

**FINANCE COMMITTEE MINUTES**  
**June 14<sup>th</sup>, 2011**  
**Chairman Steve Lee**  
**Vice-Chairman Charles Julien**

Members: Haston Lewis, Danny Millet, Charles Julien, Jaclyn Hotard, Darnel Usry, Cheryl Millet, Lucien Gauff, III, Ronnie Smith, Steve Lee

**PRESENT:** Haston Lewis, Steve Lee, Cheryl Millet, Ronnie Smith, Darnel Usry, Jaclyn Hotard, Charles Julien

**ABSENT:** Danny Millet & Lucien Gauff, III

**BID OPENING REPORT/AWARDS:**

**Brenda Labat – Bid Opening – Edgard Water plant walkway**

Brenda Labat, Director of Purchasing, stated, "First we have the Edgard Water Treatment Plant walkway. The first bidder was Cecil D. Gassiott, LLC, they bid \$102,516.00, Boh Bros. Construction - \$349,600.00, Volute, Inc. - \$156,438.00, Wescorp, Inc. - \$168,000.00, Sealevel Construction, Inc. - \$105,000.00, L. King Company, LLC - \$169,720.00, Silverton Construction Co., LLC - \$174,171.00, Kostmayer Construction - \$172,320.00 and Civil Construction Contractors - \$124,053.00. The administration request that we take these under advisement."

**MOTION:** Councilman Lewis moved and Councilman Julien seconded the motion to take the bids for the Edgard Water plant walkway under advisement. The motion passed with 6 yeas, 2 absent (Gauff & Danny Millet) and 1 abstaining (Lee).

**Brenda Labat – Bid Opening – Homewood Drainage Basin Project**

Brenda Labat stated, "The second bid was for Homewood area drainage improvements. This bid has two alternates with it. The first bidder was:

<u>Bidder</u>	<u>Base Bid</u>	<u>Alternate #1</u>	<u>Alternate #2</u>
B&K Const.	1,697,325.00	134,000.00	50,700.00
Command Const.	1,538,750.00	125,000.00	30,000.00
Gilmore & Son	1,176,500.00	150,000.00	37,500.00
Civil Const.	976,266.25	81,470.00	16,220.01
Creek Services	937,604.60	162,959.00	12,480.00
LA Contracting	1,074,350.00	173,000.00	48,000.00

*The administration request that we take these under advisement."*

**MOTION:** Councilman Julien moved and Councilman Lewis seconded the motion to take the bids for the Homewood Drainage Basin Project under advisement. The motion passed with 6 yeas, 2 absent (Gauff & Danny Millet) and 1 abstaining (Lee).

**Ronnie Smith – Renewal of contract with Strategic Impact, LLC**

Councilman Smith stated, "At this time I am going to defer to our parish president. She will give you the details on this contract."

Natalie Robottom, Parish President, stated, "This contract has been in existence for two years. It is with Strategic Impact of LaPlace. We are recommending renewing the contract for an additional two years for grant writing services. The scope of work includes grant assessments, funding searches, grant proposals, applications and clerical services. The contract is in an amount not to exceed \$50,000.00 per year for two years beginning June 2011 and terminating in June of 2013."

Councilman Julien asked, "The contract that was in place how much was it not to exceed as we said this one is not to exceed \$50,000.00 per year. How much was that one?"

Natalie Robottom stated, "The total contract value was \$250,000.00."

Councilman Julien asked, "Over what period of time?"

Natalie Robottom stated, "Two years."

Councilman Julien asked, "So at this point do they have any I guess bonus situations for the grant writer if she is bringing in more money or if the grants are making more money. Do we have opportunities for the grant writer to bring in or to make bonuses because we want to encourage the company to go out and to get all of the grants that they can and get the money that we need for the community?"

Natalie Robottom stated, "We have actually included incentives within the contract. After experiencing it for a year and having the opportunity to work with the company we met as a team to discuss some of the areas we felt could have improved in negotiating with the contractor this is what we felt would be in the best interest for the parish and the contractor agreed. So there are incentives. We made some tightening up of what was in there previously with regards to research and writing. We are also committing to having our department heads work closely with the company to make sure that what is being applied for and researched is in compliance with what they need and fits the match requirements that we are able to provide but there are incentives which were not in the previous contract for different values or grant levels and that percentage changes with each grant."

