



## Notice of:

### BOARD OF ALDERMEN SPECIAL MEETING

Tuesday, December 06, 2022 at 5:00 PM

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

---

## 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 November 15, 2022 Regular Council Meeting.

**Recognitions/Presentations**

**Mayor's Review**

**Community Announcements**

### ADMINISTRATION/FINANCE

- [2\)](#) Ordinance to authorize the execution of an Engagement Letter with Cameron, Hines & Company, CPAs, to conduct the audit for the City of West Monroe, Louisiana, for the fiscal year of July 1, 2022 to June 30, 2023.
- [3\)](#) Ordinance to authorize execution of a Real Estate Marketing and Brokerage Services Agreement with Retail Specialists, Inc.
- [4\)](#) Ordinance to authorize execution of an agreement with Atlas Community Studios to conduct certain activities and report on findings in advance of applying for a FY2023 U.S. DOT RAISE Grant.
- [5\)](#) Resolution to accept the audit for the fiscal year ending June 30, 2022.
- [6\)](#) Ordinance to amend the General Fund Budget, Street Maintenance Fund Budget, Metro Narcotics LCLE Fund Budget, CDBG-ED WPS Service Fund Budget, Officer Witness Court Fee Fund Budget, Kiroli Foundation Fund Budget and Americorps Fund Budget, for the year ending June 30, 2022.
- [7\)](#) Ordinance to amend the Utility Enterprise Fund Budget for the fiscal year ending June 30, 2022.

### BUILDING AND DEVELOPMENT

- [8\)](#) Appeal from Planning Commission: Application by Johnny Powell, requesting Planning Commission approval to locate a 14 x 38 "cabin" (to be purchased from Derksen Portable Buildings) at 701 South 7th Street, which is a R-1 (Single Family Residential) District. Did **NOT** receive a favorable review from the Planning Commission.

### CODE ENFORCEMENT

### LEGAL

**PUBLIC WORKS**

**COMMUNITY SERVICES**

**PARKS AND RECREATION**

**POLICE/FIRE**

**WMFD**

**WMPD**

**ENGINEERING/CONSTRUCTION PROJECTS**

[9\)](#) Montgomery Street (LA34 to I-20) - State Project No. H.007288.6 - City Project # C13023

Authorize Change Order No. 08 (+ \$6,700.81; + 0 days) with Amethyst Construction.

[10\)](#) 2022 WWTP Sparta Reuse Facility Granulated Activated Carbon (GAC) Replacement - Project #C22018

Authorize Change Order No. 1 (+ \$191,900; + 138 days) with San-Tech, Inc.

[11\)](#) Project Updates

Lazenby & Associates, Inc.

S. E. Huey Co.

**PUBLIC COMMENTS/OTHER BUSINESS**

[12\)](#) West Monroe Fire Department November Fire Report.

**ADJOURN**

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



**BOARD OF ALDERMEN REGULAR MEETING**  
**Tuesday, November 15, 2022 at 6:00 PM**  
**Council Chambers, City Hall, 2305 North 7th Street, West Monroe**

**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 invocation was offered by Alderman Ben Westerburg.

**Motion to Approve Minutes**

Motion to approve the minutes of the November 1, 2022 Regular Council Meeting.

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

**ADMINISTRATION/FINANCE**

Ordinance to authorize a Consulting Services Agreement with Civic & Environmental Consultants, Inc. for preparation of a master plan study for development of the West Monroe Commercial Park properties.

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

**LEGAL**

Ordinance to amend Sec. 12-8001, to add Carbon Monoxide Detectors as a requirement of the minimum property standards for rental units.

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

**ENGINEERING/CONSTRUCTION PROJECTS**

**Marina Relocation Riverfront Park - Project #C22007**

Authorize Change Order No. 3 (+ \$8,795.00; + 66 days) with D & L of Ouachita, Inc.

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

Marina Relocation Riverfront Park - Project #C22007

Authorize Certificate of Substantial Completion.

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

West Monroe Commercial Park - Water & Sewer Extensions - Project #C22008

Authorize Change Order No. 1 (+ \$42,112.67; + 15 days) with JABAR Corporation.

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

Riverbend Elementary School Area Sidewalk and Drainage Project (DOTD Urban Systems Program) - State Project #H.007532; City Project #000115

Authorize Change Order No. 8 ( - \$2,330.83; + 0 days) with Turner & Turner Contracting, LLC.

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

Highland Park Trails Parking Lot - Project #C22015

Authorize Change Order No. 2 (+ \$16,350.00; + 103 days) with Vista Construction Group, LLC.

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

Highland Park Trails Parking Lot - Project #C22015

Authorize Certificate of Substantial Completion with Vista Construction Group, LLC.

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

North 8th Street Drainage Improvements (LGAP) - Project #000200

Ordinance to authorize the filing of an application for a grant from the Louisiana Division of Administration, Office of Community Development, FY 2022-2023 program cycle Local Government Assistance Program (LGAP) (\$ 50,000 grant request, \$ 150,000 total estimated cost).

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

S. Riverfront St. Water Main Improvements (CWEF) - Project #000201

Ordinance to authorize the filing of an application for a grant from the Louisiana Division of Administration, Office of Community Development, FY 2022-2023 program cycle Community Water Enrichment Fund (CWEF) (\$ 50,000 grant request, \$168,000 total estimated cost).

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



Project Updates

Robbie L. George, IV, P.E. (S.E. Huey, Co.) and Joshua D. Hays, P.E., M.S.C.E. (Lazenby & Associates, Inc.) presented the City Council with project updates for transportation, drainage, water and other.

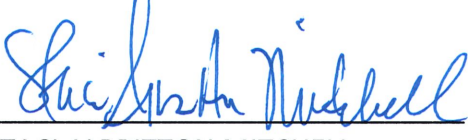
**ADJOURN**

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

ATTEST:

  
\_\_\_\_\_  
RONALD SCOTT OLVEY  
CITY CLERK

APPROVED:

  
\_\_\_\_\_  
STACI ALBRITTON MITCHELL  
MAYOR

STATE OF LOUISIANA  
CITY OF WEST MONROE

ORDINANCE NO. \_\_\_\_\_ MOTION BY: \_\_\_\_\_  
SECONDED BY: \_\_\_\_\_

AN ORDINANCE AUTHORIZING THE CITY OF WEST MONROE, LOUISIANA, TO ENGAGE CAMERON, HINES & COMPANY (A PROFESSIONAL ACCOUNTING CORPORATION) TO CONDUCT A FINANCIAL AND COMPLIANCE AUDIT FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023, AND OTHERWISE PROVIDING WITH RESPECT THERETO.

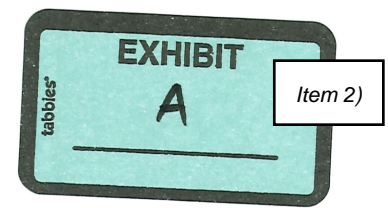
SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that Cameron, Hines & Company (A Professional Accounting Corporation), shall be engaged to conduct a financial and compliance audit for the fiscal year beginning July 1, 2022 and ending June 30, 2023, as in accordance with that engagement letter attached hereto as Exhibit "A".

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that Staci Albritton Mitchell, Mayor of the City of West Monroe, Louisiana be and she is hereby authorized to execute that engagement letter on behalf of the City of West Monroe, Louisiana, and take any and all other action deemed by her either necessary or appropriate to effectuate execution of that engagement with Cameron, Hines & Company (A Professional Accounting Corporation).

The above Ordinance was read and considered by sections at a public meeting of the Mayor and Board of Aldermen, in special and legal session convened, voted on by yea and nay vote, this 6<sup>th</sup> day of December, 2022 the final vote being as follows:

YEA: \_\_\_\_\_  
NAY: \_\_\_\_\_  
NOT VOTING: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

ATTEST:	APPROVED THIS 6TH DAY OF DECEMBER, 2022
 _____ RONALD S. OLVEY, CITY CLERK CITY OF WEST MONROE STATE OF LOUISIANA	 _____ STACI ALBRITTON MITCHELL, MAYOR CITY OF WEST MONROE STATE OF LOUISIANA



# CAMERON, HINES & COMPANY

(A Professional Accounting Corporation)

*Certified Public Accountants*

104 Regency Place

West Monroe, Louisiana 71291

Mailing Address:

P. O. Box 2474

West Monroe, LA 71294-2474

Phone (318) 323-1717

Fax (318) 322-5121

December 1, 2022

Honorable Mayor and Board of Aldermen of  
West Monroe, Louisiana  
2305 North 7<sup>th</sup> Street  
West Monroe, Louisiana 71291

We are pleased to confirm our understanding of the services we are to provide for the City of West Monroe, Louisiana (the City) for the year ended June 30, 2023.

## **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City as of and for the year ended June 30, 2023. Accounting standards generally accepted in the United States of America provide for certain Required Supplementary Information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtain during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Schedules
3. Schedule of Proportionate Share of Net Pension Liability
4. Schedule of Employer's Pension Contributions
5. Schedule of Changes in Net OPEB Liability and Related Ratios

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an

Honorable Mayor and Board of Aldermen of  
West Monroe, Louisiana  
December 1, 2022  
Page 2

opinion on it in relation to the basic financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Schedule of expenditures of federal awards.
2. Combining and individual non-major fund financial statements.
3. Schedule of Compensation, Benefits, Reimbursements, and Other Payments to Agency Head.
4. Act 87 Collecting and Disbursing Entity and Receiving Entity Schedules

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to above when considered in relation to the financial statements taken as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement of a reasonable user made based on the financial statements. The objective also includes reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

#### **Auditors' Responsibilities for the Audit of the Financial Statements and Single Audit**

Our audit will be performed in accordance with the Louisiana Governmental Audit Guide authorized by Louisiana Revised Statute 24:513A (5)(a)(;), which is published jointly by the Louisiana Legislative Auditor and the Society of Louisiana Certified Public Accountants. Our audit will also be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and with U.S. Office of Management and Budget Publication *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. The audit will include tests of the accounting records of the City of West Monroe, Louisiana and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we will exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or

Honorable Mayor and Board of Aldermen of  
West Monroe, Louisiana  
December 1, 2022  
Page 3

employees on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management and the Louisiana Legislative Auditor of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management and the Louisiana Legislative Auditor of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any periods for which we are not engaged as auditors.

We will notify the Legislative Auditor, immediately and in writing, of:

- Any fraud, abuse or illegal acts that are detected during our engagement.
- Any client imposed scope restrictions, to include failure to provide the appropriate books and records in a timely manner; or denial of access to appropriate books and records.
- Any significant disagreements with the local auditee.
- Any change in the scope of the engagement (for example, a change from an audit engagement to a review/attestation engagement), to include all reasons for such change.
- Any decision to withdraw from or cancel the engagement, to include all substantive reasons for the withdrawal or cancellation.
- Our decision to disclaim the auditors' opinion, or to render an adverse opinion on the financial statements for any reason other than omitted component units.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

Recording grant expenditures in incorrect periods

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but we remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In



Honorable Mayor and Board of Aldermen of  
West Monroe, Louisiana  
December 1, 2022  
Page 4

addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information, and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

#### **Audit Procedures – Internal Controls**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Test of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of West Monroe, Louisiana's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. The purpose

Honorable Mayor and Board of Aldermen of  
West Monroe, Louisiana  
December 1, 2022  
Page 5

of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to Uniform Guidance.

### **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City of West Monroe, and Form 990 tax returns for various funds within the financial statements of the City in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on the information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter the tax services provided and our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for accuracy and completeness of that information.

Management is also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us, and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to

Honorable Mayor and Board of Aldermen of  
West Monroe, Louisiana  
December 1, 2022  
Page 6

personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19 related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reason for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with the U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of

Honorable Mayor and Board of Aldermen of  
West Monroe, Louisiana  
December 1, 2022  
Page 7

measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reason for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audit attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You agree to prepare and sign the compliance questionnaire we will provide to you at a later date and return it to us. We will test the auditee's compliance with the applicable laws during the performance of our audit and will report on any matters of noncompliance that are material to the financial statements.

#### **Engagement Administration, Fees and Other**

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency to audit.

We will provide copies of our reports to the City of West Monroe, Louisiana; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Cameron, Hines & Company (APAC) and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be available upon request and in a timely manner to The Louisiana Legislative Auditor or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Cameron, Hines & Company (APAC) personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. We will follow the Louisiana Legislative Auditor's policy regarding confidentiality of audit documentation to any parties other than those previously named individuals and organizations. Should we become aware of any illegal acts, we will make our

Honorable Mayor and Board of Aldermen of  
West Monroe, Louisiana  
December 1, 2022  
Page 8

engagement documentation available to the local district attorney and/or any other state or federal enforcement or regulatory agency without liability.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Louisiana Legislative Auditor. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

John D. Cameron, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately July 17, 2023, and to issue our report no later than December 31, 2023.

We estimate that our fees for the audit and other services other than the preparation of the information returns will be approximately \$102,000. You will also be billed for travel and other out-of-pocket costs such as report production, work processing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses. These invoices are payable upon presentation and are considered delinquent if not paid by the tenth of the month following. A finance charge of one and one-quarter (1.25%) of any unpaid balance will be charged on all balances not paid by the tenth.

