
TERREBONNE PARISH COUNCIL

PUBLIC SERVICES COMMITTEE

Mr. Carl Harding	Chairman
Mr. Darrin W. Guidry, Sr.	Vice-Chairman
Mr. Brien Pledger	Member
Mr. Gerald Michel	Member
Mr. John Amedee	Member
Ms. Jessica Domangue	Member
Mr. Daniel Babin	Member
Mr. Dirk J. Guidry	Member
Mr. Steve Trosclair	Member



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

AGENDA

September 25, 2023
5:30 PM

Robert J. Bergeron Government Tower Building
8026 Main Street
2nd Floor Council Meeting Room
Houma, LA 70360

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. All comments must be addressed to the Council as a whole. Addressing individual Council Members or Staff is not allowed. Speakers should be courteous in their choice of words and actions and comments shall be limited to the issue and cannot involve individuals or staff related matters. Thank you.

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

CALL MEETING TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

1. **RESOLUTION:** Authorizing the execution of Change Order No. 1 to the agreement for Professional Engineering Services with David A. Waitz Engineering and Surveying, Inc.
2. **RESOLUTION:** Ratifying the appointment of the firm of All South Consulting Engineers, LLC to provide professional services for the Hollywood/Valhi Roundabout; FP&C Project #50-J55-23-04 and authorizing the execution of an agreement for these services.

3. **RESOLUTION:** Providing for the ratification of the appointment by Parish President Gordon E. Dove of the firm of GIS Engineering, LLC to provide engineering services for the Bayou Terrebonne Miter Gate Project (Twin Span Location), FP&C Project No. 50-J55-23-01, and also authorizing Parish President Gordon E. Dove to execute the appropriate engineering contract documents for this project.
4. **RESOLUTION:** Providing for the ratification of the appointment by Parish President Gordon E. Dove of the firm of GIS Coastal Design & Engineering to provide engineering services for the Company Canal Miter Gate Project in Bourg, FP&C Project No. 50-J55-23-02 and also authorizing Parish President Gordon E. Dove to execute the appropriate engineering contract documents for this project.
5. **RESOLUTION:** Providing for the acceptance of work performed by LA Contracting Enterprise, LLC, in accordance with the Certificate of Substantial Completion for Parish Project No. 21-PARK-05, Bayou Country Sports Park Soccer Expansion, Terrebonne Parish, Louisiana.
6. **RESOLUTION:** Giving notice of intent to adopt an ordinance to establish regulations and policies relative to the Rotary Centennial Plaza and calling for a public hearing on said matter on Wednesday October 11, 2023 at 6:30pm.
7. Adjourn

Category Number:
Item Number:



Monday, September 25, 2023

Item Title:

INVOCATION

Item Summary:

INVOCATION

Category Number:
Item Number:



Monday, September 25, 2023

Item Title:

PLEDGE OF ALLEGIANCE

Item Summary:

PLEDGE OF ALLEGIANCE



Monday, September 25, 2023

Item Title:

David Waitz Engineering Services

Item Summary:

RESOLUTION: Authorizing the execution of Change Order No. 1 to the agreement for Professional Engineering Services with David A. Waitz Engineering and Surveying, Inc.

ATTACHMENTS:

Description	Upload Date	Type
David Waitz Engineering Services	9/12/2023	Executive Summary
David Waitz Engineering Services	9/12/2023	Resolution
David Waitz Engineering Services	9/12/2023	Backup Material
David Waitz Engineering Services	9/12/2023	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

David Waitz Engineering Services

PROJECT SUMMARY (200 WORDS OR LESS)

Change Order No. 1 for general consulting services.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

A resolution providing approval for increase in contract price.

TOTAL EXPENDITURE

\$20,000

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT
BUDGETED:

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

1

2

3

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A handwritten signature in blue ink, appearing to read "Ernest B.", written over a horizontal line.

Signature

A handwritten date "9/12/23" in blue ink, written over a horizontal line.

Date

OFFERED BY:
SECONDED BY:

RESOLUTION NO. _____

A resolution authorizing the execution of Change Order No. 1 to the agreement for Professional Engineering Services with David A. Waitz Engineering and Surveying, Inc.

WHEREAS, by contract dated January 30, 2023, Terrebonne Parish Consolidated Government did enter into an agreement with David A. Waitz Engineering, Inc. for General Consulting Services on an as-needed basis for the Utilities Department, Terrebonne Parish, Louisiana, and

WHEREAS, a Change Order No. 1 has been recommended for an increase in the amount of Twenty Thousand Dollars (\$20,000), for General Consulting Services on an as-needed basis for the Utilities Department, and

NOW THEREFORE BE IT RESOLVED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that Change Order No. 1 to the contract for Professional Engineering Services with David A. Waitz Engineering, Inc. be, and is hereby, approved.

BE IT FURTHER RESOLVED, that the Parish President, and all appropriate parties be, and they are hereby, authorized to execute Change Order No. 1, for an increase in the amount by Twenty Thousand Dollars (\$20,000).

THERE WAS RECORDED:

YEAS:

NAYS:

NOT VOTING:

ABSENT:

The Chairman declared the resolution adopted this _____ day of _____ 2023.

* * * * *

I, TAMMY TRIGGS, Clerk of Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Public Services Committee on _____, 2023 and subsequently ratified by the Assembled Council in Regular Session on _____, 2023 at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS _____ DAY OF _____ 2023.

