



## **NOTICE**

**NOTICE IS HEREBY GIVEN** that the Board of Commissioners of the Southside Economic Development District will meet in Legal and Regular Session at its regular meeting place, the SEDD Headquarters located at 1711 Arizona Avenue, 71201, Monroe, Louisiana, Monday, October 4, 2021, beginning at 6:00 p.m., for the following purpose:

To consider and act on all items listed on the attached agenda.

**NOTICE IS FURTHER GIVEN** that the SEDD reserves the right to change, add to or delete, any item listed on the attached agenda.

All interested persons are invited to attend this meeting.

Please be advised that the SEDD will embrace public participation to the maximum extent while still adhering to social distancing guidance per executive order by the Governor and the Attorney General's Memo concerning the Open Meetings Law. Citizens attending the meeting will be provided an opportunity to comment at the conclusion of the meeting.

Marty Campbell, Secretary

## **Agenda**

**Legal and Regular Meeting – October 4, 2021, at 6 p.m.**

### **1. Roll Call and Declaration of Quorum**

Mr. Brown (Resigned)  
Mr. Dhaliwal  
Mr. Watson  
Rev. Campbell

Mr. Little  
Mr. Jones  
Mr. Wright

## **2. INVOCATION**

3. **ACTION:** The board will consider approval of the May 10, 2021, June 21, 2021, June 28, 2021, July 7, 2021, September 13, 2021, and September 22, 2021, board minutes.
4. **ACTION:** The board will consider a resolution to receive and accept the resignation of Trevelyan Brown as a President and board member of SEDD.
5. **ACTION:** The board will conduct an election to fill the vacant office of President.
6. **ACTION:** The board will consider a resolution to confirm a contract with Beatrice Brito to perform clerical services for SEDD at a maximum cost of \$3,600 between September 2021 and December 2021.
7. **ACTION:** The board will review and then consider a resolution to approve the 2021 Economic Development Plan to be forwarded to the City Council for approval.
8. **ACTION:** The board will consider a resolution to appoint a board member to serve as the executive in charge of the daily operation of SEDD until such time as the board hires a director.
9. **REPORT:** The board will receive the report of the treasurer.

## **10. Citizen's Participation**

## **11. Adjourn**

**A Resolution**

**NO. 4**

The following resolution was introduced by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**A RESOLUTION TO ACKNOWLEDGE AND ACCEPT THE RESIGNATION OF TRAEVELYAN BROWN AS PRESIDENT AND MEMBER OF THE SEDD BOARD OF COMMISSIONERS**

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**WHEREAS** the SEDD has received a written letter of resignation from Traevelyan Brown as President of the SEDD Board Commissioners and as a member.

**WHEREAS** the SEDD board recognizes and appreciates the many months of dedicated service Mr. Brown has invested in the success of the SEDD program to help the economic and social welfare of South Monroe; and

**THEREFORE**, be It resolved by the Southside Economic Development District in legal and regular session that the resignation of Travevelyn Brown as President and member of the SEDD the Board of Commissioners be officially acknowledged and accepted his resignation with regret;

**BE IT RESOLVED**, that the position of President be declared vacant with duties of President to assumed by the vice-president until such time as a new president elected; and

**MOREOVER**, the Monroe City Council be notified of the resignation.

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This resolution after being submitted in writing, was then submitted to a vote of SEDD board of commissioners, with the vote being as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

The resolution was declared ADOPTED \_\_\_\_\_ or DEFEATED \_\_\_\_\_ on September 13, 2021.

\_\_\_\_\_  
Dr. Harrington Watson, III Vice- President

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Rev. Marty Campbell, Secretary

**A Resolution**

**NO. 5**

The following resolution was introduced by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**A RESOLUTION TO AUTHORIZE A CONTRACT WITH BEATRICE BRITO TO PERFORM CLERICAL SERVICES FOR SEDD AT A MAXIMUM COST OF \$3,600 BETWEEN SEPTEMBER 2021 AND DECEMBER 2021.**

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**WHEREAS** the SEDD desires to update its records, forms, minutes, policy manuals and compliance procedures to meet legal and professional standard, and requires the services of an independent contractor to perform the needed updates.

**THEREFORE**, be It resolved by the Southside Economic Development District in legal and regular session that the attached memorandum of understanding between SEDD and Beatrice Brito be authorized and executed.

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This resolution after being submitted in writing, was then submitted to a vote of SEDD board of commissioners, with the vote being as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

The resolution was declared ADOPTED \_\_\_\_\_ or DEFEATED \_\_\_\_\_ on October 4, 2021.

\_\_\_\_\_  
Dr. Harrington Watson, III Vice- President

\_\_\_\_\_  
Rev. Marty Campbell, Secretary



**Memorandum of Understanding  
Between  
Beatrice Brito and the Southside Economic Development District  
Agreement**

This agreement is between Beatrice Brito and the Southside Economic Development District, (Hereafter referred to as SEDD) located at 1711 Arizona Street, Monroe, La.

**CONTRACTED TASKS**

**IT IS AGREED** that between September 15, 2021, and December 31, 2021, that Beatrice Brito will perform the following services for SEDD as an independent contractor:

- A. Update files, records, reports and minutes of SEDD as directed.
- B. Create, organize and update existing policy files, reports, and memorandums
- C. Prepare Slide Presentations for 2021 SEDD Economic Plan
- D. Layout the 2021 SEDD Economic Plan in a booklet format
- E. Develop a Facebook and Instagram presence for SEDD, and provide input on the development of SEDD promotional materials and videos.
- F. Prepare minutes of official SEDD meetings, and forward executed approved minutes and resolutions to council Clerk of the City of Monroe

**CONTRACTOR STATUS**

**IT IS AGREED** that Beatrice Brito is not an employee of SEDD, but instead is an independent contractor and will perform the agreed upon tasks pursuant to her own timeline, but SEDD's completion schedule.

