

PROCEEDINGS OF THE CITY COUNCIL OF BOSSIER CITY  
STATE OF LOUISIANA TAKEN AT A REGULAR MEETING  
JUNE 15, 2021

The City Council of the City of Bossier City, State of Louisiana, met in Regular session in Council Chambers, 620 Benton Road, Bossier City, Louisiana, June 15, 2021 at 3:00 PM

Invocation was given by Council Member Scott Irwin

Pledge of Allegiance led by Council Member Thomas Harvey

Roll Call as follows:

Present: Honorable, President David Montgomery, Jr., Honorable Councilors Scott Irwin, Jeffery Darby, Don Williams, Jeff Free and Thomas Harvey

Absent: Honorable Councilor Timothy Larkin (Mr. Larkin entered meeting at 3:01PM)

Also Present: Mayor, Lorenz Walker, City Attorney, Jimmy Hall and City Clerk, Phyllis McGraw

City Clerk, Phyllis McGraw, read statement about decorum during meeting and public participation in the meeting.

By: Mr. Irwin

Motion to approve Minutes of the June 1, 2021, Regular Meeting and dispense with the reading

Seconded by Mr. Williams

No comment

Motion carried with the following vote:

Yeas: Mr. Montgomery, Jr., Mr. Irwin, Mr. Darby, Mr. Williams, Mr. Free and Mr. Harvey

Absent: Mr. Larkin

By: Mr. Free

Motion to approve agenda.

Seconded by Mr. Harvey

No comment

Motion carried with the following vote:

Yeas: Mr. Montgomery, Jr., Mr. Irwin, Mr. Darby, Mr. Williams, Mr. Free and Mr. Harvey

Absent: Mr. Larkin

Mr. Larkin entered the meeting at 3:01PM

**Ceremonial Matters/Recognition of Guests-**

Lifesaving Award – Councilman Don Williams and Councilman David Montgomery, Jr., presented a lifesaving award, on behalf of the City Council, to Corporal Matthew Bragg, Officer Brandon Bailey (accepted by Chief McWilliams) and private citizen, Rawlis Leslie for their heroic actions on June 1, 2021, that saved a woman's life.

Service Awards – Councilman Don Williams and Councilman David Montgomery, Jr., on behalf of the City Council presented service awards to Councilman Timothy Larkin, Councilman Scott Irwin, Councilman Thomas Harvey and Mayor Lorenz Walker, honoring them for their many years of service to the Citizens of Bossier City. Mayor Walker thanked everyone for the job they do and stated that he will continued to work to ensure a smooth transition for the citizens of Bossier City. This was their last meeting as their term in office ends June 30, 2021.

**Bids-**

Witness opening of Sealed Bids for BID #P21-11 East Bank Fire Station.

Boggs & Poole Contracting Group, Inc.

\$3,024,000

ELA Group, Inc.	\$3,177,000
Integrity, Inc.	\$3,238,400
M & M Builders, Inc.	\$3,085,000
McInnis Brothers Construction, Inc.	\$2,986,000
Testament Construction Services, LLC	\$3,083,500

By: Mr. Williams

Motion to take bids under advisement.

Seconded by Mr. Free

No comment

Vote in favor of motion is unanimous

Witness opening of Sealed Bids for BID #P20-2070 - 2316 Walnut Street Demo

3 Gen Construction, LLC	\$ 7,999.00
Lathan Construction, LLC	\$12,000.00
Red Tail Contracting, LLC	\$ 6,062.00

By: Mr. Williams

Motion to approve reading of bids.

Seconded by Mr. Larkin

No comment

Vote in favor of motion is unanimous

**Unfinished Business –**

The following Ordinance offered and adopted:

**ORDINANCE NO. 57 OF 2021**

**AN ORDINANCE AUTHORIZING MAYOR LORENZ WALKER TO EXECUTE THE ATTACHED AGREEMENT WITH ARDAMAN AND ASSOCIATES, INC. AND APPROPRIATING TWO HUNDRED AND SIXTY-TWO THOUSAND SEVEN HUNDRED AND FIFTY DOLLARS (\$262,750.00) FROM THE WALTER O. BIGBY CARRIAGEWAY FUND FOR SERVICES TO BE PROVIDED IN CONJUNCTION WITH SAID AGREEMENT**

**WHEREAS;** previous Ordinances, No. 49 of 2018 and No. 74 of 2018 have appropriated funds for the Walter O. Bigby Carriageway project; and

**WHEREAS;** construction testing efforts will be required through the duration of the project to ensure compliance with the plans and specifications; and

**WHEREAS;** the fees associated with construction testing services provided by Ardaman and Associates, Inc. for the Walter O. Bigby Carriageway project are \$262,750.00.

**NOW, THEREFORE, BE IT ORDAINED,** in regular session convened that the City Council of Bossier City, Louisiana, does hereby appropriate \$262,750.00 to come from the Walter O. Bigby Carriageway Fund to provide for construction testing during the construction of the Walter O. Bigby Carriageway project.

**BE IT FURTHER ORDAINED**, that the Mayor is authorized to sign any and all documents in connection with the furtherance of this Ordinance.

