



Notice of:

PUBLIC HEARING

Tuesday, March 3, 2026 6:00 PM

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

AGENDA

Public Hearing relating to the Make-a-Difference Grant - presentation of a proposed program amendment which would increase the total budget for the Homebuyer Rehabilitation Program to \$700,000 by reallocating \$75,000 from the Park Improvements Program and \$225,000 from the Homebuyer Assistance Program.

PRESENTATION/EXPLANATION

PUBLIC COMMENTS



Notice of:

BOARD OF ALDERMEN REGULAR MEETING

Tuesday, March 3, 2026 at the later of 6:00 PM, or immediately following the conclusion of the Public Hearing above

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 February 24, 2026 Special Council meeting.

Recognitions/Presentations

- 2) West Monroe Police Department will honor officers Jacob Morgan and Grayson Richardson for their life-saving actions at a recent apartment fire.
- 3) Presentation by Plexos Group, LLC, awardee of the Emergency Management Consulting Services contract for the City of West Monroe.
- 4) The mayor will present a proclamation for Youth Art Month for the Arts Council of NELA.

Mayor's Review

Community Announcements

ADMINISTRATION/FINANCE

- 5) **Ordinance** to authorize execution of Amendment No. 1 to Consulting Services Agreement with Franklin Associates, LLC in order to reflect the changes in the Scope of Work now required in the Homeowner Rehabilitation Program and the Homebuyer Assistance Program for the Make-A-Difference (MAD) grant.

BUILDING AND DEVELOPMENT

- 6) **Resolution** to appoint Mary Dale Scoggins to the West Monroe Municipal Planning Commission, to serve the term expiring March 1, 2031.
- 7) **Resolution** to re-appoint Annanias (A.J.) Word to the City of West Monroe Municipal Planning Commission, to serve a term expiring March 1, 2030.
- 8) **Resolution** to re-appoint Sandra Henderson to the City of West Monroe Board of Adjustments, to serve a term expiring March 1, 2030.
- 9) **Resolution** to appoint Douglas Seegers to the West Monroe Board of Adjustments, to serve a term expiring March 1, 2031.

LEGAL

PUBLIC WORKS

COMMUNITY SERVICES

PARKS AND RECREATION

POLICE/FIRE

WMFD

WMPD

ENGINEERING/CONSTRUCTION PROJECTS

10) West Monroe Sports and Events Center

Resolution to declare a public emergency under the provisions of R.S. 38:2212(P) with respect to certain repairs to the West Monroe Sports and Events Center.

11) West Monroe Sports and Events Center

Ordinance to authorize all needed contractual agreements for certain necessary remediation and repairs to the West Monroe Sports and Events Center.

12) Julia Street Improvements (Cypress Street - McMillan Rd) - City Project #250003

Ordinance to authorize the City to enter into a Cooperative Endeavor Agreement (Line Item Appropriation) with the Louisiana Department of the Treasury and the State of Louisiana (\$250,000.00)

13) Project Updates

Jonathan Kaufman, City Project Manager, Director of Building & Development

PUBLIC COMMENTS/OTHER BUSINESS

ADJOURN

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

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



BOARD OF ALDERMEN SPECIAL MEETING

Tuesday, February 24, 2026 at 8:30 AM

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
- Morgan Buxton
- Rodney Welch
- Ben Westerburg

ABSENT

- Thom Hamilton

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

Mayor Staci Mitchell called the meeting to order, verified receipt of proper Notices of Service on or Waivers of Service by the Mayor and a majority of the Board, and the presence of a quorum.

Motion to Approve Minutes

Motion to approve the Minutes of the February 17, 2026 Regular Council Meeting.

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

ENGINEERING/CONSTRUCTION PROJECTS

Parkwood South Sanitary Sewer Improvements (FY25-26) - City Project #260002

Ordinance 5573: Ordinance to authorize application and if awarded, the execution of the required grant agreement from the Louisiana Government Assistance Program (LGAP) for the fiscal year 2025-2026.

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

Well 8 Granulated Activated Carbon (GAC) Replacement (FY25-26) - City Project #260003

Ordinance 5574: Ordinance to authorize application and if awarded, the execution of the required grant agreement from the Community Water Enrichment Fund (CWEF) for the fiscal year 2025-2026.

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

PUBLIC COMMENTS/OTHER BUSINESS

A presentation was given by Colden Brown of the U.S. Small Business Administration that aids the Office of Disaster Assistance in providing low-interest disaster loans to businesses, non-profit organizations, faith-based organizations and more. More information is available on the City of West Monroe website section for Winter Storm Fern resources and the SBA website at SBA.gov.

ADJOURN

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

ATTEST:

APPROVED:

Andrea N. Pate
ANDREA PATE
CITY CLERK

Staci Albritton Mitchell
STACI ALBRITTON MITCHELL
MAYOR

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 EXECUTE AMENDMENT NO.1 TO THE PREVIOUSLY AUTHORIZED CONSULTING SERVICES AGREEMENT WITH FRANKLIN ASSOCIATES, LLC IN ORDER TO PROVIDE FOR CERTAIN DESCRIBED ADDITIONAL ITEMS DETERMINED TO BE NEEDED IN ORDER TO NOW PROPERLY AND EFFECTIVELY DESIGN AND IMPLEMENT THE HOMEOWNER REHABILITATION PROGRAM AND THE HOMEBUYER ASSISTANCE PROGRAM FOR THE MAKE-A-DIFFERENCE (MAD) GRANT; TO INCREASE THE MAXIMUM ALLOWABLE FEE OF FRANKLIN ASSOCIATES, LLC IN ORDER TO REFLECT THE ADDITIONAL SERVICES TO BE PROVIDED; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to execute on behalf of the City of West Monroe, Louisiana, Amendment No.1 to the previously authorized Consulting Services Agreement with Franklin Associates, LLC (originally authorized in Ordinance No.5504) in order to provide for certain described additional items determined to be needed in order to now properly and effectively design and implement the Homeowner Rehabilitation Program and the Homebuyer Assistance Program for the Make-a-difference (MAD) Grant, and to increase the maximum allowable fee of Franklin Associates, LLC in order to reflect the additional services to now be provided, all as is more fully set forth in that Amendment No. 1 which is attached as Exhibit "A".

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby further authorized to take any and all actions, including the further negotiation and modification of the terms and provisions of that agreement, as she determines appropriate, and to execute any and all further documents she deems either necessary or proper to carry out the activities arising out of that agreement described above according to its terms and its intent.

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

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 3RD DAY OF
MARCH, 2026

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

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

**AMENDMENT #1 TO
CONSULTING SERVICES AGREEMENT**

This Amendment #1 to Consulting Services Agreement (hereinafter sometimes referred to simply as this “Amendment”) is an amendment to that Consulting Services Agreement dated the 18th day of August, 2025 (sometimes hereinafter referred to simply as the “Agreement”) between Franklin Associates, LLC (herein after called “the Consultant”) and the City of West Monroe (hereinafter called “the Client”) (with the Consultant and the Client being sometimes jointly referred to as the “Parties”) relating to design, outreach, and implementation services for the Homeowner Rehabilitation Program and the Homebuyer Assistance Program.

