



Parish of Ascension

Office of Finance

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FINANCE COMMITTEE MEETING

May 6, 2025 - 5:30 PM

**ASCENSION PARISH COURTHOUSE
607 EAST WORTHEY ROAD
GONZALES, LOUISIANA 70737**

MINUTES

- (1) **Call To Order / Invocation and Pledge** - The meeting was called to order by Chairman Brian Hillensbeck. Councilman Brett Arceneaux led the Committee in the invocation and pledge.
- (2) **Roll Call** – All members were present with the exception of Councilman Travis Turner, Councilman Todd Varnado, Councilman Chase Melancon, Councilwoman Pam Alonso, and Councilman Joel Robert who arrived at 5:50 pm
- (3) **Chair's Additions** – There were no additions to the agenda but it was announced that Item #5-f was being removed from the agenda.
- (4) **Public Comment** - Chairman Hillensbeck announced that anyone wishing to speak should sign in now.
- (5) **GENERAL BUSINESS**
 - a. **Approval for Parish President Clint Cointment to sign and execute any and all necessary documents to allow Capital Area Finance Authority (CAFA) to offer their bond programs in addition to their current grant programs to citizens looking to purchase homes in Ascension Parish** – A motion to approve forwarding to the full Council for approval was made by Councilman Blaine Petite. The motion was seconded by Councilman Brett Arceneaux. The motion passed with no objection.
 - b. **Approval of Intergovernmental Agreement with the City of Donaldsonville for the 30th Annual Juneteenth Music Festival to be held on June 14, 2025, in the amount of \$10,000.00. The event is funded through the City of Donaldsonville and vendor fees, and Ascension Parish Government will be a co-sponsor** - Ruth Phillips, CAO and Tamiko Francis Garrison, Justice of the Peace-First Justice Court spoke to the Committee on this item. A motion to approve forwarding to the full Council for approval was made by Councilman Oliver Joseph. The motion was seconded by Councilman Dennis Cullen. The motion passed with no objection.

- c. **Approval of the First Amendment to the Agreement between Ascension Parish and Louisiana Public Health Institute (LPHI) for leading a Community Health Assessment and Strategic Planning Process. This amendment extends the services provided by LPHI, extends the contract term to August 31, 2025, and adds \$20,000.00 for a new not to exceed amount of \$69,800.00** - Colleen Arceneaux, Director Health and Community Development spoke to the Committee on this item. A motion to approve forwarding to the full Council for approval was made by Councilman Blaine Petite. The motion was seconded by Councilman Dennis Cullen. The motion passed with no objection.
- d. **Approval of the Professional Selection Committee's recommendation to select the highest scoring respondent, Roberto Macedo and Associates, for the RFQ - Administrative Consultant Services - HUD Section 8 Housing Choice Voucher Program and to enter into a contract for the project** – A motion to approve forwarding to the full Council for approval was made by Councilman Blaine Petite. The motion was seconded by Councilman Oliver Joseph. The motion passed with no objection.
- e. **Approval for Parish of Ascension to enter into a Cooperative Endeavor Agreement with the Town of Sorrento for generator purchase under the FEMA/HMGP 4606-DR-LA #003 Grants (90% Federal, 10% Local Match) and to authorize President Clint Cointment to sign and execute the CEA and/or Dawn Caballero, CFO/Treasurer for financial documents** – A motion to approve forwarding to the full Council for approval was made by Councilman Dennis Cullen. The motion was seconded by Councilwoman Tia Starr. The motion passed with no objection.
- f. **Approval of Replacement Intergovernmental Agreement between the Parish, East Ascension Consolidated Gravity Drainage District (EACGDD) No. 1 and West Ascension Consolidated Gravity Drainage District (WACGDD) for lending and borrowing of equipment, vehicles, and specialized personnel and first refusal to purchase surplus equipment** – This item was removed from the agenda.
- g. **Approval of the Professional Selection Committee's recommendation to select the highest scoring respondent, CSRS, LLC for the RFQ - Engineering Review Agency Services and to enter into a service contract for the project** – A motion to approve forwarding to the full Council for approval was made by Councilman Blaine Petite. The motion was seconded by Councilman Oliver Joseph. The motion passed with no objection.
- h. **Approval of Change Order #1 with Stricklin and Porter Construction, LLC, for the Southwood Park Improvements Project. This change order is for 60 additional days to allow for the completion of the pre-engineered restroom facility, delivery, and setup with a new substantial completion date of 7/12/25. This change order only adds days to the contract and does not affect the contract price of \$749,434.00** – A motion to approve forwarding to the full Council for approval was made by Councilman Dennis Cullen. The motion was seconded by Councilwoman Tia Starr. The motion passed with no objection.
- i. **Approval of Change Order #3 - R.J. Daigle & Sons Contractors, Inc. for the PR 929 Overlay (US 61 - Parker Road) Project, State Project H.014642, for turnout grade/shape, patching mobilization and patching in an exception zone. This change order will increase the contract amount by \$32,714.68 for a new total contract amount of \$1,170,297.34** - Daniel Helms, Chief Transportation Engineer spoke to the Committee on this item. A motion to approve forwarding to the full Council

for approval was made by Councilman Oliver Joseph. The motion was seconded by Councilman Blaine Petite. The motion passed with no objection.

