



# CITY OF MONROE

## MEMO

TO: Monroe Heritage Preservation Members  
FROM: Alyeasha C. Clay  
DATE: January 2, 2024  
RE: Monroe Heritage Preservation Commission Meeting

**Attention!** Fellow board members, we have a very important SPECIAL meeting scheduled for **Thursday, January 11, 2024 @ 6:00 P.M.** The meeting will be held in the Monroe City Hall Building, 1<sup>ST</sup> Floor, in City Council Chambers.

### **MINUTES:**

None

### **TENATIVE SCHEDULE:**

**HIS 100-24: Neville Boosters (Will Shelby) – 2306 Forsythe Avenue – Louis de Alexander Breard Historic District**

This is a request to make improvements to the existing batting cages at the Carl Smith Field in Forsythe Park. The applicant is located in the OS (Open Space) District.

### **OTHER BUSINESS:**

None

### **CITIZEN PARTICIPATION:**

**Citizens will be recognized, in order, by the citizen sign-in sheet.**

\*\*\*Please take a moment out of your busy schedules to call this office and confirm whether or not you will be able to attend this review meeting. Please call Alyeasha 329-2101. Again, we need a majority of the members in order to have a qualifying vote.\*\*\*It is imperative that we have a quorum. \*\*\*

Please bring your copy of the Monroe Historical Preservation Commission by-laws, Rules and Procedures and the ordinance for future referencing throughout the meeting session.



**City of Monroe**  
**Heritage Preservation Commission**

**CASE NO.:** HIS 100-24  
**NAME OF APPLICANT:** NEVILLE BOOSTERS (WILL SHELBY)  
**ADDRESS OF PROPERTY:** 2306 RIVERSIDE DRIVE (CARL SMITH FIELD)  
**HISTORIC DISTRICT:** LOUIS DE ALEXANDER BREARD

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**REQUEST:** The applicant is requesting to make improvements to the existing batting cages located along Riverside Drive at Carl Smith Field in Forsythe Park located in the Louis de Alexander Breard Historic District.

**SIZE OF PROPERTY:** 94.1 acres (more or less)

**PRESENT ZONING:** OS, Open Space District

**PRESENT USE:** City park.

**MOST NEARLY BOUNDED BY (STREETS):** North of Forsythe Avenue, south of Park Avenue, east of Riverside Drive and east of N. 10th Street.

**SURROUNDING LAND USES:** Surrounding land use consists of single family residential to the north, south, and east; the Ouachita River to the west.

**COMMENTS/  
RECOMMENDATIONS:** Neville High School Boosters are requesting to make improvements to the existing batting cages located along Riverside Drive, inside Forsythe Park at the location of the NHS Softball field aka Carl Smith Field. The existing batting cages are not covered, so the players aren't able to practice in all weather conditions.

The Boosters are looking for permission to provide them with a newly remodeled/reconstructed/covered facility that would match the architecture of the existing field house, press-box/concession stand and dugouts.

