

FINANCE COMMITTEE MINUTES
May 12, 2009
Chairman Steve Lee
Vice-Chairman Charles Julien

Members: Haston Lewis, Danny Millet, Charles Julien, Jaclyn Hotard, Darnel Usry, Ronnie Smith, Cheryl Millet, Dale Wolfe, Steve Lee

PRESENT: Danny Millet, Cheryl Millet, Steve Lee, Haston Lewis, Darnel Usry, Jaclyn Hotard

ABSENT: Dale Wolfe, Ronnie Smith, Charles Julien

BID OPENING REPORT/AWARDS:

Bid Awards - Paul Oncale - St. John Airport - Airfield lighting and navaid improvements

Paul Oncale, Director of Public Safety, stated, "A couple of weeks ago we opened bids for this particular project. The low bidder was Diamond Electric out of Baton Rouge, Louisiana. He bid \$550,308.25. Administration recommends that we award him with this contract, contingent on us receiving the funds from the FAA."

MOTION: Councilman Millet moved and Councilman Lewis seconded the motion to award the low bid for the St. John Airport - Airfield lighting and navaid improvements to Diamond Electric at \$550,308.25 predicated upon federal funds being available. The motion passed with Councilmen Wolfe, Smith and Julien absent.

Bid Awards - Brenda Labat - Walnut St. Drainage improvements

Brenda Labat, Director of Purchasing, stated, "Administration recommends that we award Phylway Construction, the low bidder. They bid \$197,493.00."

Councilwoman Millet asked, "I was noticing that the funds for this are coming out of the bond issue. Is that correct?"

Brenda Labat stated, "Yes the 2009 Bond Issue."

MOTION: Councilman Lewis moved and Councilman Millet seconded the motion to award the low bid for Walnut St. drainage improvements to Phylway Construction at a cost of \$197,493.00. The motion passed with Councilmen Wolfe, Smith and Julien absent.

Paul Oncale - West Bank VFD - fire truck - lease purchase

Paul Oncale stated, "This particular item, we have found a way to save a few dollars rather than doing a lease purchase. We are going to the bond commission to bond the money. Therefore it requires a resolution. Our bonding attorney, Mr. Hugh Martin, is here tonight. Administration is requesting that we move this to the regular agenda since it requires a resolution and Mr. Hugh Martin will address this issue. It will be under Resolution R09-10."

MOTION: Councilman Lewis moved and Councilwoman Millet seconded the

motion to move the item West Bank VFD - fire truck - lease purchase to the regular agenda because it will require a Resolution - R09-10. The motion passed with Councilmen Wolfe, Smith and Julien absent.

Paul Oncale - Recommendation on selection of the engineering firm for airport improvement project

Paul Oncale stated, "We went out for a statement of qualifications a few months ago. We received five (5) statements of qualifications from five (5) different firms. There was a scoring system that took place to select this particular engineering firm per FAA requirements. This particular project the highest scoring firm was PEC. Therefore the administration recommends that we award this engineering firm the airport improvement project."

Councilwoman Millet asked, "This is also being supported by the FAA and the state with no dollars from the Parish correct?"

Paul Oncale stated, "Zero dollars from the Parish."

Councilman Lee stated, "The process, I am glad it was followed. I am glad it worked out properly. For someone who has been here as long as I have PEC came to our aid probably fifteen (15) to eighteen (18) years ago and has done a tremendous amount of work for us on the airport. They are truly specialist. They have served us very well. I am pleased that they were the group that was chosen by the administration."

MOTION: Councilman Millet moved and Councilwoman Usry seconded the motion to take administrations recommendation and select the engineering firm of PEC for the Airport Improvement Project. The motion passed with Councilmen Wolfe, Smith and Julien absent.

Pat McTopy - Authorization to bid the Greenwood Drive Bridge Project

Pat McTopy, CAO, stated, "Just about a year ago we made some temporary repairs to the Greenwood Drive Bridge knowing at some point we had to do some more permanent repairs. At this time we would like to begin advertising for the permanent repairs to Greenwood Drive Bridge. We would like to do the work during the summer time when schools are closed and there isn't so much bus congestion and slowing down of students."

Councilman Lee stated, "I think this is well overdue. I want to thank the administration for recognizing the importance of this with its proximity to our park and also to our school there. I am glad that it is coming to fruition. I hope it gets here as quickly as possible."

MOTION: Councilwoman Hotard moved and Councilwoman Millet seconded the motion to authorize administration to bid the Greenwood Drive Bridge Project. The motion passed with Councilmen Wolfe, Smith and Julien absent.