### Reporting

We will issue a written report upon completion of our Single Audit. Our report will be addressed to the Honorable Mayor and Board of Aldermen of the City of West Monroe, Louisiana. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Immediately upon completion of the engagement, we will submit a copy of the report, any management letter, and management's corrective action plan (if applicable) to you and the Legislative Auditor. You are responsible for distributing copies of the report, any management letter, and management's corrective action plan (if applicable) to each member of your governing board (if applicable) and any Louisiana state agency providing financial assistance to the organization.



Honorable Mayor and Board of Aldermen of  
West Monroe, Louisiana  
December 1, 2022  
Page 9

Subsequent to the issuance of the report, should it be necessary to revise and reissue the report, we will notify the Legislative Auditor immediately. We will distribute such revised and reissued report in the same manner and to the same individuals and organizations as the original report.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, as well as any subsequent peer review reports and letters of comment received during the period of the contract. Our 2020 peer review report accompanies this letter.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed two copies and return one to us.

Respectfully,

**CAMERON, HINES & COMPANY**  
**(A Professional Accounting Corporation)**  
**Certified Public Accountants**



John D. Cameron, CPA

ENGAGEMENT APPROVED:  
**CITY OF WEST MONROE, LOUISIANA**

By: \_\_\_\_\_

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

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



**JOHN S. DOWLING & COMPANY**  
A CORPORATION OF CERTIFIED PUBLIC ACCOUNTANTS  
[www.jsdc-cpas.com](http://www.jsdc-cpas.com)

James L. Nicholson, Jr., CPA  
Michael A. Roy, CPA  
Lisa Trouille Manuel, CPA  
Dana D. Quebedeaux, CPA

Van L. Auld, CPA

John S. Dowling, CPA - 1904-1984  
John Newton Stout, CPA - 1936-2005  
Chizal S. Fontenot, CPA - 1955-2012  
Russell J. Stelly, CPA - 1942-2019

**Retired**  
Harold Dupre, CPA - 1996  
Dwight Ledoux, CPA - 1998  
Joel Lanclos, Jr., CPA - 2003  
G. Kenneth Pavy, II, CPA - 2020

## **Report on the Firm's System of Quality Control**

June 30, 2021

To the Shareholder of Cameron, Hines & Company, APAC and the Peer Review Committee of the Louisiana Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Cameron, Hines & Company, APAC (the firm) in effect for the year ended December 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### **Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards* including a compliance audit under the Single Audit Act.

P.O. Box 1549  
4766 I-49 North Service Road  
Opelousas, Louisiana 70570  
Phone: 337-948-4848  
Fax: 337-948-6109

112 Fountain Bend Dr.  
Lafayette, LA 70506  
Phone: 337-984-9717  
Fax: 337-984-5544

To the Shareholder of Cameron, Hines & Company, APAC and the Peer Review Committee of the Louisiana Society of CPA's  
 June 30, 2021  
 Page 2

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### **Deficiencies Identified in the Firm's System of Quality Control**

We noted the following deficiencies during our review:

1. The firm's quality control policies and procedures addressing engagement performance are not complied with on a routine basis. The firm's quality control policies and procedures require the use of standard audit programs and checklists that remind the firm to perform required risk assessment during the planning of the engagement and testing of internal controls and compliance in accordance with professional standards. During the review, we noted the following on the single audit engagement:
  - The firm did not document the risk assessment components (Inherent risk, control risk, fraud risk, detection risk) by applicable compliance requirements but simply assessed them as a whole for grants in general.
  - Although, the firm thoroughly documented the entity's internal controls, there was no documentation of the testing of internal controls relevant to each direct and material compliance requirement for each program.
  - On one of the direct and material compliance requirements (Activities Allowed and Unallowed) of one of the major programs, the firm's sample size selection and testing consisted of the revenue received but should have consisted of the expenditures of the federal award.

In our opinion, this contributed to a single audit engagement that did not conform to professional standards in all material respects. Engagement Performance findings were noted in the prior peer review.

2. The firm's quality control policies and procedures addressing human resources are not complied with on a routine basis. The firm's quality control policies and procedures require the managing partner to assess the engagement team's requisite knowledge to perform engagements in accordance with professional standards. Our review disclosed that the firm's personnel complied with the CPE requirements of the state board of accountancy, but that insufficient courses had been taken covering the performance of single audit engagements. Consequently, we noted the firm's single audit engagement did not include adequate testing of compliance and internal control and had inadequate documentation of risk assessment procedures. In our opinion, the lack of CPE in the aforementioned specialized industry contributed to the single audit engagement that did not conform to professional standards in all material respects.

### **Opinion**

In our opinion, except for the deficiencies previously described, the system of quality control for the accounting and auditing practice of Cameron, Hines & Company, APAC in effect for the year ended December 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Cameron, Hines & Company, APAC has received a peer review rating of *pass with deficiencies*.

To the Shareholder of Cameron, Hines & Company, APAC and the Peer Review Committee of the Louisiana  
Society of CPA's  
June 30, 2021  
Page 3

*John S. Dowling & Company*

John S Dowling & Company

STATE OF LOUISIANA  
CITY OF WEST MONROE

ORDINANCE NO. \_\_\_\_\_ MOTION BY: \_\_\_\_\_  
SECONDED BY: \_\_\_\_\_

AN ORDINANCE TO AUTHORIZE THE EXECUTION OF A LISTING AGREEMENT FOR REAL ESTATE MARKETING AND BROKERAGE SERVICES WITH RETAIL SPECIALISTS. INC. WHICH PROVIDES FOR CERTAIN TERMS AND PROVISIONS RELATING TO THAT ENGAGEMENT, AND THE COMMISSION TO BE PAYABLE UPON COMPLETION OF A SALE; 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 special and legal session convened, that Staci Albritton Mitchell, Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to act on behalf of the City of West Monroe, Louisiana, to execute a Listing Agreement for real estate marketing and brokerage services with Retail Specialists, Inc., relating to the sale of certain specific parcels fronting I-20 or which are located in that immediate area to the south, to provide for the terms and provisions of the engagement, the commission to be payable upon completion of a sale, and such other terms and conditions relating to that relationship as the Mayor, in her discretion, determines appropriate, all as is more particularly set forth in exhibit “A”.

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special 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 further negotiate the provisions of the agreement in order to obtain those services desired under the terms and conditions and with such limitations and provisions as she determines are in the best interests of the City.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in special and legal session convened, voted on by yea or nay vote, this 6<sup>th</sup> day of December, 2022, the final vote being as follows:

YEA: \_\_\_\_\_  
NAY: \_\_\_\_\_  
NOT VOTING: \_\_\_\_\_  
ABSENT: \_\_\_\_\_



ATTEST:

APPROVED THIS 6TH DAY OF  
DECEMBER, 2022

\_\_\_\_\_  
RONALD S. OLVEY, CITY CLERK  
CITY OF WEST MONROE  
STATE OF LOUISIANA

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





## LISTING AGREEMENT

BE IT KNOWN, that effective the \_\_\_\_ of December, 2022.

CITY OF WEST MONROE, LOUISIANA ("City"), appearing through its duly authorized Mayor

which hereby lists and places with:

RETAIL SPECIALISTS, LLC ("Broker"), an Alabama limited liability company, here represented by its duly authorized manager/member

that real property (the "property") more particularly described as those tracts located along Mane Street, Pavilion Road, and Expo Circle, West Monroe, Louisiana, having the following Ouachita Parish Assessor parcel numbers:

131617 (excluding area encompassed by the Indoor Sports Facility and associated parking areas now under construction, and also less the four acres, more or less, in the southeasterly corner of this parcel at the intersection of Mane Street and Downing Pines Road)

107601, 134256, 107576, 114693, 104575, 107574, 114694, 107582, 114697

For and in consideration of the services to be performed by Broker, City hereby employs Broker as its agent to market any and all of the tracts comprising the property defined above as then being available for sale, but with the use and development of the property, or any portion, subject to those certain terms, conditions and restrictions as are acceptable to City.

Broker acknowledges the property may also be marketed from time to time by City, and by other organizations and/or entities with which City is associated, and City may receive solicitations directly from others or their agents. In all situations, Broker will be promptly notified will be then associated into the marketing efforts. None of these future marketing activities by City or others during the term of this Listing Agreement (hereinafter sometimes simply "agreement") shall diminish the commission to which Broker is otherwise entitled to receive under this agreement.

This agreement shall expire on December 31, 2023; however, this agreement may be terminated by either City or Broker upon thirty (30) days prior written notice to the other. Upon notice of such early termination of this agreement, Broker shall promptly supply City with a list of prospects ("Prospect List") with whom significant contact were made by Broker within the 90 days prior to receipt of notice of termination of this agreement; and upon expiration of this agreement, Broker shall also supply City with a Prospect List with whom significant contact were made by Broker within the 90 days prior to expiration of this agreement.

Except as otherwise provided as to certain named purchasers described in a separate letter to Broker this date (all of which are excluded from the provisions of this agreement), upon the sale of all or any portion of the property, City agrees to pay Broker a negotiated fee, as follows:

- a) Six percent (6%) of the selling price if City accepts a written agreement to sell the property (or any portion) during the term of this agreement (or any extensions), and subsequently closes that transaction; or

b) Six percent (6%) of the selling price if City, within one hundred twenty (120) days after the termination or expiration of this agreement, accepts a written agreement to sell the property (or any portion) from anyone on the Prospect List, and subsequently closes that transaction

Payment is due to Broker upon the earlier of closing of the transaction, or legal settlement if suit is filed to enforce the sale (it is solely City's discretion whether to file suit or not, and Broker is entitled to commission based only on actual funds received by City).

In addition to a sale, should Broker obtain a proposal to lease all or any portion of the property which is accepted by City during the term of this agreement, or within one hundred twenty (120) days of the expiration or termination of this agreement, City shall pay Broker a commission of three percent (3%) of the total of rentals actually paid to Seller for the initial five (5) years, payable one-fifth (1/5) at execution of the lease agreement and an additional one-fifth (1/5) each year thereafter for four (4) years.

City authorizes Broker to cooperate with other brokers, and Broker may pay a portion of the professional fees provided above to such other brokers, sharing with other brokers such compensation as is deemed appropriate by Broker. City shall have no obligation to compensate any broker beyond this compensation provided above.

Broker acknowledges and agrees that the City has specific desires and requirements for this property beyond the receipt of the purchase price, and therefore the City retains the right to reject any and all offers and proposals submitted without incurring any obligation to Broker or to any other person. Broker further acknowledges that the sale of the property or any portion shall be restricted as to the intended use(s) by a purchaser as well as the allowable delays prior to initiating construction, and the allowable time period prior to completion of construction and opening of business, and the and that the determination as to whether a proposed purchaser or a proposed use or type or manner of development of the property is appropriate shall be in the sole discretion of the City.

City acknowledges that Broker is not a property inspector, surveyor, environmental assessor, code inspector or attorney and that City has been advised to seek a qualified professional services, with any legal questions referred to the City's attorney.

Following disclosure of the identity and relationship, and obtaining written approval from City, City agrees to dual agency by Broker.

Broker is authorized to accept from a prospective purchaser a deposit represented by cash or check, and to place any cash deposit in a non-interest bearing account in a federally-insured bank or institution selected by Broker pending settlement. Agent shall have no responsibility in case of failure or suspension of said banking or saving institution. City further agrees that City shall be bound by, and the terms and conditions of that account and Broker's actions will be controlled by, the provisions of the Louisiana Real Estate Licensing Law and the rules and regulations of the Louisiana Real Estate Commission.

All signage on the property to advertise the availability and the proposed location(s) of such signage, and all other advertising relating to the property or its availability, shall be approved in advance by City, as Broker acknowledges that such signage and/or advertising, is considered by City to significantly reflect on City's image and reputation.





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 AN AGREEMENT FOR PROFESSIONAL SERVICES WITH CHM, LLC DBA ATLAS COMMUNITY STUDIOS FOR THE PROJECT “RAISE COMMUNITY ENGAGEMENT”, TO CONDUCT CERTAIN ACTIVITIES AND REPORT ON FUNDINGS IN ADVANCE OF APPLYING FOR A FY2023 U.S. DEPARTMENT OF TRANSPORTATION RAISE GRANT; 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 special and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized on behalf of the City of West Monroe, Louisiana, to enter into an Agreement for Professional Services with CHM, LLC dba Atlas Community Studios for the project “RAISE grant community engagement” to conduct certain activities and report on fundings in advance of applying for a “FY 2023 Department of Transportation RAISE Grant”. A copy of that proposed agreement 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 special 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 this agreement, 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 special and legal session convened, voted on by yea or nay vote, this 6<sup>th</sup> day of December, 2022, the final vote being as follows:

YEA: \_\_\_\_\_  
NAY: \_\_\_\_\_  
NOT VOTING: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

ATTEST:

APPROVED THIS 6TH DAY OF  
DECEMBER, 2022

\_\_\_\_\_  
RONALD S. OLVEY, CITY CLERK  
CITY OF WEST MONROE,  
STATE OF LOUISIANA

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



## AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made on the 6th of December, 2022, by and between CHM, LLC d/b/a Atlas Community Studios, a Nevada limited liability company (herein referred to as "Consultant"); and the City of West Monroe, Louisiana (hereinafter referred to as "Owner"). WHEREAS, the Owner desires for Consultant to provide certain services in accordance with the Scope of Work set forth herein, consistent with the proposal (the "Services Proposal"), per the fees or hourly rates as depicted in the Payment and Invoicing section below, and the terms and conditions outlined in this Agreement.

