



# **PUBLIC WORKS COMMITTEE**

**Lincoln Parish Police Jury**

**Tuesday, April 09, 2024 at 5:30 PM**

**Police Jury Conference Room | 100 West Texas Avenue, Floor Three,  
Ruston, LA 71270**

## **AGENDA**

In compliance with the Americans With Disabilities Act, individuals needing special accommodations during this meeting should notify the Lincoln Parish Police Jury at 318-513-6200 at least three working days before the meeting.

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### **COMMITTEE MEMBERS**

Greg Williams, Chair; Dan Lord, TJ Cranford, Milton Melton, Diane Richards

### **Call to Order**

### **Invocation**

### **Approval of Agenda**

### **Public Comments on Agenda Items**

### **New Business**

1. Consider, And Take Action If Necessary, Approval of Residential Driveway/Culvert Installation Application and Requirements
2. Consider, And Take Action If Necessary, Waterworks District No. 3 Request For Billing and Collection of Sewer Fees
3. Action on Bids:
  1. Hot Mix- Authorize Advertisement For Bids
  2. Used Track Type Crawler Tractor

### **Other Business**

### **Public Comments**

### **Adjournment**



Residential Driveway – Culvert Installation

Application

Property Owner Information

**Property Address/Parcel No:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

Contractor Information

**Company Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Requirements For Issuance Of A Residential Driveway – Culvert Installation Permit**

1. A permit shall be required for all new residential driveway and/or new culvert installations in the parish road right-of-way in the unincorporated areas of Lincoln Parish. Driveways located on state roadways are permitted by the Louisiana Department of Transportation and Development.
2. The Parish Road Superintendent or his designee will make a determination whether the proposed driveway location is acceptable and determine the correct culvert size and required grades.
3. Property owner or contractor is responsible for purchase and delivery of required culvert.
4. Drainage of the roadway and the roadside ditches shall not be altered or impeded. Where the proper size culverts cannot be installed on grade without impeding or altering said drainage, the application shall be denied.
5. Any violation of this policy will be enforced by available civil, criminal or administrative remedies allowable under state law. The parish may remove any unpermitted and/or uncompliant driveway.

### Highway Department Installed Culverts

- A. Once the culvert has been purchased and is on site, you are responsible for notifying the Lincoln Parish Highway Department (318-251-5157) to schedule the installation.
- B. The Highway Department provides one (1) load of dirt, and NO additional material.

### Contractor Installed Culverts

- A. Driveways shall be constructed to match the grade of the roadway pavement. The driveway shall be constructed in such a manner as to not impede the flow of water away from the road.
- B. An inspection of culverts shall be made before the backfill operations begin, and it shall be the applicant's responsibility to call for the inspection a minimum of three business (3) days in advance. Failure to obtain a favorable inspection will result in the removal of unapproved culverts by the parish at the owner's expense.
- C. Temporary culverts may be allowed through the completion of new construction. Once construction is completed, the temporary culvert must be removed and replaced with a parish approved and permitted permanent culvert prior to the issuance of a certificate of occupancy.
- D. When hard-surfacing a driveway over a culvert installation with concrete pavement, a construction joint shall be constructed at the right-of-way line.

**Note: These Regulations shall become effective upon adoption by the Lincoln Parish Police Jury.**

**Lincoln Parish Police Jury**  
**Residential Driveway – Culvert Installation**  
**Permit**

Property Owner: \_\_\_\_\_

Contractor: \_\_\_\_\_

Physical (911) Address of Property/Parcel No: \_\_\_\_\_

\_\_\_\_\_

I, the applicant, request a permit for Residential Driveway – Culvert Installation at the location herein designated, and do covenant and agree to comply with the requirements and conditions set forth in the “Requirements For Issuance of A Residential Driveway – Culvert Installation Permit” and further agree to hold harmless the Lincoln Parish Police Jury (LPPJ) and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit, whether or not the same may have been caused by the negligence of LPPJ, its agents, or its employees. I understand that this permit may be modified or rescinded at any time at the discretion of LPPJ and any costs incurred as a result will be at my expense. I understand additional conditions to this permit may be added after I have signed it, prior to final issuance, and I agree to review this permit upon receipt of the official copy and agree to abide by said conditions. I certify that the information contained herein is true, complete, and correct to the best of my knowledge.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Contact Info: \_\_\_\_\_

**OFFICE USE ONLY:**

**Approval Recommended:** \_\_\_\_\_ **Approval Denied:** \_\_\_\_\_

**Reason for Denial:** \_\_\_\_\_

**Signature and Title:** \_\_\_\_\_



**WATERWORKS DISTRICT #3**  
**PO BOX 366**  
**RUSTON, LA 71273-0366**  
**318-251-0853**

April 3, 2024

Dear Lincoln Parish Police Jury,

On behalf of Mr. Jack R. Snow, President, and the other board members of Waterworks District #3, I am requesting a fee increase for billing and collecting sewer fees for Lincoln Parish Sewerage District #1. The current rate of \$525 per month has been in place for over fifteen years and in that time there have been increases in labor, postage, and supplies. The proposed new rate is \$1000 per month.

I also ask that a new contract be drawn up so there is no confusion on what is expected between our two entities.

Sincerely,

A handwritten signature in black ink, appearing to read "Adina Murphey", with a large, sweeping flourish at the end.

Adina Murphey

Office Manager



# LINCOLN Parish Police Jury

P.O. Box 979 RUSTON, LOUISIANA 71273-0979

PH: 1-318-513-6200 FAX: 1-318-513-6209

## BID TABULATION SHEET

**Item #:** One Used Track-Type Crawler Tractor

**Bid Date:** Friday, April 5, 2024

**Budgeted Amount:** Budget Amendment

**Notes:**

Bidder	Model	Bid	Delivery Date
Doggett Machinery Services	850K	\$195,000.00	April 9, 2024