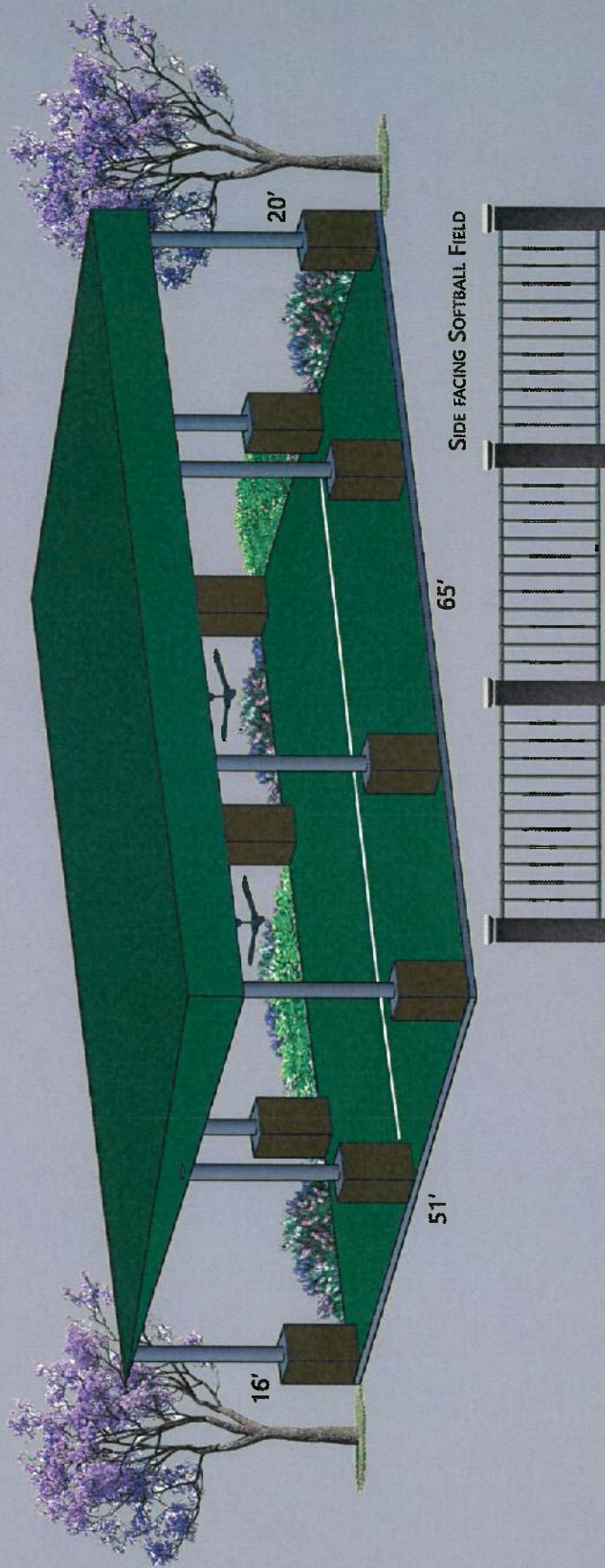
Photographs of the existing batting cages and area as well as a rendering of the proposed batting cages are provided for your review.

**DESIGN GUIDELINES:**

The Design Guidelines do not contain any stipulations for batting cages in parks.

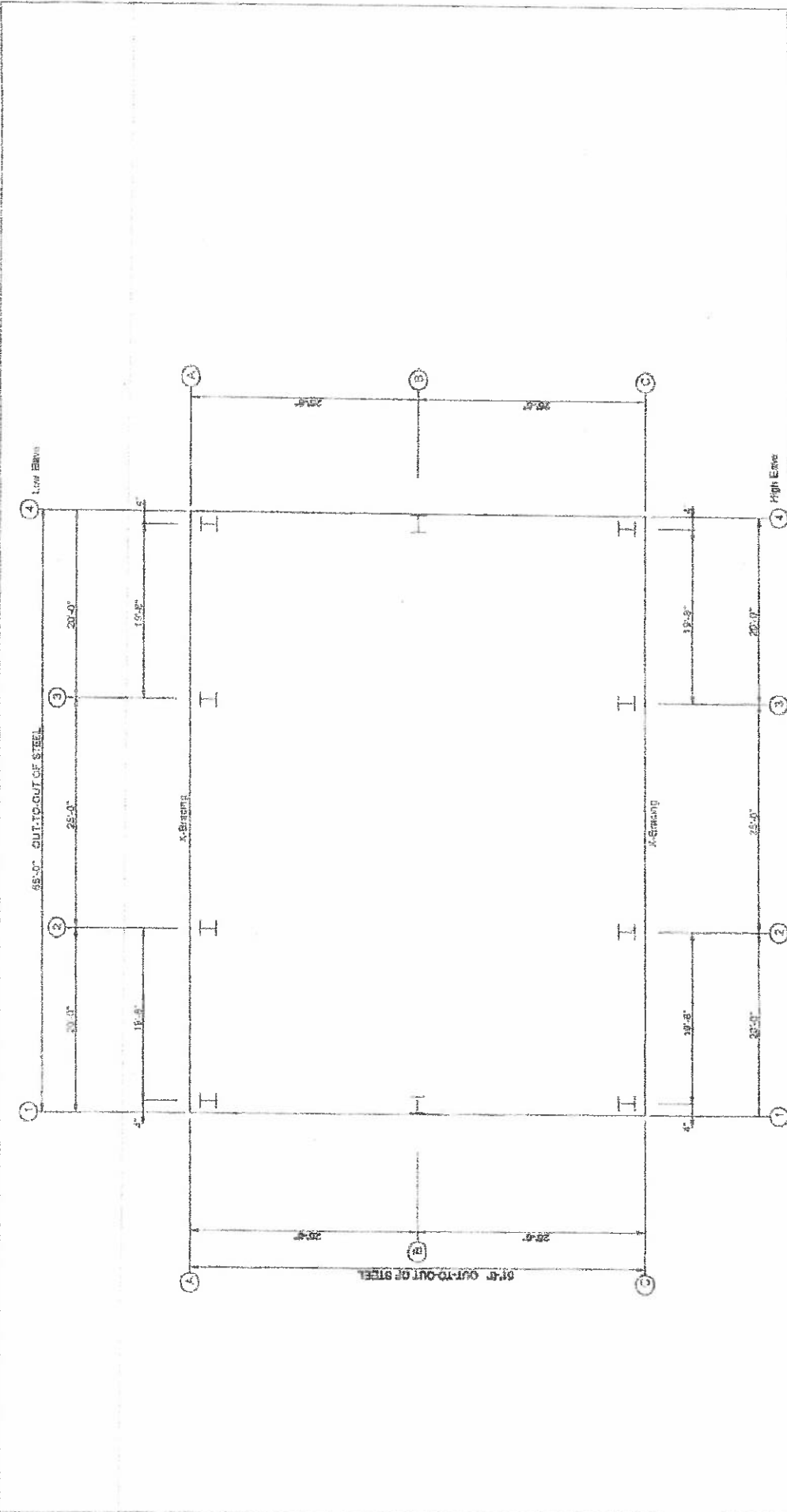
Preserve and historically significant site features.