NOW, THEREFORE, in consideration of the above recitals, which are hereby incorporated into the below Agreement, and in consideration of the mutual promises made herein, the receipt and sufficiency of which are hereby acknowledged, the Owner and Consultant further agree as follows:

### I. PROJECT NAME.

The "Project" shall be described as:

#### RAISE Grant Community Engagement

### II. PROJECT TERM.

The term of this Agreement shall be from December 6, 2022 through February 28, 2023. The Agreement may be terminated earlier by final completion of the services by the Consultant and acceptance of the services by the Owner or through the termination provisions provided herein.

### III. PROJECT SCOPE OF WORK.

The following is a summary of the professional services to be provided by the Consultant (collectively, the "Scope of Work"). Consultant will provide these professional services consistent with the detailed description of the Project's goals and objectives outlined in the Services Proposal attached hereto as **Exhibit 1**. The Scope of Work is expressly limited to professional services relating to and for the benefit of the "Project Area," which is defined and described in detail in **Exhibit 2** to this Agreement.

Owner understands and agrees that completion of the Scope of Work is contingent upon Owner's prompt payment and compliance with the terms and conditions set forth herein. Owner further understands and agrees that this Scope of Work is based upon Consultant's subjective understanding of the requirements of the Project, and that a material term of this Agreement is Consultant's sole and complete discretion as to the scope and nature of the professional services provided. Owner understands and agrees that the scope and nature of the professional services

Project Name: RAISE Grant Community Engagement  
 Project Manager: Alex Holland

page 2

provided may change over time at the Consultant's sole and complete discretion, and that any such changes that do not result in material changes to the Scope of Work below are expressly agreed upon in advance by the Parties and do not require Owner's subsequent approval and/or execution of a Change Order prior to implementation of said changes. To the extent that any actual or perceived conflict arises or exists between the Scope of Work provided below and the goals and objectives identified in the Services Proposal, the Scope of Work identified herein controls. Owner understands and agrees that Consultant has not and cannot guarantee results beyond completion of the Scope of Work provided herein.

#### **A. COMMUNITY ENGAGEMENT**

1. Design one (1) online survey and promote for up to 45 days;
2. Create graphics for site visit and engagement activities;
3. Conduct one (1) site visit to West Monroe on January 17-19, 2023;
  - Facilitate three town hall / open house meetings with:
    - Residents, merchants, and property owners located downtown
    - Residents, business owners, and property owners located along or near Coleman Avenue
    - Residents and property owners located along or near Trenton Street and Highland Park
4. Facilitate one (1) focus group (virtual or in-person) with project partners;
5. Facilitate up to five (5) interviews (virtual) with project partners;
6. Review past plans/studies related to transportation priorities for the City of West Monroe and surrounding areas; and
7. Compile all information collected throughout the community engagement phase.

#### **B. KEY FINDINGS REPORT**

1. Analyze all community input results;
2. Summarize key findings and insights from the community input results and past plans/studies;
3. Draft Key Findings Report and review with the city;
4. Design Key Findings Report; and
5. Incorporate one round of revisions to the Key Findings Report.

#### **IV. EXCLUDED SERVICES.**

Given the complexity and discretionary nature of the professional services provided by Consultant, it is understandable and anticipated that Owner may have certain expectations as to the scope

Project Name: RAISE Grant Community Engagement  
Project Manager: Alex Holland

page 3

---

and nature of the professional services provided that are inconsistent with the intent of this Agreement and/or that fall outside the Scope of Work as it is understood by the Consultant. Owner understands and agrees that Consultant has the sole and complete discretion to determine which professional services are necessary for the completion of the Scope of Work and are thus required under this Agreement. Notwithstanding the foregoing, Consultant desires to limit any confusion that may arise as to professional services that fall within the Scope of Work, and those that do not. **Accordingly, the following is a non-exhaustive list of professional services that are expressly excluded from the Scope of Work.** This non-exhaustive list is provided as a courtesy to inform the Owner about certain express limitations on the professional services provided by the Consultant under this Agreement. Nothing herein shall act as a waiver of the Consultant's complete discretion as to the scope and nature of professional services provided. In the event that the excluded professional services identified herein conflict with the Services Proposal, this Agreement controls and those professional services shall be deemed as excluded from the Scope of Work.

**A. ACTION PLAN**

1. Develop a full scale, in-depth action plan for implementation which identifies strategic partners, potential funding opportunities, a realistic timeline, and action steps.

**B. PLAYBOOK**

1. Develop a project- or topic-specific strategy for economic community development based on visioning and stakeholder engagement.

**C. FEASIBILITY STUDY**

1. Develop a feasibility study to analyze the market, create a management plan for operations, conduct a financial analysis, develop an implementation timeline, and identify funding opportunities.

**D. BROWNFIELDS REVITALIZATION PLAN**

1. Develop EPA-funded revitalization plan that establishes a strategy for site reuse based on market analyses and broad community engagement. Identify grants, loans, and incentives to leverage for site redevelopment.

Project Name: RAISE Grant Community Engagement  
 Project Manager: Alex Holland

page 4

#### **E. MASTER PLAN**

1. Develop a citywide or neighborhood-specific strategy(ies) for local development and growth based on extensive visioning, focus groups, and stakeholder engagement.

#### **F. COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS)**

1. Partner with an Economic Development District to develop a new CEDS for their respective region, including an interactive online interface.

#### **V. MODIFICATION OF THE SCOPE OF WORK.**

The Scope of Work described herein may only be expanded, reduced, or otherwise modified by execution of a written "Change Order" prepared by Consultant. All Change Orders must be executed by both Owner and Consultant, at which point said Change Order shall constitute an amendment to this Agreement. In the event that a Change Order conflicts with the terms of this Agreement and/or any previous Change Order, the terms of the most recent fully executed Change Order control. Any actual or perceived conflicts or ambiguities in this Agreement, as amended, that arise from the execution of a Change Order shall be resolved in favor of effectuating the terms of the most recent Change Order. The Consultant will be entitled to additional compensation to coordinate such changes, and a fee of \$250.00 shall be assessed per Change Order, separate and apart from any other negotiated changes in compensation terms, to account for said coordination and preparation of the Change Order. In the event that a Change Order calls for services billed at an hourly rate, Consultant will bill for the services of its professional staff by the hour at their regular published rates, in accordance with the Rate Sheet attached hereto as **Exhibit 3**. Time is billed descriptively in one hour increments, and all time is rounded up to the next hour. Consultant's rates are reviewed annually, at year end. Owner expressly understands and agrees that said rates may be subject to increase on an annual basis, and that failure to object in writing to a notice of rate increase within 14 days of receipt of said written notice shall constitute an acceptance of the same.

#### **VI. OWNER RESPONSIBILITIES.**

Owner shall do the following in a timely manner so as not to delay the services of the Consultant:

1. Designate in writing a person to act as Owner's "Designated Representative" with respect to the services to be rendered under this Agreement. Owner's Designated Representative shall have complete authority to transmit instructions, receive information, interpret and define Owner's policies and procedures, and make decisions binding upon the Owner with respect to Consultant's services for the Project;

Project Name: RAISE Grant Community Engagement  
 Project Manager: Alex Holland

page 5

2. Provide all criteria and full information as to Owner's requirements for the Project, including objectives and constraints, space, capacity and performance requirements, flexibility and expendability, and any budgetary limitations;
3. Assist Consultant by placing at Consultant's disposal all available information pertinent to the Project, including previous reports and any other data relative to the Project;
4. Arrange for access and make all provisions necessary for the Consultant to enter upon public and private property as required for the Consultant to perform services under this Agreement;
5. Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by the Consultant, obtain advice of an attorney, insurance professionals, CPAs, and any other consultants as Owner deems appropriate for such examination and render in writing decisions pertaining thereto within a reasonable time (subject to any notice periods established in this Agreement) so as not to delay the services of the Consultant;
6. Furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary completion of the Project;
7. Use Owner's best efforts and to direct third parties to utilize their best efforts to give priority to and otherwise satisfy any and all requests, requirements, or directions of Consultant relating to or in furtherance of the services provided to Owner;
8. Give prompt written notice to the Consultant whenever the Owner observes or otherwise becomes aware of any development that affects the scope or timing of the Consultant's services, or any defect or non-conformance in the work of any Contractor, subject to the Services Verification clause set forth below; and
9. Arrange for financing and pay for services as agreed to in this Agreement.

## **VII. PAYMENT AND INVOICING.**

### **A. FLAT FEE:**

Owner shall pay Consultant \$28,515.75 for the performance of the Scope of Work detailed in this Agreement. Owner agrees to pay Consultant in accordance with the Billing Schedule set forth below. Payment will not be made on a salary or hourly rate. All payments under this contract shall be to the trade or business name of the Consultant. No payments will be personally made to an individual under this contract.



Project Name: RAISE Grant Community Engagement  
 Project Manager: Alex Holland

page 6

BILLING SCHEDULE			
% OF COMPLETION		FEE	DUE
50%	of total contract cost	\$14,257.88	at signing
50%	of total contract cost	\$14,257.88	upon completion (no later than February 28, 2023)

In addition to professional fees and the costs specifically included as part of the flat fee agreed upon herein, it may be necessary for Consultant to incur additional costs and expenses on Owner's behalf, for which we will expect to be reimbursed, if under \$500.00, along with payment of Consultant's invoices. Costs and expenses in excess of \$500.00 will be submitted to Owner directly for immediate payment. Owner understands and agrees that time is of the essence as it relates to payment of these invoices, and holds Consultant harmless for any and all delays, problems, non-performance of part or all of the Scope of Work, and/or additional expenses incurred as a result of delayed payment or non-payment of the same.

#### **B. INVOICING:**

The Consultant will submit invoices on a monthly basis. Invoices will be sent to Owner's Designated Representative in accordance with the Notice clause below. Upon request, Consultant shall provide documentation of its expenses. Payment of such invoices will be due within thirty (30) days of the receipt thereof. Amounts unpaid 30 days after invoice date shall bear interest from the date payment is due at a rate of 1.5% per month compounded monthly.

#### **C. SERVICES VERIFICATION:**

From time to time, at the Consultant's complete discretion, Consultant will send Owner a Notice of Completion. Each Notice of Completion will serve as notice to Owner that the services identified therein been completed in accordance with the terms of this Agreement. Upon receipt of any Notice of Completion, Owner's Designated Representative shall review said Notice of Completion, the operative Scope of Work, as amended by any Change Orders, and examine the services provided by Consultant for any defect, non-conformance, or other objection or rejection of the services performed. In the event that Owner determines that any services provided by Consultant identified in the Notice of Completion are not satisfactory, in part or in full, Owner may serve written notice of all such complaints or objections to Consultant within fourteen (14) days of the date of the subject Notice of Completion identifying said services (the "Services Objection"). All Services Objections must be served in accordance with the Notice clause set forth below. Owner understands and agrees that Owner's failure to serve a Services Objection on Consultant within

Project Name: RAISE Grant Community Engagement  
Project Manager: Alex Holland

page 7

---

the fourteen (14) day period described herein shall constitute Owner's complete, unconditional, and unwaivable approval of the services identified in the subject Notice of Completion.

Upon receipt of any Services Objection, Consultant will review the Services Objection and either (a) provide Owner with a written proposal to remedy Owner's Objections, either at Consultant's cost or through a Change Order, or (b) provide written notice of its rejection of the Services Objection. Until the Parties reach an agreement on resolution of the Services Objection or the Agreement is otherwise terminated, Consultant may, at any time, suspend all services to Owner as set forth in the Termination clause below.

## **VIII. ADDITIONAL TERMS AND CONDITIONS**

### **A. ATTORNEY'S FEES:**

In the event any dispute relating to or arising from this Agreement is submitted to mediation, arbitration, or litigation, or in the event an attorney is retained by any Party to this Agreement to enforce its terms, or to collect any damages due for breach hereof, the Party or Parties, prevailing in such mediation, arbitration and/or litigation shall be entitled, in addition to such other relief as maybe granted, to a reasonable sum as and for his attorney fees in such mediation, arbitration and/or litigation, which shall be determined by the court in such mediation, arbitration and/or litigation or in a separate action brought for that purpose, and shall each be considered a party for the purposes of this provision.

### **B. DISPUTE RESOLUTION:**

Claims, disputes or other matters, involving a value less than \$200,000.00, in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be subject to mediation unless each of the parties mutually agrees otherwise. Mediation is an express condition precedent to arbitration, litigation, or any administrative action meant to resolve claims, disputes, or other matters relating to this Agreement. No mediation arising out of or relating to this Agreement shall include, by consolidation, joinder or in any other manner, an additional person or entity not a party to this Agreement, except by written consent containing a specific reference to this Agreement signed by the Owner, Consultant, and any other person or entity sought to be joined. In no event shall the demand for mediation be made after the date when the institution of legal or equitable proceedings based upon such claim would be barred by the applicable statute of limitations. The award rendered in the mediation shall be non-binding.

