# TERREBONNE PARISH COUNCIL POLICY, PROCEDURE, AND LEGAL COMMITTEE

Mr. Darrin W. Guidry,

Sr. Chairman Mr.John Navy Vice-Chairman

Ms. Arlanda Williams Member
Mr. Gerald Michel Member
Mr. Scotty Dryden Member
Ms. Christa Duplantis- Member
Prather Member
Mr. Al Marmande Member
Mr. Dirk Guidry Member

Mr. Steve Trosclair



In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Venita H. Chauvin, Council Clerk, at (985) 873-6519 describing the assistance that is necessary.

### **AGENDA**

May 21, 2018 5:40 PM

Parish Council Meeting Room

NOTICE TO THE PUBLIC: If you wish to address the Council, please complete the "Public Wishing to Address the Council" form located on either end of the counter and give it to either the Chairman or the Council Clerk prior to the beginning of the meeting. Individuals addressing the council should be respectful of others in their choice of words and actions. Thank you.

# ALL CELL PHONES, PAGERS AND ELECTRONIC DEVICES USED FOR COMMUNICATION SHOULD BE SILENCED FOR THE DURATION OF THE MEETING

### **INVOCATION**

### PLEDGE OF ALLEGIANCE

### **CALL MEETING TO ORDER**

### **ROLL CALL**

- 1. Co-sponsorship request from Leadership Terrebonne Alumni's Annual Association's Annual Environment Day on May 23, 2018 (Use of Transit Bus).
- **2.** Appointment of "The Courier" as Official Journal for Terrebonne Parish.
- 3. Adjourn

Category Number: Item Number:



Monday, May 21, 2018

Item Title: INVOCATION			
Item Summary: INVOCATION			

Category Number: Item Number:



Monday, May 21, 2018

**Item Title:** 

PLEDGE OF ALLEGIANCE

**Item Summary:** PLEDGE OF ALLEGIANCE

Category Number: Item Number: 1.



Monday, May 21, 2018

### **Item Title:**

Cosponsorship request - Leadership Terrebonne

### **Item Summary:**

Co-sponsorship request from Leadership Terrebonne Alumni's Annual Association's Annual Environment Day on May 23, 2018 (Use of Transit Bus).

### **ATTACHMENTS:**

DescriptionUpload DateTypeCosponsorship request5/18/2018Application

### Venita Chauvin

From:

tigergrad31@gmail.com

Sent:

Thursday, May 10, 2018 2:59 PM

To:

Leilani Adams; Venita Chauvin; Suzette Thomas

Subject:

New Co-Sponsorship Application - Terrebonne Parish Consolidated Government



# **Co-Sponsorship Application**

A new co-sponsorship application has been submitted through the Parish website.

**Event Name:** 

Leadership Terrebonne Environment Day

Location:

Various locations around Terrebonne Parish

Date(s) of Event:

05/23/2018 (7:00 AM - 5:30 PM)

Reason for Co-Sponsorship:

Leadership Terrebonne is an ambassador for the strengths and opportunities of this parish. The program educates emerging leaders on key important issues this parish faces and the focus of the May 23 event is on the environment and the steps the parish has taken to protect and restore important coastal areas of the parish. We are requesting the use of a Good Earth Transportation bus to take the 32 class members to the various sties around the parish. TPCG has generously approved this request for many years and for Leadership

Services / Resources Needed: Security

Use of Transit Bus

Organization:

Leadership Terrebonne Alumni Association

Authorized Representative:

Karen Schilling (Facilitator)

Terrebonne to use one of the buses,

Contact Person:

\*\*\* Same as above \*\*\*

Mailing Address:

511 Wilson Avenue Houma, LA 70364

**Daytime Phone Number:** 

985-637-6200

E-mail:

tigergrad31@gmail.com

This email is sent by an automated process for an Online Co-Sponsorship Request submission. If you have any questions, please contact our information Technology team at



Monday, May 21, 2018

### **Item Title:**

Appoint Official Journal

# Item Summary:

Appointment of "The Courier" as Official Journal for Terrebonne Parish.

