or qualification statements must be advertised in a newspaper in the nearest metropolitan area in accordance with the rules of the state's LCDBG Program. All submittals will be honored and entered into the competition.
- ii. The package for proposals or qualification statements shall identify all significant evaluation factors or selection criteria, including the corresponding point system that will be used to rate the proposals/qualification statements.
- iii. The selecting official (or committee, if one is designated) shall review all proposals and statements received and make a technical evaluation of each. This shall also include a written statement that identifies the basis upon which the selection was made.
- iv. Contract award will be made to the responsible offerer whose submission is deemed most appropriate to the St. Martin Parish Government with consideration for price, qualifications, and other factors set by the local government. Unsuccessful offerers shall be notified in writing within ten working days of contract award. Documentation of notification shall be maintained in the contract selection file for the individual project.
- v. Following the review of the qualification statements received, the most qualified competitor will be selected to enter into contract negotiation. This shall always include negotiation of price to insure cost reasonableness. At the conclusion of successful negotiation, the competitor shall be invited to enter into a contract.

Noncompetitive Negotiation/Sole Source. Noncompetitive negotiation shall be used when small purchase, formal advertising, or competitive negotiation procedures are not feasible.

Noncompetitive negotiation will involve solicitations of a proposal from only one source. This can also occur if solicitations under the competitive negotiation procedures result in only one proposal or qualification statement. Noncompetitive negotiation shall only be used when written authorization has been obtained from the state's Office of Community Development, with the one exception noted. In order to qualify for this type of procurement, one of the following circumstances must apply:

- i. The item or service is available only from a single source;
- ii. It is determined that a public urgency or emergency exists and the urgency will not permit the delay beyond the time needed to employ one of the other three methods of procurement.
- iii. The state expressly authorizes noncompetitive proposes in response to a written request from the St. Martin Parish Government .
- iv. After solicitation of a number of sources, competition is determined to be inadequate.

## **CONTRACT PRICING**

Cost plus percentage of cost and percentage of construction cost methods of contracting **MUST NOT** be used. St. Martin Parish Government shall perform cost or pricing analysis in connection with **EVERY** procurement action including contract modifications. Costs or prices based on estimated costs for LCDBG projects shall be allowed only to the extent that the costs incurred or the cost estimates included in negotiated prices are consistent with federal cost principals. Cost reimbursement, fixed price, per diem contracts, or a combination thereof may be utilized as appropriate.

A cost reimbursement type contract is most appropriate when the scope and extent of the work to be performed are not clearly defined. A cost reimbursement contract **MUST** clearly establish a cost ceiling which may not be exceeded without formally amending the contract, and must identify a fixed dollar profit that may not be increased unless there is a contract amendment that increases the scope of the work.

A fixed price contract is appropriate when the scope of work is very well defined and product oriented. A fixed price contract **MUST** establish a guaranteed price that may not increase unless there is a contract amendment that increases the scope of the work.

A per diem contract expected to exceed \$10,000 will not be considered unless St. Martin Parish Government has determined that a cost reimbursable or fixed price contract is not appropriate. Cost and profit included in the per diem rate **MUST** be specifically negotiated and shown separately in the proposal. The contract must clearly establish a ceiling price that may not be exceeded without formally amending the contract.

The Parish may use a multiplier type of compensation under either the cost reimbursement or fixed price contract. The multiplier and the portions of the multiplier applicable to overhead and profit must be specifically negotiated and separately identified in the contract.

## **PROCUREMENT RECORDS**

The St. Martin Parish Government shall maintain records sufficient to detail the history of the procurement. The records shall include the following contract provisions and conditions, as applicable for construction contracts.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964- 1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment

and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.322 Procurement of recovered materials.

(K) Pursuant to LRS 38:2227, public entities are required to obtain an attestation regarding past criminal convictions, if any, from the lowest bidder responding to advertisements and letting for bids for public works contracts. The Past Criminal Convictions of Bidders form must be included in all contracts for public works.

(L) Pursuant to LRS 38:2212.10, all bidders and contractors performing physical services with public entities must be registered and participate in a status verification system to verify that all employees in the state are legal citizens of the United States, or are legal aliens. The bidder/contractor must sign an attestation that they are complying with this law, and that all subcontractors will comply with this law.

(M) Pursuant to LRS 23:1726 bidders and contractors must certify that they are not being assessed penalties regarding unpaid worker’s compensation insurance.