Project Name: RAISE Grant Community Engagement  
Project Manager: Alex Holland

page 8

---

In the event that mediation is unsuccessful, Owner and Consultant expressly agree to resolve any claims, disputes, or other matters relating to or arising from this Agreement in binding arbitration. The Parties shall attempt to agree to a particular arbitrator and associated rules of arbitration, however, in the event that an agreement cannot be reached, the Parties shall submit this matter to binding arbitration with the American Arbitration Association ("AAA"), and will comply with AAA's rules and procedural requirements. In the event any party is required to file suit in order to obtain injunctive relief or other relief requiring a court order, the Parties agree to stay the matter for all other purposes and submit the matter to arbitration.

**C. ENFORCEMENT:**

The failure of either Party in any one or more instances to insist upon strict performance of any of the terms and provisions of this Agreement shall not be construed as a waiver of the right to assert any such terms and provisions on any future occasion or of damages caused thereby.

**D. EXCLUSIVITY:**

Owner understands and agrees that Consultant is engaged in providing these types of services for persons or entities other than the Owner, and the Consultant is not required to provide services exclusively to the Owner during the term of this Agreement.

**E. HAZARDOUS MATERIALS – INDEMNIFICATION:**

The Consultant is not in the business of making environmental site assessments for purposes of determining the presence of any toxic, hazardous or other environmental damaging substances. The purpose of this provision is to be certain that the Owner is aware of the potential liability if toxic, hazardous or environmentally damaging substances are found on or under a property. Consultant makes no representations regarding an environmental site assessment, relies upon Owner to have fully investigated the need and/or scope of such assessment and assumes no responsibility for the determination to make an environmental site assessment on the subject property.

**F. INFORMATION PROVIDED BY OTHERS:**

The Consultant shall be entitled to rely upon the accuracy and completeness of data provided by the Owner and shall not assume liability for such data. The Consultant does not practice law, insurance or financing, therefore, the Owner shall furnish all legal, accounting and insurance counseling services as may be necessary to protect themselves at any time during the Project.

Project Name: RAISE Grant Community Engagement  
Project Manager: Alex Holland

page 9

---

Owner shall hold Consultant harmless from damages that may arise as a result of inaccuracies or omission of information or data supplied by Owner or others to Consultant.

**G. INTEGRATION, MODIFICATION, AND COUNTERPARTS:**

This Agreement represents the entire and integrated agreement between the Owner and Consultant. All prior representations, discussions, agreements, and negotiations, whether written or oral, have been and are merged and integrated into, and are superseded by, this Agreement. No covenants, agreements, representations, or warranties of any kind whatsoever have been made by any Party, except as specifically set forth in this Agreement. This Agreement may only be changed or modified by a written instrument executed by all the Parties, and any oral modification hereof shall be ineffective until reduced to such a writing. So long as both Parties execute this Agreement, a copy of this Agreement shall have the same force, effect, and validity as an original Agreement. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Consultant.

**H. LIMITATION OF LIABILITY:**

The Consultant's liability shall be limited to \$1,000,000.00 or the maximum amount of insurance coverage as indicated on Consultant's certificate of insurance, whichever is less, unless specifically agreed to by separate written agreement negotiated and executed by Owner and Consultant.

**I. NOTICE:**

Any notice to be given hereunder by either Party to the other, shall be in writing and shall be deemed given when sent by certified mail.

Notices to the Owner shall be addressed to Owner's "Designated Representative" as follows:

Courtney Hornsby  
City of West Monroe  
2305 North 7th Street  
West Monroe, LA 71291

{REST OF THE PAGE INTENTIONALLY BLANK}

Project Name: RAISE Grant Community Engagement  
Project Manager: Alex Holland

page 10

---

With Copy To:

Doug Caldwell  
City Attorney  
2001 North 7th Street  
West Monroe, LA 71291

Notices to the Consultant shall be addressed to:

CHM, LLC d/b/a Atlas Community Studios  
c/o Libby Crimmings  
President  
520 42nd Street Des Moines, IA 50312

With Copy To:

Kravtiz, Schnitzer & Johnson, Chtd.  
c/o Michael R. Esposito, Esq.  
8985 S. Eastern Avenue, Suite 200  
Las Vegas, Nevada 89123

**J. RELATIONSHIP OF THE PARTIES:**

The parties understand and agree that Consultant is an independent contractor and that Consultant is not an employee, agent or servant of the Owner, nor is Consultant entitled to employment benefits by and through the Owner. CONSULTANT UNDERSTANDS AND AGREES THAT CONSULTANT IS NOT ENTITLED TO WORKERS' COMPENSATION BENEFITS AND THAT CONSULTANT IS OBLIGATED TO PAY ALL INCOME TAX OBLIGATIONS ON ANY MONEYS EARNED PURSUANT TO THIS AGREEMENT. As an independent contractor, Consultants agrees that:

- Consultant does not have the authority to act for the Owner, or to bind the Owner in any respect whatsoever, or to incur any debts or liabilities in the name of or on behalf of the Owner;
- Consultant has and hereby retains control of and supervision over the performance of Consultant's obligations hereunder and control over any persons employed or contracted by Consultant for performing the services hereunder;
- Owner will not provide training or instruction to Consultant or any of its employees regarding the performance of services hereunder;

Project Name: RAISE Grant Community Engagement  
Project Manager: Alex Holland

page 11

- 
- Neither Consultant, nor its employees or consultants, will receive benefits of any kind from the Owner;
  - Consultant represents that it is engaged in providing similar services to other clients and not required to work exclusively for the Owner;
  - All services are to be performed solely at the risk of the Consultant and Consultant shall take all precautions necessary for the proper performance thereof; and
  - Consultant will not combine its business operations in any way with the Owner's business operations and each party shall maintain their operations as separate and distinct.

**K. SEVERABILITY:**

If any term, provision, covenant, or condition of this Agreement is held by any arbitrator and/or court of competent jurisdiction to be invalid, void, or unenforceable, the rest of the Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

**L. TERMINATION AND/OR SUSPENSION OF SERVICES:**

Consultant may terminate this Agreement at any time with or without cause by giving the Owner written notice of not less than fourteen (14) days. Owner may terminate this Agreement at any time in the event that Consultant violates the terms of this Agreement or fails to produce a result that meets the specifications of this Agreement by giving the Consultant written notice of not less than fourteen (14) days.

In the event of termination by Owner, Owner will pay consultant all amounts due and owing as of the date of the conclusion of said fourteen (14) day notice. Additionally, if payments are due pursuant to a Fee Schedule or Billing Schedule, Owner will remit payment of all amounts due or owing under the next scheduled progress payment, regardless of the extent of the services performed by Consultant.

In the event of termination of this Agreement by Consultant, payments will be made to Consultant for all work performed up to the date of termination. If payments are due pursuant to a Fee Schedule or Billing Schedule, Owner will remit payment of a prorated amount of the total amount due or owing under the next scheduled payment, and shall be calculated based upon the termination date identified in Consultant's notice of termination and the number of days in between the last progress payment and the next scheduled progress payment. Regardless of which Party terminates this Agreement, in all cases of termination Consultant will also receive payment for all fees and expenses incurred which are directly attributable to termination of this Agreement.

Project Name: RAISE Grant Community Engagement  
Project Manager: Alex Holland

page 12

---

Failure of the Owner to make complete and timely payments to the Consultant in accordance with the Agreement shall be considered substantial non-performance, a material breach of this Agreement, and cause for termination. Notwithstanding the foregoing, if the Owner fails to make timely payment, the Consultant may, upon seven (7) days' written notice to the Owner, suspend performance of services under this Agreement. Unless payment in full is received by the Consultant within seven days of the date of the notice, the suspension shall take effect without further notice.

In the event of a suspension of services for any reason(s) allowed under this Agreement, the Consultant shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Suspension of services in no way acts as a modification or waiver of Consultant's right to terminate this Agreement at any point thereafter.

This Agreement is executed as of the Effective Date identified above.

**CONSULTANT**

CHM, LLC dba Atlas Community Studios, a  
Nevada limited liability company



Name: Alex Holland  
Its: Vice President

**OWNER**

City of West Monroe, Louisiana

Name:  
Its:





**EXHIBIT 1: PROJECT SERVICES PROPOSAL**

{REST OF THE PAGE INTENTIONALLY BLANK}

RAISE PROJECT  
COMMUNITY  
ENGAGEMENT



PREPARED FOR

# West Monroe, Louisiana

BY ATLAS COMMUNITY STUDIOS



CONTACT

Alex Holland | Vice President

[alex@atlastcostudios.com](mailto:alex@atlastcostudios.com)

(702) 217-0312



# hi, we're Atlas!

**We are connectors who find the right people, the right resources, and the right places, and bring them together to help transform communities of all sizes.**

NICE TO  
MEET you!

*Our mission is to advance the economic prosperity of small and rural communities by becoming their partners to inspire action and improve the overall quality of life for current and future residents.*

## Our Services



Speaking +  
Workshops



Visioning +  
Public Engagement



Strategic  
Planning



Technical  
Assistance



[hello@atlastcostudios.com](mailto:hello@atlastcostudios.com) | [atlastcostudios.com](http://atlastcostudios.com)

# table of contents



meet the team	1
scope of work	3
cost proposal & timeline	5



# meet the team



**ZACK MANNHEIMER**  
CHIEF EXECUTIVE OFFICER

As CEO, Zachary currently manages the firm's resources in delivering placemaking concepts to communities all over the country. Zachary is also CEO at Alquist 3D, a construction company that uses concrete 3D printers to create houses and other structures aimed at dropping the cost of housing, and solving the housing crisis.

#### Select Experience

- + Kingston Landing Playbook | Cedar Rapids, IA (2021)
- + Placemaking Playbook | Newport, NH (2022)



**LIBBY CRIMMINGS**  
PRESIDENT

Libby serves as President at Atlas Community Studios where she oversees operations and manages strategic planning processes. Libby has more than 13 years of experience in asset-based development, nonprofit management, advocacy and community organizing, and leadership development for rural communities and stakeholders.

#### Select Experience

- + Placemaking Action Plan | Atchison, Kansas (2022)
- + Comprehensive Plan | Stevens Point, Wisconsin (2021)



**ALEX HOLLAND**  
PRESIDENT

Alex serves as Vice President at Atlas Community Studios where she manages the delivery of master plans, place-based economic development strategies, feasibility studies, and funding expertise for local government entities and nonprofit organizations. Alex has 10 years of experience supporting economic and community development projects and providing technical assistance to rural communities across the country.

#### Select Experience

- + CEDS & Resiliency Plan | North Central Pennsylvania (2022)
- + Placemaking Action Plan | Allen County, Kansas (2022)
- + Business Incubator Feasibility Study & Implementation Plan | Marion, Illinois (2021)
- + Downtown Master Plan | West Monroe, Louisiana (2020)



**KATE GREENE**  
COMMUNITY ECONOMIC  
DEVELOPER

Kate serves as Community Economic Developer at Atlas Community Studios where she supports the development of economic development strategies, feasibility studies, brownfield revitalization plans, and site reuse/redevelopment. Kate has more than 20 years of experience in historic preservation, brownfield redevelopment, equity crowdfunding, downtown revitalization, and community organizing.

**Select Experience**

- + CEDS & Resiliency Plan | North Central Pennsylvania (2022)
- + Placemaking Action Plan | Okemah, Oklahoma (2022)



**LINDSEY DARLAND**  
CREATIVE DIRECTOR

Lindsey serves as Creative Director at Atlas Community Studios where she designs various digital and print materials including strategic plans, playbooks, PowerPoint presentations and social media graphics. Lindsey has over five years of experience developing marketing and communications strategies, designing websites, and creating print and digital materials for public and private entities.

**Select Experience**

- + CEDS & Resiliency Plan | North Central Pennsylvania (2022)
- + Business Incubator Feasibility Study | Marion, Illinois (2021)



**MEGAN TEBBE**  
PROJECT COORDINATOR

Megan serves as Project Coordinator at Atlas Community Studios where she supports the development of strategic plans that advance the economic and social development of rural communities. Megan has five years of experience collaborating with rural communities to facilitate community engagement activities, conduct project-based research, and develop performance evaluation frameworks to assess the impact of place-based economic development projects.

**Select Experience**

- + Housing Needs Assessment | Ballard County, Kentucky (2022)
- + Placemaking Action Plan | Sparta, NC (2022)



**KELLY VOSS**  
PROJECT COORDINATOR

Kelly serves as Project Coordinator at Atlas Community Studios where she supports the development of strategic plans that advance the economic and social development of rural communities. Kelly has 12 years of experience managing organizational operations and events for nonprofits in urban and rural areas. Kelly's experience also includes copy editing, grant writing, and research for various community projects and initiatives in rural Midwest communities.

