

204 North Cedar Street
Tallulah, Louisiana 71282
Telephone (318) 574-0964
Fax (318) 574-2773
www.cityoftallulah.org



Charles M. Finlayson
Mayor
Joseph Scott
District 1
Lisa Houston
District 2
Carla Turner-Harris
District 3
Marjorie Day
District 4
Toriano Wells
District 5

Office of the Mayor

City of Tallulah
Regular Council Meeting Agenda
Thursday, April 24, 2025
5:30 P.M., City Hall

1. Call to Order
2. Pledge of Allegiance & Prayer
3. Roll-Call
4. Public Comments on the Agenda
5. Approve Occupational License – Dorothy Day – DJ Wings & Things
6. Approve Tallulah Construction Contract for Expansion of Tallulah Police Department
7. Presentation of FY 23/24 Audit by John Murray of LaPorte CPAs and Business Advisors
8. Approve Minutes of the April 10, 2025 Regular Meeting
9. Approve Minutes of the April 17, 2025 Special Meeting
10. Approve Change Order # 3 FY 22 LCDBG Street Project (Tank/University/Florida)
11. Approve Change Order #2 FY 23 LCDBG Street Project (Chester/Elm/Tampa)
12. Approve Change Order #1 Dabney Street Project
13. Public Comments on the Agenda
14. Adjourn

Special Accommodations

Any person needing reasonable accommodations to attend a public meeting held by the Tallulah City Council should contact Gerald Odom at 318-574-0964 three (3) days prior to the meeting date. If further information is needed, please contact Mr. Odom at the number listed above.

“This Institution is an Equal Opportunity Employer/Provider”

Regular Council Meeting
City of Tallulah
April 10, 2025

A regular council meeting of the Mayor and City Council was held on Thursday, April 10, 2025 at 5:30 P. M., in the Council Room Chamber of Tallulah City Hall.

Mayor Charles M. Finlayson called the meeting to order, led the Pledge of Allegiance, and prayer was led by Councilman Wells.

A roll call of Council Members is listed as follows:

| | |
|---------|---------|
| Scott | Present |
| Houston | Present |
| Harris | Present |
| Day | Present |
| Wells | Present |

Public Commits on the Agenda:

Motion and second to add to the agenda the bids for additional office space in the Police Dept were made by Councilmembers Wells and Houston, which was respectively carried with a roll call as follows:

| | |
|---------|-----|
| Scott | Yes |
| Houston | Yes |
| Harris | Yes |
| Day | Yes |
| Wells | Yes |

Councilman Wells also question why the audit report wasn't mailed to the council members earlier. Motion and second to Table the Presentation of FY23/24 Audit Report by John Murray of Laporte Business & CPSs was made by Councilmembers Wells and Day.

Motion and second to approve minutes of the March 27th Regular meeting with making the necessary corrections that Council Member Houston was present were made by Councilmembers Houston and Day respectively carried unanimously.

Motion and second to select March 17th for a Special Meeting to Discuss Change Orders for LCDBG Street Projects FY 2022 (Change Order #3 for University/Tank/Florida) and FY 2023 (Change Order #2 for Tampa/Chester/Elm) was made by Councilmembers Houston and Day respectively carried unanimously, then Councilman Well subsequently motioned that the Audit Report be also added to that agenda second by Council Member Harris and respectively carried unanimously.

Thomas Gray of Womack & Sons gave a report on LCDBG Park Project.

Council Members Wells and Harris were selected for FY25/26 Budget Committee.

Motion and second to accept Tallulah Construction bid for the additional office space in the Police Dept. were made by Councilmembers Scott and Houston which was respectively carried out with a roll call as follows:

| | |
|---------|-----|
| Scott | Yes |
| Houston | Yes |
| Harris | Yes |
| Day | Yes |
| Wells | No |

Mrs. Berteal Rogers asked the city to partner with the Police Jury to get a dumpster for the annual cleanup campaign.

Public Comments:

Frank Williams is concerned about street name signs as well as speed limit signs on streets all over town.

Councilman Well stated that the City was no longer under the State of Emergency so why would the City be entering in a contract with Patterson.

Antonio Wilson questioned why citizens can't pay water bills at the water office.

There being no further business to discuss, motion and second to adjourn the meeting was made by Councilmembers Houston and Scott respectively carried.

Attest

Vanessa Stubblefield, Deputy City Clerk

Charles M. Finlayson, Mayor

Tallulah Special City Council Meeting
Thursday, April 17, 2025
5:30 PM

The Special Meeting scheduled for April 17, 2025, was not held due to no quorum.

