



Parish of Ascension

Office of Finance

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FINANCE COMMITTEE MEETING

June 10, 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 Dennis Cullen and Councilman Joel Robert.
- (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 of Cooperative Endeavor Agreement between Ascension Parish Government and Ascension Chamber of Commerce.** Ascension Chamber of Commerce will assist in advocating for the Infrastructure and Industry Coalition, the Parish, Industry, and Community Leaders to State Officials and assist and support the promotion and advancement of the various projects as a critical infrastructure need and statewide economic driver and participate in appropriate Legislative Committee and Department of Transportation and Development meetings. Ascension Parish Government will provide funds not to exceed **\$48,000.00** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Blaine Petite. The motion passed with no objection.
 - b. **Approval of Cooperative Endeavor Agreement between Ascension Parish Government and Ascension Chamber of Commerce for creation, production, and publishing of a local podcast** - Donnie Miller, President & CEO Ascension Chamber

of Commerce and Ruth Phillips, Chief Administrative Officer spoke to the Committee on this item. A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Blaine Petite. The motion passed with no objection.

- c. **Approval of Renewal of Cooperative Endeavor Agreement between the LSU Agricultural Center and Ascension Parish Government for 4-H Youth Development Programs. This Agreement shall not exceed \$50,000.00** - Bobby Bingham, LSU Agriculture Center spoke to the Committee on this item. Kamie St. Pierre spoke to the Committee in opposition to the CEA being approved. A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Blaine Petite. Councilman Todd Varnado made a substitute motion to table this item for further discussion and negotiation. The substitute motion was seconded by Chairman Hillensbeck. The substitute motion passed with no objection.
- d. **Approval to enter into a Cooperative Endeavor Agreement with the Donaldsonville Area Chamber of Commerce for a company to provide an approach that will improve the implementation of large capital projects, strengthen community relationships, and promote overall economic resilience. In exchange for this assistance from the Chamber, the Parish agrees to pay the Chamber a total sum of \$48,000.00 in calendar year 2025, which the Chamber may use at its discretion to cover the company's expenses** - A motion to approve forwarding to the full Council for approval was made by Councilman Oliver Joseph. The motion was seconded by Councilman Chase Melancon. The motion passed with no objection.
- e. **Approval of Agreement for Autopsy and Autopsy Forensic Services between Dr. Christopher Trevino, duly elected Coroner of Ascension Parish and Dr. Frank Peretti d/b/a Forensic Autopsy & Consulting Services, LLC. Payment to provider shall be per the fee schedule** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Blaine Petite. The motion passed with no objection.
- f. **Approval of Renewal of Participation Agreement with St. Bernard Parish Sheriff for housing of six (6) male juveniles. Cost to provider shall be per the fee schedule** - Ruth Phillips, Chief Administrative Officer 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 Chase Melancon. The motion passed with no objection.
- g. **Approval to enter into an Intergovernmental Agreement with the City of Gonzales for the Parish to provide equipment and personnel for one-time debris removal in the laydown yard alongside New River near the City's original maintenance barn. The City agrees that the laydown yard is vital for hurricane preparations and will add to the overall hurricane preparations for the Parish, and they agree to allow the Parish utilization of the laydown yard as needed** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilwoman Pam Alonso. The motion passed with no objection.
- h. **Approval to amend the resolution with Capital Area Finance Authority (CAFA) for them 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 Chase Melancon.

The motion was seconded by Councilman Brett Arceneaux. The motion passed with no objection.

- i. **Approval of Amendment No. 1 to Staffing Agreement with Advantage Medical Professionals, LLC for temporary staffing at the Ascension Parish Jail. This Amendment is to dissolve the not to exceed amount in accordance with the Agreement. Payment to the provider will be per the fee schedule** – Colleen Arceneaux, Director of Health & Community Development 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 Councilwoman Pam Alonso. The motion passed with no objection.
- j. **Approval of Cooperative Endeavor Agreement with Nicholls State University to manage the operations of the West Ascension Early Learning Center (WELC), including hiring and managing of all WELC staff, which is the majority of the costs in this contract. In addition to staffing-related costs, the contract also covers travel for two Nicholls staff members. Contract amount not to exceed \$1,200,000.00** - Colleen Arceneaux, Director Health & Community Development spoke to the Committee on this item. A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Oliver Joseph. The motion passed with no objection.
- k. **Approval of Maintenance Agreement with Louisiana Department of Transportation and Development for mowing and litter pickup for the fiscal year ending June 30, 2026** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Blaine Petite. The motion passed with no objection.
- l. **Approval of a five (5) year Sponsorship Agreement between Ascension Parish Government and Baton Rouge Coca-Cola Bottling Company United-Gulf Coast, LLC for Lamar Dixon Expo Center with the option to renew for a consecutive five (5) year term after the one five (5) year period ends** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilwoman Pam Alonso. The motion passed with no objection.
- m. **Approval of the Professional Selection Committee's recommendation to select the highest scoring respondent, Domain Architecture, APAC, for the RFQ - Ascension Parish Fire Protection District No. 1 Remodel and to enter into a service contract not to exceed \$200,000.00** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Brett Arceneaux. The motion passed with no objection.
- n. **Approval of Change Order #1 with Promethean General Contractors, LLC, to increase the contract price by \$2,966.00, for a new contract price of \$2,195,966.00. The increase is for additional concrete footings and slab demo, and haul off which was not part of the original scope** – Chairman Hillensbeck added that the change order was for the project South Louisiana Fairgrounds Park Improvements. A motion to approve forwarding to the full Council for approval was made by Councilman Oliver Joseph. The motion was seconded by Councilman Chase Melancon. The motion passed with no objection.
- o. **Approval of Change Order #2 with Promethean General Contractors, LLC, to increase the contract price by \$12,734.00, for a new contract price of**

