



Notice of:

BOARD OF ALDERMEN REGULAR MEETING

Tuesday, April 7, 2026 at 6:00 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 March 17, 2026 Regular Council Meeting.

Recognitions/Presentations

- 2) Presentation of the winning entry of the Ouachita Riverfest poster contest to Mayor and Council.
- 3) Mayor Mitchell will present a proclamation recognizing April as National Donate Life Month and the Louisiana Organ Procurement Agency for their efforts to raise awareness of organ and tissue donations.

Mayor's Review

Community Announcements

ADMINISTRATION/FINANCE

- 4) **Resolution** declaring the month of April as Fair Housing Month in the City of West Monroe.
- 5) **Resolution** to adopt the procurement policy used to establish the pre-qualified list of residential construction contractors for the Make-A-Difference (MAD) grant.
- 6) **Resolution** to authorize issuing a Request For Qualifications (RFQ) for selecting Construction Contractors for CDBG-Funded Homeowner Rehabilitation Program for the Make-A-Difference (MAD) grant.
- 7) **Ordinance** to approve and authorize execution of a Cooperative Endeavor Agreement with SOS Pets of Ouachita.
- 8) **Ordinance** to authorize execution of a Service Agreement with Ouachita Medical Clinic, LLC for physician oversight and administration of firefighter cancer screening.
- 9) **Ordinance** to authorize execution of a Memorandum of Agreement with the Louisiana Department of Transportation and Development for storm debris removal operations.

BUILDING AND DEVELOPMENT

- 10) **Ordinance** to rezone property located at 405 Coleman Ave. (Assessor Parcel #39440) from a R-2 (Multiple-family Residence) District to a B-3 (General Business) District. Mark Allen

Terral, applicant. Received a FAVORABLE recommendation from the Planning Commission.

LEGAL

PUBLIC WORKS

COMMUNITY SERVICES

PARKS AND RECREATION

POLICE/FIRE

[WMFD](#)

[WMPD](#)

- 11) Ordinance** to authorize, approve, ratify and confirm execution of a cooperative endeavor agreement between the City and Metro Narcotics regarding the transfer of a certain seized vehicle.

ENGINEERING/CONSTRUCTION PROJECTS

- 12) Sunshine Heights Drainage Improvements** - City Project #C22024

Authorize Change Order No. 5 for Kepper Trucking & Dirt Contracting, LLC (+ \$133,616.00, + 30 days) for the Sunshine Heights Drainage Improvements Project.

- 13) Project Updates**

Jonathan Kaufman, City Project Manager, Director of Building and 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 REGULAR MEETING
Tuesday, March 17, 2026 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
Morgan Buxton
Thom Hamilton
Rodney Welch
Ben Westerburg

The meeting was opened with prayer by Police Chief Jason Pleasant. The Girl Scouts of Troup 34 led the Pledge of Allegiance.

Motion to Approve Minutes

Motion to approve the Minutes of the March 3, 2026 Regular Council Meeting.

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

Recognitions/Presentations

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

ADMINISTRATION/FINANCE

Ordinance 5578: Ordinance to enter into a contract with Paymentus Corporation to obtain the use of their integrated electronic online bill payment services.

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

BUILDING AND DEVELOPMENT

Ordinance 5579: Ordinance to authorize acceptance of the assignment of certain water servitude agreements and to accept the transfer and donation of certain improvements located thereon in order to provide water service to BAH Nathan Village, Ltd.

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

PUBLIC WORKS

Ordinance 5580: Ordinance to authorize execution of a Vegetation Management Agreement with EDKO, LLC (Contract price \$161,500).

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

PARKS AND RECREATION

Ordinance 5581: Ordinance to declare certain movable property as surplus no longer needed for a public purpose, and to be sold at internet auction (decorative columns at West Monroe Convention Center).

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

WMFD

Ordinance 5582: Ordinance to authorize execution of a Service Agreement with GRAIL, Inc. for the provision of cancer screening examinations for eligible members of West Monroe Fire Department.

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

ENGINEERING/CONSTRUCTION PROJECTS

FY27 Federal Appropriations Request - Water System Improvements Project

Resolution 879: Resolution to submit Fiscal Year 2027 Federal Appropriations request to U.S. Senator Bill Cassidy (\$5,000,000 with city match up to a designated amount).

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

Kiroli Park Walking Trails - City Project #C24002

Authorize Certificate of Substantial Completion with Benchmark Construction Group of LA, LLC.

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

ADJOURN

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

ATTEST:


ANDREA PATE
CITY CLERK

APPROVED:


STACI ALBRITTON MITCHELL
MAYOR

STATE OF LOUISIANA
CITY OF WEST MONROE

RESOLUTION NO. _____

MOTION BY: _____

SECONDED BY: _____

A RESOLUTION TO DECLARE THE MONTH OF APRIL, 2026 AS FAIR HOUSING MONTH IN THE CITY OF WEST MONROE; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, the anniversary of the National Fair Housing Law, Title VIII of the Civil Rights Act of 1968, during the month of April is an occasion for all Americans - individually and collectively - to rededicate themselves to the principle of freedom from housing discrimination whenever it exists; and

WHEREAS, fair housing should never be denied to any citizen because of race or color, religion, sex, national origin, familial status, or disability; and

WHEREAS, a fair housing law has been passed by the State of Louisiana, and implementation of the law requires the positive commitment, involvement, and support of all of our citizens in the efforts to make fair housing not just an idea, but an ideal for all our citizens.

NOW, THEREFORE,

SECTION 1. 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 month of April, 2026, is declared and proclaimed as FAIR HOUSING MONTH within the City of West Monroe, Louisiana.

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 7th day of April, 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 7TH DAY OF
APRIL, 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 ADOPTING A PROCUREMENT POLICY FOR THE ESTABLISHMENT OF A PRE-QUALIFIED LIST OF RESIDENTIAL CONSTRUCTION CONTRACTORS TO BE USED FOR THE MAKE-A-DIFFERENCE (MAD) GRANT PROGRAM; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, the City of West Monroe (“City”) has received funding under the Make-A-Difference (MAD) Grant Program to support residential rehabilitation activities; and

WHEREAS, federal regulations require that procurement transactions be conducted in a manner providing full and open competition; and

WHEREAS, the City desires to adopt a procurement policy that establishes a pre-qualified list of residential construction contractors, and outline procedures for the solicitation and award of construction services in compliance with federal regulations;

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 adopts the procurement policy entitled “Prequalified List Procurement and Methods of Procurement – Simplified Acquisition,” attached hereto as Exhibit “A” for use in connection with the Make-A-Difference (MAD) Grant Program.

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 7th day of April, 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 7TH DAY OF
APRIL, 2026

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

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

Prequalified List Procurement

The city will establish a prequalified list of residential construction contractors to bid on individual home rehabilitation projects. The city will use a Request for Qualifications to solicit potential contractors for the pre-qualified list and will use the Simplified Acquisition method to solicit and select individual contractors for award. Contractors will be selected based on lowest price quotes. The city will issue fixed price contracts, with a lump sum price and on a payment upon completion of work basis.

Method of Procurement

Procurement transactions shall be conducted in a manner providing full and open competition consistent with the standards of **2 CFR 200.318–200.327**.

The following procurement method shall be used:

- Simplified Acquisition (Small Purchase)

Method: Simplified Acquisition (Small Purchase)

Cost/Price Thresholds

The simplified acquisition (small purchase) method is used for purchases that exceed the than micro-purchase threshold of \$10,000 and up to the federal Simplified Acquisition Threshold (SAT) of \$250,000.

Type of Purchase: Statement of Work (SOW)

A Statement of Work provides the framework for services procurement and establishes expectations between the procurement entity and the contractor.

Every Statement of Work includes:

- Detailed work and task requirements
- Deliverables and acceptance criteria
- Delivery schedule or period of performance
- Reporting and compliance requirements
- Clear statement of objectives

There will be no negotiations over the Scope of Work.

Price/Cost Information and Category of Purchase

The simplified acquisition (small purchase) method is used the following types of purchases:

- Minor construction

Price information is obtained through:

- Written quotes
- Email quotes
- Vendor proposals

Requirements for Use

- Minimum of three (3) price or rate quotations
- Procurement shall be conducted competitively
- Written documentation required

Selection Basis of Contractors

The city will select contractors from the pre-qualified list based upon the lowest price response to each solicitation.

Solicitation Procedures

The city issues a written request for quotes (RFQ), shares the solicitation by email or written communication with vendors on the prequalified list and allows at least seven (7) calendar days for responses.

Cost Reasonableness Procedures

To determine cost reasonableness, the city uses the following tools:

- Comparison of quotes

Contract, Price, and Payment Type

For the simplified acquisition (small purchase) method, the following contract type, price and payment will be allowed:

- Fixed price contract
- Lump sum price
- Completion Payment

Procurement Records

The city keeps the following records to document the approach followed for simplified acquisitions (small purchase):

- Solicitations issued
- Quotes received
- Cost estimate
- Evaluation documentation
- Contract
- Invoices and payment records

STATE OF LOUISIANA
CITY OF WEST MONROE

RESOLUTION NO. _____

MOTION BY: _____

SECONDED BY: _____

A RESOLUTION AUTHORIZING THE ISSUANCE OF A REQUEST FOR QUALIFICATIONS (RFQ) FOR THE SELECTION OF CONSTRUCTION CONTRACTORS FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT FUNDED HOMEOWNER REHABILITATION PROGRAM UNDER THE MAKE-A-DIFFERENCE (MAD) GRANT; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, the City of West Monroe has received funding under the Make-A-Difference (MAD) Grant Program to implement a Community Development Block Grant funded Homeowner Rehabilitation Program; and

WHEREAS, the City desires to solicit qualified construction contractors to perform residential rehabilitation work in accordance with program requirements;

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 approves and authorizes the issuance of a Request for Qualifications (RFQ) for Construction Contractors, attached hereto as Exhibit "A."