Councilman Julien asked, "What kind of input would Council members have? There is a lot of money out there for rural areas. I just feel like we really didn't take advantage of the opportunity that was there."

Natalie Robottom stated, "I think part of the contract also allows for meetings with directors as well as council members. We originally had meetings with our directors and I think previously the contractor had meetings with council members. So we looked through some of those items and of course you are welcome to make recommendations. Our focus over the last year and moving forward will be on recreation and some of our health and human services needs, broadband was a very important issue as well but it is my understanding that South Central Planning is pursuing that on our behalf. We are going to continue to focus primarily on those area as those are the areas lacking in our budget but clearly if there are any ideas, suggestions or recommendations from the council you are welcome to meet with the company as well as share

those ideas with the director and our staff to make sure we address those."

**MOTION:** Councilman Smith moved and Councilwoman Millet seconded the motion to grant administration authorization to renew the contract with Strategic Impact, LLC. The motion passed with Councilmen Gauff and Danny Millet absent.

**Brenda Labat – Request authorization to go out for bids for Energy Efficiency Lighting for the East Bank Complex**

Brenda Labat stated, "This bid would be for Energy Efficient lighting and systems. We would include in it the lighting and systems for the future East Bank Government Complex. The bid package includes efficient interior and exterior lighting, HVA systems, high-efficiency faucets, weather sealing and Energy Star and solar powered appliances. These products and systems are funded by the Department of Natural Resources' Energy Efficiency and Conservation Block Grant in the amount of \$324,000.00."

Councilwoman Millet stated, "I just want to thank administration for being on top of this to make sure that we don't lose this grant money that was applied."

**MOTION:** Councilman Smith moved and Councilwoman Millet seconded the motion to grant administration authorization to go out for bids for Energy Efficiency Lighting for the East Bank Complex. The motion passed with Councilmen Danny Millet and Gauff absent.

**Brenda Labat – Request withdrawal of authorization to bid the Garyville Fire Department Expansion**

Brenda Labat stated, "We would like to request withdrawal of the authorization to advertise for the bids for this expansion on Fire station #72 in Mt. Airy. The project design and scope of work were completed by engineers at the Nalco Company and the estimated cost is less than the amount required for bidding. A request for qualifications will be released and a recommendation provided based on evaluation of the proposer's work experience, quality of work and pricing."

Councilman Lee stated, "So allow me to clarify that. What administration is asking for is to remove the request to go out for bids and to go out for RFQ's for the dollar amount in question."

**MOTION:** Councilwoman Millet moved and Councilwoman Usry seconded the motion to grant administration authorization to withdraw going out for bids for the Garyville Fire Department Expansion. The motion passed with Councilmen Danny Millet and Gauff absent.

**Natalie Robottom – Request authorization to add Theresa Rodgers as second check signer, effective June 14, 2011**

Natalie Robottom, stated, "This is a quick request. Obviously our CAO has resigned and is on her way to San Diego and in that replacement we are asking to add Theresa Rodgers as our check signer. As you know all checks over \$10,000.00 must be signed manually and reviewed and all the

*others are electronically signed but it is important to get your approval to add Mrs. Rodgers to our check signing account."*

**MOTION:** Councilman Julien moved and Councilman Lewis seconded the motion to grant administration authorization to add Theresa Rodgers as a second check signer, effective June 14, 2011. The motion passed with Councilmen Danny Millet and Gauff absent.

Councilman Gauff arrived to the meeting at 6:14 PM

**Natalie Robottom – Request to execute revised work authorization #16 with Shread-Kuyrkendall & Associates, Inc. for re-design of the Homewood Area Drainage Improvements at a cost of \$4,599.64**

*Natalie Robottom stated, "Administration requests approval of revised work authorization #16 with Shread-Kuyrkendall & Associates. This is for the Homewood Drainage Improvements. The revision is in the amount of \$4,599.64 and it reflects the cost to redesign and rebid the project. It was necessary because all of the previous bids exceeded the available funding for the project and we recommend approval."*

*Councilwoman Millet asked, "Is this the revision for the new bid that was just opened up earlier?"*

*Natalie Robottom stated, "That is correct."*

**MOTION:** Councilman Julien moved and Councilman Smith seconded the motion to grant administration authorization to execute revised work authorization #16 with Shread-Kuyrkendall & Associates, Inc. for re-design of the Homewood Area Drainage Improvements at a cost of \$4,599.64. The motion passed with Councilman Danny Millet absent.

