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# TERREBONNE PARISH COUNCIL

## COMMUNITY DEVELOPMENT AND PLANNING COMMITTEE

Mr. Steve Trosclair  
Mr. Scotty Dryden      Chairman  
Mr. John Navy          Vice-Chairman  
Ms. Arlanda Williams   Member  
Mr. Gerald Michel      Member  
Ms. Christa Duplantis- Member  
Prather                  Member  
Mr. Darrin W. Guidry,   Member  
Sr.                        Member  
Mr. Al Marmande        Member  
Mr. Dirk Guidry



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 8, 2017  
5:45 PM

Parish Council Meeting Room

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**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. **RESOLUTION:** Authorizing authorizing the Parish President, on behalf of the Terrebonne Parish Tree Board, to apply for a Houma Area Convention and Visitors Bureau Tourism Development Sponsorship Program grant for the purpose of printing the Notable Tree Tours brochure to be distributed at local establishments and tourism centers.
2. A resolution to authorize the Parish President, on behalf of Terrebonne Parish Consolidated Government, to develop reasonable terms and conditions associated with a lease agreement, a Request for Proposal for a tennis professional, job descriptions for part-time staff, and an associated financial plan to make Terrebonne Parish

whole for the purposes of providing a recreational, multi-court tennis facility complex capable of hosting individual, league, and tournament play until such time as similar permanent public facilities are made available and execute associated agreements.

**3.** Adjourn

Category Number:  
Item Number:



Monday, May 8, 2017

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**Item Title:**

INVOCATION

**Item Summary:**

INVOCATION

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Category Number:  
Item Number:



Monday, May 8, 2017

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**Item Title:**

PLEDGE OF ALLEGIANCE

**Item Summary:**

PLEDGE OF ALLEGIANCE

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Monday, May 8, 2017

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**Item Title:**

Tree Board Notable Tree Tour Brochure - HACVB Tourism Development Grant

**Item Summary:**

RESOLUTION: Authorizing authorizing the Parish President, on behalf of the Terrebonne Parish Tree Board, to apply for a Houma Area Convention and Visitors Bureau Tourism Development Sponsorship Program grant for the purpose of printing the Notable Tree Tours brochure to be distributed at local establishments and tourism centers.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
CVB Grant Executive Summary	5/2/2017	Executive Summary
CVB Grant Resolution	5/2/2017	Resolution
Cover Memo	5/2/2017	Cover Memo
Printing Quotes and TB Financial Report April 10, 2017	5/2/2017	Backup Material



**EXECUTIVE SUMMARY**  
(REQUIRED FOR ALL SUBMISSIONS)

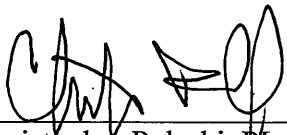
PROJECT TITLE
Tree Board Notable Tree Tour Brochure – HACVB Tourism Development Grant

PROJECT SUMMARY (200 WORDS OR LESS)
A resolution authorizing the Parish President, on behalf of the Terrebonne Parish Tree Board, to apply for a Houma Area Convention and Visitors Bureau Tourism Development Sponsorship Program grant for the purpose of printing the Notable Tree Tours brochure to be distributed at local establishments and tourism centers.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
The project initially began in 2009 as an opportunity to create a brochure that would highlight significant and historical trees throughout the parish. Citizens submitted photos and descriptions of the history of the tree(s). Upon receipt, the Tree Board decided to expand the scope of the project to include a professional brochure as well as an online, web-based tour guide that could be used to promote tourism for the region while also accomplishing the mission of the Tree Board to promote the awareness and importance of trees in the parish not only for their beauty, but for the many additional benefits such as canopy, habitat, and storm water management. The HACVB grant is a 50/50 grant up to \$1,060. The match is already included in the Tree Board's 2017 budget and will be used to help offset the cost of the printing of the brochures. The virtual tree tour has been created and can be seen on the Tree Board's webpage at <a href="http://www.tpcg.org/trees">www.tpcg.org/trees</a> . The current tours represent only a portion of the total submittals. Future tree tours are planned to be developed.

TOTAL EXPENDITURE				
\$1,060				
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)				
<u>ACTUAL</u>			ESTIMATED	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)				
N/A	NO	<u>YES</u>	IF YES AMOUNT BUDGETED:	\$1,060

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
<u>PARISHWIDE</u>	1	2	3	4	5	6	7	8	9

  
\_\_\_\_\_  
Christopher Pulaski, PLA  
Planning & Zoning Director

May 2, 2017  
Date

OFFERED BY:  
SECONDED BY:

RESOLUTION NO.