SECTION 2. BE IT FURTHER RESOLVED that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, or her designee(s) be and is hereby authorized to take any and all actions necessary to carry out the RFQ process, including receipt and evaluation of submissions and establishment of a pre-qualified contractor list.

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 7th day of April, 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 7TH DAY OF
APRIL, 2026

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

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



Request For Qualifications (RFQ)

Construction Contractor for CDBG-Funded Homeowner Rehabilitation Program

City of West Monroe, Louisiana

Issue Date: April 15, 2026

Submission Deadline: May 29, 2026

I. Overview

The City of West Monroe, Louisiana is developing a prequalified list of construction contractors to contract with the city to perform housing repairs as directed for homeowners in the Community Development Block Grant (CDBG)-funded Homeowner Rehabilitation Program (HRP or Program). HRP provides eligible homeowners with up to \$30,000 in eligible repairs on their home. The selected contractors will perform work to rehabilitate homes in the City of West Monroe in compliance with CDBG guidelines and applicable federal, state, and local regulations.

The HRP will develop a scope of work for eligible projects and request bids from contractors on the prequalified list for each individual project. Contractors will submit bids and the bid that best meets the scope needs and is within 15% of the Xactimate® estimate will be assigned to the project. Contractors will enter into a fixed price, lump sum contract with payment upon completion of work.

Selected contractors are responsible for adhering to all program requirements as described in the [HRP Policies and Procedures](#).

II. Scope of Work

The city intends to select multiple firms for the prequalified list. No single firm is expected to possess expertise in all of the specialty areas listed below.

The selected contractor will be responsible for:

1. Completing and submitting responsive bid documents.
2. Completing rehabilitation work on selected residential properties, including but not limited to:
 - Roofing
 - Plumbing
 - Carpentry
 - Structural Repairs & Exterior Accessibility Modifications
 - Electrical
 - Plumbing
 - Heating & Air Conditioning
 - Lead-based Paint Remediation
 - Asbestos, Lead and Radon Remediation

3. Working collaboratively with property owners, city, and program staff to ensure timely completion of all assigned projects.
4. Meeting all CDBG program requirements, including project timelines, reporting, and adherence to environmental and safety standards.

III. Requirements

A. Contractor Qualifications

Interested contractors must meet the following qualifications:

- A minimum of five years experience with housing rehabilitation projects of similar scope and complexity.
- Licensure and insurance in the State of Louisiana, as outlined in Section III.C. and III.D. of this RFQ.
- Positive references from previous projects, preferably from municipal entities, housing authorities, or nonprofits, or for federally funded projects.
- Firms must be registered in the System for Award Management (SAM.gov) and maintain an active registration throughout the term of any resulting contract. Proof of registration or a valid Unique Entity ID (UEI) must be provided prior to contract execution.
- Firms must not be debarred, suspended, or otherwise excluded from federal contracting.

B. Contractor Requirements

HRP is responsible for monitoring construction progress and will conduct site visits as needed to verify that construction aligns with approved plans. HRP further ensures that construction activities comply with Program requirements and with all applicable federal, state, and local regulations. The Program documents any issues found on site visits and brings issues to the attention of the homeowner and/or contractor for correction.

Selected contractors must comply with the following requirements:

- The contractor is responsible for obtaining necessary permits to perform the work and display them along with any inspection tags as required by the City of West Monroe Building and Development Department.
- For each project, no work shall be undertaken until a written Notice to Proceed is issued by HRP.
- The contractor must begin work within ten (10) calendar days from the date of the Notice to Proceed.

- Contractors will be required to submit Change Orders to city staff for changes to project scope, budget, or schedule. Change Orders are approved or rejected at the sole discretion of the city.
- For all work, material costs are based on an economy/standard grade of building materials determined by the cost reasonableness analysis and not the price of replacing existing components with like or similar materials.
- Contractors are required to schedule necessary inspections as dictated by city permitting standards.

C. Licensing Requirements

Selected contractors must possess:

- a. Active Residential Contractor License or Home Improvement Registration, issued by the Louisiana State Licensing Board for Contractors.
- b. Lead-Safe Firm certification from the Environmental Protection Agency.
- c. Business registration with the Louisiana Secretary of State.
- d. Current City of West Monroe Occupational Business License, or ability to obtain one prior to contract execution.

D. Insurance Requirements

Minimum insurance requirements are:

- Commercial General Liability: \$1,000,000 per occurrence; \$2,000,000 aggregate
- Excess Liability: \$1,000,000 per occurrence; \$1,000,000 aggregate
- Workers' Compensation: \$500,000 per occurrence; \$500,000 aggregate
- Auto Liability: \$1,000,000 per occurrence; \$1,000,000 aggregate

E. Bonding Capacity

Minimum bonding requirements are:

- Single Project Limit: \$40,000
- Aggregate Limit: \$80,000

F. Construction Warranties

The contractor must warrant that all work, services, and products, including, but not limited to, labor and installation, be free from defects in material and workmanship for a period of at least one (1) year from the date of completion. Roof replacements shall be warranted for five (5) years from the date of completion and mechanical equipment shall be warranted for three (3) years from the date of completion.

Defective materials and workmanship claimed during the warranty period must be repaired or replaced if not reasonably repairable, at no cost to the city, the HRP, or the homeowner/grant recipient. The repair or replacement of defects must be covered by the contractor if notice is given

within the warranty period.

G. Green Building Requirements

The HRP follows the guidelines specified in the U.S. Department of Housing and Urban Development Community Planning and Development (HUD CPD) Green Building Retrofit Checklist to the extent applicable for the rehabilitation work undertaken. For example, mold resistant products must be used when replacing surfaces such as drywall, and products and appliances replaced as part of the rehabilitation work must be ENERGY STAR- labeled, WaterSense-labeled, or Federal Energy Management Program (FEMP)- designated products or appliances. Reference the HUD CPD Green Building Retrofit [Checklist](#) for the complete list of applicable green building standards.

H. Contractor Payment

The Program provides payment to contractors following completion of work and upon final inspection and approval by the Program. No partial or progress payments will be made. HRP will only provide payment for authorized work, listed in the approved Scope of Work and as described in the construction contract with the homeowner, city, and contractor.

I. Subcontracting

General contractors may use subcontractors to complete construction work but shall not subcontract the administration of assigned work. All contractors must be active participants in the work assigned to them. Contractors who are assigned work shall be responsible for quality control and for the rapid response to all field questions and problems. Subcontractors shall not be relied on for this purpose. Failure to comply will result in termination of the contract.

Specific trade contractors may not subcontract assigned work in their specialty without written approval from the city.

Contractors are free to change or add subcontractors during the period of the contract, however, these changes must be documented with and approved in writing by the City of West Monroe along with submission of the new subcontractor licenses, contracts, and insurance documents for approval.

Any work performed for the contractor by a subcontractor shall be pursuant to a written contract between the contractor and the subcontractor that requires the subcontractor to (i) comply with all terms and conditions in the contract between the city and the contractor, (ii) perform all work in accordance with the requirements of the contract between the city and the contractor and (iii) be paid by the contractor no later than thirty (30) days after receiving payment from the city for any work performed. The contractor shall promptly report all payment disputes with the subcontractor to HRP.

All written contracts that a contractor enters into with subcontractors must identify the contractor and each subcontractor as “Contractor” and “Subcontractor” and contain the following language:

“Subcontractor acknowledges and agrees to assume, faithfully perform and comply with all requirements and obligations of Contractor under the terms and conditions of the contract between the City of West Monroe (“city”) and Contractor, with said contract sections being incorporated and adopted herein by reference as though fully set forth herein, to the same extent required and as if Subcontractor, and not Contractor, was required to comply with said requirements and obligations under the contract between the city and Contractor.”

Failure to comply with all foregoing subcontractor requirements may result in the imposition of immediate sanctions, which include without limitation suspension or termination.

J. Federal, State, and Local Compliance Requirements

Contractors and subcontractors for rehabilitation assistance are required to abide by federal, state and local laws, and may also be required to sign documents certifying their compliance with said laws. The following list of applicable laws is not meant to be a comprehensive list of laws which must be followed.

1. The Civil Rights Act of 1964
3. Standards of Conduct for CDBG Recipients - Conflict of Interest
4. Notice of Requirement for Action to Ensure Equal Employment Opportunity
5. Standard of Equal Opportunity Construction Contract Specifications
6. Certification of Non-Segregated Facilities for Contracts over \$10,000.00
9. Section 3 of the HUD ACT of 1968
10. Age Discrimination Act of 1975 Provisions
12. 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
13. 24 CFR Part 570 Community Development Block Grants
14. 24 CFR Part 35 Lead Based Paint Poisoning Prevention in Certain Residential Structures
15. The Fair Housing Act
16. Lead-based Paint Hazard Provisions (Title X)
17. Access to Records/Maintenance of Records Provisions
18. Conflict of Interest Provision
19. Louisiana State Uniform Construction Code
20. International Building Code (IBC) with Louisiana Amendments, 2021 Edition
21. International Existing Building Code with Louisiana Amendments (IEBC), 2021 Edition

IV. Submission Requirements

Qualified contractors must submit the below items to WestMonroeHomeownerRehab@franklinassociates.com with the subject line HRP Construction Contractor SOQ. Submissions must be sent as a single PDF file. Submissions will only be accepted via email.

Statements of Qualifications (SOQs) must be submitted prior to the deadline of 5:00 PM CST, May 29, 2026. SOQs that are incomplete, submitted in a format or by a method that is not described above, or received after 5:00 PM CST May 29, 2026 will not be considered.

