



**Notice of:**

**BOARD OF ALDERMEN REGULAR MEETING**

**Tuesday, February 3, 2026 at 6:00 PM**

**Council Chambers, City Hall, 2305 North 7th Street, West Monroe**

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**AGENDA**

**Public Comments:** Any person present who wishes to comment on any matter prior to the vote on that matter should stand prior to the vote and request an opportunity to comment. Comments are limited to three (3) minutes per speaker, and the number of speakers may be limited on a subject.

**NOTICE/MINUTES**

**Call to order/Verification of Attendance**

**Motion to Approve Minutes**

- 1) Motion to approve the Minutes of the January 20, 2026 Regular Council Meeting.

**Recognitions/Presentations**

- 2) Samaritan's Purse presentation

**Mayor's Review**

**Community Announcements**

**ADMINISTRATION/FINANCE**

- 3) **Ordinance** to accept the recommendation of an award in response to the Request for Proposals for Emergency Debris Removal, Hauling, Disposal, and Right-of-Way Clearing/Tree Cutting Services, and to authorize execution of a contractual agreement in accordance with that award.
- 4) **Ordinance** to accept the recommendation of an award in response to the Request for Proposals for Emergency Debris Monitoring Services, and to authorize execution of a contractual agreement in accordance with that award.

**BUILDING AND DEVELOPMENT**

**LEGAL**

- 5) **Ordinance** to authorize the City of West Monroe to enter into contract with Breazeale, Sachse & Wilson for a Labor/Employment/HR Law Fixed Fee Retainer Preventive Program.

**PUBLIC WORKS**

- 6) **Ordinance** to authorize the City to enter into the Municipal Water Pollution Prevention Program of the Environmental Protection Agency, Region 6.

**COMMUNITY SERVICES**

**PARKS AND RECREATION**

**POLICE/FIRE**

**WMFD**

## WMPD

### ENGINEERING/CONSTRUCTION PROJECTS

#### 7) Project Updates

Jonathan Kaufman, City Project Manager, Director of Building & Development to present the City with project updates for transportation, drainage, and more.

### PUBLIC COMMENTS/OTHER BUSINESS

### ADJOURN

To view a live broadcast of this meeting, go to: <https://www.youtube.com/@CityofWestMonroe/live>

**If you need special assistance, please contact Andrea Pate at 318-396-2600, and describe the assistance that is necessary.**



**BOARD OF ALDERMEN REGULAR MEETING**  
**Tuesday, January 20, 2026 at 6:00 PM**  
**Council Chambers, City Hall, 2305 North 7th Street, West Monroe**

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**MINUTES**

**NOTICE/MINUTES**

**Call to order/Verification of Attendance**

PRESENT

Mayor Staci Mitchell  
Polk Brian  
Thom Hamilton  
Rodney Welch  
Ben Westerburg

ABSENT

Morgan Buxton

The meeting was opened with prayer by Alderman Ben Westerburg. Mayor Staci Mitchell led the Pledge of Allegiance.

**Motion to Approve Minutes**

Motion to approve the Minutes of the January 6, 2026 Regular Council Meeting.

Motion made by Welch, Seconded by Brian.  
Voting Yea: Brian, Hamilton, Welch, Westerburg

**Recognitions/Presentations**

City of West Monroe Employees were recognized for years of service.

The City of West Monroe presented the Declaration of Action for The Greatest American Cleanup to Stuart Hodnett.

**ADMINISTRATION/FINANCE**

**Read aloud by the Mayor: Announcement of Public Meeting**

Notice is hereby given that at its meeting to be held on Tuesday, February 17, 2026 at 6:00 p.m. at its regular meeting place, the West Monroe Council Chambers, 2305 North 7th Street, West Monroe, Louisiana, the Mayor and Board of Aldermen plans to consider adopting a resolution ordering and calling an election to be held in the City of West Monroe, State of Louisiana, to authorize the renewal of a sales and use tax therein.

Ordinance 5563: Ordinance to authorize execution of a Cooperative Endeavor Agreement with the City of Monroe providing a public Fourth of July fireworks display and drone show and to authorize the execution of the contracts to provide the fireworks display and drone show.

Motion made by Westerburg, Seconded by Hamilton.  
Voting Yea: Brian, Hamilton, Welch, Westerburg

**ENGINEERING/CONSTRUCTION PROJECTS**

Lake Latigo Sidewalks to the Ike Hamilton Expo Center - City Project #250025

Ordinance 5564: Ordinance to authorize the City of West Monroe to enter into contract with Blue Heron Homes, LLC for construction of the project known as "Lake Latigo Sidewalks to the Ike Hamilton Expo Center."

Motion made by Westerburg, Seconded by Welch.  
Voting Yea: Brian, Hamilton, Welch, Westerburg

**MOTION TO ADD TO AGENDA** - Ordinance to authorize the City of West Monroe to enter into contract with TBA Studio, LLC for architectural services in connection with the project known as "Downtown Gateway Signage."

Motion made by Welch, Seconded by Hamilton.  
Voting Yea: Brian, Hamilton, Welch, Westerburg

Downtown Gateway Signage - City Project #250010

Ordinance 5565: Ordinance to authorize the City of West Monroe to enter into contract with TBA Studio, LLC for architectural services in connection with the project known as "Downtown Gateway Signage."

Motion made by Brian, Seconded by Westerburg.  
Voting Yea: Brian, Hamilton, Welch, Westerburg


Project Updates

Jonathan Kaufman, City Project Manager, Director of Building & Development presented the City with project updates for transportation, drainage, and more.

**ADJOURN**

Motion made by Hamilton, Seconded by Brian.  
Voting Yea: Brian, Hamilton, Welch, Westerburg

ATTEST:

  
ANDREA PATE  
CITY CLERK

APPROVED:

  
STACI ALBRITTON MITCHELL  
MAYOR

STATE OF LOUISIANA  
CITY OF WEST MONROE

ORDINANCE NO. \_\_\_\_\_

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

AN ORDINANCE TO ACCEPT THE RECOMMENDATION OF AWARD IN RESPONSE TO THE REQUEST FOR PROPOSALS FOR EMERGENCY DEBRIS REMOVAL, HAULING, DISPOSAL, AND RIGHT-OF-WAY CLEARING/TREE CUTTING SERVICES, DETERMINED TO BE IN THE BEST INTEREST OF THE CITY OF WEST MONROE BY THE COMMITTEE; TO AUTHORIZE THE NEGOTIATION AND THE EXECUTION OF A CONTRACTUAL AGREEMENT IN ACCORDANCE WITH THE ESSENTIAL TERMS AND PROVISIONS OF THAT REQUEST FOR PROPOSALS AND THE RESPONSE RECOMMENDED BY THE COMMITTEE; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, the City of West Monroe and the surrounding area of Northeast Louisiana has suffered significant and widespread damages resulting from the ice storm and related weather events beginning on January 24, 2026 (sometimes referred to as “Winter Storm Fern”), including downed trees, storm debris, blocked roadways, and hazardous conditions affecting emergency response, utilities, and essential services; and

