

**OFFICIAL MINUTES OF THE CITY COUNCIL
CITY OF THIBODAUX
CITY HALL
THIBODAUX, LOUISIANA
JANUARY 28, 2025**

The City Council of the City of Thibodaux assembled in regular session at its regular meeting place, City Hall, 310 West 2nd Street, Thibodaux, Louisiana, on Tuesday, January 28, 2025 at 5:00 P.M.

There were present: Councilwoman Crochet, Councilmen Richard, Taylor, Mire and Naquin.

There were also present: Mayor Kevin Clement and Beau Brooks.

Absent: None.

On motion of Councilman Mire, seconded by Councilwoman Crochet, the Council voted to adopt the minutes of the January 7, 2025 City Council Meeting as written. Upon roll call the vote was as follows:

YEAS: Crochet, Richard, Taylor, Mire, Naquin

NAYS: None

ABSTAINED: None

ABSENT: None

In accordance with the prescribed statewide agreed-upon procedures by the Legislative Auditor, the Finance Director has submitted the monthly revenue and expense report for December 2024 to the City Council for review.

The City has requested that Process and Control Engineering prepare plans and specifications for the rehabilitation of the water towers on Canal Blvd., and Candy Lane.

The proposed agreement stipulates that Process and Controls will prepare plans and specifications for the rehabilitation of each water tower, perform the bid and construction administration services for this project for a fee of \$11,500.00.

John Toups, 207 Rienzi Drive, asked if this hadn't been done recently. The Council explained that the outside of the water towers had been addressed recently but this project is to address inside repairs and painting of the water towers.

On motion of Councilman Mire, seconded by Councilman Richard, the Council voted on a resolution authorizing the Mayor to execute a Professional Services Agreement with Process and Controls Engineering for the Canal Boulevard and Candy Lane Water Tower Painting and Repair Project. Upon roll call the vote was as follows:

YEAS: Crochet, Richard, Taylor, Mire, Naquin

NAYS: None

ABSTAINED: None

ABSENT: None

RESOLUTION NO. 2608

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH PROCESS AND CONTROLS ENGINEERING FOR THE CANAL BOULEVARD AND CANDY LANE WATER TOWER PAINTING AND REPAIR PROJECT

BE IT RESOLVED by the City Council of the City of Thibodaux in regular session assembled, that;

WHEREAS, the City has determined the need to paint the interior of the Canal Boulevard Water Tower, and paint the interior and exterior of the Candy Lane Water Tower, and make necessary repairs to both towers; and

WHEREAS, the Mayor has requested Process and Controls Engineering to engineering services for this project for a lump sum fee of \$11,500.00; and

WHEREAS, it is necessary to execute a contract with the said engineering firm for the services to be rendered in conjunction with this project.

NOW, THEREFORE BE IT RESOLVED by the City Council that the Mayor be and is hereby authorized to execute an engineering contract with Process and Controls Engineering for the aforementioned project.

BE IT FURTHER RESOLVED that a copy of the said contract is attached hereto as "Exhibit A" and thereby made a part hereof.

The above resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: Crochet, Richard, Taylor, Mire, Naquin

NAYS: None

ABSTAIN: None

ABSENT: None

And the above resolution was declared adopted this 28th day of January 2025.

/s/ Jennifer Morvant
Jennifer Morvant, Council Adm.

/s/ Mike Naquin
Mike Naquin, President

The Mayor wishes to contract with SJB Group, LLC in order for the firm to assist the Public Works Department with natural gas compliance. They will perform tasks as requested by Public Works, and will invoice the City for each task according to the rate sheet provided in the contract. The City has \$15,000 budgeted for this service for 2025.