TAMMY TRIGGS
COUNCIL CLERK
TERREBONNE PARISH COUNCIL

**CHANGE ORDER NO. 1 TO
ENGINEERING AGREEMENT**

THIS CHANGE ORDER NO. 1, hereafter sometimes referred to as "AGREEMENT", made and entered into this ____ day of _____, 2023;

BY AND BETWEEN:

TERREBONNE PARISH CONSOLIDATED GOVERNMENT, (TPCG), a political subdivision of the State of Louisiana, represented herein by its duly authorized President, Gordon Dove (hereafter sometimes referred to as "OWNER"), and

DAYID A. WAITZ ENGINEERING AND SURVEYING, INC., represented herein by David A. Waitz, P.E., P.L.S., duly authorized signature (hereafter sometimes referred to as "ENGINEER");

WHEREAS, the Terrebonne Parish Consolidated Government did enter into an engineering agreement with David A. Waitz Engineering and Surveying, Inc. The original engineering agreement dated January 30, 2023, for

WHEREAS, the agreement needs to be increased, and

WHEREAS, the firm of David A. Waitz Engineering and Surveying, Inc., has performed these activities of the Engineering Agreement for General Consulting Services on an as-needed basis for the Utilities Department, and

WHEREAS, the TPCG is desirous of having these services continued so that there is a need for additional funds to be added to the agreement for an increase in the amount of Twenty Thousand Dollars (\$20,000).

NOW THEREFORE, be it understood and agreed by the parties hereto that the contract be amended as stated above.

IN WITNESS WHEREOF, the parties hereto have affixed their legal hands on this ____ day of _____ 2023.

OWNER:

TERREBONNE PARISH CONSOLIDATED
GOVERNMENT

BY: _____

Gordon Dove, President

WITNESSES:

ENGINEER:

DAYID A. WAITZ
ENGINEERING AND SURVEYING, INC.

BY: _____

**David A. Waitz, P.E., P.L.S.,
President**

WITNESSES:

**AGREEMENT BETWEEN
TERREBONNE PARISH CONSOLIDATED GOVERNMENT
and
DAVID A. WAITZ ENGINEERING AND SURVEYING, INC.**

This Agreement is made and entered into this 30th day of January, 2023 by and between Terrebonne Parish Consolidated Government, whose address 8026 Main Street, Suite 700, Houma 70360, hereinafter referred to as "TPCG," and David A. Waitz Engineering and Surveying, Inc. (hereinafter "Company") for Professional Services to be performed by Company on behalf of TPCG.

TPCG desires to enter into a contract with Company for General Consulting Services that are to be requested by the TPCG Utility Department on an as-needed basis at the direction of TPCG and/or TPCG's designee;

NOW, THEREFORE, in consideration of the provisions for payment and the mutual terms, conditions, and covenants hereinafter set forth, the Parties agree as follows:

1. SERVICES

Company shall provide Consulting Services on a Time and Material (T&M) basis at rates set forth in Exhibit A, current Rate Sheet of Company. The work shall be performed within a reasonable time or within the specific time period agreed to by the parties in writing, should there be time constraints. The intent of this agreement is to offer flexibility to TPCG in the day-to-day operations. It allows for the Company to assist TPCG with day-to-day issues that develop from time to time.

2. PAYMENT

Company shall submit invoices to TPCG on a monthly basis. Invoices shall be paid within 30 days of receipt of same. Company shall bill by task orders opened under this agreement as directed by TPCG. Company may suspend services under this Agreement if any payment is not paid in full after 60 days.

This Agreement is limited to the total sum of **\$20,000.00** in Professional fees and costs per year, unless otherwise Amended.

3. TERM OF AGREEMENT

The agreement shall be in effect for beginning on February 1st of 2023 and shall be in effect until December 31, 2023 or until either party terminates the agreement. The Agreement may be terminated for any reason by either party with a 10-day written notice. The terminating party may set the effective date of termination for more than 30 days to allow Company to complete necessary tasks whose value would otherwise be lost. In the event of the termination by either party, the Company shall be entitled to invoice TPCG and to receive full payment for all services already performed or materials already furnished in accordance with this Agreement and all reimbursable expenses incurred through the effective date of termination.

4. INDEPENDENT CONTRACTOR/SUPERVISION

Company shall perform the Work as an independent contractor. Company shall not be considered an agent, partner, or joint venture of TPCG. Company shall be responsible for the means and methods of performance of this Agreement and the safety procedures and programs incidental thereto.

5. SCOPE OF WORK

Company shall perform all work pursuant to the standard of care for the practice of professionals in the surrounding area.

6. INDEMNITY/LEGAL

Each party agrees to indemnify, defend, and hold harmless each other, their officers, agents, and employees, from and against any and all liabilities, losses, damages, demands, claims, proceedings, judgments, orders, suits, taxes, costs and expenses, including reasonable legal fees and other expenses of litigation to the extent the foregoing result from (i) the negligent acts, errors or omissions of the other party, its officers, employees, subcontractors, or agents or (ii) any breach of the duties or obligations under this Agreement by the other party, its officers, employees, subcontractors, or agents.

This Agreement is to be governed by the law of the State of Louisiana. In the event of a dispute between the parties, the parties agree to negotiate with each other in good faith. In the event that the negotiations are unsuccessful, the parties stipulate to the jurisdiction of the 32nd Judicial District Court, Parish of Terrebonne, State of Louisiana.

7. CONFIDENTIALITY

The parties agree that each party may have access during the term of this Agreement to information which the other deems proprietary and confidential. Any such information shall be designated as "Confidential" before being disseminated to the other party. After such a designation is made, the other party shall not disclose it to a third person unless ordered to do so by a Court of competent jurisdiction or by the issuance of a subpoena.

8. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties. Any amendment, modification or termination shall be done in writing. In the event that a portion of the Agreement is held to be unenforceable, all other provisions shall remain in full force and effect.