The Parties mutually agree that except as hereinafter changed or modified, all terms, conditions and provisions of the Agreement shall be and remain unchanged. Subject to this reservation, the Parties mutually agree as follows:

- I. The Consultant hereby agrees to continue to engage with the Client and agrees to additionally perform the Additional Scope of Services set forth in Exhibit A-1, attached hereto.
- II. All work under this Amendment is funded by the Client, but shall still comply with all applicable federal rules;
- III. **Term:** - unchanged from the Agreement -
- IV. **Compensation and Method of Payment:** In addition to the compensation provided in the Agreement, the amount of which and the terms and provisions regarding which shall remain unchanged, the Consultant will additionally be paid a fee not to exceed ONE HUNDRED FIFTY-ONE THOUSAND, EIGHT HUNDRED FOURTEEN AND NO/100 (\$151,814.00) DOLLARS for work performed as set forth in Exhibit A-1 attached hereto and made part of this Amendment. The Consultant agrees that no additional funds will be sought at any time during the term of this Amendment or any extension thereof, regardless of whether the hourly fees earned have exceeded \$151,814.00. The Parties acknowledge and agree that Consultant assumes the risk of any costs or expenses incurred in excess of this cap and shall not be entitled to any additional compensation beyond this amount.
- V. **Independent Contractor:** - unchanged from the Agreement –
- VI. **Ownership of Documents:** - unchanged from the Agreement –
- VII. **Professional Liability:** - unchanged from the Agreement –

- VIII. **Limitation of Liability:** - unchanged from the Agreement –
- IX. **Compliance with Federal Laws and Regulations:** - unchanged from the Agreement –
- X. **Indemnification:** - unchanged from the Agreement –
- XI. **Termination:** - unchanged from the Agreement –
- XII. **Access to Information:** - unchanged from the Agreement –
- XIII. **Confidential Information:** - unchanged from the Agreement –
- XIV. **Dispute Resolution:** - unchanged from the Agreement –
- XV. **Miscellaneous:** - unchanged from the Agreement –
- XVI. **Notices:**
To the Consultant – Franklin Associates, LLC
Perry Franklin
250 S. Foster Dr., Baton Rouge, LA 70806
perry@franklinassociates.com
- To the Client – City of West Monroe
Staci Albritton Mitchell, Mayor
2305 North 7th Street
West Monroe, LA 71291
EMAIL: smitchell@westmonroe.la.gov
- With necessary copy to:
- Cathy Semmes
City Attorney
2305 N 7th St.
West Monroe, LA 71291
Email: csemmes@westmonroe.la.gov
- XVII. **Assignment and Subcontracting:** Except as provided in Exhibit A-1, neither the Agreement nor this Amendment is assignable by the Consultant without the Client's written consent, which it may withhold at its sole discretion, and any unapproved assignment will be invalid and ineffective. The Consultant may not subcontract any of its responsibilities under this Agreement to another person without Client's prior approval.

XVIII. **Access and Maintenance of Records:** Consultant shall allow the Client, the State of Louisiana, the Division of Administration, Louisiana Office of Community Development and its representatives access to all records pertaining to the Agreement and this Amendment, and Consultant must maintain all records pertaining to the Agreement and this Amendment for a period of five (5) years after receipt of final payment under the Agreement and this Amendment.

XIX. **Contract Modifications:** No amendment or change to the terms of the Agreement and this Amendment shall be valid unless made in writing, signed by the parties and approved as required by law. In the event of an inconsistency between this Professional Service Agreement and any Attachments or Exhibits, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence first to the Agreement and this Amendment.

FRANKLIN ASSOCIATES, LLC

By: Perry Franklin

Its: President

(Signature)

Date: _____

CITY OF WEST MONROE

By: Staci Albritton Mitchell

Its: Mayor

(Signature)

Date: _____

EXHIBIT A TO AGREEMENT SCOPE OF WORK, FEES

Homeowner Rehabilitation

Program Design

1. Program Guidelines

- Consultant shall facilitate up to three (3) initial meetings with staff to discuss project goals.
- Consultant shall Review existing policies, program materials, NOFA, and grant agreements.
- Consultant shall develop program process and workflows.
- Consultant shall develop program policy manual.
- Consultant shall review the program policy manual with HUD monitoring checklist for compliance.
- Consultant shall create monthly reporting templates.

2. Application & Review Process

- Consultant shall review community landscape and needs to propose the program application approach.
- Consultant shall create the application materials.
- Consultant shall develop the intake and application review protocols.
- Consultant shall create the framework for the Program Committee.
- Consultant shall create the Program Committee Charter template.

Implementation

1. Grant Administration

- Consultant shall review and process applications including conducting eligibility reviews, collection of documents, communication with applicants and engagement with the Program Committee.
- Consultant shall collaborate with contractors and homeowners to develop project-specific Scopes of Work.
- Consultant shall provide relevant city departments with inspection guidance.
- Consultant shall develop and facilitate grant agreement execution.

2. Financial Management

- Consultant shall create and maintain a budget tracking system.
- Consultant shall prepare invoices for disbursements to construction contractors.
- Consultant shall assist with draw requests and reporting to LOCD.

3. Monitoring & Performance

- Consultant shall create the monthly Key Performance Indicator (KPI) and project progress report.
- Consultant shall create and implement continuous improvement (CI) tools.
- Consultant shall facilitate quarterly project progress meetings.
- Consultant shall monitor program files in accordance with the CDBG program requirements, as applicable.

Homeownership Assistance Program

Program Design

1. Program Guidelines

- Consultant shall facilitate up to three (3) initial meetings with staff to discuss project goals.
- Consultant shall review existing policies, program materials, NOFA, and grant agreements.
- Consultant shall develop program process and workflows.
- Consultant shall develop program policy manual.
- Consultant shall review the program policy manual with HUD monitoring checklist for compliance.
- Consultant shall create monthly reporting templates.

2. Application & Review Process

- Consultant shall review community landscape and needs to propose the program application approach.
- Consultant shall create the application materials.
- Consultant shall develop the intake and application review protocols.
- Consultant shall create the framework for the Program Committee.
- Consultant shall create the Program Committee Charter template.

Implementation

1. Grant Administration

- Consultant shall review and process applications which includes conducting eligibility reviews, collection of documents, communication with applicants and engagement with the Program Committee.
- Consultant shall create and facilitate execution of homebuyer agreements.
- Consultant shall confirm and prepare statements of Categorical Exclusion in accordance with 24 CFR 58.35.

2. Financial Management

- Consultant shall create and maintain the budget tracking system.

- Consultant shall prepare invoices for disbursements to lenders.
- Consultant shall assist with draw requests and reporting to LOCD.

3. Monitoring & Performance

- Consultant shall create the monthly Key Performance Indicator (KPI) and project progress report.
- Consultant shall create and implement continuous improvement tools.
- Consultant shall facilitate quarterly project progress meetings.
- Consultant shall monitor program files in accordance with the CDBG program.

Outreach & Awareness

- Consultant shall develop outreach strategy, materials and facilitate one (1) public meeting.

LABOR CATEGORIES and RATES

Project Advisor	\$206.94
Project Manager	\$151.76
Senior Specialist	\$151.60
Specialist	\$148.48
Project Analyst	\$118.16
Subject Matter Expert	\$205.74

Pre-approved travel shall be reimbursed at state rates.

INVOICING

The Consultant will be paid a fee not to exceed \$235,000.00 for work performed using the rates described above. The Consultant will submit itemized invoices by the 10th of each month, setting forth time spent and include accompanying detailed time entry reports, and services rendered, and the Client will pay the Consultant the amounts due as indicated by invoice submitted by the Consultant within thirty (30) days of receipt.