The above and foregoing Ordinance was read in full at open and legal session convened, was on motion of Mr. Thomas Harvey, and seconded by Mr. Timothy Larkin, and adopted on the 15<sup>th</sup>, day of June, 2021, by the following vote:

AYES: Mr. Montgomery, Jr., Mr. Larkin, Mr. Irwin, Mr. Darby, Mr. Williams, Mr. Free and Mr. Harvey

NAYS: none

ABSENT: none

ABSTAIN: none

---

David Montgomery, Jr., President

---

Phyllis McGraw, City Clerk

The following Ordinance offered and adopted:

**ORDINANCE NO. 58 OF 2020**

**AN ORDINANCE AUTHORIZING AN INCREASE THE SALARY RANGE OF THE ASSISTANT SUPERINTENDENT POSITION IN THE PUBLIC UTILITIES WASTEWATER TREATMETN DIVISION RESULTING IN A NET NEUTRAL CHANGE TO THE OPERATING BUDGET.**

---

**WHEREAS;** Ordinance No. 21 of 2018 implemented a requirement assuring that the City department budgets not be exceeded by hiring of any personnel; and

**WHEREAS;** Ordinance No. 104 of 2020 authorized an increase in salary range for the Assistant Superintendent of Maintenance for the Public Utilities Wastewater Treatment Division from \$38,0000 to \$55,000; and

**WHEREAS;** the completion of extensive upgrades and process improvements to the Northeast Wastewater Treatment Facility including more stringent permitting requirements has required an increase in the responsibilities of the Assistant Superintendent for the Northeast Wastewater Treatment Facility; and

**WHEREAS;** These responsibilities include the oversight and support for operational and process controls, oversight and support with the maintenance of all existing and new operating systems and mechanical equipment, and oversight and support in the upkeep of the computerized asset management system necessary for this position justifies an increase from \$45,323.58 to \$52,000; and

**WHEREAS;** implementation of this Ordinance will result in a net neutral impact to the Wastewater Treatment Division's operating budget due to delays in filling open positions and staffing changes when combining the personnel expenses of the Red River Wastewater Treatment Division and the Northeast Wastewater Treatment Division.

**NOW, THEREFORE, BE IT ORDAINED**, in regular session convened that the City Council of Bossier City, Louisiana, that the Public Utilities Department is hereby authorized to increase the pay of the assistant superintendent of the Northeast Wastewater Treatment Facility by \$8,222.00, and to utilize unused salary budgeted for the Wastewater Treatment Division as needed to fully fund this increase.

The above and foregoing Ordinance was read in full at open and legal session convened, was on motion of Mr. Don Williams, and seconded by Mr. Timothy Larkin, and adopted on the 15<sup>th</sup>, day of June, 2021, by the following vote:

AYES: Mr. Montgomery, Jr., Mr. Larkin, Mr. Irwin, Mr. Darby, Mr. Williams, Mr. Free and Mr. Harvey

NAYS: none

ABSENT: none

ABSTAIN: none

---

David Montgomery, Jr., President

---

Phyllis McGraw, City Clerk

The following Ordinance offered and adopted:

**ORDINANCE 59 OF 2021**

**A ORDINANCE AUTHORIZING THE HIRING OF A DISPATCHER FOR THE WATER/SEWER MAINTENANCE DIVISION IN PUBLIC UTILITIES.**

**WHEREAS**, Ordinance No. 21 of 2018 implemented a requirement assuring that the City department budgets not be exceeded by any hiring of any personnel; and

**WHEREAS**, the position of Dispatcher is vacant due to retirement; and

**WHEREAS**, there was a need to reduce costs during COVID-19 and the vacant position wasn't filled or budgeted for 2021; and

**WHEREAS**, there has been a significant increase in demand for services as the pandemic is starting to wind down; and

**WHEREAS**, the proposed salary range for this position will be \$35,000 to \$41,000; and

**WHEREAS**, the total personnel costs for this position, including retirement, medial, etc. shall be budgeted for \$29,000.00 for the remainder of 2021 and a maximum of \$61,500 shall be budgeted in 2022 paid for by water revenues.

**WHEREAS**, the Water and Sewer Maintenance Division's operating budget will be re-budgeted as required to fill this position; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Bossier City, Louisiana, in regular session convened, that the administration is authorized to proceed with hiring procedures for the fulfillment of this position.

The above and foregoing Ordinance was read in full at open and legal session convened, was on motion of Mr. Scott Irwin and seconded by Mr. Don Williams, and adopted on the 15<sup>th</sup>, day of June, 2021, by the following vote:

AYES: Mr. Montgomery, Jr., Mr. Larkin, Mr. Irwin, Mr. Darby, Mr. Williams, Mr. Free and Mr. Harvey

NAYS: none

ABSENT: none

ABSTAIN: none

---

David Montgomery, Jr., President

---

Phyllis McGraw, City Clerk

The following Ordinance offered and adopted:

**ORDINANCE NO. 60 OF 2021**

**AN ORDINANCE AUTHORIZING THE HIRING OF TWO ADDITIONAL TRAFFIC CONTROL TECHNICIANS IN THE TRAFFIC ENGINEERING DIVISION.**

---

**WHEREAS;** Ordinance No. 21 of 2018 implemented a requirement assuring that the City department budgets not be exceeded by hiring of any personnel; and

**WHEREAS;** efforts by the Traffic Engineering Division to respond to and keep up with signage maintenance throughout the City are limited; and