This Agreement may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the day and year first above written.


**DAVID A. WAITZ ENGINEERING
AND SURVEYING, INC.
(COMPANY)**

By: 
David A. Waitz

Title President

Date: 01/30/2023

**TERREBONNE PARISH
CONSOLIDATED GOVERNMENT
(TPCG)**

By: 
Gordon E. Dove

Mike Toups
Parish Manager
Authorized Designee
Record #1627089

Title Parish President

Date: 1/30/23

DAVID A. WAITZ ENGINEERING AND SURVEYING, INC.
Civil Engineers & Professional Land Surveyors



Jacob A. Waitz, P.E., L.S.I.

David A. Waitz, P.E., P.L.S.

James M. Templeton, P.L.S.

RATE SCHEDULE - JANUARY 1, 2023

SURVEY PARTY:

Two (2) Man Crew-----	\$150.00 per hour*
Three (3) Man Crew -----	\$180.00 per hour*
Four (4) Man Crew -----	\$225.00 per hour*
* Includes survey vehicle and standard equipment.	
Per Diem, per man-per day -----	\$125.00 per day

INDIVIDUAL RATES:

Party Chief -----	\$ 95.00 per hour
Instrument Man -----	\$ 75.00 per hour
Chainman & Rodman-----	\$ 50.00 per hour
Engineering/Surveying Technician (Computer Operators, Title Research Specialists, Right-of-Way Agents, Courthouse Researchers, AutoCAD Drafter)-----	\$ 95.00 per hour**
Registered Engineer-----	\$ 150.00 per hour
Registered Land Surveyor -----	\$ 135.00 per hour
Principal Engineer-----	\$ 200.00 per hour
Environmental Specialist -----	\$ 100.00 per hour
Engineer Intern/Surveying Intern -----	\$ 90.00 per hour
Project Manager -----	\$ 100.00 per hour
Construction Project Representative -----	\$ 85.00 per hour
Stenographer -----	\$ 50.00 per hour
Administrative Assistant -----	\$ 80.00 per hour
Survey Vehicle & Standard Equipment -----	\$ 40.00 per hour
** Includes Computer Cad System and Plotter	

OTHER EQUIPMENT:

Total Station and Accessories-----	\$ 200.00 per day
GPS System - RTK with Data Collector -----	\$ 500.00 per day
Raytheon Fathometer -----	\$ 120.00 per day
Radio Transmitter and Receiver Units, Each-----	\$ 20.00 per day
Power Saw with Fuel -----	\$ 100.00 per day
Metal Detector (Schonstedt)-----	\$ 50.00 per day
Pipe Locator (Tinker Razor) -----	\$ 50.00 per day
Gradiometer or Magnetometer -----	\$ 450.00 per day
Pirogues or Canoe, each -----	\$ 150.00 per day

RATE SCHEDULE - JANUARY 1, 2023
 DAVID A. WAITZ ENGINEERING AND SURVEYING, INC.
 CIVIL ENGINEERS & PROFESSIONAL LAND SURVEYORS
 PAGE 2 OF 2

14' Aluminum Skiff-----	\$ 250.00 per day
14' Skiff with Outboard Motor-----	\$ 400.00 per day
17' - 20' Boat, Motor & Fuel-----	\$ 500.00 per day
20' - 24' Twin Engine Outboard -----	\$ 475.00 per day
10' X 22' Probing Barge-----	\$ 600.00 per day
Airboat-----	\$ 750.00 per day
Tractor-----	\$ 200.00 per day
Bush Hog -----	\$ 75.00 per day
All Terrain Cycle -----	\$ 100.00 per day
Jet Probe -----	\$ 75.00 per day

SURVEY SUPPLIES:

1 X 2 Hub-----	\$ 2.00 each
1 X 1 X 4' Wooden Stake-----	\$ 2.50 each
1 X 1 X 8' Wooden Stake-----	\$ 5.50 each
2 X 2 X 16' Wooden Stake -----	\$ 7.50 each
Cane Poles-----	\$ 4.00 each
Flagging-----	\$ 4.00 each
¾ G.I.P. -----	\$ 3.00 per foot
2" G.I.P. -----	\$ 5.25 per foot
Pin Flags – (bundle of 100)-----	\$ 20.00/bundle

REPRODUCTIONS:

Blue Line Prints:

A. Prints from 0-6 sq. ft. -----	\$ 5.00 each
B. Prints from 6-12 sq.ft. -----	\$ 10.00 each
C. Over 12 sq. ft. -----	\$.35/sq. ft.
D. Mylar (Film)-----	\$ 1.90/sq. ft.
E. Vellum-----	\$.65/sq. ft.
F. Bond-----	\$.25/sq. ft.
G. Photo copies -----	\$.35 each
H. Film - 0-6 sq. ft. -----	\$ 5.50/sq. ft.

NOTES:

1. APPLICABLE RATES WILL BE CHARGED PORTAL TO PORTAL FROM OUR OFFICE IN THIBODAUX, LOUISIANA.
2. OVERTIME WILL BE CHARGED FOR WEEKENDS AND LEGAL HOLIDAYS AT RATE PLUS 50%.
3. WHEN OPERATING FROM A BASE OTHER THAN OUR REGULAR OFFICE, PER DIEM WILL BE CHARGED AT A RATE OF \$125.00/CALENDAR DAY/MAN SUBSISTENCE PLUS LODGING EXPENSES.
4. SPECIAL SERVICES FURNISHED BY OTHERS SHALL BE CHARGED AT THE ACTUAL COST.
5. TRAVEL IN AUTOMOBILE (COMPANY) .55¢ PER MILE PORTAL TO PORTAL FROM OUR OFFICE.



