



Parish of Ascension

Office of Finance

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FINANCE COMMITTEE MEETING

August 12, 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 Oliver Joseph led the Committee in the invocation and pledge.
- (2) **Roll Call** - All members were present with the exception of Councilman Brett Arceneaux who arrived at 5:36 pm.
- (3) **Chair's Additions** - There were no additions to the agenda.
- (4) **Public Comment** - Chairman Hillensbeck announced that anyone wishing to speak should sign in now.
- (5) **GENERAL BUSINESS**
 - a. **Approval to enter into a Contract between Ascension Parish Government and Joseph E. Hood for the Ascension Parish Fire Department Station #34 in the amount of \$65,230.00** – A motion to approve forwarding to the full Council for approval was made by Councilman Joel Robert. The motion was seconded by Councilman Chase Melancon. The motion passed with no objection.
 - b. **Approval of Amendment No. 2 to the Master Services Contract with Enmon Enterprises, LLC d/b/a Jani-King of Baton Rouge for janitorial services at various locations around the Parish. This amendment is to extend the contract term to September 30, 2025** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Todd Varnado. The motion passed with no objection.
 - c. **Approval of Amendment to Agreement for autopsy transport services with Dr. Christopher Trevino and Harry Smith, Jr. d/b/a KT Mortuary Transport Service, LLC to increase the contract amount by \$1,000.00 for a new not to exceed amount of \$75,999.00 to pay remaining invoices** - A motion to approve forwarding to

the full Council for approval was made by Councilman Dennis Cullen. The motion was seconded by Councilman Blaine Petite. The motion passed with no objection.

- d. **Approval of Addendum No. 3 to sublease agreement with Donaldsonville Developments, LLC to extend the term of the original lease and increase the monthly lease payment. The new expiration date of the lease is September 20, 2026. The lease payment due and owed is increased to the amount of \$14,107.27 per month for the extended term** - 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 Renewal of Master Services Contract with Capital City Staffing, LLC t/a Ammon Staffing for temporary nurses at the jail. The compensation to the provider for these services shall be per the fee schedule** - A motion to approve forwarding to the full Council for approval was made by Councilman Blaine Petite. The motion was seconded by Councilman Joel Robert. The motion passed with no objection.
- f. **Approval to accept the FY 2025 Emergency Management Performance Grant (EMPG) in the amount of \$56,438.85 and to authorize Parish President Clint Cointment to sign and execute all documents pertaining to this application and/or Dawn Caballero, Chief Financial Officer for financial documents** - A motion to approve forwarding to the full Council for approval was made by Councilman Todd Varnado. The motion was seconded by Councilman Chase Melancon. The motion passed with no objection.
- g. **Approval to accept the FY 2025 State Homeland Security Grant (SHSP) in the amount of \$60,265.36 and to authorize Parish President Clint Cointment to sign and execute all documents pertaining to this application and/or Dawn Caballero, Chief Financial Officer for financial documents** - A motion to approve forwarding to the full Council for approval was made by Councilman Todd Varnado. The motion was seconded by Councilman Chase Melancon. The motion passed with no objection.
- h. **Approval to proceed with Introduction of Ordinance - declaring surplus and authorization of the sale and/or transfer of miscellaneous movable equipment** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Todd Varnado. The motion passed with no objection.
- i. **Approval to enter into a Contract between Ascension Parish Government and Waste Pro USA for the parish-wide dumpster rental per fee schedule** – Mr. Jimmy Boyce with Trash Rangers spoke to the Committee on this item. A substitute motion was made by Chairman Hillensbeck to accept the quote from Trash Rangers and enter into Contract with them instead of Waste Pro USA. The motion was seconded by Councilman Joel Robert. The motion passed with no objection.
- j. **Approval of Change Order No. 3 to the contract with GeoSurfaces, Inc. for the Prairieville Park Renovations project, to add an additional 86 days, in conjunction with Change Order No. 2 for soil stabilization that was approved. The additional days were expected to increase but verification was necessary before the request was submitted at the last Finance Committee Meeting** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Dennis Cullen. The motion passed with no objection.