On motion of Councilman Taylor, seconded by Councilwoman Crochet, the Council voted on a resolution authorizing the Mayor to sign a Master Service Agreement with SJB Group, LLC for consulting services for Natural Gas Compliance. Upon roll call the vote was as follows:

YEAS: Crochet, Richard, Taylor, Mire, Naquin

NAYS: None

ABSTAINED: None

ABSENT: None

RESOLUTION NO. 2609

***A RESOLUTION AUTHORIZING THE MAYOR TO SIGN A
MASTER SERVICE AGREEMENT WITH SJB GROUP, LLC FOR
CONSULTING SERVICES FOR NATURAL GAS COMPLIANCE***

BE IT RESOLVED by the City Council of the City of Thibodaux in regular session assembled, that;

WHEREAS, the City wishes to enter a Master Service Agreement with SJB Group, LLC in order to establish a business agreement for them to provide assistance to the City with natural gas system compliance; and

WHEREAS, the contract will be for a term of one year, and the City will be invoiced for services, as they are requested, at the rates on the rate sheet included in the SJB Group contract; and

WHEREAS, it is necessary to execute a Master Service Agreement with the said consulting firm for the services to be rendered in conjunction with this agreement.

NOW, THEREFORE BE IT RESOLVED by the City Council that the Mayor be and is hereby authorized to execute a Master Services Agreement with SJB Group, LLC for professional services associated with natural gas system compliance.

BE IT FURTHER RESOLVED that a copy of the said agreement is attached hereto as "Exhibit A" and thereby made a part hereof.

The above resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: Crochet, Richard, Taylor, Mire, Naquin

NAYS: None

ABSTAIN: None

ABSENT: None

And the above resolution was declared adopted this 28th day of January 2025.

/s/ Jennifer Morvant
Jennifer Morvant, Council Adm.

/s/ Mike Naquin
Mike Naquin, President

LA DOTD received bids for the Audubon Avenue Overlay Project from LA 1 to the Terrebonne Parish Line that is being constructed through Highway Trust Funds through the State DOTD. Since Federal funds are being used for the construction, the project was bid through DOTD, and the City must now concur with the low bid received by the State and authorize the Mayor to execute a construction contract that is also provided by DOTD for this project.

The lowest responsible bid was received from Huey P. Stockstill, LLC in the amount of \$1,555,595.65, and DOTD is requesting that the City concur with acceptance of the low bid and the award of the construction contract, and authorize the Mayor to execute the contract.

On motion of Councilman Richard, seconded by Councilwoman Crochet, the Council voted on a resolution accepting the low bid of Huey P. Stockstill, LLC for the Audubon Avenue Overlay Project – State Project No. H.013269 and authorizing the Mayor to execute the construction contract therewith. Upon roll call the vote was as follows:

YEAS: Crochet, Richard, Taylor, Mire, Naquin

NAYS: None

ABSTAINED: None

ABSENT: None

RESOLUTION NO. 2610

A RESOLUTION ACCEPTING THE LOW BID OF HUEY P. STOCKSTILL, LLC FOR THE AUDUBON AVENUE OVERLAY PROJECT - STATE PROJECT NO. H.013269 AND AUTHORIZING THE MAYOR TO EXECUTE THE CONSTRUCTION CONTRACT THEREWITH

BE IT RESOLVED by the City Council of the City of Thibodaux in regular session assembled, that;

WHEREAS, the Louisiana Department of Transportation and Development (DOTD) has received bids for State Project No. H.013269 Audubon Avenue Overlay Project from LA 1 to the Terrebonne Parish Line; and

WHEREAS, the low bid was received from Huey P. Stockstill, LLC in the amount of \$1,555,595.65; and

WHEREAS, it is necessary to consider the acceptance of the low bid and authorize DOTD to award the contract with the said contractor for the services mentioned hereinbefore.

NOW, THEREFORE BE IT RESOLVED that the City does hereby accept the low bid submitted by Huey P. Stockstill, LLC in the amount stated hereinbefore.

BE IT FURTHER RESOLVED by the City Council that the Mayor be and is hereby authorized to execute a contract with Huey P. Stockstill, LLC for the project stated herein.

BE IT FURTHER RESOLVED that a copy of the said contract is attached hereto as "Exhibit A" and thereby made a part hereof.

The above resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: Crochet, Richard, Taylor, Mire, Naquin

NAYS: None

ABSTAINED: None

ABSENT: None

And the above resolution was declared adopted this 28th day of January 2025.

/s/ Jennifer Morvant
Jennifer Morvant, Council Adm.

/s/ Mike Naquin
Mike Naquin, President

In order for the City Council to comply with the provisions of Article III, Section 2(G) of the Thibodaux City Charter, certain determinations must be made and actions taken at your meeting scheduled for January 28, 2025.