WHEREAS, in order to begin to restore the affected areas within the City, it will be necessary to engage in such a significant amount of debris removal, hauling, disposal, and right-of-way clearing/tree cutting, that the City itself may be unable to provide the necessary additional manpower, equipment and related efforts; and

WHEREAS, in order to provide the necessary services, the City has prepared a “Request for Proposals for Emergency Debris Removal, Hauling, Disposal, and Right-of-Way Clearing/Tree Cutting Services”, a copy of which is attached as Exhibit “A” and which is sometimes simply referred to as the "Request For Proposals", in order to solicit contractors capable of rapidly mobilizing personnel and equipment to remove disaster-generated debris, eliminate immediate and/or ongoing threats to life, health, and safety, restore access to public rights-of-way and public property, and support community recovery, and the City has made that Request For Proposals publicly known through press release, through various public media, and through direct contact with as many of the providers of those services as was possible under the circumstances; and

WHEREAS, a number of formal Responses to the Request For Proposals have been received and have been and are being reviewed by a selected committee of knowledgeable City employees and officials (hereinafter the “Committee”), with a recommendation forthcoming,

which will be the Response determined most beneficial to the City. Contractual agreements will likely need to be executed promptly to begin providing those needed services within the City as soon as possible.

NOW, THEREFORE,

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that the City of West Monroe authorizes the acceptance of the forthcoming recommendation of award in response to the “Request for Proposals for Emergency Debris Removal, Hauling, Disposal, and Right-of-Way Clearing/Tree Cutting Services”, determining the recommended Proposal to be in the best interest of the City of West Monroe.

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as Mayor and on behalf of the City of West Monroe, Louisiana, be and she is hereby authorized to negotiate a contractual agreement for Emergency Debris Removal, Hauling, Disposal, and Right-of-Way Clearing/Tree Cutting Services with the response recommended by the Committee, in accordance with the essential terms and provisions of that Request For Proposals and the Response, and thereafter to enter into that contractual agreement with recommended entity.

SECTION 3. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to further negotiate and modify any further provisions of the referenced contractual agreement as she determines necessary or appropriate prior to its execution, together with executing any and all further documents and to take any and all other actions which she determines are either necessary or appropriate in conjunction with the contractual agreement authorized above.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in regular and legal session convened, voted on by yea and nay vote, passed and adopted the 3rd day of February, 2026, the final vote being as follows:

YEA: \_\_\_\_\_

NAY: \_\_\_\_\_

NOT VOTING: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:

APPROVED THIS 3RD DAY OF  
FEBRUARY, 2026

\_\_\_\_\_  
ANDREA PATE, CITY CLERK  
CITY OF WEST MONROE  
STATE OF LOUISIANA

\_\_\_\_\_  
STACI ALBRITTON MITCHELL, MAYOR  
CITY OF WEST MONROE  
STATE OF LOUISIANA

**NOTICE  
CITY OF WEST MONROE, LOUISIANA  
REQUEST FOR PROPOSALS (RFP)  
EMERGENCY DEBRIS REMOVAL, HAULING, DISPOSAL,  
AND RIGHT-OF-WAY CLEARING / TREE CUTTING SERVICES  
WINTER STORM FERN**

Issue Date: January 30, 2026  
Proposals Due: February 2, 2026, by 5:00 p.m.; email to [apate@westmonroe.la.gov](mailto:apate@westmonroe.la.gov)

### **1. PURPOSE**

The City of West Monroe (“City”) is soliciting competitive proposals from qualified contractors to provide comprehensive Emergency Debris Removal, Hauling, Disposal, and Right-of-Way Clearing / Tree Cutting Services resulting from Winter Storm Fern.

The purpose of this solicitation is to obtain contractors capable of rapidly mobilizing personnel and equipment to remove disaster-generated debris, eliminate immediate threats to life, health, and safety, restore access to public rights-of-way and public property, and support community recovery.

If applicable, the City intends to seek reimbursement under FEMA Public Assistance Program, Category A – Debris Removal and/or Category B – Emergency Protective Measures, and therefore seeks contractors with demonstrated experience performing work in compliance with FEMA eligibility, documentation, and monitoring requirements.

### **2. DISASTER CONTEXT AND EXPEDITED PROCUREMENT**

Winter Storm Fern caused widespread damage throughout West Monroe, including downed trees, storm debris, blocked roadways, and hazardous conditions affecting emergency response, utilities, and essential services.

Although federal and state law authorize noncompetitive procurement under emergency or exigent circumstances, the City has determined that an expedited competitive solicitation is practicable and in the City’s best interest.

Accordingly, this RFP is issued on an accelerated schedule to obtain documented competition while minimizing delay to critical response operations.

### **3. SCOPE OF SERVICES**

Contractor(s) shall furnish all labor, supervision, equipment, materials, supplies, fuel, and incidentals necessary to perform emergency debris management and right-of-way clearing services, as directed by the City, including but not limited to the following:

### **A. Emergency Roadway Clearance**

Immediate push, clearing, and removal of debris from travel lanes, shoulders, and intersections to restore emergency vehicle access and public traffic flow. Work may include cutting, moving, or repositioning debris to accessible locations for subsequent collection.

Roadways prioritized by the City shall be opened to at least one passable lane as quickly as practicable following Notice to Proceed.

### **B. Right-of-Way Clearing & Tree Cutting**

Cutting, trimming, bucking, sectioning, and removal of downed or damaged trees, limbs, and woody debris located within public rights-of-way and on public property. Removal of hanging, leaning, or otherwise hazardous tree portions. Grinding of stumps when tree removal is required. Staging of cut material in safe and accessible locations designated by the City for subsequent hauling.

Work shall be performed in a manner that eliminates hazards, maintains pedestrian and vehicular safety, and allows efficient follow-on debris hauling.

### **C. Debris Collection & Hauling**

Collection, loading, and hauling of eligible storm-generated debris from public rights-of-way and public property to temporary debris management sites or approved disposal facilities. Debris types may include vegetative debris, construction and demolition debris, and mixed debris, as directed by the City. The City anticipates that debris will be hauled to the local landfill for disposal, and the City will be responsible for all applicable tipping fees.

Debris shall be collected in a systematic, route-based manner as directed by the City, with reasonable progress demonstrated daily. Contractor shall use City-approved load tickets, electronic systems, and reporting formats for all operations. Contractor shall cooperate with City-retained debris monitoring firm and comply with monitoring protocols established by the City.

Contractor shall segregate debris by type (vegetative, C&D, mixed, white goods, electronic waste, household hazardous waste) as directed by the City. Commingling of debris types is prohibited unless expressly authorized by the City.

