



# POLICE JURY REGULAR MEETING

Lincoln Parish Police Jury

Tuesday, March 09, 2021 at 7:00 PM

Library Events Center | 910 North Trenton Street, 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.

### Call to Order

**Invocation and Pledge of Allegiance** - Mrs. Theresa Wyatt

### Approval of Agenda

### Public Comment on Agenda Items

### Approval of Minutes

1. February 9, 2021

### Old Business

### New Business

2. Announcement of Public Meeting To Consider Adoption of Resolution Ordering and Calling An Election to Authorize Renewal of Ad Valorem Tax (Library) - April 13, 2021 at 7:00 PM
3. Call Public Hearing For FY 2022/2023 LCDBG Public Facilities Program - Tuesday, April 13, 2021 at 7:00 PM
4. Appointment - Mrs. Paula Griswold - Greater Ward One Waterworks District
5. Update from Regional Representatives - Honorable Patrick Jefferson and Honorable Chris Turner
6. Adopt Resolution Re-Establishing And Redesignating The Polling Place For District 2 Precinct 2 At I.A. Lewis School, Ruston, Louisiana
7. Discuss, and Take Action on, Resolution Opposing State Centralized Sales Tax Collection
8. Authorize a Resolution Adopting the LCDBG Citizen Participation Plan
9. Authorize a Resolution Adopting the LCDBG Procurement Policy
10. Authorize a Resolution Adopting the HVAC Engineering and Administration Fees
11. Discuss and Take Action on Lease of Current Cricket Wireless Space
12. Discuss Pending Litigation - Crochet vs Lincoln Parish Police Jury

### Budget Reports - Mrs. Laura Hartt

**Committee Reports**

- 13. Personnel and Benefits Committee
- 14. Public Works Committee

**Other Business**

- 15. Approve Travel - NACO - Austin, Texas - July 16-19, 2021

**Public Comment**

**Adjourn**

TO: Lincoln Parish Police Jury  
FROM: The Public Works Committee  
SUBJECT: Committee Report

The Public Works Committee of the Lincoln Parish Police Jury met at the Lincoln Parish Library Events Center, Tuesday, February 9, 2021 at 6:00 p.m. Present were: Matt Pullin, Chair, Theresa Wyatt, T.J. Cranford, Logan Hunt, and Glenn Scriber.

Matt Pullin called the meeting to order and Glenn Scriber delivered the invocation.

Theresa Wyatt offered a motion, seconded by Logan Hunt, to approve the agenda as presented. The motion carried with the following votes:

YEAS: Wyatt, Cranford, Hunt, Scriber, and Pullin

Under New Business, the first item on the agenda was to approve the purchase of equipment, trucks and vans. Mrs. Jeri Webb, Purchasing Officer and Mr. Jerry Doss, Highway Superintendent were present to discuss and answer questions on the purchases. After discussion and questions, T.J. Cranford offered a motion, seconded by Glenn Scriber, to recommend the purchase of two utility tractors, two Ford E350 Chassis, one skid steer with attachments, one chip spreader, and one mini excavator. The motion carried with the following votes:

YEAS: Wyatt, Cranford, Hunt, Scriber, and Pullin

The next item on the agenda was to recommend for bid on tank cars for our 2021 Capital Improvement Program. After discussion, T.J. Cranford offered a motion, seconded by Glenn Scriber, to recommend advertisement and acceptance of bids for purchase of tank cars for the 2021 Capital Improvement Program. The motion carried with the following votes:

YEAS: Wyatt, Cranford, Hunt, Scriber, and Pullin

The final item under new business was to discuss and take action on preliminary plat- Jeffrey R. Brewster, Crocker Road. After discussion it was determined that no action was needed. No action was taken.

With no further business, the meeting was adjourned.

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Doug Postel  
Parish Administrator

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Matt Pullin  
Chair

TO: Lincoln Parish Police Jury  
FROM: Public Property and Buildings Committee  
SUBJECT: Committee Report

The Public Property and Buildings Committee of the Lincoln Parish Police Jury met in the Lincoln Parish Library Events Center, Tuesday, February 9, 2021, at 6:30 p.m. Present were: Theresa Wyatt, Chair, T.J. Cranford, Logan Hunt, Glenn Scriber, and Skip Russell

Theresa Wyatt called the meeting to order and T.J. Cranford delivered the invocation.

Glenn Scriber offered a motion, seconded by T.J. Cranford, to approve the agenda as presented. The motion carried with the following votes:

YEAS: Wyatt, Cranford, Hunt, Scriber, and Russell

On the agenda was to discuss and take action on lease agreements with Aaron's, Cricket Wireless, and Dollar General. Doug Postel, Parish Administrator recommended extending the leases but be able to terminate the leases in a timely manner if given the opportunity. After discussion, Skip Russell recommended extending the leases to a 4-year term. After further discussion, Skip Russell offered a motion, seconded by T.J. Cranford, to recommend allowing Parish Administrator Doug Postel to negotiate with each tenant for the extension of their leases to include a six-month contract cancellation clause for either party at any time for the duration of the lease. The motion carried with the following votes:

YEAS: Wyatt, Cranford, Hunt, Scriber, and Russell

There being no other business; the meeting was adjourned.

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Doug Postel  
Parish Administrator

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Theresa Wyatt  
Chair

The Lincoln Parish Police Jury met in regular session on Tuesday, February 9, 2021 at 7:00 p.m., at the Lincoln Parish Library Events Center, Ruston, Louisiana. Present were Theresa Wyatt, District One; Hazel Hunter, District Two; Richard Durrett, District Three; T.J. Cranford, District Four; Logan Hunt, District Five; Glenn Scriber, District Six; Matt Pullin, District Seven; Skip Russell, District Eight; Milton Melton, District Ten; Sharyon Mayfield, District Eleven; and Annette Straughter, District Twelve.

ABSENT: Joe Henderson, District Nine

Richard Durrett called the meeting to order and Annette Straughter delivered the invocation and led the Pledge of Allegiance.

Mr. Durrett called for public comments on the agenda. There were a few from concerned citizens.

Annette Straughter offered a motion, seconded by Logan Hunt, to amend the agenda to add after the budget report and before other business, the committee reports for Public Works and Public Property and Buildings. The motion was voted on by roll call:

MEMBER	YEA	NAY	ABSENT	ABSTAINED
Theresa Wyatt	<b>X</b>			
Hazel Hunter	<b>X</b>			
Richard Durrett	<b>X</b>			
T.J. Cranford	<b>X</b>			
Logan Hunt	<b>X</b>			
Glenn Scriber	<b>X</b>			
Matt Pullin	<b>X</b>			
Skip Russell	<b>X</b>			
Joe Henderson			<b>X</b>	
Milton Melton	<b>X</b>			
Sharyon Mayfield	<b>X</b>			
Annette Straughter	<b>X</b>			

/s/ Doug Postel  
Doug Postel  
Parish Administrator

/s/ Richard I. Durrett  
Richard I. Durrett  
Police Jury President

The motion passed.

