# REGULAR MEETING AUGUST 10, 2016 7:30 PM

The Mayor and Councilmen of the Town of Jean Lafitte met in a Regular Meeting with the following members present: Mayor Kerner, Councilman Bartholomew, Councilman Creppel, Councilman Guillie, Councilman LeBeau and Councilman Smith Mayor Kerner presided calling the meeting to order at 7:35 p.m. asking everyone to rise and pledge allegiance to the flag of the United States of America.

On a motion by Councilman Smith and seconded by Councilman Creppel the following was offered:

A motion to accept the minutes of the Regular Meeting of July 13, 2016

YEAS: 5 NAYS: 0 ABSENT: 0

On a motion by Councilman Guillie and seconded by Councilman Creppel the following was offered:

A motion to amend the agenda to consider the Resolutions before Ordinance #487.

YEAS: 5 NAYS: 0 ABSENT: 0

### **RESOLUTION # 1981**

On a motion by Councilman Bartholomew and seconded by Councilman Smith the following resolution was adopted:

A resolution approving the Fisher Middle-High School annual Homecoming parade on Thursday, September 15, 2016.

WHEREAS, the parade will begin at 5:00 p.m.

WHEREAS, the parade will start on Couevas Street and turn on Texas Street and end at Fisher Middle-High School.

YEAS: 5 NAYS: 0 ABSENT: 0

Councilman Bartholomew Councilman Creppel Councilman Guillie Councilman LeBeau Councilman Smith

# RESOLUTION # 1982

On a motion by Councilman Guillie and seconded by Councilman Creppel the following resolution was adopted:

A resolution hiring Amber Encalade as a part time worker for the Lafitte Barataria Museum.

YEAS: 5 NAYS: 0 ABSENT: 0

Councilman Bartholomew Councilman Creppel Councilman Guillie Councilman LeBeau Councilman Smith

## **RESOLUTION # 1983**

On a motion by Councilman Creppel and seconded by Councilman Guillie the following resolution was adopted:

A resolution accepting the lowest bid on the Lafitte Seafood Pavilion Equipment from LLJ Environmental Construction, LLC.

WHEREAS, the amount is \$198,936

WHEREAS, the Town is working on a deductive change order.

YEAS: 5 NAYS: 0 ABSENT: 0

Councilman Bartholomew Councilman Creppel Councilman Guillie Councilman LeBeau Councilman Smith

### **RESOLUTION #1984**

On a motion by Councilman Guillie and seconded by Councilman Creppel the following resolution was adopted:

A resolution approving the air conditioning repairs for the Museum from A/C Management in the amount of \$5,954.11.

YEAS: 5 NAYS: 0 ABSENT: 0

Councilman Bartholomew Councilman Creppel Councilman Guillie Councilman LeBeau Councilman Smith

#### **RESOLUTION # 1985**

On a motion by Councilman Bartholomew and seconded by Councilman Creppel the following resolution was adopted:

A resolution approving the Fisher Middle High Schools "Gator Athletic Clubs" Bayou Fun Run.

WHEREAS, the 5 K Run will be held on Saturday, November 12, 2016 and begin at 8:00 a.m.,

WHEREAS, the run will begin at Rosethorne Park and end at Fisher School,

WHEREAS, Dena Frickey is the contact person for this fundraiser.

YEAS: 5 NAYS: 0 ABSENT: 0

Councilman Bartholomew Councilman Creppel Councilman Guillie Councilman LeBeau Councilman Smith

# RESOLUTION # 1986

On a motion by Councilman Guillie and seconded by Councilman Creppel the following resolution was adopted:

A resolution updating the current procurement policy to include the following:

#### WHEREAS,

Councilman Smith

- 1. 24 CFR 85.35; 24 CFR 84.13 requires that awards are not made to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."
- 2. 24 CFR 85.36 (b) (12); 24 CFR84.84 requires that all disputes relating to procurement actions be handled, resolved and disclosed.

YEAS: 5 NAYS: 0 ABSENT: 0
Councilman Bartholomew
Councilman Creppel
Councilman Guillie
Councilman LeBeau

## **RESOLUTION # 1987**

On a motion by Councilman Guillie and seconded by Councilman Creppel the following resolution was adopted:

A resolution approving the following Contract Administration Policies and Procedures:

- 1. Contracts templates will be used based on the type of contract.
- 2. Timothy P. Kerner will be the designated contract administrator and will execute all contracts.
- 3. All documents will be reviewed and approved by the town engineer prior to a contract being signed.
- 4. Contractors will be held liable to complete the task outline in the contract and will be held to the repercussions outlined in the contract. Project manager(s) and engineers on said project will ensure that the projects are being delivered on time. If work falls behind schedule, the contractor will be notified and required to provide updated work scheduled.
- 5. If issues arise with the contractor, the Mayor, project manager(s), engineers and town attorney will meet to discuss the issues and create a plan of action to get the issues resolved.