Invoices should be sent to: Matthew Wilson, Director of Finance, 2305 North 7th Street, West Monroe, Louisiana, 71291 - mwilson@westmonroe.la.gov

EXHIBIT A-1 TO AMENDMENT SCOPE OF WORK, FEES

To support residents of the City of West Monroe, Louisiana (COWM) with housing access and habitability needs, and to meet urgent housing repair needs caused by Winter Storm Fern, Franklin Associates will provide the additional items below related to design and implementation of the Make A Difference (MAD) Grant Housing Programs. In addition to the activities outlined in the Agreement, Franklin Associates will provide Duplication of Benefits policy guidance and calculations, home inspections and cost reasonable determinations, management of the home inspectors, construction contractor procurement materials and process support, contractor bid review and contractor assignments, additional application processing support, additional outreach material development for social media and website, as directed and complete the development of the Language Access Plan as required by LOCD-LGA.

Home Inspections – per unit cost of \$885/unit – Subcontractor: Lemoine

- Complete initial home inspections
- Conduct cost reasonableness analyses

Home Inspections Management

- Assign inspections
- Communicate and request scope of work revisions

Language Access Plan Development

- Complete data analysis and threshold calculations
- Develop the LAP & report
- Prepare memo for Council

Construction Contractor Procurement

- Develop RFQ and required public advertisements
- Manage correspondence
- Review responses
- Assist city with scoring/selection process

Contractor Bids & Assignments

- Provide scopes of work to contractor bench, review submitted bids, selection of appropriate contractor, assignments to homeowners and provision of required bid/assignment documents to LOCD-LGA, as required
- Facilitate execution of construction agreement between homeowner and contractor
- Liaise between contractor and homeowner, as needed

Program Adjustments due to Winter Storm Fern

- Various policy revisions and additions to account for Homeowner Rehabilitation Program changes
- Application revisions
- Outreach – creation of new marketing materials for updated launch dates and public hearing advertisement
- Duplication of Benefits Calculations
- Meetings – additional planning meetings with COWM and LOCD-LGA
- Application Processing – to account for increased application volume

Out of Scope:

The City of West Monroe is responsible for conducting Environmental Review for the Rehabilitation program, disbursing payments to contractors and lenders and the creation and execution of legal documents for both programs, including the loan documents for the Homebuyer Assistance Program and the construction contract for the Homeowner Rehabilitation Program.

Pricing: (Invoiced monthly)

<u>Task</u>	<u>Hours</u>	<u>Cost</u>
Home Inspections	See below	\$22,003
Home Inspections Management	85	\$11,549
Language Access Plan	55	\$8,773
Contractor Procurement	75	\$13,369
Contractor Bids & Assignments	280	\$45,205
Program Adjustments	<u>345</u>	<u>\$50,915</u>
Total	774	\$151,814

Per unit cost for home inspections tasks- cost reflects new tasks not included in original scope of work.

The total cost of home inspections, scope of work development and cost reasonableness analysis for 40 homes at a per unit cost of \$885/unit is \$35,400. The original scope of work includes \$13,397 to develop the inspection checklist and the scope of work for eligible homes. The original budget amount will be added to the amendment amount of \$22,003 to pay for the home inspections, scope of work development and the cost reasonableness analysis.

<u>Task</u>	<u># of Units</u>	<u>Per Unit Cost -total</u>
Home Inspections	40	\$885

Cost covered from original scope: \$13,397
 Cost added for revised scope of additional tasks: \$22,003

Exhibit B**CONSULTANT'S INSURANCE**

The Consultant shall carry and maintain at least the minimum insurance as specified below until completion and acceptance of the work. Consultant shall not commence work under this contract until certificates of insurance have been provided to the City of West Monroe. Insurance companies listed on certificates must have industry rating of A-, Class VI or higher, according to Best's Key Rating Guide. Consultant is responsible for assuring that its subcontractors meet these insurance requirements.

A. Commercial General Liability on an occurrence basis as follows:

General Aggregate	\$800,000
Products-Comp/Op Agg	\$800,000
Personal & Adv Injury	\$300,000
Each Occurrence	\$300,000
Fire Damage (Any one fire)	\$ 50,000
Med Exp	\$ 5,000

- B. Professional Liability Insurance in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00), covering the licensed professionals' errors and omissions.
- C. Standard Workers Compensation - Full statutory liability for State of Louisiana with Employer's Liability Coverage.
- D. Certificates must provide for thirty (30) days written notice to Certificate Holder prior to cancellation or change.
- G. The Certificate Holder should be shown as:

City of West Monroe
 2305 N 7th Street
 West Monroe, LA 71291
 (318) 396-2600

STATE OF LOUISIANA
CITY OF WEST MONROE

RESOLUTION NO. _____

MOTION BY: _____

SECONDED BY: _____

A RESOLUTION TO AUTHORIZE THE APPOINTMENT OF MARY DALE SCOGGINS TO SERVE ON THE WEST MONROE MUNICIPAL PLANNING COMMISSION FOR THAT TERM ENDING MARCH 1, 2031.

BE IT RESOLVED by the Mayor and the Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that the following appointment to the West Monroe Municipal Planning Commission by the Mayor for the term shown is hereby approved, all as set forth as follows, to-wit:

APPOINTMENT

FOR TERM EXPIRING

Mary Dale Scoggins

March 1, 2031

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

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 3RD DAY OF
MARCH, 2026

ANDREA PATE, 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

RESOLUTION NO. _____

MOTION BY: _____

SECONDED BY: _____

A RESOLUTION TO AUTHORIZE THE APPOINTMENT OF ANNANIAS (A.J.) WORD TO SERVE ON THE WEST MONROE MUNICIPAL PLANNING COMMISSION FOR THAT TERM ENDING MARCH 1, 2030.

BE IT RESOLVED by the Mayor and the Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that the following appointment to the West Monroe Municipal Planning Commission by the Mayor for the term shown is hereby approved, all as set forth as follows, to-wit:

APPOINTMENT

Annianias (A.J.) Word

FOR TERM EXPIRING

March 1, 2030

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

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 3RD DAY OF
MARCH, 2026

ANDREA PATE, 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

RESOLUTION NO. _____

MOTION BY: _____

SECONDED BY: _____

A RESOLUTION TO AUTHORIZE THE APPOINTMENT OF SANDRA HENDERSON TO SERVE ON THE WEST MONROE BOARD OF ADJUSTMENTS FOR THAT TERM ENDING MARCH 1, 2030.

BE IT RESOLVED by the Mayor and the Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that the following appointment to the West Monroe Board of Adjustments by the Mayor for the term shown is hereby approved, all as set forth as follows, to-wit:

APPOINTMENT

Sandra Henderson

FOR TERM EXPIRING

March 1, 2030

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

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 3RD DAY OF
MARCH, 2026

ANDREA PATE, 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

RESOLUTION NO. _____

MOTION BY: _____

SECONDED BY: _____

A RESOLUTION TO AUTHORIZE THE APPOINTMENT OF DOUGLAS SEEGERS TO SERVE ON THE WEST MONROE BOARD OF ADJUSTMENTS FOR THAT TERM ENDING MARCH 1, 2031.

