
TERREBONNE PARISH COUNCIL

POLICY PROCEDURE AND LEGAL COMMITTEE

Mr. Gerald Michel	Chairman
Mr. John Amedee	Vice-Chairman
Mr. Brien Pledger	Member
Mr. Carl Harding	Member
Ms. Jessica Domangue	Member
Mr. Darrin W. Guidry, Sr.	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

May 22, 2023
5:45 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. Approve the co-sponsorship request from the Junior Auxiliary of Louisiana for the Dancing with the Stars event be held August 19, 2023 from 6:30 p.m. to 11:00 p.m. at the Barry P. Bonvillain Civic Center.
2. Approve the co-sponsorship request from the Bayou Regional Arts Council for the Bayou Arts Fest to be held on October 28, 2023 from 10:00 a.m. to 10:00 p.m. in Downtown Houma.

3. Approve the minutes of the Parks and Recreation Sub-Committee meeting held on May 10, 2023.
4. Approve the minutes of Broadmoor Tree Committee meeting held on May 17, 2023.
5. Discussion and possible action regarding the recommendation of the Parks and Recreation Sub-Committee to amend the Recreation District Policy and Procedure Manual to require that all Recreation Districts appoint a representative to attend eight (8) to ten (10) meetings annually of the Parishwide Recreation Advisory Board.
6. Discussion and possible action relative to Council notification of recreation districts with deficiencies with regards to the Recreation District Policy and Procedure Manual.
7. Pursuant to LA R.S. 42:16-17, the Parish Council may, upon 2/3 affirmative vote, convene into Executive Session to discuss the following:
“Status of lawsuits regarding Hurricane Ida claims with various insurance companies covering Terrebonne Parish Consolidated Government properties.”
8. Pursuant to LA R.S. 42:16-17, the Parish Council may, upon 2/3 affirmative vote, convene into Executive Session in order to discuss the following:
“Litigation between Terrebonne Parish Consolidated Government and Terrebonne Parish District Attorney Joseph L. Waitz, Jr., Louisiana Department of Natural Resources, and Freeport-McMoran et al; as well as any other litigation, settlement offers, and/or other matters related thereto, including but not limited to Case Nos. 185576 and 188363.”
9. A motion to discuss with possible action regarding communication between the Parish Administration, the Parish Legal Department, and the Parish Council on the status of matters related to litigation between Terrebonne Parish Consolidated Government and Terrebonne Parish District Attorney Joseph L. Waitz, Jr., Louisiana Department of Natural Resources, and Freeport-McMoran et al; as well as any other litigation, settlement offers, and/or other matters related thereto, including but not limited to Case Nos. 185576 and 18836.
10. Adjourn

Category Number:
Item Number: 1.



Monday, May 22, 2023

Item Title:

Co-sponsorship - Dancing with the Stars 2023

Item Summary:

Approve the co-sponsorship request from the Junior Auxiliary of Louisiana for the Dancing with the Stars event be held August 19, 2023 from 6:30 p.m. to 11:00 p.m. at the Barry P. Bonvillain Civic Center.

ATTACHMENTS:

Description

Cosponsorship Application

Upload Date

5/19/2023

Type

Application

From: president@jaofhouma.com
To: [Leilani Adams](#); [Tammy Triggs](#); [Keith Hampton](#); [Brian Detillier](#); [Stacey Martin](#)
Subject: New Co-Sponsorship Application - Terrebonne Parish Consolidated Government
Date: Thursday, May 18, 2023 2:33:33 PM



Co-Sponsorship Application

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

Requesting Use of the Parish Seal? No

Event Name: Dancing With The Stars

Location: Houma Terrebonne Civic Center

Date(s) of Event: 08/19/2023 (6:30 PM - 11:00 PM)

Reason for Co-Sponsorship: Gala fundraising event to raise funds for Junior Auxiliary of Houma's service projects in our community (focus on children).

Services / Resources Needed: Civic Center
Security

Additional Details: Non-profit organization? YES
Selling Tickets? YES **Cost of a ticket?** \$75

Organization: Junior Auxiliary of Houma

Authorized Representative: Katie Portier (*President*)

Contact Person: Katie Poriter (*President*)

Mailing Address: PO Box 8031
Houma, LA 70361

Daytime Phone Number: (985) 860-6167

E-mail: president@jaofhouma.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 development@tpcg.org. Thank you!