\$2,208,700.00. This change order also increases the contract time by 2 days. The increase is to add additional drainage piping and inlet connections to facilitate the continuation of drainage from the adjacent property at new parking and driveway connections. These improvements also allow the enclosure of the open ditch at the new parking for a safer and more aesthetically pleasing user experience - Chairman Hillensbeck added that the change order was for the project South Louisiana Fairgrounds Park Improvements. A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Oliver Joseph. The motion passed with no objection.

- p. **Approval of Change Order #3 with Promethean General Contractors, LLC, to increase the contract price by \$2,095.00, for a new contract price of \$2,210,795.00. This change order is for the removal of two additional slabs that were uncovered during the clearing and demolition of the existing concrete slab** - Chairman Hillensbeck added that the change order was for the project South Louisiana Fairgrounds Park Improvements. A motion to approve forwarding to the full Council for approval was made by Councilman Oliver Joseph. The motion was seconded by Councilman Chase Melancon. The motion passed with no objection.
- q. **Approval of Change Order #1 with GeoSurfaces, Inc. - Ascension Parish has elected to remove from the scope of work all areas related to the pre-manufactured restroom facility for the Prairieville Park Renovations project. A deductive change order in the amount of -\$412,224.00 for the restroom and installation is needed. The necessary restroom facility will be purchased directly by contract or purchase order. New contract price after this change is \$1,561,776.00** - Randy Mullis, Director Project Management spoke to the Committee on this item. A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Oliver Joseph. The motion passed with no objection.
- r. **Approval of the Professional Selection Committee's recommendation to select the two (2) highest scoring respondents, Corporate Mechanical Contractors, Inc. and Dove Group, LLC for the RFQ - Maintenance Services for Parish HVAC Maintenance and to enter service contracts for the project** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Blaine Petite. The motion passed with no objection.
- s. **Approval of Cooperative Endeavor Agreement (CEA) between Ascension Parish Government and State of Louisiana Department of Transportation and Development (LADOTD) for the donation of approximately 800 cubic yards of Recycled Asphalt Concrete (RAP), and approval for Parish President Clint Cointment to execute the CEA** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilwoman Pam Alonso. The motion passed with no objection.
- t. **Approval of Amendment #3 to the Master Contract for Professional Services for Professional Engineering Support Services with Forte & Tablada, Inc. for bridge load ratings of Parish-owned bridges, to extend the contract term through December 31, 2025. This amendment extends the contract term only and does not affect the contract price** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilwoman Pam Alonso. The motion passed with no objection.

- u. **Approval of Amendment #3 to the Renewal of the Master Contract for Professional Services for Geotechnical Assistance, ENG-19-026 with Gulf South Engineering and Testing, Inc., to extend the contract term through December 31, 2025, and to increase the contract price by \$50,000.00 for a new not to exceed amount of \$400,000.00** - 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 Chase Melancon. The motion was seconded by Councilwoman Pam Alonso. The motion passed with no objection.
- v. **Approval of Contract between Ascension Parish Government and Triumph Construction, LLC for the construction of the PR 929 at PR 930 Roundabout Project in the amount of \$2,157,836.50, and to authorize the Parish President to execute this contract** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Brett Arceneaux. The motion passed with no objection.
- w. **Approval of Ratification of the contract with Durable Piling Restoration, LLC for Bridge Repairs on Herman Guedry Road #2. Ascension Parish Government entered into this contract following a local declaration of emergency and site visit by a certified bridge inspector. Total contract amount not to exceed \$78,538.00** - Treg Cunningham, 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 Chase Melancon. The motion was seconded by Councilwoman Pam Alonso. The motion passed with no objection.
- x. **Approval of Cooperative Endeavor Agreement between Ascension Parish Government, East Ascension Consolidated Gravity Drainage District No. 1, and Residents of Herman Guedry Road. The Parish/East Ascension Drainage has a servitude along New River and needs right of access to cross the bridge to maintain the servitude. In exchange for the right of access, the Parish will maintain the bridge** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Blaine Petite. The motion passed with no objection.
- y. **Contract Report of all Contracts/Agreements entered into in the month of May 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. **Budget Amendment #3 - Approval to amend 2025 Budget** - Dawn Caballero, Chief Financial Officer 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 Todd Varnado. The motion passed with no objection.
- b. **Monthly Report of new positions added to the Ascension Parish Government Classification Plan in the month of May 2025 - No new positions were added** – Chairman Hillensbeck announced that no new positions were added in the month of May 2025.

- 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 6:10 pm on a motion by Councilman Todd Varnado, seconded by Councilman Chase Melancon.

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