

FINANCE COMMITTEE MINUTES
June 24, 2008
Chairman Ronnie Smith
Vice-Chairman Jaclyn Hotard

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

PRESENT: Cheryl Millet, Steve Lee, Haston Lewis, Jaclyn Hotard, Ronnie Smith, Dale Wolfe

ABSENT: Danny Millet, Charles Julien, Darnel Usry

BID OPENING REPORT/AWARDS:

Concrete Streets Parish wide - Removal and Replacement

Brenda Labat, Director of Purchasing, stated, "This afternoon we opened bids for concrete street parish wide removal and replacement. There were four bidders. This is not a firm price. It is an example of a certain piece of property that would be replaced. Administration does request to take these bids under advisement."

Fleming Construction	\$211,300.00
Hardrock Construction	\$222,500.00
Louisiana Construction Ent.	\$157,400.00
Greg Scallon	\$212,800.00

MOTION: Councilwoman Millet moved and Councilman Lee seconded the motion to take the bids for the removal and replacement of concrete streets parish wide under advisement. The motion passed with Councilman Millet, Julien and Councilwoman Usry absent.

Councilwoman Usry arrived at 6:04 PM.

Animal Shelter

Brenda Labat stated, "The second bids we opened was for the construction of our animal shelter. This bid had a base bid and three alternates. The administration recommends that we take these under advisement."

<u>Contractor</u>	<u>Base Bid</u>	<u>Alt. 1</u>	<u>Alt. 2</u>	<u>Alt. 3</u>
Aegis Const	746,200.00	38,600.00	326,400.00	118,200.00
AME Dis Rec	1,100,000.	15,900.00	600,000.00	110,000.00
Catco Cont	757,400.00	37,700.00	253,000.00	133,300.00
Pete Vicari	900,000.00	20,000.00	380,000.00	80,000.00

MOTION: Councilman Lee moved and Councilwoman Hotard seconded the motion to take the bids for the animal shelter under advisement. The motion passed with Councilmen Millet and Julien absent.

Councilman Julien arrived at 6:08 PM.

Councilman Wolfe asked, "When we say take it under advisement are we talking about accepting them at our next meeting?"

Brenda Labat stated, "Well the engineers have copies of the bids that. They are going to review and if they are ready to make an award at the next meeting they would come to us with that."

Councilman Wolfe stated, "I would appreciate it if this council could get a copy of that so that I can see the bids."

Councilman Smith stated, "Let me elaborate on what I think Mr. Wolfe is saying. Can we get them earlier? Not the day of the council meeting when you are ready to get confirmation on this. So we can take a couple of days to look at this so that we can see exactly what we are voting on."

Brenda Labat stated, "So you are saying that when the engineers feel that they are satisfied to accept a bid that they give you all copies before you come to the meeting? Okay, we will request that from the engineers."

Councilman Wolfe stated, "I am saying that I want all the bids."

Brenda Labat asked, "You want all the bids now? Would everyone like a copy of everything? Okay Mr. Wolfe I will furnish you with a complete set right now and then I will ask the engineers when they are ready to make the award would they give whatever package is expected to be awarded."

Lease for mineral exploration of Lot 1A East 11th Street (Mathieu Heights Subdivision) Lot 10 Timbermill Subdivision - Garyville

Brenda Labat stated, "There was a third bid opening. This was a lease for mineral exploration on some properties in St. John the Baptist Parish. The two properties involved and I will take them one at a time. The first property is Lot 1A East 11th Street Mathieu Heights Subdivision in Garyville. We had a bid from Patrick Donahue Petroleum Properties at a price of \$400.00 an acre. The property is .08 of an acre so that came to a bid of \$32.00 a year for this lease of the mineral rights on that property. The second property is Lot 19 Timbermill Subdivision in Garyville. Patrick Donahue Petroleum Properties also bid based on \$400.00 an acre. The quantity of the property is .30 of an acre so that came to \$120.00 a year that they bid to get this mineral lease. It is Lot 19, there was a typo error. I spoke with Mr. Donahue this afternoon and he advised me that if the council were to award this lease, if we are satisfied, that the proof of advertisement has to go to the state and than the state passes a resolution that the procedure was followed for the mineral rights. So is the council ready to award this? He is the only bidder."

Councilman Lee stated, "If the property was in my area, I would make a motion to take action, but it is not so I don't feel like I should step forward with this, but I certainly see nothing wrong with taking action on this rather than waiting."

Councilman Wolfe stated, "It seems as though we need some communication here Steve. First of all we need some communication from the parish president. It is in my division. I should have known about it. I should have met with it. I really don't appreciate it and I need time to look

at whatever she is proposing. I also want to send a message that whatever is going on in my division I want to know about it prior to this meeting."