## **CONTRACT ADMINISTRATION**

The St. Martin Parish Government shall maintain contract administration systems that insure contractors/firms perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. The accepted performance of contractors/ firms will be a factor in subsequent contract negotiations and award. Remedial action by the Parish through legal processes shall be considered in instances of identified significant nonperformance.

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

YEAS: Byron Fuselier, Carla JeanBatiste, Tangie Narcisse, David Poirier, Chris Tauzin,  
Brook Champagne, Vincent Alexander, Dean LeBlanc and Daniel Richard, Jr.  
NAYS: None.  
ABSTAIN: None.  
ABSENT: None.

And the Resolution was declared adopted this 6th day of April, 2021.

\* \* \* \* \*

A motion was made by Byron Fuselier and seconded by Dean LeBlanc that the following resolution be adopted:

**RESOLUTION NO. 21-035-RS**

WHEREAS, the St. Martin Parish Government has been afforded the opportunity to apply and participate in the FY 2022/2023 Louisiana Community Development Block Grant Program administered by the Division of Administration; and

WHEREAS, the STATE requires Grantees to establish procedures to ensure adequate citizen participation with the program:

NOW, THEREFORE, BE IT RESOLVED by the St. Martin Parish Council, that the attached policy entitled "Citizen Participation Plan", dated April 6, 2021, is hereby adopted.

*(Insert Citizen Participation Plan)*

## **CITIZEN PARTICIPATION PLAN**

The St. Martin Parish Government has adopted the following Citizen Participation Plan to meet the citizen participation requirements of Section 508 of the Housing and Community Development Act of 1974, as amended. The Parish is committed through adoption of this plan to full and total involvement of all residents of the community in the composition, implementation and assessment of its Louisiana Community Development Block Grant (LCDBG) Program. Attempts will be made to reach all citizens, with particular emphasis on participation by persons of low and moderate income, residents of slum and blighted areas and of areas in which funds are proposed to be used. A copy of this plan will be made available to the public upon request.

As part of the citizen participation requirements and to maximize citizen interaction, the St. Martin Parish Government shall:

- 1.) Provide citizens with reasonable and timely access to local meetings, information and records relating to the State's proposed method of distribution, as required by the Secretary, and relating to the actual use of funds under Title I of the Housing and Community Development Act of 1974, as amended;
- 2.) Provide for public hearings to obtain views and respond to proposals and questions at all stages of the community development program. These hearings will consist of the development of needs and proposed activities and review of program performance. These hearings will be held after adequate notice, a minimum of five calendar days, at times and locations convenient to potential or actual beneficiaries with accommodations for persons with disabilities;
- 3.) Provide for and encourage citizen participation with particular emphasis on Participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used;
- 4.) Provide for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals;
- 5.) Where applicable, identify how the needs of non-English speaking residents will be met in the case of public hearings; and
- 6.) Provide for a formal written procedure which will accommodate a timely written response, within fifteen days where practicable, to written complaints and grievances. Written minutes of the hearings and an attendance roster will be maintained by the Parish Secretary.

### **PUBLIC HEARINGS**

Notices informing citizens of any public hearings will appear in the official journal of the St. Martin Parish Government a minimum of five calendar days prior to the hearing. In addition, notices will also be posted in Parish Government Office and the hearing will be publicized through local community organizations, i.e., churches, clubs, etc., and/or dissemination of



leaflets in the target area. Hearings will be held at times and locations convenient to potential or actual beneficiaries with accommodations for individuals with disabilities and non-English speaking persons. Whenever possible these hearings will be held within or near the target areas, at times affording participation by the most affected residents.

## **I. APPLICATION:**

### **First Notice/Public Hearing**

A. The public hearing to address LCDBG application submittal will be held approximately seven calendar days prior to the deadline for submission of the application for the current funding cycle. The Citizen Participation Plan will be available at the hearing. The public notice for this hearing will state that the following will be discussed:

1. The amount of funds available for proposed community development;
2. The range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income;
3. The plans of the St. Martin Parish Government for minimizing displacement of persons as a result of activities assisted with such funds and the benefits to be provided by the St. Martin Parish Government to persons actually displaced as a result of such activities; and
- 4.) The St. Martin Parish Government prior performance of LCDBG programs funded by the State of Louisiana. In addition, the notice shall state that all citizens, particularly low and moderate income residents of slum and blighted areas, are encouraged to submit their views and proposals regarding community development and housing needs. Those citizens unable to attend this hearing may submit their views and proposals to:

Chester R. Cedars, President  
St. Martin Parish Government  
P. O. Box 9  
St. Martinville, LA 70582

The notice will also state that accommodations will be made for disabled and non-English speaking individuals provided ab five day notice is received by the Parish.