The Council Administrator has done research based on information she received at the Clerk's Conference this year. She has made some substantial changes to our rules and order of business. The main points that are changing are to limit the time a speaker has to comment on an agenda item to 3 minutes, and a wall timer will be utilized to mark the time. Speaker cards will be utilized for anyone wanting to speak on an item on the agenda. We will only allow public comments on items not on the agenda at the second meeting of the month, and once a subject has been addressed and answered by the Council, that person cannot bring that subject back up to the Council at another meeting under this Section.

In addition to the rules and order of business, this resolution also establishes the Council President as Councilman Mire, and Vice-president as Councilman Naquin for 2025, establishes the voting order should a voice vote be required at any time, and it also mandates that the Council meetings for 2025 will be the first and third Tuesday of the month at 5:00 p.m. at City Hall.

John Toups, 207 Rienzi Drive, addressed the Council relative to the changes being proposed.

Councilman Naquin explained the process that took place with the proposed changes and offered an amendment to the resolution to allow any interested person to address the Council under "Comments from the Public".

On motion of Councilman Taylor, seconded by Councilman Mire, the Council voted on Amendment #1 to the resolution establishing the Rules and Order of Business for the Thibodaux City Council for the Year 2025.

Upon roll call the vote was as follows:

YEAS: Crochet, Richard, Taylor, Mire, Naquin

NAYS: None

ABSTAINED: None

ABSENT: None

On motion of Councilman Mire, seconded by Councilman Taylor, the Council voted on a resolution establishing the Rules and Order of Business for the Thibodaux City Council for the Year 2025 as amended. Upon roll call the vote was as follows:

YEAS: Crochet, Richard, Taylor, Mire, Naquin

NAYS: None

ABSTAINED: None

ABSENT: None

RESOLUTION NO. 2611

***A RESOLUTION ESTABLISHING THE RULES AND ORDER OF BUSINESS
FOR THE THIBODAUX CITY COUNCIL FOR THE YEAR 2025***

BE IT RESOLVED by the City Council of the City of Thibodaux, that:

WHEREAS, the City of Thibodaux Home Rule Charter (the "**Charter**") provides, at Article III, Section 2 (G), that the City Council must establish its meeting dates, times and location, establish a voting order, establish its own rules and order of business, and select a President and Vice-President to serve each year; and

NOW, THEREFORE, BE IT RESOLVED by the Thibodaux City Council, that:

SECTION 1: Regular meetings of the City Council shall be conducted on the first and third Tuesday of every month, which shall commence at 5:00 o'clock p.m. in the City Council Chambers at Thibodaux City Hall, 310 West 2nd Street, Thibodaux, Louisiana.

SECTION 2: In no calendar month, shall there ever be less than two (2) meetings of the City Council in accordance with Article III, Section 2(G)(1) of the City Charter. Special meetings of the City Council may be held on the call of the President of the Council, or on the call of three or more members of the Council. Such special meetings shall be held at the regularly appointed place. An emergency meeting of the Council may be called by the President of the Council, three or more members of the Council, or by the Mayor. All meetings shall be open to the public, with such notice as required by state law.

At all meetings of the City Council, the meetings shall operate from an agenda which shall have been published at least twenty-four (24) hours, excluding Saturdays, Sundays and holidays, prior to the meeting. Such notice shall include the agenda, date, time, and place of the meeting. The agenda for emergency meetings shall be made available to the public as soon as practical prior to the meeting with said notice including the agenda, date, time and place of the meeting.

SECTION 3: At the first regular meeting of a newly elected City Council, and annually thereafter, a President and Vice-President shall be elected from among the at-large members. The President of the Council shall preside at meetings of the Council, and carry out such other duties as may be authorized. In the absence of the President of the City Council, the Vice-President of the Council shall preside. If the President of the Council is temporarily exercising the powers, functions and duties of the Mayor as provided for in Article III, Section 3, Paragraph F, and Section 11,

Paragraph C, of the City Charter, the election of Council officers shall not be held until the first regular meeting after the Mayor re-assumes his office, or until the vacancy for Office of the Mayor has been filled by election. The President for the Year 2025 shall be Councilman Mire, and the Vice-President shall be Councilman Naquin.