# PROPOSED BATTING CAGES



DRAWN BY: KJC	DRAWN DATE: 10/20/18	NEVILLE SOFTBALL FORSYTHE PARK MONROE, LOUISIANA MISC.	PROPOSED BATTING CAGE ADDITION	FIGURE NUMBER <b>2</b>
PROJECT NUMBER: 00120886	BILLING GROUP: 01			





**MUELLER, INC.**  
 METAL BUILDING SYSTEMS & COMPONENTS  
 18151 Haldeman Ave. Dallas, TX 75241  
 (800) 827-4067 (214) 342-6100 (Fax)

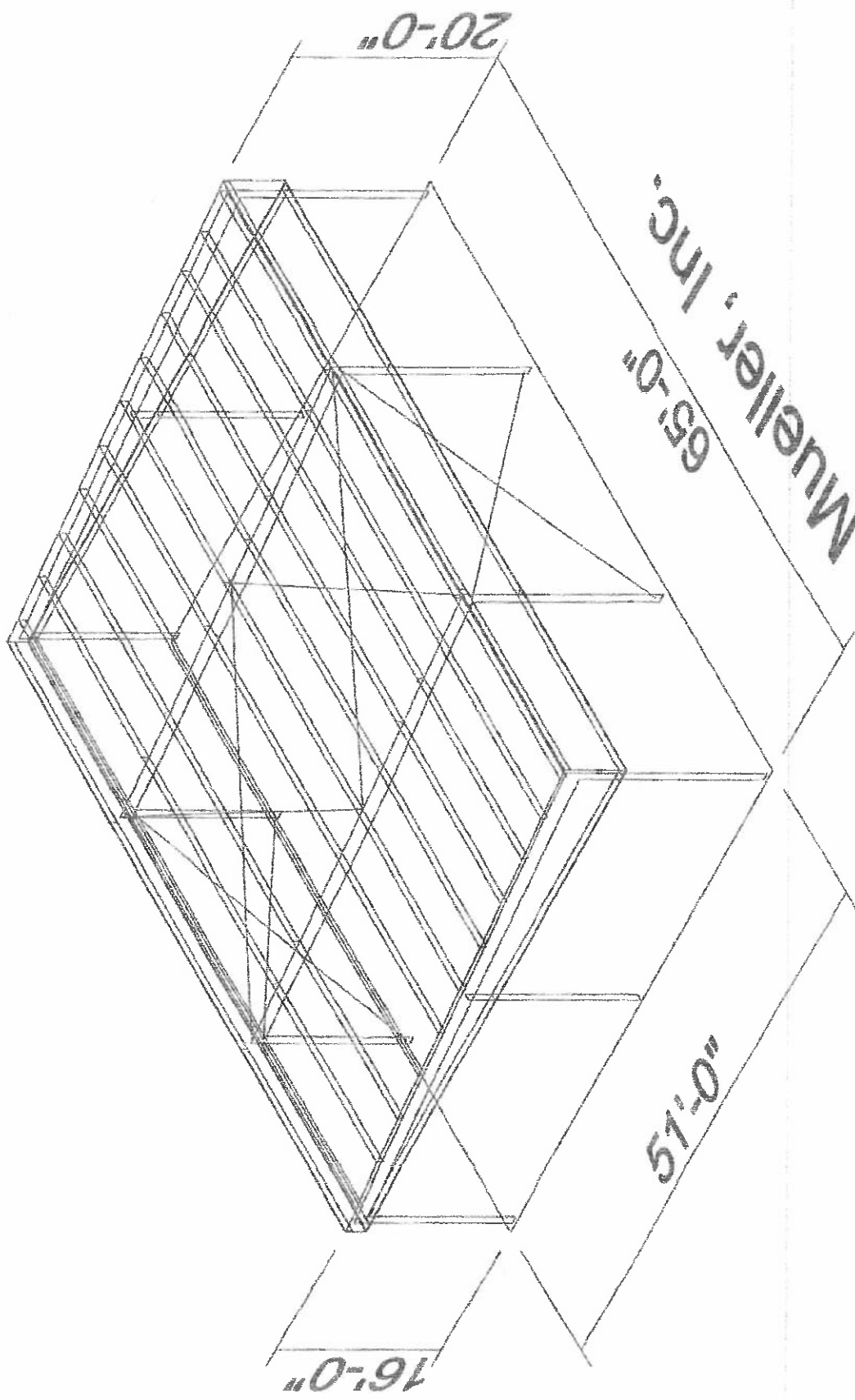
PROJECT	REVISION	DATE	BY	CHECKED	DATE
NO.	DESCRIPTION	DATE	BY	CHECKED	DATE
1	ISSUED FOR PERMIT	01/15/10	JMM	WJM	01/15/10
2	REVISED PER COMMENTS	01/20/10	JMM	WJM	01/20/10
3	REVISED PER COMMENTS	01/20/10	JMM	WJM	01/20/10
4	REVISED PER COMMENTS	01/20/10	JMM	WJM	01/20/10