Next on the agenda, Annette Straughter offered a motion, seconded by Sharyon Mayfield, to approve the agenda as amended. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Durrett, Cranford, Hunt, Scriber, Pullin, Russell, Melton, Mayfield, and Straughter

ABSENT: Henderson

Milton Melton offered a motion, seconded by Hazel Hunter, to approve the minutes of the January 12, 2021 regular meeting. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Durrett, Cranford, Hunt, Scriber, Pullin, Russell, Melton, Mayfield, and Straughter

ABSENT: Henderson

After the corrections suggested by Richard Durrett of "placing T.J. Cranford as absent on all votes taken" and "adding under the action taken on the Lincoln Parish Treasurer Position that the motion from Annette Straughter read "to authorize Mr. William Hulse, CPA to perform an exit audit." were made to the January 21, 2021 special meeting minutes; Glenn Scriber offered a motion, seconded by Annette Straughter, to approve the minutes as amended. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Durrett, Cranford, Hunt, Scriber, Pullin, Russell, Melton, Mayfield, and Straughter

ABSENT: Henderson

Next on the agenda was a public hearing to discuss the LCDBG-HVAC grant program. Matt Pullin offered a motion, seconded by Annette Straughter recess the Police Jury meeting and enter into public hearing. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Durrett, Cranford, Hunt, Scriber, Pullin, Russell, Melton, Mayfield, and Straughter

ABSENT: Henderson

Thomas Magee of Frye Magee, LLC was present to discuss the purpose of the grant program.

After discussion Annette Straughter offered a motion, seconded by Hazel Hunter, to close the public hearing and enter into regular meeting. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Durrett, Cranford, Hunt, Scriber, Pullin, Russell, Melton, Mayfield, and Straughter

ABSENT: Henderson

Next on the agenda was appointments, Glenn Scriber offered motion, seconded by Annette Straughter, to appoint Mr. Andy Durrett to the Ruston-Lincoln Parish Convention and Visitor's Bureau as the Chamber of Commerce representative for a three-year term.

**Resolution No. 2021-05**

BE IT RESOLVED by the Police Jury of Lincoln Parish,  
Louisiana, convened in Regular Session this  
9th day of February, 2021 that

**Mr. Andy Durrett**

Is hereby and herewith appointed, COMMISSIONER

Lincoln Parish Convention and Visitor’s Bureau  
Lincoln Parish, Louisiana,  
For the term of February 9, 2021 – January 1, 2024  
Signed and Sealed this 9th day of February, 2021  
LINCOLN PARISH POLICE JURY  
\* \* \* \* \*

/s/ Doug Postel  
Doug Postel  
Parish Administrator

/s/ Richard I. Durrett  
Richard I. Durrett  
Police Jury President

YEAS: Wyatt, Hunter, Durrett, Cranford, Hunt, Scriber, Pullin, Russell, Melton, Mayfield, and Straughter

ABSENT: Henderson

Skip Russell offered a motion, seconded by Matt Pullin, to appoint Mr. Jeff McGehee, to the Ruston-Lincoln Parish Convention and Visitor’s Bureau as the Hotel/Motel Association representative for a three-year term.

**Resolution No. 2021-06**

BE IT RESOLVED by the Police Jury of Lincoln Parish,  
Louisiana, convened in Regular Session this  
9th day of February, 2021 that  
**Mr. Jeff McGehee**  
Is hereby and herewith appointed, COMMISSIONER  
Lincoln Parish Convention and Visitor’s Bureau  
Lincoln Parish, Louisiana,  
For the term of February 9, 2021 – January 1, 2024  
Signed and Sealed this 9th day of February, 2021  
LINCOLN PARISH POLICE JURY  
\* \* \* \* \*

/s/ Doug Postel  
Doug Postel  
Parish Administrator

/s/ Richard I. Durrett  
Richard I. Durrett  
Police Jury President

The motion carried with the following votes:

YEAS: Wyatt, Hunter, Durrett, Cranford, Hunt, Scriber, Pullin, Russell, Melton, Mayfield, and Straughter

ABSENT: Henderson

Matt Pullin offered a motion, seconded by Annette Straughter, to appoint Mr. Rob Owens, to the Ruston-Lincoln Parish Convention and Visitor’s Bureau as the Restaurant Association representative for a three-year term.

**Resolution No. 2021-07**

BE IT RESOLVED by the Police Jury of Lincoln Parish,  
Louisiana, convened in Regular Session this  
9th day of February, 2021 that

**Mr. Rob Owens**

Is hereby and herewith appointed, COMMISSIONER  
Lincoln Parish Convention and Visitor’s Bureau  
Lincoln Parish, Louisiana,

For the term of February 9, 2021 – January 1, 2024  
Signed and Sealed this 9th day of February, 2021

LINCOLN PARISH POLICE JURY  
\* \* \* \* \*

/s/ Doug Postel  
Doug Postel  
Parish Administrator

/s/ Richard I. Durrett  
Richard I. Durrett  
Police Jury President

The motion carried with the following votes:

YEAS: Wyatt, Hunter, Durrett, Cranford, Hunt, Scriber, Pullin, Russell, Melton, Mayfield, and Straughter

ABSENT: Henderson

Next on the agenda was to adopt a resolution Assuring Compliance with Uniform Relocation Assistance and Real Property Acquisition (DOTD). Annette Straughter offered a motion, seconded by Skip Russell, to adopt a resolution Assuring Compliance with Uniform Relocation Assistance and Real Property Acquisition. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Durrett, Cranford, Hunt, Scriber, Pullin, Russell, Melton, Mayfield, and Straughter

ABSENT: Henderson

**RESOLUTION NO. 21-08**

RESOLUTION OF ASSURANCE TO COMPLY WITH UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION

LINCOLN PARISH POLICE JURY

WHEREAS, the Lincoln Parish Police Jury anticipates obtaining Federal participation in transportation related projects for the fiscal year 2020-2021; and,

WHEREAS, it is essential for the Lincoln Parish Police Jury to provide the necessary assurances to Louisiana Department of Transportation’s Real Estate Section that it will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act, as amended



(Uniform Relocation Act) 42 U.S.C. 4601-4655, and with implementing Federal regulations in 49 C.F.R. Part 24.

NOW, THEREFORE, BE IT RESOLVED, that the Lincoln Parish Police Jury assures that it will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act, as amended (Uniform Relocation Act) 42 U.S.C. 4601-4655, and with implementing Federal regulations in 49 C.F.R. Part 24.

/s/ Richard I. Durrett

Richard I. Durrett  
Police Jury President

Next on the agenda was to adopt resolution re-establishing and redesignating the polling place for District 11, Precincts 1, 2, 3 and 4 at I.A. Lewis School, Ruston, Louisiana. Theresa Wyatt offered a motion, seconded by Milton Melton, to adopt a resolution re-establishing and redesignating the polling place for District 11, Precincts 1, 2, 3 and 4 at I.A. Lewis School, Ruston, Louisiana. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Durrett, Cranford, Hunt, Scriber, Pullin, Russell, Melton, Mayfield, and Straughter

ABSENT: Henderson

### **Resolution 21-09**

A RESOLUTION AUTHORIZING A PERMANENT CHANGE IN THE POLLING PLACE LOCATION FOR DISTRICT 11, PRECINCTS 1, 2, 3 AND 4, FROM REESE HALL, TECH FARM, 1401 REESE DR. TO I.A. LEWIS SCHOOL, 1000 MITCHELL AVENUE, RUSTON, LA, EFFECTIVE IMMEDIATELY, AND ALL AS REQUESTED BY THE CLERK OF COURT AND REGISTRAR OF VOTERS.

