

PROCEEDINGS OF THE CITY COUNCIL OF BOSSIER CITY
STATE OF LOUISIANA TAKEN AT A REGULAR MEETING
AUGUST 16, 2022

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, August 16, 2022 at 3:00 PM

Invocation was given by Council Member Jeffery Darby

Pledge of Allegiance led by Council Member Jeff Free

Roll Call as follows:

Present: Honorable, President Jeffery Darby, Honorable Councilors David Montgomery, Jr., Chris Smith, Brian Hammons, Don Williams, Jeff Free and Vince Maggio

Also Present: Mayor, Thomas Chandler, City Attorney, Charles Jacobs and City Clerk, Phyllis McGraw

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

By: Mr. Montgomery, Jr.

Motion to approve Minutes of August 2, 2022, Regular Council meeting and dispense with the reading.

Seconded by Mr. Maggio

No comment

Vote in favor of motion is unanimous

By: Mr. Williams

Motion to remove Unfinished Business item #1 from agenda at request of City Attorney.

Seconded by Mr. Hammons

No comment

Vote in favor of motion is unanimous

By: Mr. Montgomery, Jr.

Motion to add Shaun Toups – Government Consultants and Kent Schexnayder – The Sisung Group to the Agenda under Ceremonial Matters/Recognition of guests.

Seconded by Mr. Hammons

No comment

Vote in favor of motion is unanimous

By: Mr. Montgomery, Jr.

Motion to approve Agenda as amended.

Seconded by Mr. Smith

No comment

Vote in favor of motion is unanimous

Ceremonial Matters/Recognition of Guests –

Shaun Toups – Government Consultants, Kent Schexnayder – The Sisung Group and Charlie Sides with Stifel spoke about possibly refinancing some existing bonds. They will be contacting banks to get firm rates and bring information back to the Council

Bids –

Witness opening of sealed bids for Bid #22-655 – Demolition of 2643 Trichel Street, Bossier City, LA

3 Gen Construction, LLC

\$24,450.00

By: Mr. Montgomery, Jr.

Motion to approve
Seconded by: Mr. Williams
No comment
Vote in favor of motion is unanimous

Unfinished Business –

The following Ordinance offered and adopted:

ORDINANCE NO. 91 OF 2022

AN ORDINANCE TO TRANSFER \$35,991 FROM THE POLICE DEPARTMENT TO THE PUBLIC AFFAIRS DEPARTMENT TO HIRE A PUBLIC INFORMATION OFFICER

WHEREAS, the Public Information Officer has been a position authorized in the Police Department's budget; and

WHEREAS, the position of Public Information Officer will now be part of the Public Affairs Department; and

WHEREAS, the position of Public Information Officer is vacant due to retirement;

WHEREAS, a budget amendment is required to transfer appropriations between departments;

WHEREAS, moving the Public Information Officer from the Police Department to the Public Affairs Department creates a need to reduce the Police Department's 2022 budget by \$35,991 and increase the Public Affairs Department's budget by the same amount in the 2022 General Fund budget.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of Bossier City, in regular session convened, that the 2022 General Fund operating budget is hereby amended to transfer budget appropriations totaling \$35,991 from the Police Department salaries and expenditures line items to the Public Affairs Department salaries and expenditures line items.

BE IT FURTHER ORDAINED, that future appropriations for the Public Information Officer will be part of the Public Affairs budget.

The above and foregoing Ordinance was discussed and opened for public input at open and legal session convened, was on motion of Mr. David Montgomery, Jr., and seconded by Mr. Brian Hammons, and adopted on this the 16th day of August 2022.

AYES: Mr. Montgomery, Jr., Mr. Smith, Mr. Hammons, Mr. Darby, Mr. Williams, Mr. Free and Mr. Maggio
NAYS: none
ABSENT: none
ABSTAIN: none

Jeffery Darby, President

Phyllis McGraw, City Clerk

The following Ordinance offered and adopted:

ORDINANCE NO. 92 OF 2022

AN ORDINANCE TO DECLARE THE COMPLETION OF THE WALTER O. BIGBY CARRIAGEWAY PUMP STATION PROJECT BYMAX FOOTE CONSTRUCTION, LLC. AT A TOTAL PROJECT COST OF \$3,836,000.00, INCLUDING DEDUCTIVE CHANGE ORDER NO. 1 IN THE AMOUNT OF (\$64,000.00); AND TO AMEND ORDINANCE 39 OF 2021 LEAVING A SURPLUS OF FUNDING TO SUPPLEMENT FUND 415 WALTER O. BIGBY CARRIAGEWAY FUND.

WHEREAS; Ordinance No. 39 of 2021 appropriated \$3,900,000.00 to complete the storm water pump station for the Walter O. Bigby Carriageway Phase II Project.

