

AGENDA
City of Monroe

LEGAL & REGULAR SESSION – JULY 9, 2024, 6:00PM
CITY COUNCIL CHAMBERS CITY HALL

I: ROLL CALL AND DECLARE QUORUM:

II: ELECT CHAIRMAN AND VICE-CHAIRMAN FOR THE COMING YEAR 2024/25:

III: INVOCATION & PLEDGE OF ALLEGIANCE – MR. HARVEY:

IV: COMMUNICATIONS & SPECIAL ANNOUNCEMENTS:

1. Mr. Harvey
2. Mrs. Ezernack
3. Ms. Woods
4. Mr. McFarland
5. Mr. Muhammad
6. Mayor Ellis

V: APPROVE MINUTES OF THE LEGAL AND REGULAR SESSION OF JUNE 25, 2024:
(PUBLIC COMMENTS)

VI: PUBLIC ANNOUNCEMENT:
NONE.

VII: PUBLIC HEARINGS:
NONE.

PROPOSED CONDEMNATIONS:

(Public Comment)

(1) 104 Jason Dr. (D4) owner- Lorthel Pratt, Huey Mathis, & 111 Marketing, LLC

(2) 2710 & (½) Gordon Ave. (D4) owner- John H. Coleman Jr. & Abigail Land Holdings 8, LLC

VIII: ACCEPTANCE OR REJECTION OF BIDS:

(Public Comment)

(a) Adopt a Resolution accepting D & J Construction Company, LLC's agreed upon base bid for the Monroe Regional Airport Taxiway D Construction Phase 1 Project and further providing with respect thereto.

(b) Adopt a Resolution accepting the RFQ Response of Service Group Unlimited, LLC, to provide environmental review services for the Lead Hazard Control Reduction Grant and further providing with respect thereto.

IX: RESOLUTIONS AND MINUTE ENTRIES:

1. Council:

Public Comment:

(a) Adopt a Resolution amending Section 2.3 of the Rules of Procedure of the Monroe City Council to provide additional duties for the council chairman and further providing with respect thereto.

(b) Adopt a Resolution confirming the appointment of Anna M. Reed to the board of commissioners for the Southside Economic Development District and further providing with respect thereto. (Muhammad)

(c) Adopt a Resolution approving a Professional Services Agreement with Proworks Productions, LLC to provide Videography Services for the Monroe City Council and further providing with respect thereto. (Harvey)

(d) Adopt Resolution granting an exception to the Open Container Ordinance to the Twin City Art Foundation for an Exhibition Reception and Talk for Angela Fraleigh: With Ready Eyes, at the Masur Museum of Art) pursuant to Monroe City Code Sec. 12-231 D. (Open Container Ordinance), and further providing with respect thereto.

(e) Adopt Resolution granting an exception to the Open Container Ordinance to the Twin City Art Foundation for an Exhibition Reception and Talk for Julie Crews: I'll Be Right With You, at the Masur Museum of Art) pursuant to Monroe City Code Sec. 12-231 D. (Open Container Ordinance), and further providing with respect thereto.

2. Department of Administration:

Public Comment:

(a) Consider an Application by Marisol Rubio Purata dba Taqueria San Luis, 4331 Sterlington Rd., Monroe LA 71203 for a RENEWAL 2024 Class A Alcoholic Beverage Permit. The Monroe Police Department has no disqualifying records and Sales Tax has been approved. (Distance Report Cleared, Cert. of Occupy Cleared)

3. Department of Planning & Urban Development:

Public Comment:

(a) Adopt a Resolution approving the submission of the city of Monroe's fy 2024 Annual Action Plan to the U.S. Department of Housing and Urban Development, Community Development Block Grant Program (CDBG) Project No. B-24-MC-22-0005 in the amount of \$732,121.00 and the Home Investment Partnership (HOME) Grant Program Project No. M-24-MC-22-0206 in the amount of \$303,884.00 and further providing with respect thereto.

4. Legal Department:

Public Comment:

None.

5. Mayor's Office:

Public Comment:

None.

6. Department of Public Works:

Public Comment:

(a) Adopt a Resolution approving Work Authorization No. 6 between the City of Monroe and Garver LLC for the Taxiway D Construction – Phase 1 Project at the Monroe Regional Airport and further providing with respect thereto.

7. Department of Community Affairs:

Public Comment:

None.

8. Police Department:

Public Comment:

None.

9. Fire Department:

Public Comment:

None.

10. Engineering Services:

Public Comment:

(a) Adopt a Resolution approving Change Order No. One (1) for the Texas Standifer Trunkline Repairs Project and further providing with respect thereto.

(b) Adopt a Resolution approving Change Order No. Two (2) for the WPCC – Equalization Basin Dredging Project and further providing with respect thereto.

(c) Adopt a Resolution approving Supplemental Agreement No. Seven (7) between Volkert, Inc and the City of Monroe for the Kansas Ln Ext (Bon Aire-Old Sterl.) Phase 3 Project (H.007289) and further providing with respect thereto.

(d) Adopt a Resolution approving a Master Services Agreement with Infrastructure Consulting & Engineering (ICE) to provide engineering and other related professional services and further providing with respect thereto.

BREAK IF NEEDED:

X: INTRODUCTION OF RESOLUTIONS & ORDINANCES:

Public Comment:

(a) Introduce an Ordinance authorizing the City of Monroe to take Corporeal Possession of and sell to Chandra Melancon all rights, title, and interest that the city may have acquired to Lot 4, H I & J s Rosenheim's Resub. Lots 11,12, 13, & 14, Sq. 6 Alexanders Addition, Ouachita Parish, no situs – Jackson St., District 4, Monroe, La, by Adjudication at Tax Sale dated June 11, 2019, and further providing with respect thereto.

(b) Introduce an Ordinance authorizing the City of Monroe to take Corporeal Possession of and sell to Chandra Melancon all rights, title, and interest that the city may have acquired to Lot 6, Square 11, Unit 6, Humphries Addition, Ouachita Parish, 3810 Segrest Mercy St., District 3, Monroe, La, by Adjudication at Tax Sale dated June 12, 2019, and further providing with respect thereto.

XI: RESOLUTIONS AND ORDINANCES FOR SECOND READING AND FINAL ADOPTION AND SUBJECT TO PUBLIC HEARING:

Open Public Hearing/Public Comment/Close Hearing:
NONE.

XII: CITIZENS PARTICIPATION:

XIII: ADJOURN.

City Hall, Monroe, Louisiana
June 25, 2024
6:00 p.m.

There was a legal and regular session of the City Council of the City of Monroe, Louisiana held on this date at the Council's regular meeting place, the Council Chamber, City Hall Building, Monroe, Louisiana.

The Honorable Chairman Ezernack, called the meeting to order. She then asked the clerk to call roll.

There were present: Mr. Harvey, Mrs. Ezernack, Ms. Woods, Mr. Marshall, & Mrs. Dawson.

There was absent: None

Chairman Ezernack announced that a quorum was present, and that the Invocation and the Pledge of Allegiance would be led by Mayor Ellis or his designee.

The Invocation was led by City Engineer Mr. Morgan McCallister.

COMMUNICATIONS & SPECIAL ANNOUNCEMENTS:

(1.) Mr. Harvey said usually he doesn't have much to say but he recognized that this is the last night he gets to sit on the Council with Mr. Marshall and Mrs. Dawson. He extended his appreciation to both, and he said he knows they will continue to serve the community in major ways. He said they have become a key part of his life, and it is always really encouraging to serve with people who are selfless and care about their community. He said he will miss them, and he looks forward to working with the new Councilmembers. He said the only constant in life is change and he is better having a chance to experience them both in his life and this forum brought them together.

(2.) Ms. Woods said good evening and thanked everyone for coming. She said they look beautiful out there and there are a lot of people this evening. She echoed the sentiments of Mr. Harvey, and she said it has been a journey but through it all, they made it. She said it has been a bittersweet, but she has enjoyed, learned, and it has been one she will never forget. She noted she wish Mrs. Dawson and Mr. Marshall the best as they continue with a new chapter in their lives. On another note, she said Juneteenth month is coming to a close and the City had a number of activities, and she thanked all the organizations that made this a very special month. She said the final activity will be held on Saturday at the African American Museum and she said if you want to get your heart rate up, do some running, and healing the 1k and 5k Walk Runathon is on Saturday. She said registration starts at 7:30 am at Chennault Park. She extended her congratulations to Ms. Ellen Hill, Director of Planning and Urban Development, for a job well done with the Home Expo on the 15th of June. She noted she understands it was a record number of people that were in attendance and people benefited greatly. She thanked Ms. Hill and her team, and she said to keep up the good work. Lastly, she stated Monday July 1st in the Jack Howard Theatre at 12 noon will be the installation ceremony.

(3.) Mr. Marshall thanked the citizens of Monroe, especially District 4 for allowing him to serve these last four years. He said it's been a long and bumpy ride but like everyone said the Council was able to work together to get things done. He said he thinks that is what God wants the Council to do regardless of what their opinions are, and they were able to work together for the betterment of the City. He thanked the Council staff for working with him, it has been a pleasure and he said it has been a pleasure working with the Mayor as well. He thanked the Council for their encouragement, wisdom, and being able to support District 4. He said a lot of people don't see what happens behind the scenes and they can only see what goes on in everyday life. He said it takes a lot of work to get things done in the City and he was grateful for the opportunity.

(4.) Mrs. Dawson said good evening to everyone and thanked them for being in attendance. She said this is actually a very bittersweet moment for her because as much as she loves serving she has realized how much time she spent away from her family. She stated this is not the last of her because she will still be moving and shaking in the community. She said she is very thankful for the four years District 5 and the City of Monroe gave her. She thanked everyone for their support, love, and for allowing her to be her. She further stated the Administration have been wonderful and easy to work with and whatever she ask for they were willing and available for her. She noted

to the Council they have had their ups and downs but through it all they were able to move the City forward. She said she appreciated everything she has learned, and she thanked the Mayor for all the times he involved her in projects and giving her all the information he has learned at conventions. She thanked the Council staff for being awesome for taking her phone calls and sending things she needed in emergency situations. She said it has been a blessing and she said she hates to leave the position, but the community will still see her face around. Lastly, she announced on September 28, 2024, the Walk to End Alzheimer's will be at the Downtown Rivermarket. She said Alzheimer's is a disease affecting our families especially in the black community and the community needs to get more information for this disease. She said the City needs to walk and raise money for cure and she believes a cure is coming. She said to go to her social media to register for the walk and donate from her page.

Mrs. Ezernack thanked Mr. Marshall and Mrs. Dawson and she stated it has been a pleasure to work with them. She said she knows how hard they worked for their district and for the City as a whole. She said she made two new lifetime friends that she can always call on. She noted this is not goodbye, this is hello again and to see what they can do to make Monroe what it needs to be. She called the Council, the Mayor, and the Council staff to present to the outgoing Council members a plaque on behalf of the City Council and staff commending them for their dedication and service to the City.

Mayor Friday Ellis announced the City pools are open and free to the public. He said this is the first time in years that the City invested in pool furniture and shade for the residents. He stated the Louisiana Gardens and Zoo celebrated their 100th birthday and he said Councilwoman Dawson has been a champion for the zoo. He said for decades the zoo needed some love and attention and that came with hard work from volunteerism from the community, Corp sponsors, and employees. He said the attendance in March exceeded all of 2019 and that is because of champions like Mrs. Dawson, and it wouldn't be where it is today without her dedication. He said it will continue to grow with a three and half million dollar investment within the zoo. He thanked Chief Mary Tellis and he said she cares deeply about the senior community and so does Monroe Police Department. He said seniors add some much to the community and he said this will continue to grow. He further stated there is some ribbon cutting happening as the City continues to make improvements to the seniors and recreation centers. On another note, he announced Picnic In Park at Forsythe Park June 27, 2024, at 5:30 pm until 8:00 pm. He stated to take a look at the FY25 appropriations and next time the community see anyone of the Federal Delegation say thank you. He said this year the City is set to be awarded forty-three million dollars in additional funding through federal appropriations. Lastly, the Mayor presented the outgoing Council members with a proclamation for their remarkable service to the City of Monroe.

Upon motion of Mrs. Dawson and seconded by Mr. Harvey, and the amended minutes of the Legal and Regular session of June 11, 2024, were unanimously approved. (There were no public comments.)

Mr. Harvey stated he was impressed how many pages there were but on page 21 he noted to change thirty-five to twenty-five on one of his statements.

Proposed Condemnations:

1. 4011 Lee Ct. (D4) – Owner – Winford C. brown IRA c/o Equity Trust Company, Custodian. Notice to show cause was served. Photographic evidence was presented. There was no one present. Upon motion of Mr. Marshall, seconded by Mr. Harvey and unanimously approved, the building was condemned, and the property owner given 60 days in which to bring the structure into compliance with the Code or demolish the Structure and clean the lot. (There were no public comments.)

Mr. Tommy James, Code Enforcement Officer, stated this is an open dilapidated structure and it was presented in Environmental Court in March of this year. They are asking that the property be condemned and he said there hasn't been any contact with the property owner.

Mr. Marshall motion to condemn the property giving the owner 60 days to bring the structure into compliance with Code or demolish the Structure and move any debris there from.

RESOLUTIONS AND MINUTE ENTRIES:

Upon motion of Mr. Harvey, seconded by Mrs. Dawson and unanimously approved to remove items (a,b,c,d,&g) from the agenda. (There were no public comments.)

(a) Adopt a Resolution confirming the appointment of _____ to the Board of Commissioners for the Southside Economic Development District and further providing with respect thereto. (Removed)

(b) Adopt a Resolution approving the appointment of Ethan Hunt to the Monroe Planning Commission and further providing with respect thereto. (Removed)

(c) Adopt a Resolution approving the appointment of Dustin James to the Monroe Planning Commission and further providing with respect thereto. (Removed)

(d) Adopt a Resolution approving the appointment of Martin Litwin to the Monroe Planning Commission and further providing with respect thereto. (Removed)

(g) Adopt a Resolution approving the appointment of Lisa Holyfield to the Monroe Planning Commission and further providing with respect thereto. (Removed)

(e) Upon motion of Mrs. Dawson, seconded by Mr. Harvey and unanimously approved Resolution No. 8723 confirming the re-appointment of Lee Denny to the Board of Commissioners for the Downtown Economic Development District and further providing with respect thereto. (There were no public comments.)

(f) Upon motion of Mrs. Dawson, seconded by Mr. Harvey and unanimously approved Resolution No. 8724 confirming the re-appointment of Simran Dhaliwal to the Board of Commissioners for the Downtown Economic Development District and further providing with respect thereto. (There were no public comments.)

(h) Upon motion of Mrs. Dawson, seconded by Mr. Harvey and unanimously approved Resolution No. 8725 confirming the appointment of Thelma J. Steveson to the Board of Commissioners for the Southside Economic Development District and further providing with respect thereto. (Ms. Woods Nay.)

Ms. Woods noted she is of the mind that on new appointments why is the City rushing. She wanted to know why the City can't wait until the new Council is seated in less than a week.

Mr. Tony Little, 1315 Forsythe Avenue, stated he found himself in an ideally strange position and it would be ideal to wait. He said he has talked to Ms. Stevenson who has been active on the Southside Economic Development District (SEDD) Board and ideally the Council should wait on this confirmation. He said out of respect for Mr. Verbon Muhammad and Bishop Rodney McFarland; however, the Mayor has an appoint by State Statute. He further stated SEDD will not have a meeting until after the new Council has seated. He said when he first came to the board with Attorney Sturdivant and Summersgill he spent countless hours straightening out decisions made by previous boards and administrations. He said the City now has the chance to fix the SEDD and the board has asked that they are allowed to vote on it. He said it's the Mayor's appointment and he said he doesn't know any other board in Ouachita Parish that the public can see every work position. He said from the time it is requisition from the City it goes immediately on the website, and they are at the stage of executing. He said they could have had three more board seats about a year ago and if it was about politics that would have happened. He said they wanted a fresh start, so they didn't do that but could've. He noted Ms. Steveson will be on the board one way or the other. He said he wanted to sit down with the Mayor to see what he wanted and the Council to see how all that could integrate. He said now they will move forward in cohesive way and try to make it work for the good of the Southside. He noted the City will not be able to do anything with the Southside if the crime problem isn't fixed first.

Mrs. Dawson wanted to know if Ms. Woods was planning to vote no on this item.

Ms. Woods stated yes, and it's not because she doesn't like Ms. Stevenson and she said she is in her district, she attends Bishop McFarland church, and she thinks she would be a valuable asset to the board. She said her only concern is why the City can't wait.

Mrs. Dawson stated if three of the five Councilmembers are voting yes then why wait if it's going to be on there anyway.

Ms. Woods said it's just her opinion and it will pass. She said it doesn't matter if she doesn't vote for it.

Mr. Little noted a lot of effort has gone into restraint with trying to start over with the board, and he said doesn't know if the Council realize from January until after the District 5 race was over SEDD did not hold a meeting to stay out of politics. He said that was after urging of Commissioner Dhaliwal who immediately got taken off the board. He noted two of the board members want to vote for Ms. Stevenson, but they are not going to be allowed because the board seats are now open. He further noted he serves at the pleasure of Ms. Woods, and he could have been gone a long time ago, but he wanted to fix this. He said this is a volunteer position that cost him money every day, but he is here because of the wishes of two dead women who gave their life to serve the community. He said he is not here to fight anyone and sometimes when you try to grow things it's easy to tear things down. He said the City will not have real economic success until the crime problem is fixed or addressed.

Ms. Brenda Joyce Williams, 502 Carlton Avenue, stated for the record she doesn't have a problem with citizen's getting three minutes during citizen's participation because the City needs structure. She said she has a problem with folks going up more than once to be heard on the same agenda topic and nobody wants to be here all night. She said it is abuse to citizen's time and patience.

Ms. Marie Brown, 1002 South 5th Street, noted democracy always has to be done and she said this can be watched on television, Facebook live, and her Facebook. She said if citizens don't have time to stay here to hear from the people that is a problem. She said she comes to understand what is going on and to hear everyone's opinion. She said when the City gets to the point where they don't want to hear from people that is an issue. She said when the Council say something the citizens have to address it, and this is not a three minute session. She said the three minutes is only at the end and the City operates under a Charter. She said the citizen's only meet with the Council twice a month and the citizens don't want to be rushed because when the new Council take over citizens might be here until 10 o'clock.

Ms. Mondarian Douglas, 5513 Long Drive, said the meetings may be long because the citizens are participating and want to know everything. She said with SEDD she has been active and attended those meetings since 2020. She said a lot of things weren't about to get done do to a lack of quorum and she thinks it would be wise to wait for the new Council to make the decision they need to make to serve those seats.

(i) Upon motion of Mr. Harvey, seconded by Mrs. Dawson and unanimously approved Resolution No. 8726 granting an exception to the Open Container Ordinance to the City of Monroe (Downtown Independence Day Celebration) pursuant to Monroe City Code Sec. 12-231 D. (Open Container Ordinance), and further providing with respect thereto. (There were no public comments.)

(j) Upon motion of Mrs. Dawson, seconded by Mr. Harvey and unanimously approved Resolution No. 8727 granting an exception to the open container ordinance to the Southern Vine (Triangle Park Block Party) pursuant to Monroe City Code Sec. 12-231 D. (Open Container Ordinance), and further providing with respect thereto. (There were no public comments.)

Department of Administration:

(a) Upon motion of Mrs. Dawson, seconded by Mr. Harvey and unanimously approved Resolution No. 8728 accepting and approving the Systems Survey and Compliance Questionnaire for the City of Monroe for the fiscal year ending April 30, 2024.

Ms. Woods wanted someone to tell the public about the survey.

Mrs. Stacy Rowell, Director of Administration, stated this is an annual requirement of the audit; the City has to fill out a questionnaire. She said it makes statements if the City has or haven't done certain things that coincide with each law that applies to the City. She said it is required by the legislative auditor.

Ms. Marie Brown, 1002 South 5th Street, wanted to know if this item was concerning the Housing and Urban Development (HUD) audit.

Mr. Harvey said this is the audit of the general fund that the City does each year. He said this is not related to any audit from HUD relative to the agenda item not that he is aware of.

Mr. Brandon Creekbaum, City Attorney, stated HUD programs are tested by the audit which could be concluded as part of the annual fiscal audit. He said this is not a HUD specific audit.

(b) Upon motion of Ms. Woods, seconded by Mrs. Dawson and unanimously approved to consider an Application by Himalayan Spice, LLC dba Himalayan Spice, LLC dba Himalayn Cafe, 3600 DeSiard Street, Ste C, Monroe LA 71201 for a New 2024 Class A Alcoholic Beverage Permit. The Monroe Police Department has no disqualifying records and Sales Tax has been approved. (Distance Report Cleared, Cert. of Occupy Cleared) (There were no public comments.)

Mayor's Office:

(a) Upon motion of Mrs. Dawson, seconded by Mr. Harvey and unanimously approved Resolution No. 8729 approving a Cooperative Endeavor Agreement with the General Claire L. Claire L. Chennault Foundation, Inc. and further providing with respect thereto.

Ms. Hollie Boudreaux, Director of the Chennault Museum and Foundation, stated hopefully with the help of the City the use of some land will bring a festival back to Monroe. She said it will include hot air ballons, food trucks, art and crafts, vendors, and live music. She said it will come the last weekend of October of this year as Chennault Fest.

(b) Upon motion of Mr. Marshall, seconded by Mrs. Dawson and unanimously approved Resolution No. 8730 authorizing a Cooperative Endeavor Agreement with Northeast Louisiana Economic Alliance and further providing with respect thereto. (Ms. Woods Nay)

Ms. Amanda Edge, 104 Creekside West Monroe, LA, Chairman of NELEA, stated this is an effort that is on going with a multitude of people within the community. She said it is a regional effort and she said this has led economic development in the community for years. She said they have the opportunity to take the region back and move forward with industrial projects as well as sight development in the region.

Ms. Woods stated she has talked to Ms. Edge, and this is one that she thinks will definitely do well in the region. She said her only concern is this one will entail money coming from the City and the obligation from the City is \$100,000 annually. She wanted clarification if she is correct that it will be renewable on an annual basis.

Ms. Edge said yes.

Ms. Woods said she doesn't have a problem with it because she is excited about taking the community back. She said in her opinion something of this magnitude needs to wait until the new Council takes it seat.

Mrs. Dawson thanked Ms. Edge for everything NELEA has done over the years, and this will be very beneficial for the City.

Department of Community Affairs:

(a) Upon motion of Mr. Harvey, seconded by Mrs. Dawson and unanimously approved Resolution No. 8731 authorizing a Cooperative Endeavor Agreement with the Northeast Louisiana Council, Inc. to restore the Dragonfly and further providing with respect thereto.

Mr. Barry Stevens, President, CEO of the Northeast Louisiana Arts Council, stated they are excited about the opportunity to raise money to restore and replace the Dragonfly at Forsythe Park. He said he appreciated the City support in this effort, and he looks forward to the City contributing to the fundraising effort.

Police Department:

(a) Upon motion of Mr. Harvey, seconded by Mr. Marshall and unanimously approved Resolution No. 8732 authorizing a Cooperative Endeavor Agreement with PKC Investments, LLC for an MPD substation and further providing with respect thereto.

Ms. Marie Brown, 1002 South 5th Street, wanted to know where the substation would be placed.

Mr. Brandon Creekbaum, City Attorney, noted 1111 North 4th and Roselawn.

Ms. Brown said South of District 4 is a major crime area and the City isn't putting a substation there first.

Mrs. Dawson stated there are about three substations South of Monroe already. She said there is one off Burg Jones, the public safety center, and Robinson Place someone is always there.

Ms. Brown stated she hasn't seen them, and she said Robinson is inside a subdivision. She said there are not located in areas where they need to be located.

Mr. Harvey noted this is where a private citizen, business, or local, came and brought this to the City and offered to build this out in order for the City to make this happen. He wanted to know other than maintaining utilities and insurance what is the City's obligation from a cost standpoint.

Mr. Creekbaum said this was a private citizen who recently purchased a building and will build the building out, establish, and set it up for a police substation. He said the private citizen owner is paying for the cost renovation of the building to house the police department and the City only obligation is to pay the utilities bills and make sure the property is insured while the City is in it.

Ms. Brown stated she doesn't think the Council realize what the public see all through the agenda and nothing looks like it's for her, her community, or to protect her. She said this is totally Oneroe Monroe and she said this stuff sounds good on paper, but this city is divided. She said she doesn't feel inclusive in none of this, and she said nothing the public ask for in the last four years passed. She said everything is being crammed in that citizens are going to have to pay for and the Council see nothing wrong with this and that is the sad part.

Ms. Mondarian Douglas, 5513 Long Drive, said there is not a police substation in Robinson and if there is they're never there. She wanted to know if the Southside Economic Development District was included with their crime task force or committee and if SEDD had any input.

Mr. Harvey said this is outside the SEDD and he was confused on her ask.

Ms. Douglas stated SEDD just like any other organization the City of Monroe partners with them, get their input, and allow them to be involved. She wanted to know if the SEDD was involved with this item.

Mr. Harvey noted no, that would be like if he had to pass West Monroe for something and it's not inside the lines.

Ms. Douglas said the Council make decisions that affect the overall of Monroe and the decisions that are made on the Southside of Monroe or not, affect other districts. She said again were the SEDD involved.

Mr. Harvey stated no, not that he is aware.

Chief Victor Zordan, Chief of Police, stated free stuff is good stuff and he said this is growth. He said he would be willing to meet with whomever comes up new or old Council. He said if someone brings him a free building he will put somebody in it and he not turning it down. He said he will put it on the South, North, or East he doesn't care, and he said uniform presence is the first deterrent

to crime. He said there will be a unit there doesn't mean they will be there 24/7 but they will be there. He said it is across the street from The Garden of Georgia Tucker and he proud Mr. Coburn came to the City with the suggestion.

Ms. Brown stated sarcasm doesn't work with her and the public takes this seriously. She said if she had that kind of money she would be glad to buy a building and do that, but that kind of money isn't on the Southside. She said her tax dollars will be providing convince for the other side and she said it's complacency that irritates her. She said the Council shows they don't care, and she said what Chief just said is insulting to the black community. She said at some point she want the Council to see what she sees and feel what she feels.

Mayor Friday Ellis stated for the record that anybody that was involved in this conversation knows when the City was approached this is someone who owns a nursing home and there are senior citizens living in complex across the street inside the Garden District. He said anybody who live in Garden District understands that there is property theft all the time and he asked the gentlemen building this how the City can work together to make an investment in South Monroe for a substation. He said that was his very first ask and he said if there are people willing to invest in the community the best way to get more investment is to work with people making those investment. He said he guarantee a set down conversation with gentlemen that are making investment in their own community. He said these gentlemen will come together to say how can the City come together to accomplish something.

Mr. Marshall said there are investors and business owners that express futures in doing the same; they choose to remain anonymous at this time.

Mrs. Ezernack noted when it was brought to her that was her first ask as well and she asked what the investor owns in South Monroe that could be converted into a substation. She said the seed has been planted with the individual and hopefully it will grow as well.

Ms. Woods said everyone knows she is saying everything has to wait until the new Council. She said she do know the gentlemen and she received a call as well. She said prior to the redrawing of the lines that was her district and over the years they develop a relationship. She said she knows this gentlemen to be a man of his word and when she ask for things he was always there. She said when he came to her the first thing that came out her mouth was he wanted her to support something on the Northside, however, on the East side of her district she have four to five deaths a month from murders. She said she told him she doesn't know if she can get behind him on this and he told her if she finds a building or space in District 3,4, and 5 he will come with his money and do the same thing. She said she has learned not to trust folks and she do believe he is a man of his word, and he will do what he says. She said she has been looking and she has asked the other two Council persons to identify spaces in the district not in housing developments. She said in space where people know that the substations are there and having people in them for the record.

Ms. Thelma (T.j.) Steveson, 1915 Adams Street, noted a year ago she was invited to an SEDD meeting, and she questioned why there were no women on the board, and she was informed it was because of the appointments of the Council. She thanked the Mayor for his vote of confidence, and she said what she does, she does from her heart, and she doesn't have to be recognized for anything. She thanked the Mayor, Chief Mary Tellis, and Sgt. Stephie Williams and she noted tomorrow she will be graduating from the Senior Citizen Academy. She said she thinks it should be mandatory for the Council to take this class. She said it was very informative and she said while the City bickers about the crime and who is not doing what, if you see a face to those position and know these people are human being. She said they want to go home at the end of the day just like all of us and come see how crime is fought in the City. She said it is amazing what the City have to equip those who protect and serve the community. She thanked the Mayor for the dive team new equipment and she thanked crime stoppers, HEAT, Squat, dive team, and the bomb team. She said it made her a better citizen and she thinks everybody should be informed and see how people work.

Mr. Tony Little, 1315 Forsythe Avenue, stated SEDD is an economic development and planning district, and it has nothing to do with policing. He said the City of Monroe and various other agencies have to do with policing. He said it is important to know the City must follow leadership and Mayor Ellis and Chief Zordan are in charge to protect policing. He said the City definitely needs to make sure to foster unity and not second-guess every single decision that's made up. He said of course this is a citizen's meeting and he doesn't want to keep invoking which is why he doesn't constantly come. He thanked MPD for the work they do, and he said he thinks this is a good project and SEDD has nothing to do with anything else on the agenda.

Mrs. Ezernack noted that as far as the Police Academy the Council had the opportunity to attend the training and it is wonderful and eye-opening. She said it makes you proud to know who those people are and what they do and learn all the intricacies of everything they cover. Mayor Friday thanked Mr. Coburn for continuing to invest in the community and finding ways to make the community better. He said that is what the City wants from every single one of our citizens.

Ms. Woods stated because she is waiting for the investor to come to District 3, 4, and 5 she is voted aye.

Engineering Services:

(a) Upon motion of Mrs. Dawson, seconded by Mr. Marshall and unanimously approved Resolution No. 8733 authorizing a designated city representative to execute Amendment No. Seven (7) to the Professional Services Agreement between the City of Monroe and Burns & McDonnell Engineering Company, Inc. for the Monroe Water Treatment Plant Expansion and Improvements Project and further providing with respect thereto. (There were no public comments.)

(b) Upon motion of Mrs. Dawson, seconded by Mr. Harvey and unanimously approved Resolution No. 8734 approving Change Order No. One (1) for the Parkview Dr. Improvements (Winnsboro Rd. to Plum St.) Project and further providing with respect thereto.

Ms. Marie Brown, 1002 South 5th Street, wanted to know the change order.

Mr. Morgan McCallister, City Engineer, stated it is \$25,000.00 essentially for some field-verified quantities in relation to driveways and turn-out.

Mayor Ellis noted whenever buses turn they realize it needs a larger turning radius and that wasn't in the quantities for the job. He said a lot of these turn-outs were widened to accommodate the buses to be able to turn so they don't make big ruts on the side of the road when they go off the edge of the road.

Ms. Marie Brown wanted to know if this work has already been done.

Mayor Ellis said yes ma'am.

RESOLUTIONS AND ORDINANCES FOR SECOND READING AND FINAL ADOPTION AND SUBJECT TO PUBLIC HEARING:

The Chairman opened the Public Hearing:

(a) Upon motion of Mrs. Dawson seconded by Mr. Marshall and unanimously approved Resolution No. 8735 endorsing Echo Development South Grand LLC's Application for participation in the benefits of the Louisiana Restoration Tax Abatement Program for Project #20220320-RTA and further providing with respect thereto. (There were no public comments.) (Ms. Woods Nay)

Ms. Marie Brown wanted clarification if the perpetual was removed from this ordinance.

Mr. Harvey stated this not the same one and it has been fixed. He said that was actually about the minute entry change. He said that ordinance went to final adoption last meeting, and it is at twenty-five years, and it is no longer perpetual.

The Chairman closed the Public Hearing seeing no one come forward:

Ms. Brown wanted to know if the tax abatement is waiving tax on them.

Mr. Creekbaum stated the way the restoration tax abatement program works is an older building qualifies for these credits and it's being assessed. He said for example the current property tax assessment of this building is being assessed at a value of \$184,000.00 because it is a deeply distressed historic building. He said they established this program to encourage and entice investment into these distressed historic buildings. He said the application is to spend six million dollars upgrading the building to bring it back to life and commerce. He said the RTA program whether than investing all this money then having the property immediately assessed at a higher value it freeze the assessment at it's current assessment for period five years. He said the property tax won't increase for a five year period and after the five year period they can either reapply for an additional five years which is subject to the Council's discretion. He said that's a maximum of a total of ten years and if they don't reapply the property gets reassessed in five years and they start playing taxes on the high value.

Ms. Brown wanted to know if this is the brown building on South Grand.

Mr. Creekbaum stated it is his understanding it is the building adjacent to the courthouse.

Ms. Brown wanted to know the owner for the building.

Mr. Creekbaum noted it is Echo Development and he further noted he believes that it is Representative Michael Echols. He said he believes he is a member of the LLC.

Ms. Brown wanted to know if the City is putting any money into this project.

Mr. Creekbaum noted this is a State program the RTA program beyond the freeze and the assessment value the City doesn't put in any money in the restorations.

Ms. Woods said she is voting no on this item only because it is one of those items that has been out there forever. She said this was not a second reading from last week or the week before. She said she looked for it and couldn't find how long ago it came to the Council for the first reading and she wonders once again what is the urgency of putting it on the agenda now.

Mr. Creekbaum stated this isn't a first or second reading and it is actually resolution. He said the reason it comes on this section of the agenda is that the State program requires a public hearing before adopting a resolution unlike all the City other resolutions. He said this is the slot on the agenda where the Council can hold the public hearing and there never was a first reading. He said this is how the City has done all these applications and this not the only on the City had.

The Chairman opened the Public Hearing and seeing no on come forward Public Hearing was closed.

(b) Upon motion of Mrs. Dawson, seconded by Mr. Marshall and unanimously approved Ordinance No. 12,220 declaring a 2013 F-150 Crew Cab owned by the City as no longer necessary for public use, authorizing the same to be sold at private sale to the Town of Sterlington, and further providing with respect thereto. (Property Control) (There were no public comments.)

The Chairman opened the Public Hearing:

(c) Upon motion of Mr. Harvey, seconded by Mrs. Dawson and unanimously approved Ordinance No. 12,221 declaring certain property within Forsythe Park no longer necessary for public use, authorizing a lease between the City of Monroe and Northeast Louisiana Children's Museum, Inc., and further providing with respect thereto.

Ms. Melissa Save, 2702 Bramble Drive, Director of the Northeast Louisiana Children's Museum, stated on behalf of thousands of children and families that come through their doors every single day she wanted to personally thank the Council and the Mayor for their continued support for this virtual asset to the community. She said because of the families that support every day and the support of people like the Council and the Mayor who stand up on the behave of others they are able to welcome 55,000 visitors currently but potentially 100,000 visitors every year at the new location. She said speaking on behalf of the families in Northeast Louisiana it is a yay day for the community.

The Chairman closed the Public Hearing seeing no one come forward:

Mr. Marshall said it was a discussion about a possible change to the transit route to allow access to kids to get to the park. He wanted to know if the City would still look into that.