BE IT RESOLVED by the Mayor and the Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that the following appointment to the West Monroe Board of Adjustments by the Mayor for the term shown is hereby approved, all as set forth as follows, to-wit:

APPOINTMENT

Douglas Seegers

FOR TERM EXPIRING

March 1, 2031

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

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 3RD DAY OF
MARCH, 2026

ANDREA PATE, 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

RESOLUTION NO. _____

MOTION BY: _____

SECONDED BY: _____

A RESOLUTION TO DECLARE A PUBLIC EMERGENCY UNDER THE PROVISIONS OF R.S. 38:2212(P). WITH RESPECT TO CERTAIN REMEDIATION AND REPAIRS TO AREAS OF THE WEST MONROE SPORTS AND EVENTS CENTER; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, during Winter Storm Fern, the severe weather event occurring January 23, 2026 through January 27, 2026, a buildup of ice resulted in the unanticipated alteration and/or blockage of certain drainage patterns, resulting in water unexpectedly draining under door thresholds and back into areas of the West Monroe Indoor Sports Complex and Events Center (hereinafter sometimes referred to as the “Sports Complex”); and

WHEREAS, although that flow of water was stopped as soon as it was discovered, by that time it had flowed back into the Sports Complex arena and into certain sideline and court areas, soaking the wooden flooring and subfloor; and,

WHEREAS, while those areas were promptly and thoroughly surface-dried by the on-premises staff, several days later the flooring began to severely swell and buckle; and

WHEREAS, when upon initially removing the warped and buckled areas, it was further determined there was evidence of residual moisture with potential mold growth, and a delay in addressing these issues will result in an increased risk of a more significant concern for those now utilizing the Sports Complex as well as affecting the extent of the efforts necessary to eliminate this issue and its effects; and

WHEREAS, the continuing presence of the dampened wood flooring and sub-flooring contributes to this condition because of the inability to properly maintain moisture control, which is currently further limited due to damage to several air handler systems; and

WHEREAS, almost all of the awnings outside of the fire exit doors incurred some level of damage, from partial to total collapse, and it is imperative that these obstructions be removed quickly to maintain the required fire safety standards since the building is still being occupied and utilized for events to the fullest extent possible; and

WHEREAS, although most local events impacted by the damages have been modified or cancelled, a number of long-scheduled contracted regional and national events cannot be so

modified or cancelled without significant hardship due to the inability to timely obtain suitable alternate facilities and necessary area accommodations, and the significant adverse financial effects on the Sports Complex and the City of West Monroe if those events cannot still occur as scheduled; and

WHEREAS, it is believed by the City of West Monroe that the cost of each of the necessary independent repairs to the Sports Complex will fall below the amount that would ordinarily require the City of West Monroe to follow the procedures set forth in R.S. 38:2212, however, declaring this Public Emergency will allow the City of West Monroe to timely proceed with the necessary repairs even if a cost unexpectedly exceeds that amount, as set forth in R.S. 38:2212(C), currently \$260,000.00.

NOW, THEREFORE,

SECTION 1. BE IT RESOLVED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that the City of West Monroe hereby declares and certifies a public emergency under the provisions of R.S. 38:2212(P) with respect to each of the remediations and/or repairs now required to be performed in certain areas of the West Monroe Sports and Events Center.

SECTION 2. BE IT FURTHER RESOLVED by the Mayor and the Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that the City of West Monroe shall publish this Resolution in the Ouachita Citizen, the official journal of the City of West Monroe, as required by R.S. 38:2212(P)(1)(a), and any and all contracts that are negotiated under the authority of this Declaration shall be properly documented and fully comply with the requirements of R.S. 38:2212(P)(2).

SECTION 3. BE IT FURTHER RESOLVED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby further authorized to take any and all actions as she determines appropriate, and to execute any and all further documents she deems either necessary or proper to carry out the activities arising out of the declaration of public emergency described above according to its terms and its intent.

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

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 3RD DAY OF
MARCH, 2026

ANDREA PATE, 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 AUTHORIZE THE NECESSARY CONSTRUCTION SERVICES FOR THE REMEDIATION AND/OR REPAIRS NEEDED TO THE WEST MONROE INDOOR SPORTS COMPLEX AND EVENTS CENTER AS A RESULT OF WINTER STORM FERN, THE SEVERE WEATHER EVENT OCCURRING JANUARY 23, 2026 THROUGH JANUARY 27, 2026; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, as a result of the damages suffered by the West Monroe Indoor Sports Complex and Events Center due to Winter Storm Fern, there are a number of urgent and necessary construction services needed for the remediation and/or repairs to portions of the facility, as more fully set forth in the Resolution to declare a public emergency previously adopted; and

WHEREAS, those necessary construction services have been identified, and the costs of remediation and/or repair have been either determined or estimated; and

WHEREAS, the West Monroe Indoor Sports Complex and Events Center involved specialty construction, and was completed within the last two years, such that some residual product and/or installation warranties may still exist if not disturbed by superseding work performed by other contractors; and

WHEREAS, if available, the subcontractors involved in the original construction will also be the most knowledgeable and best able to restore the Sports Complex to the condition in which it existed prior to Winter Storm Fern, and are believed to be best situated and most capable to provide those services, provided such services can be obtained at a price determined to be reasonably competitive; and

WHEREAS, although the implied authority of the Mayor includes the ability to take most necessary actions, it is both beneficial and appropriate for the Mayor and Board of Aldermen of the City of West Monroe to affirm the authority of the Mayor to proceed with the emergency actions now necessary; and

WHEREAS, although the nature of most or all of the services to be provided can likely be achieved through purchase orders issued by the City or similar actions, circumstances may exist where the preparation and execution of a formal contract may be more beneficial to the City.

NOW, THEREFORE:

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to proceed with obtaining with any and all services now necessary or desirable in order to remediate and/or repair the West Monroe Indoor Sports Complex and Events Center to the condition in which it existed prior to Winter Storm Fern; and

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to enter into any construction or other contractual agreements which are necessary, required, or desirable in order to obtain the appropriate repair and/or remediation services; and

SECTION 3. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to execute any and all further documents and/or take any further actions determined to be either necessary or appropriate in conjunction with acquiring the services described above.

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

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 3RD DAY OF
MARCH, 2026

ANDREA PATE, 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 AUTHORIZE THE CITY TO ENTER INTO A COOPERATIVE ENDEAVOR AGREEMENT (LINE ITEM APPROPRIATION) WITH THE LOUISIANA DEPARTMENT OF THE TREASURY AND THE STATE OF LOUISIANA WITH RESPECT TO THE RECEIPT OF A LINE ITEM APPROPRIATION IN THE AMOUNT OF \$250,000.00 FOR JULIA STREET INFRASTRUCTURE IMPROVEMENTS; TO AUTHORIZE EXECUTION OF THAT COOPERATIVE ENDEAVOR AGREEMENT (LINE ITEM APPROPRIATION) IN COMPLIANCE WITH ITS TERMS AND PROVISIONS; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, the City of West Monroe is the recipient of a line item appropriation contained in Act 461 of the 2025 Regular Session, the supplemental appropriations act of the State of Louisiana, in the amount of \$250,000.00; and

WHEREAS, it is required that a comprehensive Cooperative Endeavor Agreement (Line Item Appropriation) be executed in order to receive the funding pursuant to that line item appropriation; and

WHEREAS, the monies must be expended for the purpose of AJulia Street infrastructure improvements@, and the receipt and expenditure of these funds will be beneficial to the City of West Monroe, Louisiana, and its residents.

NOW, THEREFORE:

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that the City of West Monroe is hereby authorized to enter into a Cooperative Endeavor Agreement (Line Item Appropriation) by and between the Louisiana Department of the Treasury and the State of Louisiana, and the City of West Monroe in order to obtain appropriated funds in the amount of \$250,000.00 for the purpose of AJulia Street infrastructure improvements@, with the terms, conditions and provisions of that Cooperative Endeavor Agreement (Line Item Appropriation) to be substantially as set forth on the attached Exhibit AA@, with any omissions in the information to be completed by the City prior to submission.

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to

execute that Cooperative Endeavor Agreement (Line Item Appropriation) on behalf of the City of West Monroe, and to take any action or execute any further documents she deems either necessary or appropriate to carry out the provisions of the foregoing, and to further consent to the completion of any omitted or incomplete information needed to be inserted by the City, and to any modification, clarification or amendment of the terms and provisions of that Cooperative Endeavor Agreement (Line Item Appropriation) as long as any modifications, clarifications, or amendments are not material or significant variations from the provisions now set out in that Exhibit A.