WHEREAS; a decrease in contract price to Max Foote Construction, LLC. Via Change Order No. 1 in the amount of \$64,000.00 from reconciling final project quantities was required;

WHEREAS; a decrease in contract time of seventy seven (77) days will be included in Change Order No. 1;

WHEREAS; total project cost of \$3,836,000.00 left a surplus of construction funds; and

NOW, THEREFORE, BE IT RESOLVED, in regular session convened that the City Council of Bossier City, Louisiana, does hereby declare the completion of the WOBC Pump Station Project with a total project cost of \$3,836,000.00, and to amend their contract with Don Barron Contractor, Inc. for a decrease in price of \$64,000.00 and a decrease of seventy seven (77) days. The remaining surplus funds in Ordinance 39 of 2021 are to be used to supplement Fund 415 Walter O. Bigby Carriageway Fund.

The above and foregoing Ordinance was discussed and opened for public input at open and legal session convened, was on motion of Mr. David Montgomery, Jr., and seconded by Mr. Chris Smith, and adopted on this the 16th day of August 2022.

AYES: Mr. Montgomery, Jr., Mr. Smith, Mr. Hammons, Mr. Darby, Mr. Williams, Mr. Free and Mr. Maggio

NAYS: none

ABSENT: none

ABSTAIN: none

Jeffery Darby, President

Phyllis McGraw, City Clerk

New Business –

By: Mr. Free

Motion to introduce an Ordinance to transfer Twenty One Thousand Nine Hundred and Twenty Three Dollars (\$21,923.00) from the Police Department to the Legal Department in the 2022 General Fund Budget to fund a part time Police Liaison to the City Attorney.

Seconded by Mr. Montgomery, Jr

Discussion among Council Members and City Attorney, Jacobs about issue, budget and employment timeframes.

Motion carried with the following votes:

Yeas – Mr. Montgomery, Jr., Mr. Hammons, Mr. Darby, Mr. Williams and Mr. Free

Nays – Mr. Smith and Mr. Maggio

Vote in favor of motion is unanimous

By: Mr. Montgomery, Jr.

Motion to introduce an Ordinance appropriating \$24,600.00 from the General Fund Fund Balance to enter into a contract with CG6 Technology Consulting for a complete assessment of the capability and vulnerability of Information Services and Systems of the City of Bossier City and authorize City Attorney Charles Jacobs to sign any and all documents necessary for this contract.

Seconded by Mr. Williams

Discussion among Council members about what this is exactly and what this audit would entail.

Vote in favor of motion is unanimous

By: Mr. Montgomery, Jr.

Motion to introduce an Ordinance to approve Change Orders #1, #2 and #3 for the Walter O. Bigby Carriageway Phase 2 Project with J.B. James Construction, LLC reducing the total project cost by \$19,448.76.

Seconded by Mr. Maggio

No comment

Vote in favor of motion is unanimous

By: Mr. Montgomery, Jr.

Motion to introduce an Ordinance to approve Change Order #4 for the Walter O. Bigby Carriageway Phase 2 Project with J.B. James Construction, LLC in the amount of \$1,403,467.91 for the addition of street lighting using the 2018 LCDA Bond Fund.

Seconded by Mr. Williams

Discussion among Council Members, City Attorney, Jacobs and City Engineer, Ben Rauschenbach about this Ordinance, the need for this change order, other upcoming change orders and funds for project.

Vote in favor of motion is unanimous

By: Mr. Montgomery, Jr.

Motion to introduce an Ordinance to approve Change Order 3 for the Eastbank Fire Station Project with an increase of \$144,124.50 for a total contract price of \$3,020,757.06.

Seconded by Mr. Free

No comment

Vote in favor of motion is unanimous

By: Mr. Montgomery, Jr.

Motion to introduce an Ordinance levying Ad Valorem Taxes on all property subject to taxation by the City of Bossier City, Louisiana, for the year 2022, and providing the manner of assessment and collection thereof.

Seconded by Mr. Williams

No comment

Vote in favor of motion is unanimous

By: Mr. Williams

Motion to introduce an Ordinance authorizing the reclassification of an Electrician III Position to a Control Panel Technician and a reclassification of an Utility Worker I Position to a Foreman I position in the Public Utilities Department resulting in a net Neutral Change to the Operating Budget.

Seconded by Mr. Maggio

No comment

Vote in favor of motion is unanimous

By: Mr. Williams

Motion to introduce an Ordinance to repair and upgrade the Ozone System for Bossier's Water Treatment Facility at a cost of \$100,000.00 to come from Water Capital & Contingency Fund.

Seconded by Mr. Hammons

Discussion by Council Members and City Engineer, Ben Rauschenbach about what project entails and how long the upgrade should last.