**Select Experience**

- + Placemaking Action Plan | Fulton, Kentucky (2022)
- + Placemaking Playbook | Trinity County, California (2022)



# scope of work

The City of West Monroe has identified several critical transportation corridors that are in need of repair or require significant improvements to establish multimodal connectivity for vehicular and pedestrian users. To ensure these improvements are informed by residents and complementary of ongoing transportation projects, the City of West Monroe would like to engage Atlas Community Studios to conduct community outreach and partner engagement activities in advance of applying for an FY 2023 U.S. Department of Transportation RAISE Grant.

Atlas Community Studios (Atlas) proposes the following key activities and tasks to engage local residents and strategic partners:

## **Phase I: Community Engagement**

Engagement with the public and community stakeholders is central to this scope of work. Through a series of town hall/open house style meetings, focus groups, and online survey Atlas will solicit input from the public – especially, those residents who will potentially be impacted by the project – and strategic partners to inform the future vision for the key transportation corridors of interest. When and where appropriate, community engagement will be scaled to build off of previous planning and development efforts that have occurred in West Monroe over the past five years.

### ***Major activities include the following:***

- Design one (1) online survey and promote for up to 45 days;
- Create graphics for site visit and engagement activities;
- Conduct one (1) site visit to West Monroe on January 17-19, 2023;
  - › Facilitate three town hall / open house meetings with:
    - Residents, merchants, and property owners located **downtown**
    - Residents, business owners, and property owners located along or near **Coleman Avenue**
    - Residents and property owners located along or near **Trenton Street** and **Highland Park**

*continued on the next page >*



- Facilitate one (1) focus group (virtual or in-person) with project partners;
- Facilitate up to five (5) interviews (virtual) with project partners;
- Review past plans/studies related to transportation priorities for the City of West Monroe and surrounding areas; and
- Compile all information collected throughout the community engagement phase.

### **Phase II: Key Findings Report**

Once all community engagement activities are complete and additional research is conducted, Atlas will analyze this information and provide the City of West Monroe with a Key Findings Report. The purpose of the report is to inform future transportation-related projects in the study area.

#### ***Major activities include the following:***

- Analyze all community input results;
- Summarize key findings and insights from the community input results and past plans/studies;
- Draft Key Findings Report and review with the city;
- Design Key Findings Report; and
- Incorporate one round of revisions to the Key Findings Report.

**Final Deliverable:** The Findings Report will be in the form of a PDF.

# cost proposal & timeline

## Anticipated Timeline

The anticipated timeline for this project is shown in the table below.

Phase	Duration
Phase I: Community Engagement	December 7, 2022 - January 25, 2023
Phase II: Key Findings Report	January 26, 2023 - February 10, 2023

*This timeline is subject to change based on the FY 2023 RAISE Grant deadline.*

## Fee

Phase	Fee
Phase I: Community Engagement	\$17,815.50
Phase II: Key Findings Report	\$6,800.25
<i>Travel Expenses: Includes one trip maximum (4-days, 3-nights)</i>	\$3,900.00
<b>TOTAL</b>	<b>\$28,515.75</b>

*Services beyond the proposed scope of work may result in additional fees.*



## **EXHIBIT 2: PROJECT AREA**

The Scope of Work referred to in the attached Agreement is expressly limited to professional services relating to and for the benefit of the "Project Area," The Project Area shall be defined as:

City of West Monroe, Louisiana



**EXHIBIT 3: RATE SHEET FOR PROFESSIONAL SERVICES RENDERED**

In the event that Consultant is billing the Owner for professional services rendered on an hourly basis for any reason, the following hourly rates apply:

<b>Position</b>	<b>Hourly Rate</b>
Principal	\$175.00
Project Manager	\$150.00
Creative Director	\$150.00
Project Associate	\$135.00

Time is billed descriptively in one hour increments, and all time is rounded up to the next hour. Consultant's rates are reviewed annually, at year end.

STATE OF LOUISIANA  
CITY OF WEST MONROE

RESOLUTION NO. \_\_\_\_\_ MOTION BY: \_\_\_\_\_  
SECONDED BY: \_\_\_\_\_

A RESOLUTION TO APPROVE AND ACCEPT THE AUDIT FOR THE FISCAL YEAR BEGINNING JULY 1, 2021, AND ENDING JUNE 30, 2022, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, the City of West Monroe, Louisiana, is a municipality organized under the laws of the State of Louisiana, and

WHEREAS, a Louisiana municipality is required to have a financial and compliance audit of its books and records conducted annually; and

WHEREAS, the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, have reviewed Audit submitted to them, and deem it to be correct and valid,

NOW, THEREFORE,

SECTION 1. BE IT RESOLVED by the Mayor and Board of Alderman of the City of West Monroe, Louisiana, in special and legal session convened, that the Audit for the fiscal year beginning July 1, 2021 and ending June 30, 2022, be and it is hereby approved and adopted, with a copy to be furnished to the Louisiana Legislative Auditor.

The above Resolution was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in special and legal session convened, voted on by yea and nay vote, passed and adopted this 6<sup>th</sup> day of December, 2022, the final vote being as follows:

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

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

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

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

ATTEST:

APPROVED THIS 6TH DAY OF  
DECEMBER, 2022

\_\_\_\_\_  
RONALD S. OLVEY, CITY CLERK  
CITY OF WEST MONROE  
STATE OF LOUISIANA

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

STATE OF LOUISIANA  
CITY OF WEST MONROE

ORDINANCE NO. \_\_\_\_\_ MOTION BY: \_\_\_\_\_  
SECONDED BY: \_\_\_\_\_

AN ORDINANCE TO AMEND THE GENERAL FUND BUDGET, STREET MAINTENANCE FUND BUDGET, METRO NARCOTICS LCLE FUND BUDGET, CDBG-ED WPS SERVICE FUND BUDGET, OFFICER WITNESS COURT FEE FUND BUDGET, AND AMERICORPS FUND BUDGET, ALL FOR THE YEAR ENDING JUNE 30, 2022, FOR THE CITY OF WEST MONROE, LOUISIANA.

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that the General Fund Budget, Street Maintenance Fund Budget, Metro Narcotics LCLE Fund Budget, CDBG-ED WPS Service Fund Budget, Officer Witness Court Fee Fund Budget, and Americorps Fund Budget, all for the year ending June 30, 2022, are hereby amended to conform with the budgets attached hereto as Exhibit “A”.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in special and legal session convened, voted on by yea and nay vote, passed and adopted this 6th day of December, 2022, the final vote being as follows:

YEA: \_\_\_\_\_  
NAY: \_\_\_\_\_  
NOT VOTING: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ATTEST:

APPROVED THIS 6TH DAY OF  
DECEMBER, 2022

\_\_\_\_\_  
RONALD S. OLVEY, CITY CLERK  
CITY OF WEST MONROE  
STATE OF LOUISIANA

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

**City of West Monroe**  
**2021-2022 Amended Budget**

**General Fund Budget Summary**

	<u>2021-2022 Budgeted</u>	<u>2021-2022 Amended</u>
<b><u>REVENUES</u></b>		
Taxes	17,827,750.00	20,830,518.80
Licenses and Permits	1,034,850.00	1,053,344.70
Intergovernmental Revenue	458,097.00	460,685.08
Charges for Services	2,093,650.00	2,652,415.23
Fines	222,400.00	210,694.04
Investments, Rents, & Contributions	23,300.00	65,338.53
Other Financing Sources	560,000.00	465,753.36
	<hr/>	<hr/>
Total Revenues	22,220,047.00	25,738,749.74
	<hr/>	<hr/>
<b><u>EXPENDITURES</u></b>		
Elected Council	78,021.00	76,994.64
Court	593,872.00	637,278.60
Marshal	531,430.00	564,938.12
Mayor's Office	295,143.00	302,676.49
City Clerk / Finance Director	1,333,625.00	1,357,585.56
Information Technology	0.00	0.00
City Attorney	505,977.00	463,307.36
Inspection	279,898.00	292,377.02
Planning & Zoning	82,057.00	81,968.27
Building & Grounds	410,559.00	454,388.05
Grounds Keeper	293,775.00	279,475.91
Police Department	5,782,350.00	5,917,724.50
Corrections	0.00	0.00
Police Maintenance Shop	0.00	0.00
Fire Department	3,094,570.00	3,256,238.30
Sanitation I Garbage	832,806.00	858,358.93
Sanitation II Trash	668,700.00	704,874.89
City Maintenance Shop	470,205.00	387,000.54
Street Department	839,715.00	968,180.45
Cemetery	1,750.00	6,878.51
Parks & Recreation Operations & Administration	378,840.00	408,231.25



**City of West Monroe**  
**2021-2022 Amended Budget**

**General Fund Budget Summary**

	<u>2021-2022 Budgeted</u>	<u>2021-2022 Amended</u>
KIROLI Park	596,778.00	666,339.11
Lazarre Park	5,000.00	5,991.81
Restoration Park	6,500.00	6,403.31
Farmer's Market	49,714.00	49,045.97
Convention Center Operations & Admin	253,469.00	253,104.71
Convention Center Events	300,864.00	166,043.70
Expo Center Operations & Admin	448,490.00	629,164.51
Expo Center Events	472,692.00	665,642.27
Community Center	276,538.00	263,310.12
Economic Development	0.00	0.00
Tanner Business Center	233,290.00	269,487.12
Tanner Building	18,460.00	13,280.90
Section 8	226,842.00	0.00
Administrative Clearing	2,083,477.00	2,690,634.93
	<u>21,445,407.00</u>	<u>22,696,925.85</u>
Total Expenditures		
Excess (Deficiency)		
Revenues / Expenditures	<u>774,640.00</u>	<u>3,041,823.89</u>
Other Financing Sources (Uses)		
Operating Transfers In	250,000.00	0.00
Operating Transfers Out	<u>(589,875.00)</u>	<u>(1,212,388.00)</u>
Total Other Financing Sources (Uses)	<u>(339,875.00)</u>	<u>(1,212,388.00)</u>
Excess (Deficiency)		
Revenues & Other Financing Sources / Expenditures & Other Financing Uses	434,765.00	1,829,435.89
Fund Balance Start of Year	<u>10,067,316.93</u>	<u>10,067,316.93</u>
Fund Balance End of Year	<u>10,502,081.93</u>	<u>11,896,752.82</u>

**CITY OF WEST MONROE  
2021-2022 ANNUAL BUDGET AMENDED**

**Special Revenue Funds**

	<b>Street Maintenance Fund</b>	<b>Metro Narcotics LCLE Grant Fund</b>
<b><u>REVENUES</u></b>		
Taxes	271,704.00	0.00
Intergovernmental	0.00	91,336.00
Interest	0.00	0.00
Other	0.00	0.00
	<hr/>	<hr/>
Total Revenues	271,704.00	91,336.00
<b><u>EXPENDITURES</u></b>		
Public Safety	0.00	91,336.00
Public Works	407,591.00	0.00
Community Development	0.00	0.00
Other	0.00	0.00
Capital Expenditures & Major Repairs	0.00	0.00
	<hr/>	<hr/>
Total Expenditures	407,591.00	91,336.00
	<hr/>	<hr/>
<u>Excess (Deficiency)</u>		
Revenues / Expenditures	(135,887.00)	0.00
 <u>Other Financing Sources (Uses)</u>		
Operating Transfer In	538,031.00	0.00
Operating Transfer Out	0.00	0.00
	<hr/>	<hr/>
Total Other Financing Sources (Uses)	538,031.00	0.00
	<hr/>	<hr/>
<u>Excess (Deficiency)</u>		
Revenues & Other Financing Sources / Expenditures & Other Financing Uses	402,144.00	0.00
	<hr/>	<hr/>
Fund Balance Start of Year	(402,144.00)	2,614.00
	<hr/>	<hr/>
Fund Balance End of Year	0.00	2,614.00
	<hr/>	<hr/>
	<hr/>	<hr/>

**CITY OF WEST MONROE  
2021-2022 ANNUAL BUDGET AMENDED**

**Special Revenue Funds**

	<b>Officer Witness Court Fee Fund</b>	<b>Americorps Grant Fund</b>
<b><u>REVENUES</u></b>		
Taxes	0.00	0.00
Intergovernmental	0.00	162,702.00
Interest	0.00	0.00
Other	16,406.00	0.00
	<hr/>	<hr/>
Total Revenues	16,406.00	162,702.00
<b><u>EXPENDITURES</u></b>		
Public Safety	4,512.00	0.00
Public Works	0.00	0.00
Community Development	0.00	172,855.00
Other	0.00	0.00
Capital Expenditures & Major Repairs	0.00	0.00
	<hr/>	<hr/>
Total Expenditures	4,512.00	172,855.00
<b><u>Excess (Deficiency)</u></b>		
<u>Revenues / Expenditures</u>	11,894.00	(10,153.00)
<b><u>Other Financing Sources (Uses)</u></b>		
Operating Transfer In	0.00	4,520.00
Operating Transfer Out	0.00	0.00
	<hr/>	<hr/>
Total Other Financing Sources (Uses)	0.00	4,520.00
<b><u>Excess (Deficiency)</u></b>		
Revenues & Other Financing Sources / Expenditures & Other Financing Uses	11,894.00	(5,633.00)
<b>Fund Balance Start of Year</b>	<hr/>	<hr/>
	21,757.00	5,633.00
<b>Fund Balance End of Year</b>	<hr/>	<hr/>
	33,651.00	0.00
	<hr/>	<hr/>
	<hr/>	<hr/>

**CITY OF WEST MONROE  
2021-2022 ANNUAL BUDGET AMENDED**

**Debt Service Funds**

	<b>CDBG-ED WPS Service Fund</b>
<b><u>REVENUES</u></b>	
Taxes	0.00
Interest	0.00
Other Revenue	0.00
	<hr/>
Total Revenues	0.00
<b><u>EXPENDITURES</u></b>	
Principal Retirement & Interest	24,996.00
	<hr/>
Total Expenditures	24,996.00
	<hr/>
<u>Excess (Deficiency)</u>	
<u>Revenues / Expenditures</u>	(24,996.00)
Other Financing Sources (Uses)	
Operating Transfers In	49,992.00
Operating Transfers Out	0.00
Fund Balance Start of Year	(24,996.00)
	<hr/>
Fund Balance End of Year	0.00
	<hr/>
	<hr/>

STATE OF LOUISIANA  
CITY OF WEST MONROE

ORDINANCE NO. \_\_\_\_\_ MOTION BY: \_\_\_\_\_  
  
SECONDED BY: \_\_\_\_\_

AN ORDINANCE TO AMEND THE UTILITY ENTERPRISE FUND BUDGET  
FOR THE FISCAL YEAR ENDING JUNE 30, 2022, FOR THE CITY OF WEST  
MONROE, LOUISIANA.