WHEREAS, there is a need to make a permanent change in the polling place location for District 11, Precincts 1, 2, 3 and 4

NOW THEREFORE, BE IT RESOLVED, that the Lincoln Parish Police Jury does hereby authorize a permanent change in the polling place location for District 11, Precincts 1, 2, 3 and 4, from Reese Hall, Tech Farm, 1401 Reese Dr. to I.A. Lewis School, 1000 Mitchell Avenue, Ruston, LA, effective immediately, and all as requested by the Clerk of Court and Registrar of Voters.

BE IT FURTHER RESOLVED, that this Resolution shall be forwarded to the Secretary of State Department of Elections, the Lincoln Parish Clerk of Court, and the Lincoln Parish Registrar of Voters, and other appropriate departments to advise of this change.

BE IT FINALLY RESOLVED, that this Resolution shall become effective immediately upon adoption by the Lincoln Parish Police Jury and approval by the Parish President.

/s/ Richard I. Durrett

Richard I. Durrett

## Police Jury President

Next on the agenda was to authorize resolution to amend the maturity date of the notes related to the Lincoln Parish Detention Center Construction Bonds from March 13, 2021 to June 13, 2021. Annette Straughter offered a motion, seconded by Hazel Hunter, to adopt a resolution to amend the maturity date of the notes related to the Lincoln Parish Detention Center Construction Bonds from March 13, 2021 to June 13, 2021.

**RESOLUTION 21-10**

A resolution amending a resolution entitled "A resolution authorizing the issuance of Two Million Six Hundred Seventy-Seven Thousand Dollars (\$2,677,000) of Sales Tax Bonds, Series 2020, of the Parish of Lincoln, State of Louisiana; prescribing the form, terms and conditions of such Bonds and providing for the payment thereof; designating the date, denomination and place of payment of said Bonds; providing for the payment thereof in principal and interest and entering into certain other covenants and agreements in connection with the security and payment of said Bonds; providing for interim financing in connection with the project being funded with the proceeds of the Bonds through the issuance, sale and delivery of \$2,677,000 of Bond Anticipation Notes of the Parish; and providing for other matters in connection with the issuance of the Bonds and the Notes" and providing for other matters in connection therewith".

WHEREAS, this Police Jury (the "Governing Authority") of the Parish of Lincoln, State of Louisiana (the "Issuer"), adopted the above entitled resolution on November 12, 2019 (the "Bond Resolution") to provide interim financing for the construction of improvements to the Lincoln Parish Detention Center (the "Project") through the issuance of \$2,677,000 of the Issuer's Bond Anticipation Notes, dated March 13, 2020 (the "Notes") and to provide permanent financing for the Project through the sale of \$2,677,000 of its Sale Tax Bonds, Series 2020; and

WHEREAS, the construction of the Project schedule has not advanced as rapidly as originally projected; and

WHEREAS, as the Bonds will be delivered this year (2021), this Governing Authority now wishes to change the Series designation of the Bonds from "Series 2020" to "Series 2021"; and

WHEREAS, to allow additional proceeds of the Notes to be advanced and expended on the Project, the term of the Notes needs to be extended from

one (1) year to fifteen (15) months, as requested by the United States of America, acting through Rural Development, the entity which will purchase the Bonds;

NOW, THEREFORE, BE IT RESOLVED by the Police Jury of the Parish of Lincoln, State of Louisiana, acting as the governing authority of the Parish of Lincoln, State of Louisiana, that:

SECTION I . The series designation of the Bonds which is referenced throughout the BondResolution is hereby amended from "Series 2020" to "Series 2021".

SECTION 2. The third sentence of SECTION 23 of the Bond Resolution is hereby amended to read as follows:

" The Notes shall be issued in the form of two fully registered Notes, shall be dated the date of delivery thereof and shall mature not exceeding fifteen (15) months from the date with Note R-1 being in the principal amount of \$1,607,000 and bearing interest at the rate of three and one-half per centum (3.50%) per annum and Note R-2 being in the principal amount of \$1,070,000 and bearing interest at the rate of one and three-fourths per centum (1.75%) per annum."

SECTION 3. Pursuant to the amendment set forth in Section 2 hereof, the maturity date ofthe Notes is extended from March 13, 2021 to June 13, 2021.

SECTION 4. The provisions of the Bond Resolution, as amended herein, are ratified and approved.

This resolution having been submitted to a vote, the vote thereon was as follows:

MEMBER	YEA	NAY	ABSENT	ABSTAINED
Theresa Wyatt	<b>X</b>			
Hazel Hunter	<b>X</b>			
Richard I. Durrett	<b>X</b>			
T.J. Cranford	<b>X</b>			
Logan Hunt	<b>X</b>			
Glenn Scriber	<b>X</b>			
Matt Pullin	<b>X</b>			
Skip Russell	<b>X</b>			
Joe Henderson			<b>X</b>	

Milton Melton	<u>  X  </u>	_____	_____	_____
Sharyon Mayfield	<u>  X  </u>	_____	_____	_____
Annette Straughter	<u>  X  </u>	_____	_____	_____

And the resolution was declared adopted on this, the 9th day of February, 2021.

/s/ Doug Postel  
Parish Administrator

/s/ Richard I. Durrett  
Police Jury President

Next on the agenda was adopt an ordinance providing for sale of adjudicated property Parcel no. 31182000015 in the amount of \$11,431.80 and further providing with respect thereto. Theresa Wyatt offered a motion, seconded by Hazel Hunter, to adopt an ordinance providing for the sale of adjudicated property Parcel no. 31182000015, in the amount of \$11,431.80 and further providing with respect thereto.

**ORDINANCE NO. 451-21-0**

***AN ORDINANCE TO AUTHORIZE AN ACT OF SALE BY THE PARISH OF LINCOLN TO SELL ADJUDICATED PROPERTY DESCRIBED AS PARCEL 31182000015: BEG. AT NW/C OF SW OF SE, SEC.31-18-2, L/P. LA. RUN E. 358' TO POB. FROM POB RUN E. 372', S. 00 DEG. 15' E. 468', W. 372', N. 00 DEG. 15' W. TO POB A DIST. OF 468',CONTG. 4 AC. M/L. IN SW OF SE, SEC. 31-18-2, L/P.LA, IN ACCORDANCE WITH LA R.S. 47: 2202 T SEQ. AND TO AUTHORIZE THE LINCOLN PARISH POLICE JURY PRESIDENT TO SIGN ALL NECESSARY DOCUMENTS AND TO ADDRESS THER MATTERS RELATIVE THERETO***

***WHEREAS***, the immovable property described below was adjudicated to the Parish of Lincoln on May 16, 2001, for nonpayment of taxes; and

***WHEREAS***, the three (3) year period for redemption provided by Art. 7, §25 of the Louisiana Constitution has elapsed, as well as the five (5) year period, established by Parish Ordinance No: 337-14-(0) and the owner of record has failed to redeem the adjudicated property; and

***WHEREAS***, LA R.S. 47:2202 *et seq.* provides that the Parish may sell adjudicated property in accordance with law after the expiration of the period for redemption; and

***WHEREAS***, the Parish of Lincoln has declared the property described below surplus and not needed for a public purpose and to dispose of said property in accordance with LA R.S. 47:2202, *et seq.*; and

***WHEREAS***, in accordance with L.A. R.S. 47:2202 the Parish of Lincoln has set a minimum bid for public sale at \$11,431.80 and

***WHEREAS***, the Parish of Lincoln has received a written offer to purchase said property from Jeffery Rhone for the consideration of \$11,431.80 at the time of sale and has been accepted by the Lincoln Parish Police Jury; and

**WHEREAS**, the property described herein below was scheduled for public auction on February 3, 2020 at 10:00 a.m.

**NOW BE IT ORDAINED** by the Lincoln Parish Police Jury, that any Act of Sale of the below described property shall contain the following conditions and requirements:

- 1) This property described as Lincoln Parish Parcel #31182000015, having a municipal address of 318 Hickory Street, Ruston, Louisiana, and more fully described as:

BEG. AT NW/C OF SW OF SE, SEC.31-18-2, L/P. LA. RUN E. 358' TO POB. FROM POB RUN E. 372', S. 00 DEG. 15' E. 468', W. 372', N. 00 DEG. 15' W. TO POB A DIST. OF 468',CONTG. 4 AC. M/L. IN SW OF SE, SEC. 31-18-2, L/P.LA.