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

YEA: _____

NAY: _____

NOT VOTING: _____

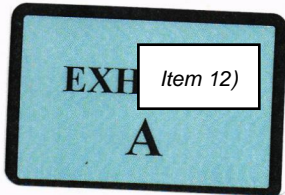
ABSENT: _____

ATTEST:

APPROVED THIS 3RD DAY OF
MARCH, 2026

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

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



STATE OF LOUISIANA
COOPERATIVE ENDEAVOR AGREEMENT
(Line Item Appropriation)

THIS COOPERATIVE ENDEAVOR, is made and entered into by and between the Louisiana Department of the Treasury and the State of Louisiana, hereinafter referred to as "State" and/or "Agency" and **City of West Monroe** officially domiciled at 2305 N 7th St, West Monroe, Louisiana 71291, hereinafter referred to as "Contracting Party".

ARTICLE I - WITNESSETH

1.1 WHEREAS, Article VII, Section 14(c) of the Constitution of the State of Louisiana provides that "for a public purpose, the state and its political subdivisions...may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual;" and

1.2 WHEREAS, Acts of the 2025 Regular Legislative Session of the Louisiana Legislature, which were adopted in accordance with Article VII, Section 10, of the Constitution of the State of Louisiana, is the appropriation for the expenditure of State funds, and said Act 461 of 2025 RLS contains a line item appropriation within the Agency's budget for the benefit of **City of West Monroe** of which the sum of **\$ 250,000** has been allocated for this program/project, as set forth in the Attachment A Plan, which is attached to this Agreement and made a part hereof;

1.3 WHEREAS, the Agency desires to cooperate with the Contracting Party in the implementation of the project as hereinafter provided;

1.4 WHEREAS, the public purpose is described as: Julia Street infrastructure improvements ;

1.5 WHEREAS, the Contracting Party has provided all required information in accordance with said Act of the 2025 Regular Legislative Session, if applicable and the Governor's Executive Order JML 2024-113 on accountability for line item appropriations; and is attached to this agreement and made part hereof by reference as "Attachment E".

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

ARTICLE II – SCOPE OF SERVICES

2.1 The Contracting Party shall: This project consists of engineering & construction for milling, base construction, and overlaying Julia street for its entire length. The existing roadway is in need of repairs due to stripping, polishing, and fatigue cracking within travel lanes. These funds will be used for engineering and construction of this roadway.

2.2 Deliverables: Funds will be used for the engineering and construction of Julia Street.

The Contracting Party will provide to the State written quarterly Progress Reports (Attachment C) outlining the Contracting Party's resources, initiatives, activities, services and performance consistent with the provisions, goals and objectives of this Agreement and quarterly Cost Reports (Attachment D) which provide detailed cost information outlining the use of the above referenced appropriated funds. Attachment C, Progress Report and Attachment D, Cost Report are attached to this agreement and made part thereof by reference. Adequate supporting documentation (including copies of invoices, checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the reports shall be maintained by the Contracting Party, and shall be subject to audit, as hereinafter stated. These reports that are to be provided quarterly shall be due and delivered to the Agency on or before the 31st of October for the quarter ending September 30, the 31st day of January for the quarter ending December 31, the 30th day of April for the quarter ending March 31, and the 15th day July for the quarter ending June 30, there being no exceptions or waivers of this July reporting due date.

2.3 Budget: The Budget for this project is incorporated herein as Attachment B which is attached hereto and made a part hereof by reference and shows all anticipated revenues and expenditures provided by this cooperative endeavor. The Budget for this project shall not exceed the total sum of **\$250,000** which sum shall be inclusive of all costs or expenses to be paid by the State in connection with the services to be provided under this agreement. This is the total sum that has been appropriated by the State for this program/project. No state funds shall be paid for any one phase of this Agreement that exceeds the Budget attached as "Attachment B", without the prior approval of the State. Attachment B Page 2 - Staffing Chart and Attachment B Page 3 - Schedule of Professional and Other Contracting Services are also attached hereto and made a part hereof by reference, and shall be fully completed by the Contracting Party for attachment to and inclusion as a part of this Agreement.

2.4 Disclosure and Certification Statement(s): Attachment E - Disclosure and Certification Statement to this Agreement must be fully completed, dated and executed by a duly authorized representative of the Contracting Party. Additionally, the Contracting Party shall attach to this Attachment E, where applicable, the following: a) a copy of the board resolution authorizing execution of this Agreement on behalf of the Contracting Party, or other written authorization for such execution that may be appropriate, as the case may be; and, b) a copy of a Certificate of "Good Standing" from the Secretary of State. Additionally, as to all sub-contracting, sub-recipient parties shown and identified in Attachment B Page 3 and any attachments thereto, Attachment E-1 - Disclosure and Certification Statement to this Agreement must be fully completed, dated and executed by a duly authorized representative of each such sub-contracting, sub-recipient party, and shall have attached thereto, where applicable, the same attachments required for the Contracting Party in a) and b) of this paragraph. For public or quasi-public entities which are recipients under Acts of the 2025 Regular Legislative Session and which are not budget units of the State, no funds shall be transferred unless said Contracting Party submits to the Legislative Auditor for approval a copy of this Agreement and Budget showing all anticipated use of the appropriation, an estimate of the duration of the project and a plan showing specific goal and objectives for the use of such funds, including measures of performance. This requirement will be met by Department of Treasury's submission of the approved budget (Attachment A and Attachment B) to the Legislative Auditor. The Contracting Party shall provide written reports every quarter to the funding agency concerning the use of the funds and the specific goals and objectives for the use thereof.

2.5 The recipient assures that elected/appointed officials or their family members will not receive (directly or indirectly) any part of the funds awarded through this appropriation. State law defines "immediate family" as the term related to a public servant to mean children, the spouses of children, brothers and their spouses, sisters and their spouses, parents, spouse and the parents of a spouse. See R.S. 42:1101 et seq.

ARTICLE III – CONTRACT MONITOR

3.1 The Contract Monitor for this Agreement is the Local Government Fund Management Division of the Department of the Treasury.

3.2 Monitoring Plan: During the term of this Agreement, the Contracting Party shall discuss with the State's Contract Monitor the progress and results of the project, ongoing plans for the continuation of the project, any deficiencies noted, and other matters relating to the project. The Contract Monitor shall review and analyze the Contracting Party's Plan to ensure the Contracting Party's compliance with the requirements of the Agreement.

The Contract Monitor shall also review and analyze the Contracting Party's written, Attachment C-Progress Report and Attachment D-Cost Report and any work product for compliance with the Scope of Services; and shall

1. Compare the Reports to Goals/Results and Performance Measures outlined in this Agreement to determine the progress made;
2. Contact the Contracting Party to secure any missing deliverables;
3. Maintain telephone and/or e-mail contact with the Contracting Party on Agreement activity and, if necessary, make visits to the Contracting Party's site in order to review the progress and completion of the Contracting Party's services, to assure that performance goals are being achieved, and to verify information when needed.
4. Assure that expenditures or reimbursements requested in Attachment D-Cost Report are in compliance with the approved Goals in Attachment A Plan. The Contract Monitor shall coordinate with the Agency's fiscal office for reimbursements to Contracting Party and shall contact the Contracting Party for further details, information for documentation when necessary.