Vote in favor of motion is unanimous

By: Mr. Montgomery, Jr.

Motion to introduce an Ordinance authorizing the reclassification of an ACO/Kennel Trainer Position to Kennel Lead/Animal Programs in the Animal Control Division of Public Works resulting in a net neutral change to the operating budget.

Seconded by Mr. Williams

No comment

Vote in favor of motion is unanimous

By: Mr. Montgomery, Jr.

Motion to introduce an Ordinance authorizing the reclassification of an Assistant Superintendent Position to Operations and Public Programs Manager and a promotion of a Clerk Typist to Operations and Public Programs Manager in the Animal Control Division of Public Works and backfill and position left vacant due to promotion and resulting in a net neutral change to the operating budget.

Seconded by Mr. Free

No comment

Vote in favor of motion is unanimous

Agenda Item called – Adopt a Resolution to approve the use of City Water and Sewer to serve the Plantation Trace Mobile Home Park Development pending approval of the Louisiana Division of Administration's Water Sector Program Grant Funding.

Discussion among Council and City Engineer Rauschenbach on this issue, the States wanting to Consolidate water systems and potential help for the City with future grants if this one is successful.

The following Resolution offered and adopted:

RESOLUTION NO. 77 OF 2022

ADOPT A RESOLUTION TO APPROVE THE USE OF CITY WATER AND SEWER TO SERVE THE PLANTATION TRACE MOBILE HOME PARK DEVELOPMENT PENDING APPROVAL OF THE LOUISIANA DIVISION OF ADMINISTRATION'S WATER SECTOR PROGRAM GRANT FUNDING.

WHEREAS; the Plantation Trace Mobile Home Park is a residential development located outside the Bossier City limits with approximately seventy-six (76) lots; and

WHEREAS; the residential development is currently being serviced by three (3) water wells and individual septic systems; and

WHEREAS; the Louisiana Department of Health and Louisiana Department of Environmental Quality have on-going efforts of supporting systems that are consolidating water and sewer systems; and

WHEREAS; the existing private water and sewer infrastructure can only service approximately fifty percent (50%) of the development; and

WHEREAS; the Water Sector Program scoring criteria includes the consolidation of water and sewer systems; and

WHEREAS; the City of Bossier City will be applying for the Louisiana Division of Administration’s Water Sector Program; and

WHEREAS; the City of Bossier City will include the consolidation of the Plantation Trace Mobile Home Park Development as part of its Water Sector Program application; and

WHEREAS; the proposed improvements to service the development are estimated at \$750,000; and

WHEREAS; the development shall contribute 25% off all project costs (construction, fees, permits, design, etc.); and

WHEREAS; the City of Bossier City has the capacity to service both water and sewer to the development; and

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

NOW, THEREFORE, BE IT RESOLVED, in regular session convened that the City Council of Bossier City, Louisiana, resolves to approve the use of city water and sewer to serve the Plantation Trace Mobile Home Park Residential Development pending approval of the Louisiana Division of Administration’s Water Sector Program Grant Funding.

The above and foregoing Resolution was discussed and opened for public input at open and legal session convened, was on motion of Mr. Brian Hammons, and seconded by Mr. David Montgomery, Jr., and adopted on this the 16th day of August 2022.

AYES: Mr. Montgomery, Jr., Mr. Smith, Mr. Hammons, Mr. Darby, Mr. Williams and Mr. Maggio

NAYS: none

ABSENT: none

ABSTAIN: Mr. Free

Jeffery Darby, President

Phyllis McGraw, City Clerk

Agenda Item called – Adopt a Resolution authorizing the hiring of a Public Information Officer.

Discussion about what changes will be from the previous position under the Police Department.

The following Resolution offered and adopted:

RESOLUTION 78 OF 2022

A RESOLUTION AUTHORIZING THE HIRING OF A PUBLIC INFORMATION OFFICER

WHEREAS, Ordinance No. 76 of 2019 implemented a requirement assuring that the City department budgets not be exceeded by any hiring of any personnel; and

WHEREAS, the position of Public Information Officer position 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; 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 Resolution was discussed and opened for public input at open and legal session convened, was on motion of Mr. Brian Hammons, and seconded by Mr. Vince Maggio, and adopted on this the 16th day of August 2022.

AYES: Mr. Montgomery, Jr., Mr. Smith, Mr. Hammons, Mr. Darby, Mr. Williams, Mr. Free and Mr. Maggio

NAYS: none

ABSENT: none

ABSTAIN: none

Jeffery Darby, President

Phyllis McGraw, City Clerk

Agenda Item Called - Adopt a Resolution authorizing City Attorney, E. Charles Jacobs to hire a part time Police Liaison to the City Attorney.