**Preliminary**  
**Not for Construction**

FLOOR PLAN







Mueller, Inc.





## Neville Softball Batting Cage Renovations

As Softball Season is fast approaching, we are eager to enhance the experience at Carl Smith Field within the Paul McElroy Complex. We are working to expand the existing batting cages area to include a lighted, covered facility with additional practice space, as well as provide a mature landscaped surrounding to blend with the existing beauty of Forsythe Park.

### Specifications for Batting Cages:

- Dirt work for additional area of batting cages
- Forms, footings and finish concrete
- 8 – 12' brick & mortar columns surrounding 6" steel post for load barring support
- Steel structural support and metal roof decking with 4' drop down
- 4' brick column and iron picket fence surrounding perimeter
- Electrical LED lights x 12 including exterior lighting on each corner, 100amp service, electrical panel w/disconnect from main
- Fans x 4 for corners and 2 x middle (6 total), as well as wall plugs on or near the columns

Please contact the following persons with questions regarding this project:

Trey Dozier  
Head Coach  
(318) 547-8176

Curry Bagwell  
Booster President  
(318) 557-7972

Brett Braddock  
Booster Vice-President  
(318) 278-5294





## Covered Batting Cages

### Estimate

<u>Item#</u>	<u>Description</u>	<u>Quantity</u>	<u>Rate</u>	<u>Total/Item</u>
1	Demolition & Removal of existing structure	1	\$1,000.00	\$1,000.00
2	Excavation & Dirt Work to extend existing concrete slab (Includes equipment rental)	1	\$3,000.00	\$3,000.00
3	Concrete Work - Includes: material, setting forms, digging footings, pouring & finishing concrete, and removal of forms	1	\$6,000.00	\$6,000.00
4	12' Brick Columns w/6" steel pipe for support	8	\$1,500.00	\$12,000.00
5	Perimeter Fence w/Iron Gate - 4' Brick Column Wall w/Iron Pickets spanning 8' O/C between columns	1	\$6,800.00	\$6,800.00
6	Steel Structural Support and Metal Roof Decking w/4' front face drop down and 2' rear face drop down	1	\$20,000.00	\$20,000.00
7	Interior Electrical - Ceiling Mount LED Lights, Ceiling & Corner Fans, and GFI wall plugs @ columns (8) - Includes labor, material and fixtures	6	\$500.00	\$3,000.00
8	Exterior Electrical - Includes: 100amp Service, tie-in @ main, excavation from main to new facility, direct bury wire, disconnect @ facility & 4 exterior LED lights on corners	1	\$7,000.00	\$7,000.00
<b>Total</b>	<b><u>Job Cost Estimate</u></b>			<b><u>\$58,800.00</u></b>



