



St. James Parish Council

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Alvin St. Pierre, Jr.
Chairman

Vondra Etienne-Steib
Vice-Chairwoman

Linda Hubbell
Secretary

March 31, 2020

Honorable Members
St. James Parish Council

The St. James Parish Council will meet in regular session on Wednesday, April 1, 2020, at 6:30 p.m., via video/teleconference.

Please make every effort to attend.

Sincerely,


Linda Hubbell
Secretary

cc: Parish President Pete Dufresne & Staff
Assistant District Attorney Cody Martin
The News Examiner/Enterprise
The Morning Advocate
L'Observateur

Note: St. James Parish will provide, upon request, reasonable accommodation to any disabled individual wishing to attend the meeting. Anyone requiring reasonable accommodation is requested to contact 1-800-846-5277 (TDD), 1-800-947-5277 (Voice) or 562-2400 (Handicapped) to discuss the particular accommodation needed.

Alvin St. Pierre, Jr.	Jason Amato	Ryan Louque	Mason Bland	Clyde Cooper	Vondra Steib	Donald Nash
District 1	District 2	District 3	District 4	District 5	District 6	District 7

AGENDA
ST. JAMES PARISH COUNCIL
VIDEO/TELECONFERENCE
WEDNESDAY, APRIL 1, 2020

Based on the Public Health Emergency in Proclamation Number 25 JBE 2020 and all subsequent Proclamations made by the Governor of Louisiana, St. James Parish Government and the St. James Parish Council has decided that in order to continue the necessary operations of government, but to also take into account the orders of the Governor, the guidance issued by the Louisiana Attorney General, and the recommendations of the CDC, the St. James Parish Council will meet via video/teleconference at the posted date and time to only take up any matters on its agendas which are necessary to ensure the public function and which require a vote of the Council. If a member of the public would like to issue public comment on any agenda item, please do one of the following: 1) Send an email, prior to the meeting, to the Council Secretary (linda.hubbell@stjamesparishla.gov) stating the agenda item you want to submit a comment upon, along with your full name, address, and your written comments which will be read into the record of the meeting; or 2) Dial into the teleconference line at (605) 468-8035 and enter Participant Code- 10249431. You will be allowed to comment during the Public Comment item of the agenda on any matter requiring a vote of the Council.

6:30 P.M.– REGULAR MEETING

I. CALL TO ORDER & ROLL CALL

II. PRAYER & PLEDGE

III. MINUTES

1. Approval of the March 18, 2020 regular meeting minutes

IV. PRESIDENT'S REPORT

V. PUBLIC COMMENT on any agenda item requiring a Council vote in accordance with La. R.S. 42:14.

VI. PRESENTATION - None

VII. CORRESPONDENCE RECEIVED - None

VIII. APPOINTMENTS TO BOARDS AND COMMISSIONS - None

IX. OLD BUSINESS - None

X. NEW BUSINESS

1. Resolution to approve disbursement of payroll for the April 3, 2020 payroll (St. Pierre)
2. Resolution to approve disbursement of funds to pay pending current invoices and payables (St. Pierre)
3. Resolution accepting change order #2 from Frickey Brothers Construction Inc. for the Parish Wide Recreation Master Plan renovations to the Lucher Ball Park, and authorizing the Parish President, and/or his designee, to sign, execute, and administer all relevant documents (Dufresne)

XI. MOTION TO ADJOURN

To view backup documentation please visit www.stjamesla.com/agendacenter

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The following resolution was offered and moved for adoption by Councilman _____ and seconded by Councilman_____:

**RESOLUTION 20-
ST. JAMES PARISH COUNCIL**

**A RESOLUTION TO APPROVE DISBURSEMENT OF PAYROLL FOR THE
APRIL 3, 2020 PAYROLL**

WHEREAS, the employee payroll is April 3, 2020 and said payroll is reflected in the payroll disbursement report presented to the Parish Council with this Resolution.

WHEREAS, according to the Home Rule Charter, Article III §C(2)(a)(v), all checks and warrants drawn against the parish treasury shall be approved by a majority vote of the St. James Parish Council and the Parish Council by Resolution authorizes the administration to execute, sign or countersign any such check or draft in accordance with said provision.

THEREFORE, BE IT RESOLVED, that the St. James Parish Council does hereby approve disbursement of the April 3, 2020 payroll and further authorizes the Parish President and Director of Finance to execute all necessary documents, including but not limited to wire transfer forms with financial services institutions, to perfect the disbursement of payroll.

This resolution having been submitted to a vote, the vote thereon was as follows:

- YEAS:
- NAYS:
- ABSTAIN:
- ABSENT:

And the resolution was declared adopted on this, the 1st day of April 2020.

Council Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

C E R T I F I C A T E

I, Linda Hubbell, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 1st day of April 2020.

Signed at Vacherie, Louisiana, this 2nd day of April 2020.

Linda Hubbell
Secretary

(S E A L)

The following resolution was offered and moved for adoption by Councilman _____ and seconded by Councilman _____:

**RESOLUTION 20-
ST. JAMES PARISH COUNCIL**

**A RESOLUTION TO APPROVE DISBURSEMENT OF FUNDS TO PAY
PENDING CURRENT INVOICES AND PAYABLES**

WHEREAS, invoices payable to vendors, employees and other reimbursements due and all other current payables to be processed this week; and.

