



Parish of Ascension

Office of Finance

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FINANCE COMMITTEE MEETING

October 7, 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 5:31 pm, Councilman Joel Robert who also arrived at 5:31 pm, and Councilman Travis Turner who arrived at 5:59 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. **Quarterly Update on Ascension Economic Development Corporation (AEDC) activities including meetings with stakeholders, allies and current business retention meetings and review of projects in the pipeline** - Kate MacArthur, President/CEO Ascension Economic Development Corporation spoke to the Committee on this item.
 - b. **Volunteer Ascension Annual Report as required by the Cooperative Endeavor Agreement with Ascension Parish Government** - Sherry Denig, Executive Director Volunteer Ascension spoke to the Committee on this item.
 - c. **Approval of an Intergovernmental Agreement between Ascension Parish Government and Ascension Parish Library for the project to continue the research and documentation of the history of Ascension Parish. The total sum paid to Ascension Parish Library in calendar year 2026 is not to exceed \$49,999.00** - 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.

- d. **Approval of Resolution indicating the intention of the Parish to approve the two-year appointment of Dawn Caballero as a director to the Board of Louisiana Local Government Environmental Facilities and Community Development Authority –** A motion to approve forwarding to the full Council for approval was made by Councilman Brett Arceneaux. The motion was seconded by Councilman Chase Melancon. The motion passed with no objection.
- e. **Approval of the Professional Selection Committee's recommendation to select the highest scoring respondent, Grant Management Group, LLC for the Request for Qualifications - Relocation and Buyout Plan and to authorize the Parish President to enter into a professional service contract -** Ruth Phillips, Infrastructure Division Director 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.
- f. **Approval of Cooperative Endeavor Agreement between Ascension Parish Government and Ascension Parish School Board (APSB) to coordinate resources to support early childhood education throughout the Parish effective as of September 9, 2025 -** 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.
- g. **Approval of Amendment No. 1 to the Cooperative Endeavor Agreement with Our Lady of the Lake Hospital, Inc. to remove women's health services and adjust payment accordingly, due to contracting with Woman's Hospital to provide these services The new amount will be \$341,666.67 per month beginning on November 1, 2025 -** 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 Chase Melancon. The motion was seconded by Councilman Oliver Joseph. The motion passed with no objection.
- h. **Approval of Cooperative Endeavor Agreement with Woman's Hospital Foundation for women's healthcare services to the residents of Ascension Parish. Payment to the provider shall be \$14,250.00 per month -** A motion to approve forwarding to the full Council for approval was made by Councilman Brett Arceneaux. The motion was seconded by Councilman Blaine Petite. The motion passed with no objection.
- i. **Approval of the Renewal of the Master Services Contract with Lofton Industrial Services, LLC for temporary staffing, for a total not to exceed amount of \$125,000.00 -** A motion to approve forwarding to the full Council for approval was made by Councilman Joel Robert. The motion was seconded by Councilman Chase Melancon. The motion passed with no objection.
- j. **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.
- k. **Approval of Cooperative Endeavor Agreement with AP Baseball, LLC to provide compensation for officials used in the conduction of baseball. The compensation to the Association shall not exceed \$80,000.00 -** Brandon Smith, Recreation Director

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 Joel Robert. The motion passed with no objection.

- l. Approval of the Professional Selection Committee's recommendation to select the highest scoring respondent, G.E.C., Inc., for the Request for Qualifications - Bert Allen Ditch Detention Project Engineering Services for the Building Resilient Infrastructure and Communities (BRIC) Program and to authorize the Parish President to enter into a Professional Services Contract** - 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.
- m. Approval to enter into an Intergovernmental Agreement between Ascension Parish Government, East Ascension Consolidated Gravity Drainage District No. 1, City-Parish of East Baton Rouge, Iberville Parish Government, and City of St. George for the Bayou Manchac Restoration and Ward Creek Realignment 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.
- n. Approval of Renewal of Master Contract for Professional Services with Neel-Schaffer, Inc. for the engineering services for the preparation of traffic impact analysis. This renewal has a term of one year, with a contract amount of \$400,000.00. Neel-Schaffer, Inc. will only receive a portion of this amount, dependent on the task orders awarded and completed** - 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.
- o. Approval of Renewal of Master Contract for Professional Services with Vectura Consulting Services, LLC for the engineering services for the preparation of traffic impact analysis. This renewal has a term of one year, with a contract amount of \$400,000.00. Vectura Consulting Services, LLC will only receive a portion of this amount, dependent on the task orders awarded and completed** - A motion to approve forwarding to the full Council for approval was made by Councilman Joel Robert. The motion was seconded by Councilwoman Pam Alonso. The motion passed with no objection.
- p. Approval of Renewal of Master Contract for Professional Services with Gresham, Smith and Partners for the engineering services for the preparation of traffic impact analysis. This renewal has a term of one year, with a contract amount of \$400,000.00. Gresham, Smith and Partners will only receive a portion of this amount, dependent on the task orders awarded and completed** - 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.
- q. Approval of Renewal of Master Contract for Professional Services with Intelligent Transportation Systems, LLC for the engineering services for the preparation of traffic impact analysis. This renewal has a term of one year, with a contract amount of \$400,000.00. Intelligent Transportation Systems, LLC will only receive a portion of this amount, dependent on the task orders awarded and completed** - A motion to approve forwarding to the full Council for approval was made by Councilman

Dennis Cullen. The motion was seconded by Councilman Joel Robert. The motion passed with no objection.