1. A cover letter detailing the contractor's qualifications and experience relevant to the project, including any experience with single-family residential rehabilitation and experience working with publicly funded housing programs.
2. Firm information, including
 - Legal name of firm and any DBA names
 - Business address, phone number, and website
 - Primary contact person (name, title, phone, email)
 - Relevant certifications related to Minority-owned Business Enterprise (MBE), Woman-owned Business Enterprise (WBE), or Small Disadvantaged Business (SDB).
3. Licensing and Legal Status
 - Active Residential Contractor License or Home Improvement Registration, issued by the Louisiana State Licensing Board for Contractors.
 - Lead-Safe Firm certification from the Environmental Protection Agency.
 - Business registration with the Louisiana Secretary of State.
 - Current City of West Monroe Occupational Business License, or ability to obtain one prior to contract execution.
4. Project Staffing, including resumes of key staff and relevant certifications and training.
5. A description of the firm's project approach, including plans for completing work, scheduling, quality control, communication with homeowners, coordination with the city and Program staff.
6. Capacity
 - Estimated number of home rehabilitation projects the firm can handle simultaneously.
7. Proof of Bonding Capacity
8. Proof of Insurance Coverage
9. References from at least three previous government, housing authority, or nonprofit clients, including organization name, contact person, phone number and email address, and a description of work performed.
10. Completed Conflict of Interest Form [see Attachment A]
11. Completed Certification Regarding Debarment and Suspension [see Attachment B]
12. Completed Equal Opportunity Employer Statement [see Attachment C]

V. Schedule and Additional Information

A. Schedule

Event	Date
Request for Qualifications Issued	April 16, 2026
Questions Due	5: 00 PM CST, April 30, 2026
Responses to Questions Posted	May 7, 2026
Statement of Qualifications Due	5:00 PM CST, May 29, 2026
Qualified Contractor(s) Selected	June 30, 2026

B. Applicant Questions

Questions regarding this RFQ must be submitted by email to WestMonroeHomeownerRehab@franklinassociates.com no later than 5:00 PM CST on April 16, 2026 in order to be addressed. Responses will be posted at link by May 7, 2026.

VI. Evaluation Criteria and Selection Process

A. Review and Selection Process

HRP staff will review all responses received. Staff will make final prequalified list recommendations. The city will issue selection letters to all chosen contractors to bid on future work. The selection letter outlines the contractor's eligibility to bid on upcoming projects and the process for bid request/response.

SOQs must meet all requirements established in this RFQ and in the Program Policies and Procedures; SOQs failing to meet requirements will not be placed on the prequalified list.

The City of West Monroe reserves the right to reject any and all submissions and to cancel the RFQ with no selections. This Request for Qualification is issued on an Indefinite Delivery, Indefinite Quantity (IDIQ) basis; there is no guarantee of work if selected. The Program anticipates issuing multiple work orders, with quantities and timing to be determined at the time of each order.

B. Protests

Any bidder or offeror, who desires to protest the selections shall submit the protest in writing to the City Attorney, no later than 10 days after the announcement of the decision to select. Protests must be sent via email to Cathy Semmes csemmes@westmonroe.la.gov. At minimum written protests will include:

- Name, address, and fax and telephone numbers of the protester [including company name].
- Identity or description of the solicitation or contract number.

- Detailed statement of the legal and factual grounds for the protest, to include a description of resulting prejudice to the protester.

Attachments

Attachment A

CONFLICT OF INTEREST

Contractors and vendors participating in Community Development Block Grant (“CDBG”) funded programs are required to comply with federal regulations regarding conflicts of interest. The regulations affect the following groups of people:

- a) Employees, consultants and officers of the City of West Monroe and its quasi-city agencies and departments;
- b) Elected or appointed officials of the City of West Monroe, the State of Louisiana or the federal government of the United States; and
- c) Employees, consultants or officers of any firm receiving CDBG program funds.

You must answer the following questions to determine if a conflict of interest exists:

1. Are you now, or have you been within the preceding year in one of the categories (a, b or c) described above?

Yes _____ No _____

2. Is any member of your family or your spouse’s family now or have they been within the preceding year in one of the categories (a, b or c) described above? (Family members include spouses, parents, siblings and children.)

Yes _____ No _____

SIGNATURE: _____

DATE: _____

TITLE: _____

COMPANY: _____

Attachment B

Certification Regarding Debarment and Suspension

1. The prospective participant certifies to the best of its knowledge and belief that its principals;
- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;
 - b. Have not within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/ proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Company Name

SAM.gov Unique Entity Identifier

Authorized Representative's Printed Name

Authorized Representative's Title

Authorized Representative's Signature

Date

Attachment C

Equal Opportunity Employer Certification

The undersigned certifies, on behalf of the firm identified below, that the firm is an Equal Opportunity Employer and is in compliance with all applicable federal, state, and local laws regarding nondiscrimination and equal employment opportunity. The firm agrees that it shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other characteristic protected by applicable law.

The firm further agrees to comply with all applicable provisions of federal civil rights laws and regulations, including but not limited to:

- Title VII of the Civil Rights Act of 1964
- The Equal Pay Act of 1963
- The Americans with Disabilities Act

The firm agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their protected status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

The firm understands that failure to comply with these requirements may result in termination of any contract awarded as a result of this solicitation.

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

STATE OF LOUISIANA
CITY OF WEST MONROE

ORDINANCE NO. _____

MOTION BY: _____

SECONDED BY: _____

AN ORDINANCE TO APPROVE AND AUTHORIZE EXECUTION OF A COOPERATIVE ENDEAVOR AGREEMENT BETWEEN THE CITY OF WEST MONROE, LOUISIANA ("CITY") AND SOS PETS OF OUACHITA ("SOS") TO REAFFIRM AND PROVIDE FOR THE CITY'S FINANCIAL COMMITMENT FOR A NEW ANIMAL SHELTER; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

WHEREAS, through the continued efforts of SOS and a pending agreement between SOS and the Ouachita Parish Police Jury for the transfer of funds and assignment of pledges received by SOS for the construction of the facility, construction of the animal shelter is now underway by the Ouachita Parish Police Jury. The animal shelter will be owned and operated by Ouachita Parish Police Jury, and funding for construction and subsequent operation of the facility for the benefit of all of Ouachita Parish, including the City of West Monroe and its residents, is now assured. The project will significantly benefit the City by improving animal control outcomes and enhancing public safety and community welfare; and

WHEREAS, the City made a commitment to contribute during the planning stages of this project, and now desires to fulfill its previous financial commitment to SOS for the construction of such animal shelter by making its payment toward its construction through SOS, which will thereafter transfer such funds, along with other funds held by SOS, to the Ouachita Parish Police Jury for the exclusive purpose of constructing the new animal shelter, and the Ouachita Parish Police Jury will thereafter operate the facility for the benefit of Ouachita Parish.

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 for the reasons set forth therein, the City of West Monroe does hereby approve entering into a Cooperative Endeavor Agreement with SOS Pets of Ouachita in order to provide funding for a new animal shelter. Said funding will be payable jointly to SOS and the Ouachita Parish Police Jury and used solely for construction of the animal shelter facility.

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 the Cooperative Endeavor Agreement between the City and SOS Pets of Ouachita which is attached hereto as Exhibit "A."

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 is hereby authorized to take any and all actions and to execute any and all further documents she deems either necessary or proper to carry out the activities arising out of the agreement described above according to its terms and intent, including but not limited to such negotiations and modifications as she determines appropriate regarding the terms and conditions of the agreement.

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, passed and adopted the 7th day of April, 2026, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 7TH DAY OF
APRIL, 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

PARISH OF OUACHITA

COOPERATIVE ENDEAVOR AGREEMENT

BE IT KNOWN, that on the dates set forth below, personally came and appeared:

THE CITY OF WEST MONROE (“City”), a political subdivision of the State of Louisiana, appearing herein through its duly authorized Mayor, Staci Albritton Mitchell;

and

SOS PETS OF OUACHITA (“SOS”), a non-profit corporation domiciled in the State of Louisiana, appearing herein through its duly authorized President, Joan Hampton;

who by these presents do covenant and agree as follows:

WHEREAS, the formal mission statement of SOS is: “Our mission is to improve the quality of life of displaced animals in Ouachita Parish, and thereby the City of West Monroe, by providing a modern shelter that encourages active community involvement and support, while promoting education and actions aimed at reducing the population of displaced animals.”

WHEREAS, to fulfill this mission, SOS undertook a multi-year fundraising effort throughout our community to support the construction of a new, modern animal shelter facility (the “animal shelter”);

WHEREAS, as a part of those continued efforts, the City has previously committed to provide funding toward the construction of an animal shelter in the amount \$30,000.00 once all funding was completed, actual construction of the animal shelter was underway, and there was assurance of its completion and of adequate funding for its operation;

WHEREAS, the City no longer maintains its own animal control officer and the City and its residents now receive animal control services from and by the Ouachita Parish Police Jury, such that the City and its residents have a vested interest in the quality and operation of the animal shelter operated by the Ouachita Parish Police Jury;

WHEREAS, through the continued efforts of SOS and a pending agreement between SOS and the Ouachita Parish Police Jury for the transfer of funds and assignment of the pledges received by SOS for the construction of the facility, that construction of the animal shelter is now underway by the Ouachita Parish Police Jury, with that animal shelter to be owned and operated by the Ouachita Parish Police Jury so that funding for construction and subsequent operation of the facility for the benefit of all of Ouachita Parish, including the City of West Monroe and its residents, is now assured, which will significantly benefit the City by improving animal control outcomes, and provide for additional public safety and community welfare;

WHEREAS, the City desires to fulfill its previous financial commitment to SOS for the construction of such animal shelter by making its payment toward its construction through SOS, which will thereafter transfer those and other funds now held by SOS to the Ouachita Parish Police Jury for the exclusive purposes of constructing the new animal shelter; which the Ouachita Parish Police Jury will thereafter operate for the benefit of Ouachita Parish; and

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 or political corporations 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.”*

NOW, THEREFORE:

The City of West Monroe, Louisiana hereby reaffirms its commitment to the payment of THIRTY THOUSAND AND NO/100 (\$30,000.00) DOLLARS toward the construction of a new animal shelter facility benefitting the City of West Monroe and all of Ouachita Parish, and upon being notified by SOS that all agreements with the Ouachita Parish Police Jury for the transfer of funding by SOS have been finalized, the City will provide to SOS the City’s contribution of \$30,000.00, payable jointly to SOS and the Ouachita Parish Police Jury, as a part of the funding commitment by SOS to the Ouachita Parish Police Jury for the construction of the new animal shelter. The funds provided herein, whether paid jointly or otherwise, shall be used solely and exclusive for the construction of the animal shelter facility described herein and for no other purpose.