Mayor Ellis stated he believes there is a stop near and Marc Keenan, Transit General Manager, would have to reroute it and he said he is always open to transferring a route.

Mrs. Ezernack thanked Ms. Save for the job she does, and she stated the City is looking forward to a larger and better museum at Forsythe Park. She thanked them for their hard work for everyone who very diligently getting the City were they are today over many years.

Mayor Ellis wanted Ms. Save to tell the community were to go to find out future plans for the Children's museum and where to give if they would like to get involved.

Ms. Save noted on the website at lcm.org or go by the museum at 323 Walnut Street.

The Chairman Open the Hearing:

(d) Upon motion of Mr. Harvey, seconded by Mrs. Dawson and unanimously approved Ordinance No. 12,222 approving an application by the Wellspring Alliance to rezone certain property and amending the Zoning Map for the City of Monroe and further providing with respect thereto.

Ms. Carolyn Casio, Representative Wellspring, 1515 Jackson Street, noted the timeliness of the rezoning was crucial due to the deadline of June 30th and they appreciate the City putting it forth. She said she would just ask for the City's continued support.

The Chairman closed the Public Hearing seeing no one come forward:

Ms. Brown stated she is not here to speak against it because it is already a done deal, but she has a problem with the City bringing it before the community when it was announced on television, they are opening office space in the Civic Center, and other locations.

Mrs. Dawson wanted to know what item Ms. Brown was referring to.

Ms. Brown noted she is talking about the hockey.

(The Council noted Ms. Brown was speaking under the wrong item.)

The Chairman Open the Hearing:

(e) Upon motion of Mr. Harvey, seconded by Mr. Harvey and unanimously approved Ordinance No. 12,223 approving the Hockey Agreement between the City of Monroe and Perkin Hockey Group LLC further providing with respect thereto. (Ms. Woods Nay)

Ms. Marie Brown said once again she is not here to speak against it because it is already a done deal, people are setting up, and the news have already announced it was a done deal. She said the community would like things to be in order and this is an after effect. She said she never seen people do stuff first then come back and ask for the money, but it has happened twice on this agenda. She stated if the City is going to go by the Charter she thinks the City needs to follow.

Mr. Parker Moskul, Managing Partner of Perkin Hockey Group, LLC, said they are grateful to be welcomed into the community and how quickly the City worked with them to make sure they would be ready for the upcoming season in October. He said he knows it was a time crunch, but they are very fortunate, and they are also fortunate to be members of the community. He said is looking forward to calling Monroe home and many of the players are excited to meet everyone.

Mr. Michael Castor, 3408 Garden Avenue, stated people are always hollering about bringing something to Monroe and every time the City do the community have to bicker about it, that's crazy. He said Mr. Moskul is 100 percent paying for it and teach children how to play hockey. He said the community hollering about crime the City should get involved and do things for the kids to keep them out the street.

The Chairman closed the Public Hearing seeing no one come forward:

Ms. Woods stated she doesn't like to sound like a broken record, but she needs everyone that is listening to understand she is not against hockey. She said she is not against having something in the community and it was the way it was done. She said she did not appreciate it, and she represents a fifth of the citizens in the community and for her to find out the City is having hockey team and the City of Monroe have a responsibility in this. She noted Mr. Moskul stated he has been living in the community for a year and it was not like it hadn't been talked about but then bringing it to her as a Council person asking her to vote on something like this. She further noted she is not excited about it, but she is glad something is coming to the community for our children and families. She said she was not excited about the way this business was handled and then take it to the public having them saying this great. She said then have people like her saying she doesn't like the way it was handle and it was handled wrong in her opinion.

Mr. Harvey stated he is not disparaging Ms. Woods but the process to get the City here he appreciated the challenge of it because if a lease goes out public knowledge is released, and the City don't really tell the public what they are working on. He said by default of bringing a lease the City has to notify the public and he said he got the press just like Ms. Woods did. He stated would he want to find out that way because he know it was something in the works, no that's not the best version of it. He said he wish it was better process and he understands he has more information than the average person. He said a lot of what the City do the cart does come before horse because once you talk about it then the genie is out of the bottle and the City is no longer negotiating now it's public record.

Ms. Woods said she appreciated Mr. Harvey's comments, but the City didn't have to say exactly what was coming but to know something was coming is fair. She said the City don't have to say what it is, and no one has to know, and she stated she do understand confidentiality of a project, but the gentleman that is the Managing Partner of the Moccasins said at the last Council meeting he moved to Monroe a year ago with that being said she voted nay.

The Chairman opened the Public Hearing and seeing no on come forward Public Hearing was closed.

(f) Upon motion of Mrs. Dawson, seconded by Mr. Harvey and unanimously approved Ordinance No. 12,224 establishing Purchasing and Bidding Procedures for the City of Monroe and further providing with respect thereto. (Mr. Marshall & Ms. Woods Nay.)

Ms. Marie Brown, 1002 South 5th Street, stated this will pass but the fact is, this is too much money to be allocated for this position. She said the power of the Council is to be the watch dogs of the money. She said if the money is not being controlled by the Council the money should have stayed at \$30,000.00. She stated she is sorry this is something the Council feel they need to do and now they are trying to put it into law, it's not right.

Ms. Kenya Roberson, 116 Glenwood Drive, wanted to know if there is a percentage in terms of the amount that it will increase each year.

Mr. Brandon Creekbaum, City Attorney, State law tracks the CPI (Consumer Price Index) for the given year, and it is a variable number that's determined from a federal level and choosing all their complicated statistics is beyond his realm of expertise.

Ms. Roberson wanted to know if it could be any number.

Mr. Creekbaum said it could be whatever the CPI is for that year.

Ms. Roberson noted she is strongly not in favor of this amount, and she is sure it will pass. She wanted to know if there will be a public place on the City of Monroe website for the community and any person who would like to see varies professional services that are allocated throughout the year.

Mr. Harvey said there are no plans for that at this time.

Ms. Roberson stated if there is no plans to allow the community or businesses to be able to see what funds have been awarded to various persons in reference to contacts how is that transparent.

Mayor Ellis noted it is public record
and if the public would like to submit a public record request it's there. He said the Council members who serve in your district have an internal auditor that works for them. He further noted everything the City do, and every dollar spent is public knowledge which can be done through a public request. He said the internal auditor works for the Council not him or the City that can be engaged at any time.

Ms. Roberson said she understands that terminology but there are some people who don't. She said that is why she asked why can't it be on the website so the public don't have to over work. She said if it is public record why do it have to be requested and not just be online for people who want to see the various tax dollars that are being distributed to various professional services. She noted she is not saying the Mayor will do anything different, but she is saying it does put a red flag up because it's not, the public have to ask for it. She said if it was made readily available to all persons then it is quite transparent. She noted she received the list the Council said to request, and it said general stuff, it wasn't specific. She said it would take away a lot of stress and podium questions if it was transparent and it wouldn't have to be asked or questioned.

Mr. Harvey noted if Ms. Roberson finds a municipality that has a system that puts it all online. He said he would talk to them to figure out how to mirror it. He said he knows part of the new budgeting software has some version of that, but the City don't have it yet. He said part of that is to bring transaction level detail.

Mayor Ellis stated the City has been on the record multiple times. He said Mrs. Rowell and himself had conversations about moving to form a government called open check book. He said it is not something the City can just throw on the website.

Ms. Roberson stated she would want for the City to not have to mimic what someone else is doing. She said from the Council's perspective she is a constituent, and she is saying that is something the City should possibly look at.

Ms. Sonya Jacobs, 700 University Avenue, said the disparity here is when she went to the podium she did so purposely because there was gentlemen before her that was not staff but was allowed to go to the podium without question. She said she don't appreciate the disparity but in the interest of diplomacy, then she acquiesced but it won't happen again. She addressed Mr. Harvey question about a municipality that has a system and she wanted clarification of his commitment and what the City of Monroe would do.

Mr. Harvey reiterated he wanted to see something similar, and he noted what the Mayor was talking about is part of the new budget were in a new format as part of making a version of just what she was describing very transparent because all these are public dollars.

Ms. Jacobs noted she works in Baton Rouge and throughout the country and she said the City of Baton Rouge have what is called a Louisiana Checkbook or an Open Checkbook. She said she would be happy to send that to the Council. She said the public can drill down by dollar amount, service, category, or company.

Mr. Marshall noted the City had some discussion on this the past couple of years and the 250 was a big jump. He said along with that and the transparency the City needs to be more engaged in the community about what this all entails. He further noted new business owners coming into the industry don't know how to be in project. He said he would like to encourage the staff and Administration in the future to look at more ideas and a larger version as far as connecting with various entities and organizations to share this information. He said there is a lot of talent that want to be included and know how to get contracts. He said there are a lot of things the City is not clear about and need to be more intentional. He said maybe doing something on a quarterly basis instead

of once a year to get the information. He said he still have that reservation and there are more things the City need to do, he voted nay.

Ms. Woods stated she is voting nay as well, and she said she thinks it's too big of jump to go from \$30,000.00 to \$250,000.00 and then next year it will be an additional increase based on the Consumer or business index. She said she know the City is saying they are patterning after the State of Louisiana. She said she was not in favor of the 250 and she is definitely not in favor of the increases. She stated she doesn't know how those scales go and how it is going to increase but her understanding is by the end of four years that the City will probably be around \$300,000.00 that the City will be able to go out into bidding procedures.

Citizen's Participation:

(1.) Sgt. Stephanie Williams, Monroe Police Department, She said the MPD created a new program called SCI, and it's the Senior Citizen's Initiative. She noted purpose of this program is to get our Senior Citizen's out of their residence and into the community. She said that they deal with Council on Aging, Monroe Housing, and the Recreation Centers for all Seniors throughout the Monroe area. She said they focus on the Seniors mentally, physically, and emotionally by getting them out into the community. She said that this program isn't just about them gathering at the recreations centers in a room and mingling with other people, it's about teaching them different things in order for them to be safe in their own community. She said the Senior Citizen's Police Academy which provides tools to help them throughout life. The mission is to bridge the gap between the Police, Community, and Senior Citizens. Many have discussed crime and crime is everywhere, they don't have enough police officers to be everywhere. They are trying to have the citizens in the community work together to help with reporting the crimes anonymously with Crime Stoppers.

(2.) Mr. Curtis Garth, 2300 Georgia Street, he is inquiring on how to be placed on the agenda as far as what the public needs to know. He said that the last time he was there, he was informed to reach out to Mr. Creekbaum, and he hasn't been able to speak with him. He said that a crime was committed against the citizens of Monroe, and he wants the matter to be handled properly. He said the police failed to work on the crime and he had to go to civil court, and he said that is not how it works. He said that is why he is there because he is trying to find out how it works when law enforcement isn't properly working these crimes.

Mrs. Ezernack noted she doesn't know if the Council can help him in this particular endeavor to resolve his issue. She said that is more of a legal issue and the Council is also not in charge of the Monroe Police, Fire, or any of the administration people at all.

Mr. Creekbaum noted he had spoken to Mr. Garth and his issue is a legal issue that is several decades old. He said that criminal matters are not to be handled with the City, or with the police. He said that Mr. Garth had been explained to by multiple people in the city that if he wants something else done there are other avenues he would have to take to address it.

(3.) Ms. Bernadine Adams, 4106 Lionel Street, said that she is very disappointed, the agenda does not reflect anything that is going on in her neighborhood. She said that history will show that she has had bullets found in her house twice. Her home insurance company that she has had for over thirty years canceled her policy, behind claims that were filed that she had nothing to do with it. She said that her street use to be beautiful, but now the grass is overgrown high by the railroad. She has reached out to several entities, but still no luck. She reached out to Union Pacific Railroad Company and was told that something could be done, he would just have to reach out to her local Union Pacific Railroad Company. She said that crime isn't the issue, because Chief Zordon has placed police in her area. She said the issue is a beautification problem, high grass, inoperable cars, and dilapidated houses, those things create issues. She said to pay the people to do their jobs, with responsibility comes accountability. She needs something to be done on White Street.

(4.) Ms. Brenda Joyce Williams, 502 Carlton Avenue, said that she would rather see a sermon than to hear one any day. Galatians 6:7. She said that this scripture is not talking about revenge, an eye for an eye. She said that those who profess to love God cannot have the attitude that I'm going to treat you badly because of what you have done to me. She said that God is not the author of that type of mentality. She said that God is mocked every time one takes the attitude of just wait when

I'm in control I'm going to get you, if you're not going to listen to me so I'm not going to listen to you. She said that one has to show meekness, love, modesty, benevolence, unity, and truth. She said that one has to represent God's grace. She said the Bible says, love your enemies and bless them that curse you, do good to haters and pray for those who despitefully persecute you. Romans 16:17-18.

(5.) Ms. Thelma (T.J.) Stevenson, 1915 Adams Street, wanted to remind them about graduation day from the Monroe Police Academy. She said that with that program it gives them information as to what they do, and how they work. She encourages others to join the program because it is so informative, and it gives us a view of what and how things are in our community.

(6.) Mr. Tyrone Dickens (K-9), 3004 Dick Taylor Street, said that he doesn't know what the protocol is in order for him to speak with the Council. He said that everyone knows that when he has an event that he will have police and security. He said that he takes a lot of his funding from his events and goes in different areas in the community to be a blessing. He wanted to know why it is so hard for him to get an event at Chennault Park.

Mr. Creekbaum said that after the last meeting, he spoke with Councilwoman Woods and reached out to Officer Kwasic Heckard who is over the permitting process that's with the police department. He said he spoke with Officer Heckard about the guidelines and process when obtaining the permit at Chennault park and he's giving him time to get back with him with that information. He said once he gets the overlay process of what it consists of, he will be reaching out to Mr. K-9 with that information to see how it would graft on to what he's planning. He said for future event planners, looking at things like this they look at them from a holistic approach, event by event permit process. He said when you identify different areas, how can you operate safely, making sure we have emergency access if something happens. He said that is something that has happened before at Chennault Park, certain events. He said they have to look like a city, developing protocols that are generally applicable protocols across the board where we determine things on a case-by-case basis. He said that they are currently working on some things with Officer Heckard, and he said that he will personally reach out to Mr. K9 and discuss it.

Mr. K9 said that when he does his events, he makes sure that things are done and handled decently and in order. He said that his events are only for adults, he doesn't allow children to be in attendance due to their lack of obedience to the rules. He said that he just wants to be able to give the adults something to do where they won't have to worry about anyone shooting up the event.

Mr. Creekbaum said that he will be reaching out to Mr. K9 this week.

(7.) Ms. Marie Brown, 1002 South 5th Street, said that she wants to feel like this isn't a black or white thing in Monroe. She said that people are supporting alcohol all out in the open, but we are trying to ensure that Chennault is safe for emergency vehicles to be able to enter into. She said that there is an African American Museum out there so these precautions should have already been figured out by now. She feels as though there is not inclusiveness in the plans and policies in the City that is a concern with what the African American race are concerned with. She said that she feels as though the OneRoe doesn't include anyone that looks like her and she feels that they are not comprehending where they are coming from. She said that there are three districts in the city and everything that is fun and resourceful is going to the Northside. She said that everything that comes South of Monroe is nothing appealing. She feels like she lives in a racist town, because we lack unity, and we are completely divided. She said there is no point quoting scripture if you're not going to live by them.

(8.) Mr. Ceazar Johnson, Marshal's Office, announced the first annual fishing tournament on Cheney Lake on June 29th at 8:00am, they want family to come out and enjoy themselves so that they can teach kids how to fish.

(9.) Ms. Mondrian Douglas, 5513 Long Drive, gave a final farewell to Councilman Marshall and Councilwoman Dawson. She wanted to be involved so much that she decided to run for office in her own district. She had many concerns and she addressed them on her platform, and she said that Councilwoman Dawson was very present, and she appreciated that. She is looking forward to these next

four years to making sure that the City follow the charter. She said there were a lot of contracts that were sprung on us out of nowhere. She said that we have to come to a compromise in order for this to work. She said SEDD has a Safe Reduction of Crime Committee that she is a part of, and they study ways on how they can help reduce crime and improve those things. She said that they are active when it comes to reducing crime if they want to mitigate it. She thanked Councilman Marshall for taking time with her explaining things when she had volunteered. She said that he helped her get a lot of things done and she really appreciates him for that.

The being no further business to come before the council, the meeting was adjourned at 8:27 p.m., upon motion of Mr. Marshall and it was seconded by Mr. Harvey.

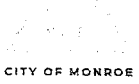
Mrs. Gretchen Ezernack
Chairman

Ms. Carolus S. Riley
Council Clerk

Ms. Ileana Murray
Staff Secretary

Mrs. Rachel Washington
Council Coordinator

For extended details on the council meeting please call the Council Clerk Monday-Friday at 318-329-2252 to schedule an appointment to listen to the minute recording.



LEGAL DEPARTMENT
Civil Division

Brandon W. Creekbaum
City Attorney

Sydnee C. Clary
Assistant City Attorney

MEMO

DATE: July 1, 2024
TO: CAROLUS RILEY
FROM: LEAH ARNOLD
RE: CONDEMNATION FOR CITY COUNCIL ON JULY 9, 2024

Please place the following condemnation on the agenda for the City Council on JULY 9, 2024.

1. 104 JASON DR. (D4) OWNER- Lorthel Pratt, Huey Mathis, & 111 Marketing, LLC
2. 2710 & (½) GORDON AVE. (D4) OWNER- John H. Coleman Jr. & Abigail Land Holdings 8, LLC

c: Ellen Hill
Stacy Newbill
Angelic Dorsey
Tommy James
Jimmie Bryant
Reginald Burrell
Brandon Creekbaum

RESOLUTION

STATE OF LOUISIANA

NO. _____

CITY OF MONROE

The following Resolution was offered by Mr. /Ms. _____ who moved for its adoption and was seconded by Mr. /Ms. _____.

A RESOLUTION ACCEPTING D & J CONSTRUCTION COMPANY, LLC'S AGREED UPON BASE BID FOR THE MONROE REGIONAL AIRPORT TAXIWAY D CONSTRUCTION PHASE 1 PROJECT AND FURTHER PROVIDING WITH RESPECT THERETO.

WHEREAS, the City of Monroe solicited bids in accordance with the Louisiana Public Bid Law for the Monroe Regional Airport Taxiway D Construction Phase 1 Project, and D & J Construction Company, LLC, was the lowest responsible and responsive bidder in the amount of \$13,906,550.00, but as a result of post-bid, pre-award negotiations for deletions from the project specifications, has agreed upon a reduced base bid in the amount of \$12,415,770.00.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Monroe, in its legal and regular session convened, that the agreed upon base bid, including deductive deletions, of D & J Construction Company, LLC. in the amount of \$12,415,770.00, for the Monroe Regional Airport Taxiway D Construction Phase 1 Project, be and at the same is hereby accepted as the lowest responsible and responsive bid received;

BE IT FURTHER RESOLVED that the City of Monroe shall make designations in accordance with state law for sales tax-exempt purchases on this project; and

BE IT FURTHER RESOLVED that a designated City representative be and is authorized and empowered to execute a contract with D & J Construction Company, LLC., on behalf of the City of Monroe for said services.

This Resolution was submitted in writing and was then submitted to a vote as a whole, the vote thereon being as follows:

AYES:

NAYS:

ABSENT:

And the Resolution was declared **ADOPTED** on the _____ day of July 2024.

CHAIRPERSON

CITY CLERK



4701 Northshore Drive
North Little Rock, AR 72118

TEL 501.376.3633
FAX 501.372.8042

www.GarverUSA.com

June 28, 2024

Mr. Charles Butcher
Airport Director
5400 Operations Road
Monroe, Louisiana 71212

Re: City of Monroe, Louisiana
Monroe Regional Airport
Taxiway D Construction – Phase 1
Recommendation of Award

Dear Mr. Butcher:

Bids were received for the "Taxiway D Construction – Phase 1" project at the office of the Purchasing Department at 1:45PM on Wednesday, June 12, 2024. The bids have been checked for accuracy and for compliance with the contract documents. A summary and tabulation of the bids received is enclosed with this letter.

A total of 2 bids were received on the project. D & J Construction Company, LLC submitted the low bid for the project in the amount of \$13,906,550.00 for the Base Bid, \$2,872,900.00 for Additive Alternate No. 1, \$5,210,650.00 for Additive Alternate No. 2, and \$1,791,950.00 for Additive Alternate No. 3. The Engineer's Opinion of Probable Cost was \$11,131,285.00 for the Base Bid, \$2,509,400.00 for Additive Alternate No. 1, \$5,648,225.00 for Additive Alternate No. 2, and \$2,265,505.00 for Additive Alternate No. 3.

A conformed bid tabulation for the Base Bid has been agreed to by D & J Construction in the amount of \$12,415,770.00. The Federal Aviation Administration (FAA) has approved the conformed amount and project scope for funding. A summary of the conformed bid tabulation is provided below and the detail is also enclosed with this letter.

BID SUMMARY		
DESCRIPTION	ENGINEER'S ESTIMATE	D & J CONSTRUCTION COMPANY, LLC
BASE BID	\$11,131,285.00	\$13,906,550.00
TOTAL PROPOSED REDUCTIONS	-\$967,154.75	-\$1,490,780.00
TOTAL PROPOSED CONFORMED BASE BID	\$10,164,130.25	\$12,415,770.00

We believe that the bid agreed to by D & J Construction Company, LLC for the conformed base bid represents a good value for the City of Monroe, Louisiana. We recommend that the construction contract for the "Taxiway D Construction – Phase 1" project be awarded to D & J Construction

Mr. Butcher
June 28, 2024
Page 2 of 2

Company, LLC.

Please call me if you have any questions.

Sincerely,

GARVER, LLC

A handwritten signature in cursive script that reads "Mary Fair".

Mary Fair, P.E.
Project Manager

Attachments: Bid Tabulation – Bid Summary
Bid Tabulation – Base Bid
Bid Tabulation – Additive Alternate No. 1
Bid Tabulation – Additive Alternate No. 2
Bid Tabulation – Additive Alternate No. 3
Conformed Bid Tabulation – Bid Summary
Conformed Bid Tabulation – Base Bid

CITY OF MONROE
MONROE REGIONAL AIRPORT
TAXIWAY D CONSTRUCTION - PHASE 1
BID TABULATION SUMMARY
BID OPENING: WEDNESDAY, JUNE 12, 2024; 2:00PM

BID SUMMARY		
DESCRIPTION	ENGINEER'S ESTIMATE	D & J CONSTRUCTION COMPANY, LLC
BASE BID	\$11,131,285.00	\$13,906,550.00
ADDITIVE ALTERNATE NO. 1	\$2,509,400.00	\$2,872,900.00
ADDITIVE ALTERNATE NO. 2	\$5,648,225.00	\$5,210,650.00
ADDITIVE ALTERNATE NO. 3	\$2,265,505.00	\$1,791,950.00
TOTAL BASE BID	\$11,131,285.00	\$13,906,550.00
TOTAL BASE BID + ADD. ALT. 1	\$13,640,685.00	\$16,779,450.00
TOTAL BASE BID + ADD. ALT. 1 + ADD. ALT. 2	\$19,288,910.00	\$21,990,100.00
TOTAL BASE BID + ADD. ALT. 1 + ADD. ALT. 2 + ADD. ALT. 3	\$21,554,415.00	\$23,782,050.00

**MONROE REGIONAL AIRPORT
TAXIWAY D CONSTRUCTION - PHASE 1
BID TABULATION - BASE BID
BID OPENING: WEDNESDAY, JUNE 12, 2024; 2:00PM**

**D & J CONSTRUCTION COMPANY, LLC.
LA NO. 5789**

ITEM NO.	SPEC. NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	ENGINEER'S ESTIMATE		DIAMOND B CONSTRUCTION	
					UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	SS-120-3.1	Construction Safety and Security	LS	100%	\$750,000.00	\$750,000.00	\$600,000.00	\$600,000.00
2	SS-130-4.1	Trench and Excavation Safety Systems	LS	100%	\$25,000.00	\$25,000.00	\$100,000.00	\$100,000.00
3	SS-140-5.1a	Asphalt Pavement Section Removal	SY	15,600	\$34.00	\$530,400.00	\$44.00	\$686,400.00
4	SS-140-5.1b	Abandoned Runway Pavement Section Removal	SY	16,700	\$30.00	\$501,000.00	\$33.00	\$551,100.00
5	SS-140-5.2	Drainage Pipe Removal	LF	1,200	\$50.00	\$60,000.00	\$100.00	\$120,000.00
6	SS-140-5.3	Inlet or Junction Box Removal	EA	5	\$6,000.00	\$30,000.00	\$6,000.00	\$30,000.00
7	SS-300-5.1	Lockout/Tagout and Constant Current Regulator Calibration Procedures	LS	100%	\$7,500.00	\$7,500.00	\$10,000.00	\$10,000.00
8	SS-300-5.2	ALCMS Control Equipment Modifications Construction Support	LS	100%	\$12,000.00	\$12,000.00	\$25,000.00	\$25,000.00
9	SS-300-5.3	FAA and Other Utility Line Locating and Marking	LS	100%	\$50,000.00	\$50,000.00	\$75,000.00	\$75,000.00
10	SS-301-5.1	Existing Concrete Encased, Electrical Junction Structure, Removed	EA	8	\$800.00	\$6,400.00	\$3,000.00	\$24,000.00
11	SS-301-5.3	Existing Base Mounted Edge Light, Removed	EA	36	\$500.00	\$18,000.00	\$2,200.00	\$79,200.00
12	SS-301-5.4	Existing Base Mounted Guidance Sign, Removed	EA	10	\$1,200.00	\$12,000.00	\$1,800.00	\$18,000.00
13	SS-301-5.6	Existing Electrical Manhole, Removed	EA	2	\$6,000.00	\$12,000.00	\$22,000.00	\$44,000.00
14	SS-305-5.1	Directional Boring, 2-Way 2" Polyethylene Conduits	LF	200	\$65.00	\$13,000.00	\$90.00	\$18,000.00
15	SS-305-5.2	Directional Boring, 4-Way 4" Polyethylene Conduits	LF	750	\$125.00	\$93,750.00	\$105.00	\$78,750.00
16	SS-310-5.1	Temporary Airfield Lighting – Base Bid Work Area 1	LS	100%	\$4,000.00	\$4,000.00	\$12,000.00	\$12,000.00
17	SS-310-5.2	Temporary Airfield Lighting – Base Bid Work Area 2A	LS	100%	\$3,500.00	\$3,500.00	\$6,000.00	\$6,000.00
18	SS-310-5.3	Temporary Airfield Lighting – Base Bid Work Area 3A	LS	100%	\$2,500.00	\$2,500.00	\$6,000.00	\$6,000.00
19	SS-310-5.4	Temporary Airfield Lighting – Base Bid Work Area 4A	LS	100%	\$3,000.00	\$3,000.00	\$6,000.00	\$6,000.00
20	C-100-14.1	Contractor Quality Control Program (CQCP)	LS	100%	\$500,000.00	\$500,000.00	\$300,000.00	\$300,000.00
21	C-102-5.1	Temporary Erosion Control	LS	100%	\$100,000.00	\$100,000.00	\$120,000.00	\$120,000.00
22	C-105-6.1	Mobilization (Maximum 10% of Total Bid)	LS	100%	\$1,011,935.00	\$1,011,935.00	\$1,275,000.00	\$1,275,000.00
23	C-105-6.2	Haul Road Construction	LS	100%	\$120,000.00	\$120,000.00	\$425,000.00	\$425,000.00
24	P-101-5.1	Cold Milling (0-6" Depth)	SY	1,200	\$14.00	\$16,800.00	\$20.00	\$24,000.00
25	P-101-5.2	Pavement Marking Removal	SF	1,700	\$10.00	\$17,000.00	\$10.00	\$17,000.00
26	P-152-4.1	Unclassified Excavation	CY	11,400	\$20.00	\$228,000.00	\$30.00	\$342,000.00
27	P-152-4.2	Embankment in Place	CY	240	\$25.00	\$6,000.00	\$100.00	\$24,000.00
28	P-152-4.3	Unsuitable Excavation	CY	1,500	\$30.00	\$45,000.00	\$150.00	\$225,000.00
29	P-156-8.1	12" Cement Treated Subgrade	SY	18,400	\$13.00	\$239,200.00	\$18.00	\$331,200.00
30	P-156-8.2	Cement	TN	1,000	\$300.00	\$300,000.00	\$205.00	\$205,000.00
31	P-209-5.1	6" Crushed Aggregate Base Course	SY	18,400	\$40.00	\$736,000.00	\$45.00	\$828,000.00

BID DETERMINED TO BE NON-RESPONSIVE



**MONROE REGIONAL AIRPORT
TAXIWAY D CONSTRUCTION - PHASE 1
BID TABULATION - BASE BID
BID OPENING: WEDNESDAY, JUNE 12, 2024; 2:00PM**

D & J CONSTRUCTION COMPANY, LLC.

ITEM NO.	SPEC. NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	ENGINEER'S ESTIMATE		LA NO. 5789		DIAMOND B CONSTRUCTION	
					UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
32	P-401-8.1	2" Asphalt Surface Course	SY	38,400	\$50.00	\$1,920,000.00	\$40.00	\$1,536,000.00		
33	P-403-8.1	5" Asphalt Base Course	SY	17,800	\$60.00	\$1,068,000.00	\$80.00	\$1,424,000.00		
34	P-620-5.1a	Permanent Runway and Taxiway Marking, Reflective, Type I	SF	3,500	\$4.00	\$14,000.00	\$6.00	\$21,000.00		
35	P-620-5.1b	Permanent Runway and Taxiway Marking, Reflective, Type III	SF	250	\$10.00	\$2,500.00	\$10.00	\$2,500.00		
36	P-620-5.1c	Permanent Runway and Taxiway Marking, Non-Reflective	SF	4,500	\$3.00	\$13,500.00	\$4.00	\$18,000.00		
37	P-620-5.1d	Temporary Runway and Taxiway Marking, Reflective, Type I	SF	3,800	\$3.00	\$11,400.00	\$5.00	\$19,000.00		
38	D-701-5.1a	18" RCP, Type IV	LF	430	\$150.00	\$64,500.00	\$275.00	\$118,250.00		
39	D-701-5.1b	24" RCP, Type IV	LF	310	\$200.00	\$62,000.00	\$350.00	\$108,500.00		
40	D-701-5.1c	36" RCP, Type IV	LF	1,300	\$250.00	\$325,000.00	\$600.00	\$780,000.00		
41	D-701-5.1d	48" RCP, Type IV	LF	20	\$350.00	\$7,000.00	\$650.00	\$13,000.00		
42	D-701-5.2	Class B Bedding	CY	520	\$130.00	\$67,600.00	\$185.00	\$96,200.00		
43	D-751-5.1a	4x4' Type SD-02 Inlet	EA	2	\$10,000.00	\$20,000.00	\$28,000.00	\$56,000.00		
44	D-751-5.1b	5x5' Type SD-02 Inlet	EA	6	\$15,000.00	\$90,000.00	\$30,000.00	\$180,000.00		
45	D-751-5.1c	6x6' Type SD-02 Inlet	EA	1	\$20,000.00	\$20,000.00	\$35,000.00	\$35,000.00		
46	D-751-5.1d	5x10' Aircraft Rated Grate Inlet	EA	1	\$30,000.00	\$30,000.00	\$40,000.00	\$40,000.00		
47	D-754-5.1a	6" Depth Concrete Ditch Paving	LF	1,600	\$150.00	\$240,000.00	\$185.00	\$296,000.00		
48	T-901-5.1	Seeding	AC	17	\$2,500.00	\$42,500.00	\$3,200.00	\$54,400.00		
49	T-904-5.1	Sodding	SY	8,850	\$10.00	\$88,500.00	\$10.00	\$88,500.00		
50	L-108-5.1	No. 8 AWG, 5 kV, L-824, Type C Cable, Installed in Trench, Duct Bank or Conduit	LF	52,100	\$4.50	\$234,450.00	\$5.50	\$286,550.00		
51	L-108-5.2	No. 6 AWG, Solid, Bare Copper Counterpoise Wire, Installed in Trench, Above the Duct Bank or Conduit, Including Connections/Terminations	LF	6,900	\$5.00	\$34,500.00	\$3.00	\$20,700.00		
52	L-108-5.3	12/C No. 12 AWG, 600V Rated, Armored Type, Copper Cable, Installed in Duct Bank or Conduit	LF	800	\$25.00	\$20,000.00	\$35.00	\$28,000.00		
53	L-108-5.4	12-Pair, No. 19 AWG, Copper Shielded, Rodent Resistant, PE-39 Copper Communications Cable, Installed in Duct Bank or Conduit	LF	2,400	\$25.00	\$60,000.00	\$60.00	\$144,000.00		
54	L-108-5.5	100-Pair, No. 19 AWG, Copper Shielded, Rodent Resistant, Armored PE-39 Copper Communications Cable, Installed in Duct Bank or Conduit	LF	1,900	\$125.00	\$237,500.00	\$160.00	\$304,000.00		
55	L-108-5.6	No. 2 AWG Stranded, 600V Rated, Type THHN/THWN-2, Green Insulated Equipment Ground, Installed in Duct Bank or Conduit	LF	900	\$8.00	\$7,200.00	\$7.00	\$6,300.00		
56	L-108-5.7	50-Pair, No. 19 AWG, Copper Shielded, Rodent Resistant, Armored PE-39 Copper Communications Cable, Installed in Duct Bank or Conduit	LF	1,100	\$75.00	\$82,500.00	\$160.00	\$176,000.00		
57	L-110-5.1	Concrete Encased Electrical Duct Bank, 12W-2"C	LF	700	\$250.00	\$175,000.00	\$275.00	\$192,500.00		
58	L-110-5.2	Non-Encased Electrical Duct Bank, 12W-2"C	LF	400	\$185.00	\$74,000.00	\$210.00	\$84,000.00		
59	L-110-5.3	FAA Concrete Encased Electrical Duct Bank, 2W-4"C	LF	1,100	\$65.00	\$71,500.00	\$105.00	\$115,500.00		
60	L-110-5.4	FAA Concrete Encased Electrical Duct Bank, 4W-4"C	LF	800	\$85.00	\$68,000.00	\$160.00	\$128,000.00		
61	L-110-5.5	Concrete Encased Electrical Duct Bank, 2W-2"C	LF	250	\$45.00	\$11,250.00	\$85.00	\$21,250.00		
62	L-110-5.6	Concrete Encased Electrical Conduit, 1W-2"C	LF	150	\$30.00	\$4,500.00	\$75.00	\$11,250.00		

BID DETERMINED TO BE NON-RESPONSIVE



**MONROE REGIONAL AIRPORT
TAXIWAY D CONSTRUCTION - PHASE 1
BID TABULATION - BASE BID
BID OPENING: WEDNESDAY, JUNE 12, 2024; 2:00PM**

D & J CONSTRUCTION COMPANY, LLC.
LA NO. 5789

ITEM NO.	SPEC. NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	ENGINEER'S ESTIMATE		D & J CONSTRUCTION COMPANY, LLC.		DIAMOND B CONSTRUCTION	
					UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
63	L-110-5.7	Non-Encased Electrical Conduit, 1W-2"C	LF	5,900	\$20.00	\$118,000.00	\$15.00	\$88,500.00	BID DETERMINED TO BE NON-RESPONSIVE	
64	L-110-5.8	Non-Encased Electrical Conduit, 2W-2"C	LF	250	\$35.00	\$8,750.00	\$20.00	\$5,000.00		
65	L-115-5.1	Electrical Junction Structure, L-867 Class 1, Size 16" Diameter by 24" Depth	EA	4	\$1,200.00	\$4,800.00	\$7,000.00	\$28,000.00		
66	L-115-5.2	Electrical Junction Structure, L-867 Class 1, Size 12" Diameter by 24" Depth Junction Cans, including Blank Steel Lids	EA	7	\$1,300.00	\$9,100.00	\$5,500.00	\$38,500.00		
67	L-115-5.3	Concrete Encased, Prefabricated Electrical Handhole, Size 48"L x 48"W x 48"D	EA	3	\$17,500.00	\$52,500.00	\$40,000.00	\$120,000.00		
68	L-115-5.4	FAA Style Communications Handhole, Interior Size 48"L x 48"W x 48"D	EA	5	\$30,000.00	\$150,000.00	\$40,000.00	\$200,000.00		
69	L-125-5.2	L-861(L) Base Mounted Runway Edge Light, Installed	EA	3	\$1,600.00	\$4,800.00	\$7,000.00	\$21,000.00		
70	L-125-5.3	L-861T(L) Base Mounted Taxiway Edge Light, Installed	EA	54	\$1,600.00	\$86,400.00	\$5,500.00	\$297,000.00		
71	L-125-5.6	L-858 Base Mounted, 2-Module Guidance Sign, Installed	EA	5	\$8,000.00	\$40,000.00	\$10,000.00	\$50,000.00		
72	L-125-5.7	L-858 Base Mounted, 3-Module Guidance Sign, Installed	EA	3	\$9,000.00	\$27,000.00	\$12,500.00	\$37,500.00		
73	L-125-5.8	Existing L-858(L) Guidance Sign, Owner Furnished Contractor Installed (OFC) Replacement Sign Panels, Installed	EA	11	\$250.00	\$2,750.00	\$200.00	\$2,200.00		
74	L-125-5.9	L-853 Retroreflective Taxiway Edge Marker, Surface Mounted, Installed	EA	2	\$650.00	\$1,300.00	\$400.00	\$800.00		
75	L-125-5.10	L-858 Base Mounted, 2-Module Style 4 Guidance Sign, Installed	EA	1	\$5,000.00	\$5,000.00	\$8,000.00	\$8,000.00		
TOTALS						<u>\$11,131,285.00</u>		<u>\$13,906,550.00</u>		

CERTIFIED CORRECT BY MARY FAIR, LA PE #43774
DIGITALLY SIGNED: JUNE 18, 2024



**MONROE REGIONAL AIRPORT
TAXIWAY D CONSTRUCTION - PHASE 1
BID TABULATION - ADDITIVE ALTERNATE NO. 1
BID OPENING: WEDNESDAY, JUNE 12, 2024; 2:00PM**

D & J CONSTRUCTION COMPANY, L.L.C.