**COOPERATIVE ENDEAVOR AGREEMENT**

Between

**THE CITY OF MONROE  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF PARKS AND RECREATION  
DEPARTMENT OF PUBLIC WORKS**

and

**NEVILLE HIGH SCHOOL-MONROE CITY SCHOOL BOARD**

**STATE OF LOUISIANA  
PARISH OF OUACHITA**

THIS COOPERATIVE ENDEAVOR, made and entered into this 22nd day of December 2014 by and between **NEVILLE HIGH SCHOOL-MONROE CITY SCHOOL BOARD**, a political subdivision of the state of Louisiana, hereinafter referred to collectively as "School Board" and/or "Neville" and the **City of Monroe**, a municipality organized and existing under the laws of the State of Louisiana, 400 Lee Joyner Blvd., Monroe, Louisiana hereinafter referred to as the "City."

**WITNESSETH:**

WHEREAS, Article VII, Section 14(c) of the Constitution of the State of Louisiana provides that "for a public purpose, the state and its political subdivisions ... may engage in cooperative endeavors with each other ...;" and

WHEREAS, the school board and the City desire to cooperate in the operation of Forsythe Park (Carl Smith Field) and the baseball field located at Saul Adler Community Center (Embanato); and,

WHEREAS, the public purpose is described as:

The development of activities in Monroe and the eleven parish area of Northeast Louisiana to help with economic development and increase sales tax;

WHEREAS, the City of Monroe owns the softball field located at Forsythe Park (Carl Smith Field) and the baseball field located at Saul Adler Community Center (Embanato); and,

WHEREAS, Neville High School-Monroe City School Board has for many years utilized the herein referenced ball fields in cooperation with the City of Monroe; and,

WHEREAS, heretofore, there is no known record of a written agreement of understanding and/or standard operating procedures;

**NOW THEREFORE**, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

That Neville High School-Monroe City School Board will have the continued use of Carl Smith softball field located at Forsythe Park and Embanato baseball field located at Saul Adler Community Center from January 1 through June 1 for the baseball and softball seasons and playoff games; from June 2 through August 15 for intermittent scrimmage games and summer World Series participation; and from August 16 through December 31 for intermittent, informal workouts, practices and scrimmage games.

Each party will assume the following responsibilities:

**A. Neville High School-Monroe City School Board**

1. Mow the grass inside the perimeter of the Carl Smith softball field located at Forsythe Park and Embanato baseball field at Saul Adler Community Center. Pick up debris and litter after games and practices. Maintain the premises in a neat, sanitary and safe condition. Timely turn the lights on and off before and after practices and games to help conserve on utilities.

2. Assist with general repairs to the field, facilities and any structures they install or erect.





3. Provide information as requested by the Division of Parks and Recreation and/or Department of Public Works regarding the needs and operations of the baseball facilities at the Carl Smith softball field and the Embanato baseball field. Neville High School will provide the city Public Works Department and Parks and Recreation Division with game and tournament schedules (hand delivered and/or emailed) to ensure that the fields are mowed, facilities are functioning properly and garbage picked up in a timely manner for their usage.

4. Communicate with the Division of Parks and Recreation any concerns regarding non-maintenance issues.

5. Communicate with the Department of Public Works any concerns regarding maintenance issues of city owned and erected structures.

6. Maintain a minimum \$1,000,000.00 liability insurance policy that reflects the City of Monroe as an "Additional Insured" and provide up to date copies to the Division of Parks and Recreation on an annual basis.

7. Provide sufficient security as needed for events held at the ball fields or other property used and owned by the City of Monroe.

8. Pay for all umpires, other hired personnel and any other related expenses.

9. Indemnify and hold harmless and defend the City of Monroe against any and all claims of liability or losses sustained by the City of Monroe resulting from the use or occupancy of the property owned by the City of Monroe inside the playing field and structures erected at the expense of Neville High School.

10. Any and all alterations to the premises (including construction; addition of buildings, fences, and any other objects and structures) shall receive permission from the Historic Preservation Society and approval of the City of Monroe. Further, Neville High School will notify the City of Monroe Public Works Department and Parks and Recreation Division when and if locks to the fields are changed such that the City Department of Public Works and Parks and Recreation Division have keys to access the fields at all times.

11. All permanent improvements made to the ball fields and the surrounding area on the property of the City of Monroe shall become the property of the City of Monroe. Permanent structures erected at the expense of Neville High School will not be open to use without the explicit permission of Neville High School.