### **ATTACHMENTS:**

Description	<b>Upload Date</b>	Type
Notie from Secretary of State	5/17/2018	Cover Memo
Letter to Courier Publisher	5/17/2018	Cover Memo
Quote from Courier	5/17/2018	Cover Memo

# SECRETARY OF STATE STATE OF LOUISIANA

TOM SCHEDLER SECRETARY OF STATE

P.O. BOX 94125 BATON ROUGE, LA 70804-9125 225.922.2880 <u>WWW.sos.la.gov</u>



May 11, 2018

Venita H. Chauvin, Clerk Terrebonne Parish Council P.O. Box 2768 Houma, LA 70361

Dear Ms. Chauvin,

According to the records of this office, the appointment of the official journal in your parish will expire soon. Below is the current information in our database:

Official Journal:

The Courier

Parish:

**Terrebonne Parish Official Journal** 

Date of Expiration:

6/30/2019

Please execute the enclosed Official Parish Journal Certificate with regard to the newly-appointed Official Journal of your parish and return it to this office before <u>June 11, 2018</u>.

A self-addressed envelope is enclosed for your convenience. You may also fax it to Elections Services/Publications at 225.922.0197 or email it to <a href="mailto:shawn.kitts@sos.la.gov">shawn.kitts@sos.la.gov</a>.

Please feel free to call me at 225.922.0900, if you have any questions.

Sincerely,

Shawn Kitts

Shawn Lite

**Elections Services/Publications** 

/sk

**Enclosures** 



# OFFICIAL PARISH JOURNAL CERTIFICATE

I,(Name)	, do hereby certify that I am the
(Name)	
	of the
(Title of Official: i.e., Secretary of the Police Jury or other par	ish governing authority)
governing authority of the Parish of	, and as
such, I am the custodian of the records of said gove	rning authority, and that according
to said records, the:(Name of Newspa	<b>,</b>
(Name of Newspa	<u>per)</u>
(Complete MAILING ADDRESS o	f Newspaper)
(TELEPHONE NUMBER of Newspaper and FA	X NUMBER of Newspaper)
(E-mail address for Legal Advertis	sing)
is the Official Journal of said Parish and of said go	overning authority, having been
selected as such on the day of	, 2018, in the manner
provided by law, for the period beginning July 1, 2	018 and ending June 30, 2019
and that this Certificate is made for the purpose of	identifying the Official Journal
of said Parish and said governing authority to the	Honorable Tom Schedler,
Secretary of State, as required by R. S. 43:150 and	R. S. 43:174.
(Signature of Official)	(Date)

Please return this form to: Secretary of State, Publications Division
P. O. Box 94125, Baton Rouge, LA 70804-9125
Telephone: (225) 922-0900

FOR SOS USE ONLY									
Website Updated	YES -	NO -							

### STEVE TROSCLAIR, CHAIRMAN

DISTRICT 1
JOHN NAVY
DISTRICT 3
GERALD MICHEL
DISTRICT 5
CHRISTA M. DUPLANTIS-PRATHER, RN
DISTRICT 7
ALIDORE "AL" MARMANDE
DISTRICT 9
STEVE TROSCLAIR



DISTRICT 6
DARRIN W.GUIDRY, Sr.
DISTRICT 8
DIRK J. GUIDRY
COUNCIL CLERK
VENITA H. CHAUVIN

ARLANDA WILLIAMS, VICE-CHAIR

SCOTTY DRYDEN

ARLANDA J. WILLIAMS

DISTRICT 2

**DISTRICT 4** 

Post Office Box 2768 • Houma, LA 70361
Government Tower Building • 8026 Main Street, Suite 600 • Houma, LA 70360
Telephone: (985) 873-6519 • FAX: (985) 873-6521
vchauvin@tpcg.org www.tpcg.org

May 16, 2018

"VIA Email"

Mr. Lee Bachlet Editor The Courier Post Office Box 2717 Houma, LA 70361

RE: Official Journal

Dear Mr. Bachlet:

It is that time of year again. I apologize for the late notice, but I just received the notice from the LA Secretary of State and they are requesting that the Certificate of Appointment be returned by June 11, 2018. If I don't place on next week's agenda our next meeting will be after the June 11 deadline. According to the provisions of RS 43:141 (copy attached), the Terrebonne Parish Council and governing bodies across this state are required to "select a newspaper as official journal" before June 30, 2017.

