

City Hall, Monroe, Louisiana
October 10, 2023
6:00 p.m.

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 Mr. Harvey or his designee.

The Invocation was led by Mr. Troy Lizenby.

COMMUNICATIONS & SPECIAL ANNOUNCEMENTS:

Mr. Harvey said good evening to everyone.

Ms. Woods welcomed Chairman Ezernack back to Council meeting. She said good evening and the Council is happy to see everyone. She congratulated Carroll High School for coming through their ordeal. She stated Carroll High School Homecoming will be Saturday October 21st at 2pm and the community is looking forward to a very festive time. She said to her understanding all the festivities will take place after the game.

Mr. Marshall thanked everyone for coming out to the City Council meeting and he said he is looking forward to Carroll High School Homecoming festivities as well. He thanked everyone for supporting the small businesses at the Ark-la-miss Fair and he said they had a lot of fun. He stated there will be a meeting Monday night at Emily P. Robinson with Tensas Basin Levee District to discuss some of the new policies and codes related to the Levee and for people that have properties along those boundaries. He said a lot of things came up this past month that was unknown to some of the homeowners. He further stated they will share what they do and how they can work together with the property owners to make sure everything is done properly as it relates to upgrades and other things. He noted Rollin' on the Riverfront is October 21st downtown at the Rivermarket at 4pm and Trunk or Treat is October 28th at Legend's Plaza food truck park at 4pm. He said it is a nice area on Texas Avenue and it will be a lot of food and fun for the kids and a safe environment.

Mrs. Dawson said good evening and thanked everyone for attending the City Council meeting. She said on Saturday please join her for the Alzheimer's Walk at the Louisiana Purchase Gardens and Zoo. She said registration will begin at 8:15am and the walk ceremony will begin at 9am. She said to register for her team go to the Alzheimer's website under Councilwoman Kema Dawson for District 5 and if you unable to attend but want to give a donation it is available on the link. She stated on October 28th a Community Walk for Cancer sponsored by the New Tabernacle Baptist Church, Pastor Brian Reed and the line up is at 8am on Saturday from 9am until 2pm. She said the walk will start at the New Tabernacle Baptist Church and end at the Downtown Riverwalk.

Chief Jimmie Bryant, Operating Officer, sitting in for Mayor Friday Ellis stated there were no communications from the Mayor.

Mrs. Ezernack noted the Council have two items on the agenda to Passover this evening. She said item (a) dealing with James Machine Works and Adam Street and the last item on the agenda (c) recreation center fees. She further noted if you are waiting on those items they will be Passed over until the next City Council meeting.

Upon motion of Mr. Harvey, seconded by Ms. Woods the minutes of the Legal and Regular Session of September 26, 2023, were approved. (Mrs. Ezernack abstain she was not present at the last Council meeting.) (There were no public comments.)

PROPOSED CONDEMNATIONS:

The following condemnations were considered:

(1) 312 Marx St. (D5) (Owners – Alvin Jackson and Michelle Freeman) Notice to show cause was served. Photographic evidence was presented. There was no one present. Upon motion of Mrs. Dawson, seconded by Mr. Marshall and unanimously approved, the building was condemned, and the property owner was given 30 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 a burnt dilapidated structure. They are asking that this property be condemned, giving the property owner 30 days to bring the structure into compliance or forward to Public Works for demolition.

Mrs. Dawson motion to give the property owner 30 days to remove all debris and obnoxious growth further providing with respect thereto.

Mr. Marshall wanted to know if the City is putting anything in place to speed up the process to get burnt structures demolished faster.

Mr. James said he thinks 30 days is the minimum, but the City have to give 90 days for burnt structures for insurance purposes.

Mr. Brandon Creekbaum, City Attorney, wanted to know if Mr. Marshall is asking about the priority list for demolition.

Mr. Marshall said yes.

Mr. Creekbaum stated moving those structures to the top of the list is definitely something the City can discuss with Public Works. He said the list they maintain when the properties come in their added to the bottom of the list.

