

Arkansas Community Assistance Grant Program
Resolution Passed by City Council/Quorum Court/Non-Profit Board

Date: 6-24-2025

Resolution # 25-46

Be it resolved by the City Council/Quorum Court/Non-Profit Board of the City of Monticello,

State of Arkansas a resolution entitled: _____

A Resolution authorizing the Mayor/Judge/President of the City of Monticello to apply for a grant on behalf of the City of Monticello, Arkansas. Whereas the the City of Monticello City Council/Quorum Court/Non-Profit Board has determined that the City of Monticello (*community/non-profit*) meets eligibility requirements necessary to apply for a grant under the Arkansas Community Assistance Grant Program, and

Whereas, the City of Monticello (*community/non-profit*) has presented plans to make improvements and remodel City Hall and Fire Department Buildings (*description of project*); and whereas, the City Council/Quorum Court/Non-Profit Board of the City of Monticello recognizes the need for the project, concurs with its importance, and supports the City of Monticello (*community/non-profit*) in its efforts to proceed with the same, and

Whereas, the the City of Monticello (*community/non-profit*) has furnished proof that they have raised \$ 100,395.96 through community cash and/or in-kind donations to be applied to the project as a local match;

Be it further resolved that the Mayor/County Judge/President of the City of Monticello, Arkansas is hereby authorized to submit an application of formal request to the Arkansas Economic Development Commission for purpose of securing state grant funds in the amount of \$ 401,583.82 (Total = 501,979.78) to aid and assist the City of Monticello, Arkansas (*community/non-profit*) in executing the proposed project described herein and that the Mayor/County Judge or Recorder/Treasurer/President of the City of Monticello, Arkansas is further authorized to administer the grant funds for the same project.

THIS RESOLUTION ADOPTED IN REGULAR SESSION June 24, 2025 (date).

Approved: _____

Signature of Mayor/County Judge/Board President

Attest: _____

Signature of City or County Clerk

Note: This is a sample copy of a resolution intended to assist applicants in knowing what to submit.

Arkansas Community Assistance Grant
Certification Letter

Date: July 25, 2025

Arkansas Community Assistance Grant Program
c/o Arkansas Economic Development Commission
1 Commerce Way, Suite 601, Little Rock, AR 72202

Dear Members of the Arkansas Economic Development Commission,

On behalf of the city/county/non-profit of Monticello, Arkansas, I am writing to request your assistance in securing a state grant under the Arkansas Community Assistance Grant Program. If awarded proceeds from the \$ 501,979.78 (Total Project Cost), will be used for the following project, as outlined in the enclosed application:

City Hall and Fire Department Renovations

The city/county/non-profit of Monticello, Arkansas have furnished proof that they have raised \$ 100,395.96 through cash and/or in-kind donations as their matching share on the project and the City Council/Quorum Court/Non-Profit Board of Monticello, Arkansas agrees to provide the remainder funds necessary to complete the state matching requirements. Further, we have read the application fully and have determined that the city/county/non-profit of Monticello, Arkansas is eligible to apply for and receive funds under this program.

I designate myself, Mayor/County Judge/Board President of Monticello, Arkansas as the person ultimately responsible for the administration of the state grant, if awarded. Project funds for all sources will be expended through a fund established in the books of the city/county/non-profit of Monticello, Arkansas and all project expenditures with invoices and canceled checks attached, in addition to copies of all application materials, will remain on file in the Mayor/Judge/President's office for three years of until audited (whichever is later), to assure that funds were used for the purposes for which they were made available.

If additional information is needed concerning this project, please feel free to contact me or the project's

Primary contact person (name) Robin Rice, Grant Administrator

Thank you for your consideration,

Mayor/Judge/Board President:

Jason Akers, Mayor

City/County/Non-Profit:

Monticello, Arkansas

Phone Number:

870.367.4400

RICE CONSULTING LLC

GRANT ADMINISTRATION

Cost Breakdown for City Hall & Fire Department Renovation:

City of Monticello, Arkansas
AEDC Rural Services Community Grant

Cost Estimate for Application Purposes
May 2025

Total Construction Cost:	\$371,250.00
Architectural Design (7% on Construction):	\$25,987.50
Grant Administration (3.5% on Construction):	\$12,993.75
Contingency (5% of Total plus Arch. Fees):	\$19,861.88
Top Rail Fence and Concrete:	\$71,886.65
Total Project Cost:	\$501,979.78
AEDC RS Community Grant (80%):	\$401,583.82
City Match (20%):	\$100,395.96
City (In-Kind Estimate – Demo & Painting):	\$32,500.00
City (Cash Match):	\$67,895.96
City Total Cost:	\$100,395.96

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sample

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THIS RESOLUTION ADOPTED IN REGULAR SESSION _____ (*date*).