- 2) This property shall be sold in accordance with LS-R.S. 47:2201 *et. seq.*, without any warranty, from either the Parish or Management Company, whatsoever, even as to the return of the purchase price.
- 3) The sale shall be on a form approved by the Parish Attorney and that the sales price is paid by certified funds at the time of the sale.
- 4) The sale shall include a reservation of all mineral rights to the Parish, but shall convey all surface rights.
- 5) The following shall be completed prior to closing of sale:
  - a. E&P Consulting Services, LLC shall certify in writing to the Parish Attorney that they have examined the mortgage records, conveyance records, probate and civil suit records of the Parish of Lincoln and that attached to this certification will be a written list of names and last known addresses of all owners, mortgagees, and any other person who may have a vested or contingent interest in the property, or who has filed a request for notice as provided in the former provisions LS-R.S. 33:4720.17(B), as indicated in those records.
  - b. E&P Consulting Services, LLC will provide notice to those persons identified in accordance with LS-R.S. 47:2201 *et. seq.* Proof of said notice will be filed in the conveyance records of Lincoln Parish immediately after the Act of Sale.
  - c. At the time of closing, the E&P Consulting Services, LLC will certify in writing to Parish Attorney and Clerk of Court that the number of days mandated by LS-R.S. 47:2201 *et. seq.* has elapsed since the above required notice was made or attempted and that the property has not been redeemed by the payment of the taxes owed.

**BE IT FURTHER ORDAINED**, by the Lincoln Parish Policy Jury, that the Police Jury President is hereby authorized to execute a Cash Sale of the above described adjudicated property to the highest acceptable bidder. The Cash Sale shall contain all of the above conditions and

requirements and shall be executed within the timelines specified. The above ordinance having been submitted to a vote, the vote thereon was as follows:

YEAS: Wyatt, Hunter, Durrett, Cranford, Hunt, Scriber, Pullin, Russell, Melton, Mayfield, and Straughter

NAYS:

ABSTAINED:

ABSENT: Henderson

Next on the agenda was to discuss and take action on a certified building inspector contract. Due to the sudden death of Mr. Luther Sanson, there became a need for a new building inspector. It was recommended, that Mr. Chase Sanson would handle the business moving forward. After further discussion, Theresa Wyatt offered a motion, seconded by Hazel Hunter, to approve Mr. Chase Sanson as building inspector for Lincoln Parish. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Durrett, Cranford, Hunt, Scriber, Pullin, Russell, Melton, Mayfield, and Straughter

ABSENT: Henderson

Next on the agenda was to discuss and take action if necessary on the new logo design. After discussion, Skip Russell offered a motion, seconded by Hazel Hunter, to further evaluate the possible new logo design versus the old logo design. After further discussion, the motion carried with the following votes:

YEAS: Wyatt, Hunter, Durrett, Cranford, Hunt, Scriber, Pullin, Russell, Melton, Mayfield, and Straughter

ABSENT: Henderson

Next on the agenda, Mrs. Laura Hartt gave the budget to actual report on the General Fund and additional major funds.

For committee reports, Matt Pullin stated that the Public Works Committee met this day at 6:00 p.m. and the committee recommends:

1. Approving the purchase of two utility tractors, two Ford E350 Chassis, one skid steer with attachments, one chip spreader, and one mini excavator.
2. Approving the purchase of tank cars for the 2021 Capital Improvement Program.
3. No action was taken on preliminary plat-Jeffrey Brewster, Crocker Road.

Matt Pullin offered a motion, seconded by Logan Hunt, to approve the minutes of the Public Works Committee. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Durrett, Cranford, Hunt, Scriber, Pullin, Russell, Melton, Mayfield, and Straughter

ABSENT: Henderson

Theresa Wyatt stated that the Public Property and Buildings Committee met on this day at 6:30 p.m. and the committee recommends:

1. Recommends renewing leases for Aaron's, Cricket Wireless, and Dollar General; and that Parish Administrator Doug Postel would negotiate the new contracts with the inclusion of a six month cancellation clause.

Theresa Wyatt offered a motion, seconded by Glenn Scriber, to approve the minutes of the Public Property and Buildings Committee. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Durrett, Cranford, Hunt, Scriber, Pullin, Russell, Melton, Mayfield, and Straughter

ABSENT: Henderson

After various reports from department heads and no other business to come before the Jury, the meeting was adjourned.

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Doug Postel

Parish Administrator

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Richard I. Durrett

Police Jury President

### Announcement of Public Meeting

Notice is hereby given that at its meeting to be held on Tuesday, April 13, 2021 at 7:00 p.m. at its regular meeting place, the Police Jury Meeting Room, Third Floor, 100 West Texas Avenue, Ruston, Louisiana, the Police Jury of the Parish of Lincoln, State of Louisiana, plans to consider adopting a resolution ordering and calling an election to be held within the Parish of Lincoln to authorize the levy of an ad valorem tax.



**PUBLIC NOTICE for PUBLIC HEARING**

The Lincoln Parish Police Jury will hold a public hearing at 7:00 p.m. on April 13, 2021 at the Lincoln Parish Library Events Center, 910 North Trenton Street, Ruston, LA 71270. The purpose of the meeting is to obtain views on the housing and community development needs of Lincoln Parish and to discuss the submission of an application for funding under the State of Louisiana *FY 2022/2023* Community Development Block Grant (LCDBG) Program. The following items will be discussed at the hearing:

- A. The amount of funds available for proposed community development and housing activities;
- B. The range of activities available that may be undertaken, including the estimated amount of funds proposed to be used for activities that will benefit persons of low and moderate incomes;
- C. The plans of the Police Jury for minimizing displaced persons as a result of activities assisted with such funds and the benefits to be provided by the Police Jury to persons actually displaced as a result of such activities; and,
- D. The Police Jury's past performance on LCDBG projects funded by the State of Louisiana.

All residents, particularly low and moderate income persons and residents of slum and blighted areas of the Parish are encouraged to attend this meeting.

Accommodations will be made for persons with disabilities and non-English speaking individuals provided that three day notice of received by the Police Jury.

Those citizens unable to attend this hearing may submit their views and proposals until April 13, 2021 in writing to:

Richard Durrett, President  
Lincoln Parish Police Jury  
P. O. Box 979  
Ruston, LA 71270

**Resolution 21-**

A RESOLUTION AUTHORIZING A PERMANENT CHANGE IN THE POLLING PLACE LOCATION FOR DISTRICT 2, PRECINCT 2, FROM REESE HALL, TECH FARM, 1401 REESE DR. TO I.A. LEWIS SCHOOL, 1000 MITCHELL AVENUE, RUSTON, LA, EFFECTIVE IMMEDIATELY, AND ALL AS REQUESTED BY THE CLERK OF COURT AND REGISTRAR OF VOTERS.