Category Number:
Item Number: 2.



Monday, May 22, 2023

Item Title:

Co-sponsorship - Bayou Arts Fest

Item Summary:

Approve the co-sponsorship request from the Bayou Regional Arts Council for the Bayou Arts Fest to be held on October 28, 2023 from 10:00 a.m. to 10:00 p.m. in Downtown Houma.

ATTACHMENTS:

Description

Cosponsorship Application

Upload Date

5/16/2023

Type

Application

From: director@bayouarts.org
To: [Leilani Adams](#); [Tammy Triggs](#); [Keith Hampton](#); [Anne Picou](#); [David Drury](#); [David Drury](#); [Ed Lawson](#); [Cheryl Lirette](#)
Subject: New Co-Sponsorship Application - Terrebonne Parish Consolidated Government
Date: Tuesday, May 16, 2023 7:35:02 AM



Co-Sponsorship Application

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

Requesting Use Yes
of the Parish
Seal?

Event Name: Bayou Arts Fest
Location: Downtown Houma
Date(s) of 10/28/2023 (10:00 AM - 10:00 PM)
Event:

Reason for Co-Sponsorship: Bayou Regional Arts Council is holding its second annual arts festival in conjunction with Explore Houma's White Boot Stroll and the Voice of the Wetlands. This event is free to the public.

Services / Barricades
Resources Courthouse Square
Needed: Electric Service
Garbage Containers & Collection
Insurance
Security
Sound Permit Fee

Additional Non-profit organization? YES
Details Selling Tickets? NO

Organization: Bayou Regional Arts Council

Authorized Genie Ardoin (*Executive Director*)

Representative:

Contact Person: *** Same as above ***

Mailing 317 Goode St
Address: Houma, LA 70360

Daytime Phone 985-209-4404

Number:

E-mail: director@bayouarts.org

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 development@tpcg.org. Thank you!

Category Number:
Item Number: 3.



Monday, May 22, 2023

Item Title:

Parks and Recreation Sub Committee Minutes

Item Summary:

Approve the minutes of the Parks and Recreation Sub-Committee meeting held on May 10, 2023.

ATTACHMENTS:

Description

Backup

Upload Date

5/17/2023

Type

Cover Memo

PARKS AND RECREATION SUB-COMMITTEE

MAY 10, 2023

The Chairman, Mr. John Amedée, called the Parks and Recreation Sub-Committee meeting to order at 1:00 p.m. in the Terrebonne Parish Council Meeting Room. Mr. G. Michel offered the Invocation and led the Pledge of Allegiance. Upon roll call, Committee Members recorded as present were: G. Michel, J. Amedée, and J. Domangue.

Chief Financial Officer Kandace Mauldin and Terrebonne Parish Recreation Director Roddy Lerille were also in attendance for the proceedings.

The Chairman read aloud Agenda Item No. 1 – Discussion with possible action regarding the implementation of policies and procedures for recreation districts.

The Chairman noted that a ledger detailing information submitted from each recreation district in Terrebonne Parish was distributed prior to the meeting.

Committee Member G. Michel questioned several items on the ledger, noting that numerous recreation districts did not turn in agendas for their meetings and highlighted that Recreation Districts No. 3A, 5, 6, and 10 were not consistent in submitting agendas.

Ms. Mauldin explained that Recreation District No. 10 has had a recent administrative change with Mr. Chester Voisin no longer being the Secretary/Treasurer. Their accounting firm, A & S Bayou Financial Services, is now in charge of submitting information to the Parish regarding their budget and agendas. She then clarified that Recreation District No. 5 has not submitted any information pertaining to their district.

Ms. Mauldin shared that Recreation District No. 4 reports all its information properly and in a timely manner, noting that the original ordinance states that the minutes draft should be submitted to the Parish within fifteen (15) days of the meeting and that a final draft is submitted with their budget(s).

