

PROCEEDINGS OF THE CITY COUNCIL OF BOSSIER CITY  
STATE OF LOUISIANA TAKEN AT THE REGULAR MEETING  
JANUARY 21, 2020

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, January 21, 2020, at 3:00 PM

Invocation was given by Council Member Scott Irwin

Pledge of Allegiance led by Council Member Timothy Larkin

Roll Call as follows:

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

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

By: Mr. Williams

Motion to approve minutes of January 7, 2020, Regular Meeting and dispense with the reading.

Seconded by Mr. Darby

No comment

Motion carries unanimously

By: Mr. Montgomery, Jr.

Motion to add on #9 under New Business – Adopt an Ordinance to declare that an emergency did exist in the City of Bossier City which affects property, public health and safety due to the requirement to replace electrical service to Plants 1 & 2 at the Water Treatment Plant at a cost of \$49,500.00 to come from Water Capital Contingency Funds.

Seconded by Mr. Williams

No comment

Vote in favor of motion is unanimous

By: Mr. Williams

Motion to approve Agenda as amended.

Seconded by Mr. Montgomery, Jr.

No comment

Vote in favor of motion is unanimous

**Ceremonial Matters/Recognition of Guests-**

**Committee Reports-**

Stacie Fernandez, City Finance Director, went over Monthly Financials for December 2019, noting that revenues were 103% over budget and expenses were at 95%. Employment was also up by 9 employees from November.

Gordon Mosley, Assistant City Attorney, went over the property acquisitions status for the various city projects. He noted that on the Walter O. Bigby Carriageway Project some property would need to be purchased from the Greenacres Office Complex that would eliminate some of the parking spaces. New parking spaces will be added to the rear of the building and that if acceptable to the Council, a road will be built from Citizens Bank Drive to connect to the Office Complex to eliminate a driveway onto Benton Road.

**Unfinished Business –**

The following Ordinance offered and adopted:

**ORDINANCE NO. 3 OF 2020**

**AN ORDINANCE TO TRANSFER \$1 MILLION FROM THE RIVERBOAT CAPITAL PROJECTS FUND INTO THE WALTER O. BIGBY CARRIAGEWAY FUND TO BE USED TO SUPPLEMENT EXISTING FUNDS IN THE WALTER O. BIGBY CARRIAGEWAY FUND.**

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**WHEREAS;** the overall budget for the Walter O. Bigby Carriageway exceeds the dedicated amount for the total project;

**WHEREAS;** \$1 Million of transferred funds shall be available to complete the Walter O. Bigby Carriageway to include but not be limited to engineering design, right-of-way acquisitions, utility relocations, street lights and construction;

**NOW, THEREFORE, BE IT ORDAINED,** in regular session convened that the Bossier City Council does hereby transfer \$1 Million from the Riverboat Capital Projects Fund into the Walter O. Bigby Carriageway Fund to be used to supplement existing funds in the Walter O. Bigby Carriageway Fund.

**BE IT FURTHER ORDAINED,** that the Mayor is hereby authorized to sign any and all instruments 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. David Montgomery, Jr. and seconded by Mr. Don Williams, and adopted on the 21st day of January, 2020, 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

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Scott Irwin, President

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Phyllis McGraw, City Clerk

The following Ordinance offered and adopted:

**ORDINANCE NO. 4 OF 2020**

**AN ORDINANCE TO DEDICATE \$1 MILLION FROM THE 2016 SALES TAX BOND- DOWNTOWN RE-ENVISIONING FUND TO BE USED TO SUPPLEMENT EXISTING FUNDS FOR THE COLEMAN STREET IMPROVEMENTS PROJECTS.**

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**WHEREAS;** the Coleman Street Improvement Project extends from Ruston Street to Hamilton Road;

**WHEREAS;** \$1,387,227 is available from D.O.T.D. for this project and Ord. No. 47 of 2017 previously dedicated \$378,973;

**WHEREAS;** an additional \$1 Million is required to complete the overall project, including but not limited to engineering, construction, right-of-way, and utility relocations;

**NOW, THEREFORE, BE IT ORDAINED,** in regular session convened that the Bossier City Council does hereby dedicate \$1 Million from the 2016 Sales Tax Bond-Downtown Re-envisioning Fund to be used to supplement existing funds for the Coleman Street Improvements Projects.