**WHEREAS;** the current resources available to the Division limit proactive response to signage and traffic control needs resulting from damaged signage and related appurtenance; and

**WHEREAS;** subcontracting this effort has been considered, however, the labor costs associated with this work did justify the added expense; and

**WHEREAS;** this Ordinance establishes a two (2) man crew daily working on placing new signage, inspecting existing signage, repairing signage, and maintaining the overall traffic signage system along with other traffic engineering maintenance responsibilities within the City of Bossier; and

**WHEREAS;** these positions are currently unfunded within the Engineering Department; and

**WHEREAS;** this Ordinance allows for a maximum hourly rate of \$15.00 per hour per employee requiring an annual increase of \$90,000 in the Traffic Engineering Division's operating expenses for salary and related benefits; and

**WHEREAS;** this expense will be rebudgeted into the 2022 Operating Budget for the Traffic Engineering Division and the operating budget for 2021 will be rebudgeted to include \$45,000 to cover the additional personnel expenses through the end of 2021; and

**NOW, THEREFORE, BE IT ORDAINED,** in regular session convened that the City Council of Bossier City, Louisiana, hereby authorize the Engineering Department to add two

additional traffic control tech positions for signage and traffic maintenance needs, and to rebudget operational costs to make up the funding needed to fully fund these positions as described.

The above and foregoing Ordinance was read in full at open and legal session convened, was on motion of Mr. Don Williams, and seconded by Mr. Jeff Free, and adopted on the 15<sup>th</sup>, day of June, 2021, by the following vote:

AYES: Mr. Montgomery, Jr., Mr. Larkin, Mr. Irwin, Mr. Darby, Mr. Williams, Mr. Free and Mr. Harvey  
NAYS: none  
ABSENT: none  
ABSTAIN: none

---

David Montgomery, Jr., President

---

Phyllis McGraw, City Clerk

**The following Ordinance offered and adopted:**

**Ordinance No. 61 Of 2021**

**AN ORDINANCE AUTHORIZING THE SALE OF A 2006 FERRARA INFERNO PUMPER FOR FORTY EIGHT THOUSAND DOLLARS (\$48,000.00) TO THE CITY OF SHREVEPORT**

---

**WHEREAS**, the Bossier City Fire Department has declared a 2006 Ferrara Inferno Pumper (VIN# 1F94542297H140412) surplus to the needs of the department; and

**WHEREAS**, the City of Shreveport desires to purchase the 2006 Ferrara Inferno Pumper (VIN# 1F94542297H140412) for the appraised value of forty eight thousand and no/100 (\$48,000.00); and

**NOW, THEREFORE, BE IT ORDAINED**, by the City Council of Bossier City, Louisiana, in regular session convened, that the Bossier City Council declares the 2006 Ferrara Inferno Pumper (VIN# 1F94542297H140412) surplus to the needs of the City; and

**BE IT FURTHER ORDAINED**, that the City of Shreveport is authorized to purchase the 2006 Ferrara Inferno Pumper (VIN# 1F94542297H140412) for the appraised value of \$48,000.00.

The above and foregoing Ordinance was read in full at open and legal session convened, was on motion of Mr. Jeff Free, and seconded by Mr. Scott Irwin, and adopted on the 15<sup>th</sup>, day of June, 2021, by the following vote:

AYES: Mr. Montgomery, Jr., Mr. Larkin, Mr. Irwin, Mr. Darby, Mr. Williams, Mr. Free and Mr. Harvey

NAYS: none  
ABSENT: none

ABSTAIN: none

---

David Montgomery, Jr., President

---

Phyllis McGraw, City Clerk

**New Business -**

**The following Ordinance offered and adopted:**

**Ordinance No. 62 Of 2021**

**AN ORDINANCE TO DECLARE THAT AN EMERGENCY DID EXIST IN THE CITY OF BOSSIER CITY WHICH AFFECTED, PROPERTY, PUBLIC HEALTH AND SAFETY DUE TO THE REQUIREMENT TO REPAIR DAMAGE TO 4804 O'KEEFE CAUSED FROM FAILURE OF THE BRUCE STREET PUMP STATION AT A COST OF \$50,000.00 TO COME FROM SEWER CAPITAL & CONTINGENCY FUND; AND AUTHORIZES THE CITY TO ENTER INTO A CONTRACT WITH PROCONCRETE, FOR COMPLETION OF WORK.**

**WHEREAS**, an emergency to repair damage to 4804 O'Keefe caused from failure of the Bruce Street Pump Station during a high water event and;

**WHEREAS**, the Utility Department hereby request \$50,000.00 to be appropriated from the Sewer Capital & Contingency Fund.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Bossier City, Louisiana, in regular session convened, that the Bossier City Council does hereby declare that an emergency exists and appropriates \$50,000.00 to come from the Sewer Capital & Contingency Fund for this declared emergency.

The above and foregoing Ordinance was read in full at open and legal session convened, was on motion of Mr. Timothy Larkin, and seconded by Mr. Jeff Free, and adopted on the 15<sup>th</sup>, day of June, 2021, by the following vote:

AYES: Mr. Montgomery, Jr., Mr. Larkin, Mr. Irwin, Mr. Darby, Mr. Williams, Mr. Free and Mr. Harvey

NAYS: none

ABSENT: none

ABSTAIN: none

---

David Montgomery, Jr., President

---

Phyllis McGraw, City Clerk

By: Mr. Harvey

Motion to introduce Ordinance appropriating \$15,000 from the 2021 Sales Tax Capital Improvement Fund to install gates and bollards to secure the North Bossier Park at Brownlee at night.