(2) 1409 Griffin St. (D3) (Owners – William Dunnaway & Caslean Lankford) Notice to show cause was served. Photographic evidence was presented. There was no one present. Upon motion of Ms. Woods, seconded by Mr. Harvey and unanimously approved, the building was condemned, and the property owner was given 30 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. James stated this is an unsafe open dilapidated structure and they are asking to give the property owner 30 days to bring the structure into compliance or forward it to Public Works for possible demolition.

Ms. Woods wanted to know has there been any contact with the property owner.

Mr. James said he has not.

Ms. Woods wanted to know if the property owner have been served.

Mr. James said yes they have.

Mr. Creekbaum stated the property owner was served through a curator appointed by the City who was unable to locate the property owner and they did not respond to any of the notices that were sent to them directly.

Ms. Woods motion to condemn the property giving the owner 30 days to bring the structure up to code, rid it of all obnoxious growth and debris.

(3) 1012 Columbia Ave. (D3) (Owners – Antonio Moore & Roberta Moore) Notice to show cause was served. Photographic evidence was presented. Upon motion of Ms. Woods, seconded by Mr. Marshall and unanimously approved, the building was condemned, and the property owner was given 120 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. James stated this is a burnt dilapidated structure and he had conversations with Mr. Moore who just recently purchased the property. He said he told the property owner he would ask the

Council to condemn the property giving the property owner 90 days to bring the structure into compliance or forward to Public Works for demolition.

Ms. Woods wanted to clarify that Mr. Moore just purchased this property.

Mr. Antonio Moore said yes ma'am.

Ms. Woods thanked Mr. Moore for purchasing the property. She said she was looking at the property and the lawn is mowed, and it looks presentable. She wanted to know if Mr. Moore's intention is to restore the property.

Mr. Moore said he restored the property next to it and his intention is to restore this property, but his wife is having some health issues, therefore, he is putting his money towards her knee replacement.

Ms. Woods said if it is truly Mr. Moore's intention to restore the property she will motion to condemn the property giving the owner 120 days to take care of what he needs to take care of and then start putting his money back into the property. She said she appreciates Mr. Moore doing something to restore the neighborhood. She motion to condemn the property giving the property owner 120 days to bring the structure into compliance or tear the structure down and rid it of all obnoxious growth and debris.

Ms. Woods had further comments and she wanted Mr. Moore to know if in 120 days he has not done what he said he would do but there is process the City will not tear the property down.

Mrs. Ezernack noted for Mr. Moore to stay in touch with Mr. James and Code Enforcement.

(4) 1205 St. John St. (D4) (Owners – Jome Paul & Nancy A. Mauldin) Notice to show cause was served. Photographic evidence was presented. There was no one present. Upon motion of Mr. Marshall, seconded by Mrs. Ezernack and unanimously approved, the building was condemned, and the property owner was 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. James stated this is an open dilapidated structure and they are asking to give the property owner 30 days to bring the structure into compliance or forward it to Public Works for possible demolition.

Mr. Marshall wanted to know if Mr. James had contact with the property owner.

Mr. James said no.

Mr. Creekbaum stated this is also a curator service and no one answered.

Mr. Marshall noted someone is mowing the yard and he doesn't know if they are unable to be contacted. He said he will condemn the property, but he will give the owner 60 days. He further noted someone is in charge of the property the City just doesn't know who.

Mr. James stated Code Enforcement left notices on the house.

Mr. Marshall motion to condemn the property giving the owner 60 days to bring the structure up to code or tear it down and remove any obnoxious growth further providing respect thereto.

RESOLUTIONS AND MINUTE ENTRIES:

Department of Administration:

Upon motion of Mr. Harvey, seconded by Ms. Woods and unanimously approved to consider an Application by Gaffer Mafhahi dba Cloud Busters/Cloud Busters Vape Shop LLC, 2404 Old Sterlington Rd., Monroe LA 71203 for New 2023 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.)

Department of Planning & Urban Development:

Upon motion of Ms. Woods, seconded by Mrs. Dawson and unanimously approved Resolution No. 8604 authorizing a designated city representative to enter into a Fellowship Agreement with ULM and further providing with respect thereto. (There were no public comments.)