Pat McTopy - Authorization to bid the Reserve Boat Launch

Pat McTopy stated, "This is an ongoing project. I recall when we bought it they had a dirt ramp going into the canal. Today we have a parking lot, piers, ramps, concrete ramps, etc. This project would expand and

enlarge the parking area. We will do some asphalt work within the parking area. We will rebuild the piers and desalt the canal in the proximity of the existing piers and the actual boat launch itself. A portion of the funding is coming from a grant through the state wildlife and fisheries fund. Actually it is a federal grant. We would like authority to advertise that project."

Councilwoman Millet asked, "Is it possible that I get a copy of those plans, the preliminary drawings? I did see Mr. Millet's copy and I have had people ask me about it. So I would like to have a copy."

MOTION: Councilman Millet moved and Councilman Lewis seconded the motion to authorize administration to bid the Reserve Boat Launch. The motion passed with Councilmen Wolfe, Smith and Julien absent.

Pat McTopy - Authorization to execute an agreement with Municipal Code Corporation for re-codification of the Parish's Code of Ordinance

Pat McTopy stated, "We feel this project is long overdue. It would bring our parish code of ordinances in line with many other parishes and communities in the state of Louisiana. The cost is approximately \$25,000.00. It would be spread over a two (2) year period. We recommend that we be authorized to sign this agreement."

Councilwoman Hotard stated, "I would just like to commend the administration on this. I have used this website since I have been here for other parishes. Most of the other parishes do have all their ordinances on this muni-code website. So I am glad to see that we are finally moving with the program."

MOTION: Councilman Millet moved and Councilwoman Usry seconded the motion to grant administration authorization to execute an agreement with Municipal Code Corporation for re-codification of the Parish's Code of Ordinance. The motion passed with Councilmen Wolfe, Smith and Julien absent.

Pat McTopy - Authorization to solicit request for statement of qualifications and cost proposals for administration consulting services - Hurricane Gustav/Ike CDBG Disaster Recovery Program

Pat McTopy stated, "As you recall council members at the last meeting we adopted the citizen participation plan in anticipation of receiving funds, community development block grant funds. These funds have very hyper-technical requirements that must be met to stay in compliance and to receive them. It is an area that people must have expertise in administering. We are asking that we be authorized, in accordance with the CDBG requirements, to seek proposals for someone to assist us in administering those funds. The cost thereof will come from the funds."

MOTION: Councilman Lewis moved and Councilwoman Usry seconded the motion to grant administration authorization to solicit request for statement of qualifications and cost proposals for administration consulting services - Hurricane Gustav/Ike CDBG Disaster Recovery Program. The motion passed with Councilmen Wolfe, Smith and Julien absent.

Pat McTopy - Authorization to execute agreements for services in

connection with Grant Writing

Pat McTopy stated, "Mr. Hubbard has been president and this council has been in office for the last fourteen (14) or so months, sixteen (16) actually. During that period we all felt that we need to expand on the amount of effort being put forth in applying for various grants. Federal and state grants, Washington is coming down with the stimulus package. We have got the LRA funds. We have many other state funds and quite honestly we feel that we have been missing the boat. We have here tonight for your consideration an agreement that would allow us to apply for more funds. We are very optimistic that we will be successful in getting them. We have representatives of the company here tonight. If you have any questions they are here to answer them."

MOTION: Councilman Lewis moved and Councilman Millet seconded the motion to grant administration authorization to execute agreements for services in connection with Grant Writing. The motion passed with Councilmen Wolfe, Smith and Julien absent.

Pat McTopy - Authorization to execute an agreement for Program Management Services in connection with \$29.5 Million Dollar Bond Issue

Pat McTopy stated, "We have a contract under review tonight for program administration in connection with the \$29.5 million dollar bond issue. This contract would allow for expertise in program budgeting, scheduling, an accounting plan, design services and a broad spectrum of services that would allow this project to proceed in a timely, efficient and productive manner. Administration asks tonight that we be given authority to execute the agreement."

MOTION: Councilwoman Hotard moved and Councilman Millet seconded the motion to grant administration authorization to execute an agreement for Program Management Services in connection with \$29.5 Million Dollar Bond Issue. The motion passed with 5 yeas, 3 absent (Wolfe, Julien, Smith) and 1 abstaining (Lee).

Any and all other financial concerns

There were no other financial concerns.

Adjournment

MOTION: Councilwoman Millet moved and Councilman Millet seconded the motion to adjourn. The motion passed with Councilmen Wolfe, Smith and Julien absent.