### **Second Notice**

A. Seven calendar days, at a minimum, prior to the submittal of the application, a second notice shall appear in the official journal informing the citizens of the following:

1. Proposed submittal date of the application;
2. Proposed objectives;

3. Proposed activities;
4. Location of proposed activities;
5. Dollar amount of proposed activities; and
6. Location and hours available for application review.

In addition, the notice shall state "all citizens, particularly those affected by the proposed project, are encouraged to review the proposed application and submit any written comments on the application to:"

Chester R. Cedars, President  
St. Martin Parish Government  
P. O. Box 9  
St. Martinville, LA 70582

Negative comments received will be forwarded immediately to the State's Office of Community Development, Division of Administration or the application will be withdrawn if necessary.

## **II. AMENDMENTS**

Program amendments, which substantially alter the LCDBG project from that approved in the original application, shall not be submitted to the State without holding one public hearing in accordance with the procedures outlined within this Citizen Participation Plan. Minutes of the hearing will be submitted with the request for the amendment. All interested citizens, particularly the low and moderate income, elderly, handicapped, and residents of the project area, shall be made aware and have the opportunity to comment on proposed amendments and/or submit alternative measures.

## **III. GRANTEE PERFORMANCE**

The St. Martin Parish Government will hold one performance hearing to solicit the public's opinion of the effectiveness of the LCDBG Program. The manner of notification will be the same as previously described for all public hearings. Notification will be made in the official journal approximately seven calendar days prior to the anticipated submittal of close-out documents to the State, and will indicate the date, time, and place of the performance hearing, and invite comments and opinions on the LCDBG activities implemented under the 2022/23 LCDBG Program being closed out. The notice will also state that accommodations will be made for disabled and non-English speaking persons provided a seven day notice is received by the Parish.

This notice shall invite all interested parties, particularly those low to moderate income residents in the target area to attend. The hearing will be held no sooner than five calendar days from the publication date of said notice.

## **CONSIDERATION OF OBJECTION TO APPLICATION**

Persons wishing to object to approval of an application by the State may make such objection known to:

Office of Community Development  
Division of Administration  
Post Office Box 94095  
Baton Rouge, Louisiana 70804-9095

The State will consider objections made only on the following grounds:

- A. The application description of needs and objectives is plainly inconsistent with available facts and data;
- B. The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant; and
- C. The application does not comply with the requirements set forth in the Final Statement or other applicable laws.

Such objections should include both an identification of the requirements not met and, in the case of objections relative to (1) above, the complainant must supply the data upon which he/she relied upon to support his/her objection.

#### **BILINGUAL**

Whenever a significant number of persons and/or residents of blighted neighborhoods communicate with a primary language other than English attend public hearings, the St. Martin Parish Government will provide an interpreter for dissemination of information to them providing the St. Martin Parish Government is given sufficient notification of five days.

#### **TECHNICAL ASSISTANCE**

Technical assistance may be provided directly by the St. Martin Parish Government to any citizen, particularly to low and moderate income persons, residents of blighted neighborhoods and minorities, who request assistance in the development of proposals and statement of views concerning the LCDBG Program. The local officials, administrator and engineer will conduct informational meetings with the residents of the low to moderate income areas if a written request is received by the St. Martin Parish Government with at least a one week notification. The persons who conducts the technical assistance meetings will disseminate information on the program and answer all pertinent questions.

#### **TIMELY ACCESS AND ADEQUATE INFORMATION**

The St. Martin Parish Government shall provide timely disclosure of records, information and documents related to the LCDBG program activities. Documents will be made available for copying upon request at the St. Martin Parish Government , Monday thru Friday, 8:00 a.m. to 4:00 p.m. Such documents may include the following:

- A. All meetings and promotional materials.
- B. Records of hearings and meetings.
- C. All key documents, including prior applications, letters, grant agreements, citizen participation plans, and proposed applications.
- D. Copies of the regulations (Consolidated Plans or Annual Action Plans) concerning the program.
- E. Documents regarding other important requirements, such as Procurement

Procedures, Fair Housing, Equal Employment Opportunity, Uniform Act, Labor Provisions and Environmental Procedures.