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West  
Monroe, Louisiana, in special and legal session convened, that the Utility Enterprise Fund Budget  
for the City of West Monroe, Louisiana, for the fiscal year ending June 30, 2022 is hereby amended  
to conform with the budget attached hereto as Exhibit “A”.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor  
and Board of Aldermen, in special and legal session convened, voted on by yea and nay vote, passed  
and adopted this 6th day of December, 2022 the final vote being as follows:

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

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

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

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

ATTEST:

APPROVED THIS 6TH DAY OF  
DECEMBER, 2022

\_\_\_\_\_  
RONALD S. OLVEY, CITY CLERK  
CITY OF WEST MONROE  
STATE OF LOUISIANA

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

**City of West Monroe**  
**2021-2022 Amended Budget**

**Utility Enterprise Fund Budget Summary**

	<u>2021-2022 Budgeted</u>	<u>2021-2022 Amended</u>
<b><u>REVENUES</u></b>		
Charges for Services	5,574,555	5,698,608
Fine & Fees	0	0
Investment, Rents & Contributions	0	0
Other Financing Sources	<u>3,000</u>	<u>445,949</u>
Total Revenues	<u>5,577,555</u>	<u>6,144,557</u>
<b><u>EXPENSES</u></b>		
Public Works Director's Office	405,732	462,359
Water Department	545,765	585,558
Water Treatment	773,255	909,969
Sewer Department	706,235	685,942
Sewer Treatment	2,549,109	2,860,168
Construction	11,950	17,807
Administrative Clearing	<u>234,000</u>	<u>483,832</u>
Total Expenses	<u>5,226,046</u>	<u>6,005,634</u>
Excess (Deficiency)		
Revenues / Expenses	<u>351,509</u>	<u>138,923</u>
Other Financing Sources (Uses)		
Operating Transfers In	0	0
Operating Transfers Out DEQ Sinking	(69,097)	(6,409)
Operating Transfers Out DEQ Resv	0	0
Operating Transfers Out DEQ Cap Add	0	0
Operating Transfers Out - Other	<u>0</u>	<u>0</u>
Total Other Financing Sources (Uses)	<u>(69,097)</u>	<u>(6,409)</u>

City of West Monroe		
2021-2022 Amended Budget		
Utility Enterprise Fund Budget Summary		
	2021-2022 Budgeted	2021-2022 Amended
Excess (Deficiency)		
Revenues & Other Financing		
Sources / Expenses &		
Other Financing Uses	282,412	132,513
Retained Earnings Start of Year	743,906	743,906
Retained Earnings End of Year	1,026,318	876,419





# Planning Commission

TO: Mayor Staci Albritton Mitchell  
Alderman Morgan Buxton  
Alderman James Polk Brian  
Alderman Ben Westerburg  
Alderman Thomas Hamilton  
Alderman Rodney Welch  
Doug Caldwell, City Attorney  
Scott Olvey, City Clerk  
Courtney Hornsby, Chief of Staff  
Kevin Crosby, City Engineer (Kevin – for INFORMATIONAL purposes only – no further action is required on your part.)

FROM: Jonathan Kaufman, Building & Development Director  
318-397-6720 or 318-397-6722

DATE: Enclosed please find the packet from the November 21, 2022  
Planning Commission meeting, for your review:

**PASE-22-15000003**  
Johnny Powell  
701 South 7<sup>th</sup> Street. Parcel # R37004.  
Requesting: Planning Approval / Special Exception for 14 x 38 “cabin” from  
Derksen Portable Buildings in an R-1 (Single Family Residential) District.

Mr. Johnny Powell spoke on behalf of the application. He is requesting to have a 14x38 prefabricated “cabin” be placed to be used as meeting place for family functions. He resides in Monroe; this will not be his primary residence. The home that was on the lot was demolished due to its condition. The cabin will be one bed, one bath with a kitchenette. Design plans and Specs from Derksen Builders were included with the information provided to the Commission. The City considers this as a “Class C” Mobile Home. Mr. Powell had considered a site-built structure but found the cost to be too high. He stated that he plans to add to the cabin structure in the future. Mr. Chad Frost, Property Owner on South 8<sup>th</sup> Street, spoke in favor of the structure stating that there are other mobile homes in the area. He feels that Mr. Powell’s plan will be good for the neighborhood. Brian Bendily asked if the specs meet the current Louisiana State Uniform Construction Code. They do not as presented. The Commission discussed concern for longevity and depreciation. Brian Bendily made a motion to **DENY this application**. Melody Olson seconded. All in favor. The West Monroe Board of Adjustments will NOT review this application, as Planning Approval/Special Exception requires approval from both Boards. This application is **DENIED**. Mr. Powell was advised of his right to appeal to the West Monroe City Council.

The West Monroe City Council will review this application for final decision on December 6, 2022.

Mr. Powell’s APPEAL REQUEST is Attached.

**PASE-22-15000003**

Johnny Powell

701 South 7<sup>th</sup> Street. Parcel # R37004.

Requesting: Planning Approval / Special Exception for 14 x 38 “cabin” from Derksen Portable Buildings in an R-1 (Single Family Residential) District.

Mr. Johnny Powell spoke on behalf of the application. He is requesting to have a 14x38 prefabricated “cabin” be placed to be used as meeting place for family functions. He resides in Monroe; this will not be his primary residence. The home that was on the lot was demolished due to its condition. The cabin will be one bed, one bath with a kitchenette. Design plans and Specs from Derksen Builders were included with the information provided to the Commission. The City considers this as a “Class C” Mobile Home. Mr. Powell had considered a site-built structure but found the cost to be too high. He stated that he plans to add to the cabin structure in the future. Mr. Chad Frost, Property Owner on South 8<sup>th</sup> Street, spoke in favor of the structure stating that there are other mobile homes in the area. He feels that Mr. Powell’s plan will be good for the neighborhood. Brian Bendily asked if the specs meet the current Louisiana State Uniform Construction Code. They do not as presented. The Commission discussed concern for longevity and depreciation. Brian Bendily made a motion to **DENY this application**. Melody Olson seconded. All in favor. The West Monroe Board of Adjustments will NOT review this application, as Planning Approval/Special Exception requires approval from both Boards. This application is **DENIED**. Mr. Powell was advised of his right to appeal to the West Monroe City Council.

I am hereby requesting to appeal the decision made by the Planning Commission on November 21, 2022, where my application was denied. I request that my application be placed on the City Council Agenda on December 6, 2022, at 5 pm.



Johnny Powell

RECEIVED

NOV 30 2022





**PASE-22-15000003**

Johnny Powell

701 South 7<sup>th</sup> Street. Parcel # R37004.

Requesting: Planning Approval / Special Exception for 14 x 38  
“cabin” from Derkson Portable Buildings in an R-1  
(Single Family Residential) District.

Location Map:

*NOTE: This is printed from information provided from the Ouachita Parish Tax Assessor's Office information and its ONLY PURPOSE is to give the Commission a general idea of the location of the property. It is not intended for use as a legal description / boundary line / nor lot shape determination.*

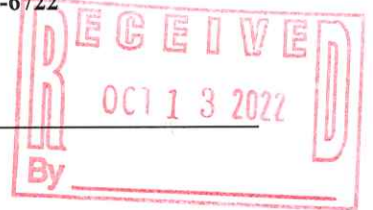


You are always welcome to visit our office to view additional documents in file,  
request additional information, or to speak with Jonathan.



CITY OF WEST MONROE  
OFFICE OF BUILDING & DEVELOPMENT: ZONING PROCESS APPLICATION  
2305 N 7<sup>th</sup> Street, West Monroe, LA 71291 318 396-2600 318-397-6722  
Jonathan Kaufman, Building & Development Director

**\$ PAID** Item 8)



CASE TITLE & NO.: PASE 22-15000003 DATE RECEIVED: \_\_\_\_\_

Complete Items Indicated for the following:

<input type="checkbox"/>	Planning Approval	FEE	\$200	1,2,3,4,5,6,10,15,16
<input checked="" type="checkbox"/>	Planning Approval/Special Exception	FEE	\$300	1,2,3,4,5,6,10,11,15,16
<input type="checkbox"/>	Variance	FEE	\$200	1,2,3,4,5,6,11,15,16
<input type="checkbox"/>	Planning Approval – Parking Plan	FEE	\$200	1,2,3,4,5,6,7,10,15,16
<input type="checkbox"/>	Planned Building Group Approval	FEE	\$200/1 AC+\$10/ADDL ACRE	1,2,3,5,6,8,9,10,15, 16
<input type="checkbox"/>	Planned Unit Development	FEE	\$200/1 AC+\$10/ADDL ACRE	1,2,3,4,6,8,9,10,15,16
<input type="checkbox"/>	Zoning Ordinance Amendment	FEE	\$300	1,2,3,10,12,13,14,15,16
<input type="checkbox"/>	Zoning Ordinance Map Amendment	FEE	\$300/1 AC+\$10/ADDL ACRE	1,2,3,10,12,13,14,15,16
<input type="checkbox"/>	Revocation	FEE	\$300	1,2,3,6,10,14,15,16
<input type="checkbox"/>	Subdivision Review (Preliminary, Final)	FEE	\$200/1 AC+\$10/ADDL ACRE	1,2,3,4,6,10,15,16
<input type="checkbox"/>	Annexation	FEE	\$-0-	1,2,3,10,12,13,14,15,16
<input type="checkbox"/>	Dedication	FEE	\$-0-	1,2,3,4,5,6,10,14,15,16

✓ 1. Applicant's Name: Johnny L. Powell Phone: 318-600-4209  
Mailing Address: 1601 S 9th St Monroe, La 71202  
EMAIL Address: \_\_\_\_\_

✓ 2. Interest in Application: \_\_\_\_\_  
Site: Municipal Address: 701 South 7<sup>th</sup> West Monroe, LA 71292  
Location Legal Description if no municipal number: \_\_\_\_\_

MUST ATTACH COPY OF DEED OR MORTGAGE FOR LEGAL DESCRIPTION OF PROPERTY

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_ Tax R#: 37004  
Existing Use: \_\_\_\_\_

✓ 3. REQUEST (Be specific in description): I Johnny L. Powell am requesting to put a 14X38 fully finished cabin on my property for my personal resident.

✓ 4. Use by Planning Approval. Indicate any existing deed restrictions: \_\_\_\_\_

Previous Applications on File: \_\_\_\_\_

Approximate cost of work involved: \$50,000

Plot Plan attached ( )  
Copies of Drainage plan attached ( )

Floor Plan and elevation attached ( )  
Subdivision plat attached ( )

✓ 5. Names and mailing address of ADJACENT property owners.  
*ZONING OFFICE WILL SUPPLY*

✓ 6. For Planning Approval & Parking Plans: Number of Parking Spaces Required: \_\_\_\_\_  
( ) Parking Layout attached Number of Parking Spaces Provided: \_\_\_\_\_

( ) 7. For Planning Approval: Plan of Combined Sharing of Parking Facilities

( ) 8. For Planned Building Group or Planned Residential Development. Provide site plans which shall include:  
( ) Land use of adjoining properties ( ) Public and private easements and rights-of-ways ( ) Location of existing structures on adjacent property ( ) Location, number of stories and gross floor area of proposed principal buildings and accessory structures ( ) Curb cuts ( ) Driveways ( ) Off-street parking area ( ) Off-street loading areas ( ) Walks ( ) Special purpose open areas ( ) Location and height of fences, walls and screen planting ( ) Types of paving or other surfaces.