WHEREAS, there is a need to make a permanent change in the polling place location for District 2, Precinct 2

NOW THEREFORE, BE IT RESOLVED, that the Lincoln Parish Police Jury does hereby authorize a permanent change in the polling place location for District 2, Precinct 2, from Reese Hall, Tech Farm, 1401 Reese Dr. to I.A. Lewis School, 1000 Mitchell Avenue, Ruston, LA, effective immediately, and all as requested by the Clerk of Court and Registrar of Voters.

BE IT FURTHER RESOLVED, that this Resolution shall be forwarded to the Secretary of State Department of Elections, the Lincoln Parish Clerk of Court, and the Lincoln Parish Registrar of Voters, and other appropriate departments to advise of this change.

BE IT FINALLY RESOLVED, that this Resolution shall become effective immediately upon adoption by the Lincoln Parish Police Jury and approval by the Parish President.

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Richard I. Durrett  
Lincoln Parish Police Jury President

**Resolution 21-**

**A RESOLUTION IN OPPOSITION OF ALL PROPOSED LEGISLATION THAT TRANSFERS THE ADMINISTRATION AND COLLECTION OF LOCAL SALES & USE TAXES TO THE LOUISIANA DEPARTMENT OF REVENUE.**

**WHEREAS**, the Constitution of the State of Louisiana grants local governments the right to levy and collect local sales and use taxes;

**WHEREAS**, there are several constitutional amendments and other bills introduced in the 2020 Regular Legislative Session that would transfer collection responsibility of local sales and use tax levies to the state Department of Revenue; and

**WHEREAS**, local taxing authorities possess the best knowledge and experience to properly collect its own taxes and have a proven record of proactive advancements in the areas of enforcement, audit coverage, dispute resolution, reporting technology and successful litigation; and

**WHEREAS**, the state of Louisiana's budget issues do not offer prospects for the Department of Revenue to have sufficient resources to provide the necessary taxpayer assistance, enforcement programs and training of its employees on the specific application of local sales and use tax ordinances without significant cost contributions from local governments, thereby resulting in the direct and indirect loss of local tax receipts; and

**WHEREAS**, many local taxing authorities have issued bonded indebtedness guaranteed by the passage locally adopted sales and use tax levies, collection of said levies the direct responsibility of local governments, and which transfer of that responsibility to a state agency may generate legal challenges and jeopardize future bond issues; and

**WHEREAS**, the central local collector in each parish is directly responsible to the local taxing authorities and their elected officials for the performance of local tax administration, and the Secretary Revenue being an appointee of the Governor of the state, uncertainty exists as to who in the Department of Revenue will be accountable to local taxing authorities for the performance of such critical local tax administration,

**NOW THEREFORE**, be it resolved that the members of the Lincoln Parish Police Jury, that each member of the legislative delegation for the Parish of Lincoln is urged to vigorously oppose any and all proposed legislation that transfers the administration and collection of local sales and use taxes to the Louisiana Department of Revenue; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be sent forthwith to said legislators so that they will be made aware of our position on this matter.

\_\_\_\_\_  
Richard I. Durrett  
Lincoln Parish Police Jury President

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I, Doug Postel, Parish Administrator, Lincoln Parish Police Jury, do hereby certify that the above and foregoing is a true and correct copy of a Resolution adopted by the Police Jury of Lincoln Parish, Louisiana, convened in regular session on the \_\_\_\_ day of \_\_\_\_\_ at which meeting a quorum was present.

\_\_\_\_\_  
Doug Postel  
Parish Administrator

## **CITIZEN PARTICIPATION PLAN**

The Lincoln Parish Police Jury has adopted the following Citizen Participation Plan to meet the citizen participation requirements of Section 508 of the Housing and Community Development Act of 1974, as amended. The Lincoln Parish Police Jury is committed through adoption of this plan to full and total involvement of all residents of the community in the composition, implementation and assessment of its 2022/2023 Community Development Block Grant Program and Community Development Block Grant Corona Virus HVAC Program. Attempts will be made to reach all citizens, with particular emphasis on participation by persons of low and moderate income, residents of slum and blighted areas and of areas in which funds are proposed to be used. A copy of this plan will be made available to the public upon request.

As part of the citizen participation requirements and to maximize citizen interaction, the Lincoln Parish Police Jury shall:

- 1) Provide citizens with reasonable and timely access to local meetings, information and records relating to the state's proposed method of distribution, as required by the Secretary, and relating to the actual use of funds under Title I of the Housing and Community Development Act of 1974, as amended;
- 2) Provide for public hearings to obtain views and respond to proposals and questions at all stages of the community development program. These hearings will consist of the development of needs and proposed activities and review of program performance. These hearings will be held after adequate notice, a minimum of five calendar days, at times and locations convenient to potential or actual beneficiaries with accommodations for persons with disabilities;
- 3) Provide for and encourage citizen participation with particular emphasis on participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used;
- 4) Provide for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals;
- 5) Where applicable, identify how the needs of non-English speaking residents will be met in the case of public hearings; and
- 6) Provide for a formal written procedure which will accommodate a timely written response, within fifteen days where practicable, to written complaints and grievances.

Written minutes of the hearings and an attendance roster will be maintained by the Lincoln Parish Police Jury.

### **PUBLIC HEARINGS**

Notices informing citizens of any public hearings will appear in the official journal of the Lincoln Parish Police Jury a minimum of five calendar days prior to the hearing. In addition, notices will also be posted in (Town office buildings/town hall) and the hearing will be publicized through local community organizations, i.e., churches, clubs, etc., and/or dissemination of leaflets in the target area. Hearings will be held at times and locations convenient to potential or actual beneficiaries with accommodations for individuals with disabilities and non-English speaking persons. Whenever

possible these hearings will be held within or near the target areas, at times affording participation by the most affected residents.

## I. APPLICATION

### First Notice/Public Hearing

The public hearing to address 2022/2023 Community Development Block Grant Program and Community Development Block Grant Corona Virus HVAC Program application submittal will be held approximately seven calendar days prior to the deadline for submission of the application for the current funding cycle. The Citizen Participation Plan will be available at the hearing. The public notice for this hearing will state that the following will be discussed:

- a) The amount of funds available for proposed community development;
- b) The range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income;
- c) The plans of the Lincoln Parish Police Jury for minimizing displacement of persons as a result of activities assisted with such funds and the benefits to be provided by the Lincoln Parish Police Jury to persons actually displaced as a result of such activities; and
- d) The Lincoln Parish Police Jury prior performance of LCDBG programs funded by the State of Louisiana. In addition, the notice shall state that all citizens, particularly low and moderate income residents of slum and blighted areas, are encouraged to submit their views and proposals regarding community development and housing needs. Those citizens unable to attend this hearing may submit their views and proposals to:

Lincoln Parish Police Jury  
P. O. Box 979  
100 W. Texas Avenue # 301  
Ruston, LA 71273

The notice will also state that accommodations will be made for disabled and non-English speaking individuals provided a five day notice is received by the Lincoln Parish Police Jury.

### Second Notice

Seven calendar days, at a minimum, prior to the deadline for submittal of the application, a second notice shall appear in the official journal informing the citizens of the following:

- a) Proposed submittal date of the application;
- b) Proposed objectives;
- c) Proposed activities;
- d) Location of proposed activities;
- e) Dollar amount of proposed activities; and
- f) Location and hours available for application review.