Mr. Brandon Creekbaum, City Attorney, stated after consulting with Ms. Ellen Hill, Director of Planning and Urban Development, the agreement has an expiration date of May 31, 2024, and Ms. Hill asked Mr. Creekbaum to revise that to make the agreement extendable upon the agreement of the University of Louisiana at Monroe (ULM) and the City which will not be a substantial change. He said it gives the City an opportunity to renew the agreement.

Ms. Woods said she was so excited about this item, and she would like Ms. Hill to share with the City what is going on with this agreement.

Ms. Ellen Hill, Director of Planning and Urban Development, stated the City has been working with ULM to look at what opportunities they could have within the Planning and Urban Department (PUD) for fellows, internships, and externships. She said the City landed on this agreement a while ago because the City had students that were interested in doing research and wanting to work on community development projects. She further stated these are graduate students who have shown potential who can hopefully help complete research, projects, and entice them to stay in the community. She said it is a way to build some capacity within the City to have more graduate students to maybe start their own consulting firm or just work with the City.

Mrs. Ezernack thanked Ms. Hill for all her hard work and pulling it all together. She said the City can benefit as well as the students and she thinks it is a wonderful opportunity.

Department of Public Works:

Upon motion of Mrs. Dawson, seconded by Mr. Marshall and unanimously approved Resolution No. 8605 authorizing Mayor Friday Ellis to submit an application for state financial assistance to the State of Louisiana Department of Transportation and Development, Division of Aviation (La Dotd) for the Monroe Regional Airport and further providing with respect thereto. (There were no public comments.)

Engineering Services:

Upon motion of Mrs. Dawson, seconded by Mr. Harvey and unanimously approved Resolution No. 8606 authorizing Mayor Friday Ellis to execute a Superseding Agreement between the Department of Transportation and Development and the City of Monroe for the La 15 (Winnsboro Road) Streetscaping Project (H.007531) and further providing with respect thereto. (There were no public comments.)

Mrs. Dawson wanted Mr. Morgan McCallister to tell the City about this item. She said this is something that has been anticipated for a while and she is happy it is finally on the agenda.

Mr. Morgan McCallister, City Engineer, noted this project has been on the books for a number of years dating back to 2012. He said it has been a long process and since he came a board this is one of the projects that was stressed to move forward with Department of Transportation and Development (DOTD) as there were funds allocated for this project. He said this is a streetscaping project for sidewalks on Winnsboro Road and the goal is to break ground early Spring, however, the City is waiting on DOTD who is short staffed. He said on the Winnsboro Road corridor from South 2nd Street and Winnsboro Road intersection going East toward Holly Street there will be new ADA accessible sidewalks at the intersection. He said it is a really good project to move forward and the full length will be rehabbed and repaired in regard to ADA accessibility. He noted there is lighting included in this project and the City met with DOTD a couple months ago with a plan in hand. He further noted the funding has changed a little bit and there was a funding allocation that was designated for this project which was a 95 split years ago. He further noted the allocation and the funding source from DOTD change over time to the Transportation Alternatives Program (TAP) instead of the Transportation Enhancement Program (TEP) and now its 80/20. He said DOTD is allocating over a million dollars for this project and the City's share is a little over 400,000 dollars.

Mr. Marshall wanted to know if the \$400,000.00 is coming from Capital Infrastructure.

Mr. McCallister said yes, the match is coming from the City's Capital Infrastructure Program.

Upon motion of Mr. Harvey, seconded by Mr. Marshall and unanimously approved Resolution No. 8607 authorizing Mayor Friday Ellis to enter into a Utility Relocation Agreement between the City of Monroe and the Louisiana Department of Transportation and Development for the

Kansas Lane and Garrett Road Connector and I-20 Interchange Improvements Project and further providing with respect thereto. (There were no public comments.)

Mrs. Ezernack wanted Mr. McCallister to tell the City about this project.