12. Liability to third parties: In accordance with the provisions of R.S. 9:3321, Neville High School-Monroe City School Board has assumed responsibility for the condition of the premises used and the City of Monroe shall not be liable for injury caused by any vice or defect therein to Neville High School-Monroe City School Board, its officers, agents, or employees or to anyone on the premises of the City of Monroe by license of Neville High School-Monroe City School Board, its officers, agents or members

#### **B. City of Monroe**

1. The Department of Public Works will assist with maintenance of the ball fields and coordinate garbage pickup based on the timing of games and tournaments, as needed upon request, based upon its availability.

2. The Department of Public works shall provide routine maintenance of restrooms and other items constructed, erected, or installed by or provided at the expense of the City of Monroe.

3. The Division of Parks and Recreation shall assist with publicity for Neville High School events at Carl Smith and Embanato ball fields, upon request, through the distribution of fliers and publications.

4. The Department of Public Works will continue to mow/trim the grass around the perimeter of the Carl Smith softball field located at Forsythe Park and Embanato baseball field at Saul Adler Community Center and periodically mow the drainage ditches around the perimeter of the fields and keep the culverts and ditches open and clear of weeds and debris to allow for proper drainage.

5. The Division of Parks and Recreation will communicate with the head baseball and softball coaches at Neville High School concerning out of season requests to use Embanato baseball field at Saul Adler Community Center and Carl Smith field at Forsythe Park.



6. The Division of Parks and Recreation shall continue to pay all utilities for the fields and facilities at both field locations.

C. Neville High School-Monroe City School Board shall continue to assume the following responsibilities:

1. In the event that Neville High School-Monroe City School Board or the City of Monroe fail to meet any of its commitments under this Agreement, then, and in such event, either party shall have the right and authority to cancel this Agreement upon thirty (30) days written notice.

2. Neville High School-Monroe City School Board shall be without right or authority to assign, sublet, or otherwise rent out the City of Monroe property as herein described in this Agreement. The City of Monroe shall communicate with Neville High School any out of season requests to use Embanato field at Saul Adler Community Center.

3. Neville High School-Monroe City School Board, as a part of the consideration hereof, does hereby covenant and agrees that no person shall be excluded from participation, denied the benefits of or be otherwise subjected to discrimination in the use of said facilities or that in the construction of any improvements on, over, or under the property owned by the City of Monroe and the furnishing of services thereon, on the grounds of race, gender, creed, color, national origin, religion, or disabilities.

4. This Agreement shall remain in effect for a period of ten (10) years from the date of signing by authorized representatives of the City of Monroe and Neville High School-Monroe City School Board, and the school board/Neville shall have the option to extend the term of the agreement for five (5) additional ten(10) year terms.

5. Once approved by the Monroe city Council, copies of this Memorandum of Understanding Agreement (signed about parties) shall be forwarded to the City Department of Community Affairs office, Parks and Recreation Division, Public Works Department, Monroe City School Board and Neville High School.

THUS DONE, READ, AND SIGNED in the presence of the undersigned legal and competent witnesses and me, Notary in the City of Monroe, Ouachita Parish, State of Louisiana, on the 22<sup>nd</sup> day of December, 2014.

WITNESSES:

Kinya Dawson  
Printed Name: Kinya Dawson  
Robert Washington  
Printed Name: Robert Washington

CITY OF MONROE

James E. Mayo  
JAMES E. MAYO, MAYOR

Nanci Summersgill  
NOTARY PUBLIC  
Printed Name: Nanci Summersgill  
Notary ID No.: 17161  
Commission Expires: upon Death



THUS DONE, READ, AND SIGNED in the presence of the undersigned legal and competent witnesses and me, Notary in the City of Monroe, Ouachita Parish, State of Louisiana, on the 23<sup>rd</sup> day of September, 2014.

WITNESSES:

*Reshema Williams*  
Printed Name: Reshema Williams

*Laura Jacobs*  
Printed Name: Laura Jacobs

NEVILLE HIGH SCHOOL-  
MONROE CITY SCHOOL BOARD

*Clarence Sharp*  
CLARENCE SHARP, PRESIDENT

*Dr. Brent Vidrene*  
DR. BRENT VIDRENE, SUPERINTENDENT

*Charles Herold*  
NOTARY PUBLIC  
Printed Name: Charles Herold  
Notary ID No.: 16328  
Commission Expires: @ Death





## *Covered Batting Cages*

### *Estimate*

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