( ) 9. For Planned Residential Development:  
( ) Location of proposed commercial facilities, if any, for sole use of residents of the proposed PRD (from B-1 and B-2 uses) ( ) Submit subdivision application concurrent with the application for RPD if required for proposed development.

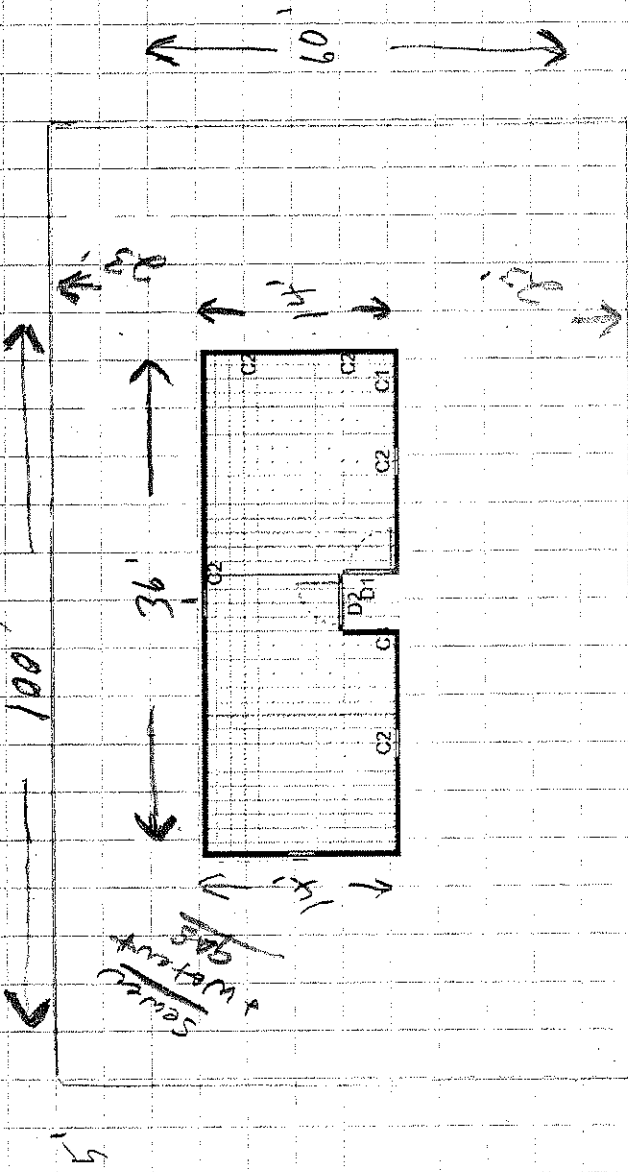
✓ 10. PLANNING COMMISSION HEARING DATE: Nov. 21, 20 22  
TIME: 5:00 P.M.

✓ 11. BOARD OF ADJUSTMENTS HEARING DATE: Nov. 28, 20 22  
TIME: 5:00 P.M.

Johnny Powell

701 S 7<sup>th</sup> Street

West Monroe



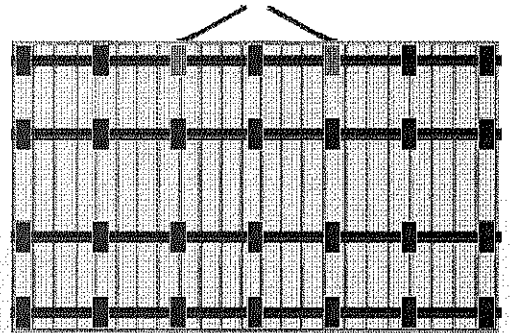
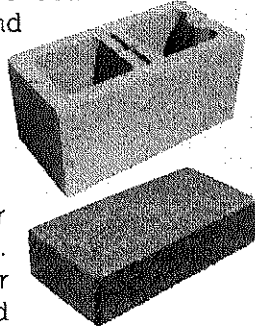


# Delivery Information

## Thank you for choosing Derksen.

Be prepared for your building delivery. There are some things that must be provided by the customer prior to free delivery:

**Solid Concrete Pad Blocks** are recommended for setting up and leveling your building, and cinder blocks can be used in conjunction for extra height (solid blocks on bottom). Ask your delivery driver how many blocks will be needed for your building's width and length and the leveling requirements of your specific site. Standard solid blocks are 4x8x16". For larger buildings, 4x16x16" solid blocks may be needed. Delivery driver will provide treated lumber for leveling and shimming of building if concrete pad blocks are not provided.



### How many blocks do I need?

Generally, on a level surface, a block will be placed under each skid at the outside edge of each short wall. A block will be placed approximately every 6' depending on door placement. Blocks will be stacked vertically for leveling. You can estimate the number of blocks needed by knowing the length and width of your building. 8' - 10' wide buildings come standard with two skids. 12' - 16' wide buildings come standard with four skids. Ask your dealer or delivery driver for more details.

**Site Preparation** is the sole responsibility of the purchaser. Ground should be clearly accessible, clean, dry and firm. Openings through fences or around obstacles should be at least 3' wider than your building, with enough clearance to make necessary turns. Site should be clear of low hanging limbs, wires, or other obstructions up to 18' high. Delivery driver is not responsible for removal of fences, gates, trees, limbs or any other obstruction.

**Contact your local Codes Office** to verify regulations regarding outdoor storage buildings. It is the sole responsibility of the purchaser to secure any needed permits, property line information, signed permission to cross properties, HOA permissions, etc. Derksen Buildings is not responsible for any permits, permissions, guidelines or code restraints.

**Before we deliver...**

# Call



# Know what's below.

## 811 service will mark your utility lines for FREE.

Prior to delivery of your Derksen Portable Building, it is the responsibility of the purchaser to have all underground utilities, such as gas, electric, phone lines, plumbing and invisible pet fences located.

If you will be anchoring your building, it is **REQUIRED** to have underground utility lines marked. Building anchors may penetrate the ground up to 36" deep. Call 811 at least TWO working days before your scheduled building delivery.

\*Delivery driver reserves the right to refuse or reschedule delivery and setup to sites that are not properly prepared, inaccessible, or unsafe.

**Important:** Only one (1) delivery and setup attempt is free. Additional charges may apply to any subsequent delivery and setup trips.

Signed \_\_\_\_\_ Date \_\_\_\_\_





Date: 10/10/2022  
Rodman's Portable Buildings &  
102 Pace Road  
West Monroe LA 71292  
(318) 614-2693  
Prepared by:

CUSTOMER RECEIPT - 00753

Item 8)

Johnny Powell  
1601 South Ninth Street  
Monroe LA 71202  
Home: (318) 600-4209

DELIVER TO:  
701 South Seventh Street  
West Monroe LA 71292  
Mobile: (318) 600-4209

ORDER SUMMARY - CASH SALE			NEW
PRODUCT & OPTIONS	SALES PRICE	QTY	TOTAL PRICE
SIDE CABIN 14x38 Siding Color: Driftwood Urethane Roofing Color: Alamo White Metal Trim Color: White Paint	\$15,775.00	1	\$15,775.00
Electrical Package - Includes 4 plugs, light switch, porcelain light, wiring and 100 Amp Breaker Box w/o Main Breaker	\$690.00	1	\$690.00
2x3 TP Windows (White) - 2x3 Thermopane Window (White)	\$250.00	3	\$750.00
36" Solid Walk In Door (Pre Hung)	\$325.00	1	\$325.00
Spray Foam Package - \$9.00 per Square Foot (Building Size)	\$9.00	532	\$4,788.00
Porch Rails Up To 3 Rails	\$150.00	1	\$150.00
9 Lite 36" Door (Pre Hung)	\$375.00	1	\$375.00
Total Pretax			\$22,853.00
Total Tax			\$2,385.85
Total Price			\$25,238.85
Total Payments Received			\$25,238.85
Net Amount Due			\$0.00

PAYMENTS SUMMARY			
Payment Type	Payment Details	Payment Date	Payment Amount
Cash / Money Order	Payment Type: Cashier Check	10/10/2022	\$25,156.02
Cash / Money Order	Payment Type: Cash	10/10/2022	\$82.83
Total Payment Amount			\$25,238.85

Please make checks Payable to Derksen Portable Buildings  
Tax rate may change (subject to applicable tax).  
All sales are subject to final approval by Derksen Portable Buildings Corporate Offices.

Derksen Portable Buildings and its agents are NOT responsible for permits, setbacks, restrictions, or covenants. Please contact your local codes department or Homeowners Association. It is up to the customer to decide whether ground conditions are suitable for delivery. Derksen Buildings is NOT responsible for yard or driveway damage. Free delivery and set up includes ONE TRIP. Additional trips may incur CHARGES to the customer. I, the customer, have read the disclosure, Terms And Conditions Of Sale and fully accept the terms provided therein. First 50 miles Free Delivery (From Lot Thereafter \$4.00 Per Mile). Any cancellation is subject to a restocking fee.

Customer Signature





(<https://derksenbuildings.com>)

# CABIN

The Cabin comes standard with a 4' deep front porch with rails. Side Cabins come standard with a 4' porch with variable placement options. Three 2 x 3 windows standard. One 9-light, 36" pre-hung door. The Cabin comes with plenty of head room with standard 8 ft walls (exterior measurement).



## PAINTED CABIN

VIEW MORE DETAILS

([HTTPS://DERKSENBUILDINGS.COM/BUILDING/PAINTED-CABIN/](https://derksenbuildings.com/building/painted-cabin/))

Similar to this  
Porch is on  
Side instead of  
front

November 21, 2022

Mr. Scott Olvey  
Finance Director  
City of West Monroe  
2305 N. 7<sup>th</sup> Street  
West Monroe, LA 71291

Reference: **State Project No. H.007288.6**  
**City of West Monroe**  
**Montgomery St. (LA 34 – I-20)**  
**Ouachita Parish**

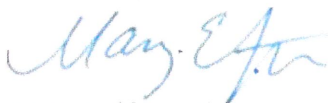
Subject: **Change Order 008**

Dear Mr. Olvey:

Enclosed, please find three (3) copies of Change Order 008 for the above referenced Project. Please sign and date in the space provided on page 2 and have Mr. Robbie George sign and date (date should match the date he approved in SiteManager) next to your signature. Please return all copies in the envelope provided. Once the Change Order has been signed by all parties, we will return a copy to you for your records.

Should you have any questions and/or concerns, please feel free to contact me.

Sincerely,  
**MICHAEL BAKER INTERNATIONAL, INC.**



Mary E. Flynn, P.E.  
Project Engineer

cc: Mr. Robert George, P.E., S. E. Huey, Co.  
Mr. Dean Wilkerson, P.E., LA DOTD



SMGR0005

Louisiana Department of Transportation and Development Change Order Report		<b>NO.</b>	008
		<b>Date:</b>	09/28/2022
<b>S.P. NO.</b>	H.007288.6	<b>F.A.P. NO.</b>	H007288
<b>Name:</b>	MONTGOMERY ST. (LA 34 - I-20)	<b>Primary Parish:</b>	Ouachita
		Category 2 / 3J	

Change Order 8 – Reconcile Final Quantities  
Reason Code 3J Convenience Price Adjustment

Original Bid: \$2,122,187.14  
Original Time: 170 working days  
Spec Year: 2016 LSSRB (Louisiana Standard specifications for Roads and Bridges)  
District 05 – Ouachita Parish  
Route – non-NHS  
Contractor: City of West Monroe/ Amethyst Construction  
PM: Tanya Bankston/ Dean Wilkerson

11/14/2018: LET  
11/14/2018: Award  
02/13/2019: Notice of Contract Execution  
03/14/2019: Notice to Proceed  
4/15/2019: First day charged

Assembly Period:  
Original: 30 days

The contract for this project is held by LADOTD for City of West Monroe. This is not a FHWA PODI (Project of Divisional Interest) project. This project is on a non-NHS route.

#### ##### PROJECT DESCRIPTION #####

SPN H.007288, Montgomery St. (LA 34 – I-20) in Ouachita Parish. The scope of the project is to grade, upgrade drainage structures, mill asphalt, pavement patching, lay asphalt, install concrete walks and drives and related work

#### ##### EXPLANATION AND JUSTIFICATION #####

This change order is to correct fuel payment adjustments made in Change Order 5.

Errors in CO5 that are corrected by this Change Order:  
-Adjustment month used was July 2020, and should have been estimate start of May 2020  
-Line item 502-01-00200 (207.32 Ton) was not included in either asphalt or fuel adjustment sheets  
-Diesel price adjusted for natural gas (factor 1.67)  
##### COST #####

Payment adjustment is performed in accordance with special provision section 109.09 Payment Adjustment (Asphalt and Fuel).

All costs have been established in accordance with the specified sections and have been reviewed and approved by the project engineer.

#### ##### SPECIFICATIONS #####

It is not the intent of this change order to alter any specifications governing this contract.

#### ##### TIME #####

It is not the intent of this change order to add time to this contract.