WHEREAS, according to the Home Rule Charter, Article III §C(2)(a)(v), all checks and warrants drawn against the parish treasury shall be approved by a majority vote of the St. James Parish Council and the Parish Council by Resolution authorizes the administration to execute, sign or countersign any such check or draft in accordance with said provision.

THEREFORE, BE IT RESOLVED, that the St. James Parish Council does hereby approve the disbursement of funds per the distribution report presented to the Parish Council reflecting the pending current invoices and other payables as of Thursday, April 2, 2020.

This resolution having been submitted to a vote, the vote thereon was as follows:

- YEAS:
- NAYS:
- ABSTAIN:
- ABSENT:

And the resolution was declared adopted on this, the 1st day of April 2020.

Council Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

C E R T I F I C A T E

I, Linda Hubbell, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 1st day of April 2020.

Signed at Vacherie, Louisiana, this 2nd day of April 2020.

(S E A L)

Linda Hubbell
Secretary

The following resolution was offered and moved for adoption by Councilman _____ and seconded by Councilman _____:

**RESOLUTION 20-
ST. JAMES PARISH COUNCIL**

A RESOLUTION ACCEPTING CHANGE ORDER #2 FROM FRICKEY BROTHERS CONSTRUCTION, INC. FOR THE PARISH WIDE RECREATION MASTER PLAN RENOVATIONS TO THE LUTCHER BALL PARK, AND AUTHORIZING THE PARISH PRESIDENT, AND/OR HIS DESIGNEE, TO SIGN, EXECUTE, AND ADMINISTER ALL RELEVANT DOCUMENTS

WHEREAS, the St. James Parish Council did cause the advertisement of, and award the bid to Frickey Brothers Construction, Inc., as prescribed by law, for the Parish Wide Recreation Master Plan Renovations to the Lutcher Ball Park; and

WHEREAS, the description of work for Change Order #2 is securing existing soil from caving in while drilling due to ground water from the current high Mississippi River water table and to furnish and install sonotube and/or pipe with bracing to secure existing soil from caving in pier drill foundations; and,

WHEREAS, the total cost amount for Change Order #2 attached hereto is an increase in the amount of \$12, 907.70; and,

WHEREAS, the Change Order #2 was given due and proper consideration:

NOW, THEREFORE, BE IT RESOLVED, by the St. James Parish Council, that Change Order #2, is hereby accepted, and that Peter A. Dufresne, St. James Parish President and/or his designee, is hereby authorized to sign, execute and administer all documents between Frickey Brothers Construction, Inc. and St. James Parish Government for Change Order #2.

This resolution having been submitted to a vote, the vote thereon was as follows:

- YEAS:
- NAYS:
- ABSTAIN:
- ABSENT:

And, the resolution was declared adopted on this, the 1st day of April 2020.

Council Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

C E R T I F I C A T E

I, Linda Hubbell, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 1st day of April 2020.

Signed at Vacherie, Louisiana this 2nd day of April 2020.

(S E A L)

Linda Hubbell
Secretary

Construction Contract Change Order SUMMARY

Project Location Lutcher, LA Change Order No. 02
 Parish St. James

Project Name: Lutcher Park Baseball Field Additions Date: 3/6/2020

Contractor Name: Frickey Brothers Construction, Inc.

Description of Work: To secure existing soil from caving in while drilling due to ground water from current high Mississippi River water table. Furnish and install Sonotube® and/or pipe with bracing to secure existing soil from caving in pier drill hole foundations. Pump out the water seepage from ground water while installing sleeves, caused by the high river water table.

General Contractor Direct Costs - Breakdown No. _____ 10,897.17
 (See attached breakdown)

Total General Contractor Cost 15 % 1,634.58
 (General Contract Direct Cost plus OH&P)

Subcontractor Cost Breakdowns
 (See attached.)

Subcontractor Name	Breakdown No.	A Total Direct Cost	B OH&P %	C Total A+(A X B)
_____	_____	_____	____%	_____
_____	_____	_____	____%	_____
_____	_____	_____	____%	_____
_____	_____	_____	____%	_____
_____	_____	_____	____%	_____
_____	_____	_____	____%	_____
_____	_____	_____	____%	_____
_____	_____	_____	____%	_____
Subcontractor Direct Costs Total (Sum column A)		\$ 0.00		0.00

Subcontractor Direct Costs + Subcontractor OH&P
 (Sum column C)

General Contractor OH&P on Subcontractor Direct Cost at 5 % 0.00
 (Sum column A times General Contractor OH&P rate.)

Total Subcontractor Costs 0.00
 (Subcontractor Direct Costs + OH&P + General Contractor OH&P)

Change Order Subtotal 13,076.61
 (Sum of Total General Contractor Costs and Total Subcontractor Costs)

Performance and Payment Bond at 3 % 375.95
 (Change Order Subtotal times Performance and Payment Bond rate)

Amount will be increased decreased unchanged by 12,907.70 *
 (Sum of Change Order Subtotal and Performance and Payment Bond)

Days will be increased decreased unchanged by 12 Days
 (Attach supporting data such as meteorological reports)

B 1129