



**SEDD REQUEST FOR PAYMENT FORM**

Date of Expenditure: 04-18-2023  
Amount of Expenditure: \$240.00  
Type of Expenditure: Payment from Unrestricted State Appropriation  
Name of Vendor/Payee\*: Andrick Harris Lawn Service  
Date Board Approved Expenditure\*\*: 04-17-2023

**Source of Payment (check one):**

Hotel/Motel Tax Receipts (Project: \_\_\_\_\_)  
 State Appropriations  Other \_\_\_\_\_

**Explanation of Compliance with Applicable Fund Restrictions, Including Projects:**

Lawn Maintenance at the 1711 Arizona Street Facility. Board Minutes Attached.  
\_\_\_\_\_  
\_\_\_\_\_

**Public Works and Purchasing Policy:**

Is the expenditure for a Public Works Project or the Purchase of Materials and Supplies under state law or the City of Monroe's Purchasing Policy?  Yes  No

If yes, has the Board followed all applicable laws and policies (e.g., advertising, soliciting quotes, letting to the lowest bidder, etc.) necessary to authorize the expenditure?  Yes  No

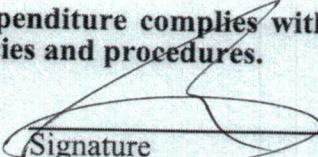
Note: If no, please explain why not in a separate memorandum.

**Travel Reimbursement:**

If the request is for travel or travel reimbursement, was the City of Monroe's Travel Policy followed?  Yes  No

The undersigned hereby certifies that this expenditure complies with all applicable state laws, local laws, and the City of Monroe's policies and procedures.

04-18-203  
Date Prepared

  
Signature

Name: Roosevelt Wright

Title: Secretary-Treasurer

\*An executed, current W-9 must be provided for each vendor or payee to whom payment is issued.

\*\*A copy of the minutes authorizing the expenditure and all receipts, bills, invoices, and contracts related to the expenditure must be attached.



INVOICE 163

# Andrick Harris

907 Powell Ave, Monroe Louisiana  
318-884-3099

3/22/23

## BILL TO

Southside Economic Development District

1711 Arizona Ave., Monroe, LA 71202

## FOR

Professional lawn care

### Details

Mowing edging, blowing, debris removal, 1st spring cutting for the season

### AMOUNT

\$120.00

SUBTOTAL \$120.00

TOTAL \$120.00

Make all checks payable to Andrick Harris

If you have any questions concerning this invoice, use the following contact information:

Andrick Harris 318-884-3099

**THANK YOU FOR YOUR BUSINESS!**



**SEDD REQUEST FOR PAYMENT FORM**

Date of Expenditure: 04-18-2023  
Amount of Expenditure: \$24,199.50  
Type of Expenditure: Council Approve Project #01  
Name of Vendor/Payee\*: R.K Construction  
Date Board Approved Expenditure\*\*: 04-17-2023

**Source of Payment (check one):**

Hotel/Motel Tax Receipts (Project: Council Approve Project #01)  
 State Appropriations  Other \_\_\_\_\_

**Explanation of Compliance with Applicable Fund Restrictions, Including Projects:**

Initial Payment for reroofing of 1711 Arizona Street. Board Minutes Attached.  
To be managed by JDS Consultants

**Public Works and Purchasing Policy:**

Is the expenditure for a Public Works Project or the Purchase of Materials and Supplies under state law or the City of Monroe's Purchasing Policy?  Yes  No

If yes, has the Board followed all applicable laws and policies (e.g., advertising, soliciting quotes, letting to the lowest bidder, etc.) necessary to authorize the expenditure?  Yes  No

Note: If no, please explain why not in a separate memorandum.

**Travel Reimbursement:**

If the request is for travel or travel reimbursement, was the City of Monroe's Travel Policy followed?  Yes  No

The undersigned hereby certifies that this expenditure complies with all applicable state laws, local laws, and the City of Monroe's policies and procedures.

04-18-2023  
Date Prepared

  
Signature

Name: Roosevelt Wright

Title: Secretary-Treasurer

\*An executed, current W-9 must be provided for each vendor or payee to whom payment is issued.

\*\*A copy of the minutes authorizing the expenditure and all receipts, bills, invoices, and contracts related to the expenditure must be attached.