MOTION: Councilman Wolfe moved and Councilman Julien seconded the motion to take the bid for lease for mineral exploration of Lot 1A East 11th Street (Mathieu Heights Subdivision) Lot 19 Timbermill Subdivision - Garyville from Patrick Donahue Petroleum Properties under advisement. The motion passed with Councilman Danny Millet absent.

Pat McTopy - Janitorial Contracts (Carry Over)

Pat McTopy, Chief Administrative Officer, stated, "I would ask that we carry this item over. We are still trying to get in touch with all the contractors."

Pat McTopy - Authorization to solicit request for proposals for a telecommunications system

Pat McTopy stated, "Some of the surrounding parishes have gone to a voice over system that allows them to tie in all of their various outlining offices into one central location. It also allows the Sheriff, Assessor, Clerk of Court and a lot of the other offices to participate and these offices in St. John have indicated that they would like to participate. If a citizen calls our receptionist and is looking for the sheriff's office we would be able to transfer them directly to the sheriff department, the clerk of court or any of our other outlining offices without them having to hang up get the telephone number and redial. It is expected that we would receive significant costs saving that would pay for the system in a short period of time. So we are asking that we be authorized to seek request for proposals only that we can advertise and evaluate and come back to the council."

MOTION: Councilman Lewis moved and Councilwoman Hotard seconded the motion to grant the administration authorization to solicit request for proposals for a telecommunications system. The motion passed with Councilman Danny Millet absent.

Pat McTopy - Authorization to go out for bids for vehicles for the following departments: Recreation, Public Works and Public Utilities

Pat McTopy stated, "At the last meeting we advised the council that we would be seeking authorization to advertise for some pick up trucks. Essentially what we are asking for is one vehicle for recreation to be used by the additional personnel, the one person that they hired, so that they can go about doing their rounds and maintaining the parks. One vehicle for public works and three vehicles for the entire utilities department."

MOTION: Councilman Lee moved and Councilwoman Millet seconded the motion to grant administration authorization to go out for bids for vehicles for the following departments: Recreation, Public Works and Public Utilities. The motion passed with Councilman Danny Millet absent.

Pat McTopy - Authorization to execute an addendum to the solid waste contract to provide for recycle drop off sites and costs

Pat McTopy stated, "As you know the parish has been looking into the feasibility of establishing recycle drop off points. We would like to have six sites. Two on the West Bank. One in Garyville. One in Reserve and two in LaPlace. This will allow the citizens to drop off recyclables such as plastics, newspaper and metals. We have negotiated with SWDI to provide prices for those services on a six month trial period. The price they have given us is \$125.00 per month rental on each of the six dumpsters and \$400.00 each time they have to be emptied at the recycle facility in Baton Rouge. We expect that on a six month pilot program, based on one empty per month, the cost would be about \$18,900.00. We have a small surplus as I stated at the last meeting in the solid waste department of about \$468,000.00 as of the end of April. The anticipated cost over six months would be \$18,900.00 which is about 4% of the surplus. So we asked that we be allowed to sign a short addendum to the garbage contract essentially to do what I just stated."

Councilwoman Millet asked, "Mr. McTopy have you determined what the locations are for the residents?"

Pat McTopy stated, "We do have some tentatively. As I said at the last meeting, we are trying to find public sites, property that the parish owns and we have been successful so far."

Councilwoman Millet asked, "So you will let us know when it is confirmed?"

Pat McTopy stated, "Yes."

Councilman Smith stated, "I want to understand this correctly. This is for a six month trial basis. Am I correct?"

Pat McTopy stated, "That is correct. Up to six months."

Councilman Smith asked, "After those six months, if we decide to continue this we would come back and do another negotiation?"

Pat McTopy stated, "Yes sir."

MOTION: Councilman Lewis moved and Councilwoman Millet seconded the motion to grant administration authorization to execute an addendum to the solid waste contract to provide for recycle drop off sites and costs. The motion passed with Councilman Danny Millet absent.

Dale Wolfe - Choice International - Presentation

Councilman Wolfe stated, "I received a call that the gentleman was stuck at an airport. I would like to put this on the next agenda."

Any and all other financial concerns

Paul Oncale, Director of Public Safety, stated, "I apologize for this item not getting on the agenda. Our current workers compensation policy is up for renewal and at this time we are completely satisfied with LWCC as our workman's compensation carrier. They have given us a quote

of \$252,680.00 for the annual premium. Last year it was around \$249,000.00. This reflects a \$400,000.00 increase in total payroll. So both the administration and our insurance agent recommends that we renew with LWCC."

Councilwoman Millet stated, *"As insurance chair, I make a motion that we accept the renewal as proposed by Mr. Oncale."*

MOTION: Councilwoman Millet moved and Councilman Julien seconded the motion to renew the parish workman's compensation policy with LWCC at a quote of \$252,680.00. The motion passed with 7 yeas, 1 abstaining (Lee) and 1 absent (Danny Millet).

Adjournment

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