A Resolution authorizing the Parish President, on behalf of the Terrebonne Parish Tree Board, to apply for a Houma Area Convention and Visitors Bureau 2017 Product Development Matching Funds Program grant for the purpose of printing of the Notable Trees Brochure in order to further promote local tourism.

WHEREAS, the Terrebonne Parish Tree Board was created in 2007 to preserve and protect the existing healthy trees in Terrebonne Parish which play an important ecological role in controlling soil erosion and storm water runoff, to promote trees as enhancing air quality by reducing air pollution, noise and water pollution, and to further promote for the benefit of our community an understanding of the value of trees new and old as an important economic asset, environmental asset and as creating a positive image of a caring community; and

WHEREAS, the project titled Notable Trees Brochure was an effort initially begun in 2009 whereby members of the public submitted photographs and nominations of significant trees throughout the Parish and the scope of the project was expanded to establish a tour throughout the Parish and its specific bayous and regions for the enjoyment of residents and tourists alike; and

WHEREAS, the Houma Area Convention and Visitors Bureau has established a Tourism Development Sponsorship Program to encourage the development of new and diverse tourism attractions in the Terrebonne Parish area; and

NOW, THEREFORE, BE IT RESOLVED by the Terrebonne Parish Council, State of Louisiana, agree to obligate up to \$1,060.00 of matching funds already provided for and included in the Terrebonne Parish Tree Board's 2017 budget;

AND, BE IT FURTHER RESOLVED that the Terrebonne Parish Consolidated Government is hereby authorized and directed to make application to the Houma Area Convention and Visitors Bureau, to seek assistance on the project, and that the Parish President be further authorized to take the necessary action to complete such project and sign such documents as are required.

THERE WAS RECORDED:  
YEAS:  
NAYS:  
ABSTAINING:  
NOT VOTING:  
ABSENT:

\* \* \* \* \*

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VENITA CHAUVIN, COUNCIL CLERK  
TERREBONNE PARISH COUNCIL



P.O. BOX 6097  
HOUMA, LOUISIANA 70361  
(985) 868-5050



P.O. BOX 2768  
HOUMA, LOUISIANA 70361  
(985) 868-3000

## TERREBONNE PARISH CONSOLIDATED GOVERNMENT

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### MEMORANDUM

**To:** Hon. Gordon E. Dove  
Parish President

**From:** Chris Pulaski  
Director, Planning & Zoning Department

**Date:** May 2, 2017

**Re:** Tree Board request for resolution authorizing PP to apply for HACVB grant

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The Tree Board is requesting a resolution authorizing the Parish President, on behalf of the Terrebonne Parish Tree Board, to apply for a Houma Area Convention and Visitors Bureau Tourism Development Sponsorship Program grant for the purpose of printing the Notable Tree Tours brochure to be distributed at local establishments and tourism centers. It is a 50/50 grant program. The total amount being requested is \$1,060.

Please feel free to contact me at (985) 873-6569 or at [cpulaski@tpcg.org](mailto:cpulaski@tpcg.org) with any questions concerning this matter.



Bayou Printing & Graphics, Inc.  
922 Sunset Avenue  
Houma, LA 70360

**Terrebonne Parish Consolidated Government Tree Board**

Notable Tree Tours Brochure

6-Apr-17

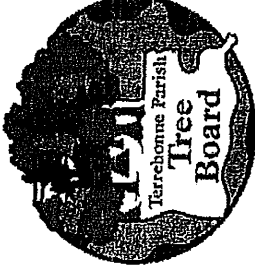
Request for Quotes - Project Quote Sheet

Contact: Chris Pulaski, (985) 873-6568

TPCG Planning Office, 8026 Main St, Ste. 401, Houma, LA 70360 Fax/(985) 580-8141 Email/cpulaski@tpcg.org

\*No substitutions are permitted (mark with NIQ for Not Included in Quote)

\*\*Quotes due back at Planning Office no later than 4:30pm on April 6, 2017 (mail, fax, email or drop off)



Qty.	Item Description	Size	Unit Cost	Total
10,000	Notable Tree Tours Brochure	11X17	.2127	2120.00
	100# gloss coated full color, 2 sides includes 2 folds (trifold or fold in half twice) Customer will provide the pdf file.			
			TAX	-222.60
			<b>Grand Total</b>	<b>2397.40</b>