THUS DONE AND SIGNED on this ____ day of April, 2026, at West Monroe, Louisiana.

WITNESSES:

SOS PETS OF OUACHITA.

BY: _____
JOAN HAMPTON, PRESIDENT

THUS DONE AND SIGNED on this ___ day of April, 2026, at West Monroe, Louisiana.

WITNESSES:

THE CITY OF WEST MONROE

BY: _____
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 ENTER INTO A SERVICE AGREEMENT WITH OUACHITA MEDICAL CLINIC, LLC, FOR PHYSICIAN OVERSIGHT AND ADMINISTRATION OF FIREFIGHTER CANCER SCREENING AND OTHERWISE PROVIDING WITH RESPECT THERETO.

WHEREAS, La. R.S. 33:2581.4 requires that certain firefighters employed by municipalities receive certain cancer screening examinations at no cost to the firefighter; and

WHEREAS, the City of West Monroe (“the City”) desires to ensure compliance with La. R.S. 33:2581.4 by providing appropriate cancer screening opportunities to eligible members of the West Monroe Fire Department; and

WHEREAS, the City has entered into an agreement with GRAIL, INC. for the provision of cancer screening services for eligible City firefighters and said agreement requires that a licensed third-party physician order such screening tests and provide medical oversight and administration of the program; and

WHEREAS, the City has determined that certain professional services are necessary for the efficient operation and administration of said program and desires to engage the services of Ouachita Medical Clinic, LLC to provide such professional services; and

WHEREAS, the Mayor and Board of Aldermen find that entering into such agreement is in the best interest of the City.

NOW, THEREFORE,

SECTION 1. BE IT ORDAINED by the Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to execute on behalf of the City of West Monroe, Louisiana, a Professional Services Agreement with Ouachita Medical Clinic, LLC, for the provision of physician oversight and administration of firefighter cancer screening services, substantially in the form attached hereto as Exhibit “A.”

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

Mayor of the City of West Monroe, Louisiana, be and she is hereby further authorized to take any and all actions and to execute any and all further documents she deems either necessary or proper to negotiate, prepare, execute, and carry out the activities arising out of the agreement described above according to its terms and intent, including but not limited to such negotiations and modifications as she determines appropriate regarding the terms and conditions of the 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 regular and legal session convened, voted on by yea or nay vote, this 7th day of April, 2026, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 7TH DAY OF
APRIL, 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
PARISH OF OUACHITA

**PROFESSIONAL SERVICES AGREEMENT FOR PHYSICIAN
OVERSIGHT AND ADMINISTRATION OF FIREFIGHTER CANCER SCREENING**

This Professional Services Agreement (“Agreement”) for Physician Oversight and Administration of Firefighter Cancer Screening is entered into effective as of ____ day of _____, 2026, by and between:

THE CITY OF WEST MONROE (“City”), appearing herein through its Mayor, Staci Albritton Mitchell, duly authorized; and

OUACHITA MEDICAL CLINIC LLC (“Provider”) appearing herein through its duly authorized representative, Steven McMahan, M.D.

Purpose. Provider agrees to coordinate and oversee cancer screening services for eligible City employees (firefighters) in accordance with Louisiana law and City policies.

Scope of Services. Provider shall order approved cancer screening tests, review test results, contact and provide medical consultation to employees for positive findings and coordinate with the City regarding program administration.

Testing Operations. Blood draws will occur at City-designated locations. Phlebotomy services will be performed by a qualified vendor. Provider is responsible for ensuring vendor qualifications and compliance.

Compensation. City shall pay Provider \$30 per completed test for administrative services. Provider must submit monthly invoices. Payment shall be due within 30 days of receipt of invoice. City reserves the right to audit invoices.

Term and Termination. The initial term shall be one (1) year. It may be terminated by either party with 30 days written notice to the other, or immediately for cause (breach, legal noncompliance or funding loss).

Independent Contractor. Provider is an independent contractor and not an employee of the City.

Insurance. Provider shall maintain professional liability insurance with a minimum of \$1,000,000 per claim and general liability insurance with a minimum of \$1,000,000, with proof of insurance required prior to services.

Indemnification. Provider shall indemnify and hold harmless the City, its officials, and employees from any claims, damages, or liabilities arising out of medical services, testing procedures and negligence or errors.

HIPAA and Confidentiality. Provider shall comply with all HIPAA requirements.

No Employment Relationship with Employees. Provider shall not be deemed the primary care physician for any employee unless separately established by the employee.

Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Louisiana.

Entire Agreement. This document constitutes the entire agreement between the parties regarding the subject matter described herein and may only be modified in writing signed by both parties.

CITY OF WEST MONROE, LOUISIANA

OUACHITA MEDICAL CLINIC, LLC

By: _____

By: _____

Name: STACI ALBRITTON MITCHELL

Name: STEVEN MCMAHAN, M.D.

Title: Mayor of West Monroe

Title: _____

Date: _____

Date: _____

STATE OF LOUISIANA

CITY OF WEST MONROE

ORDINANCE NO. _____

MOTION BY: _____

SECONDED BY: _____

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH THE LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT FOR STORM DEBRIS REMOVAL OPERATIONS; AND OTHERWISE PROVIDING WITH RESPECT THERETO.

WHEREAS, Article VII, Section 14(C) of the Louisiana Constitution authorizes political subdivisions of the State to engage in cooperative endeavors for a public purpose; and

WHEREAS, Severe weather events, including hurricanes and other disasters, may generate substantial debris impacting transportation systems and public safety;

WHEREAS, the Governor of Louisiana may declare a state of emergency pursuant to La. R.S. 29:721 et seq., and the President of the United States may issue a Major Disaster Declaration under the Stafford Act;

WHEREAS, the Louisiana Department of Transportation and Development ("DOTD") conducts initial debris removal operations on state highway rights-of-way;

WHEREAS, it is in the best interest of the City of West Monroe to coordinate with DOTD to remove remaining storm debris within its jurisdiction and seek reimbursement from the Federal Emergency Management Agency (FEMA);

WHEREAS, the proposed Memorandum of Agreement establishes the responsibilities of DOTD and the City regarding access to state rights-of-way for such debris removal;

NOW, THEREFORE,

SECTION 1. BE IT ORDAINED by the Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to execute on behalf of the City of West Monroe, Louisiana, a Memorandum of Agreement between the City and DOTD for the purpose of storm debris removal, 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 regular and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, or her designee, be and is hereby 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 agreement described above according to its terms and intent, including but not limited to such negotiations

and modifications as she determines appropriate regarding the terms and conditions of the 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 regular and legal session convened, voted on by yea or nay vote, passed and adopted the 7th day of April, 2026, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 7TH DAY OF
APRIL, 2026

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

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

MEMORANDUM OF AGREEMENT
Between the
LOUISIANA DEPARTMENT OF TRANSPORTATION
And
THE CITY OF WEST MONROE
For the
Temporary Right-of-Way Access for Removal of Debris

This Memorandum of Agreement (“MOA”) is entered into this ____ day of _____, 202__ (“Effective Date”), by and between the Louisiana Department of Transportation (“DOTD”) and the City of West Monroe (“Entity”), for the purpose of memorializing their understanding and respective duties and responsibilities for the removal of certain storm debris from within the limits of the City of West Monroe. DOTD and Entity may hereinafter be referred to as “Party” individually, and “Parties” collectively.

RECITALS

WHEREAS, Article VII, Section 14(C) of the Constitution of the State of Louisiana provides that “[f]or a public purpose, the state and its political subdivisions or political corporations 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

WHEREAS, the passage of a hurricane or other major debris generating event may cause substantial damage to infrastructure, including transportation, power transmission, utility, and communication facilities, as well as dwellings and other structures; and

WHEREAS, the Governor of Louisiana is empowered to issue an executive order proclaiming a state of disaster or emergency pursuant to the Louisiana Homeland Security and Emergency Assistance and Disaster Act, La. R.S. 29:721 *et seq.* (“Executive Order”); and

WHEREAS, the President of the United States is empowered by the Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 *et seq.* to issue a Major Disaster Declaration in the event a major disaster impacts the State of Louisiana; and

WHEREAS, Both DOTD and Entity are obligated to participate in debris removal operations following a Proclamation; and

WHEREAS, In the event an Executive Order is issued for a debris causing event impacting it and following DOTD’s initial debris removal operations, Entity intends to coordinate with DOTD to undertake the removal of remaining storm debris from and adjacent to DOTD routes and Rights-of-Way within its corporate limits and to seek FEMA reimbursement for the same; and

WHEREAS, the Parties agree to cooperate for the public purposes set forth herein; and

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

ARTICLE I
SCOPE AND PURPOSE

- 1.1 The entirety of the recitals set forth above, as well as any attachments, are incorporated herein and expressly made a part of this MOA.
- 1.2 The purpose of this MOA is to delineate the respective responsibilities of the Parties with regard to access to certain highway rights-of-way for the removal of storm-generated debris in the event an Executive Order is issued following a disaster or emergency impacting Entity with the intention of seeking FEMA reimbursement for the debris removal.
- 1.3 The right of access granted herein shall be limited to removal operations for debris in accordance with FEMA guidance pertaining to the Executive Order.