As such, I would like to obtain proposals from newspapers that are interested and/or qualified to serve as the official journal for Terrebonne Parish. R.S. 43:140 et seq (copy attached) contains all of the information necessary as it relates to official journal.

Therefore, the Council is asking for proposals that would indicate a price for publication of any and all legal notices based on a "per square of one hundred words or a fraction thereof". It is understood that the price will be based on information that is submitted to the newspaper electronically. The letter providing your price should also include "proof" of your newspaper's eligibility to serve as official journal.

Your proposal should be submitted to this office no later than the end of the day (4:30 p.m.) on Friday, May 18, 2018. Please feel free to contact me if you have any questions concerning the Council's request.

Sincerely,

Venita H. Chauvin, Council Clerk

cc: Policy, Procedure & Legal Committee File /vhc

### RS 43:141

- §141. Official journal to be selected by police juries, city and parish councils, municipal corporations, and school boards
- A. The police juries, city and parish councils, municipal corporations, and school boards in all the parishes, the parish of Orleans excepted, at their first meeting in June of each year, shall select a newspaper as official journal for their respective parishes, towns, or cities for a term of one year.
- B. In any parish which is divided by the Mississippi River and has a population of not less than one hundred thousand the governing body shall have the authority to select two official journals for their respective parishes, one of which shall be located on one bank of the river and the other which shall be located on the opposite bank thereof and no act heretofore performed shall be considered invalid because of any such parish having heretofore designated two such official journals.

Amended by Acts 1958, No. 515, §1; Acts 1986, No. 378, §1, eff. July 2, 1986.

### RS 43:140

### CHAPTER 4. OFFICIAL JOURNALS OF POLITICAL SUBDIVISIONS PART I. OFFICIAL JOURNAL OF PARISHES, MUNICIPALITIES, AND SCHOOL BOARDS

§140. Definitions

As used in this Chapter, the following terms shall have the meanings ascribed to them in this Section:

- (1) "Bona fide paying subscribers" shall mean persons who have subscribed at a subscription rate which is not nominal, whether by mail subscriptions, purchases through dealers and carriers, street vendors and counter sellers, or any combination thereof, but shall not include free circulation, sales at token or nominal subscription price, and sales in bulk for purposes other than for resale for individual subscribers.
- (2) "General paid circulation" shall not include publications when one-half or more of all copies circulated are provided free of charge to the ultimate recipients, or are paid for at nominal rates by the ultimate recipients.
- (3) "Newspaper" shall mean a publication that during each year of the five-year period prior to the first publication of any legal or official notice therein:
  - (a) Has been published at regular intervals of not less than weekly.
- (b) Has been originated and published for the dissemination of current news and intelligence of varied, broad, and general public interest, including regular news coverage of local public meetings and events, and is not devoted to the interests of, or published for the entertainment or instruction of, or has a circulation restricted to, any particular sect, denomination, labor or fraternal organization, or other special group or class of citizens.
- (c) Has not been published primarily for advertising purposes and has not contained more than seventy-five percent advertising in more than one-half of its issues, excluding separate advertising supplements inserted into but separately identifiable from any regular issue or issues.
- (d) Has maintained a general paid circulation to bona fide paying subscribers within the area the publication is required.
- (4) "Nominal rate(s)" shall mean a price which is so small or slight that it is not considered real or substantial in comparison with what might reasonably be expected.
- (5) "Office" shall mean the newspaper's principal public business office and need not be the place at which the newspaper's printing presses are physically located. A newspaper shall have only one principal public business office; however, any newspaper with a principal business office in a parish adjoining Jefferson Parish which within one year prior to June 1, 1986, has actually published official proceedings of any municipal corporation, parish council, police jury, or school board in Jefferson Parish shall be deemed to be published in an office physically located in both the parish where the newspaper maintains its principal business office and Jefferson Parish.

Acts 1986, No. 378, §1, eff. July 2, 1986; Acts 2011, 1st Ex. Sess., No. 36, §1.