ITEM NO.	SPEC. NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	ENGINEER'S ESTIMATE		LA NO. 5789		DIAMOND B CONSTRUCTION	
					UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	SS-120-3.1	Construction Safety and Security	LS	100%	\$134,913.00	\$134,913.00	\$125,000.00	\$125,000.00		
2	SS-140-5.1b	Abandoned Runway Pavement Section Removal	SY	12,000	\$27.00	\$324,000.00	\$33.00	\$396,000.00		
3	SS-301-5.7	Existing Abandoned Concrete Foundations, Removed	LS	100%	\$10,800.00	\$10,800.00	\$12,000.00	\$12,000.00		
4	SS-310-5.3	Temporary Airfield Lighting – Base Bid Work Area 3A	LS	-100%	\$2,500.00	(\$2,500.00)	\$6,000.00	(\$6,000.00)		
5	SS-310-5.5	Temporary Airfield Lighting – Additive Alternate Work Area 3B	LS	100%	\$3,150.00	\$3,150.00	\$500.00	\$500.00		
6	C-100-14.1	Contractor Quality Control Program (CQCP)	LS	100%	\$243,000.00	\$243,000.00	\$75,000.00	\$75,000.00		
7	C-102-5.1	Temporary Erosion Control	LS	100%	\$45,000.00	\$45,000.00	\$25,000.00	\$25,000.00		
8	C-105-6.1	Mobilization (Maximum 10% of Total Bid)	LS	100%	\$228,127.00	\$228,127.00	\$100,000.00	\$100,000.00		
9	P-152-4.1	Unclassified Excavation	CY	12,670	\$18.00	\$228,060.00	\$30.00	\$380,100.00		
10	P-152-4.2	Embankment in Place	CY	580	\$22.50	\$13,050.00	\$100.00	\$58,000.00		
11	P-152-4.3	Unsuitable Excavation	CY	500	\$27.00	\$13,500.00	\$150.00	\$75,000.00		
12	P-156-8.1	12" Cement Treated Subgrade	SY	5,400	\$12.00	\$64,800.00	\$18.00	\$97,200.00		
13	P-156-8.2	Cement	TN	290	\$270.00	\$78,300.00	\$205.00	\$59,450.00		
14	P-209-5.1	6" Crushed Aggregate Base Course	SY	5,400	\$36.00	\$194,400.00	\$45.00	\$243,000.00		BID DETERMINED TO BE NON-RESPONSIVE
15	P-401-8.1	2" Asphalt Surface Course	SY	4,800	\$45.00	\$216,000.00	\$40.00	\$192,000.00		
16	P-403-8.1	5" Asphalt Base Course	SY	5,000	\$54.00	\$270,000.00	\$80.00	\$400,000.00		
17	D-701-5.2	Class B Bedding	CY	600	\$117.00	\$70,200.00	\$185.00	\$111,000.00		
18	D-754-5.1a	6" Depth Concrete Ditch Paving	LF	1,750	\$140.00	\$245,000.00	\$185.00	\$323,750.00		
19	D-754-5.1b	Concrete Ditch Crossing	LF	30	\$200.00	\$6,000.00	\$325.00	\$9,750.00		
20	T-901-5.1	Seeding	AC	1	\$2,500.00	\$2,500.00	\$3,200.00	\$3,200.00		
21	T-904-5.1	Sodding	SY	6,150	\$10.00	\$61,500.00	\$10.00	\$61,500.00		
22	L-108-5.2	No. 6 AWG, Solid, Bare Copper Counterpoise Wire, Installed in Trench, Above the Duct Bank or Conduit, Including Connections/Terminations	LF	1,900	\$3.00	\$5,700.00	\$3.00	\$5,700.00		
23	L-110-5.5	Concrete Encased Electrical Duct Bank, 2W-2"C	LF	50	\$40.00	\$2,000.00	\$85.00	\$4,250.00		
24	L-110-5.7	Non-Encased Electrical Conduit, 1W-2"C	LF	1,900	\$15.00	\$28,500.00	\$15.00	\$28,500.00		
25	L-110-5.8	Non-Encased Electrical Conduit, 2W-2"C	LF	100	\$30.00	\$3,000.00	\$20.00	\$2,000.00		
26	L-115-5.1	Electrical Junction Structure, L-867 Class 1, Size 16" Diameter by 24" Depth	EA	2	\$1,100.00	\$2,200.00	\$7,000.00	\$14,000.00		
27	L-115-5.2	Electrical Junction Structure, L-867 Class 1, Size 12" Diameter by 24" Depth Junction Cans, including Blank Steel Lids	EA	14	\$1,300.00	\$18,200.00	\$5,500.00	\$77,000.00		
TOTALS						<u>\$2,509,400.00</u>		<u>\$2,872,900.00</u>		

CERTIFIED CORRECT BY MARY FAIR, LA PE #43774
DIGITALLY SIGNED: JUNE 18, 2024



MONROE REGIONAL AIRPORT
TAXIWAY D CONSTRUCTION - PHASE 1
BID TABULATION - ADDITIVE ALTERNATE NO. 2
BID OPENING: WEDNESDAY, JUNE 12, 2024; 2:00PM

ITEM NO.	SPEC. NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	ENGINEER'S ESTIMATE		D & J CONSTRUCTION COMPANY, LLC LA NO. 5789		DIAMOND B CONSTRUCTION	
					UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	SS-120-3.1	Construction Safety and Security	LS	100%	\$600,000.00	\$600,000.00	\$125,000.00	\$125,000.00		
2	SS-130-4.1	Trench and Excavation Safety Systems	LS	100%	\$25,000.00	\$25,000.00	\$15,000.00	\$15,000.00		
3	SS-140-5.1a	Asphalt Pavement Section Removal	SY	3,300	\$34.00	\$112,200.00	\$44.00	\$145,200.00		
4	SS-140-5.1b	Abandoned Runway Pavement Section Removal	SY	13,800	\$30.00	\$414,000.00	\$33.00	\$455,400.00		
5	SS-140-5.2	Drainage Pipe Removal	LF	1,700	\$50.00	\$85,000.00	\$100.00	\$170,000.00		
6	SS-140-5.3	Inlet or Junction Box Removal	EA	4	\$6,000.00	\$24,000.00	\$6,000.00	\$24,000.00		
7	SS-310-5.3	Existing Base Mounted Edge Light, Removed	EA	10	\$500.00	\$5,000.00	\$2,200.00	\$22,000.00		
8	SS-310-5.4	Temporary Airfield Lighting – Base Bid Work Area 4A	LS	-100%	\$3,000.00	-\$3,000.00	\$6,000.00	-\$6,000.00		
9	SS-310-5.5	Temporary Airfield Lighting – Additive Alternate Work Area 3B	LS	-100%	\$3,500.00	-\$3,500.00	\$500.00	-\$500.00		
10	SS-310-5.6	Temporary Airfield Lighting – Additive Alternate 2 Work Area 3C	LS	100%	\$3,500.00	\$3,500.00	\$600.00	\$600.00		
11	SS-310-5.7	Temporary Airfield Lighting – Additive Alternate 2 Work Area 4B	LS	100%	\$3,000.00	\$3,000.00	\$600.00	\$600.00		
12	C-100-14.1	Contractor Quality Control Program (CQCP)	LS	100%	\$400,000.00	\$400,000.00	\$75,000.00	\$75,000.00		
13	C-102-5.1	Temporary Erosion Control	LS	100%	\$100,000.00	\$100,000.00	\$20,000.00	\$20,000.00		
14	C-105-6.1	Mobilization (Maximum 10% of Total Bid)	LS	100%	\$513,475.00	\$513,475.00	\$140,000.00	\$140,000.00		
15	P-152-4.1	Unclassified Excavation	CY	4,300	\$20.00	\$86,000.00	\$30.00	\$129,000.00		
16	P-152-4.3	Unsuitable Excavation	CY	850	\$30.00	\$25,500.00	\$150.00	\$127,500.00		
17	P-156-8.1	12" Cement Treated Subgrade	SY	10,300	\$13.00	\$133,900.00	\$18.00	\$185,400.00		
18	P-156-8.2	Cement	TN	550	\$300.00	\$165,000.00	\$205.00	\$112,750.00		
19	P-209-5.1	6" Crushed Aggregate Base Course	SY	10,300	\$40.00	\$412,000.00	\$45.00	\$463,500.00		
20	P-401-8.1	2" Asphalt Surface Course	SY	24,490	\$50.00	\$1,224,500.00	\$40.00	\$979,600.00		
21	P-403-8.1	5" Asphalt Base Course	SY	10,000	\$60.00	\$600,000.00	\$80.00	\$800,000.00		
22	P-620-5.1a	Permanent Runway and Taxiway Marking, Reflective, Type I	SF	2,800	\$4.00	\$11,200.00	\$6.00	\$16,800.00		
23	P-620-5.1b	Permanent Runway and Taxiway Marking, Reflective, Type III	SF	200	\$10.00	\$2,000.00	\$10.00	\$2,000.00		
24	P-620-5.1c	Permanent Runway and Taxiway Marking, Non-Reflective	SF	4,500	\$3.00	\$13,500.00	\$4.00	\$18,000.00		
25	P-620-5.1d	Temporary Runway and Taxiway Marking, Reflective, Type I	SF	3,000	\$3.00	\$9,000.00	\$5.00	\$15,000.00		
26	D-701-5.1b	24" RCP, Type IV	LF	320	\$200.00	\$64,000.00	\$350.00	\$112,000.00		
27	D-701-5.1d	48" RCP, Type IV	LF	400	\$350.00	\$140,000.00	\$650.00	\$260,000.00		
28	D-701-5.2	Class B Bedding	CY	320	\$130.00	\$41,600.00	\$185.00	\$59,200.00		
29	D-751-5.1b	5x5' Type SD-02 Inlet	EA	1	\$15,000.00	\$15,000.00	\$30,000.00	\$30,000.00		
30	D-751-5.1c	6x6' Type SD-02 Inlet	EA	1	\$20,000.00	\$20,000.00	\$35,000.00	\$35,000.00		
31	D-751-5.1d	5x10' Aircraft Rated Grate Inlet	EA	1	\$30,000.00	\$30,000.00	\$40,000.00	\$40,000.00		

BID DETERMINED TO BE NON-RESPONSIVE



MONROE REGIONAL AIRPORT
TAXIWAY D CONSTRUCTION - PHASE 1
BID TABULATION - ADDITIVE ALTERNATE NO. 2
BID OPENING: WEDNESDAY, JUNE 12, 2024; 2:00PM

D & J CONSTRUCTION COMPANY, LLC LA
NO. 5789

ITEM NO.	SPEC. NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	ENGINEER'S ESTIMATE		D & J CONSTRUCTION COMPANY, LLC LA NO. 5789		DIAMOND B CONSTRUCTION	
					UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
32	D-754-5.1a	6" Depth Concrete Ditch Paving	LF	900	\$150.00	\$135,000.00	\$185.00	\$166,500.00		
33	T-901-5.1	Seeding	AC	8	\$2,500.00	\$20,000.00	\$3,200.00	\$25,600.00		
34	T-904-5.1	Sodding	SY	3,900	\$10.00	\$39,000.00	\$10.00	\$39,000.00		
35	L-108-5.1	No. 8 AWG, 5 KV, L-824, Type C Cable, Installed in Trench, Duct Bank or Conduit	LF	7,200	\$3.50	\$25,200.00	\$5.50	\$39,600.00		
36	L-108-5.2	No. 6 AWG, Solid, Bare Copper Counterpoise Wire, Installed in Trench, Above the Duct Bank or Conduit, Including Connections/Terminations	LF	7,000	\$3.00	\$21,000.00	\$3.00	\$21,000.00		
37	L-110-5.5	Concrete Encased Electrical Duct Bank, 2W-2"C	LF	200	\$40.00	\$8,000.00	\$85.00	\$17,000.00		
38	L-110-5.7	Non-Encased Electrical Conduit, 1W-2"C	LF	2,500	\$15.00	\$37,500.00	\$15.00	\$37,500.00		
39	L-110-5.8	Non-Encased Electrical Conduit, 2W-2"C	LF	100	\$30.00	\$3,000.00	\$20.00	\$2,000.00		
40	L-115-5.1	Electrical Junction Structure, L-867 Class 1, Size 16" Diameter by 24" Depth	EA	4	\$1,200.00	\$4,800.00	\$7,000.00	\$28,000.00		
41	L-115-5.2	Electrical Junction Structure, L-867 Class 1, Size 12" Diameter by 24" Depth Junction Cans, including Blank Steel Lids	EA	-6	\$1,300.00	-\$7,800.00	\$5,500.00	-\$33,000.00		
42	L-125-5.3	L-861(L) Base Mounted Taxiway Edge Light, Installed	EA	45	\$1,400.00	\$63,000.00	\$5,500.00	\$247,500.00		
43	L-125-5.6	L-858 Base Mounted, 2-Module Guidance Sign, Installed	EA	1	\$6,000.00	\$6,000.00	\$10,000.00	\$10,000.00		
44	L-125-5.7	L-858 Base Mounted, 3-Module Guidance Sign, Installed	EA	3	\$7,000.00	\$21,000.00	\$12,500.00	\$37,500.00		
45	L-125-5.9	L-853 Retroreflective Taxiway Edge Marker, Surface Mounted, Installed	EA	1	\$650.00	\$650.00	\$400.00	\$400.00		
TOTALS						\$5,648,225.00		\$5,210,650.00		

BID DETERMINED TO BE NON-RESPONSIVE

CERTIFIED CORRECT BY MARY FAIR, LA PE #43774
DIGITALLY SIGNED: JUNE 18, 2024



MONROE REGIONAL AIRPORT
TAXIWAY D CONSTRUCTION - PHASE 1
BID TABULATION - ADDITIVE ALTERNATE NO. 3
BID OPENING: WEDNESDAY, JUNE 12, 2024; 2:00PM

ITEM NO.	SPEC. NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	ENGINEER'S ESTIMATE		D & J CONSTRUCTION COMPANY, LLC LA NO. 5789		DIAMOND B CONSTRUCTION	
					UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	SS-120-3.1	Construction Safety and Security	LS	100%	\$600,000.00	\$600,000.00	\$125,000.00	\$125,000.00		
2	SS-301-5.3	Existing Base Mounted Edge Light, Removed	EA	1	\$500.00	\$500.00	\$2,200.00	\$2,200.00		
3	SS-305-5.3	Directional Boring, 2-Way 4" Polyethylene Conduits	LF	600	\$60.00	\$36,000.00	\$125.00	\$75,000.00		
4	SS-310-5.6	Temporary Airfield Lighting - Additive Alternate 2 Work Area 3C	LS	-100%	\$3,500.00	-\$3,500.00	\$600.00	-\$600.00		
5	SS-310-5.8	Temporary Airfield Lighting - Additive Alternate 3 Work Area 3D	LS	100%	\$3,500.00	\$3,500.00	\$600.00	\$600.00		
6	C-100-14.1	Contractor Quality Control Program (CQCP)	LS	100%	\$270,000.00	\$270,000.00	\$75,000.00	\$75,000.00		
7	C-102-5.1	Temporary Erosion Control	LS	100%	\$100,000.00	\$100,000.00	\$40,000.00	\$40,000.00		
8	C-105-6.1	Mobilization (Maximum 10% of Total Bid)	LS	100%	\$205,955.00	\$205,955.00	\$175,000.00	\$175,000.00		
9	C-105-6.2	Haul Road Removal	LS	100%	\$50,000.00	\$50,000.00	\$40,000.00	\$40,000.00		
10	P-152-4.1	Unclassified Excavation	CY	3,900	\$20.00	\$78,000.00	\$30.00	\$117,000.00		
11	P-152-4.3	Unsuitable Excavation	CY	300	\$30.00	\$9,000.00	\$150.00	\$45,000.00		
12	P-156-8.1	12" Cement Treated Subgrade	SY	3,400	\$13.00	\$44,200.00	\$18.00	\$61,200.00		
13	P-156-8.2	Cement	TN	200	\$300.00	\$60,000.00	\$205.00	\$41,000.00		
14	P-209-5.1	6" Crushed Aggregate Base Course	SY	3,400	\$40.00	\$136,000.00	\$45.00	\$153,000.00		
15	P-401-8.1	2" Asphalt Surface Course	SY	6,800	\$50.00	\$340,000.00	\$40.00	\$272,000.00		
16	P-403-8.1	5" Asphalt Base Course	SY	3,300	\$60.00	\$198,000.00	\$80.00	\$264,000.00		
17	P-620-5.1a	Permanent Runway and Taxiway Marking, Reflective, Type I	SF	1,700	\$4.00	\$6,800.00	\$6.00	\$10,200.00		
18	P-620-5.1b	Permanent Runway and Taxiway Marking, Reflective, Type III	SF	180	\$10.00	\$1,800.00	\$10.00	\$1,800.00		
19	P-620-5.1c	Permanent Runway and Taxiway Marking, Non-Reflective	SF	1,500	\$3.00	\$4,500.00	\$4.00	\$6,000.00		
20	P-620-5.1d	Temporary Runway and Taxiway Marking, Reflective, Type I	SF	2,000	\$3.00	\$6,000.00	\$5.00	\$10,000.00		
21	T-901-5.1	Seeding	AC	1	\$2,500.00	\$2,500.00	\$3,200.00	\$3,200.00		
22	T-904-5.1	Sodding	SY	990	\$10.00	\$9,900.00	\$10.00	\$9,900.00		
23	L-108-5.1	No. 8 AWG, 5 KV, L-824, Type C Cable, Installed in Trench, Duct Bank or Conduit	LF	3,600	\$3.50	\$12,600.00	\$5.50	\$19,800.00		
24	L-108-5.2	No. 6 AWG, Solid, Bare Copper Counterpoise Wire, Installed in Trench, Above the Duct Bank or Conduit, Including Connections/Terminations	LF	2,200	\$3.00	\$6,600.00	\$3.00	\$6,600.00		
25	L-110-5.5	Concrete Encased Electrical Duct Bank, 2W-2" C	LF	50	\$40.00	\$2,000.00	\$85.00	\$4,250.00		
26	L-110-5.7	Non-Encased Electrical Conduit, 1W-2" C	LF	900	\$15.00	\$13,500.00	\$15.00	\$13,500.00		
27	L-110-5.8	Non-Encased Electrical Conduit, 2W-2" C	LF	150	\$30.00	\$4,500.00	\$20.00	\$3,000.00		
28	L-115-5.2	Electrical Junction Structure, L-867 Class 1, Size 12" Diameter by 24" Depth Junction Cans, including Blank Steel Lids	EA	-8	\$1,300.00	-\$10,400.00	\$5,500.00	-\$44,000.00		
29	L-115-5.5	Electrical Junction Structure Can Plaza, Two L-867 Class 1A, Size D, 24" Deep Cans	EA	3	\$5,500.00	\$16,500.00	\$20,000.00	\$60,000.00		
30	L-125-5.11	L-861 Base Mounted Runway Edge Light, Installed	EA	1	\$1,400.00	\$1,400.00	\$7,000.00	\$7,000.00		
31	L-125-5.3	L-861T(L) Base Mounted Taxiway Edge Light, Installed	EA	29	\$1,400.00	\$40,600.00	\$5,500.00	\$159,500.00		

BID DETERMINED TO BE NON-RESPONSIVE



MONROE REGIONAL AIRPORT
 TAXIWAY D CONSTRUCTION - PHASE 1
 BID TABULATION - ADDITIVE ALTERNATE NO. 3
 BID OPENING: WEDNESDAY, JUNE 12, 2024; 2:00PM

D & J CONSTRUCTION COMPANY, LLC
 LA NO. 5789

ITEM NO.	SPEC. NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	ENGINEER'S ESTIMATE		D & J CONSTRUCTION COMPANY, LLC LA NO. 5789		DIAMOND B CONSTRUCTION	
					UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
32	L-125-5.6	L-858 Base Mounted, 2-Module Guidance Sign, Installed	EA	2	\$6,000.00	\$12,000.00	\$10,000.00	\$20,000.00	BID DETERMINED TO BE NON-RESPONSIVE	
33	L-125-5.7	L-858 Base Mounted, 3-Module Guidance Sign, Installed	EA	2	\$7,000.00	\$14,000.00	\$12,500.00	\$25,000.00		
34	L-125-5.9	L-853 Retroreflective Taxiway Edge Marker, Surface Mounted, Installed	EA	-3	\$650.00	-\$1,950.00	\$400.00	-\$1,200.00		
35	L-125-5.11	L-858 Base Mounted, 2-Module Style 4 Guidance Sign, Installed	EA	-1	\$5,000.00	-\$5,000.00	\$8,000.00	-\$8,000.00		
TOTALS						\$2,265,505.00		\$1,791,950.00		

CERTIFIED CORRECT BY MARY FAIR, LA PE #43774
 DIGITALLY SIGNED: JUNE 18, 2024



CITY OF MONROE
MONROE REGIONAL AIRPORT
TAXIWAY D CONSTRUCTION - PHASE 1
BID TABULATION SUMMARY - CONFORMED BASE BID
BID OPENING: WEDNESDAY, JUNE 12, 2024; 2:00PM

BID SUMMARY		
DESCRIPTION	ENGINEER'S ESTIMATE	D & J CONSTRUCTION COMPANY, LLC
BASE BID	\$11,131,285.00	\$13,906,550.00
<i>TOTAL PROOPOSED REDUCTIONS</i>	<i>-\$967,154.75</i>	<i>-\$1,490,780.00</i>
TOTAL PROPOSED CONFORMED BASE BID	\$10,164,130.25	\$12,415,770.00

**MONROE REGIONAL AIRPORT
TAXIWAY D CONSTRUCTION - PHASE 1
BID TABULATION - CONFORMED BASE BID
BID OPENING: WEDNESDAY, JUNE 12, 2024; 2:00PM**

**D & J CONSTRUCTION COMPANY, LLC.
LA NO. 5789**

ITEM NO.	SPEC. NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	ENGINEER'S ESTIMATE		D & J CONSTRUCTION COMPANY, LLC.	
					UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	SS-120-3.1	Construction Safety and Security	LS	100%	\$750,000.00	\$750,000.00	\$600,000.00	\$600,000.00
2	SS-130-4.1	Trench and Excavation Safety Systems	LS	100%	\$25,000.00	\$25,000.00	\$100,000.00	\$100,000.00
3	SS-140-5.1a	Asphalt Pavement Section Removal	SY	15,600	\$34.00	\$530,400.00	\$44.00	\$686,400.00
4	SS-140-5.1b	Abandoned Runway Pavement Section Removal	SY	16,700	\$30.00	\$501,000.00	\$33.00	\$551,100.00
5	SS-140-5.2	Drainage Pipe Removal	LF	1,200	\$50.00	\$60,000.00	\$100.00	\$120,000.00
6	SS-140-5.3	Inlet or Junction Box Removal	EA	5	\$6,000.00	\$30,000.00	\$6,000.00	\$30,000.00
7	SS-300-5.1	Lockout/Tagout and Constant Current Regulator Calibration Procedures	LS	100%	\$7,500.00	\$7,500.00	\$10,000.00	\$10,000.00
8	SS-300-5.2	ALCMS Control Equipment Modifications Construction Support	LS	100%	\$12,000.00	\$12,000.00	\$25,000.00	\$25,000.00
9	SS-300-5.3	FAA and Other Utility Line Locating and Marking	LS	100%	\$50,000.00	\$50,000.00	\$75,000.00	\$75,000.00
10	SS-301-5.1	Existing Concrete Encased, Electrical Junction Structure, Removed	EA	8	\$900.00	\$6,400.00	\$3,000.00	\$24,000.00
11	SS-301-5.3	Existing Base Mounted Edge Light, Removed	EA	36	\$500.00	\$18,000.00	\$2,200.00	\$79,200.00
12	SS-301-5.4	Existing Base Mounted Guidance Sign, Removed	EA	10	\$1,200.00	\$12,000.00	\$1,800.00	\$18,000.00
13	SS-301-5.6	Existing Electrical Manhole, Removed	EA	2	\$6,000.00	\$12,000.00	\$22,000.00	\$44,000.00
14	SS-305-5.1	Directional Boring, 2-Way 2" C Polyethylene Conduits	LF	200	\$65.00	\$13,000.00	\$90.00	\$18,000.00
15	SS-305-5.2	Directional Boring, 4-Way 4" C Polyethylene Conduits	LF	750	\$125.00	\$93,750.00	\$105.00	\$78,750.00
16	SS-310-5.1	Temporary Airfield Lighting -- Base Bid Work Area 1	LS	100%	\$4,000.00	\$4,000.00	\$12,000.00	\$12,000.00
17	SS-310-5.2	Temporary Airfield Lighting -- Base Bid Work Area 2A	LS	100%	\$3,500.00	\$3,500.00	\$6,000.00	\$6,000.00
18	SS-310-5.3	Temporary Airfield Lighting -- Base Bid Work Area 3A	LS	100%	\$2,500.00	\$2,500.00	\$6,000.00	\$6,000.00
19	SS-310-5.4	Temporary Airfield Lighting -- Base Bid Work Area 4A	LS	100%	\$3,000.00	\$3,000.00	\$6,000.00	\$6,000.00
20	C-100-14.1	Contractor Quality Control Program (CQCP)	LS	100%	\$500,000.00	\$500,000.00	\$300,000.00	\$300,000.00
21	C-102-5.1	Temporary Erosion Control	LS	100%	\$100,000.00	\$100,000.00	\$120,000.00	\$120,000.00
22	C-105-6.1	Mobilization (Maximum 10% of Total Bid)	LS	100%	\$1,011,935.00	\$1,011,935.00	\$1,275,000.00	\$1,275,000.00
23	C-105-6.2	Haul Road Construction	LS	100%	\$120,000.00	\$120,000.00	\$425,000.00	\$425,000.00
24	P-101-5.1	Cold Milling (0-6" Depth)	SY	1,200	\$14.00	\$16,800.00	\$20.00	\$24,000.00
25	P-101-5.2	Pavement Marking Removal	SF	1,700	\$10.00	\$17,000.00	\$10.00	\$17,000.00
26	P-152-4.1	Unclassified Excavation	CY	11,400	\$20.00	\$228,000.00	\$30.00	\$342,000.00



**MONROE REGIONAL AIRPORT
TAXIWAY D CONSTRUCTION - PHASE 1
BID TABULATION - CONFORMED BASE BID
BID OPENING: WEDNESDAY, JUNE 12, 2024; 2:00PM**

D & J CONSTRUCTION COMPANY, LLC.

ITEM NO.	SPEC. NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	ENGINEER'S ESTIMATE		LA NO. 5789	
					UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
27	P-152-4.2	Embankment in Place	CY	240	\$25.00	\$6,000.00	\$100.00	\$24,000.00
28	P-152-4.3	Unsuitable Excavation	CY	1,500	\$30.00	\$45,000.00	\$150.00	\$225,000.00
29	P-156-8.1	12" Cement Treated Subgrade	SY	18,400	\$13.00	\$239,200.00	\$18.00	\$331,200.00
30	P-156-8.2	Cement	TN	1,000	\$300.00	\$300,000.00	\$205.00	\$205,000.00
31	P-209-5.1	6" Crushed Aggregate Base Course	SY	18,400	\$40.00	\$736,000.00	\$45.00	\$828,000.00
32	P-401-8.1	2" Asphalt Surface Course	SY	38,400	\$50.00	\$1,920,000.00	\$40.00	\$1,536,000.00
33	P-403-8.1	5" Asphalt Base Course	SY	17,800	\$60.00	\$1,068,000.00	\$80.00	\$1,424,000.00
34	P-620-5.1a	Permanent Runway and Taxiway Marking, Reflective, Type I	SF	3,500	\$4.00	\$14,000.00	\$6.00	\$21,000.00
35	P-620-5.1b	Permanent Runway and Taxiway Marking, Reflective, Type III	SF	250	\$10.00	\$2,500.00	\$10.00	\$2,500.00
36	P-620-5.1c	Permanent Runway and Taxiway Marking, Non-Reflective	SF	4,500	\$3.00	\$13,500.00	\$4.00	\$18,000.00
37	P-620-5.1d	Temporary Runway and Taxiway Marking, Reflective, Type I	SF	3,800	\$3.00	\$11,400.00	\$5.00	\$19,000.00
38	D-701-5.1a	18" RCP, Type IV	LF	430	\$150.00	\$64,500.00	\$275.00	\$118,250.00
39	D-701-5.1b	24" RCP, Type IV	LF	310	\$200.00	\$62,000.00	\$350.00	\$108,500.00
40	D-701-5.1c	36" RCP, Type IV	LF	1,300	\$250.00	\$325,000.00	\$600.00	\$780,000.00
41	D-701-5.1d	48" RCP, Type IV	LF	20	\$350.00	\$7,000.00	\$650.00	\$13,000.00
42	D-701-5.2	Class B Bedding	CY	520	\$130.00	\$67,600.00	\$185.00	\$96,200.00
43	D-751-5.1a	4'x4' Type SD-02 Inlet	EA	2	\$10,000.00	\$20,000.00	\$28,000.00	\$56,000.00
44	D-751-5.1b	5'x5' Type SD-02 Inlet	EA	6	\$15,000.00	\$90,000.00	\$30,000.00	\$180,000.00
45	D-751-5.1c	5'x6' Type SD-02 Inlet	EA	1	\$20,000.00	\$20,000.00	\$35,000.00	\$35,000.00
46	D-751-5.1d	5'x10' Aircraft Rated Grate Inlet	EA	1	\$30,000.00	\$30,000.00	\$40,000.00	\$40,000.00
47	D-754-5.1a	6" Depth Concrete Ditch Paving	LF	1,600	\$150.00	\$240,000.00	\$185.00	\$296,000.00
48	T-901-5.1	Seeding	AC	17	\$2,500.00	\$42,500.00	\$3,200.00	\$54,400.00
49	T-904-5.1	Sodding	SY	8,850	\$10.00	\$88,500.00	\$10.00	\$88,500.00
50	L-108-5.1	No. 8 AWG, 5 KV, L-824, Type C Cable, Installed in Trench, Duct Bank or Conduit	LF	52,100	\$4.50	\$234,450.00	\$5.50	\$286,550.00
51	L-108-5.2	No. 6 AWG, Solid, Bare Copper Counterpoise Wire, Installed in Trench, Above the Duct Bank or Conduit, Including Connections/Terminations	LF	6,900	\$5.00	\$34,500.00	\$3.00	\$20,700.00
52	L-108-5.3	12/0 No. 12 AWG, 600V Rated, Armored Type, Copper Cable, Installed in Duct Bank or Conduit	LF	800	\$25.00	\$20,000.00	\$35.00	\$28,000.00



**MONROE REGIONAL AIRPORT
TAXIWAY D CONSTRUCTION - PHASE 1
BID TABULATION - CONFORMED BASE BID
BID OPENING: WEDNESDAY, JUNE 12, 2024; 2:00PM**