ARTICLE II
RESPONSIBILITIES OF THE PARTIES

2.1 Responsibilities of DOTD

- 2.1.1 When an Executive Order is issued and a debris-generating event occurs, DOTD shall conduct its debris removal operations within the state highway rights-of-way (“ROW”) in accordance with state and federal law and DOTD policy.
- 2.1.2 DOTD may provide Entity with written notice upon the conclusion of DOTD’s debris removal operations of the formal transfer of duties and obligations from DOTD to Entity to conduct any further debris removal as is necessary.
- 2.1.3 Concurrently with the issuance of the written notice provided for in Paragraphs 2.1.2 and 3.2 of this MOA, DOTD shall grant Entity access to and use of the ROW located within Entity’s geographical boundaries, unless otherwise specified in writing, to conduct additional debris removal related to a debris-generating event referenced in the Executive Order for a period of 90 days.
- 2.1.4 DOTD will cooperate with Entity as necessary to maintain the efficient use of the ROWs throughout the 90-day access period granted pursuant to this MOA.
- 2.1.5 DOTD shall have sole discretion and authority to limit use of any ROW at any point throughout the duration of this MOA should DOTD deem necessary and proper under the circumstances. In the event of such limitation of use, and to the extent practicable, DOTD shall provide Entity with advance notice of an impending closure.
- 2.1.6 DOTD shall not be responsible to provide funding for any costs associated with the debris removal operations contemplated under this MOA.
- 2.1.7 DOTD shall not claim reimbursement from FEMA or any other funding source for debris removal operations performed by Entity.

2.2 Responsibilities of Entity

- 2.2.1** Entity will cooperate with DOTD as necessary to ensure the most efficient use of the ROW, pursuant to the terms of this MOA.
- 2.2.2** Entity will be responsible for designating which employees, agents, or contractors, if any, shall have use of the ROW for Entity’s debris removal purposes in the event access is granted pursuant to Paragraphs 2.1.3 and 3.2 of this MOA, and to establish the extent to which said designees shall have use of the ROW.
- 2.2.3** When not actively being utilized in debris removal operations, Entity will be responsible for ensuring no vehicles, equipment and/or materials shall be parked, stored or stock piled by Entity or its designees on any highway, median, or in an area extending from the outer edge of the shoulder of the highway on one side to the outer edge of the shoulder of the highway on the opposite side or in the median of any divided highway..
- 2.2.4** Entity will be responsible for ensuring that signing for warning and protection of traffic in instances where workmen, equipment or materials are in close proximity to the roadway surfacing, shall be in accordance with applicable DOTD and FEMA manuals, policies, and procedures.
- 2.2.5** Entity will be responsible for ensuring the cutting and trimming of any trees, shrubs, etc. necessary in the course of debris removal operations shall be in accordance with applicable DOTD manuals, policies, and procedures.
- 2.2.6** Entity will provide to DOTD a list of the employees, agents, or contractors, if any, Entity designates to remove debris in the ROW on its behalf. Entity will keep such list current throughout the duration of this MOA.
- 2.2.7** Entity will be responsible for all costs associated with its debris removal operations as contemplated under this MOA. The Parties understand and agree that Entity intends to seek FEMA reimbursement for debris removal operations, as contemplated herein; however, Entity will not seek reimbursement of any portion of such costs from DOTD.
- 2.2.8** Entity will be responsible for ensuring its designees comply with the terms of this MOA while using the ROW for debris removal purposes. Entity shall be responsible for ensuring it and its designees remove/collect and dispose of debris in accordance with all applicable state and federal law.

ARTICLE III **TERM & CONDITIONAL ACCESS TO RIGHT-OF-WAY**

- 3.1** This MOA shall commence on the Effective Date first written above, and shall remain in effect for a period of __ () years, unless terminated earlier in accordance with the provisions this Agreement, and may be renewed for an indefinite number of terms by further written agreement of the parties.

- 3.2 DOTD’s obligation to grant Entity access to its ROW for a 90-day period pursuant Article 2.1 herein is conditioned on and shall only commence upon notice by DOTD that it has concluded its initial debris removal operations following the issuance of an Executive Order and has formally notified Entity of the transfer of the obligation to perform further debris removal in relation to the debris generating event specified in the Executive Order. This 90-day access period may be extended by the written agreement of the parties. All other obligations of the parties shall commence on the Effective Date.

ARTICLE IV
TERMINATION

- 4.1 **Termination for Cause.** Either Party may terminate this Agreement for cause based upon the failure of the other Party to comply with the terms and/or conditions of the Agreement; provided that the Party wishing to terminate shall give the other Party written notice specifying the other Party’s failure. If within 30 days after receipt of such notice, the other Party shall not have either corrected such failure or, in the case which cannot be corrected in 30 days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the Party wishing to terminate the Agreement may, at its option, place the other Party in default and the Agreement shall terminate on the date specified in such notice.
- 4.2 **Termination for Non-availability of Funds.** 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 V
RECORD KEEPING

- 5.1 Unless otherwise specified in this Agreement, all work product, such as records, reports, documents and other materials delivered or transmitted to the Entity shall remain the property of DOTD and shall be returned by the Entity to DOTD at the termination or expiration of this Agreement, upon written request.
- 5.2 The parties shall maintain all books and records pertaining to this Agreement for a period of 3 years from the date of termination of this Agreement, provided, however, that prior to disposal of any information, the Entity shall obtain the written approval of DOTD.
- 5.3 It is hereby agreed that the Legislative Auditor of the State of Louisiana, the Office of the Governor, Division of Administration's auditors, DOTD's auditors, and the Entity’s auditors shall have the authority to audit all records and accounts which relate to this Agreement.

ARTICLE VI
AMENDMENTS / MODIFICATIONS

This MOA may be amended or modified at any time by mutual consent of the Parties, provided that any modification, amendment, alteration, variation, or waiver of provisions of this MOA shall be valid only when it has been reduced to writing and executed by both Parties.

ARTICLE VII
ASSIGNMENTS

No Party may assign any interest in this MOA by assignment, transfer, or novation, without prior written consent of the other Party.

ARTICLE VIII
INDEMNIFICATION / THIRD PARTIES

- 8.1** Entity shall indemnify and save harmless DOTD against any and all claims, losses, liabilities, demands, suits, causes of action (e.g., *ex contractu*, *ex delictu*, quasi-contractual, statutory), damages, attorney fees, and judgments of sums of money growing out of, resulting from, or by reason of any act or omission of its own or of its designees, agents, assignees, servants, independent contractors, or employees while engaged in, about, or in connection with the discharge or performance of the terms of this MOA, or with any use of any state-owned right-of-way by its designees, agents, assignees, servants, independent contractors, or employees, or otherwise in connection with the debris operations performed by any of the above-enumerated parties, as contemplated hereunder, including, but not limited to, any omissions, defects or deficiencies, disruptions, inefficiencies or nonpayment of any cost incurred, or any other claim of whatever nature or kind arising from, out of, or in any way connected with, the performance of any obligation undertaken pursuant to this MOA, to the fullest extent permitted by law.
- 8.2** Nothing herein is intended, nor shall be deemed, to create a third party beneficiary to or for any obligation by any Party hereto, or to authorize any third person to have any action against any Party arising out of this MOA.
- 8.3** Nothing herein is intended, nor shall be deemed, to alter possession or ownership of, or responsibility for, any property owned by either Party.

ARTICLE IX
DISCRIMINATION CLAUSE

- 9.1** The Parties shall abide by the requirements of the following as applicable: Titles VI and VII of the Civil Rights Act of 1964, as amended; the Equal Employment Opportunity Act of 1972, as amended; Federal Executive Order 11246, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination

Act of 1974; the Americans with Disabilities Act of 1990, as amended; and Title II of the Genetic Information Nondiscrimination Act of 2008.

- 9.2** The Parties shall not discriminate in any employment practices, and shall conduct their respective obligations under this MOA without regard to race, color, age, religion, sex, national origin, veteran status, genetic information, political affiliation or disability.
- 9.3** Any act of discrimination committed by any Party hereto, or any failure to comply with these statutory obligations when applicable, shall be grounds for termination of this MOA.

ARTICLE X
SEVERABILITY

Should any term, covenant, condition, or provision of this MOA or the application thereof to any person or circumstance shall, at any time or to any extent, be found invalid or unenforceable, the remainder of this MOA or the application of such terms, covenant, condition or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term, covenant, condition, and provision of this MOA shall be valid and enforced to the fullest extent permitted by law.

ARTICLE XI
LEGAL COMPLIANCE

The Parties shall comply with all federal, state, and local laws and regulations, including, specifically, the Louisiana Code of Governmental Ethics (R.S. 42:1101, *et seq.*), in carrying out the provisions of this Agreement.

ARTICLE XII
CONTROLLING LAW AND VENUE

- 12.1** The validity, interpretation, and performance of this MOA shall be controlled by and construed in accordance with the laws of the State of Louisiana.
- 12.2** The exclusive venue for any suits arising out of this MOA shall be in the Nineteenth Judicial District Court for the Entity of East Baton Rouge, Louisiana.

ARTICLE XIII
PROVISION OF LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this MOA shall be deemed to be inserted herein, and this agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise, any such provision is not inserted, or is not correctly inserted, then upon the application of either Party, the MOA shall forthwith be amended to make such insertion or correction.

ARTICLE XIV
NOTICES

All notices and other communications pertaining to this MOA shall be made to the following Party representatives:

DOTD:

M. Todd Donmyer
Asst. Secretary, Operations
1201 Capitol Access Rd.
Baton Rouge, La. 70802-4438
Office: 225-379-1200

Entity:

Staci Albritton Mitchell
Mayor, City of West Monroe
2305 North 7th Street
West Monroe, LA 71291
Office: 318-396-2600

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their respective officers thereunto duly authorized as of this ____ day of _____, 2026.

WITNESSES:

THE CITY OF WEST MONROE

By: _____
Staci Albritton Mitchell, Mayor

Date: _____

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their respective officers thereunto duly authorized as of this ____ day of _____, 20__.