- r. **Approval of Amendment No. 2 to the Master Services Contract with Joey Thibodeaux Drain Cleaning & Plumbing, LLC for water leaks and distribution repairs for Parish Utilities of Ascension. The compensation to the provider for these services is hereby amended to include an increase of \$75,000.00 for a new not to exceed amount of \$144,999.00 through December 31, 2025** - Jason Licciardi, Utilities Director 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 Chase Melancon. The motion passed with no objection.
- s. **Approval of Supplemental Agreement No. 1 for the PR 929 Overlay (US 61 - Parker Road) Project, State Project H.014642, and approval for Parish President Clint Cointment to execute the agreement. This project is cost shared with the State (80% State, 20% Parish). This change order will increase the contract amount by \$58,144.00 for a new total contract amount of \$177,689.00** - A motion to approve forwarding to the full Council for approval was made by Councilman Joel Robert. The motion was seconded by Councilwoman Pam Alonso. The motion passed with no objection.
- t. **Approval of Articles of Agreement between Ascension Parish Government and Ascension Water Company, for utility relocations on the PR 929 Corridor Improvements (between LA 42 and Parker Road) project in the amount of \$291,480.18, and approval for Parish President Clint Cointment to execute the agreement** - A motion to approve forwarding to the full Council for approval was made by Councilwoman Pam Alonso. The motion was seconded by Councilman Chase Melancon. The motion passed with no objection.
- u. **Approval to enter into a Contract between Ascension Parish Government and Lanro Construction for the removal and floor replacement at the Health Unit East Building in the amount of \$56,747.60 and to authorize the Parish President to enter into this contract** - 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 Chase Melancon. The motion passed with no objection.
- v. **Approval of Change Order #1 to the Contract with Cypress Roofing, LLC for the Ascension Parish Government Counseling Center Renovations - to purchase and install Woodgrain Millwork Timeless Craftsman 55E1 5 1/2 in. D x 11/16 in. W Primed Medium Density Fiberboard (MDF) Baseboard Molding and Woodgrain Millwork WM 106 11/16 in. x 11/16 in. x 192 in. Primed Finger-Jointed Quarter Round. Prime and paint, labor and materials. This change order will increase the contract amount by \$19,859.56, for a total contract price of \$242,458.06 and will add 14 days to the contract term for a completion date of 1/16/2026** - 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 Todd Varnado. The motion was seconded by Councilman Brett Arceneaux. The motion passed with no objection.
- w. **Approval of Change Order #1 to the Contract with Cypress Roofing, LLC for the Richard Brown Community Center Roof Replacement - to replace 20 deck boards in need of replacement, that were not found until removing the old roof, so that the integrity of the roof system is maintained. This change order will add \$3,280.20 to the contract amount for a total contract amount of \$54,408.50** - A

motion to approve forwarding to the full Council for approval was made by Councilman Joel Robert. The motion was seconded by Councilman Brett Arceneaux. The motion passed with no objection.

- x. **Approval of Change Order No. 1 to the Contract with The Building Group, LLC for the Donaldsonville Courthouse Restoration Project - FP&C Project #50-J03-23-01 - to include wainscot refinishing as part of the wall repairs for an additional \$15,461.00 for a new not to exceed contract amount of \$181,673.00** - 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.
- y. **Approval of Change Order No. 4 to the contract with CEAPM, LLC for the Ascension Parish Health Unit Renovations project for the installation of new lavatories and sink combos at (3) patient rooms. New water lines and a waste line system powered by a pump. Additional work will include the removal of (2) existing doors and replacing with (2) new saloon type doors or similar. This will increase the contract price by \$21,755.00 for a total contract price of \$130,685.00 and increase the contract time by 92 days due to back order of critical materials for a contract completion date of 2/9/2026** - 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.
- z. **Approval of Amendment No. 1 to the Cooperative Endeavor Agreement with E&P Consulting Services, LLC for the administration of the sale or donation of adjudicated properties in the Parish to amend language in the payment terms, process, and donation or acquisition of property sections** - 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.
- aa. **Contract Report of all Contracts/Agreements entered into in the month of September 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 September 2025** -Megan Babin, Human Resources Director spoke to the Committee on this item.
- b. **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 6:01 pm on a motion by Councilman Dennis Cullen, seconded by Councilman Joel Robert.