**Natalie Robottom – Request authorization to execute change order #2 with Gray Construction Corp for the Country Club Bridge Drive replacement in the amount of \$9,966.48**

*Natalie Robottom stated, "Administration is requesting authorization of this change order. The change order includes additions primarily requested by the parish and they were for including a storm drain pipe, installation of water valves and custom fittings to the tie into the existing waterline. We also added 11 days that were related to the delay associated with the water tie in. So administration is requesting approval."*

*Councilwoman Millet stated, "I want to commend the construction company and administration because it was a job well done, very timely done, very neatly done the neighbors were very appreciative of all the courtesies extended to them and I just want to thank Gray Construction for the job that they did and hopefully the one on Greenwood will be done just as expeditiously."*

*Councilman Lee stated, "Very well said and I would like to include the engineer of principal engineering because we got off to a rocky start the very first day and since day one they have been fabulous and I think Mrs. Robottom and the council members recognize in our comments here that this came in well under budget which also makes us very happy*

*but it makes the residents of District VII and all of the Belle Terre area happy. So good job and well done."*

**MOTION:** Councilwoman Millet moved and Councilman Smith seconded the motion to grant administration authorization to execute change order #2 with Gray Construction Corp for the Country Club Bridge Drive replacement in the amount of \$9,966.48. The motion passed with Councilman Danny Millet absent.

**Natalie Robottom – Request authorization to execute a Certificate of Substantial Completion with Gray Construction Corp for the Country Club Bridge replacement project**

*Natalie Robottom stated, "I will reference the amount. The total project came in at \$333,622.48. It was estimated to cost \$400,000.00 so that was a significant savings but it is also a very good job. Obviously that is an area that we live and pass on. The residents in the area were very pleased with the cooperation and work of all the contractors, the engineers on site and actually we incorporated some of their recommendations and want to thank you for working with us for adding the additional railings on the side for safety purposes. It was done timely. As we said the delay was on our part, but I think we made a better project still remaining within the estimated budget and we want to thank all of you who participated in that."*

**MOTION:** Councilwoman Millet moved and Councilman Smith seconded the motion to grant administration authorization to execute a Certificate of Substantial Completion with Gray Construction Corp for the Country Club Bridge replacement project. The motion passed with Councilman Danny Millet absent.

**Angelic Sutherland/Stacey Cador – Request authorization to renew Firefighters' Property Insurance with Riverland's Insurance Company of LaPlace**

*Stacey Cador, Director of Human Services, stated, "Administration requests authorization to renew the firefighter's Property Insurance for station #51 located at 521 Hemlock Street. Omega US Insurance Incorporated's provided the lowest quote with an annual premium of \$4,956.00. This represents a cost savings of \$1,396.00."*

**MOTION:** Councilwoman Usry moved and Councilman Julien seconded the motion to grant administration authorization to renew the Firefighters' Property Insurance with Riverland's Insurance Company of LaPlace. The motion passed with 7 yeas, 1 absent (Danny Millet) and 1 abstaining (Lee).

**Natalie Robottom – Request authorization to execute an agreement with Eliza Eugene Enterprises, LLC to provide small business & career solutions**