*\$2,120*

OR

Qty.	Item Description	Size	Unit Cost	Total
5,000	Notable Tree Tours Brochure	11X17	.294	1470.00
	100# gloss coated full color, 2 sides includes 2 folds (trifold or fold in half twice) Customer will provide the pdf file.			
			TAX	154.35
			<b>Grand Total</b>	<b>1624.35</b>

\*\*\* Work will not be scheduled to begin until after April 30, 2017

Terrebonne Parish Tree Board  
April 10, 2017

Revenues to date:

Parish Allocation

-

Carryover of 2016 Budget to 2017:

37,387.00

37,387.00

Expenditures to date:

Vendor:

Expenditures to date

-

Funds Available:

37,387.00

*Prepared by: Melissa Bourgeois, Investment Officer*



Monday, May 8, 2017

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**Item Title:**

Resolution to Authorize Parish President to Develop Terms and Conditions for Agreement to Lease 10-Court Tennis Complex (former Renaissance Health & Racquet Club)

**Item Summary:**

A resolution to authorize the Parish President, on behalf of Terrebonne Parish Consolidated Government, to develop reasonable terms and conditions associated with a lease agreement, a Request for Proposal for a tennis professional, job descriptions for part-time staff, and an associated financial plan to make Terrebonne Parish whole for the purposes of providing a recreational, multi-court tennis facility complex capable of hosting individual, league, and tournament play until such time as similar permanent public facilities are made available and execute associated agreements.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Executive Summary - Tennis Facility	5/3/2017	Executive Summary
Tennis Facility Memo to PP Dove	5/3/2017	Cover Memo
Tennis Court	5/3/2017	Resolution



**EXECUTIVE SUMMARY**  
(REQUIRED FOR ALL SUBMISSIONS)

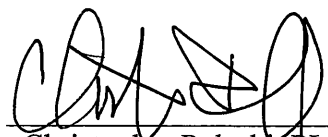
PROJECT TITLE
Resolution to Authorize Parish President to Develop Terms and Conditions for Agreement to Lease 10-Court Tennis Complex (former Renaissance Health & Racquet Club)

PROJECT SUMMARY (200 WORDS OR LESS)
A resolution to authorize the Parish President, on behalf of Terrebonne Parish Consolidated Government, to develop reasonable terms and conditions associated with a lease agreement, a Request for Proposal for a tennis professional, job descriptions for part-time staff, and an associated financial plan to make Terrebonne Parish whole for the purposes of providing a recreational, multi-court tennis facility complex capable of hosting individual, league, and tournament play until such time as similar permanent public facilities are made available and execute associated agreements.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
The public purpose and the legal authority to pursue this opportunity is as per Section 2-78 of the Parish Code of Ordinances which states that TPCG thru its Parks and Recreation Department shall direct and be responsible for recreation and recreational facilities and other such responsibilities as may be directed by the president. The operation of a 10-court tennis facility at its maximum potential for public benefit requires the direction of a qualified tennis professional and staff, and since the service of the tennis professional could be provided at no direct cost to the Parish, the expenditure does not appear to be gratuitous. Lastly, the Parish has a reasonable expectation for receiving equivalent value in exchange for the expenditure of public funds thru receipt of revenue from projected public usage fees, tournament and league play revenue (open to all interested leagues, associations, and schools), and thru sales tax, hotel/motel tax and other associated economic benefit from the hosting of these types of tournaments and events that would otherwise take place in other communities.

TOTAL EXPENDITURE				
\$36,000				
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)				
ACTUAL			<u>ESTIMATED</u>	
IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)				
N/A	<u>NO</u>	YES	IF YES AMOUNT BUDGETED:	

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
<u>PARISHWIDE</u>	1	2	3	4	5	6	7	8	9

  
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Christopher Pulaski, PLA  
Planning & Zoning Director

May 3, 2017  
Date



P.O. BOX 6097  
HOUMA, LOUISIANA 70361  
(985) 868-5050



P.O. BOX 2768  
HOUMA, LOUISIANA 70361  
(985) 868-3000

## TERREBONNE PARISH CONSOLIDATED GOVERNMENT

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### MEMORANDUM

**To:** Hon. Gordon E. Dove  
Parish President

**From:** Chris Pulaski  
Director, Planning & Zoning Department

**Date:** May 3, 2017

**Re:** Resolution to authorize PP to establish terms and conditions associated with leasing of 10-court tennis complex (former Renaissance Health and Racquet Club)