Attest

Gerald Odom, City Clerk

Charles Finlayson, Mayor

Council:

Please review attached Tallulah Construction Contract. There have been some changes to language since it was emailed to you last week.

Yvonne

PAMELA NETTERVILLE GRADY
PAMELA@CREWSGRADY.COM
LICENSED IN LOUISIANA & MISSISSIPPI

CREWS GRADY PLLC
ATTORNEYS AT LAW
WWW.CREWSGRADY.COM
601.904.0094 (FACSIMILE)

JAMI L. CREWS
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401 NORTH CEDAR STREET
TALLULAH, LOUISIANA 71282
318.417.7450



913 CRAWFORD STREET
VICKSBURG, MISSISSIPPI 39180
601.317.7381

Wednesday, April 23, 2025

via electronic mail only to
Mayor Charles Michael Finlayson and
Tallulah City Council

RE: Review of Contract

Dear Mayor Finlayson:

I am writing to you regarding the proposed Contract with Tallulah Construction. I have reviewed it and recommend its execution.

Best Regards,

/s/ Pamela Netterville Grady

Pamela Netterville Grady, Esquire

/png

CREWS GRADY PLLC
LICENSURES: ALABAMA, LOUISIANA, AND MISSISSIPPI

TALLULAH CONSTRUCTION, INC.
POST OFFICE BOX 224
TALLULAH, LA 71282

Residential License: 86385
Telephone: 318-512-5025

Commercial License: 41269
Fax: 318-574-4153

Contractual Agreement

This Contractual Agreement is made and entered into on April 23, 2025, by and between the City of Tallulah, located at 204 North Cedar Street, Tallulah, LA 71282, hereinafter referred to as "City," and Tallulah Construction, Inc., with a mailing address of P.O. Box 224, Tallulah, LA 71284, hereinafter referred to as "Contractor."

1. Job Description

The Contractor has visited the site and presented a proposal for the project at the Tallulah Police Department, which was approved by the Tallulah City Council on April 10, 2025. The Contractor agrees to perform the reconstruction of the garage into offices according to the plans and specifications submitted. The scope of work includes, but is not limited to, demolition, construction of offices and stalls, installation of electrical and HVAC systems, and painting, as detailed in the proposal dated April 8, 2025, attached hereto and incorporated herein.

2. Contract Price and Payment Terms

The total cost for the work is \$125,990.00, payable in four equal installments of \$31,497.50, contingent upon the progress of the work.

3. Performance Bond or Letter of Credit

The Contractor shall furnish a performance bond in the amount of \$125,990.00 to ensure the faithful performance of the contract. The bond must be issued by a surety company authorized to do business in the State of Louisiana. Alternatively, Contractor may provide a Letter of Credit for the duration of the job.

4. Insurance Requirements

The Contractor shall maintain comprehensive general liability insurance and workers' compensation insurance, and any other insurance required by law. Certificates of insurance shall be provided to the City prior to the commencement of work, naming the City as an additional insured.

5. Dispute Resolution

Any disputes arising under this contract must first be attempted to be resolved between the parties.

6. Workmanship and Guarantee

All work will be performed in a workmanlike manner and guaranteed for a period of one year from the date of completion. The Contractor agrees to correct any defects in materials or workmanship that arise during this period at no additional cost to the City.

7. Compliance with Laws

The Contractor shall comply with all applicable federal, state, and local laws, regulations, and ordinances in the performance of this contract.

8. Miscellaneous Provisions

- **Amendments:** This contract may only be amended by a written agreement signed by both parties.
- **Severability:** If any provision of this contract is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.
- **Entire Agreement:** This contract constitutes the entire agreement between the parties and supersedes all prior negotiations, representations, or agreements, whether written or oral.

9. Signatures

City of Tallulah

By: Mayor Charles Michael Finlayson

Date

Tallulah Construction, Inc.

By: Billy R. Dew, Sr.

Date

Approved as to Form by:

Pamela Netterville Grady, Esquire
Tallulah City Attorney

Date

TALLULAH CONSTRUCTION INC.

P.O. Box 224 Tallulah, LA 71282

Residential License: 86385

Commercial License: 41269

Telephone: 318-512-5025

Fax: 318-574-4153

PROPOSAL

April 8, 2025

City of Tallulah
Police Office
Tallulah, LA 71282

Our company, Tallulah Construction Inc. (Tallulah Const.), has visited the site and we would like to give a bid to close the garage and convert it into an office.