Mr. McCallister said this is Kansas Lane and Garrett Road connector which is part of the DOTD project to place a new Garrett Road overpass by Pecanland Mall. He said this project will include roundabouts and widening of I-20 which has been incorporated into this project. He said this was the utility relocation of the City portion sewer and water infrastructure on Millhaven. He noted the City does not have to acquire a right-of-way for that however the right-of-way was acquired as a part of the overall project. He said Millhaven at the Garrett Road intersection is being widened and there is a 16 inch water line out there and a couple sewer force mains that were relocated. He further noted the agreement states the City is responsible for that, but the I-20 Economic Development Board paid to have those plans done in 2020. He said the project has been pushed back once or twice but DOTD goal for this project is Fall of 2024.

Upon motion of Mr. Harvey, seconded by Mrs. Dawson and unanimously approved Resolution No. 8608 accepting as substantially complete work done by Kepper Trucking & Dirt Contracting, LLC for the Chennault Golf Cart Paths Improvements Project and further providing with respect thereto. (There were no public comments.)

Upon motion of Mrs. Dawson, seconded by Mr. Harvey and unanimously approved Resolution No. 8609 authorizing a designated city representative to execute Amendment No. Six (6) to the Professional Services Agreement between the City of Monroe and Burns & McDonnell Engineering Company, Inc., related to the Monroe Water Treatment Plant Expansion and Improvements Project and further providing with respect thereto. (There were no public comments.)

Upon motion of Mrs. Dawson, seconded by Mr. Harvey and unanimously approved to consider request from the Engineering Department for authorization for an authorized City representative to advertise for bids for the Parkview Drive Street Improvements (Winnsboro Road to Plum St.) Project. The engineer's estimated is \$1,582,400.00. The DBE goal is 7.38% and the source of funds is the Capital Infrastructure Street Funds.

Mrs. Dawson asked Mr. McCallister to share the good news about these street improvements that have been long overdue.

Mr. Morgan McCallister, City Engineer, said the general scope of this project the City is revamping the city wide street project through the Capital Infrastructure Program (CIP) 25% of that is allocated for street repairs. He stated there have been street repairs done over the years, but it incorporated a lot of focus on drainage or point repair, but the City is looking back at inventory to prioritize street improvements city wide. He said over the past year the City kicked off a number of these streets such as Parkview which is about 0.2 miles running from Winnsboro Road to Parkview intersection going Northwest to North 12th Street. He further stated it will keep open ditches and possible work in the future on the side but right now the City needs the capacity and those ditches. He noted the project is a complete street mill and overlay with drainage and utilities as needed. He said if this project is approved the City will break ground in the next couple of weeks.

Mrs. Dawson said she is glad these multimillions are being spent in Districts 4 and 5.

Mr. Marshall wanted to know if the City will see any sidewalk improvements along the corridor.

Mr. McCallister said no because of the open ditches, and he said the City needs to model that to see if the City can fill in the ditches but if not, the concern is there is very little shoulder room from the edge of asphalt to the top bank. He said they looked at maybe extending the asphalt over to provide a shoulder but to place a sidewalk there right now the City would be too far into the residents yard and that would not be good.

Upon motion of Mr. Harvey, seconded by Mrs. Dawson and unanimously approved to consider request from Tower Storage of Monroe/J. Gregory Hull for a Major Conditional Use Permit authorizing the use of this location (605 & 609 North 31st Street) to operate mini warehouses in the B-3 (General Business/Commercial District). The Comprehensive Zoning Ordinance allows this as a Major Conditional Use in the B-3 (General Business/Commercial District). Major

Conditional Uses are those uses that require another level of approval; therefore, this request comes before the City Council for their approval in addition to that of the Planning Commission. (There were no public comments.)

INTRODUCTION OF RESOLUTIONS & ORDINANCE:

Upon motion of Mrs. Dawson, seconded by Mr. Harvey and unanimously approved to Introduce an Ordinance to amend the Zoning Map for the City of Monroe, Louisiana and providing further with respect thereto – Applicant – Carmen LLC – (Eng/P&Z) (There were no public comments.)

Ms. Woods wanted to know why the City is introducing this Ordinance to amend the Zoning map.