Discussion among Council, City Attorney, Jacobs and Assistant City Attorney, Ray concerning this item.

By: Mr. Montgomery, Jr.

Motion to continue item until the August 30, 2022, Council Meeting.

Seconded by Mr. Smith

No further comment

Vote in favor of motion is unanimous

The following Resolution offered and adopted:

RESOLUTION NO. 79 OF 2022

**A RESOLUTION AUTHORIZING THE HIRING OF TWO ACCOUNTS CLERK III'S
DUE TO RESIGNATIONS IN THE TAX DEPARTMENT**

WHEREAS, Ordinance No. 76 of 2019 implemented a budgetary control requiring a resolution to be approved by the Bossier City Council prior to the hiring or employment of any individual receiving wages, compensation, or remuneration for any labor including temporary or contractual employment; and

WHEREAS, the Tax Department has two available positions due to resignation of employees; and

WHEREAS, these resignations provide for an opportunity to hire replacements; and

WHEREAS, this action will have no impact on the existing budget.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Bossier City, Louisiana, in regular session convened, that the administration is authorized to hire two Accounts Clerk III's, due to resignations in the Tax Department, with no impact to the existing budget.

The above and foregoing Resolution was discussed and opened for public input at open and legal session convened, was on motion of Mr. David Montgomery, Jr., and seconded by Mr. Chris Smith, and adopted on this the 16th day of August 2022.

AYES: Mr. Montgomery, Jr., Mr. Smith, Mr. Hammons, Mr. Darby, Mr. Williams, Mr. Free and Mr. Maggio

NAYS: none

ABSENT: none

ABSTAIN: none

Jeffery Darby, President

Phyllis McGraw, City Clerk

The following Resolution offered and adopted:

RESOLUTION NO. 80 OF 2022

AMEND RESOLUTION 55 OF 2022 AUTHORIZING THE HIRING OF AN OFFICE MANAGER IN THE PUBLIC UTILITIES DEPARTMENT AS A RESULT OF A RETIREMENT AND ADJUSTING SALARIES FOR THE OFFICE MANAGER AND ENGINEERING AID IV POSITIONS RESULTING IN A NET NEUTRAL CHANGE TO THE OPERATING BUDGET.

WHEREAS; Ordinance No. 76 of 2019 implemented a requirement assuring that the City department budgets not be exceeded by hiring of any personnel; and

WHEREAS; Resolution 55 of 2022 provided for the filling of the vacant Office Manager position in Public Utilities due to a retirement; and

WHEREAS; the hiring of a new Office Manager will be at a maximum salary of \$48,800; and

WHEREAS; the hiring of a new Office Manager at the adjusted salary will provide a surplus of \$1,870 in the Public Utilities operating budget; and

WHEREAS; the available surplus will be used to adjust the maximum salary of the Engineering Aide IV position to \$50,728; and

WHEREAS; the Engineering Aid IV position responsibilities have expanded to encompass purchasing, accounts receivable, accounts payable, and related efforts which merit an increase in salary; and

WHEREAS; the aforementioned hiring and salary adjustments of the existing positions will result in a net neutral impact to the operating budget; and

NOW, THEREFORE, BE IT ORDAINED, in regular session convened that the City Council of Bossier City, Louisiana, that that the administration is authorized to proceed with hiring procedures for the fulfillment of the Office Manager position at the maximum salary of \$48,800 and adjusting the maximum salary of the Engineering Aid IV position to a maximum of \$50,728.

The above and foregoing Resolution was discussed and opened for public input at open and legal session convened, was on motion of Mr. David Montgomery, Jr., and seconded by Mr. Don Williams, and adopted on this the 16th day of August 2022.

AYES: Mr. Montgomery, Jr., Mr. Smith, Mr. Hammons, Mr. Darby, Mr. Williams, Mr. Free and Mr. Maggio

NAYS: none

ABSENT: none

ABSTAIN: none

Jeffery Darby, President

Phyllis McGraw, City Clerk

By: Mr. Free

Motion to approve Parade Permit Fee Waivers for Brookshire's & Super 1 Foods Heros Run, October 15, 2022 and Airline High School Homecoming Parade, September 29, 2022.

Seconded by Mr. Montgomery, Jr.

Discussion among Council Members about Homecoming Parade route.

Vote in favor of motion is unanimous

Reports

Finance Director, Angela Williamson gave the monthly Financial Report for month of July 2022. She noted that Sales Taxes were up 14% from same period last year.

Engineering Assistant Director, Clinton Patrick went over the monthly project report. He noted that the City currently has \$102 Million in Ongoing design and construction projects.

There being no further business to come before this Council, the meeting adjourned at 4:11PM by Mr. Darby.

Respectfully submitted:

Phyllis McGraw

City Clerk

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