### **D. Temporary Debris Management Sites (TDMS)**

The City may utilize TDMS or direct haul to disposal depending on operational needs. If TDMS is used, establishment, operation, maintenance, and closure of temporary debris management sites, including site preparation, access control, traffic flow, segregation of debris streams, stockpiling, load-out operations, and environmental protection measures.

Sites shall be organized, controlled, and operated to prevent commingling of debris types and to support accurate monitoring. Contractor shall implement erosion control, dust suppression, and stormwater protection measures as necessary. Contractor shall restore all temporary debris management sites and work areas to pre-use condition or better, as directed by the City.

#### **E. Debris Reduction**

Reduction of vegetative and other approved debris through grinding, mulching, or other approved methods at TDMS or other City-approved locations.

Reduction methods shall maximize volume reduction while maintaining safe operations.

#### **F. Haul-Out & Final Disposal**

Loading and hauling of reduced or unreduced debris from TDMS or collection points to City-approved final disposal, recycling, or processing facilities.

#### **G. Special Debris Streams (if directed)**

Collection, handling, transportation, and disposal of special debris types, which may include white goods (appliances), electronic waste, tires, and household hazardous waste, in accordance with applicable laws and regulations.

\* All work shall be performed only upon direction of the City. No work shall be performed on private property without written authorization from the City.

### **4. CONTRACT TERM**

- The City anticipates awarding short-term emergency contracts with an initial term of up to thirty (30) days, renewable at the City's option in additional thirty (30) day increments.
- The City may award contracts to one or multiple contractors.

### **5. MOBILIZATION REQUIREMENTS**

- Proposers must demonstrate ability to:
  - Mobilize management personnel within twenty-four (24) hours of written or electronic Notice to Proceed.
  - Mobilize field operations within seventy-two (72) hours of written or electronic Notice to Proceed.
  - Sustain operations with sufficient staffing and equipment.
- Failure to meet mobilization commitments may be grounds for termination.

## 6. PRICING

- Proposers shall submit pricing using Attachment A – Bid Schedule. Lump sum pricing is not permitted. Proposers shall refer to the pricing instructions.
- Prices shall:
  - Be firm for the contract term.
  - Be all-inclusive.
  - Include labor, supervision, equipment, fuel, insurance, overhead, and profit.
- The City reserves the right to compensate work using unit pricing, time-and-materials pricing, or a combination thereof, as determined by the City based on operational need.
- Standby or idle time shall not be compensated unless expressly authorized in writing by the City.
- Cubic yard quantities shall be calculated using certified truck bed capacities and verified by load ticket or monitoring documentation.
- The City will evaluate pricing for fairness and reasonableness. The City may reject prices determined to be unbalanced or unreasonable.
- The City shall not be responsible for payment for work performed without prior authorization.

## 7. PROPOSAL CONTENTS

- Proposals should be concise and include:
  - Firm name, address, and contact information.
  - Description of disaster debris and/or ROW clearing experience.
  - Description of FEMA Public Assistance project experience.
  - Mobilization plan.
  - Equipment and personnel resources.
  - Documentation and reporting approach.
  - Completed Attachment A – Bid Schedule.
  - Three (3) references for similar work.
  - Certification of no conflict of interest.
  - Attachment B – Debarment/Suspension Certification.

## **8. EVALUATION AND SELECTION**

- Proposals will be evaluated based on:
  - Experience with similar emergency operations.
  - Ability to mobilize quickly.
  - Adequacy of personnel and equipment.
  - Documentation and compliance approach.
  - Pricing reasonableness.
- The City may seek clarifications and may negotiate limited terms.

## **9. INSURANCE**

Contractors shall maintain insurance meeting City requirements and provide certificates upon request.

## **10. DOCUMENTATION AND RECORDKEEPING EXPECTATIONS**

- Contractors must maintain daily records of:
  - Labor and equipment hours;
  - Locations worked;
  - Debris types handled;
  - Disposal or reduction activities.
- Records must be available for City, state, and federal review.

## **11. FEDERAL COMPLIANCE REQUIREMENTS**

- Contracts funded in whole or in part with FEMA assistance must comply with 2 C.F.R. Part 200, including §§ 200.317–200.327, and all applicable federal contract clauses.
- Contractors must maintain records, allow audits, and comply with monitoring requirements. Contractor shall retain all records related to this contract for a minimum of five (5) years after final closeout, or longer if required by law or FEMA.

## **12. RESERVATION OF RIGHTS**

The City reserves the right to reject any or all proposals, waive informalities, make multiple awards, and cancel this RFP. The City may assign work among contractors in its sole discretion.

## **13. NO GUARANTEE OF FUNDING**

Issuance of this RFP or award of any contract does not guarantee FEMA reimbursement or availability of grant funds.

#### **14. SUBMISSION INSTRUCTIONS**

Proposals must be received by email to [apate@westmonroe.la.gov](mailto:apate@westmonroe.la.gov) no later than 5:00 p.m. on Monday, February 2, 2026.

Late proposals may be rejected.

**ATTACHMENT A****PRICE SCHEDULE  
CITY OF WEST MONROE – WINTER STORM FERN****A. PRICING INSTRUCTIONS**

1. All prices shall be firm and fixed for the duration of the contract, unless adjusted by written amendment executed by the City.
2. All prices shall be all-inclusive, including but not limited to labor, supervision, equipment, fuel, lubricants, maintenance, mobilization, demobilization, insurance, bonds, permits, overhead, profit, and all other incidentals necessary to perform the work.
3. Rates shall apply only when work is authorized in writing by the City. The City makes no guarantee of minimum quantities.
4. Where both unit pricing (per cubic yard / per unit) and time-and-materials pricing (hourly) are provided, the City reserves the right to determine the pricing method used for specific tasks.
5. Unit prices for debris collection and hauling shall include loading, hauling, and dumping at City-approved sites unless otherwise stated.
6. Haul distance shall be measured as one-way road miles from the collection point to the designated debris management site or disposal facility.
7. Invoices shall be supported by detailed daily documentation, including labor, equipment, load tickets, haul distances, and disposal records.
8. Mathematical errors in extensions or totals shall be corrected by the City based on the unit prices provided.
9. Failure to provide a price for any item may result in the proposal being deemed non-responsive.
10. The City anticipates paying landfill tipping fees directly; however, if disposal fees are billed by Contractor, such fees shall be treated as pass-through costs with no markup. Contractor shall provide all weight tickets, scale receipts, and disposal documentation required to support reimbursement.
11. Cubic yard quantities shall be calculated using certified truck bed capacities and verified by load ticket or monitoring documentation.
12. Any exceptions, additions, or changes to this form shall be specifically noted.