# THE COURIER

P.O. Box 2717, Houma, LA 70361 3030 Barrow St., Houma, LA 70360

May 16, 2018

Parish Council
Parish of Terrebonne
Venita Chauvin, Parish Council Clerk
P. O. Box 2768
Houma, La. 70361

Dear Ms. Chauvin:

SUBJECT: OFFICIAL JOURNAL FOR TERREBONNE PARISH CONSOLIDATED GOVERNMENT, TERREBONNE PARISH COUNCIL

The Courier would like to continue serving the public as the Terrebonne Parish Consolidated Government, Terrebonne Parish Council's official journal for the period of July 1, 2018, to June 30, 2019.

The Courier is the only daily newspaper in Terrebonne Parish that meets all of the legal requirements to qualify as the parish's Official Journal. Those qualifications include the requisite postal permit and fully paid circulation distribution system.

The Courier has consistently produced and delivered a high quality, trusted editorial environment in which to place your legal advertisements. By using *The Courier*, you will reach the maximum number of parish adults, which offers the Council the widest possible distribution of its legal notices in Terrebonne parish. No other single medium can provide that kind of readership or distribution consistently and continuously.

In addition, *The Courier* offers the opportunity to publish your notices on any day of the week. This gives you maximum flexibility to meet your publication needs.

As a compliment to our daily newspaper, *The Courier* places each of your legal advertisements on its Internet Web site at no additional charge. While this enhanced service costs the Terrebonne Parish Consolidated Government nothing extra, it provides more depth and breadth to the solid number of adults reading *The Courier*. With this tool, your legal notices are available to the public 24 hours a day, 365 days a year.

As a further enhancement, all of your Web-posted legal notices are searchable by keyword and offer e-mail notification upon posting to those readers who request it. These powerful and user-friendly features are provided at no additional charge.

The following rate per legal square of 100 words or fraction thereof will be \$3.20

As requested, we have attached documents to prove The Courier is eligible to serve as official journal for Terrebonne Parish.

- A. The Courier's primary location is 3030 Barrow Street, Houma, LA 70360.
- The Courier has not missed three consecutive issues at any time during the last В. five years.
- C. Attached is a copy of our most recent paid circulation audit.
- Attached is a copy of our published periodical permit for the US Postal Service. D.

If you need further assistance, please contact me.

Thank you for allowing us the opportunity to be considered for the Official Journal for The Terrebonne Parish Consolidated Government, Terrebonne Parish Council.

Publisher



# **AUDIT REPORT**

### Newspaper

Audited Every Other Year

# audited every 2 years

### THE COURIER

Houma (Terrebonne Parish), Louisiana 24 months ended December 31, 2015

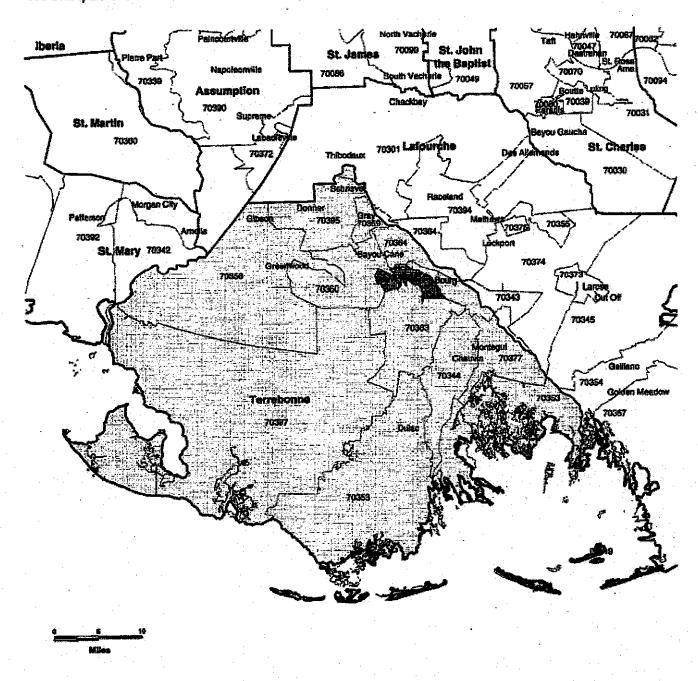
	Sun	Avg Mon-Fri	Sat
EXECUTIVE SUMMARY	13,850	11,044	18,166
The Courier		4	
Print (See Per. 1A)	13,108	10,303	17,424
Digital Nonreptice (See Par. 18)	742	741	742
TOTAL AVERAGE CIRCULATION	13,850	11,044	18,166
A. THE COURIER - PRINT			•,
Paid Circulation	٠		v-
individually Paid Circulation			
Home Delivery and Mail	9,476	9,033	8,998
<b>Joint Distribution</b>	2.407	854	6,063 1,985
Single Copy Sales Total Average Individually Paid Circulation	3,437 12,913	9,887	17,046
	12,010	almen .	1110-10
Business/Traveler Paid Circulation Hotel Distribution - Room/Lobby Copies	58	50	80
Total Average Business/Traveler Paid Circulation	58	50	80
Total Average Paid Circulation - Print	12,971	9,937	17,126
Qualified Circulation			
Single Copy			
Educational Copies		229	450
Employee/Independent Contractor	137	137	158 140
Retail/Business Total Average Single Copy	137	366	298
Total Average Qualified Circulation - Print	137	366	298
Total Average Circulation - Print	13,108	10,303	17,424
B. THE COURIER - DIGITAL NONREPLICA		- · · · · · · · · · · · · · · · · · · ·	:
Qualified Circulation Restricted Access Website	742	741	742
Total Average Qualified Circulation - Digital Nonreplica	742	741	742
Total Average Circulation - Digital Nonreptica	742	741	742
TOTAL AVERAGE CIRCULATION - PRINT & DIGITAL AND NONREPLICA	13,850	11,044	18,166