Seconded by Mr. Larkin

No comment

Vote in favor of motion is unanimous

By: Mr. Irwin

Motion to introduce Ordinance to fund the purchase of a used wheeled loader from the Wastewater Treatment Division at a cost of \$157,900.00 to come from Sewer Capital and Contingency Fund

Seconded by Mr. Larkin

No comment

Vote in favor of motion is unanimous

By: Mr. Williams

Motion to introduce Ordinance to approve of Change Order 1, for the Swan Lake Ballfield Restrooms (Clifford Almond), with an increase of \$41,452.00, for a total contract price of \$505,452.00.

Seconded by Mr. Irwin

No comment

Vote in favor of motion is unanimous

By: Mr. Williams

Motion to introduce Ordinance establishing the Tinsley Ditch Basin Relief Plan and appropriating \$135,000.00 from the 2021 Sales Tax Capital Improvement Fund for cleaning the ditch and determining Right of Way for acquisition of a Maintenance Easement.

Seconded by Mr. Larkin

No comment

Vote in favor of motion is unanimous

Public Hearing concerning an amendment to the FY 2016 & 2017 Action Plans for Community Development Block Grant Funds.

Community Development Director, Bob Brown explained what the amendment would be. President Montgomery opened it for Public Comment, hearing none he closed the public hearing at 3:28 PM

## RESOLUTION NO. 50 OF 2021

### **A RESOLUTION ADOPTING AN AMENDMENT TO THE FY 2018, 2019 and 2020 ACTION PLANS FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS.**

BE IT RESOLVED by the City Council of the City of Bossier City, Louisiana that the City of Bossier City Council hereby supports the City's Five-Year Consolidated Strategy Plan and Action Plan and application to the U.S. Department of Housing and Urban Development for funding (Entitlement Status) under authority of the Consolidation for the following: Comprehensive Housing Affordability Strategy (CHAS): title I of the Cranston-Gonzalez National Affordable Housing Act, 42 U.S.C. 12702-12711; Community Development Block Grants (CDBG): title I of the Housing and Community Development Act of 1974, 42 U.S.C. 5304-5320; Emergency Shelter Grants (ESG): title VI, subtitle B, of the Stewart B. McKinney Homeless Assistance Act, 42 U.S.C. 11371-11378; HOME Investment Partnerships (HOME): title II of the Cranston-Gonzalez Nation Affordable Housing Act, 42 U.S.C. 12741-12839; Housing Opportunities for Persons With AIDS (HOPWA): the AIDS; Housing Opportunity Act, 42 U.S.C. 12901-12912; Also serving as a basis for determining requirements in this rule are the Fair Housing Act (42 U.S.C. 3601-3619), title VI of the Civil Rights Act of 1964 section 504 of the Rehabilitation Act of 1973, title II of the Americans With Disabilities Act, and Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u).



WHEREAS, the primary objective of the Community Development Entitlement Program is the development of viable urban communities, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income, and whereas, consistent with this primary objective, the Federal Assistance realized from this application is for the support of community development activities which are directed toward the following specific objectives:

- (1) The elimination of slums and blight and the prevention of blighting influences and the deterioration of property and neighborhood and community facilities of importance to the welfare of the community, principally persons of low and moderate income;
- (2) The elimination of conditions which are detrimental to health, safety and public welfare, through code enforcement, demolition, interim rehabilitation assistance, and related activities;
- (3) The conversion of the city's housing stock in order to provide a decent home and a suitable living environment for all persons, but principally those of low and moderate income;
- (4) The improvement of the quality of community services, principally for persons of low and moderate income, which are essential for sound community development;
- (5) The reduction of the isolation of income groups within communities and geographical areas and the promotion of an increase in the diversity and vitality of neighborhoods of housing opportunities for person of lower income and the revitalization of deteriorating neighborhoods to attract persons of higher income; and
- (6) The restoration and preservation of properties of special value or historic, architecture or aesthetic reasons.

WHEREAS, the City of Bossier City possess legal authority to apply for this grant amendment:

NOW THEREFORE, BE IT RESOLVED that the City of Bossier City hereby supports Lorenz Walker, Mayor of Bossier City, Louisiana, the chief official of Bossier City, to apply for and sign all document as necessary and appropriate to transfer funds in the following amounts:

Funding will be transferred from the following activities:

This notice to the public is to make Bossier City citizens aware of the transfer of Community Development Block Grant (CDBG) Funds. This reprogramming of funds will be an amendment to the 2018, 2019 and 2020 Annual Action Plans. CDBG Funds will be transferred to be used for the following community Development Block Grant activities:

**Funding will be transferred from the following:**

<u>Name</u>	<u>FY</u>	<u>HUD #</u>	<u>ID#</u>	<u>Amount</u>
Plant A Seed	2019	418	0014	\$7,522.00
Elderly Ombudsman Program \$4,339.11		2018	400 0011	
Plant A Seed Program	2018	403	0014	\$1,102.25
Fire Prevention	2019	411	0007	\$1,074.00
Fire Prevention	2020	432	0007	\$1,173.00