The Chairman suggested that the new recreation policy needs to be reviewed to see if the current ordinance could be understood as the same as the previous ordinance. He also questioned if each recreation district is sending a representative to the Parishwide Recreation Advisory Meeting, sharing that, even if there is no policy requiring attendance, the recreation districts could greatly benefit from participating in them.

Ms. Mauldin clarified that the number of days that draft minutes are to be submitted to their office is **five (5) days**, not fifteen (15) as previously stated. She then stated that Recreation District No. 1 did not adopt the new recreation policy last year, but they did adopt the policy when they updated their budget in 2023. Ms. Mauldin then shared that Recreation District No. 2,3 adopted the recreation policy after their millage passed in 2022.

Ms. Mauldin clarified that the core recreation policy must be adopted by the districts, but the formal policy can be adopted and amended to include an attendance requirement for all recreation districts.

Upon questioning from the Chairman regarding the differences in the software that the recreation districts are using, Ms. Mauldin explained that the ten-digit account numbers may create a compatibility problem for some districts. She added that the secretary/treasurers of the recreation districts could contact the Finance department for assistance in this matter.

Discussion ensued relative to the recreation districts that are not in compliance with current recreation policy. The Committee suggested that they contact the Council member(s) who represent a given recreation district that is not in compliance first and, if unsuccessful, the Parks and Recreation Sub Committee will reach out to the recreation district via letter. Mr. G. Michel agreed to draft the letter that will be sent to recreation districts with any issues or deficiencies regarding recreation policies.

Mr. G. Michel requested that an item be placed on the upcoming Policy, Procedure and Legal Committee agenda to propose that all recreation boards be required to send a representative to the Recreation Advisory Board Meetings and that they must attend 2/3 of the meetings, approximately eight (8) to ten (10) meetings annually. Ms. Mauldin stated that she will draft the language for the “new section” to be placed in the recreation policy manual.

The Chairman stated that if a recreation board receives the letter, has been contacted by their respective Council members, but still does not comply, then that particular board would have to come before the Council to address the discrepancies and/or non-compliance.

The Chairman read aloud Agenda Item No. 2 – Discussion and possible action regarding expenditures for Recreation District No. 1 and Recreation District No. 11.

Chief Financial Officer K. Mauldin stated that Recreation District No. 11 has had no “back charges” on the Fuelman cards and reported that Fleet Maintenance Superintendent Carl Ledet stated that he had *no* information on Recreation District No. 11.

The Chairman stated that Recreation District No. 1 has submitted their charges and other pertinent information to the Sheriff’s Office as related to the Fuelman cards.

Ms. Mauldin clarified that there are more controls for the Parish over the Fuelman cards, and that most parish vehicles have GPS and cameras in their trucks to monitor the use of the cards. She stated that, with these internal controls in place, any additional fuel purchases must be authorized first, and that the cards will automatically be rejected if used for more than the previously allotted amount of fuel.

Upon questioning from Committee Member G. Michel, Ms. Mauldin explained that the TPCG Accounting Department reconciles the statements for the Fuelman cards and related checkbooks for fuel purchases.

Ms. Mauldin stated that there are no recreation districts in oversight at this time and that all recreation district budgets must be submitted by May 15, 2023, and approved by June 30, 2023.

Ms. J. Domangue moved, seconded by Mr. G. Michel, “That there being no further business to come before the Parks and Recreation Sub Committee, the meeting be adjourned at 1:44 p.m.

John Amedée, Chairman
Tammy E. Triggs, Minute Clerk

Category Number:
Item Number: 4.



Monday, May 22, 2023

Item Title:

Broadmoor Tree Minutes

Item Summary:

Approve the minutes of Broadmoor Tree Committee meeting held on May 17, 2023.

ATTACHMENTS:

Description

Backup

Upload Date

5/18/2023

Type

Cover Memo

BROADMOOR TREE FUND ADVISORY COMMITTEE

MEETING OF

Wednesday May 17, 2023

The Broadmoor Tree Fund Advisory Committee was called to order at 10:06 a.m. in the Terrebonne Parish Council Meeting Room on the 2nd floor of the Robert J. Bergeron Government Tower Building. An Invocation was led by Parish Council Member Gerald Michel, District 3, Chairman of the Broadmoor Tree Committee, followed by the Pledge of Allegiance.