A. Close area according to plan and specification

1. Perform the demolition for work to be done (remove garage door, cutout rails, wire and braces)
2. Level the foundation as close as possible
3. Build two offices
4. Build three stalls
5. Build one cage
6. Build new wall with door
7. Build new hall
8. Install new doors
9. Install new floors
10. Install countertop
11. Install nine feet walls in all offices
12. Build all walls out of 2 x 4 spruce studs and lumber

13. Install VCT tile on floors

14. Sheetrock all walls with a three-coat process, tape, bed and float

15. Install 3'0" x 6" 8" doors

B. Wiring

1. All wiring will be done by Southern National Electrical Code

2. Install new breaker box with 100 amp

3. Owner will have to furnish a disconnect to tie into

4. Install six receptacles in all offices

5. Install two receptacles in hall

6. Install exit lights and smoke detectors

C. Ceiling

1. Ceilings will have 2' x 4' drop in ceilings

2. Install Ts, runners and wall angles on wall for ceiling

3. Ceiling will have a 2 x 4 drop in tiles

4. Install led lights with separate switches

D. Heating and Air Unit

1. Install a three-ton HVAC Electrical Unit

2. Owner will have to provide a place for unit

3. Unit will be a split system

4. There will be a 2 x 2 drop in vent

5. Install two vents per office

6. Install four vents in open areas

7. Run 7" and 8" ducts

8. Install digital thermostat

E. Paint

1. All offices and walls will have two coats of primer
2. Walls will have two coats of paint
3. All walls will have baseboard and trim