# R.K.CONSTRUCTION

1205 N 18TH ST STE 211  
MONROE, LA. 71201

## PROPOSAL

12/1/2022

PROJECT: SOUTHSIDE ECONOMIC DEVELOPMENT

1711 ARIZONA AVE

MONROE, LA. 71202

### DESCRIPTION OF WORK

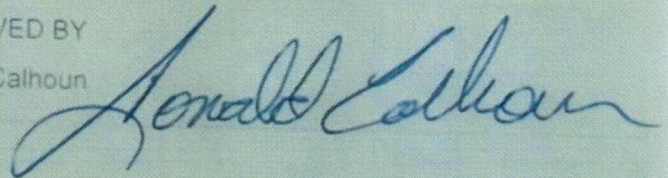
DESCRIPTION OF WORK	QTY/HRS	UNIT PRICE	SUB TOTAL
FRAMING: Demolition of all the areas to include removing all metal trim, flashing and rotten wood.			\$30,000.00
Install trusses per plans and specs.			
Installation of exterior doors and porches.			
Installation of smart siding for soffit and fascia			
Installation of 7/16 OSB decking.			
Installation of foundation pads.			
ROOF: Installation of synthetic felt and 30yr architectural shingles			\$7,250.00
PAINTING: Paint the soffit/fascia, porch ceilings.			\$6,980.00
CONTRACTORS OVERHEAD/PROFIT			\$11,169.00
NOTE: THE BUILDING PERMITS AND WORKERS COMP AND GENERAL LIABILITY IS INCLUDED			
GRAND TOTAL			\$48,399.00

### MENT TERMS

ue at the start and 50% at completion

APPROVED BY

Ronald Calhoun



NAME

FOR

DATE

To

Cc



## **Minutes**

**of the Legal and Regular Meeting  
of the Southside Economic Development District  
held at the Benoit Recreation Center, 1700 Oaklawn Drive, Monroe, La.**

**April 17, 2023**

The Southside Economic Development District met in a legal session on April 17, 2023, at 2:00 p.m. at Benoit Recreation Center, 1700 Oaklawn Drive.

Present were: Tony Little, Roosevelt Wright, Jr., Karl Dhaliwal, and Otis Jones. Absent were Preston Hopkins, Rev. Marty Campbell, and Tyrone Goodin.

Also in attendance were: Minister Verbon Muhammad, Betty Ward Cooper, a city school board member, Donna Cathey of TBA Studios, and a reporter for the Ouachita Citizen.

There was a quorum.

Mr. Wright offered an invocation.

### **President's Report**

President Little reported on SEDD's progress toward target goals for 2023, the May 15, 2023, deadline for Ethics filings, and contacts with absentee commissioners. He said he had completed his Ethics Filings and Tier 2.1 filings. Mr. Wright, Jones, and Dhaliwal also said they had completed their ethics training.

Mr. Little also said he had reached out to two of the board members who are repeatedly absent to no avail. He said the board has never received a phone number for Mr. Hopkins, who has missed every meeting since he was appointed in December 2022.

### **Approval of Minutes**

On motion of Mr. Wright, seconded by Mr. Jones, the March 6, 2023, minutes were unanimously approved.



Mr. Little said the board is taking steps to sell bonds on the projected hotel/motel tax revenues. A decision on whether SEDD will need city council approval to see bonds is being investigated. The funds will be used to partially fund its six approved projects.

### **Treasurer's Report**

Mr. Wright, the treasurer, gave the following report:

"During March, the SEDD received \$7,607.34 from the hotel/hotel tax fund. There were \$5,617.18 in expenses. The expenses involved:

- Legal services.
- Insurance renewals on the Arizona Street Facility.
- An invoice for lock changing on the Arizona Street facility.

We have two invoices for Harris Lawn service for the Arizona Street facility totaling \$240.00. They represent our only expenses for April 2023.

As of March 31, 2023, the SEDD has received \$178,998.41 from motel tax and state sources. It has spent \$65,086.12. Our net revenues after expenses as of March 31, 2023, are \$113,912.29.

The 2023-24 Budget will be on the April 17, 2023, agenda for introduction. It will be approved after a public hearing on May 1, 2023.

As of March 31, 2023, we have an unreconciled balance of \$331,860.04 in cash on hand, which will be carried over into our new fiscal year beginning May 1, 2023. Of this amount, \$165,055 will be used to partially fund the six approved SEDD projects, along with \$120,00 we expect to receive from hotel/motel taxes.