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With the closing of Renaissance Health & Racquet Club and its 10 tennis courts, many of the tennis players in Terrebonne Parish (including a number of schools) have found themselves without a venue for organized tournament or league play and without a place to reserve courts for individual play and/or lessons. There are a number of public courts scattered throughout the parish, and the various districts are working to repair them. The Bayou Country Sports Park on Hwy 311 has an 8-court facility as part of the master plan and proposed City Park/Airbase has 6-court facility planned, but that is still several years out. It seems clear that there is an opportunity for the Parish to provide a facility to meet these needs until such time as the planned public facilities are made available.

The public purpose and the legal authority to pursue this opportunity is as per Section 2-78 of the Parish Code of Ordinances which states that TPCG thru its Parks and Recreation Department shall direct and be responsible for recreation and recreational facilities and other such responsibilities as may be directed by the president. The operation of a 10-court tennis facility at its maximum potential for public benefit requires the direction of a qualified tennis professional and staff, and since the service of the tennis professional could be provided at no direct cost to the Parish, the expenditure does not appear to be gratuitous. Lastly, the Parish has a reasonable expectation for receiving equivalent value in exchange for the expenditure of public funds thru receipt of revenue from projected public usage fees, tournament and league play revenue (open to all interested leagues, associations, and schools), and thru sales tax, hotel/motel tax and other

associated economic benefit from the hosting of these types of tournaments and events that would otherwise take place in other communities.

I recommend that you request that the Council provide a resolution authorizing you to develop reasonable terms and conditions associated with a lease agreement, a Request for Proposal for a tennis professional, job descriptions for part-time staff, and an associated financial plan to make Terrebonne Parish whole. Attached are documents to that effect.

Please feel free to contact me at (985) 873-6569 or at [cpulaski@tpcg.org](mailto:cpulaski@tpcg.org) with any questions concerning this matter.

OFFERED BY:  
SECONDED BY:

RESOLUTION NO.

A Resolution authorizing the Parish President, on behalf of the Terrebonne Parish Consolidated Government, to develop reasonable terms and conditions associated with a lease agreement, a Request for Proposal for a tennis professional, job descriptions for part-time staff, and an associated financial plan to make Terrebonne Parish whole for the purposes of providing a recreational, multi-court tennis facility complex capable of hosting individual, league, and tournament play until such time as similar permanent public facilities are made available;

WHEREAS, with the closing of Renaissance Health & Racquet Club and its 10 tennis courts, many of the tennis players in Terrebonne Parish (including a number of schools) have found themselves without a venue for organized tournament or league play and without a place to reserve courts for individual play and/or lessons; and

WHEREAS, the public purpose and the legal authority to pursue this opportunity is identified in Section 2-78 of the Parish Code of Ordinances which states that TPCG thru its Parks and Recreation Department shall direct and be responsible for recreation and recreational facilities and other such responsibilities as may be directed by the president; and

WHEREAS, the services required to operate such a facility shall be provided at no direct cost to the Parish, the expenditure does not appear to be gratuitous; and

WHEREAS, the Parish has a reasonable expectation for receiving equivalent value in exchange for the expenditure of public funds thru receipt of revenue from projected public usage fees, tournament and league play revenue (open to all interested leagues, associations, and schools), and thru sales tax, hotel/motel tax and other associated economic benefit from the hosting of these types of tournaments and events that would otherwise take place in other communities; and

NOW, THEREFORE, BE IT RESOLVED by the Terrebonne Parish Council, State of Louisiana, agree to authorize the Parish President to develop reasonable terms and conditions associated with a lease agreement, a Request for Proposal for a tennis professional, job descriptions for part-time staff, and an associated financial plan to make Terrebonne Parish whole for the purposes of providing a recreational, multi-court tennis facility complex capable of hosting individual, league, and tournament play until such time as similar permanent public facilities are made available and execute associated agreements.

THERE WAS RECORDED:  
YEAS:  
NAYS:  
ABSTAINING:  
NOT VOTING:  
ABSENT:

\* \* \* \* \*

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VENITA CHAUVIN, COUNCIL CLERK  
TERREBONNE PARISH COUNCIL