Between required performance reporting dates, the Contracting Party shall inform the Contract Monitor of any problems, delays or adverse conditions which will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project results by established time schedules and goals. The Contracting Party's disclosure shall be accompanied by a statement describing the action taken or contemplated by the Contracting Party, and any assistance which may be needed to resolve the situation.

ARTICLE IV – PAYMENT TERMS

4.1 Payment shall be made to the Contracting Party under the terms and conditions of **Plan A** as detailed below:

PLAN A: Provided the Contracting Party's progress and/or completion of the Contracting Party's services are to the reasonable satisfaction of the State, payments to the Contracting Party shall be made by the State on a reimbursement basis, after receipt from the Contracting Party and approval by the State of quarterly Attachment C-Progress Reports and Attachment D-Cost Reports requesting reimbursement, and certifying that such expenses have been incurred. Adequate supporting documentation (including copies of invoices, checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the reports shall be maintained by the Contracting Party, and shall be subject to audit, as hereinafter stated.

4.2 Expenses and/or purchases related to immovable property and/or motor vehicle acquisitions/purchases must be titled in the name of the entity that received the line-item appropriation. If at any time during the agreement and for a period of three years after the acceptance of a final cost report by the Louisiana Department of Treasury, the immovable property or motor vehicle(s) are sold for any reason, any and all funds received from such sale shall be returned to the state.

4.3 Travel expenses, if any, shall be reimbursed only in the event that this Agreement provides for such reimbursement, such travel expenses are included in the Contracting Party's approved compensation, budget or allocated amount, and then only in accordance with Division of Administration Policy and Procedure Memorandum No. 49. Invoices and/or receipts for any pre-approved reimbursable expenses or travel expenses must be provided or attached to periodic invoices for reimbursement. If reimbursement is sought for meals, which under Memorandum No. 49 are based upon departure and return times and dates that are properly set forth on the State Travel Expense Report, the Contracting Party shall fully complete and submit such Travel Expense Report, attached hereto as Attachment F, in addition to all other required submissions, for such reimbursement.

4.4 Payments by the State under this Agreement will be allowed only for expenditures occurring between and including the dates of July 1, 2025 and June 30, 2026, and this project and all of the Contracting Party's services shall be completed by that date. Payment is contingent upon the availability of sufficient collection of state sales tax revenues credited to the appropriate Fund and upon the approval of this Agreement by the Office of State Procurement or other delegated authority. Notwithstanding any provision hereof to the contrary, the Attachment C-Progress Report and Attachment D-Cost Report for any reporting period ending June 30, 2026, MUST, under all circumstances, be received by the Agency no later than July 15, 2026, in order for the Contracting Party to receive payment for reimbursement of expenses incurred and set forth herein.

Payments by the State under this Agreement will not be released or provided to the Contracting Party if, when, and long as, the Contracting Party fails or refuses to comply with the provisions of R.S. 24:513. No Contracting Party shall be considered to fail or refuse to comply with the provisions of R.S. 24:513 during any extension of time to comply granted by the legislative auditor to the Contracting Party.

4.5 The Contract Monitor shall monitor disbursements on a monthly basis. Under circumstances such that the recipient entity has not demonstrated substantial progress towards goals and objectives, based on established measures of performance, further disbursements shall be discontinued until substantial progress is demonstrated or the entity has justified, to the satisfaction of the Agency, reasons for the lack of progress. If the Agency determines that the recipient failed to use the Line Item Appropriation within the estimated duration of the project or failed to reasonably achieve its specific goals and objectives, without sufficient justification, the Agency shall demand that any unexpended funds be returned to the state treasury within 45 days of the demand unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget.

Likewise, if the Contracting Party defaults on the Agreement, breaches the terms of the Agreement, ceases to do business, or ceases to do business in Louisiana it shall be required to repay the State within 45 days of the demand, unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget. For public or quasi-public entities which are recipients under said Act of the 2025 Regular Legislative Session, the transferring Agency shall forward to the Legislative Auditor, the Division of Administration and the Joint Legislative Committee on the Budget a report showing specific data regarding compliance with this Section and collection of any unexpended funds. This report shall be submitted not later than May 1, 2026.

If the Contracting Party defaults on the agreement, breaches the terms of the agreement, or ceases to do business in Louisiana and does not return unexpended funds upon demand, the agreement shall be turned over to the Louisiana Department of Revenue, Office of Debt Recovery for collection purposes.

4.6 Taxes: The Contracting Party hereby agrees that the responsibility for payment of taxes from the funds thus received under this Agreement and/or legislative appropriation shall be the Contracting Party's obligation and identified under Federal tax identification number 72-6001497.

ARTICLE V – TERMINATION FOR CAUSE

5.1 The State may terminate this agreement for cause based upon the failure of the Contracting Party to comply with the terms and/or conditions of the Agreement; provided that the State shall give the Contracting Party written notice specifying the Contracting Party's failure. If within thirty (30) days after receipt of such notice, the Contracting Party shall not have either corrected such failure or, in the case which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contracting Party in default and the Agreement shall terminate on the date specified in such notice. The Contracting Party may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this agreement; provided that the Contracting Party shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

ARTICLE VI – TERMINATION FOR CONVENIENCE

6.1 The State may terminate the agreement at any time by giving thirty (30) days written notice to the Contracting Party. Upon receipt of notice, the Contracting Party shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities, services and supplies in connection with the performance of this agreement. The Contracting Party shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

ARTICLE VII – OWNERSHIP

7.1 All records, reports, documents and other material delivered or transmitted to the Contracting Party by the State shall remain the property of the State, and shall be returned by Contracting Party to the State, at the Contracting Party's expense, at termination or expiration of this Agreement. All records, reports, documents, or other material related to this agreement and/or obtained or prepared by the Contracting Party in connection with performance of the services contracted for herein shall become the property of the State, and shall, upon request, be returned by Contracting Party to the State at Contracting Party's expense at termination or expiration of this agreement.

ARTICLE VIII – ASSIGNMENT

8.1 The Contracting Party shall not assign any interest in this agreement and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the State, provided however, that claims for money due or to become due to the Contracting Party from the State may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

ARTICLE IX – FINANCIAL DISCLOSURE

9.1 Each recipient shall be audited in accordance with R.S. 24:513. If the amount of public funds received by the Contracting Party is below the amount for which an audit is required under R.S. 24:513, the transferring agency shall monitor and evaluate the use of the funds to ensure effective achievement of the goals and objectives. This evaluation shall be based upon the progress reports and cost reports as provided and certified by the Contracting Party under the requirements of this agreement, as well as any site visits that may be made under the provisions this agreement, to ensure effective achievement of the goals and objectives.

ARTICLE X – AUDITOR’S CLAUSE

10.1 It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all records and accounts of the Contracting Party which relate to this Agreement.

10.2 The Contracting Party and any subcontractors paid under this Agreement shall maintain all books and records pertaining to this agreement for a period of three years after the date of Treasury’s acceptance of the final Cost and Progress Reports and documentation as required to be filed under Section 2.2 of the Agreement.

ARTICLE XI - AMENDMENTS IN WRITING

11.1 Any alteration, variation, modification, or waiver of provisions of this agreement shall be valid only when it has been reduced to writing, executed by all parties and approved by the Director of the Office of State Procurement, Division of Administration, or other delegated authority prior to the alteration, variation, modification or waiver of any provision of this Agreement. This agreement may not be amended after the expiration date.