Micro Business Loan - Program Income	2020	442	0017	
\$2,534.03				
Providence House	2020	435	0010	\$12,175.00
Elderly Ombudsman	2020	436	0011	<u>\$6,000.00</u>
<b>TOTAL:</b>				<b>\$35,819.39</b>

**\$35,81939** will be transferred to the FY 2020 **Lead Paint**

<u>Name</u>	<u>FY</u>	<u>HUD #</u>	<u>ID#</u>	<u>Amount</u>
Owner Lead Paint	2020	426	0001	<b>\$35,819.39</b>

**Location:** Community Wide

**Total New Funding Amount:** \$40,638.00 + **\$35,819.39 = \$76,457.39**

**Outcome/Objective Number:** DH-1

**Performance Indicator:** Number of households that have been assisted by Lead Base Paint Mitigation.

**Regulatory Cites:** 24CFR 570.208(a)(3); 24 CFR 570.202(a)(1)

**NOW THEREFORE,** Be it Resolved that the City of Bossier city hereby supports Lorenz Walker, Mayor of Bossier City, Louisiana, the chief official of Bossier City, to apply for and sign all document as necessary and appropriate in the City's application of Housing and Urban Development Programs.

This resolution having been submitted to a vote and declared adopted on the 15th day of June, 2021 by the following vote is on motion of Mr. Scott Irwin and seconded by Mr. Timothy Larkin.

AYES: Mr. Montgomery, Jr., Mr. Larkin, Mr. Irwin, Mr. Darby, Mr. Williams, Mr. Jones and Mr. Free

NAYS: none

ABSENT: none

ABSTAIN: none

\_\_\_\_\_  
David Montgomery, Jr., President

\_\_\_\_\_  
Phyllis McGraw, City Clerk

**The following Resolution offered and adopted:**

**RESOLUTION 51 Of 2021**

**A RESOLUTION TO RENAME ANN SCOTT CIRCLE TO ANN SCOTT STREET.**

**WHEREAS;** Ann Scott Circle was located in the Meadowview Subdivision (Book 275 Page 223) ; and

**WHEREAS;** a portion of Meadowview Dive and Swan Lake Road were reconstructed, and Ann Scott Circle was opened up and made into a small access road; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Bossier City, Louisiana, in regular session convened, that the Bossier City Council resolves to approve to rename Ann Scott Circle to Ann Scott Street;

The above and foregoing Resolution was read in full at open and legal session convened, was on motion of Mr. Don Williams, and seconded by Mr. Scott Irwin, and adopted on the 15<sup>th</sup>, day of June, 2021, by the following vote:

AYES: Mr. Montgomery, Jr., Mr. Larkin, Mr. Irwin, Mr. Darby, Mr. Williams, Mr. Free and Mr. Harvey

NAYS: none

ABSENT: none

ABSTAIN: none

---

David Montgomery, Jr., President

---

Phyllis McGraw, City Clerk

The following Resolution offered and adopted:

**RESOLUTION 52 OF 2021**

A RESOLUTION AUTHORIZING THE HIRING OR PROMOTION OF A SENIOR OPERATOR DUE TO RETIREMENT AND BACKFILLING ANY POSITION THIS MAY CREATE FOR THE WATER TREATMENT PLANT DIVISION IN PUBLIC UTILITIES.

---

**WHEREAS,** Ordinance No. 21 of 2018 implemented a requirement assuring that the City department budgets not be exceeded by any hiring of any personnel; and

**WHEREAS,** the position of Sr. Operator is vacant due to retirement; and

**WHEREAS,** the administration and the department assures that all current budgets have been verified and that no authorized salary has been exceeded.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Bossier City, Louisiana, in regular session convened, that the administration is authorized to proceed with hiring procedures for the fulfillment of this position.

The above and foregoing Resolution was read in full at open and legal session convened, was on motion of Mr. Jeffery Darby and seconded by Mr. Timothy Larkin, and adopted on the 15<sup>th</sup>, day of June, 2021, by the following vote:

AYES: Mr. Montgomery, Jr., Mr. Larkin, Mr. Irwin, Mr. Darby, Mr. Williams, Mr. Free and Mr. Harvey  
NAYS: none  
ABSENT: none  
ABSTAIN: none

---

David Montgomery, Jr., President

---

Phyllis McGraw, City Clerk

The following Resolution offered and adopted:

**RESOLUTION 53 Of 2021**

**A RESOLUTION TO APPROVE THE USE OF CITY WATER AND SEWER TO SERVE THE BLACK STAGG, A PROPOSED DEVELOPMENT NEAR THE CORNER OF BENTON ROAD AND VANCEVILLE ROAD.**

---

**WHEREAS;** Black Stagg is a development located outside the Bossier City limits; and

**WHEREAS;** it is requested for permission for the City of Bossier City to serve the development with water and sewer; and

**WHEREAS;** all permit fees, impact fees, and all other rules and regulations shall apply; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Bossier City, Louisiana, in regular session convened, that the Bossier City Council resolves to approve the use of city water and sewer to serve the Black Stagg Development;