**D & J CONSTRUCTION COMPANY, LLC.
LA NO. 5789**

ITEM NO.	SPEC. NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	ENGINEER'S ESTIMATE		D & J CONSTRUCTION COMPANY, LLC.	
					UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
53	L-108-5.4	12-Pair, No. 19 AWG, Copper Shielded, Rodent Resistant, PE-39 Copper Communications Cable, Installed in Duct Bank or Conduit	LF	2,400	\$25.00	\$60,000.00	\$60.00	\$144,000.00
54	L-108-5.5	100-Pair, No. 19 AWG, Copper Shielded, Rodent Resistant, Armored PE-39 Copper Communications Cable, Installed in Duct Bank or Conduit	LF	1,900	\$125.00	\$237,500.00	\$160.00	\$304,000.00
55	L-108-5.6	No. 2 AWG Stranded, 600V Rated, Type THHN/THWN-2, Green Insulated Equipment Ground, Installed in Duct Bank or Conduit	LF	900	\$8.00	\$7,200.00	\$7.00	\$6,300.00
56	L-108-5.7	50-Pair, No. 19 AWG, Copper Shielded, Rodent Resistant, Armored PE-39 Copper Communications Cable, Installed in Duct Bank or Conduit	LF	1,100	\$75.00	\$82,500.00	\$160.00	\$176,000.00
57	L-110-5.1	Concrete Encased Electrical Duct Bank, 12W-2"C	LF	700	\$250.00	\$175,000.00	\$275.00	\$192,500.00
58	L-110-5.2	Non-Encased Electrical Duct Bank, 12W-2"C	LF	400	\$185.00	\$74,000.00	\$210.00	\$84,000.00
59	L-110-5.3	FAA Concrete Encased Electrical Duct Bank, 2W-4"C	LF	1,100	\$65.00	\$71,500.00	\$105.00	\$115,500.00
60	L-110-5.4	FAA Concrete Encased Electrical Duct Bank, 4W-4"C	LF	800	\$85.00	\$68,000.00	\$160.00	\$128,000.00
61	L-110-5.5	Concrete Encased Electrical Duct Bank, 2W-2"C	LF	250	\$45.00	\$11,250.00	\$85.00	\$21,250.00
62	L-110-5.6	Concrete Encased Electrical Conduit, 1W-2"C	LF	150	\$30.00	\$4,500.00	\$75.00	\$11,250.00
63	L-110-5.7	Non-Encased Electrical Conduit, 1W-2"C	LF	5,900	\$20.00	\$118,000.00	\$15.00	\$88,500.00
64	L-110-5.8	Non-Encased Electrical Conduit, 2W-2"C	LF	250	\$35.00	\$8,750.00	\$20.00	\$5,000.00
65	L-115-5.1	Electrical Junction Structure, L-867 Class 1, Size 16" Diameter by 24" Depth	EA	4	\$1,200.00	\$4,800.00	\$7,000.00	\$28,000.00
66	L-115-5.2	Electrical Junction Structure, L-867 Class 1, Size 12" Diameter by 24" Depth Junction Cans, including Blank Steel Lids	EA	7	\$1,300.00	\$9,100.00	\$5,500.00	\$38,500.00
67	L-115-5.3	Concrete Encased, Prefabricated Electrical Handhole, Size 48"L x 48"W x 48"D	EA	3	\$17,500.00	\$52,500.00	\$40,000.00	\$120,000.00
68	L-115-5.4	FAA Style Communications Handhole, Interior Size 48"L x 48"W x 48"D	EA	5	\$30,000.00	\$150,000.00	\$40,000.00	\$200,000.00
69	L-125-5.2	L-861(L) Base Mounted Runway Edge Light, Installed	EA	3	\$1,600.00	\$4,800.00	\$7,000.00	\$21,000.00
70	L-125-5.3	L-861T(L) Base Mounted Taxiway Edge Light, Installed	EA	54	\$1,600.00	\$86,400.00	\$5,500.00	\$297,000.00
71	L-125-5.6	L-858 Base Mounted, 2-Module Guidance Sign, Installed	EA	5	\$8,000.00	\$40,000.00	\$10,000.00	\$50,000.00
72	L-125-5.7	L-858 Base Mounted, 3-Module Guidance Sign, Installed	EA	3	\$9,000.00	\$27,000.00	\$12,500.00	\$37,500.00
73	L-125-5.8	Existing L-858(L) Guidance Sign, Owner Furnished Contractor Installed (OPCI) Replacement Sign Panels, Installed	EA	11	\$250.00	\$2,750.00	\$200.00	\$2,200.00
74	L-125-5.9	L-853 Retroreflective Taxiway Edge Marker, Surface Mounted, Installed	EA	2	\$650.00	\$1,300.00	\$400.00	\$800.00
75	L-125-5.10	L-858 Base Mounted, 2-Module Style 4 Guidance Sign, Installed	EA	1	\$5,000.00	\$5,000.00	\$8,000.00	\$8,000.00

TOTAL AS BID AMOUNT

\$11,131,285.00

\$13,906,550.00



**MONROE REGIONAL AIRPORT
TAXIWAY D CONSTRUCTION - PHASE 1
BID TABULATION - CONFORMED BASE BID
BID OPENING: WEDNESDAY, JUNE 12, 2024; 2:00PM**

**D & J CONSTRUCTION COMPANY, LLC.
LA NO. 5789**

ITEM NO.	SPEC. NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	ENGINEER'S ESTIMATE		D & J CONSTRUCTION COMPANY, LLC.	
					UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
13	SS-301-5.6	Existing Electrical Manhole, Removed	EA	-1	\$6,000.00	-\$6,000.00	\$22,000.00	-\$22,000.00
18	SS-310-5.3	Temporary Airfield Lighting -- Base Bid Work Area 3A	LS	-100%	\$2,500.00	-\$2,500.00	\$6,000.00	-\$6,000.00
19	SS-310-5.4	Temporary Airfield Lighting -- Base Bid Work Area 4A	LS	-100%	\$3,000.00	-\$3,000.00	\$6,000.00	-\$6,000.00
22	C-105-6.1	Mobilization (Maximum 10% of Total Bid)	LS	-100%	\$4,834.75	-\$4,834.75	\$35,000.00	-\$35,000.00
50	L-108-5.1	No. 8 AWG, 5 kV, L-824, Type C Cable, Installed in Trench, Duct Bank or Conduit	LF	6,640	\$4.50	\$29,880.00	\$5.50	\$36,520.00
52	L-108-5.3	12/C No. 12 AWG, 600V Rated, Armored Type, Copper Cable, Installed in Duct Bank or Conduit	LF	-800	\$25.00	-\$20,000.00	\$35.00	-\$28,000.00
53	L-108-5.4	12-Pair, No. 19 AWG, Copper Shielded, Rodent Resistant, PE-39 Copper Communications Cable, Installed in Duct Bank or Conduit	LF	-2,400	\$25.00	-\$60,000.00	\$80.00	-\$144,000.00
54	L-108-5.5	100-Pair, No. 19 AWG, Copper Shielded, Rodent Resistant, Armored PE-39 Copper Communications Cable, Installed in Duct Bank or Conduit	LF	-1,900	\$125.00	-\$237,500.00	\$160.00	-\$304,000.00
55	L-108-5.6	No. 2 AWG Stranded, 600V Rated, Type THHN/THWN-2, Green Insulated Equipment Ground, Installed in Duct Bank or Conduit	LF	-900	\$8.00	-\$7,200.00	\$7.00	-\$6,300.00
56	L-108-5.7	50-Pair, No. 19 AWG, Copper Shielded, Rodent Resistant, Armored PE-39 Copper Communications Cable, Installed in Duct Bank or Conduit	LF	-1,100	\$75.00	-\$82,500.00	\$160.00	-\$176,000.00
57	L-110-5.1	Concrete Encased Electrical Duct Bank, 12W-2"C	LF	-700	\$250.00	-\$175,000.00	\$275.00	-\$192,500.00
58	L-110-5.2	Non-Encased Electrical Duct Bank, 12W-2"C	LF	-400	\$185.00	-\$74,000.00	\$210.00	-\$84,000.00
59	L-110-5.3	FAA Concrete Encased Electrical Duct Bank, 2W-4"C	LF	-1,100	\$65.00	-\$71,500.00	\$105.00	-\$115,500.00
60	L-110-5.4	FAA Concrete Encased Electrical Duct Bank, 4W-4"C	LF	-800	\$85.00	-\$68,000.00	\$160.00	-\$128,000.00
67	L-115-5.3	Concrete Encased, Prefabricated Electrical Handhole, Size 48"L x 48"W x 48"D	EA	-2	\$17,500.00	-\$35,000.00	\$40,000.00	-\$80,000.00
68	L-115-5.4	FAA Style Communications Handhole, Interior Size 48"L x 48"W x 48"D	EA	-5	\$30,000.00	-\$150,000.00	\$40,000.00	-\$200,000.00

TOTAL REDUCTIONS

-\$967,154.75

-\$1,490,780.00

Mary Fair
 CERTIFIED CORRECT BY MARY FAIR, LA PE #43774
 DIGITALLY SIGNED: JUNE 25, 2024

Richard Richards
 ACCEPTED BY: D & J CONSTRUCTION COMPANY, LLC
 LA NO. 5789



RESOLUTION

STATE OF LOUISIANA

NO. _____

CITY OF MONROE

The following Resolution was offered by Mr. /Ms. _____ who moved for its adoption and was seconded by Mr. /Ms. _____.

A RESOLUTION ACCEPTING THE RFQ RESPONSE OF SERVICE GROUP UNLIMITED, LLC, TO PROVIDE ENVIRONMENTAL REVIEW SERVICES FOR THE LEAD HAZARD CONTROL REDUCTION GRANT AND FURTHER PROVIDING WITH RESPECT THERETO.

WHEREAS, the City of Monroe issued a Request for Qualifications (RFQ) for a qualified firm to provide environmental review services for the Lead Hazard Control Reduction Grant; and

WHEREAS, Service Group Unlimited, LLC submitted a response to the RFQ, and the City has determined that the response is responsive to the RFQ and that Service Group Unlimited, LLC is a responsible vendor, possessing the necessary skills, expertise, and judgment to perform the identified services.

BE IT RESOLVED by the City Council of the City of Monroe, in its legal and regular session convened, that the RFQ response of Service Group Unlimited, LLC, to provide environmental review services for the Lead Hazard Control Reduction Grant, be and at the same is hereby accepted; and

BE IT FURTHER RESOLVED that a designated City representative be and is authorized and empowered to execute a contract with Service Group Unlimited, LLC on behalf of the City of Monroe for said services as outlined in the RFQ.

This Resolution was submitted in writing and was then submitted to a vote as a whole, the vote thereon being as follows:

AYES:

NAYS:

ABSENT:

And the Resolution was declared **ADOPTED** on the _____ day of July 2024.

CHAIRPERSON

CITY CLERK

RESOLUTION

**STATE OF LOUISIANA
CITY OF MONROE**

NO. _____

The following Resolution was offered by Mr. /Ms. _____ who moved for its adoption and was seconded by Mr. /Ms. _____.

A RESOLUTION AMENDING SECTION 2.3 OF THE RULES OF PROCEDURE OF THE MONROE CITY COUNCIL TO PROVIDE ADDITIONAL DUTIES FOR THE COUNCIL CHAIRMAN AND FURTHER PROVIDING WITH RESPECT THERETO.

WHEREAS, Section 2-10(C) of the City of Monroe Home Rule Charter requires the City Council to “establish by resolution its own rules and order of business”;

WHEREAS, the current Rules of Procedure of the Monroe City Council were implemented by Res. No. 576 (01/24/1984), and subsequently amended by Res. No. 4936 (06/13/2006), Res. No. 5641 (12/28/2010), Res. No. 5862 (2/28/2012), Res. No. 5863 (2/28/2012), Res. No. 5864 (2/28/2012), and Res. No. 5996 (12/11/2012);

WHEREAS, the Monroe City Council desires to amend Section 2.3 of the Rule of Procedure, entitled “Duties of the Chairman,” to provide that the Council Chairman shall have approval over all agenda items to be placed on the Council agenda.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Monroe, in its legal and regular session convened, that Section 2.3 of the Rules of Procedure of the Monroe City Council, as established by Resolution No. 576 (01/24/1984), and as amended by Resolution No. 4936 (06/13/2006), Resolution No. 5641 (12/28/2010), Resolution No. 5862 (2/28/2012), Resolution No. 5863 (2/28/2012), Resolution No. 5864 (2/28/2012), Resolution No. 5996 (12/11/2012), is hereby amended as follows:

2.3 DUTIES OF THE CHAIRMAN

The chairman shall review and approve all items to be placed on the Council agenda. The chairman shall preside at all Council meeting and shall be responsible for the orderly conduct of meetings. He shall state each question coming before the Council, shall have the right to limit debate, shall announce the decision of the Council on all subjects, and shall decide all questions of order subject, however to an appeal to the Council on decisions by the Chairman. No person may address the Council unless recognized by the chairman. He shall sign all ordinances and resolutions adopted by the Council during his presence. In the event of his absence, the presiding officer shall sign ordinances or resolutions as then adopted. The chairman shall supervise all employees.

This Resolution was submitted in writing and was then submitted to a vote as a whole, the vote thereon being as follows:

AYES:

NAYS:

ABSENT:

And the Resolution was declared **ADOPTED** on the _____ day of July 2024.

CHAIRPERSON

CITY CLERK

R E S O L U T I O N

STATE OF LOUISIANA

CITY OF MONROE

NO.

576

The following Resolution was offered by Mr. Layton
who moved for its adoption and was seconded by Mr. Bordelon

A RESOLUTION ESTABLISHING IN WRITING RULES OF PROCEDURE FOR THE
MONROE CITY COUNCIL THAT ARE PRESENTLY IN EFFECT.

WHEREAS, the Monroe City Council deems it important to
have its Rules of Procedure in writing, and

WHEREAS, this Resolution would assist citizens in under-
standing the City Council present Rules of Procedures,

NOW, THEREFORE, BE IT RESOLVED, by the City Council of
the City of Monroe, Louisiana, in legal session convened that
the Rules of Procedure set forth herein be and are hereby adopt-
ed as follows:

RULES OF PROCEDURE
CITY COUNCIL

SECTION 1. MEETINGS

1.1 REGULAR MEETINGS.

The City Council shall hold regular meetings on the second and fourth Tuesday of each month, at 7:00 p.m., in the Council Chamber at City Hall. However, when the day fixed for a regular meeting falls on a legal holiday, the meeting shall be held at the same hour on the next succeeding business day. The time, day, or place of a particular regular meeting may be changed by majority vote of the Council, in which case notice of the change shall be given in the manner required for special meetings. (CC,2-10A)

1.2 SPECIAL MEETINGS

Special meetings of the Council may be called by the mayor, the chairman of the Council, or a majority of the authorized membership of the Council and upon no less than twenty-four (24) hours notice to each member. (CC, 2-10A)

1.3 COUNCIL CONFERENCE IN ADVANCE OR REGULAR MEETING.

The Council will meet in a Council Conference in advance of each regular meeting. The Council Conference shall be held in the Council Conference Room at City Hall on the Monday preceding the regular Council meeting at 6:30 p.m. If the day fixed for the Council Conference falls on a legal holiday, the meeting shall be held at a time designated by the chairman. The primary purpose of the Council Conference shall be to review the agenda to be considered at the regular meeting. The meeting shall be open to the public, members of the news media, and other interested parties. No person shall address the meeting unless invited to do so by the Council. A record of the proceedings shall be kept by the Clerk or the Secretary to the Council.

1.4 AGENDA

All matters to be submitted at a regular Council meeting shall be submitted to the Clerk of the Council not later than 12:00 noon on the Wednesday preceding the regular meeting. The Clerk shall

arrange a list of all such matters according to the order of business and furnish each Council member, the mayor, and each department head a copy of the agenda prior to the meeting and as far in advance as time for preparation will permit. The agenda for special meetings shall consist of the matters contained in the notice of that meeting.

1.5 ROLL CALL

Before proceeding with the business of the Council, the Clerk shall call the roll of the members and the names of those present shall be entered in the minutes.

1.6 QUORUM

A quorum shall consist of a majority of the authorized membership of the Council. If less than a quorum be present at a regular or legally called special meeting, those present by a majority vote shall have the power to adjourn to another date.

1.7 ORDER OF BUSINESS.

At regular meetings of the Council the following order of business shall be followed:

- (a) Call to order;
- (b) Roll call;
- (c) Invocation and pledge of allegiance;
- (d) Communications and special announcements;
- (e) Approval of minutes of any previous meeting that has not been approved;
- (f) Public Hearings required by law;
- (g) Bids to be accepted;
- (h) Resolutions requiring only one reading;
- (i) Introduction of resolutions and ordinances;
- (j) Second reading and final adoption of resolutions and ordinances;
- (k) Citizen participation;
- (l) Adjournment;

No business shall be taken up out of the above order of business except by unanimous consent and without debate, or by a two-thirds vote under suspension of the rules.

1.8 READING OF MINUTES

Unless a reading of the minutes of a Council meeting is requested by a member of the Council, the minutes may be approved without reading if the Clerk has previously furnished each member a copy of the minutes.

1.9 VOTING ON ORDINANCES

Except in the case of emergency ordinances, no final action shall be taken on any ordinance at the meeting at which it is introduced. No ordinance shall be considered by the Council unless it has been introduced by motion of a Council member, seconded by another Council member, and approved by a majority of the authorized membership of the Council. After introduction, the ordinance shall lay over until the next regular meeting of the Council, or until such time as the ordinance has been properly advertised, at which time the Council may take final action thereon.

1.10 AMENDMENT TO AN ORDINANCE

A Council member by motion may offer an amendment to an ordinance prior to the vote to introduce the ordinance. No amendment may be offered to an ordinance up to second reading and final adoption, unless the entire ordinance is held over and re-advertised, with the amendment included.

SECTION 2. CHAIRMAN AND VICE-CHAIRMAN

2.1 ELECTION

The chairman and vice-chairman of the Council shall be elected from the members by a majority of the authorized membership of the Council at the first regular meeting held in July of each year.
(CC Sec. 2-10F)

2.2 TERM

The chairman and vice-chairman shall serve for a term of one (1) year, or until their successors have been elected and qualified.

2.3 DUTIES OF THE CHAIRMAN

The chairman shall preside at all Council meetings and shall be responsible for the orderly conduct of meetings. He shall state each question coming before the Council, shall have the right to

limit debate, shall announce the decision of the Council on all subjects, and shall decide all questions of order[?] subject, however to an appeal to the Council on decisions by the Chairman. No person may address the Council unless recognized by the chairman. He shall sign all ordinances and resolutions adopted by the Council during his presence. In the event of his absence, the presiding officer shall sign ordinances or resolutions as then adopted. The chairman shall supervise all employees of the Council.

2.4 DUTIES OF THE VICE-CHAIRMAN

In the absence of the chairman the vice-chairman shall exercise all the duties of the office of the chairman. He shall perform such other duties as are determined by the Council.

2.5 VACANCY

If a vacancy occurs in the office of chairman or vice-chairman, the vacancy shall be filled by majority vote of the authorized membership of the Council. If both the chairman and the vice-chairman are absent from a Council meeting, the members present shall, by majority vote, elect a temporary chairman for that meeting.

SECTION 3. VOTING AT COUNCIL MEETINGS.

3.1 PUTTING THE QUESTION

Questions shall be distinctly put in this form: "All those in favor (here the question is stated) indicate by stating 'Aye'; those opposed 'Nay'; and any 'Abstention'." (Sec. 2-10G)

3.2 VOTING

Every member present when a question is stated from the chair shall vote thereon unless excused by the Council, or unless he asks to be excused because of a personal interest in the question, in which case he shall not vote. There shall be no interruption of the roll call vote. A Council member may explain the reason for his vote after the roll call is completed.

3.3 ROLL CALL VOTES; ROTATION

The Clerk shall maintain a rotating system among the members for roll call votes.

SECTION 4. RULES OF DEBATE

4.1 MOTIONS

No motion shall be put to or debated by the Council unless it has been seconded. When a motion is seconded, it shall be stated by the chairman before debate, and the person proposing the motion shall be entitled to the floor.

4.2 DEBATE

All motions shall be subject to debate except the following:

- (a) Motion to adjourn;
- (b) Motion to table an issue
- (c) Motion for the previous question;

Provided, however, that the proponent of any measure sought to be tabled shall have the right to be heard after the motion to table is made and before the motion is put to vote.

4.3 DIVISION OF QUESTIONS

If any question under consideration contains more than one distinct proposition, the Council by majority vote of the authorized membership may divide the question. If division is voted for an ordinance, the resulting ordinances shall be tabled until the next regular meeting or special meeting is called to consider same.

4.4 APPEAL FROM DECISION OF THE CHAIR

Any member may appeal to the Council from a ruling of the chair, and if the appeal is seconded, the member making the appeal may briefly state his reasons for the appeal and the chair may briefly explain his ruling; however, there shall be no debate on the appeal and no other member shall participate in the discussion. The chair shall then put the question whether the decision of the chair should be sustained, and if a majority of the authorized membership of the Council vote no, the decision of the chair shall be overruled; otherwise, it shall be sustained.

4.5 PROTESTS

Any member shall have the right to have the reasons for his dissent from or protest against any Council action entered in the minutes, or provided in Section 3.2.

4.6 CHAIRMAN MAY DEBATE

The chairman of the Council or such other member as may be presiding, may move, second and debate from the chair as provided in Section 3.2.

4.7 SUSPENSION OF RULES

The rules of procedure shall be suspended or amended only upon affirmative vote of two-thirds of the authorized membership of the Council.

4.8 ROBERT'S RULES OF ORDER

Any procedural matter not covered by law, the Home Rule Charter, or these rules shall be governed by Robert's Rules of Order, Revised.

SECTION 5. CLERK OF COUNCIL

STATUTORY DUTIES

The following statutory references to the duties of the Municipal Clerk are to:

- (a) Advertise for bids on street or sewerage improvements, materials, equipment and construction work; etc., as authorized by the Council;
- (b) Affix municipal seal;

CUSTOMARY DUTIES

Chief among these obligations is to provide the governing body with sufficient background information to enable it to formulate public policy for the municipality.

The Clerk must also have pertinent information available on questions or problems that might be raised by the Council or public at large.

Although not complete, the following is a representative list of the customary duties performed by Clerks in Louisiana:

- (a) Maintain Municipal Minutes;
 - (1) Record the proceedings of the Council
 - (2) Index the proceedings alphabetically
- (b) Keep the Municipal Seal;
- (c) Maintain the Council's Docket;
 - (1) Enter subject matter to be acted upon by the Council

- (d) Examine state statutes and municipal ordinances to determine subject matter requiring action at the next meeting;
- (e) Keep other books and records as provided by municipal ordinance;
- (f) File and preserve all municipal records and papers;
- (g) Receive requests to testify before the governing authority enlarging the boundaries of the Municipality - This is in conjunction with Richard Hopes;
- (h) Receive documents addressed to the Council;
- (i) Answer citizen inquiries made in person, by telephone or by letter;
- (j) Administer the Clerk's Office;
- (k) Maintain the Municipal Code of Ordinances;
- (l) Maintain a follow-up file (Tickler file) and a calendar of upcoming municipal events;
- ~~(m) Receive and open bids;~~
- (n) In some cases act as administrative assistant to the Council;
- (o) Attest or certify documents;
- (p) Accept petitions from the public to the Council;
- (q) Provide information to the general public;

PREPARATION FOR MEETINGS

In preparing the Council Chambers for a meeting, the

Clerk's Office may be responsible for the following tasks:

- (a) Gavel and sounding block at the Chairman's Place;
- (b) Pens and sharpened pencils at the Council's Desks;
- (c) Water pitchers and glasses;
- (d) Microphones (when needed)
- (e) Plug in public address system and check out the entire system (when needed);
- (f) Distribute Council and Staff agenda materials;
- (g) Place supply of agendas for public;
- (h) Check lights, heat and ventilation;
- (i) Provide material prepared for use by the media;

PRESENTATION OF THE COUNCIL AGENDA

The Clerk is required to attend all the regular, adjourned and special meetings of the Council and to keep a full and complete record of its proceedings in a book to be labeled

"Municipal Minutes, City of Monroe," (Home Rule Charter 2-09)

The Clerk will usually be called upon to perform some or all of the following tasks during the course of the meeting:

- (a) Call the roll for attendance records;
- (b) Handle Council correspondence;
- (c) Note the names of Councilmen who introduce and second motions; ordinances and resolutions;
- (d) Repeat motions upon request;
- (e) Call the roll for ordinances, resolutions and other roll-call votes;
- ~~(f) Open bids at all times;~~
- (g) Note when individual Councilmen leave or return to the meeting (for the record);
- (h) Record names and addresses of members of the public who speak at the meeting;
- (i) Maintain the Council's future schedule of hearings or presentations;
- (j) Present reports to the Council;
- (k) Adjourn the meeting if all Councilmen are absent;

SECTION 6. SECRETARY/RECEPTIONIST

- 1. Receives visitors and public in general;
- 2. Answers telephone, taking messages and disbursing such to right party;
- 3. Takes dictation from the Council, Clerk and Research Coordinator for miscellaneous correspondence;
- 4. Does all typing with the exception of the agenda and first draft of the minutes;
- 5. Makes copies of all documents with the exception of the Council's agenda packets;
- 6. Is key operator for the duplicating machine which include adjusting the machine, changing ink carton, turning machine on and off, keeping a supply of paper next to machine, calling service representative, etc.
- 7. Takes care of all miscellaneous filing;
- 8. Keeps scrapbook of newspaper clippings of Council actions;
- 9. Any other routine duties relative to assisting the Clerk and Council;
- 10. Any other duties as directed by the Council;

SECTION 7. RESEARCH COORDINATOR

The duties of the Research Coordinator will include, but not limited to the following:

1. Conducting research in assigned issued areas pursuant to Council requests;
2. Preparing staff memoranda clarifying issues presented to the Council;
3. Preparing draft resolutions and ordinances pursuant to Council requests;
4. Assisting members of the Council in responding to constituent requests;
5. Attending various meetings and briefings at City Hall and other locations when requested by Council;
6. Collecting information from the administration pursuant to requests from members of the City Council;
7. Perform other duties assigned by the City Council;
8. Assist in preparation of Council Budget;

This Resolution having been submitted in writing, introduced and published, was then submitted to a vote as a whole, the vote thereon being as follows:

AYES: *Councilman Mose, Lou, Cully,*
Bordelon and Johnson

NAYS: *None*

ABSENT: *None*

And the Resolution was declared ADOPTED on the 34th day of January, 1984.

Gene Tower
 CHAIRMAN

Janice Reed
 CITY CLERK

RESOLUTION

STATE OF LOUISIANA
CITY OF MONROE

NO. 3280

The following Resolution was introduced by Mr. Stein, who moved for its adoption and was seconded by Mr. More.

A RESOLUTION ESTABLISHING A PROCEDURE WHEREBY INTERESTED PERSONS SHALL BE GIVEN THE OPPORTUNITY TO BE HEARD ON ANY MATTER RELATING TO CITY GOVERNMENT, AND FURTHER PROVIDING WITH RESPECT THERETO.

WHEREAS, pursuant to the provisions of the Home Rule Charter City of Monroe, Louisiana, the Monroe City Council adopted a procedure interested persons would have the opportunity to be heard on any matter to City government by Resolution No.3 of the Monroe City Council, adopted on July 8, 1980.

WHEREAS, the Monroe City Council deems it advisable to amend said Resolution No.3 of the Monroe City Council,

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Monroe, Louisiana, in legal session convened, that we do hereby amend Resolution No.3 of the Monroe City Council, adopted on July 8, 1980, to read as follows:

PROCEDURE FOR PERSONS WISHING TO BE HEARD BY THE MONROE CITY COUNCIL

CITIZENS PARTICIPATION

1. Any person wishing to address the City Council shall so indicate that fact by signing their name and their intended subject matter on a sign-up sheet which shall be located near the entrance to the Council Chambers. The sign-up

5/10/99

sheet shall be collected prior the Citizens Participation portion of the meeting and delivered to the presiding officer of the meeting. The Citizens Participation portion of the council meeting is not a forum for debate but is simply an opportunity for interest persons to speak on any matter or issue relating to city government.

2. The presiding officer of the meeting shall arrange the order of the persons wishing to speak in any way he or she deems advisable.
3. Persons addressing the Council shall be limited to no more than five (5) minutes: Provided however, that questions from the Council to the speaker shall not detract from the speaker's time allotment. The presiding officer of the meeting may grant additional time to any speaker in advance.
4. At the beginning of the Citizens participation portion of the council meeting the presiding officer of the meeting shall read aloud the names of the persons wishing to address the Council in the order in which they will be allowed to speak. The presiding officer of the meeting shall also at this time indicate any person to whom he has granted additional time and the reasons therefor.
5. At this time any member of the Council may appeal the ruling of the presiding officer of the meeting as to the time granted to any individual, including the denial or grant of additional time, in the manner set forth in section 4.4 of the Rules of Procedure of the City Council.
6. The presiding officer of the meeting shall then call, the first speaker, who shall come to the podium located near the front of the council chambers otherwise directed by the presiding officer of the meeting.
7. The speaker shall state his or her name and address for the record and then address the Council. The presiding officer of the meeting shall advise the speaker of the expiration of his or her time allotment and then shall call the next speaker.
8. Speakers shall not be allowed to give all or a portion of their time to another speaker.
9. Speakers shall be courteous and shall conduct themselves in a manner befitting the dignity and nature of the meeting.

5/10/99

10. The presiding officer of the meeting shall have the authority to terminate the time allotted to any speaker who is abusive, argumentative, repetitive, or disruptive.
11. The presiding officer of the meeting shall have the authority to have any person removed from the council chambers if such person refuses to leave the podium.
12. The presiding officer of the meeting shall have the authority to have any person removed from the council chambers if such person is abusive, argumentative, unruly or disruptive.

This Resolution having been submitted in writing, and introduced, was then submitted to a vote as a whole, the vote thereon being as follows:

AYES: Council Members Miller, Dittmose, Stearns & May
NAYS: Councilwoman Katz
ABSENT: None

And the Resolution was declared ADOPTED on the 10th of May, 1999.

Robert E. Stearns
CHAIRMAN

Michelle Robinson
CITY CLERK

RESOLUTION

STATE OF LOUISIANA
CITY OF MONROE

NO. 4936

The following Resolution was introduced by Mr. Katz who moved for its adoption and was seconded by Mr. Gilmore:

A RESOLUTION AMENDING THE WRITTEN RULES OF PROCEDURE FOR THE MONROE CITY COUNCIL THAT ARE CURRENTLY IN EFFECT, AND FURTHER PROVIDING WITH RESPECT THERETO.

WHEREAS, the Monroe City Council deems it necessary to amend its written Rules of Procedure pertaining to the customary duties of the Clerk of the Council; and

WHEREAS, this Resolution will allow a more succinct presentation of published Monroe City Council minutes; and

WHEREAS, this amendment is supported by Opinion of the Louisiana Attorney General's Office (Opinion No. 94-376) and the Louisiana Revised Statutes 43:143.

NOW, THEREFORE, BE IT RESOLVED by the Monroe City Council, in legal session convened, that the written Rules of Procedure are hereby amended to include and to add the provisions set forth herein in bold-type and are hereby adopted as follows:

Section 5. CLERK OF COUNCIL

CUSTOMARY DUTIES

Although not complete, the following is a representative list of the customary duties performed by Clerks in Louisiana:

- (a) Maintain Municipal Minutes;
 - (1) Record the proceedings of the Council
 - (2) Publish all minutes, ordinances, resolutions, budgets and other official proceedings of the City Council. A verbatim transcript is not required for publication.
 - (3) Index the proceedings alphabetically

This Resolution having been submitted in writing and was then submitted to a vote as a whole, the vote thereon being as follows:

AYES: Council members Marx, Katz, Gilmore, Stevens + Johnson

NAYS: None

ABSENT: None

And the Resolution was declared ADOPTED on the 13th day of June, 2006.

Charles S. Riley
CITY CLERK

Robert Estommon
CHAIRMAN

RESOLUTION

STATE OF LOUISIANA

NO. 5599

CITY OF MONROE

The following Resolution was introduced by Gilmore who moved for its adoption and was seconded by Ezernek.

A RESOLUTION AMENDING RESOLUTION NO. 3280 ESTABLISHING A PROCEDURE FOR PUBLIC INPUT ON MATTERS RELATING TO CITY GOVERNMENT AND FURTHER PROVIDING WITH RESPECT THERETO:

WHEREAS, Resolution No. 3280 establishes procedures for persons wishing to be heard by the Monroe City Council; and

WHEREAS, No. 3 of the established procedures sets a time limit of 5 minutes for those persons addressing the City Council and, because of the increase of items on each agenda and number of persons wishing to address the council, there is a need to decrease the number of minutes given to any one person wishing to address any concerns.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MONROE, LOUISIANA:

That No. 3 under Citizens Participation in the Procedure For Persons Wishing To Be Heard By The Monroe City Council which was adopted on May 10, 1999 is hereby amended to read that "Persons addressing the council shall be limited to no more than three (3) minutes."

All further provisions of No. 3 shall remain the same.

This Resolution having been submitted in writing was then submitted to a vote as a whole, the vote thereon being as follows:

AYES: Councilmembers Mary, Ezernek, Gilmore, Stevens & Clark

NAYS: none

ABSENT: none

And the Resolution was declared ADOPTED on the 14th day of September, 2010.

Jay Mant
CHAIRMAN

Carolus S. Riley
CITY CLERK

RESOLUTION

STATE OF LOUISIANA

NO. 5641

CITY OF MONROE

The following Resolution was introduced by Gilmore who moved for its adoption and was seconded by Ezemaak.

A RESOLUTION AMENDING RESOLUTION NO. 576 ESTABLISHING WRITTEN RULES OF PROCEDURE FOR THE MONROE CITY COUNCIL AND FURTHER PROVIDING WITH RESPECT THERETO.

WHEREAS, Resolution No. 576 adopted by the Monroe City Council on January 24, 1984 establishes procedures for the Monroe City Council; and

WHEREAS, the Monroe City Council desires to amend Section 1.1 and delete Section 1.3 of the Rules of Procedure established pursuant to Resolution No. 576.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MONROE, LOUISIANA:

That Section 1.1 of Resolution No. 576 is hereby amended as follows:

Section 1.1 REGULAR MEETINGS

The City Council shall hold regular meetings on the second and fourth Tuesday of each month at 6:00 p.m.

All other provisions of Section 1.1 shall remain unchanged.

Section 1.3 COUNCIL CONFERENCE IN ADVANCE OF REGULAR MEETING.

Section 1.3 shall be deleted in its entirety.

All further provisions of Resolution No. 576 shall remain unchanged.

This Resolution having been submitted in writing and was then submitted to a vote as a whole, the vote thereon being as follows:

AYES: Council members May, Ezemaak, Gilmore + Clark

NAYS: none

ABSENT: Councilman Stevens

And the Resolution was declared ADOPTED on the 28th day of December 2010.

Carolus S. Riley
CITY CLERK

Jay May
CHAIRMAN

RESOLUTION

STATE OF LOUISIANA
CITY OF MONROE

No. 5862

The following Resolution was offered by Mr. Stevens who moved for its adoption and was seconded by Mr. Bilmore.

A RESOLUTION AMENDING THE WRITTEN RULES OF PROCEDURE FOR THE MONROE CITY COUNCIL THAT ARE CURRENTLY IN EFFECT, AND FURTHER PROVIDING WITH RESPECT THERETO. (AMENDMENT TO AN ORDINANCE)

WHEREAS; the Monroe City Council deems it necessary to amend its written Rules of Procedure pertaining to the Amendment to an Ordinance of the City Council; and

WHEREAS, this Resolution would assist citizens in understanding the City Council present Rules of Procedures and; therefore, Resolution No. 576 is hereby amended as follows:

TO DELETE: Section 1.10 AMENDMENT TO AN ORDINANCE

A Council member by motion may offer an amendment to an ordinance prior to the vote to introduce the ordinance. No amendment may be offered to an ordinance up to second reading and final adoption, unless the entire ordinance is held over and re-advertised, with the amendment included.