F. Stairs

1. Build a set of stairs up to code
2. Stairs will have handrail
3. Stairs will be painted the choice of owner

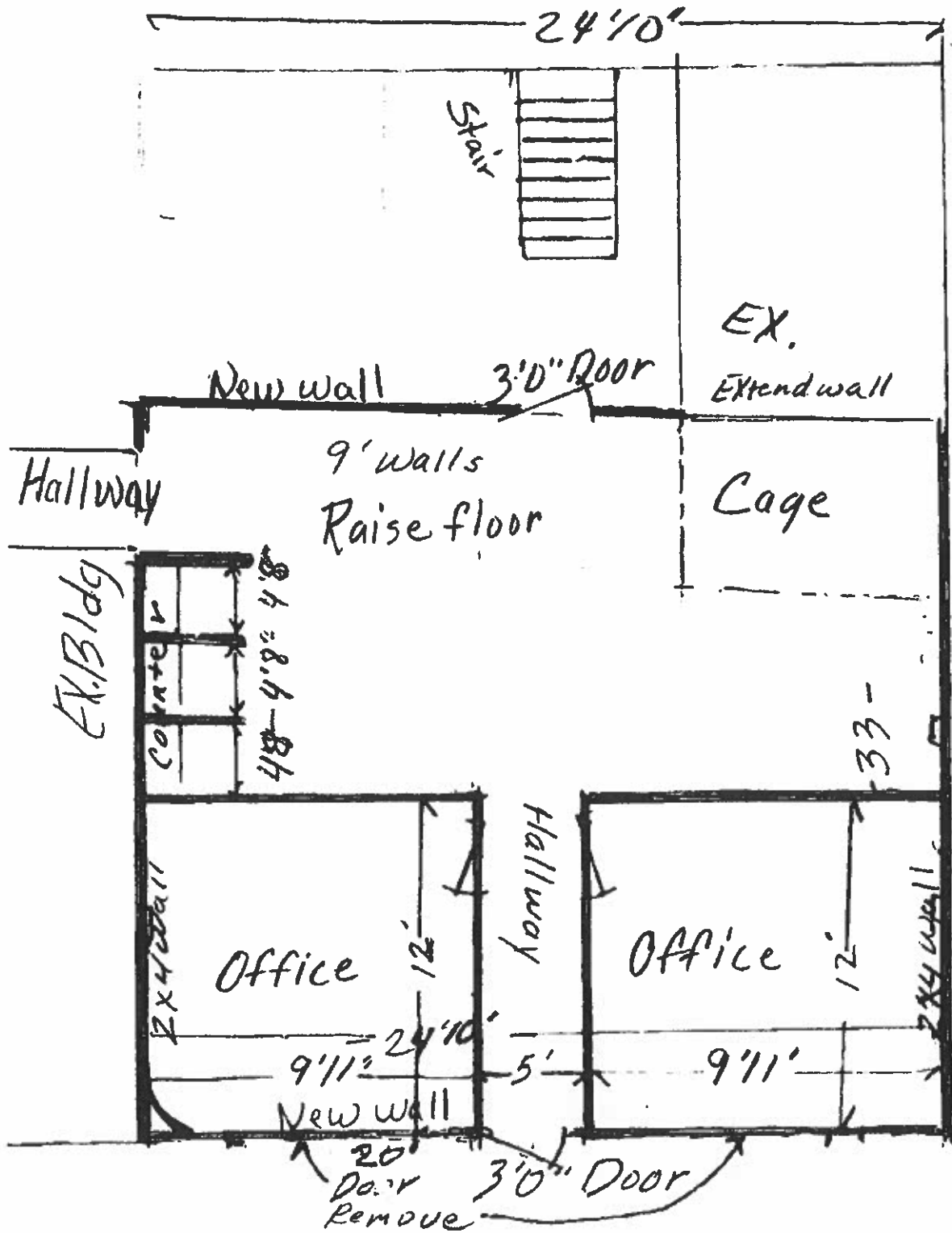
G. Clean-up

1. Cleanup and remove debris each day at construction site
2. Keep the job broom clean every day
3. Block off work area

H. Owner will have to clean all old junk out before job start

Furnish all labor, materials, equipment, and insurance.

All work will be performed in a work like manner for the sum of \$125,990.00.



HWY. 80

Change Order No. 3

| | | |
|--|---|---|
| Date of Issuance: _____ | | Effective Date: _____ |
| Project: FY 2022 LCDBG Street Improvements | Owner: City of Tallulah, 204 N. Cedar Street, Tallulah, LA 71282 | Owner's Contract No.: LCDBG # 2000727472 |
| Contract: Street Improvements | | Date of Contract: 10/12/23 |
| Contractor: Dreher Contracting, LLC, 1115 Elm Street, Bastrop, LA 71220 | | Engineer's Project No.: 2208-44-EN |

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

As constructions proceeded, there were items on the project that were not required, such as shoulder material, pavement patching and manhole adjustment on University Street (\$11,780) and pavement patching on Florida (\$29,250), for a total deduct of \$41,030. These items had been included in the bid, in case, they were needed.

Attachments (list documents supporting change):

Budget Summary.

| CHANGE IN CONTRACT PRICE: | CHANGE IN CONTRACT TIMES: |
|--|---|
| Original Contract Price: \$ <u>1,161,230.00</u> | Original Contract Times: <input type="checkbox"/> Working days <input checked="" type="checkbox"/> Calendar days Substantial completion (days or date): <u>120 DAYS</u> Ready for final payment (days or date): <u>165 DAYS</u> |
| [Increase] [Decrease] from previously approved Change Orders No. <u>0</u> to No. <u>2</u> : \$ <u>0</u> | [Increase] [Decrease] from previously approved Change Orders No. <u>0</u> to No. <u>2</u> : Substantial completion (days): <u>193 DAYS</u> Ready for final payment (days): _____ |
| Contract Price prior to this Change Order: \$ <u>1,161,230.00</u> | Contract Times prior to this Change Order: Substantial completion (days or date): <u>313 DAYS (08/30/24)</u> Ready for final payment (days or date): _____ |
| [Increase] [Decrease] of this Change Order: \$ <u>(41,030)</u> | [Increase] [Decrease] of this Change Order: Substantial completion (days or date): <u>N/A</u> Ready for final payment (days or date): _____ |
| Contract Price incorporating this Change Order: \$ <u>1,120,200.00</u> | Contract Times with all approved Change Orders: Substantial completion (days or date): <u>313 DAYS (08/30/24)</u> Ready for final payment (days or date): <u>358 DAYS</u> |

RECOMMENDED:
By: Cinnamon Gooding
Cinnamon Gooding, P.E.
Date: 02-03-25
Approved by Funding Agency (if applicable):
John J. J. Jr.

ACCEPTED:
By: _____
Charles Michael Finlayson, Mayor
Date: _____

ACCEPTED:
By: Rodger Fulmer
Rodger Fulmer, Managing Member
Date: 3/20/25
Date: 4/21/2025

Change Order No. 2

Date of Issuance: _____

Effective Date: _____

| | | |
|--|--|---|
| Project: FY 2023 LCDBG Street Improvements | Owner: City of Tallulah, 204N. Cedar Street, Tallulah, LA 71282 | Owner's Contract No.: LCDBG # 2000813624 |
| Contract: FY 2023 LCDBG Street Improvements | | Date of Contract: August 23, 2024 |
| Contractor: Amethyst Construction, Inc. 215 Industrial Parkway, West Monroe, LA 71291 | | Engineer's Project No.: 2308-52-EN |

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Deductive change order to reflect the as-built conditions for the project due to varying widths of roads and driveway tie-ins. Additionally, Change Order No. 1 added ten (10) manhole adjustments, but only seven (7) adjustments were billed.