The above and foregoing Resolution was read in full at open and legal session convened, was on motion of Mr. Thomas Harvey, and seconded by Mr. Timothy Larkin, and adopted on the 15<sup>th</sup>, day of June, 2021, by the following vote:

AYES: Mr. Montgomery, Jr., Mr. Larkin, Mr. Irwin, Mr. Darby, Mr. Williams, Mr. Free and Mr. Harvey  
NAYS: none

ABSENT: none

ABSTAIN: none

---

David Montgomery, Jr., President

---

Phyllis McGraw, City Clerk

The following Resolution offered and adopted:

**RESOLUTION 54 Of 2021**

**A RESOLUTION TO APPROVE THE USE OF CITY WATER AND SEWER TO SERVE  
CANES LANDING COMMERCIAL DEVELOPMENT.**

---

**WHEREAS;** Canes Landing Commercial is a development located outside the Bossier City limits; and

**WHEREAS;** it is requested for permission for the City of Bossier City to serve the development with water and sewer; and

**WHEREAS;** all permit fees, impact fees, and all other rules and regulations shall apply; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Bossier City, Louisiana, in regular session convened, that the Bossier City Council resolves to approve the use of city water and sewer to serve the Canes Landing Commercial Development;

The above and foregoing Resolution was read in full at open and legal session convened, was on motion of Mr. Don Williams, and seconded by Mr. Jeff Free, and adopted on the 15<sup>th</sup>, day of June, 2021, by the following vote:

AYES: Mr. Montgomery, Jr., Mr. Larkin, Mr. Irwin, Mr. Darby, Mr. Williams, Mr. Free and Mr. Harvey

NAYS: none

ABSENT: none

ABSTAIN: none

---

David Montgomery, Jr., President

---

Phyllis McGraw, City Clerk

**The following Resolution offered and adopted:**

**RESOLUTION NO. 55 OF 2021**

**A RESOLUTION AUTHORIZING THE HIRING OF AN  
ACCOUNTANT I POSITION DUE TO A TERMINATION IN THE  
ACCOUNTING DEPARTMENT, ALL WITHIN THE EXISTING  
BUDGET**

---

**WHEREAS,** the Accounting Department has an available position due to the termination of an employee; and

**WHEREAS,** this termination provides for an opportunity to hire a replacement; and

**WHEREAS**, this action will have no impact on the existing budget; and

**NOW, THEREFORE, BE IT FURTHER ORDAINED** by the City Council of Bossier City, Louisiana, in regular session convened, that the administration is authorized to hire an Accountant I, due to a termination in the Accounting Department, with no impact to the existing budget.

The above and foregoing Resolution, read in full at open and legal session convened, was on motion of Mr. Jeffery Darby and seconded by Mr. Don Williams, and adopted on the 15<sup>th</sup>, day of June, 2021, by the following vote:

AYES: Mr. Montgomery, Jr., Mr. Larkin, Mr. Irwin, Mr. Darby, Mr. Williams, Mr. Free and Mr. Harvey

NAYS: none

ABSENT: none

ABSTAIN: none

---

David Montgomery, Jr., President

---

Phyllis McGraw, City Clerk

The following Resolution offered and adopted:

**RESOLUTION NO. 56 OF 2021**

**A RESOLUTION REPEALING AND RE-ENACTING RESOLUTION NO. 5 OF 2020 FOR THE ORGANIZATION OF THE CITY COUNCIL, PROVIDING RULES FOR THE COUNCIL AND OTHERWISE PROVIDING WITH RESPECT THERETO**

**BE IT RESOLVED**, By the City Council of the City of Bossier City, Louisiana, that the following procedural rules are hereby enacted:

**MEETINGS**

**REGULAR ORGANIZATIONAL MEETING AND ELECTION OF OFFICERS DURING THE TERM OF COUNCIL**

Each newly elected Council shall meet in Council Chambers at their first meeting at which time it will elect from its membership a President Pro-tem and Vice President Pro-tem whom shall serve until July 1<sup>st</sup> of the following year. During the term of the Council, their successors will be elected yearly at the Regular Council Meeting in June and their elected successors shall automatically assume office on July 1<sup>st</sup> following their election. Such election procedures shall continue until the next elected Council takes office. When this occurs, the Council will again organize itself on the date it takes office as mentioned above.

**REGULAR COUNCIL MEETINGS:**

(1) Time – The City Council shall hold regular meetings on the first and third Tuesdays of each month at 3:00 PM. In the event there are 5 Tuesdays during a month, the Council will

meet on the last Tuesday to consider any Emergency Items, Ordinances with final readings and/or Resolutions. However, when the day fixed for any regular meeting of the Council falls upon a day designated by law as a legal or national holiday, such meeting will be rescheduled by a vote of the City Council upon the adoption of their official Calendar each year.

(2) Place – All City Council Meetings shall be held in Council Chambers, Municipal Complex, 620 Benton Road, Bossier City, Louisiana.

### **SPECIAL COUNCIL MEETINGS:**

Special meetings may be held on the call of the Mayor, President Pro-tem of the Council or four (4) or more members of the Council and upon no less than twenty-four hours notice to each member. In the event of a Public Emergency, the Mayor, President-Pro-tem or (4) or more Council members may call a Special Meeting at whatever notice shall be convenient to give.