13. Proposers are only required to bid items they intend to provide for use in connection with their services. Proposers may add or substitute equipment depending upon operational need.

### B. Labor

Item	Unit	Rate
Operations Manager / Supervisor	Hour	\$
Crew Foreman	Hour	\$
Equipment Operator	Hour	\$
General Laborer	Hour	\$
Chainsaw Operator	Hour	\$
Truck Operator / Driver	Hour	\$
Safety Officer	Hour	\$
Documentation Clerk	Hour	\$

### C. Heavy Equipment with Operator (Hourly)

Item	Unit	Rate
Skid Steer Loader (Bucket or Grapple)	Hour	\$
Compact Track Loader (CTL) (with bucket or grapple)	Hour	\$
Wheel Loader – Medium (approx. JD 544 / Cat 930 class) with debris grapple	Hour	\$
Wheel Loader – Large (approx. JD 644 / Cat 950 class) with debris grapple	Hour	\$
Knuckleboom Loader (any size, with grapple)	Hour	\$
Telehandler / Extendaboom Forklift (with grapple)	Hour	\$
Excavator – Medium (approx. 160–210 class or ~1.5 CY bucket)	Hour	\$
Excavator – Large (approx. 300–350 class or ~2.5 CY bucket)	Hour	\$
Rubber-Tired Excavator (with grapple)	Hour	\$

Backhoe Loader (rubber tired)	Hour	\$
Dozer – Light (D4 class)	Hour	\$
Dozer – Medium (D5/D6 class)	Hour	\$
Dozer – Heavy (D7/D8 class)	Hour	\$
Motor Grader (125–140 HP class)	Hour	\$
Farm Tractor (30–50 HP with rake/box blade)	Hour	\$
Hand-Fed Debris Chipper	Hour	\$
Tub/Horizontal Grinder – Mid (300–400 HP class)	Hour	\$
Tub/Horizontal Grinder – Large (800–1,000 HP class)	Hour	\$
Stump Grinder	Hour	\$
Bucket Truck – Under 50'	Hour	\$
Bucket Truck – 50' and Over	Hour	\$

#### D. Trucks with Driver (Hourly)

Item	Unit	Rate
Dump Truck – 18–20 CY	Hour	\$
Dump Truck – 21–30 CY	Hour	\$
Dump Truck – 31–70 CY	Hour	\$
Dump Truck – 70–110 CY	Hour	\$
Tractor Trailer / Walking Floor	Hour	\$
Grapple Truck	Hour	\$

#### E. Debris Reduction

Item	Unit	Rate
C&D – Compaction / Sorting	Cubic Yard	\$
Vegetative – Air Curtain Burner	Cubic Yard	\$
Vegetative – Grinding	Cubic Yard	\$

**F. Debris Removal (Collection and Haul)**

\*Rates shall apply for haul distances up to fifteen (15) miles. Additional haul distances may be negotiated if required.

Item	Unit	Rate
Vegetative Debris	Cubic Yard	\$
C&D Debris	Cubic Yard	\$
C&D – Direct Haul	Cubic Yard	\$
Reduced Debris (Haul only)	Cubic Yard	\$

**G. Hazardous Trees & Limbs (Per Unit)**

**1. Leaning / Split Trees – Cut Only (Flush Cut Included)**

Diameter @ 2'	Rate
6-11.99"	\$
12-23.99"	\$
24-35.99"	\$
36-47.99"	\$
Over 48"	\$

**2. Hanging Limbs – ROW**

Item	Rate
Per Tree	\$

**3. Hanging Limbs – Public Spaces**

Item	Rate
Per Tree	\$

**H. Hazardous Stumps /**

**1. ROW (Per Stump)**

Diameter @ 2'	Rate
24-36"	\$
36-48"	\$
Over 48"	\$

## 2. Public Spaces (Per Stump)

Diameter @ 2'	Rate
24-36"	\$
36-48"	\$
Over 48"	\$

### I. Temporary Debris Management Site (if needed)

Item	Unit	Rate
TDMS Setup	Each	\$
TDMS Operations	Cubic Yard	\$

### J. Special Debris Streams

Item	Unit	Rate
Household Hazardous Waste	Pound	\$
White Goods Removal	Each	\$
Electronic Waste	Each	\$

### K. Other Items

Item	Unit	Rate
Dumpster	Weekly	\$

**ATTACHMENT B**

**DEBARMENT AND SUSPENSION CERTIFICATION  
CITY OF WEST MONROE – WINTER STORM FERN**

The undersigned certifies, to the best of its knowledge and belief, that neither the Contractor nor its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. Have within the preceding three (3) years been convicted of, or had a civil judgment rendered against them for:
  - a. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract;
  - b. Violation of federal or state antitrust statutes relating to the submission of offers; or
  - c. Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity with any of the offenses listed above; or
4. Have within the preceding three (3) years had one or more public transactions terminated for cause or default.

The undersigned further certifies that it has checked the System for Award Management (SAM.gov) and that neither the firm nor its principals are listed as excluded.

If the Contractor is unable to certify to any of the statements in this certification, it shall attach a written explanation to this certification.

Firm Name: \_\_\_\_\_

Authorized Representative (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF LOUISIANA  
CITY OF WEST MONROE

ORDINANCE NO. \_\_\_\_\_

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

AN ORDINANCE TO ACCEPT THE RECOMMENDATION OF AWARD IN RESPONSE TO THE REQUEST FOR PROPOSALS FOR EMERGENCY DEBRIS MONITORING SERVICES WHICH WAS DETERMINED TO BE IN THE BEST INTEREST OF THE CITY OF WEST MONROE, BY THE COMMITTEE; TO AUTHORIZE THE NEGOTIATION AND THE EXECUTION OF A CONTRACTUAL AGREEMENT IN ACCORDANCE WITH THE ESSENTIAL TERMS AND PROVISIONS OF THAT REQUEST FOR PROPOSALS AND THE RESPONSE RECOMMENDED BY THE COMMITTEE; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, the City of West Monroe and the surrounding area of Northeast Louisiana has suffered significant and widespread damages resulting from the ice storm and related weather events beginning on January 24, 2026 (sometimes referred to as “Winter Storm Fern”), including downed trees, storm debris, blocked roadways, and hazardous conditions affecting emergency response, utilities, and essential services; and

WHEREAS, in order to begin to restore the affected areas within the City, it will be necessary to engage in such a significant amount of debris removal, hauling, disposal, and right-of-way clearing/tree cutting that the City itself is unable to provide the necessary additional manpower, equipment and related efforts; and

WHEREAS, in order to provide the necessary services, the City has prepared and plans to award a “Request for Proposals for Emergency Debris Removal, Hauling, Disposal, and Right-of-Way Clearing/Tree Cutting Services” in order to solicit contractors capable of rapidly mobilizing personnel and equipment to remove disaster-generated debris, eliminate immediate and/or ongoing threats to life, health, and safety, restore access to public rights-of-way and public property, and support community recovery; and