ARTICLE XII – FISCAL FUNDING CLAUSE

12.1 The continuation of this agreement is contingent upon the appropriation of funds to fulfill the requirements of the agreement by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the agreement, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the agreement, the agreement shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

ARTICLE XIII – TERM OF CONTRACT

13.1 This Agreement shall begin on July 1, 2025 and shall terminate on June 30, 2026. Every effort should be made to complete the objectives of the agreement and incur approved expenses by June 30, 2026. There is no extension of the June 30, 2026 deadline without legislative action and approval.

ARTICLE XIV – DISCRIMINATION CLAUSE

14.1 The Contracting Party agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran’s Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contracting Party agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contracting Party agrees not to discriminate in its employment practices, and will render services under this contract without regard to age, race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by the Contracting Party, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this agreement.

CONTRACTING PARTY:

THUS DONE AND SIGNED AT , Louisiana on

WITNESSES:

Authorized Signer

Print Name and Title

DEPARTMENT OF TREASURY - STATE OF LOUISIANA:

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on

WITNESSES:

Agency Head or Designee

Print Name and Title

ATTACHMENT A - PLAN Act 461 of 2025 RLS Schedule 20	NAME OF CONTRACTING PARTY: City of West Monroe NAME AND BRIEF NARRATIVE OF PROGRAM: Julia Street infrastructure improvements
1. PROGRAM GOAL <i>(Goals are the intended broad, long-term results. Goals are clear statements of the general end purposes toward which efforts are directed.)</i> This project consists of engineering & construction for milling, base construction, and overlaying Julia street for its entire length. The existing roadway is in need of repairs due to stripping, polishing, and fatigue cracking within travel lanes. These funds will be used for engineering and construction of this roadway.	
2. PROGRAM OBJECTIVE(S) <i>(Objectives are intermediate outcomes--specific, measurable steps towards accomplishing the goal, that identify the expected outcomes and results. The program objective must include a percentage, a specific dollar amount or a number.)</i> 1. 1. Spend \$250,000 on Julia Street Engineering and Construction. 2. 3.	
3. RELEVANT ACTIVITY (ACTIVITIES) <i>(An activity is a distinct subset of functions or services within a program to meet the Program Objective.)</i> Funds will be used for the engineering and construction of Julia Street.	
4. PERFORMANCE MEASURES(S) <i>(Measure the amount of products or services provided or number of customers served. Specific quantifiable measures of progress, results actually achieved and assess program impact and effectiveness. A Performance Measure must be designated as a percentage, a specific dollar amount, or a number.)</i> 1. Amount Spent on Engineering and Construction 2. 3.	

ATTACHMENT B
Page 1

Act 461 of 2025 RLS Schedule 20
City of West Monroe

Anticipated Income of Revenue

Sources:

(list all sources of revenue)

	<u>Amounts</u>
1. State Funding	\$ 250,000
2. Other Sources	\$ 250,000
Total Sources of Funding	\$ 500,000

Anticipated Expenditures	Total Amount	Line-Item Appropriation Amount
	<i>(see Footnote 1 below)</i>	<i>(see Footnote 1 below)</i>
Gross Salaries <i>(See Attachment B, Page 2)</i>	\$ 0	\$ 0
Related Benefits <i>(Employer share)</i>	\$ 0	\$ 0
Travel	\$ 0	\$ 0
Operating Services	\$ 0	\$ 0
Professional Services & Contract Services <i>(See Attachment B, Page 3)</i>	\$ 500,000	\$ 250,000
Other Charges <i>(See Attachment B, Page 4)</i>	\$ 0	\$ 0
Acquisitions & Major Repairs	\$ 0	\$ 0
Totals	\$ 500,000	\$ 250,000

(Budget categories listed above reflect a typical budget and may be adjusted by the recipient, with prior agency approval, to reflect actual categories necessary for each individual program. Salaries and Professional & Other Contract Services and Other Charges shall be detailed using Pages 2, 3, and 4 of Attachment B).

All numbers must be rounded to the nearest dollar.

Footnote (1) This column represents expenditures by category and MUST equal total sources listed above.

Footnote (2) This column represents the portion of expenditures by category funded by the state appropriation provided by this Cooperative Endeavor Agreement.

ATTACHMENT B
Page 2
STAFFING CHART

Act 461 of 2025 RLS Schedule 20
City of West Monroe

			To be Paid with Appropriation			
Name	Title	Total Annual Salary	Salary	Percentage	Related Benefits	Full-time/Part-time (# of months worked)
N/A		\$	\$	%	\$	
Totals			\$ 0		\$ 0	

ATTACHMENT B

Page 3

SCHEDULE OF PROFESSIONAL AND OTHER CONTRACT SERVICES

Act 461 of 2025 RLS Schedule 20

City of West Monroe

Individual/Firm	Address	City	State	Zip	Nature of Work Performed and Justification for Services	Total Contract Amount	Total Paid by Appropriation
Lazenby and Associates	2000 N 7th St, West Monroe, La 71291	West Monroe	Louisiana	71291	Topographic Survey, Final Plans, and Specs & Bid Documents	\$ 51,325	\$ 51,325
Lazenby & Associates	2000 N 7th St, West Monroe, La 71291	West Monroe	la	71291	CE & I for the Julia Street contract	\$ 48,675	\$ 48,675
TBD	TBD	TBD	TBD	TBD	The Construction of Julia Street Improvements.	\$ 150,000	\$ 150,000
Total							\$ 250,000

ATTACHMENT B
Page 4
SCHEDULE OF OTHER CHARGES

Act 461 of 2025 RLS Schedule 20
City of West Monroe

Provide a description of the intended use of the funds listed in Other Charges and the dollar amount.

Each use should be listed separately.

Do NOT budget funds in Other Charges that can be placed in another expenditure category.

Description of Use of Funds	Total Contract Amount	Total Paid by Appropriation
N/A	\$	\$
Total		\$ 0

ATTACHMENT B - SUPPLEMENT

BUSINESS PLAN

Narrative for Justification for Plan B or Plan C

**Act 461 of 2025 RLS Schedule 20
City of West Monroe**

N/A

ATTACHMENT C

**Act 461 of 2025 RLS Schedule 20
City of West Monroe**

Progress Report for the Period Ending: _____ **to** _____

<p>Goal: This project consists of engineering & construction for milling, base construction, and overlaying Julia street for its entire length. The existing roadway is in need of repairs due to stripping, polishing, and fatigue cracking within travel lanes. These funds will be used for engineering and construction of this roadway.</p>	
<p>Objectives: 1. 1. Spend \$250,000 on Julia Street Engineering and Construction. 2. 3.</p>	
<p>Activity/Activities Performed: Funds will be used for the engineering and construction of Julia Street.</p>	
<p>Performance Measures: 1. Amount Spent on Engineering and Construction 2. 3.</p>	<p>%, \$ amt, or number complete: 1. 2. 3.</p>

ATTACHMENT D

**Act 461 of 2025 RLS Schedule 20
City of West Monroe**

Progress Report for the Period Ending: _____ **to** _____

EXPENSE CATEGORY	Amount of Line Item Appropriation from Attachment B, Page 1	Quarterly Expenditures	Total Cumulative Year to Date Expenditures	Balance Remaining
Gross Salaries	\$ 0	\$	\$	\$
Related Benefits	\$ 0	\$	\$	\$
Travel	\$ 0	\$	\$	\$
Operating Services	\$ 0	\$	\$	\$
Professional Services	\$ 250,000	\$	\$	\$
Other Charges	\$ 0	\$	\$	\$
Acquisitions & Major Repairs	\$ 0	\$	\$	\$
Totals	\$ 250,000	\$	\$	\$

NOTE: Proof of payment (copy of check or statement) and invoice/receipt for each expenditure must be submitted with this report.