TO ADD: Section 1.10 AMENDMENT TO AN ORDINANCE

A Council member by motion may offer an amendment to an ordinance prior to the vote to finally adopt the ordinance. If the proposed amendment substantially modifies, changes or alters the original ordinance, then the entire ordinance is held over and re-advertised, with the amendment included.

NOW THEREFORE BE IT RESOLVED by the Monroe City Council of the City of Monroe, Louisiana in legal and regular session convened, that the written Rules of Procedure are hereby amended to include and to add the provisions set forth herein are hereby adopted.

This Resolution having been submitted in writing was then submitted to a vote as a whole, the vote being as follows:

AYES: Councilmembers W. Kemp, Bernack, Bilmore, Stevens & Clark

NAYS: none

ABSENT: none

And the Resolution was declared ADOPTED on the 28th day of February 2012

Carolus S. Liley
CITY CLERK

Jay May
CHAIRMAN

RESOLUTION

STATE OF LOUISIANA
CITY OF MONROE

No. 5863

The following Resolution was offered by Mr. Stevens who moved for its adoption and was seconded by Mr. Clark.

A RESOLUTION AMENDING THE WRITTEN RULES OF PROCEDURE FOR THE MONROE CITY COUNCIL THAT ARE CURRENTLY IN EFFECT, AND FURTHER PROVIDING WITH RESPECT THERETO. (SUBMITTAL TIME OF ITEMS FOR THE AGENDA)

WHEREAS, the Monroe City Council deems it necessary to amend its written Rules of Procedure pertaining to the submittal time for items for the City Council Agenda; and

WHEREAS, this Resolution would extend the time for submitting items for the Council Agenda from 12 Noon until 3:00PM on the Wednesday preceding the regular meeting and; therefore, Resolution No. 576 is hereby amended as follows:

TO AMEND: Section 1.3 AGENDA

All matters to be submitted at a regular Council meeting shall be submitted to the Clerk of the Council not later than (3:00pm) on the Wednesday preceding the regular meeting.

NOW THEREFORE BE IT RESOLVED by the Monroe City Council of the City of Monroe, Louisiana in legal and regular session convened, that the written Rules of Procedure are hereby amended to include and to add the provisions set forth herein are hereby adopted.

This Resolution having been submitted in writing was then submitted to a vote as a whole, the vote being as follows:

AYES: Council members Mary, Eernack, Calrose Stevens & Clark

NAYS: None

ABSENT: None

And the Resolution was declared ADOPTED on the 28th day of February 2012

Jay Mark
CHAIRMAN

Carolus S. Liley
CITY CLERK

RESOLUTION

STATE OF LOUISIANA
CITY OF MONROE

No. 5864

The following Resolution was offered by Mr. Stevens who moved for its adoption and was seconded by Mr. Clark.

A RESOLUTION AMENDING THE WRITTEN RULES OF PROCEDURE FOR THE MONROE CITY COUNCIL THAT ARE CURRENTLY IN EFFECT, AND FURTHER PROVIDING WITH RESPECT THERETO. (CLERK'S ABSENCE)

WHEREAS, the Monroe City Council deems it necessary to amend its written Rules of Procedure pertaining to council meetings in the absence of the Council Clerk for the City Council; and

WHEREAS, this Resolution would provide that in the absence of the Council Clerk from a council meeting that the Staff Secretary/City Attorney would preside in the Clerk's place for that meeting and; therefore, Resolution No. 576 is hereby amended as follows:

TO AMEND: Section 6 SECRETARY/RECEPTIONIST

And add: (12) Staff Secretary/City Attorney preside at Council Meeting in the absence of the Council Clerk.

NOW THEREFORE BE IT RESOLVED by the Monroe City Council of the City of Monroe, Louisiana in legal and regular session convened, that the written Rules of Procedure are hereby amended to include and to add the provisions set forth herein are hereby adopted.

This Resolution having been submitted in writing was then submitted to a vote as a whole, the vote being as follows:

AYES: Councilmembers Ebernack, Gilmore & Clark

NAYS: Councilman Marx & Stevens

ABSENT: None

And the Resolution was declared ADOPTED on the 28th day of February 2012

Jay Marx
CHAIRMAN

Carolus S. Liley
CITY CLERK

RESOLUTION

STATE OF LOUISIANA
CITY OF MONROE

No. 5996

The following Resolution was offered by Mr. Clark who moved for its adoption and was seconded by Mr. Stan.

A RESOLUTION AMENDING THE WRITTEN RULES OF PROCEDURE FOR THE MONROE CITY COUNCIL THAT ARE CURRENTLY IN EFFECT TO INCLUDE LOUISIANA LEGISLATION ENACTED FOR INCLUSION IN RULES OF PROCEDURE BOOKLET, AND FURTHER PROVIDING WITH RESPECT THERETO.

WHEREAS, the Monroe City Council deems it necessary to amend its written Rules of Procedure and incorporate the Louisiana Legislation on Municipal Government for inclusion into the rule book; and

WHEREAS, this Resolution would assist citizens in understanding the City Council present Rules of Procedures and; therefore, Resolution No. 576 is hereby amended as follows:

TO ADD: Louisiana Legislation on Municipal Government (effective 8/2010)

1.6A Any item to be added to the agenda shall only be added upon unanimous consent of the Council Members present and after announcing the purpose of the item and allowing anyone in the audience to speak on the item. (R.S. 33:405(C))

1.6B Allowing public comment period at any point in the meeting prior to action on an agenda item upon which a vote is to be taken. (R.S. 42:5(D))

TO ADD: Clerk, Secretary and Council Coordinator duties as amended for inclusion in new Rules and Procedure Booklet as well as any language updates.

All further provisions of Resolution No. 576 shall remain unchanged.

NOW THEREFORE BE IT RESOLVED by the Monroe City Council of the City of Monroe, Louisiana in legal and regular session convened, that the written Rules of Procedure are hereby amended to include and to add the provisions set forth herein are hereby adopted.

This Resolution having been submitted in writing was then submitted to a vote as a whole, the vote being as follows:

AYES: Council Members May, Eckenroth, Hill, Stan & Clark

NAYS: none

ABSENT: none

And the Resolution was declared ADOPTED on the 11th day of December, 2012

Carolus S. Riley
CITY CLERK

Jay May
CHAIRMAN

ENROLLED

Regular Session, 2010
HOUSE BILL NO. 1307

ACT No. 850

BY REPRESENTATIVE ROSALIND JONES AND SENATOR WALSWORTH

1 AN ACT
2 To amend and reenact R.S. 42:5(D), relative to public comment at open meetings; to require
3 a period of public comment at public meetings prior to a vote on any agenda item;
4 and to provide for related matters.
5 Be it enacted by the Legislature of Louisiana:
6 Section 1. R.S. 42:5(D) is hereby amended and reenacted to read as follows:
7 §5. Meetings of public bodies to be open to the public
8 * * *
9 D. Except school boards, which shall be subject to R.S. 42:5.1, each public
10 body conducting a meeting which is subject to the notice requirements of R.S.
11 42:7(A) shall provide an opportunity for public comment at such meeting, subject
12 to reasonable rules, regulations, and restrictions as adopted by the public body: allow
13 a public comment period at any point in the meeting prior to action on an agenda
14 item upon which a vote is to be taken. The governing body may adopt reasonable
15 rules and restrictions regarding such comment period.

SPEAKER OF THE HOUSE OF REPRESENTATIVES

PRESIDENT OF THE SENATE

GOVERNOR OF THE STATE OF LOUISIANA

APPROVED: _____

Page 1 of 1

CODING: Words in struck-through type are deletions from existing law; words underscoring
are additions.

Rosalind Jones (HB 1307)

Act No. 850

Existing law generally provides that meetings of public bodies be open to the public. Provides exceptions.

Prior law required public bodies to provide an opportunity for public comment at such open meetings, subject to reasonable rules adopted by the body. Existing law, relative only to school boards, requires a public comment period for each agenda item prior to a vote on the item.

New law, relative to public bodies except school boards, requires a public comment period at any point during a public meeting prior to action being taken on an agenda item that requires a vote. Allows the governing body to adopt reasonable rules and restrictions regarding such comment period.

Effective August 15, 2010.

(Amends R.S. 42:5(D))

RULES OF PROCEDURE
CITY COUNCIL

SECTION 1. MEETINGS

1.1 REGULAR MEETINGS (Res. # 5641 amend 12/2010)

The City Council shall hold regular meetings on the second and fourth Tuesday of each month, at 6:00 p.m., in the Council Chamber at City Hall. However, when the day fixed for a regular meeting falls on a legal holiday, the meeting shall be held at the same hour on the next succeeding business day. The time, day, or place of a particular regular meeting may be changed by majority vote of the Council, in which case notice of the change shall be given in the manner required for special meetings. (CC. 2-10A)

1.2 SPECIAL MEETINGS

Special meetings of the Council may be called by the mayor, the chairman of the Council, or a majority of the authorized membership of the Council and upon no less than twenty-four (24) hours notice to each member. (CC. 2-10A)

(Res. No. 5641 deleted entirely Pre-Council Meeting)

1.3 AGENDA

All matters to be submitted at a regular Council meeting shall be submitted to the Clerk of the Council not later than 12:00 noon (3:00pm) on the Wednesday preceding the regular meeting. The Clerk shall arrange a list of all such matters according to the order of business and furnish each Council member, the mayor, and each department head a copy of the agenda prior to the meeting and as far in advance as time for preparation will permit. The agenda for special meetings shall consist of the matters contained in the notice of that meeting. (Res.# 5863 amended 2/28/12)

1.3.1 ROLL CALL

Before proceeding with the business of the Council, the Clerk shall call the roll of the members and the names of those present shall be entered in the minutes.

1.3.2 QUORUM

A quorum shall consist of a majority of the authorized membership of the Council. If less than a quorum be present at a regular or legally called special meeting, those present by a majority vote shall have the power to adjourn to another date.

1.6 ORDER OR BUSINESS

At regular meetings of the Council the following order of business shall be followed:

- (1) Call to order;
- (2) Roll call;
- (3) Invocation and pledge of allegiance;
- (4) Communications and special announcements;
- (5) Approval of minutes of any previous meeting that has not been approved;
- (6) Public Hearings required by law;
- (7) Bids to be accepted;
- (8) Resolutions requiring only one read;
- (9) Introduction of resolutions and ordinances;
- (10) Second reading and final adoption of resolutions and ordinances;
- (11) Citizen Participation; Any person wishing to address the Council prior to a vote on any agenda item shall be limited to 3 minutes. (Res. #5599 amended 9/2010)
- (12) Adjournment;

No business shall be taken out of the above order of business except by unanimous consent and without debate, or by a two-thirds vote under suspension of the rules.

TO ADD: Louisiana Legislation on Municipal Government effective August 2010.

- 1.6A Any item to be added to the agenda shall only be added upon unanimous consent of the Council Members present and after announcing the purpose of the item and allowing anyone in the audience to speak on the item. (R.S. 33:405(C))
- 1.6B Allowing public comment period at any point in the meeting prior to action on an agenda item upon which a vote is to be taken. (R.S. 42:5(D))

1.7 READING OF MINUTES

Unless a reading of the minutes of a Council meeting is requested by a member of the Council, the minutes may be approved without reading if the Clerk has previously furnished each member a copy of the minutes.

1.8 VOTING ON ORDINANCES

Except in the case of emergency ordinances, no final action shall be taken on any ordinance at the meeting at which it is introduced. No ordinance shall be considered by the Council unless it has been introduced by motion of a Council member, seconded by another Council member, and approved by a majority of the authorized membership of the Council. After introduction, the ordinance shall lay over until the next regular meeting of the Council, or until such time as the ordinance has been properly advertised, at which time the Council may take final action thereon.

1.9 AMENDMENT TO AN ORDINANCE

A Council Member by motion may offer an amendment to an ordinance prior to the vote to finally adopt the ordinance. If the proposed amendment substantially modifies, changes or alters the original ordinance then the entire ordinance is held over and re-advertised, with the amendment included. (Res. #5862 amended 2/28/12)

SECTION 2. CHAIRMAN AND VICE-CHAIRMAN

2.1 ELECTION

The chairman and vice-chairman of the Council shall be elected from the members by a majority of the authorized membership of the Council at the first regular meeting held in July of each year. (CC Sec. 2-10F)

2.2 TERM

The chairman and vice-chairman shall serve for a term of one (1) year, or until their successors have been elected and qualified.

2.3 DUTIES OF THE CHAIRMAN

The chairman shall preside at all Council Meetings and shall be responsible for the orderly conduct of meetings. He shall state each question coming before the Council, shall have the right to limit debate, shall announce the decision of the Council on all subjects, and shall decide all questions of order subject, however to appeal to the Council on decisions by the Chairman. No person may address the Council unless recognized by the chairman. He shall sign all ordinances and resolutions adopted by the Council during this presence. In the event of his absence, the presiding officer shall sign ordinances or resolutions as then adopted. The chairman shall supervise all employees of the Council.

2.4 DUTIES OF THE VICE-CHAIRMAN

In the absence of the chairman the vice-chairman shall exercise all the duties of the office of the chairman. He shall perform such other duties as are determined by the Council.

2.5 VACANCY

If a vacancy occurs in the office of chairman or vice-chairman, the vacancy shall be filled by majority vote of the authorized membership of the Council. If both the chairman and the vice-chairman are absent from the Council meeting, the members present shall, by majority vote, elect a temporary chairman for that meeting.

SECTION 3. VOTING AT COUNCIL MEETINGS

3.1 PUTTING THE QUESTION

Questions shall be distinctly put in this form:

“All those in favor (here the question is stated) indicate by stating ‘Aye’; those opposed ‘Nay’; and any ‘Abstention’.” (Sec 2-10G)

3.2 VOTING

Every member present when a question is stated from the chair shall vote thereon unless excused by the Chairman, or unless he asks to be excused because of a personal interest in the question, in which case he shall not vote. There shall be no interruption of the roll call vote after the roll call is completed.

3.3 ROLL CALL VOTES; ROTATION

The Clerk shall maintain a rotating system among the members for roll call votes.

SECTION 4. RULES OF DEBATE

4.1 MOTIONS

No motion shall be put to or debated by the Council unless it has been seconded. When a motion is seconded, it shall be stated by the chairman before debate, and the person proposing the motion shall be entitled to the floor.

4.2 DEBATE

All motions shall be subject to debate except the following:

- (1) Motion to adjourn;
- (2) Motion to table an issue;
- (3) Motion for the previous question;

Provided, however, that the proponent of any measure sought to be tabled shall have the right to be heard after the motion to table is made and before the motion is put to vote.

4.3 DIVISION OF QUESTIONS

If any question under consideration contains more than one distinct proposition, the Council by majority vote of the authorized membership may divide the question. If division is voted for an ordinance, the resulting ordinances shall be tabled until the next regular meeting or special meeting is called to consider same.

4.4 APPEAL FROM DECISION OF THE CHAIR

Any member may appeal to the Council from a ruling of the chair, and if the appeal is seconded, the member making the appeal may briefly state his reasons for the appeal and the chair may briefly explain his ruling; however, there shall be no debate on the appeal and no other member shall participate in the discussion. The chair shall then put the question whether the decision of the chair should be sustained, and if a majority of the authorized membership of the Council vote no, the decision of the chair shall be overruled; otherwise, it shall be sustained.

4.5 PROTESTS

Any member shall have the right to have the reasons for his dissent from or protest against any Council action entered in the minutes, or provided in Section 3.2.

4.6 CHAIRMAN MAY DEBATE

The chairman of the Council or such other member as may be presiding, may move, second and debate from the chair as provided in Section 3.2.

4.7 SUSPENSION OF RULES

The rules of procedure shall be suspended or amended only upon affirmative vote of two-thirds of the authorized membership of the Council.

4.8 ROBERT'S RULES OF ORDER

Any procedural matter not covered by law, the Home Rule Charter, or these rules shall be governed by Robert's Rules of Order, Revised.

SECTION 5. CLERK OF COUNCIL

STATUTORY DUTIES

The following statutory references to the duties of the Municipal Clerk are to:

- (1) As Municipal Clerk receive the Certification Designation as a Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) in Municipal Government and maintain such through continued education in the Municipal Clerks Association and the International Clerk Association.

~~(a) Advertise for bids on street or sewerage improvements, materials, equipment and construction work, etc., as authorized by the Council;~~

(2) As Municipal Clerk affix municipal seal;

CUSTOMARY DUTIES

Chief among these obligations is to provide the governing body with sufficient background information to enable it to formulate public policy for the municipality.

The Clerk must also have pertinent information available on questions or problems that might be raised by the Council or public at large.

Although not complete, the following is a representation of a list of customary duties performed by Clerks in Louisiana:

- (1) Maintain Municipal Minutes;
 - (a) Record the proceedings of the Council;
 - (b) Index the proceedings alphabetically;
- (2) Keep the Municipal Seal;
- (3) Maintain the Council's Docket; Agenda
 - (a) Enter subject matter to be acted upon by the Council;
- (4) Examine state statutes and municipal ordinances to determine subject matter requiring action at the next meeting;
- (5) Keep other books and records as provided by municipal ordinance;
- (6) File and preserve all municipal records and papers;
- (7) Receive requests to testify before the governing authority enlarging the boundaries of the Municipality – This is in conjunction with the Planning Director;
- (8) Receive documents addressed to the Council;
- (9) Answer citizen inquiries made in person, by telephone or by letter;

- (10) Administer the Clerk's Office;
 - (a) Budget expenses for day to day operations of the Clerk's Office and prepare payroll
 - (b) Maintain City Council Website
 - (c) Submit forms to Secretary of State
 - (d) Make travel arrangement for Councilmen Members
- (11) Maintain the Municipal Code of Ordinances;
 - (a) Supplement update for Code Book and posting to the City's Website.
- ~~(12) Maintain a follow-up file (Tickler file) and a calendar of upcoming municipal events in the Council Chamber and Conference Room; (Council Meetings, Board Meetings, Environmental Court, Public Hearings etc.) (Add to Secretary)~~
- ~~(m) Receive and open bids;~~
- (12) In some cases act as administrative assistant to the Council;
- (13) Attest or certify documents;
 - (a) Bonds, Resolutions, Ordinances etc.
- (14) Accept petitions from the public to the Council;
- (15) Provide information to the general public;

PREPARATION FOR MEETINGS

In preparing the Council Chambers for a meeting, the Clerk's Office may be responsible for the following tasks:

- (1) Gavel and sounding block at the Chairman's Place;
- (2) Pens and sharpened pencils at the Council's Desks;
- (3) Water pitchers and glasses;
- (4) Microphones (when needed);

- (5) Plug in public address system and check out the entire system (when needed);
- ~~(6) Distribute Council and Staff agenda materials; Agenda (Add to Secretary)~~
- ~~(7) Place supply of agendas for public; (Add to Secretary)~~
- (8) Check lights, heat and ventilation;
- ~~(9) Provide material prepared Agenda Packets for use by the media; (Add to Secretary)~~

PRESENTATION OF THE COUNCIL AGENDA

The Clerk is required to attend all the regular, adjourned and special meetings of the Council and to keep a full and complete record of its proceedings in a book to be labeled "Municipal Minutes, City of Monroe," (Home Rule charter 2-09)

The Clerk will usually be called upon to perform some or all of the following tasks during the course of the meeting:

- (1) Call the roll for attendance records;
- (2) Handle council correspondence;
- (3) Note the names of Councilmen Members who introduce and second motions, ordinances and resolutions;
- (4) Repeat motions upon request;
- (5) Call the roll for ordinances, resolutions and other roll-call votes;
- ~~(6) Open bids at all times;~~
- (6) Note when individual Councilmen Members leave or return to the meeting (for the record);
- (7) Record names and addresses of members of the public who speak at the meeting;
- (8) Maintains the Council's future schedule of hearings or presentations;
- (9) Present reports to the Council;

- (10) Clerk, Secretary and/or City Attorney adjourn the meeting if all Councilmen Members are absent;

SECTION 6. SECRETARY/RECEPTIONIST

- (1) Receives visitors and public in general;
- (2) Answers telephone, taking messages and disbursing such to right party;
- (3) Takes dictation from the Councilmen Members, Clerk and Research Coordinator for miscellaneous correspondence;
- (4) Maintain a follow-up file and a calendar of upcoming municipal events in the Council Chamber and Conference Room; (Council Meetings, Board Meetings, Environmental Court, Public Hearings etc.)
- (5) Does all typing including the first draft of the minutes, data entry and/or scanning of Ordinances and Resolution with the exception of the agenda;
- (6) Makes copies of all documents including ~~with the exception of~~ the Council's agenda packets and distribute to Councilmen Members and Department heads;
 - (a) Provide and supply agendas for public distribution and agenda packets for use by the media
- (7) Prepare and distribute add-on material for the agenda to Councilmen Members, mayor, city attorney and administrator.
- (8) Is key operator for the duplicating copier machine which include adjusting the machine, changing ink carton, turning machine on and off, keeping a supply of paper next to machine, calling service representative, etc.
- (9) Takes care of all miscellaneous filing;
- (10) Keeps scrapbook of newspaper clippings of council actions, keep minute book, check newspaper ads published and provide copies and/or research information on ordinances and resolution as requested by the Council or the public etc.;

- (11) Any other routine duties relative to assisting the Clerk, Councilmen Members and Coordinator;
- (12) Secretary/city attorney conduct council meeting in absence of the Clerk. (Res. #5864 amended 2/28/12)
13. Any other duties as directed by the Councilmen Members and Clerk;

DELETE:

~~SECTION 7. RESEARCH COORDINATOR~~

~~The duties of the Research Coordinator will include but not limited to the following:~~

- ~~(1) Conducting research in assigned issued areas pursuant to Council requests;~~
- ~~(2) Preparing staff memoranda clarifying issues presented to the Council;~~
- ~~(3) Preparing draft resolutions and ordinances pursuant to Council requests;~~
- ~~(4) Assisting members of the Council in responding to constituent requests;~~
- ~~(5) Attending various meetings and briefings at City Hall and other locations when requested by Council;~~
- ~~(6) Collecting information from the administration pursuant to requests from members of the City Council;~~
- ~~(7) Perform other duties assigned by the City Council~~
- ~~(8) Assist in preparation of Council's Budget;~~

TO ADD:

SECTION 7. COUNCIL RESEARCH COORD./AIDE

The duties of the Research Coordinator will include, but not limited to the following:

- (1) Assist the Council members in receiving, investigating and responding to constituent's complaints or requests;

- (2) Assist the Council members in coordinating and planning their district calendars and community meetings;
- (3) Assist the Council members in establishing, maintaining and enhancing neighborhood watch programs within their district;
- (4) Attend various meetings, press conferences, briefings and other functions on behalf of the Council Members when requested;
- (5) Collecting information from the Administration and various departments pursuant to request from members of the City Council;
- (6) Conducting research in assigned issued areas pursuant to Council requests
- (7) Preparing staff memorandum clarifying issues presented to the Council;
- (8) Preparing draft resolutions and ordinances pursuant to the Council requests;
- (9) Assist the Council in preparation of the Council's budget; and
- (10) Perform other duties as assigned by the City Council Members.
 - (a) ~~Submit weekly reports to the Chairman~~

RULES OF PROCEDURE
CITY COUNCIL

SECTION 1. MEETINGS

1.1 REGULAR MEETINGS (Res. # 5641 amend 12/2010)

The City Council shall hold regular meetings on the second and fourth Tuesday of each month, at 6:00 p.m., in the Council Chamber at City Hall. However, when the day fixed for a regular meeting falls on a legal holiday, the meeting shall be held at the same hour on the next succeeding business day. The time, day, or place of a particular regular meeting may be changed by majority vote of the Council, in which case notice of the change shall be given in the manner required for special meetings. (CC. 2-10A)

1.2 SPECIAL MEETINGS

Special meetings of the Council may be called by the mayor, the chairman of the Council, or a majority of the authorized membership of the Council and upon no less than twenty-four (24) hours notice to each member. (CC. 2-10A)

(Res. No. 5641 deleted entirely Pre-Council Meeting)

1.3 AGENDA

All matters to be submitted at a regular Council meeting shall be submitted to the Clerk of the Council not later than (3:00pm) on the Wednesday preceding the regular meeting. The Clerk shall arrange a list of all such matters according to the order of business and furnish each Council member, the mayor, and each department head a copy of the agenda prior to the meeting and as far in advance as time for preparation will permit. The agenda for special meetings shall consist of the matters contained in the notice of that meeting. (Res. No. 5863 amended 2/28/12)

1.3.1 ROLL CALL

Before proceeding with the business of the Council, the Clerk shall call the roll of the members and the names of those present shall be entered in the minutes.

1.3.2 QUORUM

A quorum shall consist of a majority of the authorized membership of the Council. If less than a quorum be present at a regular or legally called special meeting, those present by a majority vote shall have the power to adjourn to another date.

1.6 ORDER OR BUSINESS

At regular meetings of the Council the following order of business shall be followed:

- (1) Call to order;
- (2) Roll call;
- (3) Invocation and pledge of allegiance;
- (4) Communications and special announcements;
- (5) Approval of minutes of any previous meeting that has not been approved;
- (6) Public Hearings required by law;
- (7) Bids to be accepted;
- (8) Resolutions requiring only one read;
- (9) Introduction of resolutions and ordinances;
- (10) Second reading and final adoption of resolutions and ordinances;
- (11) Citizen Participation; Any person wishing to address the Council prior to a vote on any agenda item shall be limited to 3 minutes. (Res. #5599 amended 9/2010)
- (12) Adjournment;

No business shall be taken out of the above order of business except by unanimous consent and without debate, or by a two-thirds vote under suspension of the rules.

Louisiana Legislation on Municipal Government effective August 2010.

- 1.6A Any item to be added to the agenda shall only be added upon unanimous consent of the Council Members present and after announcing the purpose of the item and allowing anyone in the audience to speak on the item. (R.S. 33:405(C)) Res. No. 5996
- 1.6B Allowing public comment period at any point in the meeting prior to action on an agenda item upon which a vote is to be taken. (R.S. 42:5(D)) Res. No. 5996

1.7 READING OF MINUTES

Unless a reading of the minutes of a Council meeting is requested by a member of the Council, the minutes may be approved without reading if the Clerk has previously furnished each member a copy of the minutes.

1.8 VOTING ON ORDINANCES

Except in the case of emergency ordinances, no final action shall be taken on any ordinance at the meeting at which it is introduced. No ordinance shall be considered by the Council unless it has been introduced by motion of a Council member, seconded by another Council member, and approved by a majority of the authorized membership of the Council. After introduction, the ordinance shall lay over until the next regular meeting of the Council, or until such time as the ordinance has been properly advertised, at which time the Council may take final action thereon.

1.9 AMENDMENT TO AN ORDINANCE

A Council Member by motion may offer an amendment to an ordinance prior to the vote to finally adopt the ordinance. If the proposed amendment substantially modifies, changes or alters the original ordinance then the entire ordinance is held over and re-advertised, with the amendment included. (Res. #5862 amended 2/28/12)

SECTION 2. CHAIRMAN AND VICE-CHAIRMAN

2.1 ELECTION

The chairman and vice-chairman of the Council shall be elected from the members by a majority of the authorized membership of the Council at the first regular meeting held in July of each year. (CC Sec. 2-10F)

2.2 TERM

The chairman and vice-chairman shall serve for a term of one (1) year, or until their successors have been elected and qualified.

2.3 DUTIES OF THE CHAIRMAN

The chairman shall preside at all Council Meetings and shall be responsible for the orderly conduct of meetings. He shall state each question coming before the Council, shall have the right to limit debate, shall announce the decision of the Council on all subjects, and shall decide all questions of order subject, however to appeal to the Council on decisions by the Chairman. No person may address the Council unless recognized by the chairman. He shall sign all ordinances and resolutions adopted by the Council during this presence. In the event of his absence, the presiding officer shall sign ordinances or resolutions as then adopted. The chairman shall supervise all employees of the Council.

2.4 DUTIES OF THE VICE-CHAIRMAN

In the absence of the chairman the vice-chairman shall exercise all the duties of the office of the chairman. He shall perform such other duties as are determined by the Council.

2.5 VACANCY

If a vacancy occurs in the office of chairman or vice-chairman, the vacancy shall be filled by majority vote of the authorized membership of the Council. If both the chairman and the vice-chairman are absent from the Council meeting, the members present shall, by majority vote, elect a temporary chairman for that meeting.

SECTION 3. VOTING AT COUNCIL MEETINGS

3.1 PUTTING THE QUESTION

Questions shall be distinctly put in this form:

“All those in favor (here the question is stated) indicate by stating ‘Aye’; those opposed ‘Nay’; and any ‘Abstention’.” (Sec 2-10G)

3.2 VOTING

Every member present when a question is stated from the chair shall vote thereon unless excused by the Chairman, or unless he asks to be excused because of a personal interest in the question, in which case he shall not vote. There shall be no interruption of the roll call vote after the roll call is completed.

3.3 ROLL CALL VOTES; ROTATION

The Clerk shall maintain a rotating system among the members for roll call votes.

SECTION 4. RULES OF DEBATE

4.1 MOTIONS

No motion shall be put to or debated by the Council unless it has been seconded. When a motion is seconded, it shall be stated by the chairman before debate, and the person proposing the motion shall be entitled to the floor.

4.2 DEBATE

All motions shall be subject to debate except the following:

- (1) Motion to adjourn;
- (2) Motion to table an issue;
- (3) Motion for the previous question;

Provided, however, that the proponent of any measure sought to be tabled shall have the right to be heard after the motion to table is made and before the motion is put to vote.

4.3 DIVISION OF QUESTIONS

If any question under consideration contains more than one distinct proposition, the Council by majority vote of the authorized membership may divide the question. If division is voted for an ordinance, the resulting ordinances shall be tabled until the next regular meeting or special meeting is called to consider same.

4.4 APPEAL FROM DECISION OF THE CHAIR

Any member may appeal to the Council from a ruling of the chair, and if the appeal is seconded, the member making the appeal may briefly state his reasons for the appeal and the chair may briefly explain his ruling; however, there shall be no debate on the appeal and no other member shall participate in the discussion. The chair shall then put the question whether the decision of the chair should be sustained, and if a majority of the authorized membership of the Council vote no, the decision of the chair shall be overruled; otherwise, it shall be sustained.

4.5 PROTESTS

Any member shall have the right to have the reasons for his dissent from or protest against any Council action entered in the minutes, or provided in Section 3.2.

4.6 CHAIRMAN MAY DEBATE

The chairman of the Council or such other member as may be presiding, may move, second and debate from the chair as provided in Section 3.2.

4.7 SUSPENSION OF RULES

The rules of procedure shall be suspended or amended only upon affirmative vote of two-thirds of the authorized membership of the Council.

4.8 ROBERT'S RULES OF ORDER

Any procedural matter not covered by law, the Home Rule Charter, or these rules shall be governed by Robert's Rules of Order, Revised.

SECTION 5. CLERK OF COUNCIL

STATUTORY DUTIES

The following statutory references to the duties of the Municipal Clerk are to:

- (1) As Municipal Clerk receive the Certification Designation as a Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) in Municipal Government and maintain such through continued education in the Municipal Clerks Association and the International Clerk Association.
- (2) As Municipal Clerk affix municipal seal;

CUSTOMARY DUTIES

Chief among these obligations is to provide the governing body with sufficient background information to enable it to formulate public policy for the municipality.

The Clerk must also have pertinent information available on questions or problems that might be raised by the Council or public at large.

Although not complete, the following is a representation of a list of customary duties performed by Clerks in Louisiana:

- (1) Maintain Municipal Minutes;
 - (a) Record the proceedings of the Council;
 - (b) Index the proceedings alphabetically;
- (2) Keep the Municipal Seal;
- (3) Maintain the Council's Agenda;
 - (a) Enter subject matter to be acted upon by the Council;
- (4) Examine state statutes and municipal ordinances to determine subject matter requiring action at the next meeting;
- (5) Keep other books and records as provided by municipal ordinance;
- (6) File and preserve all municipal records and papers;
- (7) Receive requests to testify before the governing authority enlarging the boundaries of the Municipality – This is in conjunction with the Planning Director;
- (8) Receive documents addressed to the Council;
- (9) Answer citizen inquiries made in person, by telephone or by letter;
- (10) Administer the Clerk's Office;
 - (a) Budget expenses for day to day operations of the Clerk's Office and prepare payroll
 - (b) Maintain City Council Website

- (c) Submit forms to Secretary of State
 - (d) Make travel arrangement for Council Members
- (11) Maintain the Municipal Code of Ordinances;
 - (a) Supplement update for Code Book and posting to the City's Website.
 - (12) In some cases act as administrative assistant to the Council;
 - (13) Attest or certify documents;
 - (a) Bonds, Resolutions, Ordinances etc.
 - (14) Accept petitions from the public to the Council;
 - (15) Provide information to the general public;

PREPARATION FOR MEETINGS

In preparing the Council Chambers for a meeting, the Clerk's Office may be responsible for the following tasks:

- (1) Gavel and sounding block at the Chairman's Place;
- (2) Pens and sharpened pencils at the Council's Desks;
- (3) Water pitchers and glasses;
- (4) Microphones (when needed);
- (5) Plug in public address system and check out the entire system (when needed);
- (7) Check lights, heat and ventilation;

PRESENTATION OF THE COUNCIL AGENDA

The Clerk is required to attend all the regular, adjourned and special meetings of the Council and to keep a full and complete record of its proceedings in a book to be labeled "Municipal Minutes, City of Monroe," (Home Rule charter 2-09)

The Clerk will usually be called upon to perform some or all of the following tasks during the course of the meeting:

- (1) Call the roll for attendance records;
- (2) Handle council correspondence;
- (3) Note the names of Council Members who introduce and second motions, ordinances and resolutions;
- (4) Repeat motions upon request;
- (5) Call the roll for ordinances, resolutions and other roll-call votes;
- (6) Note when individual Council Members leave or return to the meeting (for the record);
- (7) Record names and addresses of members of the public who speak at the meeting;
- (8) Maintains the Council's future schedule of hearings or presentations;
- (9) Present reports to the Council;
- (10) Clerk, Secretary and/or City Attorney adjourn the meeting if all Council Members are absent;

SECTION 6. SECRETARY/RECEPTIONIST

- (1) Receives visitors and public in general;
- (2) Answers telephone, taking messages and disbursing such to right party;
- (3) Takes dictation from the Council Members, Clerk and Research Coordinator for miscellaneous correspondence;
- (4) Maintain a follow-up file and a calendar of upcoming municipal events in the Council Chamber and Conference Room; (Council Meetings, Board Meetings, Environmental Court, Public Hearings etc.)
- (5). Does all typing including the first draft of the minutes, data entry and/or scanning of Ordinances and Resolution with the exception of the agenda;

- (6). Makes copies of all documents including the Council's agenda packets and distribute to Council Members and Department heads;
 - (a) Provide and supply agendas for public distribution and agenda packets for use by the media
- (7) Prepare and distribute add-on material for the agenda to Council Members, mayor, city attorney and administrator.
- (8) Is key operator for the copier machine which include adjusting the machine, changing ink carton, turning machine on and off, keeping a supply of paper next to machine, calling service representative, etc.
- (9) Takes care of all miscellaneous filing;
- (10) Keeps scrapbook of newspaper clippings of council actions, keep minute book, check newspaper ads published and provide copies and/or research information on ordinances and resolution as requested by the Council or the public etc.;
- (11) Any other routine duties relative to assisting the Clerk, Council Members and Coordinator;
- (12) Secretary/city attorney conduct council meeting in absence of the Clerk. (Res. #5864 amended 2/28/12)
- (13) Any other duties as directed by the Council Members and Clerk;

SECTION 7. COUNCIL RESEARCH COORD./AIDE

The duties of the Research Coordinator will include, but not limited to the following:

- (1) Assist the Council members in receiving, investigating and responding to constituent's complaints or requests;
- (2) Assist the Council members in coordinating and planning their district calendars and community meetings;
- (3) Assist the Council members in establishing, maintaining and enhancing neighborhood watch programs within their district;

- (4) Attend various meetings, press conferences, briefings and other functions on behalf of the Council Members when requested;
- (5) Collecting information from the Administration and various departments pursuant to request from members of the City Council;
- (6) Conducting research in assigned issued areas pursuant to Council requests
- (7) Preparing staff memorandum clarifying issues presented to the Council;
- (8) Preparing draft resolutions and ordinances pursuant to the Council requests;
- (9) Assist the Council in preparation of the Council's budget; and
- (10) Perform other duties as assigned by the City Council Members.