- j. **Approval of Renewal of Master Services Contract with Rollo Security Services, Inc. for overnight security at Lamar Dixon Expo Center for a not to exceed amount of \$132,000.00** – A motion to approve forwarding to the full Council for approval was made by Councilman Dennis Cullen. The motion was seconded by Councilman Brett Arceneaux. The motion passed with no objection.
- k. **Approval to enter into Contract/Agreement with the lowest responsive quote submitted by Guitreau General Contractors, LLC for the Removal of Trench from REV Center Floor in the amount of \$119,750.00** – A motion to approve forwarding to the full Council for approval was made by Councilman Blaine Petite. The motion was seconded by Councilman Dennis Cullen. The motion passed with no objection.
- l. **Approval to enter into Contract/Agreement with the lowest responsive quote submitted by Cypress Roofing, LLC for the Ascension Parish Government Counseling Center Renovations in the amount of \$222,598.50** – A motion to approve forwarding to the full Council for approval was made by Councilman Oliver Joseph. The motion was seconded by Councilman Brett Arceneaux. The motion passed with no objection.
- m. **Approval to enter into Contract/Agreement with the lowest responsive bid submitted by The Building Group, LLC for the Donaldsonville Courthouse Interior Wall Restoration in the amount of \$166,212.00** - Dean Thomason, Project Manager III spoke to the Committee on this item. A motion to approve forwarding to the full Council for approval was made by Councilman Oliver Joseph. The motion was seconded by Councilman Dennis Cullen. The motion passed with no objection.
- n. **Approval of the Professional Selection Committee's recommendation to select the two highest scoring respondents, Total Energy Solutions, LLC and Del-Con, LLC, for the RFP Maintenance of Parish Generator Fleet and to enter into a service contract for the project** – A motion to approve forwarding to the full Council for approval was made by Councilman Oliver Joseph. The motion was seconded by Councilman Brett Arceneaux. The motion passed with no objection.
- o. **Approval to enter into Contract/Agreement with the lowest responsive quote submitted by Michel's Electrical & Mechanical Contractor, Inc. for the Electrical Upgrade to the DPWW Operations Center in Donaldsonville in the amount of \$57,430.95** - A motion to approve forwarding to the full Council for approval was made by Councilman Oliver Joseph. The motion was seconded by Councilman Dennis Cullen. The motion passed with no objection.
- p. **Approval to proceed with Introduction of Ordinance - to establish the Ascension Parish Adjudicated Property Program for the administration of the sale or donation of adjudicated properties in the Parish** - Jean-Paul Robert, Parish Attorney spoke to the Committee on this item. A motion to approve forwarding to the full Council for approval was made by Councilman Oliver Joseph. The motion was seconded by Councilman Brett Arceneaux. The motion passed with no objection.
- q. **Approval of Cooperative Endeavor Agreement with E&P Consulting Services, LLC for the Administration of the sale or donation of adjudicated properties in the Parish through the Ascension Parish Adjudicated Property Program** - Jean-Paul Robert, Parish Attorney spoke to the Committee on this item. A motion to approve

forwarding to the full Council for approval was made by Councilman Oliver Joseph. The motion was seconded by Councilman Blaine Petite. The motion passed with no objection.

- r. **Contract Report of all Contracts/Agreements entered into in the month of April 2025** – Chairman Hillensbeck announced that the report was emailed to the Committee ahead of the meeting and if they have any questions, they can contact Legal or Finance.

(6) FINANCE REPORTS

- a. **Monthly Report of new positions added to the Ascension Parish Government Classification Plan in the month of April 2025** - Megan Babin, Human Resources Director spoke to the Committee on this item.
- b. **Parish Position Report - 1st Quarter 2025** - Megan Babin, Human Resources Director spoke to the Committee on this item.
- c. **Financial Update - Open Finance at**
<https://ascensionparishla.finance.socrata.com/#!/dashboard> - Chairman Hillensbeck announced that Open Finance is available for viewing at the URL Listed and Finance can be contacted with any questions.

- (7) Adjourn** – The meeting was adjourned at 5:52 pm on a motion by Councilman Dennis Cullen, seconded by Councilman Joel Robert.