Monday, September 25, 2023

Item Title:

Appointment of ASCE for Hollywood Rd Roundabout

Item Summary:

RESOLUTION: Ratifying the appointment of the firm of All South Consulting Engineers, LLC to provide professional services for the Hollywood/Valhi Roundabout; FP&C Project #50-J55-23-04 and authorizing the execution of an agreement for these services.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	9/15/2023	Executive Summary
Resolution	9/15/2023	Resolution



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Hollywood/Valhi Roundabout, FP&C Project #50-J55-23-04

PROJECT SUMMARY (200 WORDS OR LESS)
To appoint All South Consulting Engineers, LLC to provide engineering services for the Hollywood/Valhi Roundabout project.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
The purpose of this appointment is to provide engineering services for the construction of a roundabout at the intersection of Valhi Boulevard and Hollywood Road.

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

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

Jeanne P. Bray

09/14/2023

Signature

Date

OFFERED BY:
SECONDED BY:

RESOLUTION

A resolution ratifying the appointment of the firm of All South Consulting Engineers, LLC to provide professional services for the **Hollywood/Valhi Roundabout; FP&C Project #50-J55-23-04** and authorizing the execution of an agreement for these services.

WHEREAS, Terrebonne Parish Consolidated Government is desirous of constructing a roundabout at the intersections of Valhi Blvd. and Hollywood Road, and

WHEREAS, the Terrebonne Parish Consolidated Government is desirous of appointing a firm to provide professional services for the project entitled **Hollywood/Valhi Roundabout**, and

WHEREAS, the firm of All South Consulting Engineers, LLC has been selected by Terrebonne Parish President Gordon E. Dove to provide the professional services relative to said project, and

NOW, THEREFORE BE IT RESOLVED that the Terrebonne Parish Council does hereby ratify the appointment of the firm of All South Consulting Engineers, LLC by Terrebonne Parish President Gordon E. Dove for professional services for the **Hollywood/Valhi Roundabout**, and

BE IT FURTHER RESOLVED that the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, does hereby authorize the execution of an agreement with the firm of All South Consulting Engineers, LLC by Terrebonne Parish President Gordon E. Dove.

THERE WAS RECORDED:

YEAS:
NAYS:
NOT VOTING:
ABSENT

And the Chairman declared the resolution adopted on this _____ day of _____, 2023.

I, TAMMY TRIGGS, Clerk of the Terrebonne Parish Council, Houma, Louisiana, do hereby certify that the foregoing is a true and correct copy of the RESOLUTION adopted by the Terrebonne Parish Council on _____, 2023, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS _____ DAY OF _____, 2023.

TAMMY TRIGGS, CLERK
TERREBONNE PARISH COUNCIL



Monday, September 25, 2023

Item Title:

Appointment of GIS for BT Miter Gate

Item Summary:

RESOLUTION: Providing for the ratification of the appointment by Parish President Gordon E. Dove of the firm of GIS Engineering, LLC to provide engineering services for the Bayou Terrebonne Miter Gate Project (Twin Span Location), FP&C Project No. 50-J55-23-01, and also authorizing Parish President Gordon E. Dove to execute the appropriate engineering contract documents for this project.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	9/15/2023	Executive Summary
Resolution	9/18/2023	Resolution



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Bayou Terrebonne Miter Gate Project (Twin Span Location); FP&C Project No. 50-J55-23-01

PROJECT SUMMARY (200 WORDS OR LESS)
To appoint GIS Engineering, LLC to provide engineering services for the Bayou Terrebonne Miter Gate Project.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
The purpose of this appointment is to provide engineering services for the Bayou Terrebonne Miter Gate just South of the intersection of Bayou Terrebonne and the GIWW.

TOTAL EXPENDITURE				
N/A				
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)				
ACTUAL			ESTIMATED	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)				
N/A	NO	YES	IF YES AMOUNT BUDGETED:	N/A

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

Jeanne P. Bray

09/14/2023

Signature

Date

OFFERED BY:
SECONDED BY:

RESOLUTION

A resolution providing for the ratification of the appointment by Parish President Gordon E. Dove of the firm of GIS Engineering, LLC to provide engineering services for the Bayou Terrebonne Miter Gate Project (Twin Span Location), FP&C Project No. 50-J55-23-01, and also authorizing Parish President Gordon E. Dove to execute the appropriate engineering contract documents for this project.

WHEREAS, Terrebonne Parish is desirous of constructing a Miter Gate on Bayou Terrebonne, and

WHEREAS, the Terrebonne Parish Consolidated Government would like to proceed with design of this project, and

WHEREAS, Parish President Gordon E. Dove has recommended that the firm of GIS Engineering, LLC be retained to provide the necessary professional services for this project, and

NOW, THEREFORE BE IT RESOLVED, that the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the Parish President Gordon E. Dove be ratified and that the engineering firm of GIS Engineering, LLC be retained to provide the necessary professional services for the Bayou Terrebonne Miter Gate Project and that Parish President Gordon E. Dove be authorized to execute any and all documents with said firm for this project.

THERE WAS RECORDED:

YEAS:
NAYS:
NOT VOTING:
ABSENT

And the Chairman declared the resolution adopted on this _____ day of _____, 2023.

I, TAMMY TRIGGS, Clerk of the Terrebonne Parish Council, Houma, Louisiana, do hereby certify that the foregoing is a true and correct copy of the RESOLUTION adopted by the Terrebonne Parish Council on _____, 2023, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS _____ DAY OF _____, 2023.