- k. **Approval of Renewal of Cooperative Endeavor Agreement with Impact Sports to provide compensation for officials used in the conduction of baseball. The compensation to the Association shall not exceed \$80,000.00** - A motion to approve forwarding to the full Council for approval was made by Councilman Joel Robert. The motion was seconded by Councilman Blaine Petite. The motion passed with no objection.
- l. **Approval of Renewal of Master Services Contract with Everon, LLC for fire and security maintenance at various locations around the Parish. The compensation to the provider shall not exceed \$63,120.00** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Dennis Cullen. The motion passed with no objection.
- m. **Approval of Amendment No. 1 for the Move Ascension contracts with the following firms: Buchart Horn, Inc., Forte and Tablada, Inc., G.E.C., Inc., Gresham, Smith and Partners, McKim & Creed, Inc., Meyer Engineers, Ltd, Neel-Schaffer, Inc., Shread-Kuyrkendall & Associates, Inc., Stantec Consulting Services, Inc., T. Baker Smith, LLC, Volkert, Inc., Waggoner Engineering, Inc., All South Consulting Services, Inc., Cresent Engineering and Mapping, LLC, Evans-Graves Engineers, Inc., GIS Engineering, LLC, and Hartman Engineering, Inc., to extend the contract term through August 18, 2026. The Amendment also increases the contract amount by \$3,000,000.00, for a new amount not to exceed \$8,000,000.00** - A motion to approve forwarding to the full Council for approval was made by Councilman Dennis Cullen. The motion was seconded by Councilwoman Pam Alonso. The motion passed with no objection.
- n. **Approval to enter into a Contract between Ascension Parish Government and M&J Civil Construction LLC for the Dutchtown Rear Access Road in the amount of \$685,457.30** - A motion to approve forwarding to the full Council for approval was made by Councilwoman Pam Alonso. The motion was seconded by Councilman Blaine Petite. The motion passed with no objection.
- o. **Approval of Change Order No. 4 - R.J. Daigle & Sons Contractors, Inc., for the PR 929 Overlay (US 61- Parker Rd) Project, State Project H.014642, for the reconciliation of final quantities. The change order will decrease the contract amount by \$42,021.21 for a new total contract amount of \$1,128,276.13** - A motion to approve forwarding to the full Council for approval was made by Councilman Todd Varnado. The motion was seconded by Councilman Brett Arceneaux. The motion passed with no objection.
- p. **Approval to enter into a Contract between Ascension Parish Government and Roofing Solutions, LLC for the Ascension Parish West Bank Courthouse Slate Roof Replacement in the amount of \$379,000** - 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 No. 1 to the contract with CEAPM, LLC for the Ascension Parish Health Unit Renovations in the amount of \$3,565.00 for additional work to install new countertops, cabinets, and an additional wall outlet for wall of newly added room** - 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.

- r. **Approval of Change Order No. 2 to the contract with CEAPM, LLC for the Ascension Parish Health Unit Renovations in the amount of \$27,600.00 for additional work to remove and replace indoor single-phase panels and breakers and outdoor breakers and enclosures and install a new meter pan to replace the existing one** - A motion to approve forwarding to the full Council for approval was made by Councilman Todd Varnado. The motion was seconded by Councilwoman Pam Alonso. The motion passed with no objection.
- s. **Approval of Change Order No. 3 to the contract with CEAPM, LLC for the Ascension Parish Health Unit Renovations in the amount of \$2,315.00 for the installation of one (1) 30" wall cabinet and one (1) 30" base cabinet and one (1) "L" shaped computer desk with one (1) 14" base cabinet with drawer and three (3) wall shelves. Additional 35 days added for this work as it was not included in the original scope of work** - 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 Joel Robert. The motion was seconded by Councilman Todd Varnado. The motion passed with no objection.
- t. **Contract Report of all Contracts/Agreements entered into in the month of July 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 July 2025** - Megan Babin, Director of Human Resources spoke to the Committee on this item.
- b. **Parish Position Report-2nd Quarter 2025** - Megan Babin, Director of Human Resources spoke to the Committee on this item.
- c. **Financial Update-Open Finance at <https://ascensionparish.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 5:46 pm on a motion by Councilman Todd Varnado, seconded by Councilman Dennis Cullen.