Members Present:

Mr. Gerald Michel, Councilman, District 3
Mr. Clay Naquin, Vegetation Superintendent (non-voting Member)
Mr. Melvin Boudreaux, Broadmoor resident
Ms. Venita Chauvin, Member-at-Large
Ms. Sharon Lynn Mabry, Broadmoor resident
Ms. Mary Talbot-Savoy, Broadmoor resident

Members Absent: Mr. Barton Joffrion, LSU Co-op Extension (Arrived after meeting adjourned)

A quorum was present.

Chairman G. Michel requested the Committee to address an add-on to address a tree located at 901 Broadmoor Avenue brought up to him by a resident.

Mr. M. Boudreaux moved, seconded by Ms. V. Chauvin, "THAT the Committee allow an add-on to address an oak tree at 901 Broadmoor Avenue." The motion was adopted with no dissenting votes.

A discussion ensued relative to the tree at 901 Broadmoor Avenue that has some damage and whether it is located on Parish property and whether the Committee could authorize the funds to trim the trees if it is not affecting the utilities or posing a public safety hazard. The tree was planted by Mr. Funderburk.

Ms. V. Chauvin moved, seconded by Mr. M. Boudreaux, "THAT the Committee request Vegetation Superintendent C. Naquin to request the Parish Arborist to inspect the tree at 901 Broadmoor Avenue to determine if the tree is in need of cutting down. The motion was adopted with no dissenting votes.

A discussion ensued regarding the trees on Broadmoor Avenue & Funderburk Avenue that are blocking the view of the street lights. They were advised that the power lines on Broadmoor are in the front of the houses on the poles and ENTERGY would have to do the trimming. The power lines on Funderburk are in the back of the residences therefore the Parish contractor could trim the trees away from those street lights.

Mr. C. Naquin contacted ENTERGY and the trees on Broadmoor Avenue will be placed on a work order to be trimmed away from the street lights if they are not already on the list.

Ms. V. Chauvin moved, seconded by Mr. M. Boudreaux, "THAT the Committee request Vegetation Superintendent C. Naquin to request the Parish tree contractor to trim the trees on Funderburk Avenue away from the street lights." The motion was adopted with no dissenting votes.

Ms. M. Savoy moved, seconded by Ms. L. Mabry, "THAT the Committee allow an add-on to address cypress trees on Alma Street." The motion was adopted with no dissenting votes.

Ms. V. Chauvin moved, seconded by Ms. L. Mabry, "THAT the Committee request Vegetation Superintendent C. Naquin to request the Parish Arborist to inspect the cypress trees on Alma Street between Funderburk & Broadmoor Avenues to determine if they are in need of trimming or cutting down." The motion was adopted with no dissenting votes.

Ms. V. Chauvin moved, seconded by Ms. L. Mabry, “THAT, there being no further business to come before the committee that the meeting be adjourned.” The motion was adopted with no dissenting votes and the meeting was adjourned at 10:35 a.m.

GERALD MICHEL
CHAIRMAN

VENITA H. CHAUVIN
MINUTE CLERK



Monday, May 22, 2023

Item Title:

Recreation Advisory Board Meeting Attendance

Item Summary:

Discussion and possible action regarding the recommendation of the Parks and Recreation Sub-Committee to amend the Recreation District Policy and Procedure Manual to require that all Recreation Districts appoint a representative to attend eight (8) to ten (10) meetings annually of the Parishwide Recreation Advisory Board.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	5/18/2023	Executive Summary
Executive Summary	5/18/2023	Executive Summary

Date

Date

Category Number:
Item Number: 6.



Monday, May 22, 2023

Item Title:

Council Notification to Recreation Districts

Item Summary:

Discussion and possible action relative to Council notification of recreation districts with deficiencies with regards to the Recreation District Policy and Procedure Manual.