WITNESSES:

**STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION
AND DEVELOPMENT**

By: _____
Secretary / Designee

Date: _____

RECOMMENDED FOR APPROVAL

By: _____
Executive Counsel

STATE OF LOUISIANA
CITY OF WEST MONROE

ORDINANCE NO. _____

MOTION BY: _____

SECONDED BY: _____

AN ORDINANCE TO AMEND AND RE-ENACT THE ZONING ORDINANCE OF THE CITY OF WEST MONROE, LOUISIANA, PARTICULARLY THE ZONING MAP ANNEXED TO AND MADE A PART OF ORDINANCE NO. 1501, AS THAT ZONING MAP, AS CODIFIED BY SECTION 12-5011(C) OF THE CODE OF ORDINANCES, CITY OF WEST MONROE, LOUISIANA, HAS BEEN FROM TIME TO TIME AMENDED, AND PARTICULARLY TO AMEND THAT ZONING MAP AS IT PERTAINS TO 405 COLEMAN AVENUE, WEST MONROE, LOUISIANA (ASSESSOR PARCEL #39440), AS MORE PARTICULARLY DESCRIBED ON THE ATTACHED EXHIBIT "A", PURSUANT TO THE APPLICATION OF MARK ALLEN TERRAL, SO AS TO RE-ZONE SAID PROPERTY FROM A R-2 (MULTI FAMILY RESIDENTIAL) DISTRICT TO A B-3 (GENERAL BUSINESS) DISTRICT; TO AUTHORIZE AND DIRECT THE CITY ENGINEER OF THE CITY OF WEST MONROE, LOUISIANA, OR OTHER PERSON ACTING IN LIEU THEREOF AT THE DESIGNATION OF THE MAYOR, TO DO AND PERFORM ANY AND ALL THINGS NECESSARY TO CARRY OUT THE FOREGOING AND PARTICULARLY TO NOTE THE AMENDMENTS ON THE ZONING MAP OF THE CITY OF WEST MONROE AS HEREIN ENACTED; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, the City of West Monroe, Louisiana, has adopted a Zoning Ordinance (Ordinance No. 1501, as amended) now codified as Section 12-5001 et seq. of the Code of Ordinances, City of West Monroe, Louisiana; and,

WHEREAS, the West Monroe Municipal Planning Commission, acting as the municipal zoning commission for the City of West Monroe, Louisiana, has held a public hearing pursuant to written application and notice in accordance with law, and has made a recommendation to the Board of Aldermen of the City of West Monroe; and,

WHEREAS, the Mayor and Board of Aldermen of the City of West Monroe have held a public hearing and given public notice to the extent required by law;

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 Zoning Ordinance No. 1501, as amended, and as codified in Sections 12-5001 et seq. of the Code of Ordinances, City of West Monroe, Louisiana, particularly the Zoning Map of the City of West Monroe, Louisiana, as that Zoning Map, as codified by Section 12-5011(C) of the Code of Ordinances, City of West Monroe, Louisiana, has been from time to time amended, be further amended and re-enacted to re-zone 405 Coleman Avenue (assessor parcel #39440), West Monroe, Louisiana, as more particularly described

on the attached Exhibit "A", from a R-2 (Multi Family Residential) District to a B-3 (General Business) District pursuant to the application of Mark Allen Terral.

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 the City Engineer of the City of West Monroe, Louisiana, or any person in lieu thereof to be designated by the Mayor, is hereby authorized and directed to do and perform any and all things necessary to carry out the foregoing change, and particularly to note said change on the Zoning Map as herein re-enacted.

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 this Ordinance and its provisions are to be construed to be severable in regards to any of its provisions, portions or parts, and that in the event any part or portion or provision of this Ordinance should be held invalid, then in such event, such invalidity shall not affect any other provisions, portions, or parts which can be given effect without the invalid provision, and this Ordinance hereby is declared severable.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in regular and legal session convened, voted on by yea and nay vote, passed and adopted this 7th day of April, 2026, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 7TH DAY OF
APRIL, 2026

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

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

EXHIBIT "A"

MUNICIPAL ADDRESS: 405 COLEMAN AVENUE
WEST MONROE, LOUISIANA 71291

Lot 3 of Square 21 of Steele-Madden Addition to the City of West Monroe,
Louisiana, as per plat filed in Plat Book 2, page 39, Ouachita Parish, Louisiana

STATE OF LOUISIANA
CITY OF WEST MONROE

ORDINANCE NO. _____

MOTION BY: _____

SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE, APPROVE, RATIFY AND CONFIRM EXECUTION OF A COOPERATIVE ENDEAVOR AGREEMENT BETWEEN THE CITY OF WEST MONROE POLICE DEPARTMENT AND THE METRO NARCOTICS UNIT REGARDING THE TRANSFER AND USE OF A CERTAIN SEIZED VEHICLE; AND OTHERWISE PROVIDING WITH RESPECT THERETO.

WHEREAS, Article VII, Section 14(C) of the Louisiana Constitution authorizes political subdivisions of the State to engage in cooperative endeavors for a public purpose; and

WHEREAS, Metro Narcotics Unit ("Metro"), has obtained ownership of a certain seized vehicle, pursuant to a Judgment of Forfeiture dated March 9, 2026;

WHEREAS, The City of West Monroe ("City") desires to enter into a Cooperative Endeavor Agreement ("CEA") with Metro to facilitate the use of said vehicle in undercover surveillance and investigations related to violations of the Louisiana Controlled Dangerous Substances Law;

WHEREAS, the CEA provides for the transfer of ownership of the vehicle to the West Monroe Police Department for purposes of insurance, maintenance, and operational use by an assigned officer in furtherance of Metro operations;

WHEREAS, the West Monroe Police Department will be responsible for liability insurance, maintenance, and expenses incidental to operation of the vehicle;

WHEREAS, the City's Mayor and Board of Aldermen finds that authorizing, approving, ratifying and confirming said CEA serves a valid public purpose by enhancing interagency cooperation and law enforcement effectiveness in narcotics investigations;

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 Cooperative Endeavor Agreement between the City and Metro, attached hereto as Exhibit "A," is hereby authorized and ratified.

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, or her designee, be and is hereby authorized to execute the Cooperative Endeavor Agreement and any and all documents necessary to carry out the intent of this Ordinance.

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, authorize and accept the transfer of ownership of the certain seized vehicle more particularly described in the Cooperative Endeavor Agreement attached as Exhibit "A", and agrees to maintain liability insurance, maintenance, and operational expenses as provided in the Agreement.

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, passed and adopted the 7th day of April, 2026, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 7TH DAY OF
APRIL, 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

THIS COOPERATIVE ENDEAVOR AGREEMENT made and entered into this 17 day of March 2026, by and between Metro Narcotics Unit a joint interagency law enforcement task force organized by and through the Monroe Police Department, West Monroe Police Department and Ouachita Parish Sheriff's Department hereinafter referred to as "Metro" and West Monroe Police Department, a law enforcement agency of the State of Louisiana.

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."

1.2 WHEREAS, Metro desires to enter in an agreement with West Monroe Police Department in the implementation of a cooperative endeavor as hereinafter provided.

1.3 WHEREAS, Metro, is vested with authority to utilize a [REDACTED] [REDACTED] [REDACTED] [REDACTED] (hereinafter identified as "Vehicle") that was forfeited to Metro by judgment dated March 9, 2026, (attached hereto as Exhibit A) in the course and scope of undercover surveillance and investigation of violations of the Louisiana Controlled Dangerous Substances Law, under the authority of La. R. S. 40:2616(A)(2).

1.4 WHEREAS, the West Monroe Police Department desires to assign a police officer in their employment to Metro to perform undercover surveillance and investigation of violations of the Louisiana Controlled Dangerous Substances Law. To accommodate the assignment of its employee to Metro to conduct undercover surveillance and investigations of violations of the Louisiana Controlled Dangerous Substances Law, the ownership of the Vehicle will have to be transferred to West Monroe Police Department to allow it to secure auto insurance coverage on the Vehicle.

1.5 WHEREAS, the public purpose of the transfer of ownership to West Monroe Police Department is to allow the vehicle to be insured for use by a West Monroe Police Officer for the operations of Metro to conduct undercover surveillance and investigations of violations of the Louisiana Controlled Dangerous Substances Law.

1.5 WHEREAS, Metro has a reasonable expectation of receiving a benefit or value that is at least equivalent to or greater than the consideration described in this Agreement.

1.6 WHEREAS, the transfer of the ownership of the Vehicle to West Monroe Police Department solely for the use by its employee to conduct undercover operations in the course and scope of Metro is not a gratuitous donation.

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

ARTICLE II
SCOPE OF SERVICES

2.1 West Monroe Police Department shall be transferred ownership of the Vehicle by Metro for the sole purpose of assigning the Vehicle to a police officer in its employ for use in the course and scope of the operations of Metro in surveillance and investigations of violations of the Louisiana Controlled Dangerous Substances Law. West Monroe shall be responsible for obtaining and maintaining auto liability insurance coverage on the Vehicle, maintenance on the Vehicle and any other expenses incidental to the operation of the vehicle.

ARTICLE III
DELIVERABLES

3.1 Metro shall transfer ownership of the Vehicle to West Monroe Police Department in consideration of West Monroe Police Department obtaining and maintaining liability insurance coverage along with all maintenance and other expenses incidental to the operation of the Vehicle and assigning its police officer to operate the Vehicle in the course and scope of Metro's operations of undercover surveillance and investigations of violations of the Louisiana Controlled Dangerous Substances Law.

ARTICLE IV
TERMINATION AND RETURN OF THE VEHICLE

4.1 In the event the Vehicle is no longer used in the course and scope of Metro's operations of undercover surveillance and investigations of violations of the Louisiana Controlled Dangerous Substances Law, the vehicle shall be returned to Metro and sold at an authorized public auction and the proceeds shall be distributed in accordance with the allocation referenced in the March 9, 2026, judgment attached hereto as Exhibit A.