YEAS: 5 NAYS: 0 ABSENT: 0

Councilman Bartholomew Councilman Creppel Councilman Guillie Councilman LeBeau Councilman Smith

#### RESOLUTION # 1988

On a motion by Councilman Guillie and seconded by Councilman Creppel the following resolution was adopted:

A resolution approving the following Financial Management Policies and Procedures:

- 1. 24 CFR 85.20 (b) (3) and 84.21 (b) (3) Internal Control Requirement policies and procedures requires control over secure access to assets, blank forms, and confidential documents.
- 2. 24 CFR 85.20 (b) (4) and 84.21 (b) (4) Internal Control Requirement policies and procedures include a process to periodically compare financial records to actual assets and liabilities.

- 3. 24 CFR 85.20 (b) (6) and 84.21 (b) (7) Support Documentation Requirement require that documentation (receipts, invoices, cancelled checks, etc.) is available to support accounting record entries.
- 4. 24 CFR 85.20 (b) (5) and 84.21 (b) (6) Allowable Cost Requirement policies and procedures clearly define reasonableness and allow ability of cost incurred that is consistent with OMB Circulars A-87 or A-122.
- 5. 24 CFR 85.20 (b) (1) and 84.21 (b) (1) Financial Reporting Requirement policies and procedures require that financial statement and reporting are complete, current, reviewed periodically and provide complete disclosure of the financial results of each Federally-sponsored project or program.
- 6. 24 CFR 84.52 and 85.41 Financial Reporting Requirement policies and procedures require that all of the following required HUD CDBG activities are captured within its report:
  - Amount Budgeted
  - Advances/Reimbursements received to date
  - Program income & other miscellaneous receipts
  - Actual expenditures/disbursements
  - Current encumbrances/obligations
  - Unpaid request for payments
- 7. 24 CFR 85.20 (b) (7) and 84.21 (b) (5) Cash Management Requirement policies and procedures include a process to accurately project the cash needs of the organization.
- 8. Audits and Audit Findings Requirements Policies and procedures require that audits are conducted in a timely manner and in accordance with applicable standards, including a systematic method to ensure timely and appropriate resolution of audit findings and recommendations.

YEAS: 5 NAYS: 0 ABSENT: 0

Councilman Bartholomew Councilman Creppel Councilman Guillie Councilman LeBeau Councilman Smith

## **RESOLUTION # 1989**

On a motion by Councilman Guillie and seconded by Councilman Smith the following resolution was offered:

A resolution updating the current Record Keeping policy and procedure to include the following:

- 1. 24 CFR 85.40
- 2. 24 CFR 84.53
- 3. 24 CFR 570.506
- 4. 24 CFR 570.490

YEAS: 5 NAYS: 0 ABSENT: 0

Councilman Bartholomew Councilman Creppel Councilman Guillie Councilman LeBeau Councilman Smith

### **RESOLUTION # 1990**

On a motion by Councilman Guillie and seconded by Councilman Smith the following resolution was adopted:

A resolution updating the current Section 3 policy and procedure to include the following:

1. 24 CFR 135.32 (a) – requires the subrecipient to have written procedures governing how Section 3 residents are to be notified about employment and training opportunities

generated by program participant or its contractors as a result of the expenditure of covered financial assistance.

2. 24 CFR 135.32 (c) - requires the subrecipient to have written procedures describing the steps taken to facilitate meeting the minimum numerical goals for employment and contracting opportunities.

YEAS: 5 NAYS: 0 ABSENT: 0

Councilman Bartholomew Councilman Creppel Councilman Guillie Councilman LeBeau Councilman Smith

On a motion by Councilman Bartholomew and seconded by Councilman Smith the following was offered:

A motion to go into executive session.

YEAS: 5 NAYS: 0 ABSENT: 0

On a motion by Councilman Bartholomew and seconded by Councilman Creppel the following was offered:

A motion to return from executive session.

YEAS: 5 NAYS: 0 ABSENT: 0

## **ORDINANCE #487**

On a motion by Councilman Guillie and seconded by Councilman Smith the following amended ordinance was adopted:

An ordinance increasing the salaries of the following full time employees:

Chief of Police \$68,000 Town Clerk \$62,000 Police Officer \$30,000

And increasing the hourly rate of the part time employees by \$2.00.

WHEREAS, the Town Clerk Salary is maxed out and is not subject to a title change or merit increase.

WHEREAS, Salary will be reviewed in one year upon evaluation.

WHEREAS, Salaries are retroactive from July 1, 2016.

YEAS: 5 NAYS: 0 ABSENT: 0

Councilman Bartholomew

Councilman Creppel

Councilman Guillie

Councilman LeBeau

Councilman Smith

On a motion by Councilman LeBeau and seconded by Councilman Creppel the meeting was adjourned at 9:15 p.m.

Town Clerk	