In addition, the notice shall state "all citizens, particularly those affected by the proposed project, are encouraged to review the proposed application and submit any written comments on the application to:"

Lincoln Parish Police Jury  
P. O. Box 979  
100 W. Texas Avenue # 301  
Ruston, LA 71273

Negative comments received will be forwarded to the state's Office of Community Development, Division of Administration or the application will be withdrawn if necessary.

## II. AMENDMENTS

Program amendments, which substantially alter the LCDBG project from that approved in the original application, shall not be submitted to the state without holding one public hearing in accordance with the procedures outlined within this Citizen Participation Plan. Minutes of the hearing will be submitted with the request for the amendment. All interested citizens, particularly the low and moderate income, elderly, handicapped, and residents of the project area, shall be made aware and have the opportunity to comment on proposed amendments and/or submit alternative measures.

## III. GRANTEE PERFORMANCE

The Lincoln Parish Police Jury will hold one performance hearing to solicit the public's opinion of the effectiveness of the LCDBG Program. The manner of notification will be the same as previously described for all public hearings. Notification will be made in the official journal approximately seven calendar days prior to the anticipated submittal of close-out documents to the state, and will indicate the date, time, and place of the performance hearing, and invite comments and opinions on the LCDBG activities implemented under the 2022/2023 Community Development Block Grant Program and Community Development Block Grant Corona Virus HVAC Program being closed out. The notice will also state that accommodations will be made for disabled and non-English speaking persons provided a day notice is received by the Lincoln Parish Police Jury.

This notice shall invite all interested parties, particularly those low to moderate income residents in the target area to attend.

The hearing will be held no sooner than five calendar days from the publication date of said notice.

## CONSIDERATION OF OBJECTION TO APPLICATION

Persons wishing to object to approval of an application by the state may make such objection known to:

Office of Community Development  
Division of Administration  
Post Office Box 94095  
Baton Rouge, Louisiana 70804-9095

The state will consider objections made only on the following grounds:

- i. The application description of needs and objectives is plainly inconsistent with available facts and data;
- ii. The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant; and
- iii. The application does not comply with the requirements set forth in the state's Annual Action Plan or other applicable laws.

Such objections should include both an identification of the requirements not met and, in the case of objections relative to (1) above, the complainant must supply the data upon which he/she relied upon to support his/her objection.

### BILINGUAL

Whenever a significant number of persons and/or residents of blighted neighborhoods communicate with a primary language other than English attend public hearings, the Lincoln Parish Police Jury will provide an interpreter for dissemination of information to them providing the Lincoln Parish Police Jury is given sufficient notification of 5 day(s).

### TECHNICAL ASSISTANCE

Technical assistance may be provided directly by the Lincoln Parish Police Jury to any citizen, particularly to low and moderate income persons, residents of blighted neighborhoods and minorities, who request assistance in the development of proposals and statement of views concerning the LCDBG Program. The local officials, administrator and engineer will conduct informational meetings with the residents of the low to moderate income areas if a written request is received by the Lincoln Parish Police Jury with at least a one week notification. The person who conducts the technical assistance meetings will disseminate information on the program and answer all pertinent questions.

### TIMELY ACCESS AND ADEQUATE INFORMATION

The Lincoln Parish Police Jury shall provide timely disclosure of records, information and documents related to the 2022/2023 Community Development Block Grant Program and Community Development Block Grant Corona Virus HVAC Program activities. Documents will be made available for copying upon request at the Lincoln Parish Police Jury. Such documents may include the following:

- 1) All meetings and promotional materials.
- 2) Records of hearings and meetings.
- 3) All key documents, including prior applications, letters, grant agreements, citizen participation plans, and proposed applications.
- 4) Copies of the regulations (final statements) concerning the program.
- 5) Documents regarding other important requirements, such as Procurement Procedures, Fair Housing, Equal Employment Opportunity, Uniform Act, Labor Provisions and Environmental Procedures.

## CITIZEN COMPLAINT PROCEDURE

### SECTION 1

It is the policy of the Lincoln Parish Police Jury to review all complaints received by the Lincoln Parish Police Jury.

### SECTION 2

The following procedures will be followed on all complaints received by the Lincoln Parish Police Jury:

- 1) The complainant shall notify the Parish Administrator of the complaint. The initial complaint may be expressed orally or by written correspondence.
- 2) The Parish Administrator will notify the President designated representative of the complaint within 5 working days.
- 3) The President designated representative will investigate the complaint and will report the findings to the Parish Administrator within 5 working days.
- 4) The Parish Administrator will notify the complainant of the findings of the President designated representative in writing or by telephone within 10 working days.
- 5) If the complainant is aggrieved by the decision, he must forward the complaint in writing (if previously submitted orally) to the Parish Administrator who will forward the complaint and all actions taken by the President designated representative to the appropriate council committee for their review. This will be accomplished within 30 working days of receipt of the written complaint.
- 6) The reviewing council committee will have 10 working days to review the complaint and forward their decision to the complainant in writing.
- 7) If the complainant is aggrieved with the decision of the Committee, he must notify the Parish Administrator in writing that he desires to be afforded a hearing by the Lincoln Parish Police Jury. The complainant will be placed on the next regularly scheduled council meeting agenda. The Parish Administrator will notify the complainant in writing of the date of the hearing.
- 8) The complainant must bring all relevant data, witnesses, etc., to the hearing. The Lincoln Parish Police Jury, at the hearing, will review the complaint and forward within days a certified copy of the minutes of the meeting at which the hearing was conducted and a decision was rendered to the complainant. If a decision is not reached at the hearing, the President will inform complainant of an appropriate date to expect a response. Within 15 working days of reaching a decision, the complainant will be notified in writing of the decision.

Complaints concerning the general administration of the LCDBG Program may be submitted in writing directly to the:

Division of Administration  
Office of Community Development  
Post Office Box 94095  
Baton Rouge, Louisiana 70804-9095



SECTION 3

All citizen complaints relative to Fair Housing/Equal Opportunity violations alleging discrimination shall be forwarded for disposition to the:

Louisiana Department of Justice  
Public Protection Division  
Post Office Box 94005  
Baton Rouge, Louisiana 70804

The complainant will be notified in writing within 10 days that, due to the nature of the complaint, it has been forwarded to the Louisiana Department of Justice. Complainant may contact the Louisiana Department of Justice Public Protection Division directly at the Toll Free Telephone number 1-800-273-5718 or 225-342-5521.

SECTION 4

The Parish Administrator will maintain a file for the purpose of keeping reports of complaints.

SECTION 5

This policy does not invalidate nor supersede the personnel or other policies of the Lincoln Parish Police Jury which are currently adopted, but is intended to serve as a guide for complaints.

SECTION 6

This policy may be amended by a majority vote at any of the Lincoln Parish Police Jury regularly scheduled meetings.

ADOPTION

This Citizen Participation Plan is hereby adopted by Lincoln Parish Police Jury in regular session on this 9<sup>th</sup> day of March, 2021.

**RESOLUTION 21-**  
**CITIZEN PARTICIPATION PLAN**  
**BY THE**  
**LINCOLN PARISH POLICE JURY**

WHEREAS, the Lincoln Parish Police Jury has been afforded the opportunity to apply and participate in the State of Louisiana 2022/2023 Community Development Block Grant Program and Community Development Block Grant Corona Virus HVAC Program administered by the Division of Administration; and,

WHEREAS, the STATE requires Grantees to establish procedures to ensure adequate citizen participation with the program;

NOW THEREFORE BE IT RESOLVED, by the Lincoln Parish Police Jury, that the attached policy entitled "Citizen Participation Plan" is hereby adopted.