**IT IS AGREED** that the total compensation for the services Beatrice Brito will be \$3,600 paid in the following manner:

October 31, 2021, \$1,200.

November 30, 2021, \$1,200

December 31, 2021, \$1,200. The December increment will be paid upon successful completion of Items A-F above.

### **CONFIDENTIALITY**

**IT IS AGREED** that since Beatrice Brito will have access to confidential information and discussions while performing her contracted tasks, she is prohibited from disclosing to third parties, under any circumstances, the substance of conversations, actions, deliberations or documents without the consent of the SEDD executive assigned to direct her activities.

**IT IS AGREED** that Beatrice Brito will not divulge, release any documents, files, or knowledge pertaining to operation of SEDD for personal use or those of third parties outside of SEDD. This includes copying files, digital data, recordings or any other means of recording unless directed to do so by the SEDD executive assigned to direct her activities.

**IT IS AGREED** that should Beatrice Brito during or after the term of this agreement disclose or threaten to disclose confidential information named or referred to in this agreement that this agreement will be considered breached and any payments due will be canceled. In case of a breach of this confidentiality agreement SEDD shall be entitled to seek an injunction to restrain unauthorized disclosures and other legal remedies deemed appropriate.

### **INTELLECTUAL PROPERTY**

**IT IS AGREED** that any intellectual property generated by Beatrice Brito while executing the tasks included in this agreement is considered the exclusive property of SEDD.

**IN WITNESS THEREOF** of the terms of this agreement Beatrice Brito and the authorized representative of SEDD affix their signatures below.

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Beatrice Brito

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Authorized SEDD representative

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Date

**A Resolution**

**NO. 6**

The following resolution was introduced by \_\_\_\_\_ and seconded by \_\_\_\_\_.

A resolution to contract with Charles Theus to direct the planning, development and execution of a Micro-Loan Program for SEDD and to help plan and promote the Upcoming TIF with the City of Monroe between October 4, 2021, and December 31, 2021.

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**WHEREAS** the SEDD in its September 13, 2021, meeting decided to established a Micro Loan Program; and

**WHEREAS** is the SEDD is presently preparing to respond to an expected Tax Increment Financing (TIF) agreement with the City of Monroe and will need a person with knowledge of the intricacies of the program to assist its preparations;

**THEREFORE**, be It resolved by the Southside Economic Development District in legal and regular session that SEDD enter into the attached contract with Charles Theus to plan, develop and prepare for execution a micro-lending program for SEDD and to help plan and promote details relative to the upcoming TIF with the City Monroe.

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This resolution after being submitted in writing, was then submitted to a vote of SEDD board of commissioners, with the vote being as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

The resolution was declared ADOPTED \_\_\_\_\_ or DEFEATED \_\_\_\_\_ on October 4, 2021.

\_\_\_\_\_  
Dr. Harrington Watson, III Vice- President

\_\_\_\_\_  
Rev. Marty Campbell, Secretary



**A Resolution**

**NO. 7**

The following resolution was introduced by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**A RESOLUTION TO APPROVE THE 2021 SEDD ECONOMIC DEVELOPMENT PLAN TO BE FORWARDED TO THE CITY COUNCIL FOR APPROVAL.**

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**WHEREAS** the SEDD desires to undertake a series of economic projects to improve the Southside’s ability to create increased economic, opportunities, safer communities, and infrastructure improvements; and

**WHEREAS** any economic plan SEDD undertakes must be submitted to the City of Monroe Planning Department for review and finally to the Monroe City Council for its approval;

**THEREFORE**, be It resolved by the Southside Economic Development District in legal and regular session that the Economic Plan approved in its October 4, 2021, meeting be approved and forwarded to the City of Monroe for approval.

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This resolution after being submitted in writing, was then submitted to a vote of the SEDD board of commissioners, with the vote being as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

The resolution was declared ADOPTED \_\_\_\_\_ or DEFEATED \_\_\_\_\_ on October 4, 2021.

\_\_\_\_\_  
Dr. Harrington Watson, III Vice- President

\_\_\_\_\_  
Rev. Marty Campbell, Secretary

**A Resolution**

**NO. 8**

The following resolution was introduced by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**A RESOLUTION APPOINTING \_\_\_\_\_ TO SERVE AS THE EXECUTIVE IN CHARGE OF THE DAILY OPERATION OF SEDD UNTIL SUCH TIME AS THE BOARD HIRES A DIRECTOR.**

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**WHEREAS** the SEDD in its September 22, 2021, meeting terminated the services of its executive director; and

**WHEREAS** the SEDD needs to appoint someone with executive authority to oversee its daily operation, and oversee its fiscal responsibilities;

**THEREFORE**, be It resolved by the Southside Economic Development District in legal and regular session that \_\_\_\_\_ a member of the SEDD Board of commissioners be appointed as the interim executive until such time as a new director is confirmed by the board.

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This resolution after being submitted in writing, was then submitted to a vote of the SEDD board of commissioners, with the vote being as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

The resolution was declared ADOPTED \_\_\_\_\_ or DEFEATED \_\_\_\_\_ on October 4, 2021.

\_\_\_\_\_  
Dr. Harrington Watson, III Vice- President

\_\_\_\_\_  
Rev. Marty Campbell, Secretary