ARTICLE V
AMENDMENTS IN WRITING

5.1 Any alteration, variation, modification, or waiver of provisions of this Agreement shall be valid only when it has been reduced to writing and executed by all parties.

ARTICLE VI
TERM OF AGREEMENT

6.1 The term of this Agreement shall commence on the date signed by all of the parties and shall continue in effect until termination of this agreement pursuant to Paragraph IV above.

ARTICLE VII
PARTIAL INVALIDITY; SEVERABILITY

7.1 If any term, covenant, condition, or provision of this Agreement or the application thereof to any person or circumstances shall, at any time or to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term, covenant, condition or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term, covenant, condition, and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

ARTICLE VIII
ENTIRE AGREEMENT; MODIFICATION

8.1 This Agreement, including any attachments that are expressly referred to in this Agreement, contains the entire agreement between the parties and supersedes any and all agreements or contracts previously entered into between the parties. No representations were made or relied upon by either party, other than those that are expressly set forth. This Agreement may be modified or amended at any time by mutual consent of the parties, provided that, before any modification or amendment shall be operative and valid, it shall be reduced to writing and signed by both parties.

ARTICLE IX
CONTROLLING LAW

9.1 The validity, interpretation, and performance of this Agreement shall be controlled by and construed in accordance with the laws of the State of Louisiana.

ARTICLE X
LEGAL COMPLIANCE

10.1 The parties shall comply with all federal, state, and local laws and regulations, including, specifically, the Louisiana Code of Governmental Ethics (R.S. 42:1101, *et seq.*) in carrying out the provisions of this Agreement.

THIS DONE AND SIGNED AT West Monroe, Louisiana, on the 17th day of March, 2025, 2026

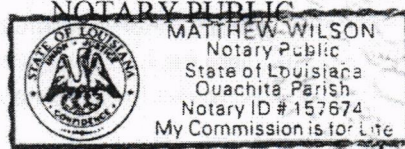
WITNESSES:

[Signature]
[Signature]

METRO NARCOTICS UNIT

[Signature]
Marc Mashaw, Sheriff
Ouachita Parish Sheriff's Department

[Signature]



THIS DONE AND SIGNED AT West Monroe, Louisiana, on the 17th day of March, 2025, 2026

WITNESSES:

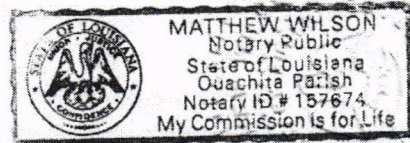
[Signature]
[Signature]

METRO NARCOTICS UNIT

[Signature]
Victor Zordan, Chief of Police
Monroe Police Department

[Signature]

NOTARY PUBLIC



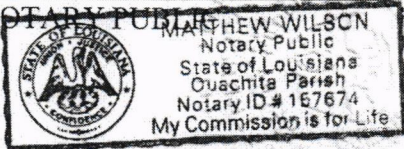
THIS DONE AND SIGNED AT West Monroe, Louisiana, on the 17th day of March, 2025 ~~2026~~

WITNESSES:

**METRO NARCOTICS UNIT AND
WEST MONROE POLICE
DEPARTMENT**

[Signature]
[Signature]

[Signature]
Jason Pleasant, Chief of Police
West Monroe Police Department

[Signature]
NOTARY PUBLIC
 MATTHEW WILSON
Notary Public
State of Louisiana
Ouachita Parish
Notary ID # 167674
My Commission is for Life

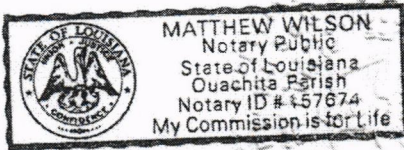
THIS DONE AND SIGNED AT West Monroe, Louisiana, on the 17th day of March, 2025 ~~2026~~

WITNESSES:

METRO NARCOTICS UNIT

[Signature]
[Signature]

[Signature]
Robert S. Tew
District Attorney
4th Judicial District

[Signature]
NOTARY PUBLIC
 MATTHEW WILSON
Notary Public
State of Louisiana
Ouachita Parish
Notary ID # 167674
My Commission is for Life

STATE OF LOUISIANA PARISH OF OUACHITA FOURTH JUDICIAL DISTRICT COURT

STATE OF LOUISIANA

VS. NO. 25-3535
(CV. SECT. 1)

FILED: _____
Ouachita Parish C-20253535
Filed Mar 09, 2026 8:26 AM CV1
Scarlett Allen

Deputy Clerk of Court
E-File Received Mar 09, 2026 7:52 AM

BY: _____
DEPUTY CLERK OF COURT

\$15,181 U.S. CURRENCY AND [REDACTED]
[REDACTED]

JUDGMENT OF FORFEITURE

In this matter, the Court having considered the foregoing Application For Forfeiture and attachments, finding the law and the evidence to be in favor thereof.

IT IS ORDERED, ADJUDGED AND DECREED: That there is hereby Judgment, in favor of the State of Louisiana and against the following property:

Fifteen Thousand One Hundred Eighty One Dollars (\$15,181) U.S. Currency plus any accumulated interest and [REDACTED] LA Tag [REDACTED] VIN [REDACTED]

IT IS FURTHER ORDERED, ADJUDGED AND DECREED: That the \$15,181 U.S. Currency plus any accumulated interest is hereby ordered forfeited to the State of Louisiana to be distributed as follows:

To LDAA, \$151.81 and the remaining balance as follows:

Metro Narcotics Unit	60%
Criminal Court Fund, Fourth Judicial District	20%
Office of District Attorney, Fourth Judicial District	20%

IT IS FURTHER ORDERED, ADJUDGED AND DECREED: That the [REDACTED] is hereby ordered forfeited to Metro Narcotics Unit to be sold at an authorized public sale without appraisal, and the proceeds thereof be distributed in accordance with the allocation herein.



Certified True and
Correct Copy
CertID: 2026031700077

Scarlett Allen

Ouachita Parish
Clerk of Court

Generated Date:
3/17/2026 10:16 AM

Alteration and subsequent re-filing of this certified copy may violate La. R.S. 14:132, 133, and/or RPC Rule 3.3(a)(3).

IT IS FURTHER ORDERED, ADJUDGED AND DECREED: That all agencies having the duty to maintain record of title to the above described cancel title and deliver new title to the bona fide purchaser of said vehicle, free and clear of all liens and encumbrances.

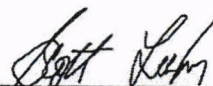
IT IS FUTHER ORDERED, ADJUDGED AND DECREED: That the proceeds of the sale of the above described [REDACTED] hereby allocated as follows:

Costs reimbursed to Metro Narcotics Unit for the costs of the sale and the remaining balance as follows:

Metro Narcotics Unit	60%
Criminal Court Fund, Fourth Judicial District	20%
Office of District Attorney, Fourth Judicial District	20%

IT IS FURTHER ORDERED, ADJUDGED AND DECREED: That a Cooperative Endeavor Agreement may be obtained and agreed upon by the Metro Narcotics Unit, the Monroe Police Department, Ouachita Parish Sheriff's Department and West Monroe Police Department in the event those agencies need to utilize the [REDACTED] [REDACTED] in the investigation of drug crimes pursuant to law on behalf of Metro Narcotics Unit until sold at public auction.

JUDGMENT RENDERED AND SIGNED in Chambers this 09 day of March, 2026, Monroe, Louisiana.



JUDGE B. SCOTT LEEHY
FOURTH JUDICIAL DISTRICT



Certified True and Correct Copy
CertID: 2026031700077



Ouachita Parish
Clerk of Court

Generated Date:
3/17/2026 10:16 AM

Alteration and subsequent re-filing of this certified copy may violate La. R.S. 14:132, 133, and/or RPC Rule 3.3(a)(3).

CHANGE ORDER

No. 5

PROJECT: Sunshine Heights Drainage Improvements DATE OF ISSUANCE: March 18, 2026

OWNER: City of West Monroe OWNERS Project No. N/A
(Name, 2305 North 7th Street
Address) West Monroe, LA 71291

CONTRACTOR: Kepper Trucking & Dirt Contracting, LLC ENGINEER: Lazenby & Associates, Inc.
(Name, 868 Hwy 139 2000 North 7th Street
Address) Monroe, LA 71203 West Monroe, LA 71291

ENGINEER's Project No. 22E045.00

CONTRACT FOR: Sunshine Heights Drainage Improvements

You are directed to make the following changes in the Contract Documents.

Description: There is an existing 8 inch clay gravity main under Structure No. 208 at the corner of Swiss Street & Otis Street with minimal cover (6 inches). The plan is to pipe burst the existing gravity main with new 8 inch HDPE pipe as required to install the proposed drainage structures as planned.

Purpose of Change Establish various pipe bursting items for rehabilitation of the existing 8" clay gravity main. Add
Order: 30 Calendar Days to contract time for utility conflicts encountered.

Attachments: Revised items, quantities, and cost.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: <u>\$1,953,258.92</u>	Original Contract Time: (days or date) <u>180 Calendar Days</u>
Previous Change Orders No. <u>_1_</u> to No. <u>_4_</u> <u>\$78,948.54</u>	Net change from previous Change Orders: <u>35 days</u>
Contract Price prior to this Change Order: <u>\$2,032,207.46</u>	Contract Time prior to this Change Order: (days or date) <u>215 Calendar Days</u>
Net Increase (Decrease) of this Change Order: <u>\$133,616.00</u>	Net Increase (Decrease) of this Change Order: (days) <u>30 days</u>
Contract Price with all approved Change Orders <u>\$2,165,823.46</u>	Contract Time with all approved Change Orders <u>245 Calendar Days</u> days or date

RECOMMENDED
LAZENBY & ASSOCIATES, INC.