## **CITIZEN COMPLAINT PROCEDURE**

### **SECTION 1**

It is the policy of the St. Martin Parish Government to review all complaints received by the Parish.

### **SECTION 2**

The following procedures will be followed on all complaints received by the Parish:

- A. The complainant shall notify the Parish Secretary of the complaint. The initial complaint may be expressed orally or by written correspondence.
- B. The Parish Secretary will notify the President of the complaint within five working days.
- C. The President will investigate the complaint and will report the findings to the Parish Secretary within five working days.
- D. The Parish Secretary will notify the complainant of the findings of the President in writing  
or by telephone within five working days.
- E. If the complainant is aggrieved by the decision, he must forward the complaint in writing (if previously submitted orally) to the Parish Secretary who will forward the complaint and all actions taken by the President to the appropriate council committee for their review. This will be accomplished within thirty working days of receipt of the written complaint.
- F. The reviewing council committee will have ten working days to review the complaint and forward their decision to the complainant in writing.
- G. If the complainant is aggrieved with the decision of the Committee, he must notify the Parish Secretary in writing that he desires to be afforded a hearing by the Parish. The complainant will be placed on the next regularly scheduled council meeting agenda. The Parish Secretary will notify the complainant in writing of the date of the hearing.
- H. The complainant must bring all relevant data, witnesses, etc., to the hearing. The Parish at the hearing, will review the complaint and forward within five days a certified copy of the minutes of the meeting at which the hearing was conducted and a decision was rendered to the complainant. If a decision is not reached at the hearing, the St. Martin Parish Government will inform complainant of an appropriate date to

expect a response. Within fifteen working days of reaching a decision, the complainant will be notified in writing of the decision.

Complaints concerning the general administration of the LCDBG Program may be submitted in writing directly to the:

Division of Administration  
Office of Community Development  
Post Office Box 94095  
Baton Rouge, Louisiana 70804-9095

### **SECTION 3**

All citizen complaints relative to Fair Housing/Equal Opportunity violations alleging discrimination shall be forwarded for disposition to the:

Louisiana Department of Justice  
Public Protection Division  
Post Office Box 94095  
Baton Rouge, Louisiana 70804-9095

The complainant will be notified in writing within 10 days that, due to the nature of the complaint, it has been forwarded to the Louisiana Department of Justice.

Or

Complainant may contact the Louisiana Department of Justice Division directly at the Toll Free Telephone number 1-800-273-5718 or 225-342-7900.

### **SECTION 4**

The City Secretary will maintain a file for the purpose of keeping reports of complaints.

### **SECTION 5**

This policy does not invalidate nor supersede the personnel or other policies of the St. Martin Parish Government which are currently adopted but is intended to serve as a guide for complaints.

### **SECTION 6**

This policy may be amended by a majority vote at any of the St. Martin Parish Government regularly scheduled meetings.

### **ADOPTION**

This Citizen Participation Plan is hereby adopted by St. Martin Parish Council in regular session on April 6, 2021.

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

YEAS: Byron Fuselier, Carla JeanBatiste, Tangie Narcisse, David Poirier, Chris Tauzin,  
Brook Champagne, Vincent Alexander, Dean LeBlanc and Daniel Richard, Jr.  
NAYS: None.  
ABSTAIN: None.  
ABSENT: None.

And the Resolution was declared adopted this 6th day of April, 2021.

\* \* \* \* \*

A motion was made by Byron Fuselier and seconded by Dean LeBlanc that the following resolution be adopted:

### **RESOLUTION NO. 21-036-RS**

#### **A RESOLUTION ENTERING INTO AGREEMENTS ASSOCIATED WITH ADMINISTRATION AND ENGINEERING SERVICES FOR THE FY 2022/2023 LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT**

WHEREAS, the St. Martin Parish Government (“Parish”) desires to submit a fiscal year 2022/2023 Louisiana Community Development Block Grant (“LCDBG”) Public Facilities application (the “Application”); and

WHEREAS, the purpose of the LCDBG is to fund a water system improvement project which is embraced by that certain Cooperative Endeavor Agreement executed between the Parish and Henderson-Nina Water System, Inc., dated September 19, 2018; and

WHEREAS, professional engineering services are necessary in connection with the preparation of the application and the engineering design and inspection should the project be funded; and

WHEREAS, the Parish intends to use local funds to pay for administrative costs up to and including pre-agreement costs, administrative consultant fees, and any other administrative costs incurred by the Parish associated with the Application; and