Publishing Plans

THE COURIER

Preguency: Daily
Delivery Vehicle(s): Print, online
Printery Circulation Classification: Paid
Websits(s): www.houmsbday.com

# HOUMA, LOUISIANA







COUNTY BOUNDARY
ZIP CODE BOUNDARY
HOUMA CORPORATE LIMITS
NEWSPAPER DISTRIBUTION AREA



Page 2 of 6 • 01-1786-0 Alliance for Audited Media Alkance for Audited Media C1044-R15

### 2. TOTAL AVERAGE CIRCULATION By Market: (Optional)

AUDIT STATEMENT			
	Sun	Avg Mon-Fri	Sat
	Publisher's Audited Statement Circulation Claim Differe	Publisher's Audited Statement nce Circulation Claim Difference	Publisher's Audited Statement Circulation Claim Difference
The Courier	13,850 13,850	11,044 11,044	18,166 18,166
Total Average Circulation	13,850 13,850	11,044 11,044	18,166 18,166

# AVERAGE CIRCULATION BY QUARTERS for the previous audits and period covered by this report:

	Sun	Avg Mon-Fri	Set
	Total	Total	Total
Calendar Quarter Ended	Avg. Clic.	Avg. Circ.	Avg. Circ.
March 27, 2011	15,890	12,728	21,151
June 26, 2011	16,184	12,491	21,009
September 25, 2011	16,003	12,159	20,766
December 25, 2011	15,859	11,957	20,299
March 31, 2012	15,226	11,802	20,237
June 30, 2012	14,689	11,437	20,002
September 30, 2012	14,683	11,357	19,950
December 31, 2012	14,447	11,248	19,522
March 31, 2013	14,324	11,114	19,086
June 30, 2013	14,454	11,269	19,094
September 30, 2013	14,684	11,551	19,367
December 31, 2013	14,593	11,616	18,892
March 31, 2014	14,494	11,576	18,694
June 30, 2014	14,358	11,439	18,673
September 30, 2014	14,630	11,387	18,667
December 28, 2014	15,612	12,183	20,023
March 29, 2015	13,703	11,045	17,510
June 28, 2015	13,128	10,675	17,937
September 27, 2015	12,644	10,178	17,109
December 27, 2015	12,241	9,921	16,712

# 3. ACTUAL ONE-DAY GROSS DISTRIBUTION AND AVERAGE PROJECTED CIRCULATION AVERAGES BY PARISHES OR COUNTIES:

Sun, September 13, 2015; Thu, September 24, 2015; Sal, September 12, 2015.

(CH's) Occupied Households - #1-1-15 The Nielsen Company (U.S.), Inc.