Passed, approved and adopted this 9<sup>th</sup> day of March, 2021.

\_\_\_\_\_  
Richard I. Durrett, Police Jury President

\_\_\_\_\_  
Doug Postel, Parish Administrator

**CERTIFICATE**

I, Doug Postel, Parish Administrator for Lincoln Parish Police Jury, do hereby certify that the above and foregoing constitutes a true and correct copy of a Resolution passed, approved, and adopted on the 9<sup>th</sup> day of March, 2021.

\_\_\_\_\_  
Doug Postel, Parish Administrator

## **PROCUREMENT POLICY**

These procedures are intended to serve as guidelines for the procurement of supplies, equipment, construction services and professional services for the 2022/2023 Community Development Block Grant Program and Community Development Block Grant Corona Virus HVAC Program. These guidelines meet the standards established in 2 CFR 200.318 through 200.326 and state requirements.

### **CODE OF CONDUCT**

No employee, officer, or agent of the Lincoln Parish Police Jury shall participate in the selection or in the award or administration of a contract supported by LCDBG funds if a conflict of interest, real or apparent, would be involved. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for award.

No officer, employee or agent of the Lincoln Parish Police Jury shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

Any alleged violations of these standards of conduct shall be referred to the Lincoln Parish Police Jury Attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

### **PROCUREMENT PROCEDURES**

The director or supervisor of each department or agency of the Lincoln Parish Police Jury responsible for procurement of services, supplies, equipment, or construction obtained with LCDBG funds shall review all proposed procurement actions to avoid the purchase of unnecessary or duplicative items. Such reviews shall consider consolidation or breaking out to obtain a more economical purchase. When determined appropriate by the Director or Supervisor, an analysis to determine which approach would be the most economical shall be undertaken.

The Lincoln Parish Police Jury shall take affirmative steps to assure that small and minority firms, women's business enterprises, and labor surplus firms are solicited whenever they are potential qualified sources. The Lincoln Parish Police Jury shall also consider the feasibility of dividing total requirements into smaller tasks or quantities so as to permit maximum participation by small and minority firms, women's business enterprises, and labor surplus firms. Where permitted by regulations, delivery schedules will be developed which will include participation by such businesses.

The Lincoln Parish Police Jury shall assist the prime contractor whenever possible by providing copies of lists which identify qualified small and minority firms, women's business enterprises, and labor surplus area firms.

## **SELECTION PROCEDURES**

ALL procurement carried out with LCDBG funds, where the Lincoln Parish Police Jury is a direct party, shall be carried out in a manner that provides maximum free and open competition. Procurement procedures will not restrict or eliminate competition. Lincoln Parish Police Jury shall not place unreasonable requirements on firms in order for them to qualify to do business. Nor will Lincoln Parish Police Jury encourage or participate in noncompetitive practices among firms. The Lincoln Parish Police Jury is alert to organizational conflicts which would jeopardize the negotiation process and limit competition. The Lincoln Parish Police Jury will not require unnecessary experience or bonding requirements.

Pursuant to state law, all solicitations of offers shall incorporate a clear accurate description of the technical requirements for the material, service, or product to be procured. In competitive procurements, these descriptions shall not contain features which unduly limit competition. The description may include a statement of the qualitative nature of the material, product, or service and the minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications shall be avoided whenever possible. A "brand name or equal" description may be used to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offerers shall be clearly stated.

All solicitations of offers shall clearly set forth all requirements which offerers must fulfill and all other factors to be used in evaluating bids, proposals, or statements of qualifications. Contracts shall be awarded only to responsible contractors/firms that possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such factors as the contractor's/firm's capacity, integrity, compliance with public policy, record of past performance, and financial and technical resources.

## **METHODS OF PROCUREMENT**

Direct procurement by the Lincoln Parish Police Jury shall be made by using one of the following methods depending on the type of service to be procured.

Micro-Purchase – Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold of \$3,000. To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

Small Purchase Procedures. Relatively simple, informal procurement procedures will be used where the purchase of materials, supplies, equipment, and/or other property will not cost in the aggregate more than \$30,000, and for construction with a cost of not more than \$150,000, except where further limited by state law or LCDBG policy. The small purchase procedure can also be utilized to procure administrative consulting and other professional services costing not more than \$150,000. The only exception to professional services is for architectural/engineering services that must be procured through competitive negotiation. The procurement officer must obtain a minimum of three oral or written price or rate quotations from qualified sources.

Documentation on all quotations received (whether oral or written) shall be made a part of the file.

Competitive Sealed Bids/Formal Advertising. Under this procedure bids are publicly advertised in accordance with the state's Public Bid Law. A firm fixed price contract (either lump sum or unit price) shall be awarded to the responsible bidder whose bid is lowest in price and that conforms to all the material terms and conditions of the advertisement for bids. Competitive sealed bids can be used ONLY when the following criteria are met: (1) there are complete, adequate, and realistic specifications or purchase descriptions; (2) there are two or more responsible bidders who are willing and able to compete effectively; (3) the procurement can be made on a firm fixed-price contract and selection of the successful bidder can appropriately be made principally on the basis of price.

When formal advertising is used the following conditions shall be met:

- i. The advertisement for bids shall be publicly advertised in accordance with state law.
- ii. The advertisement for bids, including the specifications and pertinent attachments, shall clearly define the items or services needed in order for the bidders to properly respond to the advertisement.
- iii. All bids shall be opened publicly at the time and place specified in the advertisement for bids.
- iv. A firm fixed-price contract award shall be made by written notice to the lowest responsible bidder whose bid conforms to the advertisement for bids. Where specified in the bid documents, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts shall only be used to determine low bid when prior experience indicates that such discounts are generally taken.
- v. Notwithstanding the above, any or all bids may be rejected when there are sound documented business reasons in the best interest of the LCDBG Program.

Competitive Negotiation: Requests for Proposals/Qualification Statements. This method may be used when formal advertising is not appropriate. Architectural and engineering services must be procured via requests for qualification statements; administrative consulting services must be procured via requests for proposals. Other professional services may also be procured by requests for proposals. The following procedures will be used for competitive negotiation:

- i. Requests for proposals or qualification statements must be advertised in a newspaper in the nearest metropolitan area in accordance with the rules of the state's LCDBG Program. All submittals will be honored and entered into the competition.
- ii. The package for proposals or qualification statements shall identify all significant evaluation factors or selection criteria, including the corresponding point system that will be used to rate the proposals/qualification statements.
- iii. The selecting official (or committee, if one is designated) shall review all proposals and statements received and make a technical evaluation of each. This shall also include a written statement that identifies the basis upon which the selection was made.

- iv. Contract award will be made to the responsible offerer whose submission is deemed most appropriate to the Lincoln Parish Police Jury with consideration for price, qualifications, and other factors set by the local governing body. Unsuccessful offerers shall be notified in writing within ten working days of contract award. Documentation of notification shall be maintained in the contract selection file for the individual project.
- v. Following the review of the qualification statements received, the most qualified competitor will be selected to enter into contract negotiation. This shall always include negotiation of price to insure cost reasonableness. At the conclusion of successful negotiation, the competitor shall be invited to enter into a contract.

Noncompetitive Negotiation/Sole Source. Noncompetitive negotiation shall be used when small purchase, formal advertising, or competitive negotiation procedures are not feasible.