**BE IT FURTHER ORDAINED,** that the Mayor is hereby authorized to sign any and all instruments 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. David Montgomery, Jr., and adopted on the 21st day of January, 2020, 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

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Scott Irwin, President

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Phyllis McGraw, City Clerk

The following Ordinance offered and adopted:

**ORDINANCE NO. 5 OF 2020**

**AN ORDINANCE TO DEDICATE \$600,000 FROM THE 2018 LCDA BOND FUNDS TO BE USED TO SUPPLEMENT EXISTING FUNDS DEDICATED TO THE VIKING DRIVE WIDENING URBAN SYSTEM PROJECT.**

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**WHEREAS;** the Viking Drive Widening Project is an Urban System project which shall be 80% funded by D.O.T.D. with 20% funding by Bossier City;

**WHEREAS;** the scope and budget of the project has grown since the project was identified in 2015 requiring additional Bossier City funding;

**NOW, THEREFORE, BE IT ORDAINED,** in regular session convened that the Bossier City Council does hereby dedicate \$600,000 from the 2018 LCDA Bond Funds to be

used to supplement existing funds dedicated to the Viking Drive Widening Urban System Project; to be used for but not limited to engineering, right-of-way, utility relocations, and construction.

**BE IT FURTHER ORDAINED**, that the Mayor is hereby authorized to sign any and all instruments 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. David Montgomery, Jr. and seconded by Mr. Thomas Harvey, and adopted on the 21st day of January, 2020, 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

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Scott Irwin, President

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Phyllis McGraw, City Clerk

The following Ordinance offered and adopted:

**ORDINANCE NO. 6 OF 2020**

**AN ORDINANCE TO APPROPRIATE \$3,150,000 FROM THE LAND ACQUISITION FUND TO BE USED TO COMPLETE RIGHT-OF-WAY ACQUISITIONS FOR THE WALTER O. BIGBY CARRIAGEWAY.**

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**WHEREAS;** approximately \$3,150,000 is required to complete right-of-way acquisitions for W.O.B.C. to include but not limited to land and building acquisitions, construction as promised various land owners, appraisal fee, attorney fees, and recording fees;

**WHEREAS;** \$3,150,000 will be transferred from the Land Acquisition Fund into the W.O.B.C. Fund;

**NOW, THEREFORE, BE IT ORDAINED**, in regular session convened that the Bossier City Council does hereby appropriate \$3,150,000 from the Land Acquisition Fund to be used to complete right-of-way acquisitions for the Walter O. Bigby Carriageway;

**BE IT FURTHER ORDAINED**, that the Mayor is hereby authorized to sign any and all instruments 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. Don Williams, and adopted on the 21st day of January, 2020, 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

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Scott Irwin, President

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Phyllis McGraw, City Clerk

The following Ordinance offered and adopted:

**ORDINANCE NO. 7 OF 2020**

**AN ORDINANCE TO RE-APPROPRIATE \$62,000 FROM THE PARKS AND RECREATION SALARY AND BENEFITS TO CONTRACT SERVICES, IN THE BUILDING MAINTENANCE DIVISION, TO PROVIDE FOR A PRIVATE CONTRACTOR FOR LAWN MAINTENANCE AT CITY HALL, THE EAST TEXAS FUEL STATION, AND THE FIRE TRAINING CENTER ON SHED ROAD.**

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**WHEREAS;** Max Fletcher worked in Parks and Recreation and provided lawn maintenance for City Hall, the U.S. 80 fuel station, and the Fire Training Center for an annual salary and benefits of 62,000;

**WHEREAS;** Max Fletcher has retired and shall be replaced with a private contractor;

**NOW, THEREFORE, BE IT ORDAINED,** in regular session convened that the Bossier City Council does hereby approve and authorize the re-appropriation of \$62,000 from the Parks and Recreation salary and benefits to contract services in the Building Maintenance Division, to provide for a private contractor for lawn maintenance at City Hall, the East Texas fuel station, and the Fire Training Center on Shed Road.