*Natalie Robottom stated, "This is a new project and contract that administration is proposing. We completed a RFP process and reviewed three or four proposals. One was non-responsive. We are recommending Eliza Eugene Enterprises of LaPlace for the services of providing small business and career solutions to our local businesses. The contract will provide information regarding financing options, feasibility*

studies, market analyses and economic trends. The company will provide and assist with the development of comprehensive business plans and processes, seminars that address resources for business development and sustainability, business ethics, purchasing and procurement, bonding, taxation requirements and other topics that support small businesses. The contract is in the amount of not to exceed \$62,400.00 and it is for one year. It will begin in June of 2011 and terminate in June of 2012. As I said this is a new proposal based on our time here and actually throughout the state, as well as the country, our small businesses are struggling. We are watching some of them open quickly and close. In an effort to support our economic department we thought it was necessary to provide something on hand, in the community to work with and help our businesses to one either grow, improve or be able to sustain themselves within our communities. We think this is an effort that will be successful. We think if we can make our businesses strong and put them in a position to be able to access work outside of St. John Parish possibly in other municipalities it strengthens and increases their capacity as a business. It allows them to possibly increase the number of employees all improving their standing and their ability to make a living in St. John Parish. That is our goal. We are going to work very closely with the company. The company is going to work with our Economic Development Director as well as the state and any of our federal partners."

Councilman Julien stated, "I would like to pat administration on the back because this is something that the small business people have been asking for a while. You all came and did a good job on it, stayed diligent. I just want to thank you on their behalf."

Natalie Robottom stated, "Of course we are not limited to these topics. I just kind of ran through what we had. If there is something that you would like addressed as well but they will have two seminars annually. There are some funding sources that are available but they have to be in the position to access those through having complete business plans to be eligible for those dollars."

Councilwoman Usry asked, "Who and how will this be monitored?"

Natalie Robottom stated, "It all comes back, and it is in the contract, through the CAO and monthly as is required with all of our contracts, we will have a report to us with regards to the number of people seen, the number of activities held and again it is our understanding through the contractor that she wants to work very closely with our EDC director so on a regular basis they will be in contact but we will receive a monthly report as to what activities have taken place."

Councilwoman Millet asked, "You mentioned that there is going to be two seminars annually?"

Natalie Robottom stated, "Right, in addition to everything else."

Councilwoman Millet stated, "Oh okay I thought that was it."

Natalie Robottom stated, "No there are two seminars in addition to all of this. Obviously the individual business owners can set up appointments to deal specifically with themselves but the seminars will be opened to larger groups and address a variety of topics. In the

*contract and scope of work there are a number of items and possible topics for seminar but obviously they will continue to provide assistance to small businesses on an ongoing basis."*

Councilwoman Millet asked, *"Will there be any cost incurred to the small businesses or is this a free service?"*

Natalie Robottom stated, *"No this is provided through the parish at our expense, through EDC."*

Councilwoman Millet asked, *"I understand the contract is effective this month?"*

Natalie Robottom stated, *"Well when we sign it. Once it is approved."*

Councilwoman Millet asked, *"Where is the location? Have we finalized that yet?"*

Natalie Robottom stated, *"No we have the address and obviously part of this process is outreach and because it is open to all of our residents we will have information. The address is 2015 W. Airline. It is actually in the New Wine complex area on the side near Fred's. The seminars will be scheduled subsequently. It is very important that all small businesses be made aware that they will be able to go there."*

Councilman Smith stated, *"Again administration I would like to thank you for working with Mrs. Eugene in getting this approved. As you know one of my pet peeves is economic development and because as you said right now the way the economy is small businesses are going to be the back bone of the economy to help it turn around and if we can bring in more small businesses and create more tax revenues that come back to the parish not only is it going to help the constituents but it is also going to help the taxation and the funds that we receive. I see Mrs. Eugene is sitting in the office. Would you have a problem by any chance say quarterly coming to the council and just giving us an update on how your program is going?"*

Natalie Robottom stated, *"As a matter of fact she had that as a discussion and recommendation and again in addition to getting a monthly report we will have her come back and address the council. We are hoping to get some kind of feed back from our small businesses that is when we know we are making a difference."*

**MOTION:** Councilman Julien moved and Councilwoman Hotard seconded the motion to grant administration authorization to execute an agreement with Eliza Eugene Enterprises, LLC to provide small business & career solutions. The motion passed with Councilman Danny Millet absent.

#### **Any and all other financial concerns**

There were no other financial concerns at this time.

#### **Adjournment**

**MOTION:** Councilwoman Millet moved and Councilwoman Usry seconded the motion to adjourn. The motion passed with Councilman Danny Millet absent.