Noncompetitive negotiation will involve solicitations of a proposal from only one source. This can also occur if solicitations under the competitive negotiation procedures result in only one proposal or qualification statement. Noncompetitive negotiation shall only be used when written authorization has been obtained from the state's Office of Community Development.

In order to qualify for this type of procurement, one of the following circumstances must apply:

- i. The item or service is available only from a single source.
- ii. It is determined that a public urgency or emergency exists and the urgency will not permit the delay beyond the time needed to employ one of the other three methods of procurement.
- iii. After solicitation of a number of sources, competition is determined to be inadequate.

### **CONTRACT PRICING**

Cost plus percentage of cost and percentage of construction cost methods of contracting **MUST NOT** be used. The Lincoln Parish Police Jury shall perform cost or pricing analysis in connection with **EVERY** procurement action including contract modifications. Costs or prices based on estimated costs for LCDBG projects shall be allowed only to the extent that the costs incurred or the cost estimates included in negotiated prices are consistent with federal cost principals. Cost reimbursement, fixed price, per diem contracts, or a combination thereof may be utilized as appropriate.

A cost reimbursement type contract is most appropriate when the scope and extent of the work to be performed are not clearly defined. A cost reimbursement contract **MUST** clearly establish a cost ceiling which may not be exceeded without formally amending the contract, and must identify a fixed dollar profit that may not be increased unless there is a contract amendment that increases the scope of the work.

A fixed price contract is appropriate when the scope of work is very well defined and product oriented. A fixed price contract **MUST** establish a guaranteed price that may not increase unless there is a contract amendment that increases the scope of the work.

A per diem contract expected to exceed \$10,000 will not be considered unless the Lincoln Parish Police Jury has determined that a cost reimbursable or fixed price contract is not appropriate. Cost and profit included in the per diem rate MUST be specifically negotiated and shown separately in the proposal. The contract must clearly establish a ceiling price that may not be exceeded without formally amending the contract.

The Lincoln Parish Police Jury may use a multiplier type of compensation under either the cost reimbursement or fixed price contract. The multiplier and the portions of the multiplier applicable to overhead and profit must be specifically negotiated and separately identified in the contract.

## **PROCUREMENT RECORDS**

The Lincoln Parish Police Jury shall maintain records sufficient to detail the history of the procurement. The records shall include the following contract provisions and conditions, as applicable for construction contracts:

- A. Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- B. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- C. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- D. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or sub recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

- E. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- F. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or sub recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or sub recipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- G. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and sub grants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- H. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as



well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

- I. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- J. See §200.322 Procurement of recovered materials.
- K. Pursuant to LRS 38:2227, public entities are required to obtain an attestation regarding past criminal convictions, if any, from each bidding entity responding to advertisements and letting for bids for public works contracts. The Past Criminal Convictions of Bidders form must be included in all bid documents and contracts for public works.
- L. Pursuant to LRS 38:2212.10, all bidders and contractors performing physical services with public entities must be registered and participate in a status verification system to verify that all employees in the state are legal citizens of the United States, or are legal aliens. The bidder/contractor must sign an attestation that they are complying with this law, and that all subcontractors will comply with this law.
- M. Pursuant to LRS 23:1726, bidders and contractors must certify that they are not being assessed penalties regarding unpaid worker's compensation insurance.

### **CONTRACT ADMINISTRATION**

The Lincoln Parish Police Jury shall maintain contract administration systems that insure contractors/firms perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. The accepted performance of contractors/ firms will be a factor in subsequent contract negotiations and award. Remedial action by the Lincoln Parish Police Jury through legal processes shall be considered in instances of identified significant nonperformance.

**RESOLUTION 21-**  
**PROCUREMENT POLICY**

**BY THE**  
**LINCOLN PARISH POLICE JURY**

WHEREAS, the Lincoln Parish Police Jury has been afforded the opportunity to apply and participate in the State of Louisiana 2022/2023 Community Development Block Grant Program and Community Development Block Grant Corona Virus HVAC Program administered by the Division of Administration; and,

WHEREAS, the STATE requires the establishment of uniform procedures in compliance with OMB Circular A-102;

NOW THEREFORE BE IT RESOLVED, by the Lincoln Parish Police Jury, that the attached policy entitled "Procurement Policy" is hereby adopted.

Passed, approved and adopted this 9<sup>th</sup> day of March, 2021.

\_\_\_\_\_  
Richard I. Durrett, Police Jury President

\_\_\_\_\_  
Doug Postel, Parish Administrator

**CERTIFICATE**

I, Doug Postel, Parish Administrator for the Lincoln Parish Police Jury, do hereby certify that the above and foregoing constitutes a true and correct copy of a Resolution passed, approved, and adopted on the 9<sup>th</sup> day of March, 2021.

\_\_\_\_\_  
Doug Postel, Parish Administrator

**RESOLUTION 21-**

**COMMITMENT TO PAY ENGINEERING AND ADMINISTRATION FEES FOR  
LCDBG HVAC PROGRAM**

**WHEREAS**, the Lincoln Parish Police Jury ("Parish") desires to submit Louisiana Community Development Block Grant Coronavirus ("LCDBG-CV") HVAC Improvements application (the "Application"); and,

**WHEREAS**, the Parish intends to use local funds to pay for administrative costs up to and including pre-agreement costs, administrative consultant fees, and any other administrative costs incurred by the Parish associated with the Application; and,

**WHEREAS**, the Parish intends to use local funds to pay for engineering costs up to and including pre-agreement costs, basic engineering design, surveying, project representation, construction phase services and any other engineering costs incurred by the Parish associated with the Application; and,

**WHEREAS**, the Parish desires to enter into an agreement with Frye Magee LLC, to perform all administrative consulting services associated with the Application, which includes assistance with developing the Application, and thereafter performing all administrative consulting duties following a grant award; and,

**WHEREAS**, the Parish desires to enter into an agreement with Shuler Consulting Company, to perform all engineering consulting services associated with the Application, which includes assistance with developing the Application, and thereafter performing all engineering consulting services, including basic engineering design, surveying, project representation, construction phase services and any other engineering costs incurred by the Parish, following a grant award.

**NOW, THEREFORE, BE IT RESOLVED BY THE LINCOLN PARISH POLICE JURY:**

1. The Parish enters into an agreement with Frye Magee LLC to develop and submit the Application, and thereafter to perform all administrative consulting duties following a grant award.
2. The Parish enters into an agreement with Shuler Consulting Company to assist with the development of the Application, and thereafter to perform all engineering consulting services, including basic engineering design, surveying, project representation, construction phase services and any other engineering costs incurred by the Parish, following a grant award.
3. The President is authorized to execute respective agreements with Frye Magee LLC and Shuler Consulting Company, and to execute and submit the Application,

as well as all related documents, to be on such other terms and conditions as he shall deem advisable, and to do any and all things necessary and proper to carry out this Resolution and to fulfill its objectives and purposes.

Passed, approved and adopted this 9<sup>th</sup> day of March, 2021.

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Richard I. Durrett, Police Jury President

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Doug Postel, Parish Administrator

**CERTIFICATE**

I, Doug Postel, Parish Administrator for Lincoln Parish Police Jury, do hereby certify that the above and foregoing constitutes a true and correct copy of a Resolution passed, approved, and adopted on the 9<sup>th</sup> day of March, 2021.

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Doug Postel, Parish Administrator