RESOLUTION

STATE OF LOUISIANA

NO. _____

CITY OF MONROE

The following Resolution was offered by Mr. /Ms. _____ who moved for its adoption and was seconded by Mr. /Ms. _____.

A RESOLUTION CONFIRMING THE APPOINTMENT OF ANNA M. REED TO THE BOARD OF COMMISSIONERS FOR THE SOUTHSIDE ECONOMIC DEVELOPMENT DISTRICT AND FURTHER PROVIDING WITH RESPECT THERETO.

WHEREAS, La. R.S. 33:2740.51 authorizes the City Council to appoint three members to the Board of Commissioners of the Southside Economic Development District for a three-year term;

WHEREAS, there is a vacancy on the Board of Commissioners due to the expiration of the term of Marty Campbell, a previous City Council appointee; and

WHEREAS, the City Council desires to appoint Anna M. Reed, a qualified elector of Ouachita Parish, to the Board of Commissioners of the Southside Economic Development District for a three-year term beginning on July 10, 2024, and ending on July 9, 2027.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Monroe, Louisiana, in legal and regular session convened, that Anna M. Reed, be, and is hereby, appointed as a member of the Board of Commissioners of the Southside Economic Development District for a three-year term, beginning July 10, 2024, and ending July 9, 2027.

This Resolution was submitted in writing and was then submitted to a vote as a whole. The vote thereon being as follows:

AYES:

NAYS:

ABSENT:

And the Resolution was declared **ADOPTED** on the _____ day of July 2024.

CHAIRPERSON

CITY CLERK

RESOLUTION

STATE OF LOUISIANA

NO. _____

CITY OF MONROE

The following Resolution was offered by Mr. /Ms. _____ who moved for its adoption and was seconded by Mr. /Ms. _____.

A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH PROWORKS PRODUCTIONS, LLC TO PROVIDE VIDEOGRAPHY SERVICES FOR THE MONROE CITY COUNCIL AND FURTHER PROVIDING WITH RESPECT THERETO.

WHEREAS, the Monroe City Council desires to use professional videography services to produce videos and segments that will keep the public informed on the business of the Monroe City Council, matters affecting City Council Districts, and about other public concerns within the City of Monroe;

WHEREAS, Proworks Productions, LLC has provided professional videography services to the Monroe City Council since 2014;

WHEREAS, the City Council desires to use Proworks Productions, LLC to produce video monthly video segments for City Council members and to produce an annual livestream production for the City Council;

WHEREAS, a copy of the Professional Services Agreement between the City of Monroe and Proworks Productions, LLC is attached hereto and made part hereof.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Monroe, Louisiana, in legal and regular session convened, that Stacey Rowell, Director of Administration is authorized to enter into and execute the attached Professional Services Agreement between the City of Monroe and Proworks Productions, LLC.

This Resolution was submitted in writing and was then submitted to a vote as a whole. The vote thereon being as follows:

AYES:

NAYS:

ABSENT:

And the Resolution was declared **ADOPTED** on the _____ day of July 2024.

CHAIRPERSON

CITY CLERK

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE CITY OF MONROE
AND
PROWORKS PRODUCTIONS, LLC**

THIS AGREEMENT is made on this ____ day of July, 2024, by and between the **City of Monroe** (“**City**”) and **Proworks Productions, LLC** (“**Consultant**”).

I. Purpose

The purpose of this Agreement is to provide the Monroe City Council with professional videography services to produce videos and segments that will keep the public informed on the business of the Monroe City Council, matters affecting City Council Districts, and about other public concerns within the City of Monroe.

II. Scope of Work

Consultant agrees to perform professional videography services for the Monroe City Council, including producing up to two (2) video segments of at least five (5) minutes in length per Councilperson per month. All completed video segments shall be made available to the Councilperson upon request. **Consultant** shall also produce one livestream production per year for the City Council. **Consultant** shall only perform additional work as requested by the Monroe City Council.

III. Compensation and Payment

City, through the Monroe City Council, agrees to pay **Consultant** \$1,500.00 per month for services performed under this **Agreement**. **Consultant** shall only perform work requested by the **City** under this **Agreement**.

Consultant shall submit a monthly invoice to the **City** with a description of all services performed under this **Agreement**. **City** shall notify **Consultant** of any deficiencies in the services or the amounts charged in writing within five (5) business days of receipt of the invoice, and **Consultant** agrees to remedy described deficiencies promptly. The invoice shall be paid within fifteen (15) days after the **City**'s acceptance and approval of the invoice.

Any additional fees or expenses must be presented in writing and approved in writing by the **City** *prior* to services being rendered. Any additional services rendered without prior approval in writing shall be at the expense of **Consultant**. **Consultant** shall be responsible for his/her own travel, meals, lodging and other business expenses.

IV. Independent Contractor Status

City and **Consultant** intend that **Consultant** shall be an independent contractor in the performance of these services.

V. Term and Termination

This **Agreement** shall commence on the **July 15, 2024** and end on **July 14, 2026**, unless otherwise terminated sooner or mutually extended by the parties. This **Agreement** is terminable at any time in the will of either **City** or **Consultant**.

VI. Termination for Cause

This Agreement may be terminated for cause immediately upon written notice if the Monroe City Council determines, in its sole discretion, that the services provided for herein are not being rendered, not being rendered timely, or not being rendered satisfactorily.

VII. Non-Appropriation

The continuation of this Agreement is contingent upon the appropriation of funds by the Monroe City Council to fulfill the requirements of this Agreement. If the Monroe City Council fails to appropriate sufficient monies to provide for the continuation of the Agreement, or if such appropriation is reduced by the veto of the Mayor or by any means provided in the City of Monroe Home Rule Charter, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of this Agreement, this Agreement shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated. No penalty shall accrue to the City in the event this provision is exercised, and the City shall not be obligated or liable for any future payments due or for any damages as a result of termination due to non-appropriation.

VIII. Governing Law and Venue

This Agreement shall be governed by Louisiana law. Any action or dispute arising out of or related to this Agreement shall be brought in the Fourth Judicial District Court, Ouachita Parish.

CITY OF MONROE

CONSULTANT

BY: _____
Stacey Rowell
Director of Administration

BY: _____
Kita Wright
Proworks Productions, LLC

RESOLUTION

STATE OF LOUISIANA

NO. _____

CITY OF MONROE

The following Resolution was introduced by Mr. _____ who moved for its adoption and was seconded by Mr. _____.

RESOLUTION GRANTING AN EXCEPTION TO THE OPEN CONTAINER ORDINANCE TO THE TWIN CITY ART FOUNDATION FOR AN EXHIBITION RECEPTION AND TALK FOR ANGELA FRALEIGH: WITH READY EYES, AT THE MASUR MUSEUM OF ART) PURSUANT TO MONROE CITY CODE SEC. 12-231 D. (OPEN CONTAINER ORDINANCE), AND FURTHER PROVIDING WITH RESPECT THERETO.

WHEREAS, The Twin City Art Foundation applied to the Monroe City Council pursuant to Monroe City Code Sec. 12-231 D., for a permit for a special event, "An Exhibition Reception and talk for Angela Fraleigh: With Ready Eyes" to be held at the Masur Museum and on the grounds as well, Thursday, July 18, 2024 from 5:30pm until 7:30p.m. There will be security for the purpose of obtaining an exception to the Open Container Ordinance for said event, and

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Monroe, Louisiana, in legal session convened, that the Twin City Art Foundation be and is hereby granted a permit for a special event, "An Exhibition Reception and talk for Angela Fraleigh: With Ready Eyes" to be held at the Masur Museum and on the grounds as well, Thursday, July 18, 2024 from 5:30pm until 7:30p.m. This Resolution shall act as an exception only to the open container for said event pursuant to Monroe City Code Sec. 12-231 D.

This Resolution having been submitted in writing was then submitted to a vote as a whole, the vote thereon being as follows:

AYES:

NAYS:

ABSENT:

And the Resolution was declared ADOPTED on the _____ day of _____, 2024.

CHAIRMAN

CITY CLERK

masurmuseum

Twin City Art Foundation

June 25, 2024

Board of Trustees

Ann Bloxom Smith

Chairman

Hal Hinchliffe

President

Tiffany Jackson

Vice President

Scott Higginbotham

Secretary- Treasurer

Carolus Riley
City Council Clerk
City of Monroe

Carolus,

Brad Arender
Douglas Breckenridge
Leigh Buffington
Brooke Cassady
Judge Aisha Clark
Drék Davis
Jay Davis
Gretchen Masur Dean
K'Shana Hall
Sarah Hoffman
Gregory Hudgins
Sara Holley
Carrick Inabnett
Sarah Jarrett
Kay La-France Knight
Quilwanti Lewis
Kara Platt
Roxanne Santos
Pashen Sims
Cheryl Sutton
Cliff Tresner

The Twin City Art Foundation will be hosting an event, an exhibition reception and talk for *Angela Fraleigh: With Ready Eyes*, at the Masur Museum of Art located at 1400 South Grand Street in Monroe, Louisiana, 71202. There will be alcohol served at this event. The reception is scheduled to be held on Thursday, July 18, 2024, from 5:30 pm until 7:30 pm. We request an exception to the open container ordinance for this event. The event will be held inside the museum, though people may walk around the grounds with their beverages. Please let me know if you need any additional information and thank you.

Best Regards,



Evelyn Stewart, Director, Masur Museum of Art

TCAF is a 501© (3)
arts organization.

1400 South Grand Street
Monroe, LA 71202
www.masurmuseum.org
Phone: 318-329-2237





TWINCITY01

ATHOMSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/24/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Thomas & Farr Agency P.O. Box 2110 Monroe, LA 71207	CONTACT NAME: PHONE (A/C, No, Ext): (318) 388-1472 E-MAIL ADDRESS: angela@tfins.com	FAX (A/C, No): (318) 388-1290
	INSURER(S) AFFORDING COVERAGE	
INSURED Twin City Art Foundation 1400 South Grand Monroe, LA 71202	INSURER A: Ohio Casualty Insurance Company NAIC # 24074	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	BDO58348630	10/18/2023	10/18/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below Liquor Liability	Y/N N/A	BDO58348630	10/18/2023	10/18/2024	Per Occurrence \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER City of Monroe Masur Museum 1400 South Grand Monroe, LA 71202	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>James W. Thomas</i>



CITY OF MONROE



POLICE DEPARTMENT
CHIEF VICTOR ZORDAN

P.O. Box 1581
700 Wood Street
Monroe, LA 71210-1581
office: 318-329-2600
fax: 318-329-2610

To: Chief Victor Zordan

From: Cpl. Kwasic Heckard

Re: Masur Museum

Sir,

The Twin City Art Foundation is hosting a reception for exhibit at the Masur Museum on Thursday, July 18, 2024. This event will be from 5:30 p.m. – 7:30 p.m. Alcohol will be consumed at this event. They're expecting 100 individuals to attend this event. They will need a no objection letter to get their ATC permit to get their alcohol donated for the event. This event will need to be placed on the city council agenda. They will have two off-duty officers working at this event.

Respectfully submitted,
Cpl. Heckard



FROM THE OFFICE OF
MAYOR FRIDAY ELLIS

June 11, 2024

To Whom It May Concern:

It is my understanding that Masur Museum will be hosting an event, "Angelea Fraleigh Exhibition", on Thursday, July 18, 2024, from 5:30pm to 7:30pm. The event will be held at Masur Museum located at 1400 South Grand Street, Monroe, Louisiana, 71202. Alcohol will be served at the event.

Masur Museum will apply for the required special event permit issued by the state. The City of Monroe has no objection to said activities.

Sincerely,

Friday Ellis
Mayor

RESOLUTION

STATE OF LOUISIANA

NO. _____

CITY OF MONROE

The following Resolution was introduced by Mr. _____ who moved for its adoption and was seconded by Mr. _____.

RESOLUTION GRANTING AN EXCEPTION TO THE OPEN CONTAINER ORDINANCE TO THE TWIN CITY ART FOUNDATION FOR AN EXHIBITION RECEPTION AND TALK FOR JULIE CREWS: I'LL BE RIGHT WITH YOU, AT THE MASUR MUSEUM OF ART) PURSUANT TO MONROE CITY CODE SEC. 12-231 D. (OPEN CONTAINER ORDINANCE), AND FURTHER PROVIDING WITH RESPECT THERETO.

WHEREAS, The Twin City Art Foundation applied to the Monroe City Council pursuant to Monroe City Code Sec. 12-231 D., for a permit for a special event, "An Exhibition Reception and talk for Julie Crews: I'll Be Right With You" to be held at the Masur Museum and on the grounds as well, Thursday, August 22, 2024 from 5:30pm until 7:30p.m. There will be security for the purpose of obtaining an exception to the Open Container Ordinance for said event, and

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Monroe, Louisiana, in legal session convened, that the Twin City Art Foundation be and is hereby granted a permit for a special event, "An Exhibition Reception and talk for Julie Crews: I'll Be Right With You" to be held at the Masur Museum and on the grounds as well, Thursday, August 22, 2024 from 5:30pm until 7:30p.m. This Resolution shall act as an exception only to the open container for said event pursuant to Monroe City Code Sec. 12-231 D.

This Resolution having been submitted in writing was then submitted to a vote as a whole, the vote thereon being as follows:

AYES:

NAYS:

ABSENT:

And the Resolution was declared ADOPTED on the _____ day of _____, 2024.

CHAIRMAN

CITY CLERK

masurmuseum

Twin City Art Foundation

June 25, 2024

Board of Trustees

Ann Bloxom Smith
Chairman
Hal Hinchliffe
President
Tiffany Jackson
Vice President
Scott Higginbotham
Secretary- Treasurer

Carolus Riley
City Council Clerk
City of Monroe

Carolus,

Brad Arender
Douglas Breckenridge
Leigh Buffington
Brooke Cassady
Judge Aisha Clark
Drék Davis
Jay Davis
Gretchen Masur Dean
K'Shana Hall
Sarah Hoffman
Gregory Hudgins
Sara Holley
Carrick Inabnett
Sarah Jarrett
Kay La-France Knight
Quilwanti Lewis
Kara Platt
Roxanne Santos
Pashen Sims
Cheryl Sutton
Cliff Tresner

The Twin City Art Foundation will be hosting an event, an exhibition reception and talk for *Julie Crews: I'll Be Right With You*, at the Masur Museum of Art located at 1400 South Grand Street in Monroe, Louisiana, 71202. There will be alcohol served at this event. The reception is scheduled to be held on Thursday, August 22, 2024, from 5:30 pm until 7:30 pm. We request an exception to the open container ordinance for this event. The event will be held inside the museum, though people may walk around the grounds with their beverages. Please let me know if you need any additional information and thank you.

Best Regards,



Evelyn Stewart, Director, Masur Museum of Art

TCAF is a 501© (3)
arts organization.

1400 South Grand Street
Monroe, LA 71202
www.masurmuseum.org
Phone: 318-329-2237





TWINCITY01

ATHOMSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/24/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Thomas & Farr Agency P.O. Box 2110 Monroe, LA 71207	CONTACT NAME: PHONE (A/C, No, Ext): (318) 388-1472 FAX (A/C, No): (318) 388-1290 E-MAIL ADDRESS: angela@tfins.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED Twin City Art Foundation 1400 South Grand Monroe, LA 71202	INSURER A: Ohio Casualty Insurance Company NAIC # 24074	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	BDO58348630	10/18/2023	10/18/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ OTHER \$
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability		BDO58348630	10/18/2023	10/18/2024	Per Occurrence 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER City of Monroe Masur Museum 1400 South Grand Monroe, LA 71202	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Jeany W. Thomas</i>



CITY OF MONROE



POLICE DEPARTMENT
CHIEF VICTOR ZORDAN

P.O. Box 1581
700 Wood Street
Monroe, LA 71210-1581
office: 318-329-2600
fax: 318-329-2610

To: Chief Victor Zordan

From: Cpl. Kwasic Heckard

Re: Masur Museum

Sir,

The Twin City Art Foundation is hosting a reception for exhibit at the Masur Museum on Thursday, August 22, 2024. This event will be from 5:30 p.m. – 7:30 p.m. Alcohol will be consumed at this event. They're expecting 100 individuals to attend this event. They will need a no objection letter to get their ATC permit to get their alcohol donated for the event. This event will need to be placed on the city council agenda. They will have two off-duty officers working at this event.

Respectfully submitted,
Cpl. Heckard



FROM THE OFFICE OF
MAYOR FRIDAY ELLIS

June 11, 2024

To Whom It May Concern:

It is my understanding that Masur Museum will be hosting an event, "Julie Crews Exhibition", on Thursday, August 22, 2024, from 5:30pm to 7:30pm. The event will be held at Masur Museum located at 1400 South Grand Street, Monroe, Louisiana, 71202. Alcohol will be served at the event.

Masur Museum will apply for the required special event permit issued by the state. The City of Monroe has no objection to said activities.

Sincerely,

Friday Ellis
Mayor



CITY OF MONROE
TAXATION & REVENUE
MAYOR- COUNCIL GOVERNMENT

MEMO

To: Carolus Riley
City Council

From: Tim Lewis
Director of Taxation & Revenue

Re: Renewal Alcohol License(s) for July 9, 2024 Council Meeting

Date: June 20, 2024

ALCOHOL RENEWALS

CLASS - A (1)

1. Taqueria San Luis - 4331 Sterlington Rd. Monroe, LA 71203 - Marisol Rubio Purata

RESOLUTION

STATE OF LOUISIANA

NO. _____

CITY OF MONROE

The following Resolution was offered by Mr. /Ms. _____ who moved for its adoption and was seconded by Mr. /Ms. _____.

A RESOLUTION APPROVING THE SUBMISSION OF THE CITY OF MONROE'S FY 2024 ANNUAL ACTION PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) PROJECT NO. B-24-MC-22-0005 IN THE AMOUNT OF \$732,121.00 AND THE HOME INVESTMENT PARTNERSHIP (HOME) GRANT PROGRAM PROJECT NO. M-24-MC-22-0206 IN THE AMOUNT OF \$303,884.00 AND FURTHER PROVIDING WITH RESPECT THERETO.

WHEREAS, the City of Monroe is required to submit an annual action plan for its Community Development Block Grant ("CDBG") Project No. B-24-MC-22-0005 and Home Investment Partnership Grant Program ("HOME") Project No. M-24-MC-22-0206 to the United States Department of Housing and Urban Development;

WHEREAS, the City's Planning and Urban Development Department has prepared its proposed FY 2024 Annual Action Plan allocation, which allocates \$732,121.00 in CDBG funds and \$303,844.00 in HOME funds.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Monroe, Louisiana, in legal and regular session convened, that Mayor Friday Ellis be and is hereby authorized to approve and submit the City of Monroe's Year FY 2024 Annual Action Plan to the U.S. Department of Housing and Urban Development for the Community Development Block Grant Program (CDBG) Project No. B-24-MC-22-0005 in the amount of \$732,121.00 and the HOME Investment Partnership Grant Program (HOME) Project No. M-24-MC-22-0206 in the amount of \$303,884.00.

This Resolution was submitted in writing and was then submitted to a vote as a whole, the vote thereon being as follows:

AYES:

NAYS:

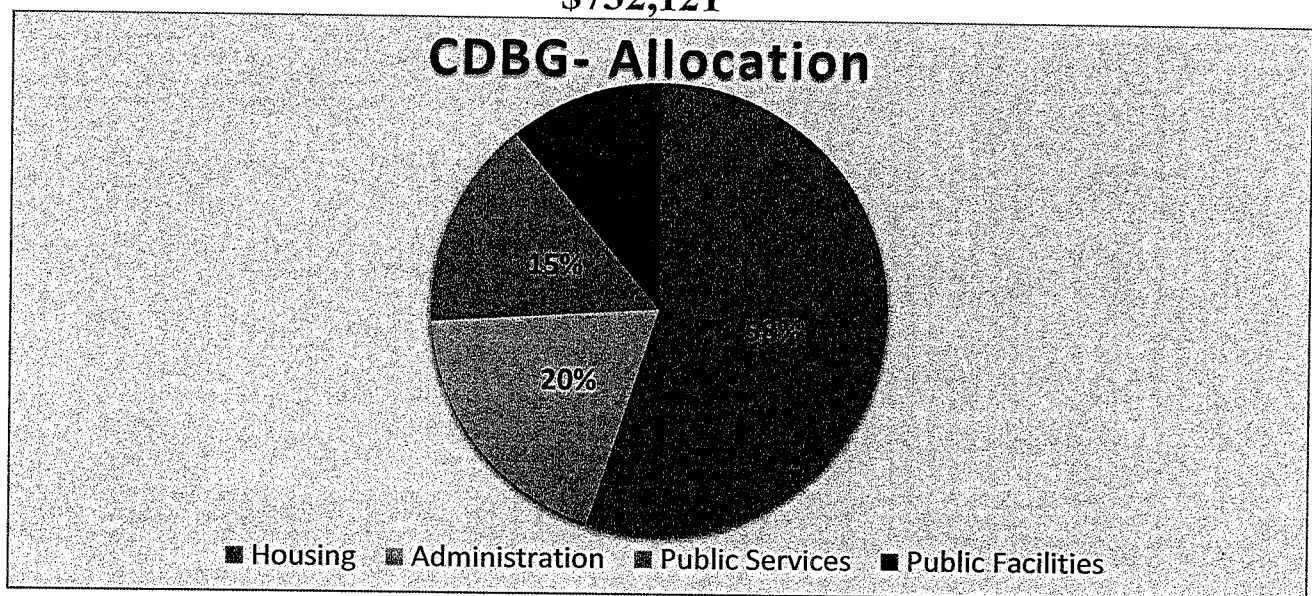
ABSENT:

And the Resolution was declared **ADOPTED** on the _____ day of July 2024.

CHAIRPERSON

CITY CLERK

FY 2024
Community Development Block Grant Funds (CDBG)
\$732,121



Maximum allocation for Public Services is 15% of the total award = \$109,000

Public Facilities projects are based on need and request.

Committed & Budgeted CDBG Projects

- **Housing – Approximately, \$267,000 will be dedicated to the reconstruction of single-family homes and to honor the match requirements for the Lead Hazard Reduction Grant.**
 - **Housing Reconstruction - \$267,000**
 - **Lead Hazard Reduction Grant - \$170,000**
- **20% of CDBG funds are budgeted for Administrative activities - \$140,000**

Recommended Public Service Activities

- **Ouachita Council on Aging - \$25,000**
- **BK Mentoring - \$2,000**
- **Serving With a Purpose - \$10,000**
- **Building Blocks Blight Software - \$16,000**
- **NELA Black Chamber of Commerce - \$2,000**
- **Workforce Training for Section 3 Eligible Workers - \$20,000**
- **Proactive Rental Inspection (Blight Education) - \$24,000**
- **501 c (3) -Nonprofit Education Seminars - \$10,000**
- Total - \$109,000**

CITY COUNCIL (CDD 2024 Annual Action Plan)

July 1, 2024

Ouachita Council on Aging - \$25,000 - The overall purpose and objective of Ouachita Council on Aging is to help seniors remain independent and live in their own homes for as long as possible. The Nutrition Program (Meals on Wheels) is designed to help improve the overall health of everyone by providing needed nutritional value (vitamins and minerals) to their diets. This program provides milk, fruit, and dessert items in addition to an "entree" daily. The Meals on Wheels program delivers 250 meals annually to each senior citizen, with only 10 holidays taken per year. Meals are 1/3 RDA, nutritionally balanced meals.

BK Mentoring (\$2,000) – Mentorship service for 12 youth focusing on job training, health and wellness.

Serving with a Purpose (\$10,000) - is a 5-month program designed to help individuals in low-income communities focusing on mental health, career readiness, life skills, and financial literacy.

Black Chamber of Commerce (\$2,000)- 5-month program for staff, venue, supplies, and speakers.

City Departments Requests

Community Affairs - \$30,000.00 – Emily P. Robinson Community Center - rehab of an existing Community Center designed to provide an area for storage, games, homework/writing, reading and a computer and activity zone for youth. Construction of Art Wall designed by youth.

Engineering - \$16,000 – Installation of lighting fixtures and drivers within the Renwick pedestrian bridge handrails.

Additional Community Development Projects Funded by CDBG \$70,000

Tolemi - \$16,000 - The software will allow the employees and residents to access data about blighted properties and track the progress of cases.

Capacity Building Institute - \$10,000 - Educational and hands-on seminar for Non-profit organizations to understand the requirements of attaining federal funds, how to apply for public service grants, and enable nonprofit organizations and their leaders to develop competencies and skills to make them more effective and sustainable.

Proactive Rental Inspection- \$24,000 – **Community Health Initiative-** Program to alleviate health hazards in homes such as mold, infestation of rodents/pests, lead poisoning, etc. due to living in substandard rental housing. PRI will educate residents, landlords, and renters on the benefits of rental inspection for renters and homeowners. The program inspects regularly to reduce renters from being evicted for reporting hazards in the home.

Workforce Training for Section 3 Eligible Workers - Partnership with Ouachita Workforce to train low-mod individuals to gain certifications related to housing to meet the needs of contractors. \$20,000.

TOTAL (Public Services) – \$109,000

TOTAL (Public Facilities) - \$ 46,000.00

RESOLUTION

STATE OF LOUISIANA

NO. _____

CITY OF MONROE

The following Resolution was offered by Mr. /Ms. _____ who moved for its adoption and was seconded by Mr. /Ms. _____.

A RESOLUTION APPROVING WORK AUTHORIZATION NO. 6 BETWEEN THE CITY OF MONROE AND GARVER LLC FOR THE TAXIWAY D CONSTRUCTION – PHASE 1 PROJECT AT THE MONROE REGIONAL AIRPORT AND FURTHER PROVIDING WITH RESPECT THERETO.

WHEREAS, the City of Monroe entered into a Master Engineering Services Agreement with Garver, LLC for engineering services at the Monroe Regional Airport on May 4, 2023;

WHEREAS, the City desires to retain Garver, LLC to provide professional engineering services for the Taxiway D Construction – Phase 1 Project, including final design services, construction administration services, on-site resident project representative services, materials testing services, and project closeout services;

WHEREAS, Work Authorization No. 6 , which, is attached hereto and made part hereof, sets forth the terms, conditions, and compensation for such services for the Taxiway D Construction – Phase 1 Project; and

WHEREAS, the cost of these services is funded by the Louisiana Department of Transportation and Development and the Federal Aviation Administration.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Monroe, in legal and regular session convened, that Stacey Rowell, Director of Administration, is hereby authorized to enter into and execute the attached Work Authorization No. 6 between the City of Monroe and Garver, LLC for the Taxiway D Construction – Phase 1 Project.

This Resolution was submitted in writing and was then submitted to a vote as a whole, the vote thereon being as follows:

AYES:

NAYS:

ABSENT:

And the Resolution was declared **ADOPTED** on the _____ day of July 2024.

CHAIRPERSON

CITY CLERK

WORK AUTHORIZATION NO. 6

*The Project/Task, Scope of Work and Compensation set forth in this Work Authorization is a part of that certain Agreement dated May 4, 2023 between the City of Monroe, Louisiana, and **Garver, LLC**. Unless otherwise specifically set forth herein, all other terms shall be as set forth in the Agreement.*

- 1. **Project/Task:** Taxiway D Construction – Phase 1 – Construction Phase Services
- 2. **Scope of Work:** See Attached Exhibit A – Scope of Services
- 3. **Compensation:** \$616,200.00 - See Attached Exhibit B – Fee Summary

Dated as of _____, 2024.

CITY OF MONROE, LOUISIANA

By: _____
Stacey Rowell

Title: _____
Director of Administration

Garver, LLC.

By:  _____
Blake W. Roberson

Title: _____
Vice President



EXHIBIT A SCOPE OF SERVICES

Generally, the Scope of Services includes the following professional services for improvements to the Monroe Regional Airport. Improvements will consist primarily of Taxiway D Construction – Phase 1 as shown in Exhibit C.

- Final Design Services
- Construction Administration Services
- On-Site Resident Project Representative Services
- Materials Testing Services
- Project Closeout Services

1. FINAL DESIGN SERVICES

1.1. Final Design Services: Garver will update detailed construction drawings, specifications, instructions to bidders, and general provisions and special provisions, all based on scope changes directed to Garver by the Owner and FAA. Contract Documents (Plans, Specifications, and Estimates) will be prepared for the award of one (1) construction contract. These designs shall conform to the standards of practice ordinarily used by members of Garver's profession practicing under similar conditions and shall be submitted to the FAA office from which approval must be obtained.

1.2. Owner / Agency Coordination: Garver will serve as an Owner's representative for the project and furnish consultation and advice to the Owner during the performance of this service. Garver will attend conferences alone or with Owner's representatives, local officials, state and federal agencies, and others regarding the scope of the proposed project, its general design, funding, functions, and impacts.

- Reimbursable Agreement: Garver will assist with the development of a new FAA design and/or construction Reimbursable Agreement(s) (RA) for the FAA facilities construction work required by the applicable work within the project limits. The design RA will require coordination work responsibilities directly with the appropriate FAA lead planner or other personnel prior to design services. The construction RA will require execution prior to bidding to coordinate FAA Resident Engineer (RE) services within the construction schedule.
- Separate Procurement for Special Systems: Garver will assist with the development of separate procurement documents required by the AIP Handbook including such duties as assembling initial scope of work, equipment procurement requirements, design reviews, cost estimating, and reviewing the manufacturers/system installers invoices and scope of work documents to support the project. This work includes the required correspondence duties with the FAA ADO and PM as outlined in the AIP Handbook.

1.3. Construction Safety and Phasing Plan

- Garver will update the construction safety and phasing plan (CSPP) for the project. During development of the CSPP, Garver will hold a meeting with Airport staff and other stakeholders at the Airport's request to obtain feedback regarding operations during each proposed phase of construction.



- After receiving comments from the meeting, Garver will develop a preliminary CSPP for the Owner's review prior to submission to the FAA. After incorporating Owner comments, the CSPP will be submitted to FAA for review through the OE/AAA website.

1.4. Quality Control

- Garver will complete a quality control review prior to any design submission to Owner and/or FAA. QC reviews will be completed by a senior construction observer and project manager. Regular internal progress meetings will be held during all design phases to ensure adequate quality control throughout the design phases.

1.5. Plan Set Development:

The following matrix details the 100% issued for bid drawings that will require additional modification to meet the new directive from the FAA to meet funding requirements.

Plan Set	Design Phase
	100% Issued for Bid
Sheet Index	X
Summary of Quantities	X
General Notes	X
Project Layout Plan	X
Survey Control Plan	X
Construction Safety and Phasing Plans	X
Construction Safety Details	X
Existing Conditions Plans	X
Erosion Control Plans	X
Demolition Plans	X
Demolition Details	X
Storm Drain Plan and Profiles	X
Storm Drain Details	X
Typical Sections	X
Taxiway Plan and Profiles	X
Paving Layout Plans	X
Grading Plans	X
Restoration Plans	X
Pavement Marking Plans	X
Pavement Marking Details	X
Lighting Legend and General Notes	X
Lighting Removal Plans	X
Lighting Removal Details	X
Lighting Installation Plans	X
Electrical Details	X



FAA Details	X
Duct Bank Profiles	X
Vault Plans	X
Cross Sections	X
LADOTD Details	X

1.6. Quantities and Engineer's Opinion of Probable Cost: Garver will update detailed quantities in PDF format for use in construction cost estimating for each design phase. Quantities will be completed by pay item. Upon the completion of quantity development, Garver will review previous cost data and market conditions and complete an Engineer's Opinion of Probable Cost.

2. CONSTRUCTION ADMINISTRATION SERVICES

During the construction phase of work, Garver will accomplish the tasks below.

2.1. Issued for Construction (IFC) Documents

- Garver will compile bid addendums and any other necessary plan changes due to post-bid project updates and/or funding changes into a final Issued for Construction (IFC) set of plans and specifications.
- Garver will submit the IFC set of plans and specifications to the FAA contacts as required by the Reimbursable Agreement for their use and review.

2.2. Construction Management Plan

- Garver will prepare a "Construction Management Plan" to be submitted to the Federal Aviation Administration (FAA) for approval. At a minimum, the plan shall list key construction personnel, qualifications of construction management personnel, and materials quality assurance information. The plan will be reviewed by the FAA project manager and must be approved along with the final plans and specifications for construction.

2.3. Submittals

- Garver will evaluate and respond to construction material submittals and shop drawings. Corrections or comments made by Garver on the shop drawings during this review will not relieve Contractor from compliance with requirements of the drawings and specifications. The check will be for review of general conformance with the design concept of the project and general compliance with the information given in the contract documents. The Contractor will be responsible for confirming and correlating all quantities and dimensions, selecting fabrication processes and techniques of construction, coordinating his work with that of all other trades, and performing his work in a safe and satisfactory manner. Garver's review shall not constitute approval of safety precautions or constitute approval of construction means, methods, techniques, sequences, procedures, or assembly of various components. When certification of performance characteristics of materials, systems or equipment is required by the Contract Documents, either directly or implied for a complete and workable system, Garver shall be entitled to rely upon such submittal or implied certification to establish that the materials, systems, or equipment will meet the performance criteria required by the Contract Documents.



- Garver will perform initial submittal and shop drawing reviews of the Contractor's documents and then submit these prefinal submittal review to the FAA Communications Engineering Center, FAA NAVAIDs Engineering Center, and FAA Surveillance/Weather contacts as required to obtain their review comments on these submittals. Additional comments will be coordinated and incorporated prior to returning these documents to the Contractor. The FAA is required to review all FAA infrastructure systems including but not limited to the duct banks (handholes, conduits), cabling (copper), and equipment within the respective facilities by the FAA Reimbursable Agreement.