SECTION 4: All voting on matters coming before the City Council shall be by electronic vote or roll call, and the yeas and nays shall be recorded in the minutes of the Council by the individual vote of each Council member. In the case of a roll call vote, the voting order shall be Council District “A”, Council District “B”, Council District “C”, Council Vice-President, Council President. No less than a majority, three (3), of the authorized membership of the Council shall constitute a quorum to transact business. If quorum is not present, then less than a majority of the members of the Council shall call the meeting to order, and compel the attendance of the absent members.

SECTION 5: Amendments to any ordinance or resolution shall also require a separate vote by the Council. Public comments on the amendment shall also be heard with interested persons given the opportunity to submit a speaker card to the Council Administrator at the time the amendment is offered. However, if the proposed amendment materially alters the original ordinance or resolution, interested persons, who did not previously sign in to speak, will be allowed to submit a speaker card to speak on the ordinance as proposed to be amended. The speaker will be limited to a maximum of three (3) minutes of comment with the speaker receiving indication through a visible timer. No additional comment time is allowed; thus, the speaker will not receive any additional time. Except as otherwise provided in the Charter, the affirmative vote of a majority of the authorized membership of the Council shall be necessary to adopt an ordinance or a resolution properly brought before the Council.

SECTION 6: The City Council hereby adopts the following rules, order of business, and procedures for interested persons to be heard at meetings:

All meetings of the Council, should be conducted in accordance with the rules set forth by the presiding officer, unless a preferential motion is made and seconded and voted affirmatively by a majority, three (3), of the members of the Council that Roberts Rules of Order be used, in which event Roberts Rules of Order shall be used to conduct the remainder of the meeting and any matter then under consideration.

The procedure is hereby established whereby interested parties shall be given the opportunity to be heard at meetings of the Council on the following issues:

Resolutions. Any interested persons wishing to address the Council concerning a resolution up for adoption shall execute a speaker card. The speaker card must be filled out completely. The speaker card will be given to the Council Administrator prior to the agenda item being read. All speaker cards will have a notation that any material that an individual wants to distribute to Council members will be given to the Council Administrator for distribution. The speaker will be limited to a maximum of three (3) minutes of comment with the speaker receiving indication through a visible timer. No additional comment time is allowed; thus, the speaker will not receive any additional time.

Ordinances for final adoption. Any interested persons wishing to address the Council concerning an ordinance up for final adoption shall execute a speaker card. The speaker card must be filled out completely. The speaker card will be given to the Council Administrator prior to the agenda item being read. All speaker cards will have a notation that any material that an individual wants to distribute to Council members will be given to the Council Administrator for distribution. The speaker will be limited to a maximum of three (3) minutes of comment with the speaker receiving indication through a visible timer. No additional comment time is allowed; thus, the speaker will not receive any additional time.

Discussion items. Any interested persons wishing to address the Council concerning a discussion item shall execute a speaker card. The speaker card must be filled out completely. The speaker card will be given to the Council Administrator prior to the agenda item being read. All speaker cards will have a notation that any material that an individual wants to distribute to Council members will be given to the Council Administrator for distribution. The speaker will be limited to a maximum of three (3) minutes of comment with the speaker receiving indication through a visible timer. No additional comment time is allowed; thus, the speaker will not receive any additional time.

Comments from the public:

Any interested person wishing to address the City Council on any matter related to the City Government that is not on any agenda for that date, will be allowed to do so in that portion of the agenda known as “Comments from the Public.” Any interested persons wishing to address the City Council shall execute a speaker card. The speaker card must be filled out completely and given to the Council Administrator prior to the agenda item being read. All speaker cards will have a notation that any material that an individual wants to distribute to City Council members will be given to the Council Administrator for distribution. The speaker will be limited to a maximum of three (3) minutes of comment with the speaker receiving indication through a visible timer. No additional comment time is allowed. The speaker will not receive any additional time.

Notwithstanding the foregoing, the Chair, in his/her discretion, may grant additional time to a speaker in order to extend reasonable accommodation to such speaker in accordance with applicable law. A person who completes a speaker's card may only speak in his or her own right, and no person may yield or assign all or any portion of his/her time to another person for any purpose.