#### ##### BUDGET #####

There is 1 funding category on this project. All items will go to Category 0001

Funding Category has 1 priority level.  
Priority 1: 80% from STP, with no cap; 20% from LOCAL with no cap

(Label funding sources)  
 STP – Urbanized Areas, Populations > 200K  
 Local- City/parish-level Entity Funding

##### ATTACHMENTS #####

-Category Worksheet  
 -Asphalt adjustment form  
 -Fuel Adjustment form

**Project Number H.007288.6**

**CI-999-00010 Line Item 0905 = CI-999-00010 Asphalt Price Adjustment Asphalt Adjustment**

**Funding Category 0001:**

Increase by 449.97 EACH or -6.51%.

**CI-999-00040 Line Item 0906 = CI-999-00040 Fuel Price Adjustment Fuel Adjustment**

**Funding Category 0001:**

Decrease by 7150.78 EACH or 2,587.77%.

The Project Engineer, verified by his approval of this change order, has confirmed and documented either in the project files or within this change order, that the pricing of items are priced per specification section 109.04, and any extension of contract time meets the requirements of specifications section 108.07. It is mutually agreed by the parties represented to perform and accept the above revisions in accordance with the original contract and applicable specification, and that this change order represents final adjustments for any and all compensation and time due to the Contractor for changes to the project's work referred to herein.

Item No.	Item	Major Item	Price per Unit	Change		Current Quantity	Revised Quantity	% Change
Proj. / Line Item No.		% of Cont.		Quantity	Amount			
CI-999-00010	Asphalt Price Adjustment Asphalt Adjustment	No	\$1.00	449.970	\$449.97	-6909.010	-6459.040	-6.51%
H.007288.6 / 0905		-0.30%	EACH					
CI-999-00040	Fuel Price Adjustment Fuel Adjustment	No	\$1.00	7150.780	\$7,150.78	-276.330	-7427.110	2587.77%
H.007288.6 / 0906		-0.35%	EACH					
Additional Contract Days Requested <b>None</b>		Change in Amount of Contract: - \$6,700.81						

Requested By:

Recommended By:

\_\_\_\_\_  
 Flynn, Mary  
 Resident Engineer

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

\_\_\_\_\_  
 District Administrator

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

Accepted By:

CITY OF WEST MONROE  
 Contractor

Date: 10/31/22

\_\_\_\_\_  
 DOTD Chief Const. Engineer

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

By: 

Approved:

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



Chief Engineer

State Project No. H.007288.6

Plan Change #008

Approved

02271115914

09/28/2022

Original Contract Cost: \$2,122,187.14

Total Approved Change Order to date: \$172,550.22

% of Total Approved Cost: 8.131%

Order	Group	Approver	Date	Action	Comments
1	PE- Project Engineer Group	Flynn, Mary	09/28/2022	Approve	
2	Contractor	George, Robert	10/31/2022	Approve	
3	Area Engineers	Wilkerson, Dean	11/16/2022	Approve	

**CHANGE ORDER**No. 1Dated: December 6, 2022OWNER'S Contract No.: \_\_\_\_\_ ENGINEER'S Project No.: 215126

Project: **CITY OF WEST MONROE  
WASTEWATER TREATMENT  
FACILITY  
2022 GAC EXCHANGE PROJECT**

CONTRACTOR: SAN-TECH, INC.Contract For: GAC Exchange in Filters Contract Date: September 21, 2022

To: SAN-TECH, INC.  
Contractor

You are directed to make the changes noted below in the subject Contract.

City of West Monroe

Owner

By: Staci Albritton Mitchell  
Dated: December 6, 2022

Nature of Changes: Surface Preparation & Recoating Vessel Interior SurfacesEnclosures: Change Order Detail

These changes result in the following adjustments to the Contract Price and Contract Time:

Contract Price Prior to This Change Order:	\$ <u>643,500.00</u>
Net (Increase) Resulting from this Change Order:	\$ <u>191,900.00</u>
Current Contract Price Including this Change Order:	\$ <u>835,400.00</u>

Contract Time Prior to This Change Order: 120 Days

Net (Add) Resulting from This Change Order: 139 Days

Current Contract Time Including This Change Order: 259 Days

7/3/2023

The Above Changes Are Recommended:

**S. E. HUEY CO.**

Project Engineer

By:

Robert L. George

Date:

12/6/2022

The above Changes Are Approved As Recommended:

**City of West Monroe**

Owner

By:

**Staci Albriton Mitchell**

Date:

The above Changes Are Accepted:

**SAN-TECH, INC.**

Contractor

By:

Date:

**DECEMBER 6, 2022  
WEST MONROE CITY COUNCIL MEETING  
ENGINEERING UPDATE  
L&A, INC. PROJECT NO. 22E038.00**

**Linderman Avenue Street Improvement – City Project No. C22010**

- Complete & currently in Lien Period

**West Monroe Commercial Park Utility Extensions – City Project No. C22008**

- JABAR under construction
- Construction is ongoing & scheduled to be complete by end of December

**Kiroli Walk Trail Improvements – City Project No. C22002**

- Continue to answer Funding Agency RFIs
- Making changes to maps & master plan requested by Agency
- Providing descriptive reports of the lodge & administrative office to Agency:
  - Floor plan, square footage, & function/use of those buildings

**Storm Water Pollution Prevention Plan 2022 – City Project No. C22006**

- Fourth quarter inspections expected for December
- In January begin preparation for the annual report due in March

**Sunshine Heights Drainage Improvements – City Project No. C22024**

- Continue searching for funding sources
- Preparing proposal for engineering & surveying services for potential drainage projects

**LCDBG Public Facilities Grant**

- Grant opportunity of \$1,600,000 for street improvements
- Successfully submitted in November, under agency review

**Coleman Avenue Sewer Relocation**

- On hold until authorization from City to proceed

**Good Hope Road Water Main Extension**

- Plans are complete & ready to invite bidders
- LDOTD permit has been obtained
- Engineers working with Mr. Turner to invite bidders

**Kiroli Dog Park Improvements**

- Topographic survey complete
- Geotechnical Report has been received
- Under design

**Capital Outlay Applications – FY 2023-2024**

- Nine (9) projects submitted in Capital Outlay Request.
- Engineers working with Mayor to prepare exhibits in preparation to meet with Legislators to review projects

**Survey/Stake North Property Line at Hasley Cemetery**

- Preliminary office work complete by Surveyor
- Survey Crew scheduled to stake the north line December 8<sup>th</sup> & 9<sup>th</sup>

**Site Development Reviews within last month**

- Re-Subdivision Plat Review  
Coleman's Re-Subdivision of partial lots, Block 1, Unit No. 1, Parkwood Addition
  - North 7th Street (LA Highway 143) near Parkwood Drive, across North 7<sup>th</sup> from the OPSB office

**Drainage Impact Reviews within last month**

- None this period



## INFRASTRUCTURE PROJECT UPDATE

December 6, 2022

UNDER CONSTRUCTION			
Project	Description	Funding	Status
Riverbend Sidewalks and Drainage	Install new drainage pipes and sidewalks around Riverbend Elementary and Community Center.	DOTD/CDBG	Final repairs done. Closeout underway.
Tupawek Estates Sidewalks	Construction of sidewalk along Tupawek Drive to provide a safe corridor for pedestrians within the neighborhood.	City	Notice to Proceed being prepared for work to begin.
Otis Street (Urban Systems)	Mill & Overlay, add bike/ped path.	Urban Systems (80/20)	Under Construction.
Natchitoches Street (Urban Systems)	Mill & Overlay, improve drainage, add bike lane.	Urban Systems (80/20)	Under construction. Sidewalks complete. Catch basins, patching, and asphalt shoulders remain.
New Downtown Parking Lot	Addition of parking spaces and garbage bin location adjacent to "Flower Lot".	City	Temporary expanded surface in place through holidays. Final pavement in Jan.
Flood Buyout Program (HMGP)	Purchase and remove 24 flood-prone homes within the City.	FEMA/City	15 Properties acquired and demolished. Adding houses from auxiliary list. (Homeowners are being notified.)
Highland Park Commercial Subdivision	Development of the east end of the golf course land to sell as commercial property.	DRA/City	Final work being done as weather allows.
Highland Park Trails Parking Lot	Construction of a crushed stone parking lot off of Otis Street for users of the walking trails at Highland Park	City	Substantially complete. In Lien Period.
DRA: Cypress/Slack Sanitary Sewer Improvements	Replacement of sanitary sewer lines in the vicinity of Cypress Street.	DRA/City	Under construction.
Arlington Place and Mallard Ave Water Main Replacement	Installation of new water main and connection of house services to provide more reliable water service.	CWEF/City	Notice to Proceed being prepared for work to begin.
La Watershed Initiative – Flood Acquisitions	\$5.2M awarded for Buyouts.	LWI	Public meeting conducted by OCD on 10/17/22.
Industrial Park Drainage Improvements (EDA)	Drainage improvements including cross drains, piping, and ditches.	EDA/City	Awarded. Awaiting site certification and EDA extension.

### 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
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)	Coordinating funding with DOTD.
Black Bayou Canal - 2016 Flood Damage Repairs	Public Assistance (PA) damage claims to the concrete canal.	FEMA/CDBG/ City	Requested GOHSEP/FEMA re-evaluation of cost limit. Pricing immediate repairs.
Black Bayou Canal Improvements (HMGP)	Improvements including cleaning, widening, and armoring portions of the Black Bayou Canal south of I-20.	FEMA/City	GOHSEP reviewing Phase 1 deliverables prior to submitting to FEMA for approval.
Highland School Area Sidewalks	Construction of sidewalks along Arlene Street to provide a safe pedestrian route to school.	LaDOTD/City	Plans have been submitted to LaDOTD for review. Expect comments in Jan.
Constitution & Sh. Const. Dr. (Urban Systems)	Pulverize and rebuild road base and pavement.	Urban Systems (80/20)	Final plans have been submitted to LaDOTD. Letting date of Feb. 2023.
Mane Street Rehabilitation Phase 2 (Urban Systems)	Mill & Overlay Mane Street from Downing Pines Rd to Interchange.	Urban Systems (80/20)	95% Preliminary submitted to LaDOTD. Funding delayed until Oct. 2024.
New Kiroli Road Bridge (North)	Replacement of bridge on Kiroli Road, near Kiroli Park.	Capital Outlay	Wetlands pending approval.
New Drago Sanitary Sewer Lift Station	New sanitary sewer lift station to replace Drago LS. Design funded through LaDEQ. Seeking EDA funding for construction.	LaDEQ/City	Plans submitted to LDH for review. Wetlands mitigation underway.
New Austin Sanitary Sewer Lift Station	New sanitary sewer lift station to replace Austin LS.	EDA/City	Environmental clearance/survey phase.
Arkansas Rd. (N. 7th St. to Trenton Street)	Mill, patch, and overlay (3,325LF). Fill in ditch. Add 10' path.	Urban Systems (80/20)	Utility relocations being evaluated.
North 7th Street (Hwy. 143) Restriping (5-Lane)	Restriping N. 7th from Cypress to Arkansas to add center turn lane for Highland Commercial Subdivision.	City	Project in design phase for permitting. Coordinating with DOTD.
North 7th Street Bicycle/Pedestrian Path (Arkansas Rd to Otis St)	Construction of 10' wide concrete path along the east side of North 7th Street.	FHWA Rec Trails Prog/City	Design 60% DOTD permitting. Lighting Specs for DOTD review.
Downtown - Trenton/Wood Sewer	Sewer line improvements.	City	Design underway. Send to LDH next week.
Flanagan Street Water Main Replacement	Replacement of existing 4" W.M. along Flanagan with a 6" W.M.	CWEF/City	Design complete. Awaiting LDH permit.

**Project Classifications**

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

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





# Fire Incident Summary Report



Item 12)

**Print Date/Time:** 12/06/2022 07:41  
**Login ID:** csimmons  
**Station:**  
**Incident Type(s):** All

**From Date:** 11/01/2022  
**To Date:** 11/30/2022  
**Location:** All

West Monroe Fire Department  
**FDID Number:** 37020

## General Information

Total Number of Calls	Fire: 6	EMS: 141	Unknown: 1	All: 228
Average Calls per Day	Fire: 0.21	EMS: 4.86	All: 7.86	
Total Number of Arson Calls	All: 2			
Estimated Dollar Loss	Fire: \$406.00	Other: \$0.00	All: \$406.00	Arson: \$200.00
Estimated Value	Fire: \$401.00	Other: \$0.00	All: \$401.00	Arson: \$200.00
Percentage Saved	Fire: -100.00%	Other: 0.00%	All: -100.00%	Arson: 0.00%
Total Injuries	Fire Service: 0	Civilian Fire: 0	EMS: 0	Arson: 0
Total Fatalities	Fire Service: 0	Civilian Fire: 0	Arson: 0	
Total Apparatus Responses	All: 601			
Average Responses per Day	All: 7.86			
Average Apparatus per Call	Fire: 2.83	EMS: 2.35	All: 2.64	
Average Turnout Time	All: 00:00:58			
Average Response Time	All: 00:05:06			
Average Contain Time	All: 00:00:00			
Average Total Time	All: 00:14:36			
Average Personnel per Call	Fire: 4.50	EMS: 3.60	All: 4.20	
Total Aid Given Calls	All: 0			
Total Aid Received Calls	All: 0			