Attachments (list documents supporting change):

Budget Summary

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:

\$ 736,336.00

[Increase] [~~Decrease~~] from previously approved Change Orders No. 0 to No. 1:

\$ 31,000.00

Contract Price prior to this Change Order:

\$ 767,336.00

[~~Increase~~] [Decrease] of this Change Order:

\$ (30,192.75)

Contract Price incorporating this Change Order:

\$ 737,143.25

Original Contract Times: Working days Calendar days

Substantial completion (days or date): 120 DAYS (01/29/25)

Ready for final payment (days or date): 165 DAYS

[Increase] [~~Decrease~~] from previously approved Change Orders No. 0 to No. 1:

Substantial completion (days): 24 DAYS

Ready for final payment (days): _____

Contract Times prior to this Change Order:

Substantial completion (days or date): 144 DAYS (02/22/25)

Ready for final payment (days or date): 189 DAYS

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): 0

Ready for final payment (days or date): _____

Contract Times with all approved Change Orders:

Substantial completion (days or date): 144 DAYS (02/22/25)

Ready for final payment (days or date): 189 DAYS

RECOMMENDED:

By: Cinnamon Gooding

Cinnamon Gooding, P.E.

Date: 04-03-25

Approved by Funding Agency (if applicable):

JMK 7-7 h- LCDBG

ACCEPTED:

By: _____

Charles Michael Finlayson, Mayor

Date: _____

ACCEPTED:

By: Benjamin L. Holdman

Benjamin L. Holdman, Vice President

Date: 04-08-2025

Date: 4/16/2025

Change Order No. 1

Date of Issuance: _____

Effective Date: _____

| | | |
|--|---|---|
| Project: DABNEY STREET REHABILITATION | Owner: City of Tallulah, 204 N. Cedar Street, Tallulah, LA 71282 | Owner's Contract No.: DRA LA 54663 |
| Contract: DABNEY STREET REHABILITATION | | Date of Contract: |
| Contractor: D&J Construction Company, LLC | | Engineer's Project No.: 2210-47-EN |

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Deductive change order to reflect the as-built conditions for the project. Less Asphalt was used and shoulder material was included in the bid, in case it was required during construction. Material was not needed.

Attachments (list documents supporting change):

Budget Summary

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:

\$ 180,200.00

[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____:

\$ N/A

Contract Price prior to this Change Order:

\$ 180,200.00

[Increase] [Decrease] of this Change Order:

\$ (3,612.50)

Contract Price incorporating this Change Order:

\$ 176,587.50

Original Contract Times: Working days Calendar days

Substantial completion (days or date): 60 DAYS (11/01/24)

Ready for final payment (days or date): 105 DAYS

[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____:

Substantial completion (days): N/A

Ready for final payment (days): _____

Contract Times prior to this Change Order:

Substantial completion (days or date): 60 DAYS (11/01/24)

Ready for final payment (days or date): 105 DAYS

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): 0

Ready for final payment (days or date): _____

Contract Times with all approved Change Orders:

Substantial completion (days or date): 60 DAYS (11/01/24)

Ready for final payment (days or date): 105 DAYS

RECOMMENDED:

By: Cinnamon Gooding
Cinnamon Gooding, P.E.

Date: 04-15-25

Approved by Funding Agency (if applicable): _____

ACCEPTED:

By: _____
Charles Michael Finlayson, Mayor

Date: _____

ACCEPTED:

By: _____
Richard Richardson, CEO

Date: _____

Date: _____

City of Tallulah
Dabney Street Rehabilitation
DRA LA-54663
Project No. 2210-47-EN
April 14, 2025

CHANGE ORDER BUDGET SUMMARY

1. D&J Construction Company, LLC
West Monroe, LA
Contract Base Bid \$180,200.00
Change Order No. 1 (3,612.50)

Construction Total \$176,587.50

| ITEM NO. | CATEGORY | FUNDING SOURCES | | "AS-BID" BUDGET | CHANGE ORDER BUDGET |
|----------|--------------------------|-------------------|-----------------|------------------|---------------------|
| | | DRA | Local | | |
| 1. | Construction | \$ 130,895 | \$ 15,140 | \$ 180,200 | \$ 176,587.50 |
| 2. | Contingencies | 9,164 | 1,061 | 0 | |
| 3. | Professional Services | 14,040 | 1,560 | 15,600 | 15,600 |
| 4. | Construction Observation | 4,896 | 544 | 5,440 | 5,440 |
| 5. | DRA Administration | 5,750 | - | 5,750 | 5,750 |
| | TOTALS | \$ 164,745 | \$18,305 | \$206,990 | \$203,377.50 |