WHEREAS, the Parish intends to use local funds to pay for engineering costs up to and including pre-agreement costs, basic engineering design, topographic surveying, project representation, construction phase services and any other engineering costs incurred by the Parish associated with the Application; and

WHEREAS, the Parish desires to enter into an agreement with Frye Magee, LLC, to perform all administrative consulting services associated with the Application, which includes assistance with developing the Application, and thereafter performing all administrative consulting duties following a grant award; and

WHEREAS, the Parish desires to enter into an agreement with Domingue, Szabo and Associates, Inc., to perform all engineering consulting services associated with the Application, which includes assistance with developing the Application, and thereafter performing all engineering consulting services, including basic engineering design, topographic surveying, project representation, construction phase services and any other engineering costs incurred by the Parish, following a grant award:

NOW, THEREFORE, BE IT RESOLVED by the St. Martin Parish Council that the Parish enters into an agreement with Frye Magee, LLC to develop and submit the Application, and thereafter to perform all administrative consulting duties following a grant award.

BE IT FURTHER RESOLVED that the Parish enters into an agreement with Domingue, Szabo and Associates, Inc. to assist with the development of the Application, and thereafter to perform all engineering consulting services, including basic engineering design, topographic surveying, project representation, construction phase services and any other engineering costs incurred by the Parish, following a grant award.

BE IT FURTHER RESOLVED that the Parish President is authorized to execute respective agreements with Frye Magee, LLC and Domingue, Szabo and Associates, Inc., as well as all related documents, to be on such other terms and conditions as he shall deem advisable, and to do any and all things necessary and proper to carry out this Resolution and to fulfill its objectives and purposes.

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

YEAS: Byron Fuselier, Carla JeanBatiste, Tangie Narcisse, David Poirier, Chris Tauzin,  
Brook Champagne, Vincent Alexander, Dean LeBlanc and Daniel Richard, Jr.  
NAYS: None.  
ABSTAIN: None.  
ABSENT: None.

And the Resolution was declared adopted this 6th day of April, 2021.

\* \* \* \* \*

Clerk of the Council Brooke Gillespie read ordinances introduced for publication, as follows:

SUMMARY NO. 1316-OR (Introduced by Byron Fuselier, District 1)

An Ordinance reducing the speed limit to 20 mph on Brookewood Drive, located in District 1.

SUMMARY NO. 1317-OR (Introduced by David Poirier, District 4)

An Ordinance amending Chapter 19, St. Martin Parish Zoning Ordinance, Appendix D, Parish Road Zoning Data Sheets of the Code of Ordinances for the St. Martin Parish Government by: amending the zoning classification district on a portion of a road zoned in the original ordinance adopted on December 18, 1995. {1111 Section 28 Road}

SUMMARY NO. 1318-OR (Introduced by Byron Fuselier, District 1)

An Ordinance relocating the early voting site in lower St. Martin Parish to the New Fire Station-Stephensville, located at 1227 Stephensville Road, Morgan City, Louisiana.

SUMMARY NO. 1319-OR (Introduced by Chris Tauzin, District 5)

An Ordinance setting the Millage Rate(s) for the Tax Year 2021.


SUMMARY NO. 1320-OR (Introduced by Tangie Narcisse, District 3)

An Ordinance appointing Chantelle Dever as Deputy Clerk of the Council/Public Information Officer and setting the salary for said position as required by Section 2-10 of the St. Martin Parish Home Rule Charter.

Prior to adjournment, Parish President Chester Cedars gave updates on several items not requiring council action. President Cedars announced he is still waiting on guidance from the Department of the Treasury relative to the American Rescue Plan funding. Parish President Chester Cedars briefly discussed the COVID-19 vaccination sites being held in our parish and expressed his excitement for finally being on the road to normalcy. Finally, President Cedars stated that a front came through and caused flooding issues in lower St. Martin on March 25, 2021. Parish President Chester Cedars thanked Office of Homeland Security and Emergency Preparedness Director Terry Guidry, Kasey Courville, Shane Bailey, Kyle Daigle, Heath Babineaux, and the rest of the Public Works employees that assisted in getting the flooding under control.

A motion was made by David Poirier seconded by Byron Fuselier that the St. Martin Parish Council does hereby adjourn. Motion was unanimously approved.

I HEREBY CERTIFY THE FOREGOING TO BE EXACT AND TRUE:

  
\_\_\_\_\_  
BROOKE GILLESPIE  
CLERK OF THE COUNCIL