TAMMY TRIGGS, CLERK
TERREBONNE PARISH COUNCIL



Monday, September 25, 2023

Item Title:

Appointment of GIS for Company Canal Miter Gate

Item Summary:

RESOLUTION: Providing for the ratification of the appointment by Parish President Gordon E. Dove of the firm of GIS Coastal Design & Engineering to provide engineering services for the Company Canal Miter Gate Project in Bourg, FP&C Project No. 50-J55-23-02 and also authorizing Parish President Gordon E. Dove to execute the appropriate engineering contract documents for this project.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	9/15/2023	Executive Summary
Resolution	9/15/2023	Resolution



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Company Canal Miter Gate in Bourg Project; FP&C Project No. 50-J55-23-02

PROJECT SUMMARY (200 WORDS OR LESS)
To appoint GIS Coastal Design & Engineering to provide engineering services for the Company Canal Miter Gate Project.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
The purpose of this appointment is to provide engineering services for the Miter Gate at Company Canal in Bourg.

TOTAL EXPENDITURE				
N/A				
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)				
ACTUAL			ESTIMATED	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)				
N/A	NO	YES	IF YES AMOUNT BUDGETED:	N/A

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

Jeanne P. Bray

09/14/2023

Signature

Date

OFFERED BY:
SECONDED BY:

RESOLUTION

A resolution providing for the ratification of the appointment by Parish President Gordon E. Dove of the firm of GIS Coastal Design & Engineering to provide engineering services for the Company Canal Miter Gate Project in Bourg, FP&C Project No. 50-J55-23-02 and also authorizing Parish President Gordon E. Dove to execute the appropriate engineering contract documents for this project.

WHEREAS, Terrebonne Parish is desirous of constructing a Miter Gate near Company Canal in Bourg, La, and

WHEREAS, the Terrebonne Parish Consolidated Government would like to proceed with design of this project, and

WHEREAS, Parish President Gordon E. Dove has recommended that the firm of GIS Coastal Design & Engineering be retained to provide the necessary professional services for this project, and

NOW, THEREFORE BE IT RESOLVED, that the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the Parish President Gordon E. Dove be ratified and that the engineering firm of GIS Coastal Design & Engineering be retained to provide the necessary professional services for the Company Canal Miter Gate Project and that Parish President Gordon E. Dove be authorized to execute any and all documents with said firm for this project.

THERE WAS RECORDED:

YEAS:
NAYS:
NOT VOTING:
ABSENT

And the Chairman declared the resolution adopted on this _____ day of _____, 2023.

* * * * *

I, TAMMY TRIGGS, Clerk of the Terrebonne Parish Council, Houma, Louisiana, do hereby certify that the foregoing is a true and correct copy of the RESOLUTION adopted by the Terrebonne Parish Council on _____, 2023, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS _____ DAY OF _____, 2023.

TAMMY TRIGGS, CLERK
TERREBONNE PARISH COUNCIL



Monday, September 25, 2023

Item Title:

Substantial Completion for Bayou Country Sports Park Soccer Expansion

Item Summary:

RESOLUTION: Providing for the acceptance of work performed by LA Contracting Enterprise, LLC, in accordance with the Certificate of Substantial Completion for PARish Project No. 21-PARK-05, Bayou Country Sports Park Soccer Expansion, Terebonne Parish, Louisiana.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	9/20/2023	Executive Summary
Resolution	9/20/2023	Resolution
Backup Material	9/20/2023	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE	
21-PARK-05	Bayou Country Sports Park Soccer Expansion

PROJECT SUMMARY (200 WORDS OR LESS)
Construction of improvements to the Bayou Country Sports Park soccer area.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
This certificate of Substantial Completion applies to all Work that has been inspected and that the work is substantially completed in accordance with the Contract Documents.

TOTAL EXPENDITURE	
N/A	
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:
	N/A

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

Jeanne P. Bray

9/20/2023

Signature

Date

OFFERED BY:
SECONDED BY:

RESOLUTION

A resolution providing for the acceptance of work performed by LA Contracting Enterprise, LLC, in accordance with the Certificate of Substantial Completion for Parish Project No. 21-PARK-05, Bayou Country Sports Park Soccer Expansion, Terrebonne Parish, Louisiana.

WHEREAS, the Terrebonne Parish Consolidated Government entered into a contract dated October 26, 2022 with LA Contracting Enterprise, LLC, for Parish Project No. 21-PARK-05, Bayou Country Sports Park Soccer Expansion, Terrebonne Parish, Louisiana, as will be seen by reference to said contract which is recorded under Entry No. 1661190 of the records of Terrebonne Parish, and

WHEREAS, the work performed has been inspected by authorized representatives of the Owner, Engineer, and Contractor and found to be substantially complete, and

WHEREAS, the Engineer for this project, All South Consulting Engineers, LLC, recommends the acceptance of the substantial completion, and

NOW, THEREFORE BE IT RESOLVED that the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, does hereby accept the work performed, effective as of the date of recording of this resolution, and does authorize and direct the Clerk of Court and Ex-Officio Recorder of Mortgages of Terrebonne Parish to note this acceptance thereof in the margin of the inscription of said contract under Entry No. 1661190 of the Records of Terrebonne Parish, Louisiana, and

BE IT FURTHER RESOLVED that a certified copy of the resolution be forwarded to All South Consulting Engineers, LLC, and

BE IT FURTHER RESOLVED that a certified copy of the resolution be recorded in the office of the Clerk of Court of Terrebonne Parish to commence a 45-day clear lien period, and

BE IT FURTHER RESOLVED that the Administration is authorized to make payment of retainage upon the presentation of a Clear Lien Certificate.

THERE WAS RECORDED:

YEAS:

NAYS:

NOT VOTING:

ABSENT:

The chairman declared the resolution adopted on this _____ day of _____, 2023.