2.4. Notice to Proceed and Notice to Procure

- Garver will issue a Notice to Proceed letter to the Contractor and coordinate execution of the 00 55 00 Notice to Proceed Form.
- Garver will issue a Notice to Procure letter to the Contractor.

2.5. Preconstruction Meeting

- Garver will host the preconstruction meeting. Garver will prepare the agenda and provide meeting minutes for submission to all parties after the meeting. Garver will include all FAA contacts as required by the FAA Reimbursable Agreement, including the designated FAA Resident Engineer.

2.6. Progress Meetings

- As a minimum, Garver's Project Manager, Project Engineer, and Resident Project Representative (RPR) will attend bi-weekly progress meetings with the Owner and Contractor. The expected number of meetings held on-site and via conference call are shown in the following table. To the extent possible, progress meetings and visits to the site of the work should be scheduled to coincide with each new phase of construction, scheduled FAA inspections, and other times when Garver's presence is desirable. Garver's project engineer or his qualified representative will be available at all times work is in progress for telephone contact by the RPR. Garver's project engineer shall direct, supervise, advise, and counsel the Resident Project Representative and construction observation personnel in the accomplishment of Garver's duties. Garver will prepare for and attend any utility pre-construction meetings as required.

Bid Package	Duration (Weeks)	Meetings On-Site	Meetings Via Conference Call
Base Bid	22	4	8

2.7. Coordination with RPR

- Garver's project manager or his/her qualified representative will be available at all times work is in progress for telephone contact by the RPR. Garver's project managers shall direct, supervise, advise, and counsel the Resident Project Representative and construction observation personnel in the accomplishment of Garver's duties. The average expected frequencies during the construction period are shown in the following table.



Staff	Hours per Week
Senior Project Manager (E-6)	0.50
Civil Project Manager (E-4)	2.00
Civil Project Engineer (E-1)	0.50
Electrical Project Manager (E-3)	1.00

2.8. Owner Coordination

- Garver will consult with and advise the Owner during the construction period on an average frequency as shown on the following table.

Staff	Hours per Week
Senior Project Manager (E-6)	0.50
Civil Project Manager (E-4)	2.00
Civil Project Engineer (E-1)	0.50
Electrical Project Manager (E-3)	1.00

- Garver will submit, when requested by the Owner, written reports to the Owner on the progress of the construction including any problem areas that have developed or are anticipated to develop. In addition, Garver shall supply to the Owner such periodic reports and information as may be required by the FAA, including FAA Form 5370-1, Construction Progress and Inspection Report, or equivalent form to the Owner on a weekly basis.
- Garver will assist the Owner with updating airport exhibits when modified taxi routes are opened to air traffic. This may include Airport Diagrams and Airport Operation/Security Exhibits.

2.9. FAA Coordination

- Garver will consult with and advise the FAA during the construction period on an average frequency as shown in the following table. Garver will coordinate with the FAA Lead Planner, FAA Communications Engineering Center, FAA NAVAIDs Engineering Center, and FAA Surveillance/Weather contacts during the construction period as required by the FAA Reimbursable Agreement, including specific coordination with the FAA Resident Engineer.

Staff	Hours per Week
Senior Project Manager (E-6)	0.25
Civil Project Manager (E-4)	1.00
Electrical Project Manager (E-3)	1.00



2.10. Airport Lighting Control and Monitoring System (ALCMS) Coordination

- Garver will coordinate, review, and provide assistance as necessary for updating the airport's Airport Lighting Control and Monitoring System (ALCMS) and other control equipment via separate procurement with ADB to support the new project conditions, updated controls, field circuit modifications, and updated SMGCS plan. This work includes an early signage update package and assisting the airport with ADB invoice pay requests review.

2.11. RFIs

- Garver will issue instructions to the Contractor on behalf of the Owner and issue necessary clarifications (respond to RFIs) regarding the construction contract documents as needed.

2.12. Progress Payments

- Garver will prepare Contractor's progress payment requests based on the actual quantities of contract items completed and accepted and will make a recommendation to the Owner regarding payment. Garver's recommendation for payment shall not be a representation that Garver has made exhaustive or continuous inspections to (1) check the quality or exact quantities of the Work; (2) to review billings from Subcontractors and material suppliers to substantiate the Contractor's right to payment; or (3) to ascertain how the Contractor has used money previously paid to the Contractor.

Bid Package	Duration (Weeks)	Pay Applications
Base Bid	22	6

2.13. Payroll Reviews

- Garver will assist the Owner in the observation of the Contractor's operations for proper classification of workers, review of the Contractor's payroll as necessary to determine compliance with Davis Bacon requirements and conduct contractor employee interviews to determine compliance with Davis Bacon requirements. Garver will keep the Contractor's payroll records on file demonstrating compliance with the Davis Bacon requirements. In addition, Garver will monitor the contractor's posting of the required EEO notice and provide general oversight of any obvious instance of a segregated workplace. Garver will submit Contractor's certified payroll records to Owner at the completion of the project.

2.14. DBE Compliance

- Garver will assist the Owner in the review of the Contractor's compliance with the DBE goals established during bidding including preparing the monthly DBE payment log.

2.15. Change Orders

- When authorized by the Owner, Garver will prepare change orders or supplemental agreements for changes in the work from that originally provided for in the construction contract documents. If redesign or substantial engineering or surveying is required in the preparation of these change order documents, the Owner will pay Garver an additional fee to be agreed upon by the Owner and Garver.



2.16. Final Inspection

- Garver will participate in a pre-final walkthrough with the Owner. Garver will also participate in a final project inspection with the Owner and Contractor, prepare a punch list, review final project closeout documents, and submit the final pay request.
- Separately, Garver will assist in coordination and with the FAA and attend the JAI/CAI inspections so that new infrastructure can be accepted and turned over to the FAA to begin installation of their new communication equipment, testing systems, performing cutover work, and commissioning the relocated FAA communications infrastructure. These inspections may include the Owner, Contractor, Garver, FAA SSC tech ops, FAA Lead Planner, FAA Communications Engineering Center, FAA NAVAIDs Engineering Center, and/or FAA Surveillance/Weather, and designated FAA Resident Engineer, as required by the FAA Reimbursable Agreement.
- Cable testing will include Contractor required work and FAA tech ops required work for coordinating the FAA systems cutover from the existing direct earth buried cabling to the new cabling in duct bank infrastructure. Testing must be complete and accepted prior to FAA approval of the installation.

3. ON-SITE RESIDENT PROJECT REPRESENTATIVE SERVICES

3.1. Garver will provide full-time Resident Project Representative (RPR) services for the construction contract performance time. The proposed fee is based on the following:

Bid Package	Duration (Weeks)	Hours per Week	Total Hours
Construction Observer	22	40	880
Senior Construction Observer	22	8	176

- If the construction time extends beyond the time established in this agreement or if the Owner wishes to increase the time or frequency of the observation, the Owner will pay Garver an additional fee agreed to by the Owner and Garver. All RPR personnel shall have the appropriate experience and qualifications.
- 3.2. During the construction period, Garver's RPR will provide or accomplish the following:
- Consult with and advise the Owner during the construction period. Garver will submit, when requested by the Owner, written reports to the Owner on the progress of the construction including any problem areas that have developed or are anticipated to develop. In addition, Garver shall supply to the Owner such periodic reports and information as may be required by the FAA.
 - As necessary, conduct safety meetings with the Contractor.
 - Coordinate with the firm providing construction materials quality assurance testing. Coordinate with this firm to ensure that all material tests required for construction are scheduled and accomplished in a manner that will not delay the Contractor unnecessarily and will meet specification requirements as to location and frequency.
 - Perform intermediate inspections in advance of the final inspection.
 - Maintain a file of quantities incorporated into the work, test reports, certifications, shop drawings and submittals, and other appropriate information.



- In accordance with FAA AC 150/5370-12A, maintain a project diary which will contain information pertinent to each site visit.
- Administer the "Construction Management Plan" prepared by Garver.
- Monitor the contractor's conformance to the approved construction safety and phasing plan.
- Prepare a Construction Materials Quality Control Summary. At a minimum, the summary shall include a list of all tests performed showing the date, location, pass or fail, results of retests, and whether the test is eligible or ineligible under the A.I.P. program. The Summary will include a certification that all testing was completed in accordance with the "Construction Management Plan."
- Provide up to 40 hours of survey crew time for field checking quantities, contractor's layout, etc.

3.3. In performing construction observation services, Garver will endeavor to protect the Owner against defects and deficiencies in the work of the Contractor(s); but Garver does not guarantee the performance of the Contractor(s), nor is Garver responsible for the actual supervision of construction operations. Garver does not guarantee the performance of the contracts by the Contractors nor assume any duty to supervise safety procedures followed by any Contractor or subcontractor or their respective employees or by any other person at the job site. However, if at any time during construction Garver observes that the Contractor's work does not comply with the construction contract documents, Garver will notify the Contractor of such non-compliance and instruct him to correct the deficiency and/or stop work, as appropriate for the situation. Garver will also record the observance, the discussion, and the actions taken. If the Contractor continues without satisfactory corrective action, Garver will notify the Owner immediately, so that appropriate action under the Owner's contract with the Contractor can be taken.

3.4. Garver will meet with the FAA Lead Planner, FAA Communications Engineering Center, FAA NAVAIDs Engineering Center, and FAA Surveillance/Weather contacts as required for the FAA initial site visit of the existing conditions and the FAA direct earth buried cabling infrastructure site visit and investigations mapping work.

4. MATERIALS TESTING SERVICES

4.1. Through a Subconsultant, Garver shall provide the quality assurance testing for the project as required by the Plans and Specifications in accordance with FAA and the Owner's requirements.

5. PROJECT CLOSEOUT SERVICES

5.1. At the conclusion of construction, Garver will assist the Owner with project closeout by providing a final project report which will include all necessary documents required for FAA grant closeout. Closeout documentation will be provided within 90 days of the final payment to the Contractor. At a minimum, the project closeout documents may include the following:

- Executive testing summary
- Final construction progress payment
- Final construction DBE report
- Final Construction Report
- Reconciliation change order
- Before and after construction photos



5.2. Garver will create Record Drawings and Specifications for the project based on the contractors redlined as-built drawings. Separately, Garver will provide the redlined as-built drawings to the FAA for their use in Contractor Acceptance Inspections (CAI).

5.3. Garver will review Operations & Maintenance manuals from the contractor and provide them to the Owner.

6. PROJECT DELIVERABLES

6.1. The following deliverables will be submitted to the parties identified below. Unless otherwise noted below, all deliverables shall be electronic.

- 100% Issued for Bid Plans, Specifications, and Report to the Owner, LADOTD, and FAA
- Issued for Construction Plans and Specifications to the Owner, Contractor, LADOTD and FAA.
 - Three hard copies to the Contractor
 - Three copies hard copies to the Owner
- Construction Management Plan to the Owner and FAA
- Reviewed submittals to the Contractor.
- Record Plans and Specifications to the Owner and FAA.
 - One hard copy to the Owner.
- Other electronic files as requested.

7. ADDITIONAL SERVICES

7.1. The following items are not included under this agreement but will be considered as additional services to be added under Amendment if requested by the Owner.

- Redesign for the Owner's convenience or due to changed conditions after previous alternate direction and/or approval.
- Deliverables beyond those listed herein.
- Pavement Design beyond that furnished in the Geotechnical Report.
- Design of any utility relocation.
- Engineering, architectural, or other professional services beyond those listed herein.
- Retaining walls or other significant structural design.
- Preparation of a Storm Water Pollution Prevention Plan (SWPPP). The construction contract documents will require the Contractor to prepare, maintain, and submit a SWPPP to LADOTD.
- Environmental Handling and Documentation, including wetlands identification or mitigation plans or other work related to environmentally or historically (culturally) significant items.
- Coordination with FEMA and preparation/submittal of a CLOMR and/or LOMR.
- Services after construction, such as warranty follow-up, operations support, and Part 139 inspection support.

8. SCHEDULE

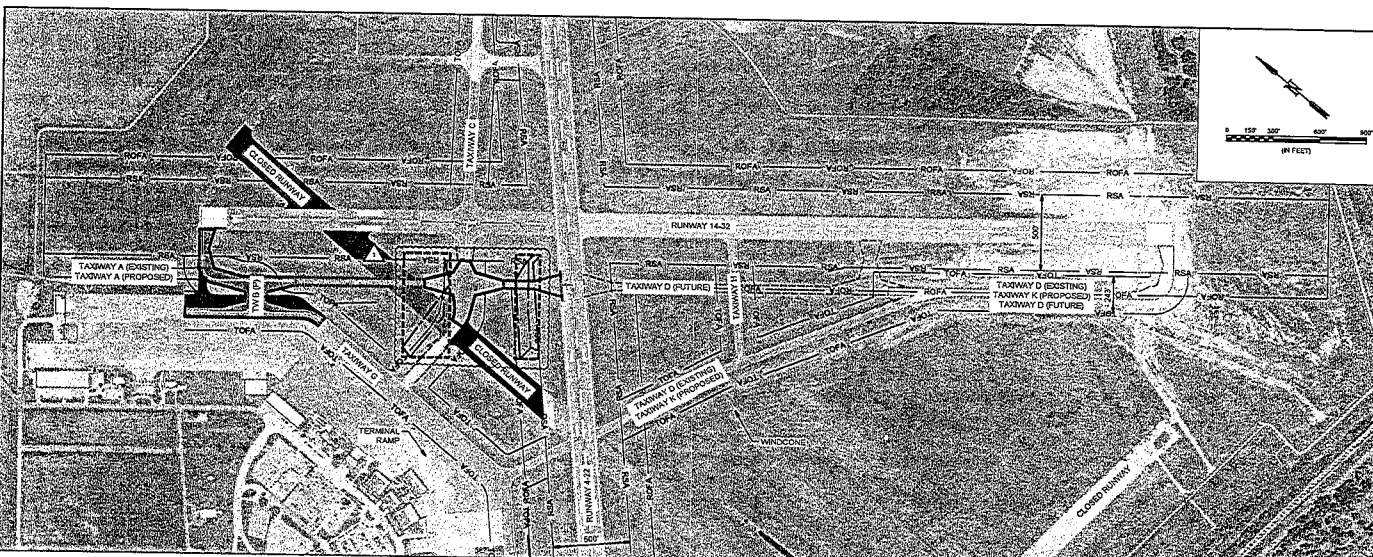

8.1. Garver shall begin work under this Agreement upon execution of this Agreement and shall complete the work within a mutually agreeable schedule with the Owner.

Exhibit B

**Monroe Regional Airport
Taxiway D Construction - Phase 1**

FEE SUMMARY

Fee Type	Title I Service	Estimated Fees
Lump Sum	Final Design Services	\$ 122,980.00
Lump Sum	Project Closeout Services	\$ 36,800.00
	Subtotal for Title I Service	\$ 159,780.00
Fee Type	Title II Service	Estimated Fees
Rate Schedule	Construction Administration Services	\$ 164,120.00
Rate Schedule	On-Site Resident Project Representative Services	\$ 218,100.00
Rate Schedule	Materials Testing Services	\$ 74,200.00
	Subtotal for Title II Service	\$ 456,420.00
	Total All Services	\$ 616,200.00

The Louisiana Office for the State Seal Commission is the official seal of the state of Louisiana. The seal is a circular emblem with the words 'OFFICE OF THE STATE SEAL COMMISSION' around the perimeter and 'STATE OF LOUISIANA' in the center. The seal is used to certify the authenticity of the drawing.

Digitally Signed 05/15/2024

REV.	DATE	DESCRIPTION	BY

MONROÉ REGIONAL AIRPORT
MONROE, LOUISIANA

TAXIWAY D CONSTRUCTION
PHASE 1

PROJECT LAYOUT PLAN

JOB NO: 18011600
DATE: MAY 2024
DESIGNED BY: MFP
DRAWN BY: JME

SEAL OF THE STATE SEAL COMMISSION

DRAWING NUMBER
GI-101

SHEET NUMBER
6

- ITEMS OF WORK**
1. INSTALL BARRICADES, RUNWAY AND TAXIWAY CLOSURE MARKERS, AND EROSION CONTROL DEVICES.
 2. PERFORM FAA DIET BANK INSTALLATION, CABLE RELOCATION, AND CABLE SPLICING WORK PRIOR TO EARTHWORK THAT COULD EXPOSE OR DAMAGE THE EXISTING DIRECT EARTH BURIED COMMUNICATION CABLES ON-SITE. COORDINATE ALL WORK AND SCHEDULE WITH FAA RESIDENT ENGINEER.
 3. PERFORM REMOVAL OF TAXIWAY A, TAXIWAY G, AND CLOSED RUNWAY.
 4. PERFORM EARTHWORK OPERATIONS.
 5. CONSTRUCT TAXIWAY TYPICAL SECTION FOR TAXIWAY A, TAXIWAY B, TAXIWAY D, AND TAXIWAY G.
 6. CONSTRUCT CONCRETE DRAINAGE DITCHES AND INSTALL DRAINAGE INLETS.
 7. INSTALL AIRFIELD LIGHTING AND SIGNAGE INFRASTRUCTURE.
 8. APPLY PAVEMENT MARKINGS.
 9. REMOVE BARRICADES, RUNWAY AND TAXIWAY CLOSURE MARKERS, AND EROSION CONTROL DEVICES. PERFORM CLEANUP BEFORE REOPENING ANY WORK AREA AIRCRAFT.

BIDDING SCHEDULE NOTE

IN THE EVENT THAT ALL ALTERNATES ARE NOT AWARDED, REVISED SHEETS WILL BE ISSUED AS PART OF AN ISSUED FOR CONSTRUCTION SET.

LEGEND

- BASE BID DEMO
- BASE BID PROPOSED
- BASE BID FAA CABLE REROUTING
- ADDITIVE ALTERNATE 1 DEMO
- ADDITIVE ALTERNATE 1 PROPOSED
- ADDITIVE ALTERNATE 2 DEMO
- ADDITIVE ALTERNATE 2 PROPOSED
- ADDITIVE ALTERNATE 3 PROPOSED
- PROPOSED PAVEMENT
- FUTURE IMPROVEMENTS
- RSA — RUNWAY SAFETY AREA
- ROFA — RUNWAY OBJECT FREE AREA
- TOFA — TAXIWAY OBJECT FREE AREA

UNAVAILABLE PERSONNEL NOT NOTIFIED TO BE INCLUDED IN PROVIDED CONSTRUCTION CONTRACT.



CAUTION: UNDERGROUND UTILITIES EXIST WITHIN AND ADJACENT TO THE LIMITS OF CONSTRUCTION. AN ATTEMPT HAS BEEN MADE TO LOCATE THESE UTILITIES ON THE PLANS. HOWEVER, ALL EXISTING UTILITIES MAY NOT BE SHOWN AND THE ACTUAL LOCATIONS OF THE UTILITIES MAY VARY FROM THE LOCATIONS SHOWN. PRIOR TO BEGINNING ANY TYPE OF EXCAVATION, THE CONTRACTOR SHALL CONTACT THE UTILITIES INVOLVED AND MAKE ARRANGEMENTS FOR THE LOCATION OF THE UTILITIES ON THE GROUND. THE CONTRACTOR SHALL MAINTAIN THE UTILITY LOCATION MARKERS UNTIL THEY ARE NO LONGER NECESSARY.

LOUISIANA STATE LAW, THE UNDERGROUND FACILITIES DAMAGE PREVENTION ACT, REQUIRES TWO WORKING DAYS ADVANCE NOTIFICATION THROUGH THE ONE-CALL SYSTEM CENTER BEFORE EXCAVATING USING MECHANIZED EQUIPMENT OR EMPLOYEES (EXCEPT IN THE CASE OF AN EMERGENCY), THE ONE-CALL SYSTEM PHONE NUMBER IS 1-800-272-3030. THE CONTRACTOR IS ADVISED THAT THERE IS A SEVERE PENALTY FOR NOT MAKING THIS CALL. NOT ALL UTILITY COMPANIES ARE MEMBERS OF THE LOUISIANA ONE-CALL SYSTEM. THEREFORE, THE CONTRACTOR IS ADVISED TO CONTACT ALL NON-MEMBER UTILITIES AS WELL AS THE ONE-CALL SYSTEM.

PRINTING NOTE: SHEET SHOULD BE PRINTED IN COLOR

RESOLUTION

STATE OF LOUISIANA

NO. _____

CITY OF MONROE

The following Resolution was offered by Mr. /Ms. _____ who moved for its adoption and was seconded by Mr. /Ms. _____.

A RESOLUTION APPROVING CHANGE ORDER NO. ONE (1) FOR THE TEXAS STANDIFER TRUNKLINE REPAIRS PROJECT AND FURTHER PROVIDING WITH RESPECT THERETO.

WHEREAS, Change Order No. 1 will increase the contract time for the Texas Standifer Trunkline Repairs Project by 86 days; and

WHEREAS, Change Order No. 1 is attached hereto and made part hereof.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Monroe, in legal and regular session convened that Change Order No. 1 for the Texas Standifer Trunkline Repairs Project is hereby approved, and Stacey Rowell, Director of Administration, be and is hereby authorized to execute said change order.

This Resolution was submitted in writing and was then submitted to a vote as a whole, the vote thereon being as follows:

AYES:

NAYS:

ABSENT:

And the Resolution was declared **ADOPTED** on the _____ day of July 2024.

CHAIRPERSON

CITY CLERK



Mr. Morgan McCallister P.E.
City Engineer
City of Monroe, Louisiana
802 North 31st Street
Monroe, Louisiana 71202

Arcadis U.S., Inc.
3200 S. Shackleford Rd.
Little Rock, AR 72205
Tel 501 605 2456
Fax 251 441 0677
www.arcadis.com

Subject: Recommendation to Amend the GCU Contract
Texas/Standifer Trunk Sewer Rehabilitation Project
Date: June 17, 2023

Dear Mr. McCallister:

Arcadis has recommended the attached Change Order No. 1 to the Texas/Standifer Trunk Sewer Rehabilitation Project. The Change Order has been accepted and signed by the Contractor, GCU, LLC. This Change Order No. 1 is a zero cost change order and will not affect the project budget. However, an additional 86 calendar days have been included and will require City Council approval based on our recent conversations with your staff.

As you are aware, subsurface and utility conditions were expected to create complications to the construction efforts. These constraints identified during construction have been managed to avoid additional cost, but have required additional time to procure material and complete the work. The additional time request justification as shown on the actual change order document is:

Incident Weather Allowance: 21 days
Shot 1 Standifer Lift Station Issues: 1 day
Standifer Lift Station Issues week of February 12, 2024: 4 days
Procurement for additional manholes and other Change Order materials: 45 days
Point Repair No. 2: 15 days

Please include this request on the next City Council agenda for consideration.

Sincerely,
Arcadis U.S., Inc.

A handwritten signature in black ink, appearing to read "Peter McMaster", is written over a faint, larger signature.

Peter McMaster, PE
Vice President

COPY:
Mr. Arthur Holland, Monroe Engineering Department
Mr. Curt Kelly, Monroe Director of Purchasing
Mr. David Stanley, PE, Arcadis

TEXAS/STANDIFER TRUNK SEWER REHABILITATION PROJECT

CHANGE ORDER FORM

DATE: May 28, 2024

OWNER:
City of Monroe, LA

CITY RESOLUTION NO.: 8547

CONTRACTOR:
Gulf Coast Underground, LLC
5655 Middle Rd
Theodore, LA 36582

CHANGE ORDER NO.: One (1)

PROJECT DESCRIPTION:	Rehabilitation of approximately 9,000 LF of the Texas to Standifer 30-in CMP lined gravity trunk main from Dick Taylor to 3rd Street with associated pipe repairs, manhole replacements, and manhole rehabilitation.
CHANGE ORDER DESCRIPTION:	Modification of the contract due to field conditions and changes in conditions during construction.

ORIGINAL CONTRACT AMOUNT: \$ 7,245,329.80

PREVIOUS CHANGE ORDERS AMOUNT: \$ -

THIS CHANGE ORDER AMOUNT: \$ -

PREVIOUS CONTRACT AMOUNT (previous change orders) \$ 7,245,329.80

TOTAL CONTRACT AMOUNT (Revised): \$ 7,245,329.80

TOTAL CHANGE ORDER AMOUNT TO DATE: \$ -

PERCENT OF CONTRACT AMOUNT (total change orders): 0.0%

ORIGINAL CONTRACT DAYS (SUBSTANTIAL):	<u>200</u>
ORIGINAL CONTRACT DAYS (FINAL):	<u>40</u>
ORIGINAL CONTRACT DAYS (TOTAL):	<u>240</u>
ADDITIONAL CONTRACT DAYS:	<u>86</u>
REVISED CONTRACT DAYS (TOTAL):	<u>326</u>

ITEM

1-1.	Description: Item No. 19, Sanitary Sewer Point Repair: Up to 15 LF - 30-in Diameter, is reduced from an estimated quantity of 3 to a quantity of 2.	\$ (74,487.50) ✓
	Reason: Based on the conditions in the field, only 2 point repairs appear to be required for completion of the project.	
	Cost: The item shall be reduced by a quantity of one (1) at a unit price of \$74,487.50 each.	

1-2.	Description: Item No. 21, Sanitary Sewer Point Repair, 30-in Diameter Additional Footage (Pipe Provided by Contractor) shall be reduced from an estimated quantity of 56 LF to a quantity of 28 LF.	\$ (44,188.20) ✓
	Reason: Planned point repairs currently require no contractor supplied material, however, 28 LF shall remain in the contract until point repair number 2 on Georgia Avenue is complete.	
	Cost: The contract item will be reduce by a quantity of 28 LF at \$1,578.15 per linear foot.	

1-3.	<p>Description: Item No. 31, Manhole Rehab (FRCL), shall be increased from an estimated quantity of 5,474 SF to a quantity of 6,114 SF.</p> <p>Reason: Due certain manholes being rehabilitated vs replaced, additional FRCL coating is required for the contract. Resin based coating shall have minimal quantity impact.</p> <p>Cost: The cost for this item shall be an additional 640 SF at \$38.30 per square foot.</p>	\$ 24,512.00	✓
1-4.	<p>Description: Item No. 32, Manhole Cone Replacement: Existing Manholes shall be increased from an estimated quantity of 4 cone replacements to a quantity of 13 cone replacements.</p> <p>Reason: To account for the number of locations required for CIPP liner inversion.</p> <p>Cost: The cost for this item shall be a quantity of nine (9) at \$12,435.65 each.</p>	\$ 111,920.85	✓
1-5.	<p>Description: Item No. 33a, Manhole Ring & Cover Replacement, Including Sewer Sentry, is hereby added to the contract with a modified unit price of \$6,621.75 each compared to the original bid price of Item No. 33 of \$4,923.75 each.</p> <p>Reason: The City requested a change in material from standard cast iron per the specifications to composite material. The additional cost is per the manufacturer of the City directed material change.</p> <p>Cost: The cost for this item shall be an additional \$1,698.00 for each of the estimated 14 units.</p>	\$ 23,772.00	✓
1-6.	<p>Description: Item No. 34, Restore Sewer Service up to 13 LF, is reduced from an estimated quantity of 20 each to an estimated quantity of 2 each.</p> <p>Reason: Sewer services connected to mains have not been encountered on the project.</p> <p>Cost: This item shall be reduced by a quantity of 18 at \$7,536.10 each.</p>	\$ (135,649.80)	✓
1-7.	<p>Description: Item No. 35, Sewer Service, Additional LF shall be reduced from an estimated quantity of 50 LF to a quantity of 14 LF.</p> <p>Reason: Sewer services connected to mains have not been encountered on the project.</p> <p>Cost: This item shall be reduced by a quantity of 36 feet at \$108.25 per linear foot.</p>	\$ (3,897.00)	✓
1-8.	<p>Description: Item No. 38, Post-Rehabilitation CCTV Inspection of Lateral from Cleanout shall be reduced from an estimated quantity of 400 LF to a quantity of 0 LF.</p> <p>Reason: This contract item is not required.</p> <p>Cost: This item shall be reduced by a quantity of 400 LF at \$33.55 per linear foot.</p>	\$ (13,420.00)	✓
1-9.	<p>Description: Item No. 39, Post-Rehabilitation CCTV Inspection of Lateral from Main shall be reduced from an estimated quantity of 400 LF to a quantity of 50 LF.</p> <p>Reason: Sewer services connected to mains have not been encountered on the project.</p> <p>Cost: This item shall be reduced by a quantity of 350 LF at \$18.10 per linear foot.</p>	\$ (6,335.00)	✓
1-10.	<p>Description: Item No. 41, Remove Existing Manholes (3-ft to 5-ft diameter), shall be reduced from an estimated quantity of 7 each to a quantity of 4 each.</p> <p>Reason: Due certain manholes being rehabilitated vs replaced, the quantity of manholes removed has been reduced.</p> <p>Cost: This item shall be reduced by a quantity of 3 EA at \$4,418.75 each.</p>	\$ (13,256.25)	✓

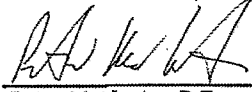
1-11.	<p>Description: Item No. 42, Furnish and Install New 7-ft Diameter Manhole, shall be reduced from an estimated quantity of 6 each to a quantity of 4 each.</p> <p>Reason: Due certain manholes being rehabilitated vs replaced, the quantity of manholes removed has been reduced.</p> <p>Cost: This item shall be reduced by a quantity of 2 EA at \$107,312.50 each.</p>	\$	(214,625.00)	✓
1-12.	<p>Description: Item No. 42, Furnish and Install New 4-ft Diameter Manhole, shall be reduced from an estimated quantity of 1 each to a quantity of 0 each.</p> <p>Reason: Due certain manholes being rehabilitated vs replaced, the quantity of manholes removed has been reduced.</p> <p>Cost: This item shall be reduced by a quantity of 1 EA at \$19,568.75 each.</p>	\$	(19,568.75)	✓
1-13.	<p>Description: Item No. 44, Furnish and Install Outside Drop Connection, shall be increased from an estimated quantity of 5 each to a quantity of 8 each.</p> <p>Reason: To reconcile the number of 8-in drop connections connected to manholes.</p> <p>Cost: This item shall be increased by a quantity of 3 each at a unit price of \$8,837.50.</p>	\$	17,675.00	✓
1-14.	<p>Description: Item No. 46, Bypass of 8-in Forcemain at GM-13, shall be added to the contract as a lump sum.</p> <p>Reason: Additional bypass requirement for previously unknown conditions.</p> <p>Cost: This item shall be a lump sum of \$15,715.00</p>	\$	15,715.00	✓
1-15.	<p>Description: Item No. 47, Additional Material Requirements for 12-in Gravity Main, shall be added to the contract as a lump sum.</p> <p>Reason: Previously unknown sewer mains were encountered during construction requiring additional work and bypass.</p> <p>Cost: This item shall be a lump sum of \$5,200.00.</p>	\$	5,200.00	✓
1-16.	<p>Description: Item No. 48, Additional Bypass for 12-in Gravity Main, shall be added to the contract as a lump sum.</p> <p>Reason: Previously unknown sewer mains were encountered during construction requiring additional work and bypass.</p> <p>Cost: This item shall be a lump sum of \$16,500.00</p>	\$	16,500.00	✓
1-17.	<p>Description: Item No. 49, Additional Bypass of 42-in Gravity Main for Dewatering Standifer LS, shall be added to the contract as a lump sum.</p> <p>Reason: Due to issues with water levels during CIPP liner shot No. 1, additional cost for bypass was agreed upon.</p> <p>Cost: This item shall be a lump sum of \$2,650.00</p>	\$	2,650.00	✓
1-18.	<p>Description: Item No. 50, Time and Materials for Water Main Break at Joffre & Georgia, shall be added to the contract as a lump sum.</p> <p>Reason: A water main at Joffre and Georgia caused water infiltration into the excavation for replacement of a manhole. Mitchell Construction provided labor for repair of the first main break and was allowed for a total of 3 lost days of work. After negotiation, the following cost was accepted by the City.</p> <p>Cost: This item shall be a lump sum of \$42,473.63.</p>	\$	42,473.63	✓

1-19.	<p>Description: Item No. 51, Install 6-in Service Connection to Manhole, shall be added as a quantity of 1 each.</p> <p>Reason: To account for an additional service connection to the manhole at the intersection of Thomas and Georgia.</p> <p>Cost: This item shall be an addition of 1 each at a unit price of \$2,000.00 each.</p>	\$ 2,000.00	✓
1-20.	<p>Description: Item No. 52, Install 12-in Gravity Manhole Drop Connection, shall be added to the contract at a quantity of 1 each.</p> <p>Reason: To account for a 12-in gravity connection previously unknown to exist.</p> <p>Cost: This item shall be an addition of 1 each at a unit price of \$14,331.25</p>	\$ 14,331.25	✓
1-21.	<p>Description: Item No. 53, Install 12-in Force Main Manhole Drop Connection, shall be added to the contract at a quantity of 1 each.</p> <p>Reason: To account for a 12-in force main connection previously unknown to exist.</p> <p>Cost: This item shall be an addition of 1 each at a unit price of \$18,093.75</p>	\$ 18,093.75	✓
1-22.	<p>Description: Item No. 54, Additional Bypass for 12-in Force Main, shall be added to the contract as a lump sum.</p> <p>Reason: Previously unknown sewer mains were encountered during construction requiring additional work and bypass.</p> <p>Cost: This item shall be a lump sum of \$20,937.50</p>	\$ 20,937.50	✓
1-23.	<p>Description: Item No. 55, Removal of Concrete Encasement or from Mains, shall be added to the contract at a quantity of 10 hours.</p> <p>Reason: For removal of concrete and grout previously unknown to exist.</p> <p>Cost: This item shall be added as an hourly rate at a quantity of 10 hours at a rate of \$650 per hour.</p>	\$ 6,500.00	✓
1-24.	<p>Description: Item No. 56, Labor and Equipment for Plugging and Pressure Washing Standifer LS Barscreen, shall be added to the contract at a lump sum.</p> <p>Reason: GCU provided labor and materials on Friday, February 16, 2024 for plugging the 42-in gravity sewer main and pressure washing the bar screen.</p> <p>Cost: This item shall be a lump sum of \$9,221.00</p>	\$ 9,221.00	✓
1-25.	<p>Description: Item No. 57, Lost Time for Mobilized Labor and Equipment, shall be added to the contract at a quantity of 3 days.</p> <p>Reason: During the week of February 12, 2024, in addition to the labor and cleaning provided in contract Item No. 56, GCU lost and additional 3 days of labor due to circumstances beyond the contractor's control, namely the inoperability of the City's Standifer Lift Station.</p> <p>Cost: This item shall be an addition of 3 days at \$7,422.00 per day.</p>	\$ 22,266.00	✓
1-26.	<p>Description: Item No. 58, Additional 12-in Gravity Sewer Main, shall be added to the contract at a quantity of 9 LF.</p> <p>Reason: Due to a break in the existing 12-in clay gravity sewer main, the subcontractor to GCU, Mitchell Construction, installed an additional 9 LF of 12-in gravity sewer.</p> <p>Cost: This item shall be 9 LF at \$843.75 per linear foot.</p>	\$ 7,593.75	✓

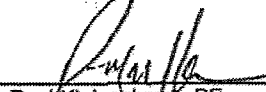
1-27.	<p>Description: Item No. 59, Re-cleaning of 30-in Gravity Sewer Main, shall be added to the contract at a quantity of 384 LF.</p> <p>Reason: Following a water main break at Georgia and Joffre, GCU was required to re-clean a previously cleaned segment of gravity sewer in order to prepare for CIPP lining.</p> <p>Cost: This item shall be a quantity of 384 LF at a unit price of \$42.80 per linear foot.</p>	<p>\$ 16,435.20 ✓</p>
1-28.	<p>Description: Item C1, Contingency Allowance, shall be increased by the value of the total contract deduction for Change Order No. 1 Items 1-1 through 1-27.</p> <p>Reason: To provide additional allowance for unforeseen conditions at the project progresses.</p> <p>Cost: This item shall be increased by a lump sum value of \$147,630.57 bringing the total value of the Contingency Allowance to \$397,630.57.</p>	<p>\$ 147,630.57 ✓</p>
1-29.	<p>Description: Additional time for completion of the contract shall be added. Time for substantial completion shall be increased from 200 calendar days to calendar 286 days. Final completion shall be achieved within 326 calendar days:</p> <ul style="list-style-type: none"> Incliment Weather Allowance: 21 days Shot 1 Standifer Lift Station Issues: 1 day Standifer Lift Station Issues week of February 12, 2024: 4 days Procurement for additional manholes and other Change Order materials: 45 days Point Repair No. 2: 15 days <p>Substantial Completion must be achieved by July 30, 2024. Final completion of the project must be achieved no later than August 9, 2024.</p> <p>Reason: To allow adequate time for construction of Change Order 1 and to make allowance for contractor lost time due to inclement weather and other delays.</p> <p>Cost: There is no cost associated with Item 1-29 of this Change Order.</p>	<p>\$ -</p>

TOTAL CHANGE ORDER NO.: 1 \$0.00

RECOMMENDED BY:


Peter McMaster, P.E.
Vice President, Arcadis

ACCEPTED BY:


Paul Kleinschrodt, PE
Vice President, GCU, LLC

APPROVED BY:

City of Monroe, LA

RESOLUTION

STATE OF LOUISIANA

NO. _____

CITY OF MONROE

The following Resolution was offered by Mr. /Ms. _____ who moved for its adoption and was seconded by Mr. /Ms. _____.