### **ROLL CALL:**

Before proceeding with the business of the Council, the City Clerk shall call the roll of the members and the names of those present shall be entered the minutes.

### **QUORUM:**

A majority of all members shall constitute a quorum, but a smaller number may adjourn from time to time and may compel the attendance of absent members in a manner and subject to the penalties prescribed by the rules of the Council.

### **VOTING:**

Voting will generally be by electronic vote unless there are technical malfunctions or one of the council members request that a roll call vote be taken and in such event the vote shall be taken according to a rotating system established by the City Clerk.

### **READING OF THE MINUTES:**

Unless a reading of the minutes of a Council meeting is requested by a member of the Council, such minutes may be approved without reading if the City Clerk has previously furnished each member with a copy thereof.

### **DUTIES AND AUTHORITY OF PRESIDENT PRO-TEM AND THE VICE PRESIDENT PRO-TEM**

The President Pro-tem, and in his or her absence, the Vice President Pro-tem shall preside over all Council meetings. During the absence of the President Pro-tem at any Regular or Special called meeting, including committee meetings, the Vice President Pro-tem shall automatically become the Acting President Pro-tem. Further, in the event the President Pro-tem's temporary absence from the City or temporary inability to perform the duties of his or her office, he may by letter filed with the City Clerk, designate the Vice President Pro-tem as Acting President Pro-tem during such absences. Such absences shall not exceed thirty (30) days.

Further, in the event the office of the President Pro-tem is vacant for any reason, the Vice-President shall become President Pro-tem for the remainder of the President Pro-tem's term of office and a New Vice President Pro-tem shall be elected.

The President Pro-tem may authorize Council operating expenditures for budgeted items not to exceed \$500.00 for any single expenditure.

### **CHAIRING THE MEETINGS:**

The President Pro-tem shall assume the chair of presiding officer immediately after his or her election. He shall preserve strict order and decorum at the regular and special meetings of the Council. He, or the City Clerk if designated, shall state every question coming before the Council. He shall announce the decision of the Council on all subjects and decide all questions of order, subject; however, to an appeal to the Council, in which event a majority vote of the Council shall govern and conclusively determine such question of order. He shall vote on all questions. He shall sign all Ordinances and Resolutions adopted by the Council during his or her presence.

The President Pro-tem shall take the chair precisely at the hour appointed for the meeting and shall immediately call the meeting to order.

Promptly at the hour set by law on the day of each Regular Meeting, the members of the Council, the City Clerk and the City Attorney shall take their regular stations in the Council Chambers and the business of the Council shall be taken up for consideration and disposition.

### **RULES OF DEBATE:**

The President Pro-tem may move, second and debate, provided the President Pro-tem relinquish the chair while debating, subject only to such limitations of debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a Councilperson by reason of his or her acting as presiding officer.

Every member desiring to speak shall address the chair and upon recognition by the President Pro-tem, shall confine himself to the question under debate, avoiding all personalities and indecorous language.

A member, once recognized, shall not be interrupted when speaking unless it be to call him to order, or as herein otherwise provided. If a member, while speaking, be called to order, he shall cease speaking until the questions or order be determined, and if in order, he shall be permitted to proceed.

The Councilperson moving the adoption of any Ordinance or Resolution shall have the privilege of closing the debate.

A motion to reconsider any action taken by the Council may be only on the day such action was taken. It may be either immediately during the same session, or at a recessed or adjourned session thereof. Such motion must be made by one of the prevailing side, but may be seconded by any member, and may be made at any time and have precedence over all other motions or while a member has the floor; it shall be debatable. Nothing herein shall be construed to prevent any member of the Council from making or remaking the same or any other motion at subsequent meeting of the Council.



The Clerk may be directed by President Pro-tem, with consent of the Council, to enter in the minutes a synopsis of the discussion on any question coming before the Council.

Roberts Rules of Order are adopted by reference and will apply to any procedural question not covered by the Resolution, provided, such rule does not conflict with the City Charter or State Law.

## **DECORUM**

### **BY COUNCIL MEMBERS:**

While the Council is in session, the members must preserve order and decorum and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council nor disturb any member while speaking or refuse to obey the orders of the Council or its President Pro-tem, except as otherwise herein provided.

### **BY PERSONS:**

Any person making personal, impertinent or slanderous remarks or who shall become boisterous while addressing the Council shall be forthwith, by the President Pro-tem, barred from further audience before the Council, unless permission to continue be granted by a majority vote of the Council.

### **SERGEANT-AT-ARM:**

With the concurrence of the Council, the City Marshal or such member or members of the Marshal's Office and the Bossier Police Department, shall serve as Sergeant-at-Arms of the Council meetings. They shall carry out the orders and instructions given by the President Pro-tem for the purpose of maintaining order and decorum at the Council Meetings.

### **MEMBERS OF THE PUBLIC ADDRESSING THE COUNCIL:**

Any Person desiring to address the Council shall first receive the permission of the Meeting Chair and will be limited to the current agenda item up for consideration. Each Add-on request, will also allow public comment prior to being added on to the current agenda. Any person wishing to speak must step up to the podium microphone and state their name and address for the record. They shall address the Council in an audible tone of voice for the record, and unless further time is granted by the Council, shall limit their address to three (3) minutes. A maximum of forty-five minutes will be set aside for addressing the Council and no more than 4 speakers per side of the argument discussion per Agenda item. All remarks shall be addressed to the Council as a body and not to any member thereof. No person, other than the Council or at Council request, City Attorney, and the person having the floor shall address the Council without the permission of the President Pro-tem. No question shall be asked a Councilperson or the Mayor except through the Meeting Chair.