Mr. McCallister said this is to define specific acreage and he noted for the record the Planning Commission application was submitted as Car town, however, during the Planning Commission meeting the applicant stated that it is Carman LLC. He said the agenda says Carman, but the resolution and backup documentation is in the correct name. He said this is roughly 2.64 acres currently zoned B-3 and central business district (CBD) and the applicant is requesting a B-2 designation, and it was presented to the Planning Commission that a storage facility is better suited for that particular zoning. He stated the parcels and the portions that would be included are the building and property in question which is an old church or recreation center. He further stated they will be turning the building into eight storage units. He said in short; this is for the storage facilities to fit within the proper zoning classification. He said it is better suited in the B-2 rather than the B-3 and central business district.

Mr. Harvey wanted to clarify if the City have a minimum acreage that the City must rezone.

Mr. Brandon Creekbaum, City Attorney, stated the City has a minimum acreage required and he thinks its 2 and half acres.

Ms. Woods wanted to know if it has to be 3 acres.

Mr. Creekbaum stated 3 acres total.

Mrs. Ezernack noted unless it's contiguous with the zoning surrounding it.

Upon motion of Mr. Harvey, seconded by Mrs. Dawson and unanimously approved to Introduce an Ordinance authorizing the City of Monroe to take corporeal possession of the property described below and sell to Parks Pallets, LLC, all rights, title, and interest that the City may have acquired to the Lot 1, Square 3, Arent's resub, Jack Thompson Tract Addition, Ouachita Parish, 2633 DeSiard St., District 3, Monroe, La, by adjudication at Tax Sale dated July 1, 2011, and further with respect thereto. (Legal) (There were no public comments.)

Ms. Woods said she spoke with Mr. Creekbaum about this Ordinance, and she knows people typically don't say what they are going to do with a property. She wanted to know if the City knows what is going to be done with the property.

Mr. Creekbaum noted at this point the City has no information on the ultimate use of the property. He further noted it's a zoning classification, therefore, it will have to be within one of the zoning classifications.

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

Upon motion of Mr. Harvey, seconded by Ms. Woods and unanimously approved to Passover item (a) an Ordinance revoking a 60' wide by 1,195' long portion of Adams Street from North 14th Street to North 18th Street and further providing with respect thereto – Applicant – James Machine Works – (PUD/P&Z) until the October 24, 2023, City Council meeting. (This item was passed over at the last meeting.) (There were no public comments.)

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

Upon motion of Mr. Harvey, seconded by Mr. Marshall and unanimously approved Ordinance 12,199 authorizing the City of Monroe to take corporeal possession of the property described below and sell to Katie Lee Banks, all rights, title, and interest that the City may have acquired

to the Lot 21, Square 53, Ouachita Cotton Mills 2nd Addition, Ouachita Parish, 1301 Georgia St., District 4, Monroe, La, by adjudication at Tax Sale dated July 13,1999, and further with respect thereto. (Legal) (There were no public comments.)

Upon motion of Mr. Harvey, seconded by Mrs. Dawson and unanimously approved to Passover item (c) an Ordinance amending the Schedule of General Fees and Charges for certain Monroe Recreational Facilities, redesignating Aerobics as Instructor Led Programs, increasing the maximum allowable fee until the October 24, 2023, City Council meeting. (Comm.Aff.) (There were no public comments.)

Citizen's Participation

(1.) Ms. Bernadine Adams, 4106 Lionel Street, noted she is addressing the Council because of certain environmental challenges, the first one is the Union Pacific Railroad that runs behind her house. She said if you drive down South 24th off of DeSiard Street that railroad track is beautiful. She said she lives on Lionel Street and White Street is behind her and bullets came through her window and since then someone attempted to break into her storage building. She stated the person hid in the bushes at the railroad track and she called 911 for Monroe Police Department to come. She further stated the officer was standing on top of the track and the man was hidden in the bushes and she had to call MPD to come back out. She said this is about the third or fourth thing she has addressed about White Street, and she said White Street is a no mans land. She said the City have all these new projects, revitalizations, and she said someone came to her community talking about revitalization and she showed them some things, but nothing has been done. She said the grass on White Street is so high on the railroad track and she said she called Union Pacific and talked to a gentleman who told her she is basically a nobody. She said he informed her she needs to talk to the City administration because they can do more about this issue than she can. She stated nobody helps her and she is in no mans land and she is lucky to be alive. She said she is asking the Council to do something about the Union Pacific Railroad because the City workers tell her they can't get within 25 feet of the track. She further stated if the Council call the right people and if she had the right name, work would be done. She said something needs to be done and she is standing before the Council tonight but tomorrow she may not be. She said every other time she looks up it is something related to the grass on the railroad. She said the City talks about new projects and she sees the City on tv breaking ground for all new things, but the City needs to look at feasibility studies and the City priorities. She said White Street is a mess and she said there was a nice flower bed between Grammont Street and Gerald Street with beautiful daylilies, but the City got rid of the daylilies. She said she called the City to cut down the dead trees and there is nothing there anymore.

