



St. James Parish Council

P. O. Box 176
Vacherie, Louisiana 70090
(225) 562-2400
FAX (225) 562-2401
TDD: (225) 562-8500
council@stjamesparishla.gov

Alvin St. Pierre, Jr.
Chairman

Vondra Etienne-Steib
Vice-Chairwoman

Linda Hubbell
Secretary

April 14, 2020

Honorable Members
St. James Parish Council

The St. James Parish Council will meet in regular session on Wednesday, April 15, 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 15, 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 April 1, 2020 regular meeting minutes
- IV. FINANCE DEPARTMENT MONTHLY REPORT**
 - 1. Approval of the February 2020 Statement of Revenues and Expenditures.
- V. PRESIDENT’S REPORT**
- VI. PUBLIC COMMENT** on any agenda item requiring a Council vote in accordance with La. R.S. 42:14.
- VII. PRESENTATION** - None
- VIII. CORRESPONDENCE RECEIVED** - None
- IX. APPOINTMENTS TO BOARDS AND COMMISSIONS** - None
- X. OLD BUSINESS** - None
- XI. NEW BUSINESS**
 - 1. Resolution to approve disbursement of payroll for the April 17, 2020 payroll (St. Pierre)
 - 2. Resolution to approve disbursement of funds to pay pending current invoices and payables (St. Pierre)
 - 3. Resolution authorizing Parish President Peter A. Dufresne to extend all expiring third party contracts on a month-to-month basis during COVID-19 Declaration of Emergency (Dufresne)
 - 4. Resolution accepting change order #1 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)
- XII. 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 17, 2020 PAYROLL**

WHEREAS, the employee payroll is April 17, 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 17, 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 15th 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 15th day of April 2020.

Signed at Vacherie, Louisiana, this 16th 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 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 16, 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 15th 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

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Signed at Vacherie, Louisiana, this 16th 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 AUTHORIZING PARISH PRESIDENT PETER A. DUFRESNE TO EXTEND ALL EXPIRING THIRD PARTY CONTRACTS ON A MONTH-TO-MONTH BASIS DURING COVID 19 DECLARATION OF EMERGENCY

WHEREAS, St. James Parish Government is currently a party to various contracts to provide certain services, equipment, and other resources necessary to support its public functions; and,

WHEREAS, in typical course of business, those contracts were reviewed and approved by the St. James Parish Council and are brought forward for additional review and consideration by the St. James Parish Council for the renewal of any of the said contracts; and

WHEREAS, due to the current state of operations resulting from the COVID-19 pandemic, it is necessary to continue forward with certain contracts on a temporary basis until such time that normal course of business resumes and said contracts can be renegotiated and/or extended through action of the St. James Parish Council;

NOW, THEREFORE, BE IT RESOLVED, by the St. James Parish Council, that Parish President, Peter A. Dufresne, is hereby authorized to extend any expiring contract, previously approved by the St. James Parish Council, which he believes necessary to continue the public function on a month-to-month basis until such time as normal course of government operations resume.

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 15th 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 15th day of April 2020.

Signed at Vacherie, Louisiana, this 16th 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 ACCEPTING CHANGE ORDER #1 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 Lucher Ball Park; and

WHEREAS, the description of work for Change Order #1 is a revision for fence post footings; and,

WHEREAS, the total cost amount for Change Order #1, the Parish's portion, attached hereto, is an increase in the amount of \$4, 642.28; and,

WHEREAS, the Change Order #1 was given due and proper consideration:

NOW, THEREFORE, BE IT RESOLVED, by the St. James Parish Council, that Change Order #1, 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 #1.

And, the resolution was declared adopted on this, the 15th 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 15th day of April 2020.

Signed at Vacherie, Louisiana this 16th day of April 2020.

(S E A L)

Linda Hubbell
Secretary



Frickey Brothers Construction Inc.
 101 Louisiana Street
 Paradis, LA 70080

Invoice

DATE	INVOICE #
4/6/2020	4743

BILL TO
St. James Parish Government Office 1910 W. Main Street Lutcher, LA 70071 ATTN: Mickey Roussel/Brent Dicharry RE: Lutcher BB Pk CO1 Light Pole Sleeve

TERMS	REP	PROJECT	Job Number	P.O. #
Due on receipt	JMF	Lutcher Park BB Field Add FB...	FB191009	Change Order 01
DESCRIPTION				AMOUNT
Change Order 01: Proposed Fence Post Footing engineered design by Civil & Environmental Consulting Engineers dated 1/30/2020 was submitted and approved by South Central Planning 2/17/2020. ++++++				
Subcontractor Costs: St. Pierre Sales & Service, Inc. \$12,805.08 Civil & Environmental Consulting Engineer \$750.00. Frickey Brothers OH&P on Subcontractor Direct Cost @ 5% = \$677.75. Performance & Payment Bond @ 3% = \$426.99. TOTAL CHANGE ORDER NO. 1 = \$14,659.82 @ 1/3 for the sum of: Less Retainage				4,886.61 -244.33
			Total	\$4,642.28
Phone #	Fax #	E-mail	Payments/Credits	\$0.00
985 758-7332	985 758-7335	frickeybrothers@gmail.com	Balance Due	\$4,642.28