I, TAMMY E. TRIGGS, Clerk of the Terrebonne Parish Council, Houma, Louisiana, do hereby certify that the foregoing is a true and correct copy of the RESOLUTION adopted by the Terrebonne Parish Council on _____, 2023, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS _____ DAY _____, 2023.

TAMMY E. TRIGGS, CLERK
TERREBONNE PARISH COUNCIL

CERTIFICATE OF SUBSTANTIAL COMPLETION

OWNER'S Project No. 21-PARK-05

ENGINEER'S Project No. 032-028-01

Project: Bayou Country Sports Park (Soccer Expansion)

CONTRACTOR: LA Contracting Enterprises, LLC.

Contract For: Base Bid

Contract Date: October 26, 2022

This Certificate of Substantial Completion applies to all Work under the Contract Documents or specified part thereof:

During the substantial completion walk-through on September 11, 2023, it was noted that all work under the Contract Documents have been completed.

To: Terrebonne Parish Consolidated Government
OWNER

And to: LA Contracting Enterprises, LLC.
CONTRACTOR

The Work to which this Certificate applies has been inspected by authorized representatives of OWNER, CONTRACTOR and ENGINEER, and that Work is hereby declared to be substantially complete in accordance with the Contract Documents on

September 7, 2023
DATE OF SUBSTANTIAL COMPLETION

A tentative list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include an item in it does not alter the responsibility of CONTRACTOR to complete all the Work in accordance with the Contract Documents. The items in the tentative list shall be completed or corrected by CONTRACTOR within 45 days of the above date of Substantial Completions.

The responsibilities between OWNER and CONTRACTOR for security, operation, safety, maintenance, heat, utilities, insurance and warranties shall be as follows:

RESPONSIBILITIES:

OWNER: None

CONTRACTOR: All warranties per the approved Contract Documents.

The following documents are attached to and make a part of this Certificate:

Not Applicable, all work completed to specification

This certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of CONTRACTOR's obligation to complete the Work in accordance with the Contract Documents.

Executed by ENGINEER on, 20.....

All South Consulting Engineers, LLC.
ENGINEER

By

CONTRACTOR accepts this Certificate of Substantial Completion on, 20.....

LA Contracting Enterprises, LLC.
CONTRACTOR

By

OWNER accepts this Certificate of Partial Substantial Completion on, 20.....

Terrebonne Parish Consolidated Government
OWNER

By



Monday, September 25, 2023

Item Title:

Regulations for Rotary Centennial Plaza

Item Summary:

RESOLUTION: Giving notice of intent to adopt an ordinance to establish regulations and policies relative to the Rotary Centennial Plaza and calling for a public hearing on said matter on Wednesday October 11, 2023 at 6:30pm.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	9/21/2023	Executive Summary
Resolution	9/21/2023	Resolution
Cover Memo	9/21/2023	Cover Memo
Proposed Ordinance	9/21/2023	Ordinance



EXECUTIVE SUMMARY
(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Regulations for Rotary Centennial Plaza

PROJECT SUMMARY (200 WORDS OR LESS)
A resolution giving notice of intent to adopt an ordinance to establish regulations and policies relative to the Rotary Centennial Plaza and calling for a public hearing on said matter on Wednesday October 11, 2023 at 6:30pm.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
Rotary Centennial Plaza is near completion. Although it is essentially a public park, its location and intended uses are unique to the Plaza, so a specific set of regulations equally unique are required to ensure its success in promoting economic development and quality of life as part of the downtown revitalization as well as ensuring the health, safety, and welfare of the general public. General park ordinances apply however certain items such as open container and hours of operation are specific to the Plaza. It is intended to have this space serve as a mechanism to draw residents and visitors alike to Downtown Houma who will then be encouraged and likely to visit nearby shops and restaurants. These ordinances were developed by Parish Administration together with Parish Legal, Houma Police Department, and the Plaza Merchants.

TOTAL EXPENDITURE				
N/A				
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)				
ACTUAL			ESTIMATED	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)				
N/A	NO	YES	IF YES AMOUNT BUDGETED:	

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

Chris Pulaski
Christopher Pulaski, PLA
Planning & Zoning Director

September 21, 2023
Date

OFFERED BY:
SECONDED BY:

RESOLUTION NO.

A Resolution giving notice of intent to adopt an ordinance to enact a new Sec. 21-26 “Regulations for Rotary Centennial Plaza” in Article II of Chapter 21 of the Terrebonne Parish Code of Ordinances, Recreation and Parks, to establish regulations for the use of the Rotary Centennial Plaza; and to renumber existing “Sec. 21-26. – Glass Containers” accordingly; and to provide for other matters relative thereto.

WHEREAS, the Terrebonne Parish Consolidated Government has partnered with the Rotary Club to construct the Rotary Centennial Plaza in downtown Houma (hereinafter, sometimes, the “Plaza); and

WHEREAS, the Terrebonne Parish Consolidated Government, for the health, safety, and welfare of the public, wishes to enact a new Section 21-26 of the provide for the regulated use of the Plaza by the public and the merchants operating businesses adjacent to the Plaza;

WHEREAS, this Ordinance accompanies substantial completion of the construction of the Plaza, and provides for the enactment of a new Section 21-26, to provide for the regulated use of the Plaza, and provides for the renumbering of surrounding sections of the Terrebonne Parish Code of Ordinances where applicable; and

NOW, THEREFORE, BE IT RESOLVED by the Terrebonne Parish Council (Community Development and Planning Committee), on behalf of the Terrebonne Parish Consolidated Government, does hereby state its notice of intent to adopt this proposed ordinance and call for a public hearing on said matter on Wednesday October 11, 2023 at 6:30pm.