ATTACHMENT D-1

**Act 461 of 2025 RLS Schedule 20
City of West Monroe**

Progress Report for the Period Ending: _____ **to** _____

Instructions: List each individual and/or Firm and approved budget amount as listed on Page 3 of Attachment B.

Professional Services:

Individual/ Firm	Address	City	State	Zip	Amount of Line-Item Appropriation from Attachment B	Quarterly Expenditures	Total Cumulative Year to Date Expenditures	Balance Remaining
Lazenby and Associates	2000 N 7th St, West Monroe, La 71291	West Monroe	Louisiana	71291	\$ 51,325	\$	\$	\$
Lazenby & Associates	2000 N 7th St, West Monroe, La 71291	West Monroe	la	71291	\$ 48,675	\$	\$	\$
TBD	TBD	TBD	TBD	TBD	\$ 150,000	\$	\$	\$
Total					\$ 250,000			

NOTE: An Attachment E-1 must be submitted for any sub-contractor listed on this attachment. If the sub-contractor has not been determined, indicate "To Be Determined" in the appropriate column. No expenses will be allowed for a sub-contractor until an Attachment E-1 is completed.

ATTACHMENT E
Disclosure and Certification

Act 461 of 2025 RLS Schedule 20
City of West Monroe

Entity Name: City of West Monroe

Entity Mailing Address: 2305 N 7th St, West Monroe, Louisiana 71291

Name of Program: This project consists of engineering & construction for milling, base construction, and overlaying Julia street for its entire length. The existing roadway is in need of repairs due to stripping, polishing, and fatigue cracking within travel lanes. These funds will be used for engineering and construction of this roadway.

Organization Type: Municipality

Private entities required to register with the Secretary of State’s office must be in good standing with that office.

Names and Addresses of all officers and directors, including Executive Director, Chief Executive Officer or any person responsible for the daily operations of the entity:

Name	Title	Street Address	City	State	Zip
Staci A Mitchell	Mayor	2305 N 7th Street	West	Louisiana	71291

Names and Addresses of all key personnel responsible for the program or functions funded through this agreement:

Name	Title	Street Address	City	State	Zip
Staci A Mitchell	Mayor	2305 N 7th Street	West Monroe	Louisiana	71291

List any person receiving anything of economic value from this agreement if that person is a state elected or appointed official or member of the immediate family of a person who is a state elected or appointed official. Include the amount of anything of economic value received and the position held within the organization. Identify the official and the public position held.

Name	Title	Street Address	City	State	Zip

Entity’s Statement Regarding Outstanding Audit Issues and Findings:

This entity has no outstanding audit issues or findings.

UNDER CONSTRUCTION			
Project	Description	Funding	Status
New Drago Sanitary Sewer Lift Station	New sanitary sewer lift station to replace Drago LS. Funding from LA Water Sector Program.	WSP/City	Construction in progress. Approx. 85% complete.
Crosley Sanitary Sewer Improvements	Sanitary sewer rehabilitation along Crosley, from Trenton to N. 7th.	City	Construction in progress.
N 6th Street Sidewalks (2023 DOTDTAP)	Construction of sidewalks along N. 6th Street, from WMHS to Clayton Street.	LaDOTD/City	Construction in progress.
McMillan Rd. Sidewalks (LaDOTD Safe Routes to Public Places Program)	New sidewalks along the south side of McMillan Road, from Hilton Street to the library.	LaDOTD/City	Notice to Proceed: 2/16/26. (LaDOTD is administering).
Well 10 GAC Replacement	Removal and replacement of 40,000 lbs. of granulated activated carbon (GAC) in filters 1 and 2 of Well No. 10.	CWEF/City	Contract signed by Womack and City. Working on setting the Notice to Proceed.

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
S. 8th Street Drainage Improvements (LGAP FY22-23)	Conflict box and drainage pipe replacement at the S. 8th/Linderman intersection.	LGAP/City	Design Phase. LGAP contract received.
Black Bayou Canal - Thomas Rd. Area (EDA)	Repair concrete canal near Assembly and Walmart.	EDA/FEMA/ City	Project to advertise for bids 03/05/26.
Crosley Street Rehabilitation	Mill & Overlay with sidewalk replacement, from Trenton St. to N. 7th Street.	Urban Systems (80/20)	Design Phase. First review sent to DOTD on 12/24/25. Awaiting comments. DOTD letting date: 9/9/26.
Arkansas Road Improvements	Widen and Rehabilitate Arkansas Road, From N. 7th to Otis St.	Urban Systems (80/20)	Design Phase. DOTD letting date: 9/8/27.
Black Bayou Canal Improvements (HMGP)	Improvements including cleaning, widening, and armoring portions of the Black Bayou Canal south of I-20.	FEMA/City	Awaiting FEMA EHP approval and USACE Draft 404 permit and mitigation requirements.
Kiroli Sidewalk Project	Install new sidewalks along Kiroli Road from Post Oak Apartments to Arkansas Road. Install pedestrian crossing at Kiroli Elementary.	DOTD TAP (80/20)	Addressing 60% Comments
New Austin Sanitary Sewer Lift Station	New sanitary sewer lift station to replace Austin LS.	EDA/City	Plan Development.
Parkwood Sanitary Sewer Main Improvements (DRA-SEDAP)	Replacement of approx. 1,345 feet of 24" sewer main and rehabilitation of five (5) manholes along Black Bayou Canal near Parkwood Dr.	DRA-SEDAP/City	Preliminary design and utility verification.
Mid-City Drainage (Fed Approp/FEMA-PDM)	Drainage improvements between Trenton Street and Black Bayou Canal. (\$2.4M Award)	FEMA/City	Scope modification and budget variance approved. Revised 60% Preliminary Plans submitted to FEMA. EA coordination underway.
Cypress/Slack Drainage Improvements (LWI-DSP)	Drainage improvements at Golf Course Creek crossings of Cypress and Slack Streets.	LWI/City	H&H study submitted. Environmental clearance and 60% plans in progress.
Black Bayou Pump Station (LWI Round 2)	New stormwater pump station. (\$10.0M Award)	LWI/City	H&H analysis complete. Environmental clearance and preliminary engineering underway.
WWTP Improvements Phase 1 (DRA-CIF)	New outfall point and chlorine contact chamber at the wastewater treatment plant.	DRA-CIF/City	Surveying and preliminary engineering.
Trenton Corridor Bike/Ped and Utilities (Fed Approp/LaDOTD)	Bury utilities and construct bike/ped path along Trenton St. from Otis St. to Bridge St. (\$5.0M Award)	FEMA/City	Preliminary design and utility verification.

Project Classifications

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

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



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

Kirola Walk Trail Improvements

- Benchmark Construction Group is substantially complete

Sunshine Heights Drainage Improvements

- Kepper Trucking & Dirt Contracting is under construction

Downtown Utility Survey & Preliminary Engineering

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

Downing Pines Road: Roundabout at Mane Street

- State Project Number H.016019
- Neel-Schaffer, Inc. is prime consultant
- Sub-consultants are submitting man-hour estimates to LDOTD

Cotton Street Sidewalk & Street Improvements

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

Cotton Street Water & Sewer Utility Improvements

- Pine Street to Wood Street
- DRA Funded Project (SEDAP) LA-7333
- Our firm will continue to prepare final plans

Julia Street Improvements

- Cypress Street to McMillan Road
- Topographic survey initial field work is complete
- Our firm will continue to prepare final plans

West Monroe Sports Complex Parking Addition

- Contractor, Grindstone Construction is ordering Contracts & Bonds

Kiroli Park Entrance Improvements

- Our firm is performing the field work for the topographic survey