APPROVED
City of West Monroe

APPROVED
Kepper Trucking & Dirt Contracting, LLC.

BY: 
ENGINEER
Josh Hays, P.E.

BY: _____
OWNER
Staci Albritton Mitchell, Mayor

BY: 
CONTRACTOR
Eddie Kepper

Sunshine Heights Drainage Improvements

CHANGE ORDER NO. 5

L&A, INC. PROJECT NO. 22E045.00

March 18, 2026

Item No.	Item Description	Unit Price	Units	Original Quantity	Revised Quantity	Amount Over/Under
202-01-00100	Removal of Structures and Obstructions	\$49,900.00	Lump Sum	100%	100%	\$0.00
202-02-02000	Removal of Asphalt Drives	\$45.00	Sq. Yd.	17	17	\$0.00
202-02-06100	Removal of Concrete Walks and Drives	\$11.70	Sq. Yd.	373	373	\$0.00
202-02-12000	Removal of Fence	\$10.00	Lin. Ft.	135	135	\$0.00
203-05-00100	Excavation and Embankment	\$29,026.00	Lump Sum	100%	100%	\$0.00
203-10-00100	Cleaning Existing Ditches	\$5.50	Lin. Ft.	4283	4283	\$0.00
402-01-00100	Traffic Maintenance Aggregate (Net Section)	\$100.00	Cu. Yd.	340	340	\$0.00
502-01-00200	Asphalt Concrete, Drives, Turnouts and Miscellaneous	\$650.00	Ton	10	10	\$0.00
510-01-00104	Pavement Patching (10" Min. Thickness)	\$230.00	Sq. Yd.	922	922	\$0.00
701-01-00900	Cross Drain Pipe (18" RCP/CPPPDW)	\$80.82	Lin. Ft.	56	56	\$0.00
701-01-01080	Cross Drain Pipe (48" RCP/CPPPDW)	\$300.00	Lin. Ft.	80	80	\$0.00
701-02-01000	Cross Drain Pipe Arch (24" Equiv. RCPA)	\$99.50	Lin. Ft.	144	144	\$0.00
701-02-01040	Cross Drain Pipe Arch (36" Equiv. RCPA)	\$187.00	Lin. Ft.	107	107	\$0.00
701-02-01060	Cross Drain Pipe Arch (42" Equiv. RCPA)	\$266.50	Lin. Ft.	236	236	\$0.00
701-04-01040	Storm Drain Pipe Arch (24" Equiv. RCPA)	\$99.50	Lin. Ft.	95	95	\$0.00
701-04-01100	Storm Drain Pipe Arch (42" Equiv. RCPA)	\$256.00	Lin. Ft.	102	102	\$0.00
701-04-01120	Storm Drain Pipe Arch (48" Equiv. RCPA)	\$336.00	Lin. Ft.	452	452	\$0.00
701-05-01049	Side Drain Pipe (18" RCP/CPPPDW)	\$65.00	Lin. Ft.	50	50	\$0.00
701-06-00020	Side Drain Pipe Arch (18" Equiv. RCPA)	\$70.00	Lin. Ft.	56	56	\$0.00
701-06-00040	Side Drain Pipe Arch (24" Equiv. RCPA)	\$102.00	Lin. Ft.	148	148	\$0.00
701-06-00080	Side Drain Pipe Arch (36" Equiv. RCPA)	\$179.26	Lin. Ft.	40	40	\$0.00
701-06-00100	Side Drain Pipe Arch (42" Equiv. RCPA)	\$256.00	Lin. Ft.	152	152	\$0.00
701-07-00500	Yard Drain Pipe (12" RCP/CPPPDW)	\$60.00	Lin. Ft.	12	12	\$0.00
701-07-00600	Yard Drain Pipe (15" RCP/CPPPDW)	\$100.00	Lin. Ft.	8	8	\$0.00
701-15-00100	Concrete Collar	\$3,500.00	Each	1	1	\$0.00
702-03-00100	Catch Basins (CB-01)	\$9,500.00	Each	1	1	\$0.00
702-03-00300	Catch Basins (CB-04)	\$9,850.00	Each	2	2	\$0.00
702-03-01100	Catch Basins (CB-SD02)	\$22,500.00	Each	7	7	\$0.00
702-03-10000	Catch Basins (CB-14xOPEN)	\$33,500.00	Each	3	3	\$0.00
702-04-00100	Adjusting Manholes	\$2,850.00	Each	2	2	\$0.00
705-06-00100	Chain Link Fence (4 Foot Height)	\$30.00	Lin. Ft.	135	135	\$0.00
706-01-00100	Concrete Walk (4" Thick)	\$180.00	Sq. Yd.	57.4	57.4	\$0.00
706-02-00200	Concrete Drive (6" Thick)	\$225.00	Sq. Yd.	313.3	313.3	\$0.00

Item No.	Item Description	Unit Price	Units	Original Quantity	Revised Quantity	Amount Over/Under
711-01-03020	Rip-Rap (30 Lb, 18" Thick)	\$100.00	Sq. Yd.	181.8	181.8	\$0.00
711-01-04000	Rip-Rap (55 Lb, 18" Thick)	\$110.00	Sq. Yd.	112.2	112.2	\$0.00
713-01-00100	Temporary Signs and Barricades	\$35,500.00	Lump Sum	100%	100%	\$0.00
726-01-00100	Bedding Material	\$105.00	Cu. Yd.	521.8	521.8	\$0.00
727-01-00100	Mobilization	\$227,000.00	Lump Sum	100%	100%	\$0.00
739-01-00100	Hydro-Seeding	\$27,000.00	Acre	2.4	2.4	\$0.00
740-01-00100	Construction Layout	\$37,800.00	Lump Sum	100%	100%	\$0.00
741-01-01080	Water Main (6" PVC, C900)	\$212.00	Lin. Ft.	168	168	\$0.00
741-01-01140	Water Main (12" PVC, C900)	\$310.00	Lin. Ft.	285	285	\$0.00
741-07-00100	Relocating Water Valve	\$2,786.00	Each	0	0	\$0.00
741-08-00100	Relocating Water Meter	\$4,011.00	Each	2	2	\$0.00
741-11-00100	Adjusting Water Valve	\$1,000.00	Each	6	6	\$0.00
741-21-00300	Gate Valve (6")	\$3,230.00	Each	6	6	\$0.00
741-21-00600	Gate Valve (12")	\$5,200.00	Each	3	3	\$0.00
742-01-00300	Sanitary Sewer Pipe (6")	\$54.50	L.F.	30	30	\$0.00
742-04-00100	Casing (8")	\$100.00	L.F.	30	30	\$0.00
NS-500-00340	Saw Cutting Asphalt Concrete Pavement	\$10.00	In.-L.F.	178	178	\$0.00
NS-600-00220	Saw Cutting Portland Cement Concrete Pavement	\$6.00	In.-L.F.	2244	2244	\$0.00
S-001	Concrete Head Wall (2 - 42" (Equiv.) RCPA) (24" (Equiv.) RCPA Wing Wall)	\$13,000.00	Each	1	1	\$0.00
S-002	Concrete Head Wall (2 - 42" (Equiv.) RCPA)	\$13,000.00	Each	6	6	\$0.00
S-003	Concrete Head Wall (2 - 36" (Equiv.) RCPA)	\$13,000.00	Each	2	2	\$0.00
S-004	Concrete Head Wall (2 - 24" (Equiv.) RCPA)	\$13,000.00	Each	4	4	\$0.00
S-005	Traffic Striping	\$8,000.00	Lump Sum	100%	100%	\$0.00
S-006	Final Cleanup and Erosion Control	\$38,400.00	Lump Sum	100%	100%	\$0.00
S-007	6 Inch Water Main Tie-In	\$9,402.63	Each	3	3	\$0.00
S-008	Relocate Fire Hydrant (City Provide Material: FH Assembly)	\$5,625.00	Each	1	1	\$0.00
S-009	Relocate 2 inch water main at Jersey Street & Wellerman Street	\$13,858.65	Lump Sum	100%	100%	\$0.00
S-010	8 Inch Sewer Pipe Bust	\$161.00	Lin. Ft.	0	315	\$50,715.00
S-011	Sewer Service Reconnection at Main	\$3,693.00	Each	0	7	\$25,851.00
S-012	6' x 20' Bore Rig Pits Complete with Backfill & 10" Asphalt Patch	\$9,800.00	Each	0	2	\$19,600.00
S-013	6' x 5' Service Pits Complete with Backfill & 10" Asphalt Patch	\$5,350.00	Each	0	7	\$37,450.00

ORIGINAL CONTRACT AMOUNT: \$1,953,258.92
 TOTAL OF PREVIOUS CHANGE ORDERS: \$78,948.54
 NET INCREASE (DECREASE) THIS CHANGE ORDER: \$133,616.00
REVISED CONTRACT AMOUNT: \$2,165,823.46

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. 90% 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	Construction in progress.
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	Notice to Proceed: 3/27/26, Scheduled to start on 4/15.

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 currently advertised for bids; bids accepted 04/02/26.
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.
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	Environmental clearance and preliminary engineering.
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

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APRIL 7, 2026
WEST MONROE CITY COUNCIL MEETING
ENGINEERING UPDATE
L&A, INC. PROJECT NO. 26E038.00

Kirol Walk Trail Improvements

- Within lien period

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
- Man-hour estimates have been submitted to LDOTD from design team

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
- Final plans submitted to Louisiana Department of Health for comments/approval
- Minor comments received April 2, address comments & re-submit within a couple weeks

Julia Street Improvements

- Cypress Street to McMillan Road
- Our firm will continue to prepare final plans

West Monroe Sports Complex Parking Addition

- Grindstone Construction is under construction

Kiroli Park Entrance Improvements

- Initial field work for the topographic survey is complete

Stella Street Sewer Rehabilitation

- Revising final plans for sewer rehab to prepare to advertise the project
- Establishing right-of-way