A RESOLUTION APPROVING CHANGE ORDER NO. TWO (2) FOR THE WPCC – EQUALIZATION BASIN DREDGING PROJECT AND FURTHER PROVIDING WITH RESPECT THERETO.

WHEREAS, Change Order No. 2 will increase the contract time for the WPCC – Equalization Basin Dredging Project by 48 days; and

WHEREAS, Change Order No. 2 is attached hereto and made part hereof.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Monroe, in legal and regular session convened that Change Order No. 2 for the WPCC – Equalization Basin Dredging Project is hereby approved, and Stacey Rowell, Director of Administration, be and is hereby authorized to execute said change order.

This Resolution was submitted in writing and was then submitted to a vote as a whole, the vote thereon being as follows:

AYES:

NAYS:

ABSENT:

And the Resolution was declared **ADOPTED** on the _____ day of July 2024.

CHAIRPERSON

CITY CLERK

City of Monroe, LA
 WPCCI Improvements - Flow Equalization Basin Dredging Project No. 23SEW003

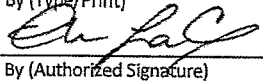
CHANGE ORDER

Owner:	City of Monroe, Louisiana	Change Order No.:	<u>2</u>
Project Name:	WPCCI Improvements - Flow Equalization Basin Dredging Project	Owner Project No.	23SEW003
Contractor:	The Lemoine Company, LLC	Contract Date:	7/11/2023
Engineer:	Manchac Consulting Group, Inc.	Notice to Proceed Date:	9/1/2023

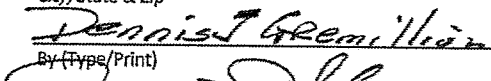

The contract is changed as follows:

Original Contract Value:	\$	2,834,000.00
Change Order Request :	\$	-
Percent Increase:		0.00%
Cumulative Cost of Previous Change Orders	\$	86,914.00
Cumulative Cost of Change Orders to Date:	\$	86,914.00
Percent Increase (Cumulative):		3.07%
Contract Value including all Changed Orders to date:	\$	2,920,914.00
Original Substantial Completion Date		5/13/2024
days per original contract:		300
previous Change Orders increase contract days by:		10
this Change Order increases contract days by:		48
Substantial Completion Date with all approved Change Orders:		7/10/2024

RECOMMENDED:

Manchac Consulting Group, Inc.
 Engineer (Firm Name)
10542 S. Glenstone Place
 Address
Baton Rouge, LA 70810
 City, State & Zip
Chris LaCroix
 By (Type/Print)

 By (Authorized Signature)
06.17.24
 Date

ACCEPTED:

The Lemoine Company, LLC
 Contractor (Firm Name)
1200 Brickyard Lane Suite 300
 Address
Baton Rouge, LA 70802
 City, State & Zip

 By (Type/Print)

 By (Authorized Signature)
6/17/24
 Date

CITY OF MONROE, LOUISIANA
 802 North 31st Street
 Monroe, LA 70809

APPROVED BY:

CITY OF MONROE ENGINEERING DEPARTMENT

 By (Authorized Signature)

 By (Type/Print)

 Date

CITY OF MONROE DIRECTOR OF ADMINISTRATION

 By (Authorized Signature)

 By (Type/Print)

 Date

City of Monroe, LA
 WPCC Improvements - Flow Equalization Basin Dredging Project No. 23SEW003

CHANGE ORDER

Owner:	City of Monroe, Louisiana	Change Order No.:	2
Project Name:	WPCC Improvements - Flow Equalization Basin Dredging Project	Owner Project No.	23SEW003
Contractor:	The Lemoine Company, LLC	Contract Date:	7/11/2023
Engineer:	Manchac Consulting Group, Inc.	Notice to Proceed Date:	9/1/2023

This document shall become an amendment to the contract, and all provisions of the contract will apply thereto.

You are hereby directed to make and comply with the following changes in the Contract Documents:

Contract completion time is increased by: **48 CALENDAR DAYS**

Item No.	DESCRIPTION and EXPLANATION of Change(s): <i>(Quantities, Units, Unit Prices, Change in Completion Schedule, Etc.)</i>	Change in Project Funds
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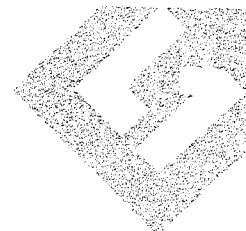
Description Additional contract time

TOTAL \$ -

Explanation Additional 48 days added to contract time due to weather delays encountered from Dec 20, 2023 through February 28, 2024. The weather delay prohibited the installation of the liners in the laydown area.

Attachments (list documents supporting change):
 Lemoine letter dated June 17, 2024

TOTAL Amount Added This Change Order: \$ -



June 17, 2024

Chris LaCroix, P.E.
Waggoner Engineering
10542 Glenstone Place
Baton Rouge, LA 70810

RE: WPCC Improvements Flow Equalization Basin Dredging

Dear Chris,

The Lemoine Company is requesting a change order to add 48 days to the substantial completion date to the WPCC Improvements Flow Equalization Basin Dredging project. This request is due to the weather delay that held up the installation of the liners in the laydown area. The delay was from 12/20/2023 to 2/28/2024. The current substantial completion date is 5/23/2024 and adding 48 days to the contract will change the new date substantial completion date to 7/10/2024. There is no additional cost for this request.

Please call or email if you have any questions.

Sincerely,

Michael Ferguson
The Lemoine Company, LLC

VIA Electronic Mail

LEMOINE

833-LEMOINE | 1LEMOINE.COM | One mission. Yours.™

RESOLUTION

STATE OF LOUISIANA

NO. _____

CITY OF MONROE

The following Resolution was offered by Mr. /Ms. _____ who moved for its adoption and was seconded by Mr. /Ms. _____.

A RESOLUTION APPROVING SUPPLEMENTAL AGREEMENT NO. SEVEN (7) BETWEEN VOLKERT, INC AND THE CITY OF MONROE FOR THE KANSAS LN EXT (BON AIRE-OLD STERL.) PHASE 3 PROJECT (H.007289) AND FURTHER PROVIDING WITH RESPECT THERETO.

WHEREAS, the City of Monroe and Volkert, Inc entered into an agreement to provide engineering services for the Kansas Ln Ext (Bon Aire-Old Sterl.) Phase 3 Project, which has been amended and modified previously; and

WHEREAS, Supplemental Agreement No. 7, a copy of which is attached hereto and made part hereof, further amends and modifies the existing agreements to provide for an updated scope of services in connection with the project and increase the compensation by \$112,254.00.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Monroe, in legal and regular session convened, that Supplemental Agreement No. 7 between the City of Monroe and Volkert, Inc. is hereby approved, and Stacey Rowell, Director of Administration, be and is hereby authorized to execute the attached agreement.

This Resolution was submitted in writing and was then submitted to a vote as a whole, the vote thereon being as follows:

AYES:

NAYS:

ABSENT:

And the Resolution was declared **ADOPTED** on the _____ day of July 2024.

CHAIRPERSON

CITY CLERK

**SUPPLEMENTAL AGREEMENT NO. 7
TO CONTRACT FOR PROFESSIONAL SERVICES
BETWEEN
THE CITY OF MONROE AND VOLKERT, INC.**

THIS SUPPLEMENTAL AGREEMENT, made and entered into this the ___ day of _____, 2024, by and between the City of Monroe, (hereinafter called the OWNER), and Volkert, Inc. (hereinafter called the CONSULTANT);

WITNESSETH, THAT:

WHEREAS, the OWNER and the CONSULTANT entered into an Agreement on the 26th day of October, 2021 as authorized by Resolution No. 8103 (Original Contract) whereby, the CONSULTANT is to provide all necessary professional services associated with Phase I of the Kansas Lane Extension, all as more specifically set forth in said Agreement, and

WHEREAS, the OWNER now desires to proceed with additional services as described below, and

WHEREAS, the CONSULTANT is agreeable to completing the required work for fees that are acceptable to the OWNER, and

WHEREAS, the Original Contract shall govern this Supplemental Agreement and is incorporated by reference herein,

NOW THEREFORE, it is hereby agreed between the parties hereto that the Original Contract be supplemented as follows:

Scope of Work to be provided as follows:

Scope shall consist of engineering services required to repackage existing plans completed under the original contract and supplemental agreements for Phase 3 of the Kansas Lane Connector for the section of the project from Old Sterlington Road to Bon Aire Drive, as per the attached fee estimate and schedule.

Method of compensation to be as follows:

Lump Sum in the amount of \$112,254.00 (see included man-hour breakdown)

Time or beginning and completion of work to be as follows:

Upon Notice to Proceed by the City

All work encompassed herein shall be accomplished in accordance with the requirements of the aforesaid Original Contract, and all requirements of said Agreement except as specifically modified by this Supplemental Agreement, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Supplemental Agreement, the Effective Date of which is indicated on Page 1.

OWNER:

CONSULTANT: VOLKERT, INC.

By: (signature)
Print name: _____
Title: _____
Date _____
Signed: _____

By: _____
Print name: Janet L. Evans
Title: Vice President
Date _____
Signed: _____

Federal Employer
ID # (Corporation) _____

KANSAS LANE EXTENSION ENGINEERING MAN-HOUR

STATE PROJECT NO.
F.A.P. NO. H007289
CITY OF MONROE
Date

Phase III: Old Sterlington to Bon Aire Dr.

Man Hour Estimate for Splitting out one phase of construction, Constr. Est. \$23,473,190.23

Task Description	Estimated Man Hours					
	Technician	EI	PE	Project Manager	Principal	
Hourly Rate	\$96.0	\$96.0	\$135.0	\$150.0	\$180.0	
Title Sheet	4.0	4.0	4.0	1.0		
Revise Layout Sheet & Reference Point Sheet	2.0		1.0			
Revise Typical for applicable sections	4.0	2.0	2.0	1.0		
Revise Summary Sheets	44.0	44.0	44.0	22.0	4.0	
Modify plan/profile sheets where different phases meet	20.0	16.0	10.0	4.0	1.0	
Split drainage maps into 2 phases	16.0	8.0	6.0	2.0	1.0	
Revise summary of drainage structures sheets	16.0	12.0	10.0	10.0	1.0	
Revise geometric details where phases meet	20.0	12.0	8.0	16.0	1.0	
Revise pavement striping layout	16.0	8.0	6.0	4.0	1.0	
Revise sequence of construction	40.0	32.0	32.0	20.0	2.0	
Revise cross sections where different phases meet	8.0	16.0	8.0	1.0	1.0	
Renumber sheets and revise title block information on all sheets	20.0	12.0	12.0	2.0	2.0	
QA/QC of All disciplines			40.0	8.0	2.0	
Address Comments from 95% ACP	40.0	40.0	24.0	8.0	8.0	
Meeting (1)		8.0	4.0	4.0	4.0	
Revise Construction Cost Estimate			4.0	4.0	4.0	
TOTALS	250.0	214.0	215.0	107.0	32.0	
Cost	\$24,000.0	\$20,544.0	\$29,025.0	\$16,050.0	\$5,760.0	(Total) \$95,379.0

Bridge Plans \$16,875.00
Lazenby and Ass.

Total \$112,254.0

RESOLUTION

STATE OF LOUISIANA

NO. _____

CITY OF MONROE

The following Resolution was offered by Mr. /Ms. _____ who moved for its adoption and was seconded by Mr. /Ms. _____.

A RESOLUTION APPROVING A MASTER SERVICES AGREEMENT WITH INFRASTRUCTURE CONSULTING & ENGINEERING (ICE) TO PROVIDE ENGINEERING AND OTHER RELATED PROFESSIONAL SERVICES AND FURTHER PROVIDING WITH RESPECT THERETO.

WHEREAS, the City of Monroe Engineering Department desires to obtain professional engineering services to perform certain functions beyond that available from in-house staff on an as-needed, non-exclusive basis;

WHEREAS, Infrastructure Consulting & Engineering is qualified to perform and capable of performing such services; and

WHEREAS, the proposed Master Services Agreement between the City of Monroe and Infrastructure Consulting & Engineering (ICE), which outlines the terms, conditions, and applicable rates, is attached hereto and made part hereof.

BE IT RESOLVED by the City Council of the City of Monroe, in legal and regular session convened that the attached Master Services Agreement between the City of Monroe and Infrastructure Consulting & Engineering is hereby approved, and Stacey Rowell, Director of Administration, be and is hereby authorized to enter into and execute said agreement.

This Resolution was submitted in writing and was then submitted to a vote as a whole, the vote thereon being as follows:

AYES:

NAYS:

ABSENT:

And the Resolution was declared **ADOPTED** on the _____ day of July 2024.

CHAIRPERSON

CITY CLERK

CONTRACT FOR ENGINEERING SERVICES
MASTER ENGINEERING SERVICES AGREEMENT
CITY OF MONROE
MONROE, LOUISIANA

THIS CONTRACT, entered into this date by and between the CITY OF MONROE, OUACHITA PARISH, LOUISIANA, hereinafter referred to as the "OWNER".

and

Infrastructure Consulting & Engineering, with Monroe offices located at 104 Kansas, Lane, Monroe, Louisiana 71203 (hereinafter referred to as the "ENGINEER").

WHEREAS, the OWNER has need for engineering, surveying and related professional services, from time to time, beyond that available from in house staff; and

WHEREAS, the OWNER desires to obtain professional engineering and/or surveying services for providing administration, engineering, design, planning, geotechnical, environmental, construction superintendence, construction testing, full-time construction inspection, and other related professional services and

WHEREAS, the ENGINEER is agreeable to furnishing such engineering or other related professional services on an "as needed" basis.

NOW, THEREFORE, it is mutually agreed as follows:

ARTICLE 1
EMPLOYMENT OF ENGINEER ON A NON-EXCLUSIVE BASIS

The OWNER agrees to employ the ENGINEER and the ENGINEER agrees to perform professional services as requested by OWNER. These requests can be written or oral.

The OWNER agrees to employ the ENGINEER and the ENGINEER agrees to perform professional services or to arrange specialty sub consultants to perform said services as shall be requested by OWNER. It is the intent of this Contract for ENGINEER to provide professional personnel, and professional services to OWNER as specifically requested by OWNER to supplement OWNER's professional staff.

ENGINEER shall only provide services in response to specific requests by OWNER and in accordance with the attached rate schedule or pre-approved rates, or lump sum fees, if the rate schedule does not cover the services to be provided; or if the OWNER determines that it is in its best interest to request a lump sum fee.

ARTICLE 2 PERIOD OF SERVICE

This Master Engineering Services Agreement shall be effective upon execution by the OWNER and the ENGINEER, and shall remain in full force and effect for 2 years after the execution date hereof.

ARTICLE 3 INSURANCE

The ENGINEER shall procure and maintain insurance, in accordance with the City of Monroe Insurance Requirements for Architects, Engineers, and Other Consultants, for protection from claims under worker's compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease, or death of any and all employees or of any person other than such employees, and from claims or damages because of injury to or destruction of property including loss of use resulting therefrom.

ARTICLE 4 RECORDS AND ACCESS TO RECORDS

The ENGINEER and its sub-consultants shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred relative to this Agreement in accordance with 48 CFR 31 of the Federal Acquisition Regulation and shall make such material available at its respective offices at all reasonable times during the Agreement period. The ENGINEER shall retain such records for a minimum of three (3) years from the date of release of all retainage under this Agreement, for inspection, audit examinations, excerpts and transcriptions by the OWNER and copies thereof shall be furnished if requested.

**ARTICLE 5
TERMINATION OR SUSPENSION**

The terms of this Agreement shall be binding upon the parties hereto until all payments required to be made to the ENGINEER have been made. This Agreement may be terminated under any or all of the following conditions:

- A) By mutual agreement and consent of the parties hereto.
- B) By the OWNER as a consequence of the failure of the ENGINEER to comply with the terms, progress or quality of work in a satisfactory manner, proper allowance being made for circumstances beyond the control of the ENGINEER.
- C) By either party upon failure of the other party to fulfill its obligation as set forth in this Agreement.
- D) By satisfactory completion of all services and obligations described herein.
- E) By the OWNER by giving thirty (30) day's notice to the ENGINEER in writing and paying fees due for completed work.

Upon termination, the ENGINEER shall deliver to the OWNER all plans and records of the work compiled to the date of termination and the OWNER shall pay in full for all work accomplished up to the date of termination, including any retained percentage earned to date.

**ARTICLE 6
COMPENSATION**

OWNER shall compensate the ENGINEER for services satisfactorily rendered on the basis of an amount equal to the cumulative hours charged to the project by each class of personnel times the applicable hourly invoicing rate, as provided in the Attached Rate Schedule, plus all Other Direct Expenses as notated in the Attached Rate Schedule.

Invoicing rates provided constitute full and complete compensation for ENGINEER's services, including direct labor costs, indirect labor costs, overhead, and profit. Invoicing rates do not include ENGINEER's subconsultant costs.

ENGINEER shall submit documentation for each task on a monthly basis clearly showing which personnel worked on that task, their payroll rate, documentation of overhead rate, leading to monthly charges for that task.

Or, in the alternate, if deemed in the best interest of the OWNER, it may request a written quote from ENGINEER for any task and that quote will become a lump sum fee or, it may require a written estimate which will become a budget that the ENGINEER shall not exceed without written approval of OWNER.

Upon receipt and approval of each invoice the OWNER shall pay the amount shown to be due and payable within thirty (30) days.

THUS DONE, AGREED, ENTERED INTO AND SIGNED in the presence of witnesses, whose names are prescribed opposite each respective signature, on and as of this 21 day of June, 2024.

OWNER:

CITY OF MONROE, LOUISIANA

ATTEST:

City of Monroe, Representative

ENGINEER: Carl K. Hornum Jr.

COMPANY, INC. Infrastructure Consulting & Engr.

ATTEST:

Danny Covert

DAVNY COVERT LAB Techn

Carl K. Hornum Jr.

NAME
TITLE Materials Laboratory Manager

Laboratory Unit Rate Sheet

Vision	Procedure	Designation	Description	Unit Pay	Rate	
AGGREGATE						
1	2083	Moisture Content of Aggregate by Drying	DOTD TR 106-93 AASHTO T255 ASTM C566	Consultant Unit Rate includes determining the percent of evaporable moisture in a sample of aggregate.	\$ / each	\$35.00
2	2013	Materials Finer than No. 200 Sieve by Washing	DOTD TR 112-99 AASHTO T11 ASTM C117	Consultant Unit Rate includes determining the amount of mineral finer than a No. 200 sieve in aggregate by washing.	\$ / each	\$45.00
3	2043	Sieve Analysis for Fine and Coarse Aggregate	DOTD TR 113-99 AASHTO T27 ASTM C136	Consultant Unit Rate included a quantitative determination of the distribution of particle sizes in fine or coarse aggregates using the sieve method. Please specify wash or dry sieving as needed.	\$ / each	\$40.00
4	2033	Determination of Deleterious Materials	DOTD TR 119-92	Consultant Unit Rate includes determining the amount of deleterious materials found in aggregate sample.	\$ / each	\$45.00
28	2023	Unit Weight and Voids in Aggregate	AASHTO T19 ASTM C29	Consultant Unit rate included determining the unit weight of aggregate in a compacted or loose condition and calculating the voids between particles.	\$ / each	\$85.00
CONCRETE						
5	3003	Testing Core Specimens from Hardened Concrete	DOTD TR 225-87 ASTM C 174	Consultant Unit Rate includes testing cores drilled from hardened concrete pavement for thickness and compressive strength determinations.	\$ / each	\$50.00
6	3013	Curing, Capping and Determining Compressive Strength of Molded Concrete Cylinders	DOTD 230M/230-95 AASHTO T 22 ASTM C39	Consultant Unit Rate includes storage and curing of concrete cylinders for specified lengths of time. Does not include pickup or delivery	\$ / each	\$20.00
7	3033	Surface Resistivity Indication of Concrete	DOTD TR 233 AASHTO T 358	Consultant Unit Rate includes the determination of the electrical resistivity of concrete to provide a rapid indication of its resistance to the penetration of chloride ions.	\$ / each	\$50.00
SOILS						
8	4033	Moisture Content of Soils	DOTD TR 403-02 AASHTO T265 ASTM D2216	Consultant Unit Rate includes determining the moisture content of soils not performed in conjunction with other itemized tests.	\$ / each	\$15.00
9	4091	Grain Size (Wash 200)	AASHTO T11 (ASTM D1140)	Consultant Unit rate includes determining the amount of material finer than a No. 200 sieve using the wash method.	\$ / each	\$45.00
10	4092	Mechanical Analysis of Soils Grain Size (Hydrometer)	DOTD TR 407-99 AASHTO T 88 ASTM D7928	Consultant Unit rate included a quantitative determination of the distribution of particle sizes in soils using the hydrometer method.	\$ / each	\$125.00

Laboratory Unit Rate Sheet

11	4094	Grain Size (w/o Hydrometer)	ASTM D6913	Consultant Unit Rate included a quantitative determination of the distribution of particle sizes in soils using the sieve method. Please specify wash or dry sieving as needed.	\$ / each	\$55.00
SOILS (Continued)						
12	4013	Undisturbed Sample Preparation	DOTD TR 411M/411-95	Consultant Unit Rate included extruding and evaluating material prior to performing lab testing.	\$ / each	\$135.00
13	4083	Organic Content in Soils by Loss of Ignition	DOTD TR 413-71 AASHTO T 267 ASTM D2974	Consultant Unit Rate includes the determination of materials that could be an indicator of organic material by use of a muffle furnace.	\$ / each	\$65.00
14	4303	Field Moisture- Density Relationships (3 – Point Curve)	DOTD TR 415	Consultant Unit Rate includes determining the optimum moisture and maximum dry density of material based on a curve developed from field-condition material	\$ / each	\$150.00
15	4103	Moisture–Density Relations of Soils (Standard Proctor)	DOTD TR 418-98 AASHTO T 99 (Std.) ASTM D698	Consultant Unit rate includes the determination of the relation between the moisture content and the density of soils compacted in a mold of a given size with a 5.5-lb rammer dropped from a height of 12 in.	\$ / each	\$175.00
16	4113	Moisture–Density Relations of Soils (Modified Proctor)	DOTD TR 418-98 AASHTO T 180 (Mod.) ASTM D1557	Consultant Unit rate includes the determination of the relation between the moisture content and the density of soils compacted in a mold of a given size with a 10-lb rammer dropped from a height of 18 in.	\$ / each	\$185.00
17	4003	Classification of Soils and Soils-Aggregate Mixture	DOTD TR 423-99 ASTM D2487	Consultant Unit Rate includes grain size w/o hydrometer, Atterberg limit, AASHTO and ASTM classification, and moisture content.	\$ / each	\$150.00
18	4023	Atterberg Limit (Liquid Limit / Plastic Limit)	AASHTO T89/90	Consultant Unit Rate includes the determination of liquid limit, plastic limit and plasticity index of soils (3-point method)	\$ / each	\$90.00
18B	4323	Atterberg Limit (Liquid Limit / Plastic Limit)	DOTD TR 428-67	Consultant Unit Rate includes the determination of liquid limit, plastic limit and plasticity index of soils.	\$ / each	\$60.00
19	4053	pH of Soils for Use in Corrosion Testing	DOTD TR 430-90 AASHTO T 289	Consultant Unit Rate includes the determination of a pH value for corrosion testing by use of a pH meter.	\$ / each	\$45.00

Laboratory Unit Rate Sheet

20	4058	Soils Resistivity	DOTD TR 429 AASHTO T 288	Consultant Unit Rate includes the determination of the soils resistivity value for corrosion testing by use of a digital resistance meter (4 pin method).	\$ / each	\$130.00
21	4103	Determining the Minimum Cement Content for Incorporation into Soils, Soil-Aggregate or Aggregate Mixtures for Stabilization	DOTD TR-432-02 AASHTO T -99 AASHTO T134	Consultant Unit Rate includes the determination the cement application spread rate of cement modified recycled base course.	\$ / each	\$1,000.00
ASPHALT						
27	1010	Bulk Specific Gravity of Compacted HMA Using SSD	AASHTO T166	Consultant Unit rate includes determination the bulk specific gravity (G_{mb}) of specimens of compacted asphalt mixtures.	\$ / each	\$ 15.00
Administration						
22	5023	Project Administration and Reporting	Project Manager	Consultant Unit Rate includes reporting and project administration tasks.	\$ / hour	\$175.00
23	5033	Project Administration and Reporting	Lab Supervisor	Consultant Unit Rate includes reporting and project administration tasks.	\$ / hour	\$100.00
24	5043	Project Coordination – Sample Pick Up and Delivery	Lab Technician	Consultant Unit Rate includes sample pickup and delivery to lab.	\$ / hour	\$60.00
25	5053	Mileage	Lab Technician	Consultant Unit Rate includes mileage required for travel between job sites and materials lab.	\$ / mile	\$0.70
26	5063	Field Technician and Testing	Field Technician	Consultant Unit Rate included field testing to included items such as nuclear gauge density, field soils proctor as well as concrete air and concrete slump testing.	\$ / hour	\$125.00

Notes:

1. Consultant unit rates apply to samples delivered to the laboratory. Sample pickup may be available for an additional fee.
2. Consultant unit rates for testing include sample preparation, testing and reporting as determined by the appropriate test method.
3. Established consultant unit rates are applicable for the calendar years 2022.

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. INFRASTRUCTURE CONSULTING & ENGINEERING PLLC	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <u> C </u> <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. 110 MIDLANDS COURT	Requester's name and address (optional)
6 City, state, and ZIP code WEST COLUMBIA, SC 29169	
7 List account number(s) here (optional)	

Print or type. See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-			-		
OR									
Employer identification number									
4	5	-	3	1	7	5	3	3	0

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ <i>Marcus Brown</i>	Date ▶ <i>1/6/2023</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

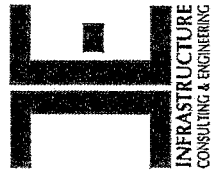
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



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Providing innovative and efficient transportation engineering solutions in a work environment that encourages safety, health, and a balanced life.

ORDINANCE

STATE OF LOUISIANA
CITY OF MONROE

NO. _____

The following Ordinance was offered by Mr./Ms. _____ who moved for its adoption and was seconded by Mr./Ms. _____:

AN ORDINANCE AUTHORIZING THE CITY OF MONROE TO TAKE CORPOREAL POSSESSION OF AND SELL TO CHANDRA MELANCON ALL RIGHTS, TITLE, AND INTEREST THAT THE CITY MAY HAVE ACQUIRED TO LOT 4, H L & J S ROSENHEIM'S RESUB. LOTS 11,12, 13, & 14, SQ. 6 ALEXANDERS ADDITION, OUACHITA PARISH, NO SITUS – JACKSON ST., DISTRICT 4, MONROE, LA, BY ADJUDICATION AT TAX SALE DATED JUNE 11, 2019, AND FURTHER PROVIDING WITH RESPECT THERETO.

WHEREAS the property described as follows, to-wit:

**Lot 4, H L & J S Rosenheim's Resub. Lots 11, 12, 13 & 14, Square 6, Alexander's Addition
(No Situs) Jackson St.
Ouachita Parish, Monroe, Louisiana
District 4
Parcel #19577**

was adjudicated to the City of Monroe, Louisiana for non-payment of 2018 Ad Valorem Taxes by Adjudication Deed dated and filed June 11, 2019, in Conveyance Book 2584 at page 659 of the Records of Ouachita Parish, Louisiana and adjudicated to the City of Monroe, Louisiana. The 2018 Ad Valorem Taxes forming the basis for the described adjudication were validly assessed by the City of Monroe against Cletus E. Davis and Catherine Davis;

WHEREAS, the City of Monroe has made efforts to contact Cletus E. and Catherine Davis by registered mail and notification published in the News Star with no response;

WHEREAS, Chandra Melancon wishes to purchase said property from the City of Monroe;

WHEREAS, pursuant to the provisions of La. R.S. 47:2238.1 *et seq.*, property adjudicated to the City of Monroe for more than five (5) years may be sold to a specific named individual who has paid all taxes and other costs associated with the transfer of the property by the City of Monroe to the named individual;

WHEREAS, Chandra Melancon has paid Two Thousand Five Hundred Thirty-six and 82/100 (\$2,536.82), which includes One Thousand Eight Hundred Seventy-four and 82/100 (\$1,874.82) in City and Parish taxes, the remainder being legal fees legal fees for the City of Monroe and the Parish of Ouachita, advertising costs, mailing cost, and filing and recordation of all documents necessary to accomplish the acquisition of the property and then transfer from the City to the new owner.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Monroe, Louisiana, in legal session convened, that the hereinafter described property is no longer needed for public purposes; the City of Monroe has made efforts to contact Cletus E. and Catherine Davis with no response; the City of Monroe desires to sell to Chandra Melancon the property described as follows:

**Lot 4, H L & J S Rosenheim's Resub. Lots 11, 12, 13 & 14, Square 6, Alexander's Addition
(No Situs) Jackson St.
Ouachita Parish, Monroe, Louisiana
District 4
Parcel #19577**

BE IT FURTHER ORDAINED that a designated City representative is authorized to execute all documents necessary to effectuate said sale.

This Ordinance was introduced on the ____ day of July 2024.

Notice published on the ____ day of July 2024.

This Ordinance having been submitted in writing, introduced and published, was then submitted to a vote as a whole, the vote thereon being as follows:

AYES:

NAYS:

ABSENT:

And the Ordinance was declared **ADOPTED** on the ____ day of ____ 2024.

CHAIRPERSON

CITY CLERK

MAYOR'S APPROVAL

MAYOR'S VETO

ORDINANCE

STATE OF LOUISIANA
CITY OF MONROE

NO. _____

The following Ordinance was offered by Mr./Ms. _____ who moved for its adoption and was seconded by Mr./Ms. _____:

AN ORDINANCE AUTHORIZING THE CITY OF MONROE TO TAKE CORPOREAL POSSESSION OF AND SELL TO CHANDRA MELANCON ALL RIGHTS, TITLE, AND INTEREST THAT THE CITY MAY HAVE ACQUIRED TO LOT 6, SQUARE 11, UNIT 6, HUMPHRIES AIRPORT ADDITION, OUACHITA PARISH, 3810 SEGREST MERCY ST., DISTRICT 3, MONROE, LA, BY ADJUDICATION AT TAX SALE DATED JUNE 12, 2019, AND FURTHER PROVIDING WITH RESPECT THERETO.

WHEREAS the property described as follows, to-wit:

**Lot 6, Square 11, Unit 6, Humphries Airport Addition
3810 Segrest Mercy St.
Ouachita Parish, Monroe, Louisiana
District 3
Parcel #45733**

was adjudicated to the City of Monroe, Louisiana for non-payment of 2018 Ad Valorem Taxes by Adjudication Deed dated and filed June 12, 2019, in Conveyance Book 2585 at page 284 of the Records of Ouachita Parish, Louisiana and adjudicated to the City of Monroe, Louisiana. The 2018 Ad Valorem Taxes forming the basis for the described adjudication were validly assessed by the City of Monroe against Rosa M. Davis;

WHEREAS, the City of Monroe has made efforts to contact Rosa M. Davis by registered mail and notification published in the News Star with no response;

WHEREAS, Chandra Melancon wishes to purchase said property from the City of Monroe;

WHEREAS, pursuant to the provisions of La. R.S. 47:2238.1 *et seq.*, property adjudicated to the City of Monroe for more than five (5) years may be sold to a specific named individual who has paid all taxes and other costs associated with the transfer of the property by the City of Monroe to the named individual;

WHEREAS, Chandra Melancon has paid Five Thousand Seventy-eight and 11/100 (\$5,078.11) which includes Two Thousand Eight Hundred Twenty-five and 65/100 (\$2,825.65) in City and Parish taxes, the remainder being legal fees legal fees for the City of Monroe and the Parish of Ouachita, advertising costs, mailing cost, and filing and recordation of all documents necessary to accomplish the acquisition of the property and then transfer from the City to the new owner.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Monroe, Louisiana, in legal session convened, that the hereinafter described property is no longer needed for public purposes; the City of Monroe has made efforts to contact Rosa M. Davis with no response; the City of Monroe desires to sell to Chandra Melancon the property described as follows:

**Lot 6, Square 11, Unit 6, Humphries Airport Addition
3810 Segrest Mercy St.
Ouachita Parish, Monroe, Louisiana
District 3
Parcel #45733**

BE IT FURTHER ORDAINED that a designated City representative is authorized to execute all documents necessary to effectuate said sale.

This Ordinance was introduced on the _____ day of July 2024.

Notice published on the _____ day of July 2024.

This Ordinance having been submitted in writing, introduced and published, was then submitted to a vote as a whole, the vote thereon being as follows:

AYES:

NAYS:

ABSENT:

And the Ordinance was declared **ADOPTED** on the _____ day of _____ 2024.

CHAIRPERSON

CITY CLERK

MAYOR'S APPROVAL

MAYOR'S VETO