Any citizen who has a question on any agenda item should submit that question in writing to the Council Administrator at least 24 hours before the meeting at which the agenda item will be discussed and the Council will make every effort to provide a response to the question at the Council meeting during which the agenda item will be discussed.

In accordance with Act No. 393 of the 2023 Regular Session of the Louisiana legislature (amending the Louisiana Open Meetings Law found at La. R.S. 42:1, *et. seq.*), Exhibit A attached hereto and made a part hereof is hereby adopted (Disability Accommodations).

All proclamations and recognitions shall be presented outside of Council Meetings.

SECTION 7: The Council Administrator shall keep a record of the minutes and proceedings of all meetings. All official actions shall be published in the official journal in accordance with the Charter and State law.

SECTION 8: All items submitted for the agenda of a Council meeting shall be submitted on an Agenda Request Form and forwarded to the Council Administrator in accordance with the time lines established by the Council Administrator. The Agenda Item Request Form will state the action requested and will list all pertinent information including the author of the agenda item. For a matter to be placed on the agenda, it must be authored or sponsored by a City Council Member, the Council Administrator, the Mayor, or a Department Head.

SECTION 9: The Council rules and order of business set forth in this resolution will become effective immediately upon an affirmative vote of a majority, three (3), of the Council and thereafter unless and until amended and/or repealed by further action of the Council.

The above resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: Crochet, Richard, Taylor, Mire, Naquin

NAYS: None

ABSTAINED: None

ABSENT: None

And the above resolution was declared adopted this 28th day of January 2025.

/s/ Jennifer Morvant
Jennifer Morvant, Council Adm.

/s/ Mike Naquin
Mike Naquin, President

EXHIBIT A

Policy for Participation in Public Meetings via Electronic Means

Section 1. Disability Accommodations

Although an open meeting may be scheduled as in-person, the Thibodaux City Council is obligated to provide for participation via electronic means on by people with disabilities. The City of Thibodaux utilizes Facebook Live for the streaming of the Council meetings, and the video is posted to the City website at www.ci.thibodaux.la.us after the meeting is concluded.

People with disabilities are defined as any of the following:

A member of the public with a disability recognized by the Americans with Disabilities Act (ADA); a designated caregiver of such a person; or a participant member of the Thibodaux City Council with an ADA-qualifying disability.

The Council Administrator shall ensure that the written public notice for an open meeting, as required by R.S. 42:19, includes the name, telephone number and email address of the designated representative to whom a disability accommodation may be submitted.

Upon receipt of an accommodation request, the designated representative is only permitted to ask if the requestor has an ADA-qualifying disability or is a caregiver of such a person (yes or no). The requestor shall not be required to complete a medical inquiry form or disclose the actual impairment or medical condition to support a disability accommodation request.

The designated representative shall provide the requestor with the accommodation, including the teleconference and/or video conference link, for participation via electronic means as soon as possible following receipt of the request, but no later than the start of the scheduled meeting.

Participation via electronic means shall count for purposes of establishing quorum and voting.

Councilman Mire introduced an ordinance authorizing the Mayor to execute a Cooperative Endeavor Agreement with the Lafourche Parish Sheriff's Office for the operation of the Children's Advocacy Center.

Councilman Mire introduced an ordinance approving a Special Exception request in accordance with Section 307 of the Thibodaux Zoning Ordinance in order to allow a Personal Services Establishment in an R-3 Zoning District – 200 Isabelle Place (photography Studio).

The Public Hearing on these ordinances will be held at the Council meeting on February 18, 2025.

The condemnation hearings were pulled from the agenda due to the previous meeting being cancelled due to extreme winter weather conditions. Notification requirements will have to be sent to the property owners with a new public hearing date.

The Council Administrator stated that she was contacted by Darlene Van Buren in reference to the property at 1201 General Nicholls Street asking for additional time to rehab the property.

The Mayor updated the Council on projects going on throughout the City. He updated the Council on several issues occurring within the City during the recent cold weather event and also thanked everyone involved in helping to keep the City running smoothly under the extreme winter conditions.

There being no further business the meeting was adjourned.

Jennifer Morvant, Council Adm.

Mike Naquin, President