WHEREAS, in order to ensure proper and accurate reporting of said debris removal, hauling, disposal, and right-of-way clearing/tree cutting services, in compliance with FEMA Public Assistance requirements, with applicable state and federal regulations, and with City policies, it is also necessary to engage a qualified contractor to provide comprehensive Emergency Debris Monitoring Services which will include independent monitoring, documentation, and technical support for the debris removal, hauling, reduction, disposal, and right-of-way clearing operations, and the City has prepared and publicly issued a “Request for Proposals for Emergency

Debris Monitoring Services” (a copy of which is attached as Exhibit “A”, and sometimes hereafter simply referred to as the “Request For Proposals”) in order to solicit proposals from qualified contractors

WHEREAS, a number of formal Responses to the Request For Proposals have been received and have been and are being reviewed by a selected committee of knowledgeable City employees and officials (hereinafter the “Committee”), with a recommendation forthcoming, which will be the Response determined to be most beneficial to the City, such that a contractual agreement will likely need to be executed promptly to begin providing those needed services within the City as soon as possible.

NOW, THEREFORE,

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that the City of West Monroe authorizes the acceptance of the forthcoming recommendation of award in response to the “Request for Proposals for Emergency Debris Monitoring Services” issued by the City, determining the recommended Proposal to be in the best interest of the City of West Monroe.

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as Mayor and on behalf of the City of West Monroe, Louisiana, be and she is hereby authorized to negotiate a contractual agreement for Emergency Debris Monitoring Services with the Response recommended by the Committee, in accordance with the essential terms and provisions of the Request For Proposals and their Response, and thereafter to enter into that contractual agreement with the recommended entity.

SECTION 3. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to further negotiate and modify any further provisions of the referenced contractual agreement as she determines necessary or appropriate prior to its execution, together with executing any and all further documents and to take any and all other actions which she determines are either necessary or appropriate in conjunction with the contractual agreement authorized above.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in regular and legal session convened, voted on by yea and nay vote, passed and adopted the 3rd day of February, 2026, the final vote being as follows:

YEA: \_\_\_\_\_

NAY: \_\_\_\_\_

NOT VOTING: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:

APPROVED THIS 3RD DAY OF  
FEBRUARY, 2026

\_\_\_\_\_  
ANDREA PATE, CITY CLERK  
CITY OF WEST MONROE  
STATE OF LOUISIANA

\_\_\_\_\_  
STACI ALBRITTON MITCHELL, MAYOR  
CITY OF WEST MONROE  
STATE OF LOUISIANA

**NOTICE  
CITY OF WEST MONROE, LOUISIANA  
REQUEST FOR PROPOSALS (RFP)  
EMERGENCY DEBRIS MONITORING SERVICES  
WINTER STORM FERN**

Issue Date: January 30, 2026  
Proposals Due: February 2, 2026, by 5:00 p.m.; email to [apate@westmonroe.la.gov](mailto:apate@westmonroe.la.gov)

### **1. PURPOSE**

The City of West Monroe (“City”) is soliciting competitive proposals from qualified contractors to provide comprehensive Emergency Debris Monitoring Services resulting from Winter Storm Fern.

The selected firm(s) will provide independent monitoring, documentation, and technical support for debris removal, hauling, reduction, disposal, and right-of-way clearing operations to ensure compliance with FEMA Public Assistance requirements, applicable state and federal regulations, and City policies.

The City intends to seek reimbursement under FEMA Public Assistance Program, Category A – Debris Removal and/or Category B – Emergency Protective Measures, as applicable, and therefore seeks contractors with demonstrated experience performing work in compliance with FEMA eligibility, documentation, and monitoring requirements.

### **2. DISASTER CONTEXT AND EXPEDITED PROCUREMENT**

Winter Storm Fern caused widespread damage throughout West Monroe, including downed trees, storm debris, blocked roadways, and hazardous conditions affecting emergency response, utilities, and essential services.

Although federal and state law authorize noncompetitive procurement under emergency or exigent circumstances, the City has determined that an expedited competitive solicitation is practicable and in the City’s best interest.

Accordingly, this RFP is issued on an accelerated schedule to obtain documented competition while minimizing delay to critical response operations.

### **3. SCOPE OF SERVICES**

The Contractor shall furnish all labor, supervision, management, materials, equipment, software, and incidentals necessary to provide comprehensive debris monitoring and documentation services, including but not limited to:

### **A. Operational Monitoring**

- Monitor debris loading sites, collection routes, right-of-way clearing operations, reduction sites, temporary debris management sites (TDMS), and final disposal facilities.
- Verify that debris being collected is eligible, disaster-generated, and properly segregated by type.
- Verify truck capacity certifications and maintain a registry of certified truck bed capacities.
- Observe and document compliance with safety, environmental, and operational requirements.
- Monitor route-based collection operations established by the City or its representative.

### **B. Load Ticket Management**

- Issue, track, and reconcile load tickets or electronic load records.
- Verify pickup location, debris type, truck ID, capacity, and disposal location.
- Ensure tickets are properly signed and complete.

### **C. Electronic Data Systems**

- Provide an electronic debris tracking system capable of recording load data, GPS location, timestamps, and photographs.
- System must have offline capability and paper backup procedures.
- System shall support geo-referenced photographs and GPS capture associated with each load record.
- All data, photographs, GIS layers, load tickets, reports, and electronic records generated under this contract shall be the property of the City of West Monroe and shall be provided to the City upon request and at contract closeout in native format.

### **D. Documentation and Reporting**

- Maintain daily logs of labor, equipment, locations, and activities.
- Prepare daily, weekly, and cumulative summary reports.
- Maintain photographic documentation of operations.
- Maintain GIS-based mapping of collection progress if available.

### **E. Financial and Technical Support**

- Reconcile contractor invoices with monitoring data.
- Assist City with preparation of FEMA Project Worksheets (PWs), summaries, and supporting documentation.
- Support audits, site inspections, and appeals as requested.
- Contractor shall not approve or recommend approval of any invoice that cannot be fully supported by monitoring documentation.

### **F. Closeout Support**

- Prepare final documentation packages.
- Assist with FEMA closeout and audit resolution.

## **4. PERFORMANCE STANDARDS**

- Monitoring coverage shall be sufficient to ensure that no loads are paid without proper monitoring and documentation.
- All data shall be accurate, legible, complete, and submitted within timeframes established by the City.
- Monitors shall be identifiable and present at assigned locations during operations.
- Loads of debris that are not properly monitored and documented shall not be eligible for payment.
- The City shall determine the level and locations of monitoring coverage required.