**BE IT FURTHER ORDAINED,** that the Mayor is hereby authorized to sign any and all instruments 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. David Montgomery, Jr. and seconded by Mr. Jeff Free, and adopted on the 21st day of January, 2020, 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

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Scott Irwin, President

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Phyllis McGraw, City Clerk

**The following Ordinance offered and adopted:**

**Ordinance No. 8 Of 2020**

**ADOPT AN ORDINANCE TO FUND IMPROVEMENTS TO THE INDUSTRIAL DRIVE PUMP STATION AT A COST OF \$10,000.00 TO COME FROM THE SEWER CAPITAL AND CONTINGENCY FUND**

**WHEREAS**, the City is recommending replacing the current electrical service at the Industrial Drive Pump Station with a below ground system.

**WHEREAS**, \$10,000.00 will come from the *Sewer Capital & Contingency Funds*.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Bossier City, Louisiana, in regular session convened, that the Bossier City Council does hereby approve an ordinance to appropriate \$10,000.00 to come from the *Sewer Capital & Contingency Funds* to replace Industrial Drive Pump Station's current electrical service with a below ground system.

The above and foregoing Ordinance was read in full at open and legal session convened, was on motion of Mr. David Montgomery, Jr., and seconded by Mr. Timothy Larkin, and adopted on the 21st day of January, 2020, 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

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Scott Irwin, President

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Phyllis McGraw, City Clerk

**New Business –**

Agenda Item called - Witness opening of sealed bids for Bid #P20-01 42-inch Water Main Extension Project. The Purchasing Department continued item until the February 4, 2020 City Council Meeting.

Agenda Item called – Witness opening of sealed bids for Bid #P20-02 Water Tank Rehabilitation & Painting (LA 71 South Tower)

Royal Bridge, Inc.	\$4,488,000
Southern Road & Bridge, LLC.	\$1,963,250
TMI Coatings	\$2,784,500
Utility Service Company, Inc.	\$2,785,200

By: Mr. Montgomery, Jr.  
Motion to approve reading of bids.  
Seconded by Mr. Williams  
No comment  
Vote in favor of motion is unanimous

Agenda Item called – Witness opening of sealed bids for Bid #P20-03 Water Tank Rehabilitation & Painting (North East Tower)

Liberty Maintenance, Inc.	\$4,138,220
Royal Bridge, Inc.	\$4,383,500
Southern Road & Bridge, LLC	\$2,072,750
TMI Coatings	\$2,886,000
Utility Service Company, Inc.	\$2,786,700

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

Agenda Item called – Witness opening of sealed bids for Bid #P20-04 Sewer Sub-Basin BC-04 Rehabilitation

David Lawler Construction, Inc.	\$737,739.00
Horseshoe Construction, Inc.	\$565,895.20
PM Construction Rehab, LLC.	\$677,406.50
Pulley Construction	\$969,100.00

Mr. Montgomery, Jr.  
Motion to approve reading of bids.  
Seconded by Mr. Larkin  
No comment  
Vote in favor of motion is unanimous

The following Resolution offered and adopted:

**RESOLUTION 3 OF 2020**

**A RESOLUTION AUTHORIZING THE ENGAGEMENT OF AN EMPLOYMENT SERVICE FOR THE HIRING OF TEMPORARY CONTRACT EMPLOYEES FOR LABOR USE FOR THE BOSSIER CIVIC CENTER FOR THE EVENTS REQUIRING ADDITIONAL MANPOWER FOR ANY NIGHT-TIME TURN AROUND REQUIREMENTS.**

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**WHEREAS**, Ordinance No. 21 of 2018 and Ordinance 76 of 2019 implemented a requirement assuring that the City department budgets not be exceeded by any hiring of any personnel; and

**WHEREAS**, the Bossier Civic Center has existing contract agreements for events to be held in the building, which will require additional manpower to accommodate the event.