The "Average Projected Circulation" (Avg. Proj. Circ.) has been arrived at by projecting the audit period everages to the one day distribution figures in this report.

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\*County population and occupied inousehold estimates appearing in AAM reports are obtained from The Nielsen Company (U.S.), Inc. The Nielsen Company (U.S.), Inc. The Nielsen Company (U.S.), Inc. estimates are interned for your company's use during its normal course of business, and, while the information may be provided to third parties during such course of business, it may not be sold or sub-licensed to third parties or electronically integrated into third party systems without the prior written consent of The Nielsen Company (U.S.), Inc.

\*Arrived at by relating actual gross distribution figures to average circulation for the period covered by this report.

38. DISTRIBUTION BY ZIP CODES RECEIVING 25 OR MORE COPIES:

SOURCE - U.S. ZIP Code Directory, #1-1-15 The Nielsen Company (U.S.), Inc., See Par. 5.

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### 4. BASIC PRICES as of December 31, 2015 (subscription sales based on 52 weeks/1 year)

		ome livery	Single Copy	Mail		
Frequency	Print	Digital Nonreplica	Print	Print		
Mon-Sat & Sun Mon-Fri & Sun	\$174.00 \$160.88	\$142.60		\$263.00		
Mon-Fri Sat		-	<b>\$</b> 0.75 \$0.75	•		
Sun	\$37.41		\$1.50			

### S. NOTES:

### REPORT ENDING DATE

December 31, 2015

### JOINT DISTRIBUTION AGREEMENT

Joint Distribution represents copies served to subscribers of THE DAILY COMET, Thibodaux, Louisiana, who have been notified that established prices for their subscriptions include service of this publication on Saturday and that no other service options are offered to them.

### **QUALIFIED RETAIL/BUSINESS**

Included in Qualified Retail/Business are copies distributed through publisher-maintained venues. Verification is made of distribution to location only, and not of actual pick-up.

### **PUBLISHER'S RETURN POLICY**

**Fully Returnable** 

### THE NIELSEN COMPANY (U.S.) INC. ESTIMATES

County population and occupied household estimates appearing in AAM reports are obtained from The Nielsen Company (U.S.), Inc. The Nielsen Company (U.S.), Inc. estimates are intended for your company's use during its normal course of business, and, while the information may be provided to third parties during such course of business, it may not be sold or sub-licensed to third parties or electronically integrated into third party systems without the prior written consent of The Nielsen Company (U.S.), Inc.

Marian Long, Advertising Director Telephone 985-857-2291 - FAX 985-857-2229 3030 Barrow St., P.O. Box 2717 Houms, LA 70360 e-mail: marian.long@houmatoday.com

### To Members of the Alliance for Audited Media:

We have examined the circulation records and other data presented by this publication for the period covered by this report. Our examination was made in accordance with AAM's Bylaws and Rules, and included such tests and other audit procedures as we considered necessary under the circumstances.

In our opinion, the total average circulation for the period shown is fairly stated in this report, and the other data contained in this report are fairly stated in all respects meterial to average circulation.

Alliance for Audited Media

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AU CHOCAL MENDICE STATEMENT OF OWNERSHIP, MANAGEMENT AND CHOCALORUM Respected by 28 U.S.C. MALEARISTE AND CONCRETE THE COURSES.

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E. Total Pree or Nominal Rate Distribution (Sum of 15d (1), (2), (3) and (4); 190 - 10

F. Total Distribution (Sum of 15c and: 15e); 10314 - 8558

G. Copfies Not Distributed; 818 - 811

H. Total (Sum of 15f and g); 11127 - 9187

I. Percent Paid (15c divided by 15f times 400); 98.15% - 99.88%

18. Electronic Copy Circulation:

Average No. Copies Each lesue During Preceding 12 Months

No. of Copies of Single Issue Published Nearest to Filing Date

A. Faid Electronic Copies; 703 - 648

H. Total Paid Print Copies (Line 15c) + Paid Electronic Copies (Line 15a); 1027 - 9198

C. Total Print Distribution (Line 15f) + Paid Electronic Copies (Line 15a); 45017 - 9204

D. Percent Paid (Both Print & Electronic Copies) (16b divided by 16c 160); 98.28% - 99.9%

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