## **5. SEPARATION OF DUTIES / CONFLICT OF INTEREST**

- The same firm, including any parent, subsidiary, affiliate, or related entity, shall not provide debris removal, hauling, reduction, disposal, or debris hauling brokerage or marketing services for the City during the term of this contract. Contractor shall not subcontract with any entity that is performing debris removal, hauling, reduction, disposal, or debris hauling brokerage or marketing services for the City.
- Proposers must disclose any existing or potential conflicts of interest.

## **6. CONTRACT TERM**

- Initial contract term: up to thirty (30) days, with City options to extend in additional thirty (30) day increments based on operational need.
- The City may award to one or multiple firms.

## **7. MOBILIZATION REQUIREMENTS**

- Proposers must demonstrate ability to:

- Mobilize project management staff within twenty-four (24) hours of written or electronic Notice to Proceed.
- Mobilize field monitoring staff within seventy-two (72) hours of written or electronic Notice to Proceed.
- Failure to meet mobilization commitments may be grounds for termination.

## **8. PRICING**

- Pricing shall be submitted using Attachment A – Fee Schedule and shall be based on hourly rates by labor category.
- Rates shall be fully burdened and inclusive of overhead, profit, travel, lodging, per diem, and incidentals.
- Lump sum pricing is not permitted.
- The City may reject rates determined to be unbalanced or unreasonable.

## **9. PROPOSAL CONTENTS**

- Proposals should be concise and include:
  - Firm information and contact details.
  - Description of relevant debris monitoring and FEMA PA experience.
  - Project approach and staffing plan.
  - Mobilization plan.
  - Description of electronic tracking system.
  - Resumes of key staff.
  - Description of proposed monitor-to-hauler, monitor-to-load site, and monitor-to-disposal site staffing ratios.
  - Completed Attachment A – Fee Schedule.
  - Debarment & Suspension Certification (Attachment B).
  - Conflict of Interest Certification (Attachment C).
  - Three (3) references for similar projects.

## **10. EVALUATION AND SELECTION**

- Proposals will be evaluated based on:
  - Experience with FEMA debris monitoring.
  - Project approach and understanding.
  - Qualifications of proposed staff.
  - Mobilization capability.
  - Pricing reasonableness.
- The City may seek clarifications and may negotiate limited terms.

## 11. INSURANCE

Contractors shall maintain insurance meeting City requirements and provide certificates of insurance prior to contract execution and upon request.

## 12. FEDERAL COMPLIANCE REQUIREMENTS

- Contracts funded in whole or in part with FEMA assistance must comply with 2 C.F.R. Part 200, including §§ 200.317–200.327, and all applicable federal contract clauses.
- Contractors must maintain records, allow audits, and comply with monitoring requirements. Contractor shall retain all records related to this contract for a minimum of five (5) years after final closeout, or longer if required by law or FEMA.

## 13. RESERVATION OF RIGHTS

- The City reserves the right to reject any or all proposals, waive informalities, make multiple awards, and cancel this RFP. The City may assign work among contractors in its sole discretion.
- Contractor shall not subcontract any portion of the work without prior written approval of the City.

## 14. NO GUARANTEE OF FUNDING

Issuance of this RFP or award of any contract does not guarantee FEMA reimbursement or availability of grant funds.

## 15. SUBMISSION INSTRUCTIONS

Proposals must be received by email to [apate@westmonroe.la.gov](mailto:apate@westmonroe.la.gov) no later than 5:00 p.m. on Monday, February 2, 2026.

Late proposals may be rejected.

**ATTACHMENT A**

**PRICE SCHEDULE  
CITY OF WEST MONROE – WINTER STORM FERN**

**A. PRICING INSTRUCTIONS**

1. All rates shall be hourly, fully burdened, and all-inclusive, including wages, fringe benefits, overhead, profit, travel, lodging, per diem, software, equipment, supplies, and incidentals.
2. Rates shall remain firm for the duration of the contract unless modified by written amendment executed by the City.
3. The City makes no guarantee of minimum hours.
4. Only positions authorized by the City will be eligible for payment.
5. Lump sum pricing is not permitted.
6. The City reserves the right to limit or cap billable hours by position.
7. Any exceptions, additions, or changes to this form shall be specifically noted.
8. Proposers are only required to bid items they intend to provide for use in connection with their services. Proposers may add or substitute items depending upon operational need.

**B. Management and Technical Staff**

<b>Position</b>	<b>Unit</b>	<b>Rate</b>
Project Manager	Hour	\$
Deputy / Operations Manager	Hour	\$
Documentation / Compliance Manager	Hour	\$
Quality Control / QA Manager	Hour	\$
Safety Officer	Hour	\$
FEMA Public Assistance Specialist	Hour	\$

**C. Field Supervision**

<b>Position</b>	<b>Unit</b>	<b>Rate</b>
Field Supervisor	Hour	\$
Lead Monitor	Hour	\$
Site Supervisor (TDMS/Disposal)	Hour	\$

**D. Site Monitors**

<b>Position</b>	<b>Unit</b>	<b>Rate</b>
Load Site Monitor	Hour	\$
Disposal Site Monitor	Hour	\$
Reduction Site Monitor	Hour	\$
ROW / Cutting Operations Monitor	Hour	\$

**E. DATA/GIS Systems**

<b>Position</b>	<b>Unit</b>	<b>Rate</b>
GIS / Mapping Specialist	Hour	\$
Data Analyst	Hour	\$
Electronic Ticketing System Administrator	Hour	\$

**F. Financial & Administrative Support**

<b>Position</b>	<b>Unit</b>	<b>Rate</b>
Invoice Reconciliation Specialist	Hour	\$
Financial Analyst	Hour	\$
Administrative Support Staff	Hour	\$

**ATTACHMENT B**

**DEBARMENT AND SUSPENSION CERTIFICATION  
CITY OF WEST MONROE – WINTER STORM FERN**

The undersigned certifies, to the best of its knowledge and belief, that neither the Contractor nor its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. Have within the preceding three (3) years been convicted of, or had a civil judgment rendered against them for:
  - a. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract;
  - b. Violation of federal or state antitrust statutes relating to the submission of offers; or
  - c. Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity with any of the offenses listed above; or
4. Have within the preceding three (3) years had one or more public transactions terminated for cause or default.

The undersigned further certifies that it has checked the System for Award Management (SAM.gov) and that neither the firm nor its principals are listed as excluded.

If the Contractor is unable to certify to any of the statements in this certification, it shall attach a written explanation to this certification.

Firm Name: \_\_\_\_\_

Authorized Representative (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT C**

**CONFLICT OF INTEREST CERTIFICATION  
CITY OF WEST MONROE – WINTER STORM FERN**

Firm certifies no conflicts of interest exist that would impair independent monitoring services.