Mrs. Ezernack wanted to know if there are contacts the City could make with the railroad on behalf of Ms. Adams to look at those issues.

Mr. Brandon Creekbaum, City Attorney, said he will discuss this issue with Mr. McCallister tomorrow to see if they can find someone at the railroad they can contact.

Ms. Adams stated the grass on Griffin Street going to the Neighborhood Wal-Mart is a disgrace and she said the grass is taller than her.

Mrs. Ezernack asked Mr. Tommy James, Code Enforcement Officer, to get Ms. Adams contact information to investigate the grass on Griffin Street outside of the railroad issue.

Ms. Adams noted there is an Ordinance about cars that don't move, and she said she has complained about it before, and she hasn't seen it resolved. She said the lady that was over that issue gave the neighbors her name and the neighbors cussed her out. She said she lives alone, and she doesn't want to be compromised but something needs to be done.

Mrs. Ezernack informed Ms. Adams to get in contact with Mr. James, Mr. Creekbaum, and Mr. McCallister.

(2.) Ms. Kenya Roberson, 116 Glenwood Drive, said the Black Regional Chamber of Commerce is launching their youth entrepreneur academy for November 1st until May 2024. She said it is for any high school student grades 9th through 12th at any school within the 14 Parishes they serve. She said they have been doing casting calls this entire month as well as last month. She said they have two more casting calls before they are completed so they can begin the entrepreneur academy. She said they will be privileged to varies careers, trades, be able to

write their business plan, learn how to budget for their business or nonprofit, they will have their own logo, they will participate in community service, they will come to some City Council meetings, and school board meetings. She stated they will be well rounded once they graduate from the academy. She further stated she is asking the City to support the academy and if they know of any high school students that are possibly looking into entrepreneurship, all are welcome.

(3.) Mr. Michael Castor, 3408 Garden Avenue, stated he doesn't know if the Council is aware of what happen on the back side of Emily P. Recreation center yesterday. He said he and a couple of the councilmembers said there would be cameras put back there, it hasn't happened. He said a lady was robbed in the daylight and thrown against the fence. He said the gates aren't being locked and it's a party place for dope dealers and everybody else at nighttime. He said they have asked for more police patrol in the area, and it hasn't been happening. He said they asked them to park a police car out there to make them think the police are there and the police car sat there for 3 months in one spot.

Assistant Chief of Police Mary Tellis, Monroe Police Department, said Major Roderick Jackson patrols that area from 3 to 4 and Monroe Police Department (MPD) have South side units that also patrol that area. She said the incident happened behind the recreation center and actually started at the store. She noted the suspect followed the victim as she was going to Dick Taylor Street and that's when the assault happen, but MPD has up the patrol in that area.

Mr. Castor stated good they would like to see it.

Assistant Chief Tellis said extra patrol is happening even at nighttime and officers start at 5 o'clock. She said Major Jackson has taken full responsibility for that area. She said they have Major Gutierrez patrolling Burg Jones Lane and MPD is also patrolling the school zones.

There being no further business to come before the council, the meeting was adjourned at 6:48 p.m., upon motion of Mrs. Dawson and it was seconded by Mr. Harvey.

Mrs. Gretchen Ezernack
Chairman

Ms. Carolus S. Riley
Council Clerk

Ms. Ileana Murray
Staff Secretary