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

* * * * *

TAMMY TRIGGS, COUNCIL CLERK
TERREBONNE PARISH COUNCIL

September 21, 2023

MEMO TO: Hon. Gordon E. Dove
Parish President

FROM: Chris Pulaski, Director
Planning and Zoning Department

SUBJECT: Request for Agenda for Sept 25th and 27th, 2023
Resolution of Notice of Intent to Adopt Proposed Ordinance
Regulations for Rotary Centennial Plaza

Attached is a resolution providing notice of intent to adopt the proposed ordinances for Rotary Centennial Plaza. These ordinances were prepared by Administration along with Parish Legal, Houma Police Department, and the Plaza Merchants. The resolution calls for a public hearing to be held on Wednesday October 11, 2023 at 6:30pm.

Should you have any questions or require additional information, please contact me.

Best Regards,

Chris

OFFERED BY: _____

SECONDED BY: _____

ORDINANCE NO. _____

AN ORDINANCE TO ADOPT AND ENACT A NEW SEC. 21-26 “REGULATIONS FOR ROTARY CENTENNIAL PLAZA” IN ARTICLE II OF CHAPTER 21 OF THE TERREBONNE PARISH CODE OF ORDINANCES, RECREATION AND PARKS, TO ESTABLISH REGULATIONS FOR THE USE OF THE ROTARY CENTENNIAL PLAZA; AND TO RENUMBER EXISTING “SEC. 21-26. – GLASS CONTAINERS” ACCORDINGLY; AND TO PROVIDE FOR OTHER MATTERS RELATIVE THERETO.

SECTION I

WHEREAS, LSA-Const. Art. 6, §4 states in its pertinent part that “Except as inconsistent with this constitution, each local governmental subdivision which has adopted such a home rule charter or plan of government shall retain the powers, functions, and duties in effect when this constitution is adopted. If its charter permits, each of them also shall have the right to powers and functions granted to other local governmental subdivisions.” and,

WHEREAS, LSA-Const. Art. 6, §17, entitled “Land Use; Zoning; Historic Preservation states in its pertinent part that “Subject to uniform procedures established by law, a local governmental subdivision may (1) adopt regulations for land use, zoning, and historic preservation, which authority is declared to be a public purpose;” and,

WHEREAS, Sec. 1-05 of The Home Rule Charter for a Consolidated Government for Terrebonne Parish states in its pertinent part that “The parish government shall have and exercise such other powers, rights, privileges, immunities, authority and functions not inconsistent with this charter as may be conferred on or granted to a local governmental subdivision by the constitution and general laws of the state, and more specifically, the parish government shall have and is hereby granted the right and authority to exercise any power and perform any function necessary, requisite or proper for the management of its affairs, not denied by this charter, or by general law, or inconsistent with the constitution.” and,

WHEREAS, the Terrebonne Parish Consolidated Government has partnered with the Rotary Club to construct the Rotary Centennial Plaza in downtown Houma (hereinafter, sometimes, the “Plaza); and

WHEREAS, the Terrebonne Parish Consolidated Government, for the health, safety, and welfare of the public, wishes to enact a new Section 21-26 of the provide for the regulated use of the Plaza by the public and the merchants operating businesses adjacent to the Plaza;

WHEREAS, this Ordinance accompanies substantial completion of the construction of the Plaza, and provides for the enactment of a new Section 21-26, to provide for the regulated use of the Plaza, and provides for the renumbering of surrounding sections of the Terrebonne Parish Code of Ordinances where applicable; and

NOW THEREFORE, BE IT ORDAINED by the Terrebonne Parish Council, in due, regular, and legal sessions convened, that:

SECTION I

Section 21-26. Glass Containers, shall be and is hereby renumbered to Section 21-25 (pulling from the reserved numbers of Article I). The new Section 21-25. Glass Containers, shall be codified under Article II, Parish Generally, of Chapter 21 of the Terrebonne Parish Code of Ordinances.

SECTION II

New Section 21-26. Rotary Centennial Plaza, shall be and is hereby enacted and codified in Article II of Chapter 21 of the Terrebonne Parish Code of Ordinances, to-wit:

Sec. 21-26. Rotary Centennial Plaza

(a) Definitions.

(1) Rotary Centennial Plaza consists of that portion of the parish road known as Belanger Street situated between Grinage Street and Church Street in Houma, Louisiana, including those public sidewalks and curbs contiguous to that portion of Belanger Street.

(2) Parking Area, for the purpose of this Section, means that certain tract of land, improved for parking, situated at 7842 Main Street, Houma LA 70360, identified as Parcel No. 19175 on the tax rolls of Terrebonne Parish, Louisiana, bounded on the south by Belanger Street, the north by Main Street, the east by Church Street, and west by a tract of land improved for commercial operations and identified as Parcel No. 25065 on the tax rolls of Terrebonne Parish, Louisiana. The provisions of this Section pertaining to the Parking Area shall remain in effect during the time the Parish maintains the property rights to the Parking Area.

(3) Plaza Merchants shall mean those persons, natural or juridical, who operate a business:

- a. under a valid commercial occupational license, and
- b. having a valid Certificate of Occupancy, and
- c. on property having a physical establishment contiguous to the Rotary Centennial Plaza or within the Houma Historic District boundaries.

(b) Prohibited Uses; Penalties.

(1) Curfew. It shall be unlawful for any person, regardless of age, to loiter within the boundaries of Rotary Centennial Plaza between the hours of 2am and 6am.