Firm Name: \_\_\_\_\_

Authorized Representative (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF LOUISIANA  
CITY OF WEST MONROE

ORDINANCE NO. \_\_\_\_\_

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

AN ORDINANCE TO AUTHORIZE THE MAYOR OF THE CITY OF WEST MONROE, LOUISIANA, TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH BREAZEALE, SACHSE & WILSON FOR CERTAIN LEGAL SERVICES PROVIDED THROUGH A PREVENTIVE MAINTENANCE PROGRAM; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to execute on behalf of the City of West Monroe, Louisiana, a Fixed Fee Retainer for Legal Services with Breazeale, Sachse & Wilson for certain legal services provided through a Preventive Maintenance Program, a copy of which contract is attached as Exhibit “A”

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby further authorized to take any and all actions and to execute any and all further documents she deems either necessary or proper to negotiate, prepare, execute and carry out the activities arising out of the contract described above according to its terms and intent, including but not limited to such negotiations and modifications as she determines appropriate regarding the terms and conditions of the employment, the nature of the services performed and the manner of calculation of compensation for those services.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in regular and legal session convened, voted on by yea or nay vote, this 3rd day of February, 2026, the final vote being as follows:

YEA: \_\_\_\_\_

NAY: \_\_\_\_\_

NOT VOTING: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:

APPROVED THIS 3RD DAY OF  
FEBRUARY, 2026

\_\_\_\_\_  
ANDREA PATE, CITY CLERK  
CITY OF WEST MONROE  
STATE OF LOUISIANA

\_\_\_\_\_  
STACI ALBRITTON MITCHELL, MAYOR  
CITY OF WEST MONROE  
STATE OF LOUISIANA

**A Preventive Maintenance Program  
Through A Breazeale, Sachse & Wilson  
Labor/Employment/HR Law Fixed Fee Retainer**

A. Includes:

- Assistance on labor law/employee relations/HR matters (See attached Sample)
- BSW Firm monthly newsletter
- BSW Firm employee relations booklets
- BSW Firm special bulletins
- Reduced charge for work outside of the fixed fee retainer

B. Encourages Management to seek assistance before a smaller issue can grow into a much more expensive problem

C. Enhances Employee Relations with more productive workforce

D. Relatively Inexpensive

E. Predictable Cost that can be budgeted

F. Attorney-Client Privilege

**Breazeale, Sachse & Wilson**  
**Labor/Employment/HR Law Fixed Fee Retainer Preventive Program**

***Offered Through***  
***Louisiana Municipal Association***

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The Breazeale, Sachse & Wilson Law Firm offers a Labor/Employment/HR Law Fixed Fee Retainer Preventive Program for LMA members.

Those who participate in the Retainer Preventive Program receive limitless general advice on labor law and employee relations matters. They also receive the Firm's monthly newsletter, employee relations booklets and special labor/employment bulletins at no extra charge.

The legal service covers advice in areas such as: Wage and Hour law, union organizing and unfair labor practice charges, employer versus employee rights governed by Title VII of the Civil Rights Act of 1964 (race, sex, age, disability, discrimination, etc.), regulations established by the Occupational Safety and Health Administration, Wage & Hour Law, Veterans Reemployment Rights Act, Fair Credit Reporting Act, Louisiana State Civil Service for firefighters and police officers, and Family and Medical Leave Act and other required leaves as well as employee misconduct, failure to perform, absenteeism, etc., which may call for discipline and/or discharge and policies maintaining good employee relations. Because this program involves a fixed fee, it is simple for a municipality to participate and also encourages management to obtain early assistance to prevent a small problem from growing into an expensive one.

The fixed fee charge for the Program is based on a municipal member's population.

The annual charge for the Retainer Preventive Program which normally covers an entire calendar year from January 1<sup>st</sup> through December 31<sup>st</sup> is:

- Tier 1 (2,500 or fewer residents) - \$3,600
- Tier 2 (2,501 to 20,000 residents) - \$5,700
- Tier 3 (20,001 residents or more) - \$9,600

When a covered employer needs considerable attention on matters (such as a lawsuit, Government Charge/Investigation, drafting/revising an employee handbook, supervisory training, or active union organizing), they are charged separately because the retainer program does not bear the expense of an extensive individual case.

The Breazeale, Sachse & Wilson Law Firm is more than 90 years old and one of the most respected and well-established firms in the country. In addition to the office in New Orleans, the Firm maintains offices in Baton Rouge and Monroe. The main contacts for the program are Fred Preis and Philip Giorlando who are partners in the Firm's Labor and Employment Law Section. Fred can be reached at (504) 584-5470 or [Fred.Preis@bswllp.com](mailto:Fred.Preis@bswllp.com). Philip can be reached at (504) 680-5244 or [Philip.Giorlando@bswllp.com](mailto:Philip.Giorlando@bswllp.com).

If you are interested, please fill out the attached form and send it with your payment directly to:

Karen Webre  
Administrative Assistant  
Breazeale, Sachse & Wilson, LLP  
909 Poydras St., Suite 1500  
New Orleans, Louisiana 70112

**Breazeale, Sachse & Wilson**  
**Labor/Employment/HR Law Fixed Fee**  
**Retainer Preventive Program**

*offered through*

**Louisiana Municipal Association**

Enclosed is our payment in the amount of \$ \_\_\_\_\_ made payable to Breazeale, Sachse & Wilson for the 2026 Labor/Employment/HR Law Fixed Fee Retainer Preventive Program for 2026 through December 31, 2026.

***Submit payment and form to Karen Webre, Administrative Assistant,  
Breazeale, Sachse & Wilson, 909 Poydras Street, Suite 1500, New Orleans,  
LA 70112***

Member Name: \_\_\_\_\_

Main Representative Contact: \_\_\_\_\_  
(must be mayor, top municipality executive, or in charge of Office/HR)

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

STATE OF LOUISIANA  
CITY OF WEST MONROE

ORDINANCE NO. \_\_\_\_\_

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

AN ORDINANCE TO AUTHORIZE THE MAYOR OF THE CITY OF WEST MONROE, LOUISIANA, TO ENTER INTO THE MUNICIPAL WATER POLLUTION PREVENTION PROGRAM OF THE ENVIRONMENTAL PROTECTION AGENCY, REGION 6, AND FOR OTHER MATTERS RELATING THERETO.

Section 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, Mayor of the City of West Monroe, Louisiana be and she is hereby authorized to execute any and all documents either necessary or appropriate in order that the City participate in the Municipal Water Pollution Prevention Program of the Environmental Protection Agency, Region 6, and particularly the requirements of those matters set forth in "In the Matter of the City of West Monroe", Proceedings Under Section 308(a)(4)(A), Clean Water Act, NPDES permit no. LA0043982, docket no. VI-91-2526, United States Environmental Protection Agency, Region 6, and any related proceedings or actions, and to further take any and all other action and execute any and all other such documentation as she feels either appropriate or necessary with respect thereto.