Approved: _____
Signature of Mayor/County Judge/Board President

Attest: _____
Signature of City or County Clerk

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May 16, 2025

**CITY OF MONTICELLO
CITY HALL / FIRE DEPARTMENT RENOVATION
MONTICELLO, ARKANSAS**



PRELIMINARY PROJECT COST SUMMARY

Estimated Construction Cost:

First Floor - ~1,650 sqft @ ~125.00/sqft \$ 206,250.00
Second Floor - ~1,650 sqft @ ~100.00/sqft \$ 165,000.00
* costs based on preliminary evaluation

Architectural Design Fee (7%) \$ 25,987.50
\$ 2,598.75 Documentation & Evaluation of Existing Conditions
\$ 6,494.62 Design Development
\$ 12,993.75 Construction Documents
\$ 3,898.13 Bidding & Construction Administration
* cost to be invoice on percentage of design fee

Contingency (5%) \$ 19,861.88

TOTAL PROJECT COST ESTMATE \$ 417,099.38

 Outlook

RE: Monticello City Hall / Fire Department Renovation - Proposal for Design Services

From Michael Rogers <mrogers@michaelrogersdesigns.com>

Date Thu 5/22/2025 9:44 AM

To Robin Rice <robin@rice-consulting.com>

Cc Jason Akers <jakers@cityofmonticelloar.com>; Vickie Norris <vnorris@cityofmonticelloar.com>; Marcie Fortune <mfortune@michaelrogersdesigns.com>

Robin,

Without the project being designed or bid, it is difficult to put a detailed price on the scope of work. However, we can use square foot pricing based on similar projects that have been designed and bid similar to how we provided the Preliminary Project Cost Summary. **Based on that information, we would estimate \$5,000 for demo and \$27,500 for painting.** Let me know if you need anything else.

Michael Rogers, AIA, NCARB

Owner - Architect

Michael Rogers Designs LLC

210 E. Elm, 3rd Floor

El Dorado, AR 71730

office 870-639-1336

cell 870-904-0228

www.michaelrogersdesigns.com

From: Robin Rice <robin@rice-consulting.com>

Sent: Wednesday, May 21, 2025 5:38 PM

To: Michael Rogers <mrogers@michaelrogersdesigns.com>; Jason Akers <jakers@cityofmonticelloar.com>

Cc: Vickie Norris <vnorris@cityofmonticelloar.com>; Marcie Fortune <mfortune@michaelrogersdesigns.com>

Subject: Re: Monticello City Hall / Fire Department Renovation - Proposal for Design Services

Good Afternoon Mr. Rogers -

My name is Robin Rice, and I am working with the Mayor as the Grant Administrator for the AEDC Rural Services Community Grant we are working on to apply for. I am working with the Mayor to apply for the City Hall & Fire Department Renovations project.

Attached is the cost estimate you have provided.

The City would like to do some of the work such as demo and painting as in-kind labor for this grant application. Could you give me a quote on demo and painting that is included for this project?

As you know, the City meets next week, so if possible, could you give me an estimate this week?

If you have any questions, please let me know.

Thank you,

Robin Rice, P.E., Grant Administrator
Rice Consulting LLC
903.293.4896
www.rice-consulting.com

From: Jason Akers <jakers@cityofmonticelloar.com>
Sent: Wednesday, May 21, 2025 9:29 AM
To: robin@rice-consulting.com <robin@rice-consulting.com>
Cc: Vickie Norris <vnorris@cityofmonticelloar.com>
Subject: FW: Monticello City Hall / Fire Department Renovation - Proposal for Design Services

From: Michael Rogers <mrogers@michaelrogersdesigns.com>
Sent: Friday, May 16, 2025 3:17 PM
To: Jason Akers <jakers@cityofmonticelloar.com>
Cc: Marcie Fortune <mfortune@michaelrogersdesigns.com>; Vickie Norris <vnorris@cityofmonticelloar.com>
Subject: Monticello City Hall / Fire Department Renovation - Proposal for Design Services

Mayor Akers,

Thanks for the meeting a couple weeks ago to discuss the renovation to the old fire department and expansion of the city hall services. Attached is the contract for design services for your consideration. This is a percentage based contract where the final design fee is based on the contracted construction cost. I've also attached a preliminary project cost summary to reflect a square footage cost calculation for the project. These costs are based on other similar project types that have been bid with the approximate size of each floor applied.

I will be out of the office the weeks of May 26th and June 2nd. However if approved at the May 27th council meeting, I can have someone from my office measuring the building as early as June 2nd. If you have any questions or if we need to discuss any of the information included in the attachments, please let me know.

Thanks.