ATTACHMENTS:

Description

Executive Summary

Upload Date

5/18/2023

Type

Executive Summary



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Notice to Recreation Districts with Deficiencies

PROJECT SUMMARY (200 WORDS OR LESS)
Discussion and possible action relative to Council notification of recreation districts with deficiencies with regards to the Recreation District Policy and Procedure Manual.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
N/A

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

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

Gerald Michel

Signature

05/10/2023

Date



Monday, May 22, 2023

Item Title:

EXECUTIVE SESSION - Update on Hurricane Ida Insurance Claims

Item Summary:

Pursuant to LA R.S. 42:16-17, the Parish Council may, upon 2/3 affirmative vote, convene into Executive Session to discuss the following:

“Status of lawsuits regarding Hurricane Ida claims with various insurance companies covering Terrebonne Parish Consolidated Government properties.”

ATTACHMENTS:

Description

Executive Summary

Upload Date

5/15/2023

Type

Executive Summary



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
EXECUTIVE SESSION: Update on Hurricane Ida Insurance Claims

PROJECT SUMMARY (200 WORDS OR LESS)
Pursuant to LA R.S. 42:16-17, the Parish Council may, upon 2/3 affirmative vote, convene into Executive Session to discuss possible prospective litigation regarding the following: “Status of lawsuits regarding Hurricane Ida claims with various insurance companies covering Terrebonne Parish Consolidated Government properties.”

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
N/A

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

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

GERALD MICHEL

Signature

05/15/2023

Date



Monday, May 22, 2023

Item Title:

EXECUTIVE SESSION: Litigation with Department of Natural Resources and Freeport-McMoran

Item Summary:

Pursuant to LA R.S. 42:16-17, the Parish Council may, upon 2/3 affirmative vote, convene into Executive Session in order to discuss the following:

“Litigation between Terrebonne Parish Consolidated Government and Terrebonne Parish District Attorney Joseph L. Waitz, Jr., Louisiana Department of Natural Resources, and Freeport-McMoran et al; as well as any other litigation, settlement offers, and/or other matters related thereto, including but not limited to Case Nos. 185576 and 188363.”

ATTACHMENTS:

Description

Executive Summary

Upload Date

5/16/2023

Type

Executive Summary



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
EXECUTIVE SESSION: Litigation with Department of Natural Resources and Freeport-McMoran

PROJECT SUMMARY (200 WORDS OR LESS)
Pursuant to LA R.S. 42:16-17, the Parish Council may, upon 2/3 affirmative vote, convene into Executive Session in order to discuss the following: “Litigation between Terrebonne Parish Consolidated Government and Terrebonne Parish District Attorney Joseph L. Waitz, Jr., Louisiana Department of Natural Resources, and Freeport-McMoran et al; as well as any other litigation, settlement offers, and/or other matters related thereto, including but not limited to Case Nos. 185576 and 188363.”

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
N/A

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

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

GERALD MICHEL

05/15/2023

Signature

Date



Monday, May 22, 2023

Item Title:

Communication Regarding Litigation with Department of Natural Resources and Freeport-McMoran

Item Summary:

A motion to discuss with possible action regarding communication between the Parish Administration, the Parish Legal Department, and the Parish Council on the status of matters related to litigation between Terrebonne Parish Consolidated Government and Terrebonne Parish District Attorney Joseph L. Waitz, Jr., Louisiana Department of Natural Resources, and Freeport-McMoran et al; as well as any other litigation, settlement offers, and/or other matters related thereto, including but not limited to Case Nos. 185576 and 18836.

ATTACHMENTS:

Description

Executive Summary

Upload Date

5/15/2023

Type

Executive Summary



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Communication Regarding Litigation with Department of Natural Resources and Freeport-McMoran

PROJECT SUMMARY (200 WORDS OR LESS)
A motion to discuss with possible action regarding communication between the Parish Administration, the Parish Legal Department, and the Parish Council on the status of matters related to litigation between Terrebonne Parish Consolidated Government and Terrebonne Parish District Attorney Joseph L. Waitz, Jr., Louisiana Department of Natural Resources, and Freeport-McMoran et al; as well as any other litigation, settlement offers, and/or other matters related thereto, including but not limited to Case Nos. 185576 and 18836.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
N/A

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

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

GERALD MICHEL

Signature

05/15/2023

Date