Section 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, Mayor of the City of West Monroe, Louisiana be and she is hereby authorized and directed to certify to the United Stated Environmental Protection Agency, Region 6, that the City has reviewed the Municipal Water Pollution Prevention Environmental Audit Report, and is further authorized and directed to take all actions necessary to maintain permit requirements contained in the NPDES permit LA0043982.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in regular and legal session convened, voted on by yea and nay vote, this 3rd day of February, 2026, the final vote being as follows:

YEA: \_\_\_\_\_

NAY: \_\_\_\_\_

NOT VOTING: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:

APPROVED THIS 3RD DAY OF  
FEBRUARY, 2026

\_\_\_\_\_  
ANDREA PATE, CITY CLERK  
CITY OF WEST MONROE  
STATE OF LOUISIANA

\_\_\_\_\_  
STACI ALBRITTON MITCHELL, MAYOR  
CITY OF WEST MONROE  
STATE OF LOUISIANA

**FEBRUARY 3, 2026**  
**WEST MONROE CITY COUNCIL MEETING**  
**ENGINEERING UPDATE**  
**L&A, INC. PROJECT NO. 26E038.00**

**Kirola Walk Trail Improvements**

- Benchmark Construction Group is substantially complete

**Sunshine Heights Drainage Improvements**

- Kepper Trucking & Dirt Contracting is under construction

**Downtown Utility Survey & Preliminary Engineering**

- Initial TV camera footage of drainage pipe has been performed. Our firm will view footage to determine underground features

**Downing Pines Road: Roundabout at Mane Street**

- State Project Number H.016019
- LDOTD in process of consultant procurement, short list announced October 14
- Selection of Neel-Schaffer, Inc. announced December 8, LDOTD held a kick-off scoping meeting on January 7, 2026

**Cotton Street Sidewalk & Street Improvements**

- Bridge Street to Wood Street
- Initial TV camera footage of drainage pipe & sewer services has been performed. Our firm will view footage to determine underground features

**Cotton Street Water & Sewer Utility Improvements**

- Pine Street to Wood Street
- DRA Funded Project (SEDAP) LA-7333
- Initial TV camera footage of drainage pipe & sewer services has been performed. Our firm will view footage to determine underground features

**Julia Street Improvements**

- Cypress Street to McMillan Road
- Topographic survey initial field work is complete
- Our firm establishing existing right-of-way & preparing plans

**West Monroe Sports Complex Parking Addition**

- Currently advertising for bids, bid opening scheduled for February 12



# INFRASTRUCTURE PROJECT UPDATE

February 3, 2026

Item 7)

UNDER CONSTRUCTION			
Project	Description	Funding	Status
New Drago Sanitary Sewer Lift Station	New sanitary sewer lift station to replace Drago LS. Funding from LA Water Sector Program.	WSP/City	Construction in progress. Approx. 75% complete.
Crosley Sanitary Sewer Improvements	Sanitary sewer rehabilitation along Crosley, from Trenton to N. 7th.	City	Construction underway.
N 6th Street Sidewalks (2023 DOTDTAP)	Construction of sidewalks along N. 6th Street, from WMHS to Clayton Street.	LaDOTD/City	Contract awarded to Amethyst Construction. Pre-Construction meeting is being scheduled.
Well 10 GAC Replacement	Removal and replacement of 40,000 lbs. of granulated activated carbon (GAC) in filters 1 and 2 of Well No. 10.	CWEF/City	Bids received. Womack and Son's was low bidder at \$144,25. Contract documents signed and sent to city.

**Project Classifications**

Transportation
Drainage
Water System
Sewer System
Quality-of-Life/Economic/Safety

Prepared by Robert L. George, IV, P.E.



IN DESIGN			
Project	Description	Funding	Status
McMillan Rd. Sidewalks (LaDOTD Safe Routes to Public Places Program)	New sidewalks along the south side of McMillan Road, from Hilton Street to the library.	LaDOTD/City	Contract awarded to Amethyst Construction (LADOTD is administering).
S. 8th Street Drainage Improvements (LGAP FY22-23)	Conflict box and drainage pipe replacement at the S. 8th/Linderman intersection.	LGAP/City	Design Phase. LGAP contract received.
Black Bayou Canal - Thomas Rd. Area (EDA)	Repair concrete canal near Assembly and Walmart.	EDA/FEMA/ City	Submitted to EDA for review, permission to advertise.
Crosley Street Rehabilitation	Mill & Overlay with sidewalk replacement, from Trenton St. to N. 7th Street.	Urban Systems (80/20)	Design Phase. First review sent to DOTD on 12/24/25. DOTD letting date: 12/9/26.
Arkansas Road Improvements	Widen and Rehabilitate Arkansas Road, From N. 7th to Otis St.	Urban Systems (80/20)	Design Phase. DOTD letting date: 12/9/26.
Black Bayou Canal Improvements (HMGP)	Improvements including cleaning, widening, and armoring portions of the Black Bayou Canal south of I-20.	FEMA/City	Awaiting FEMA EHP approval and USACE Draft 404 permit and mitigation requirements.
Kiroli Sidewalk Project	Install new sidewalks along Kiroli Road from Post Oak Apartments to Arkansas Road. Install pedestrian crossing at Kiroli Elementary.	DOTD TAP (80/20)	Comments on 60% Prelim Plans Received (1/12)
New Austin Sanitary Sewer Lift Station	New sanitary sewer lift station to replace Austin LS.	EDA/City	Plan Development.
Parkwood Sanitary Sewer Main Improvements (DRA-SEDAP)	Replacement of approx. 1,345 feet of 24" sewer main and rehabilitation of five (5) manholes along Black Bayou Canal near Parkwood Dr.	DRA-SEDAP/City	Preliminary design and utility verification.
Mid-City Drainage (Fed Approp/FEMA-PDM)	Drainage improvements between Trenton Street and Black Bayou Canal. (\$2.4M Award)	FEMA/City	Scope modification and budget variance approved. Revised 60% Preliminary Plans submitted to FEMA. EA coordination underway.
Cypress/Slack Drainage Improvements (LWI-DSP)	Drainage improvements at Golf Course Creek crossings of Cypress and Slack Streets.	LWI/City	H&H comments received and under review.
Black Bayou Pump Station (LWI Round 2)	New stormwater pump station. (\$10.0M Award)	LWI/City	H&H analysis complete. Environmental clearance and prelim engr underway.
Trenton Corridor Bike/Ped and Utilities (Fed Approp/LaDOTD)	Bury utilities and construct bike/ped path along Trenton St. from Otis St. to Bridge St. (\$5.0M Award)	FEMA/City	Preliminary design and utility verification.

**Project Classifications**

Transportation
Drainage
Water System
Sewer System
Quality-of-Life/Economic/Safety

Prepared by Robert L. George, IV, P.E.