The city administration request that the department be allowed to hire no more than three (3) temporary workers for each of the one-night turn-arounds for the building in order to accommodate these booked events. (See attached list)

**WHEREAS**, the administration and the department assures that all current budgets have been verified and that no authorized funds will be 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 contracting 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. Don Williams and seconded by Mr. Jeffery Darby, and adopted on the 21st day of January, 2020, 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

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Scott Irwin, President

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Phyllis McGraw, City Clerk

**The following Resolution offered and adopted:**

#### **RESOLUTION 4 Of 2020**

#### **A RESOLUTION AUTHORIZING THE HIRING OF *ONE RECORDS CLERK, FOR THE BOSSIER CITY POLICE DEPARTMENT.***

**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 RECORDS CLERK 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 read in full at open and legal session convened, was on motion of Mr. David Montgomery, Jr., and seconded by Mr. Jeffery Darby, and adopted on the 21st day of January, 2020, 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

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Scott Irwin, President

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Phyllis McGraw, City Clerk

Agenda Item called Adopt a Resolution amending Resolution 91 of 2019 for the organization of the City Council, providing Rules for the Council and otherwise providing with respect thereto

By: Mr. Montgomery, Jr.

Motion to add the Bossier Police Department to the Sergeant at Arms section and also add no one may address the Mayor directly and must go thru the meeting chair with all questions.

Seconded by Mr. Williams

No comment

Vote in favor of motion is unanimous

The following Resolution offered and adopted:

**RESOLUTION NO. 5 OF 2020**

**A RESOLUTION AMENDING RESOLUTION NO. 91 OF 2019 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. Agenda Meetings will be the alternate Tuesdays at 3:00 PM (unless there are five Tuesdays in the month, the Council will meet the last Tuesday (Agenda) of the month at 3:00 PM. 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 Regular and Agenda Meetings of the Council 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.

#### **AGENDA MEETINGS:**

The Council shall meet on the 2nd and 4th Tuesdays (unless there is a 5th Tuesday and they will meet that 5th Tuesday) at 3:00PM, in Council Chambers, provided, however, that when the day fixed for any Agenda Committee meeting of the Council falls upon a day designated by law as a legal or national holiday, such meeting shall be rescheduled by a vote of the City Council upon the adoption of their official Calendar each year. The President Pro-tem or in his or her absence the Vice President Pro-tem shall preside over the Agenda Committee Meetings. Agenda items submitted by the Mayor and members of the Council and the public shall be considered for inclusion on the Agenda. The final Agenda, as agreed upon by the Council at the conclusion of the Agenda Committee Meeting, may be amended only upon unanimous approval of all members present at the Regular Council Meeting.

#### **FACT SHEETS FOR AGENDA ITEMS:**

Fact sheets on forms prescribed by the Council shall be submitted to the City Clerk prior to the Agenda 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 day prior to the Agenda 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 91 of 2019 is hereby recalled, set aside and repealed.

The above and foregoing Resolution was on motion of Mr. David Montgomery, Jr. seconded by Mr. Don Williams and adopted on the 21st, day of January 2020, 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

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**Scott Irwin, President**

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**Phyllis McGraw, City Clerk**

By: Mr. Williams

Motion to approve Report of Change Order #1 for the Northside Drive Project for an increase of \$10,379.87. Total cost of contract with increase \$475,077.18.

Seconded by Mr. Harvey

No comment

Vote in favor of motion is unanimous

**The following Ordinance offered and adopted:**

**Ordinance No.9 Of 2020**

**AN ORDINANCE TO DECLARE THAT AN EMERGENCY DID EXIST IN THE CITY OF BOSSIER CITY WHICH AFFECTS, PROPERTY, PUBLIC HEALTH AND SAFETY DUE TO THE REQUIREMENT TO REPLACE ELECTRICAL SERVICE TO PLANTS 1 & 2 AT THE WATER TREATMENT PLANT AT A COST OF \$49,500.00 TO COME FROM WATER CAPITAL CONTINGENCY FUNDS**

**WHEREAS**, the Water Treatment Plant requires the emergency replacement of electrical service to Plants 1 & 2. in order to maintain the systems efficiency and;

**WHEREAS**, the Utility Department hereby request \$49,500.00 be appropriated from the Water 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 \$49,500.00 to come from the Water 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. David Montgomery, Jr., and seconded by Mr. Don Williams, and adopted on the 21st day of January, 2020, 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

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Scott Irwin, President

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Phyllis McGraw, City Clerk

**Announcements – None**

**There being no further business to come before this Council, meeting adjourned at 3:35PM by Mr. Irwin**

**Respectfully submitted:**

**Phyllis McGraw**

**City Clerk**

**Publish: January 29, 2019**

**Bossier Press Tribune**