(2) Prohibited Items and Activities. It shall be unlawful for any person to possess the following items or activities within the Rotary Centennial Plaza and the Parking Area:

- a. alcoholic beverages not purchased from a Plaza Merchant authorized and licensed to sell alcohol;
- b. alcoholic beverages between the hours of 11pm and 6am Sunday thru Wednesday and 1am and 6am Thursday thru Saturday;
- c. glass containers;
- d. a cooler or coolers with the total capacity exceeding 14 quarts;
- e. cooking apparatuses;
- f. motorized vehicles;
- g. riding bicycles;
- h. riding skateboards;
- i. firearms;
- j. unpermitted amplified sounds.

(3) Exemptions. There shall be exempted from this subsection (b), any activity approved during an event permitted by a Public Property Use Permit and performed in accordance with the conditions of the permit or those associated with an emergency.

(4) A Public Property Use Permit may prohibit public access from the Parking Area, but it shall not prohibit public access to the Rotary Centennial Plaza.

(5) Any person who shall violate the provisions of this subsection (b), shall be guilty of a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500.00) or imprisonment for not more than thirty (30) days in the parish jail, or both, at the discretion of the court.

(c) Patio Service. For purposes of this Section, only, those public sidewalks and curbs in the Rotary Centennial Plaza and contiguous to a Plaza Merchant's establishment shall be and are hereby deemed that Plaza Merchant's bona fide patio for purposes of Sec. 4-33(b) of the Terrebonne Parish Code of Ordinances, hereinafter referred to as "Patio".

- (1) The boundaries of the Patios shall not extend beyond the curbs into Belanger Street.
- (2) Plaza Merchants may offer table service in their own Patios.
- (3) Plaza Merchants may control outdoor seating in their own Patios.
- (4) A Plaza Merchant may place movable equipment and inventory on its Patio. A Plaza Merchant shall do so at its own risk of liability and loss.
- (5) Plaza Merchants are prohibited from installing permanent fixtures on their Patios.

(d) Small Scale Entertainment or Exhibits. Plaza Merchants may organize amongst themselves a schedule from Monday through Thursday each week to host the performance small-scale entertainment or exhibits, such as acoustic music, in the Rotary Centennial Plaza. The Plaza shall always remain open to the public during these events. Plaza Merchants may reserve seating for their patrons in their own Patios during these performances.

SECTION III

The Rotary Centennial Plaza and its Parking Area shall be deemed and are hereby declared firearm-free zones in accordance with the provisions of Act 197 of the 1992 Legislature (R.S. 14:95.2 and 14:95.6, *et seq.*). Copies of the maps of the boundaries of the Rotary Centennial Plaza and its Parking Area are attached to this Ordinance and incorporated herein. The administration of the Terrebonne Parish Consolidated Government shall add the maps of the boundaries of the Rotary Centennial Plaza and its Parking Area, as attached, to its firearms-free zones index. As such, Section 19-9 (a) of the Code of Ordinances of Terrebonne Parish shall be and is hereby amended as follows:

Sec. 19-9. – Firearms-free zones.

- (a) In accordance with the provisions of Act 197 of the 1992 Legislature (R.S. 14:95.2 and 14:95.6 *et seq.*), the maps attached to Ordinance No. 5014 and Ordinance [cite to this ordinance] and incorporated therein are established as the boundaries of each firearms-free zone of the parish, and each map is hereby made an official public document and shall be placed with the clerk of court in accordance with law.
- (b) All penalties, definitions and/or provisions contained in R.S. 14:95.2 and 14:95.6 pertaining to firearms-free zones shall hereafter apply in the parish.

SECTION IV

The Rotary Centennial Plaza and its Parking Area shall be deemed and are hereby declared drug-free zones, in accordance with the provisions of Act 171 of the 1989 Legislature (R.S. 17:402, *et seq.*). Copies of the maps of the boundaries of the Rotary Centennial Plaza and its Parking Area are attached to this Ordinance and incorporated herein. The administration of the Terrebonne Parish Consolidated Government shall add the maps of the boundaries of the Rotary Centennial Plaza and its Parking Area, as attached, to its drug-free zones index.

As such, **Section 21-31. – Drug-free zones.** of the Code of Ordinances of Terrebonne Parish shall be and is hereby amended by adding, in alphabetical order, "Rotary Centennial Plaza and its Parking Area" to the itemized list of drug-free zones therein.

SECTION V

If any word, clause, phrase, section or other portion of this ordinance shall be declared null, void, invalid, illegal, or unconstitutional, the remaining words, clauses, phrases, sections and other portions of this ordinance shall remain in full force and effect, the provisions of this ordinance hereby being declared to be severable.

SECTION VI

This ordinance shall become effective upon approval by the Parish President or as otherwise provided in Section 2-13(b) of the Home Rule Charter for a Consolidated Government for Terrebonne Parish, whichever occurs sooner.

This ordinance, having been introduced and laid on the table for at least two weeks, was voted upon as follows:

THERE WAS RECORDED:
YEAS:

NAYS:
NOT VOTING:
ABSTAINING:
ABSENT:

The Chairman declared the ordinance adopted on this, the _____ day of _____, 2023.

JESSICA DOMANGUE, CHAIRWOMAN
TERREBONNE PARISH COUNCIL

COUNCIL CLERK
TERREBONNE PARISH COUNCIL

Date and Time Delivered to Parish President

Approved _____ Vetoed

Gordon E. Dove, Parish President
Terrebonne Parish Consolidated Government

Date and Time Returned to Council Clerk:

I, _____, Council Clerk for the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Assembled Council in Regular Session on _____, 20____, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS _____ DAY OF _____, 20____.

COUNCIL CLERK
TERREBONNE PARISH COUNCIL