**FACT SHEETS FOR AGENDA ITEMS:**

Fact sheets on forms prescribed by the Council shall be submitted to the City Clerk prior to the Council Meeting on every item requested on the Agenda by the Executive Branch, and where possible on items requested by a Council member. Each item requested by the Executive Branch will indicate that it has been approved by the Mayor. The completed Agenda Fact Sheet plus Ordinance/Resolution and any other pertinent data must be presented to the City Clerk by (12:00 noon) the Thursday prior to the Council Meeting unless that day is a legal holiday and then items must be presented at the City Clerks direction.

All Add-on request for the Agenda need to be to the City Clerk no later than noon on Regular Meeting days unless it's a true Public Emergency.

**PREPARATION OF ORDINANCE AND RESOLUTIONS:**

All Ordinances and Resolutions shall be prepared and/or approved by the City Attorney for form and legality. No Ordinance shall be prepared for presentation to the Council unless requested by the Mayor, a Council member or prepared by the City Attorney on his or her own initiative.

**MINUTES OF COUNCIL MEETINGS:**

Minutes shall be prepared by the City Clerk and published in the manner prescribed by the City Charter.

Minutes of the Council meetings shall be prepared as soon as possible after each meeting. The City Clerk and the President Pro-tem, or in his or her absence the Vice-President Pro-tem, shall sign all Ordinances and Resolutions included in such minutes.

The City Clerk shall provide the Mayor with copies of all Ordinances and Resolutions included in such minutes prior to publication of the same. The minutes shall have the publication date noted thereon.

If the Mayor fails to approve or disapprove (veto) an Ordinance within ten (10) days after publication, it shall be deemed to have been approved by the Mayor as of the last day of such period.

BE IT FURTHER RESOLVED that Resolution 5 of 2020 is hereby recalled, set aside and repealed.

The above and foregoing Resolution was on motion of Mr. Jeffery Darby seconded by Mr. Don Williams and adopted on the 15th day of June 2021, by the following vote:

YES: Mr. Montgomery, Jr., Mr. Larkin, Mr. Irwin, Mr. Darby, Mr. Williams, Mr. Free and Mr. Harvey

NAYS: none

ABSENT: none

ABSTAIN: none

---

**David A. Montgomery, Jr, President**

---

**Phyllis McGraw, City Clerk**

By: Mr. Darby

Motion to approve an amended meeting schedule for the remainder of 2021

Seconded by Mr. Free

City Clerk, McGraw, spoke on the changes made in the new Resolution and the purpose of the amended meeting schedule.

No further comment

Vote in favor of motion is unanimous

2021 AMENDED BOSSIER CITY COUNCIL MEETING SCHEDULE FOR THE  
REMAINDER OF THE 2021 YEAR

ALL SCHEDULED MEETINGS WILL BE AT 3:00PM  
BOSSIER CITY COUNCIL CHAMBERS -MUNICIPAL COMPLEX  
620 BENTON ROAD, BOSSIER CITY, LOUISIANA

JULY

6 (Regular)  
13 (No Mtg)  
20 (Regular)  
27 (No Mtg)

AUGUST

3 (Regular)  
10 (No Mtg)  
17 (Regular)  
24 (No Mtg)  
31 (Regular)

SEPTEMBER

7 (Regular)  
14 (No Mtg)  
21 (Regular)  
28 (No Mtg)

OCTOBER

5 (Regular)  
12 (No Mtg)  
19 (Regular)  
26 (No Mtg)

NOVEMBER

2 (Regular)  
9 (No Mtg)  
16 (Regular)  
23 (No Mtg)  
30 (Regular)

DECEMBER

7 (Regular)  
14 (No Mtg)  
21 (Regular)  
28 (No Mtg)

By: Mr. Williams

Motion to approve Report of Change Order for the Streetscape Improvements U.S. 71 Project with an increase of 105 days.

Seconded by Mr. Irwin

No Comment

Vote in favor of motion is unanimous

**Reports –**

Molly Haugen, Comptroller gave the Monthly Finance Report. She reported that Sales tax collections are up by 43.9% from this time last year but noted that the numbers were still skewed by Covid.

Clinton Patrick, Assistant Engineer, gave the Monthly Project Report. He referenced projects such as Tinsley Ballfields, Citizens Bank Drive, Melrose Extension & Coleman Street.

Mr. Montgomery, Mr. Williams and Mr. Darby, thanked leaving Council members again for their service. Mr. Larkin, Mr. Irwin and Mr. Harvey issued thank you statements to the board, administration and their families for their support thru the years. Council also acknowledged City Attorney, Jimmy Hall and CAO, Pam Glorioso on their retirements and thanked them for their many years of service.

**There being no further business to come before this Council, the meeting adjourned at 3:52 PM by Mr. Montgomery, Jr.**

**Respectfully submitted:**

**Phyllis McGraw**

**City Clerk**  
**Publish: June 23, 2021**  
**Bossier Press Tribune**