Next fiscal year, we expect to spend \$285,055 executing the research and planning for the six approved Southside Projects:

1. Model Neighborhood Master Plan
2. DBE Resource Center
3. Infrastructure Master Plan for special entertainment, health care, postal and retail additions
4. DBE Expansion
5. Promotion and Support of Southside Businesses
6. Crime Reduction and Safe Neighborhoods

On motion by Mr. Wright, seconded by Mr. Jones, the board approved the treasurer's report and payment of two invoices from Harris Lawn service, a total of \$240.00, for grounds maintenance of the Arizona Street facility from the DBE Expansion budget. The motion passed unanimously.

## **2023-24 Budget Introduction**

Mr. Wright, the treasurer, presented the 2023-24 SEDD Budget. He said a hearing will be finally adopted and effective at the May 1, 2023, SEDD meeting. The budget projects a Hotel Motel Tax income of 120,000. It projects using \$165,055 of fund balance revenues along with hotel/tax receipts to fund total expenditures of \$285,000 on SEDD's Southside Projects in 2023-24. Each item in the budget was explained, and questions were answered from Mrs. Betty Ward Cooper, a visiting member of the public.

On motion of Mr. Wright and seconded by Mr. Jones, the 2023-24 budget was introduced. It was unanimously approved.

## **Infrastructure Committee Report**

Mr. Jones, chairman of the Infrastructure Committee, said the committee met on April 13 and recommended authorizing an RFP for developing a master plan for infrastructure needs for the district.

On motion of Mr. Jones and seconded by Mr. Wright, the board approved the recommendation of the infrastructure committee to authorize an RFP for developing a master plan for infrastructure needs for the district. The approved verbiage would be incorporated into a final legal document circulated to possible vendors. The motion was approved unanimously.

## **Housing Committee Report**

The Housing Committee, Mr. Tyrone Goodin, chairperson, had no report.

## **DBE Expansion Committee Report**

Mr. Little said the DBE Expansion committee met on April 13. He said a May 5, 2023, social event is being planned at the African-American museum to get acquainted with Southside businesses. It is being staged with the Metro Black Chamber, which is absorbing the cost. He also said his committee received several bids for reroofing the 1711 Arizona Street facility, but only one was recommended by JDS, the SEDD consultant. The bid cost is \$48,399 for a pitched roof with a maximum of six weeks turnaround if there is bad weather, but shorter if weather permits.

On motion of Mr. Wright, seconded by Mr. Little board approved the DBE committee's recommendation of the bid of R.K. Construction for \$48,3999 for the reroofing of the 1711 Arizona Street facility with half the amount paid upfront and the remainder paid when it is completed. The JDS Consulting, the SEDD consultant, is managing the project. The motion passed unanimously.

## **Safe Neighborhood Committee Report**

Donna Cathy of TBA Studios gave an update on the safe neighborhood master plan that is being developed. She said TBA has gathered the necessary information and is on target for presentation at the May SEDD meeting. Mr. Wright, committee chairman, explained that once the master plan is presented, the committee will seek input from council members who represent each district and residents in proposed model neighborhoods before making a final selection of the model neighborhoods for each district. He said the objective is to begin some work in each of the target neighborhoods this year to the extent available funds will allow.

On motion of Mr. Wright, seconded by Mr. Jones, the board approved a request by the Safe Neighborhood committee to authorize payment of its next contract installment when the invoice is received. The motion was approved unanimously.

## **Citizen's Participation**

During citizen participation, Minister Verbon Muhammad expressed concern that three SEDD board members: Rev. Marty Campbell, Tyrone Goodin, and Preston Hopkins, have missed all meetings this year, and one, Mr. Hopkins, has never attended any meetings since he was appointed in December of last year. Minister Muhammad said while SEDD is operating with a quorum, his concern is that decisions are being made about Districts 4 and 5, and their representatives are consistently absent.

Mr. Jones asked the President to notify the board attorney to write them a letter informing them that SEDD bylaws only allow three consecutive unexcused absences before requesting the city council to replace them.

After 1 hour and 1 minute, the meeting adjourned to meet on May 1, 2023, in regular session.

---

Tony Little, President

---

Roosevelt Wright, Jr., Secretary-Treasurer