



# POLICE JURY REGULAR MEETING

Lincoln Parish Police Jury

Tuesday, September 12, 2023 at 7:00 PM

Police Jury Meeting 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.

### Call to Order

**Invocation and Pledge of Allegiance-** Mr. Skip Russell

### Approval of Agenda

### Public Comments on Agenda Items

### Minutes of Prior Meeting

1. Minutes of Prior Meeting- August 8, 2023

### Committee Reports

2. Finance Committee
3. Park, Recreation & Tourism Committee
4. Public Works Committee

A. Adopt Resolution Clarifying Previous Transfer of State Road to Lincoln Parish And Establishing New Transfer of Ownership From Louisiana DOTD to Lincoln Parish For Various Approaches to I-20 Bridges

### Property Assessment Board of Review

5. Recess Police Jury Meeting- Reconvene Board of Review.
6. Public Hearing- Regency Intrastate Gas, LLC Assessment No. 101348, 100950, 102097, and 105534
7. Certify Assessment List to Louisiana Tax Commission
8. Adjourn Board of Review- Reconvene as Police Jury

### New Business

9. Authorize Advertisement For Bids- FY 2021 CDBG-CV HVAC Improvements
10. Authorize Substantial Completion- Health Unit Residential Utility Relocation Project
11. Adopt Citizen Participation Plan For FY 2024/25 LCDBG Grant Application
12. Call Public Hearing For FY 2024/25 LCDBG Grant Program (September 26, 2023, at 5:00 pm- Lincoln Parish Library Events Center)
13. Introduction of Ordinance for Sale of Adjudicated Property- Parcel No. 19181000076

- 14. Declare Surplus Property: CEIA Metal Detector, Minimum Bid- \$500.00

**Resolutions**

- [15.](#) Authorizing President to sign CEA With State of LA Regarding Act 397 Funding For Firefighter Air Packs (\$90,000.00).
- [16.](#) Authorizing President to sign Application With Louisiana DOTD For Transportation Grants and Execute Necessary Certifications and Assurances For FTA Assistance Programs (H.E.L.P. Agency)
- [17.](#) Authorizing Administration to Sign Documents Necessary to Obtain Full Ownership of Feazel Property For Health Hub Project

**Budget Reports-** Michael Sutton, Treasurer

**Other Business and Reports**

- [18.](#) 2023 PJAL Region IV Meeting

**Public Comments**

**Adjourn**

The Lincoln Parish Police Jury met in regular session on Tuesday, August 8, 2023, at 7:00 p.m. in the Police Jury Meeting Room, 100 West Texas Avenue, Ruston, Louisiana. Present were: Hazel Hunter, District Two; Richard I. Durrett, District Three; T.J. Cranford, District Four; Logan Hunt, District Five; Glenn Scriber, District Six; Matt Pullin, District Seven; Skip Russell, District Eight; Joe Henderson, District Nine; Milton Melton, District Ten; Sharyon Mayfield, District Eleven; and Annette Straughter, District Twelve.

ABSENT: Theresa Wyatt, District One.

President Durrett called the meeting to order, and Matt Pullin delivered the Invocation and led the Pledge of Allegiance.

Annette Straughter offered a motion, seconded Hazel Hunter, to approve the Agenda as printed. The motion carried with the following votes:

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

President Durrett called for Public Comments on Agenda Items. There were none.

Annette Straughter offered a motion, seconded by Sharyon Mayfield, to approve the Minutes of the July 11, 2023, regular meeting. The motion carried with the following votes:

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

Following a brief description of the procedural requirements for conducting a Board of Review and holding necessary Public Hearings for property tax assessment purposes for the year 2023, Annette Straughter offered a motion, seconded by Milton Melton, to recess the regular meeting of the Police Jury and convene as the Board of Review. The motion carried with the following votes:

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

Convened as the Board of Review, the body reviewed the procedural requirements and the timetable for conducting public hearings and certifying the assessment listing to the Louisiana Tax Commission. Sharyon Mayfield offered a motion, seconded by Hazel Hunter to set the public hearing date for September 12, 2023 at 7:00 PM to consider written or oral complaints of persons desiring to be heard and who have filed timely reports as required by state law relative to the assessment of real and personal property in Lincoln Parish, LA for the year 2023. The motion carried with the following votes:

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

Hazel Hunter offered a motion, seconded by Logan Hunt, to recess the Board of Review and reconvene the Police Jury meeting. The motion carried with the following votes:

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

Next on the agenda was to schedule a public hearing for the Section 8 Housing Assistance Program to request input from the public to discuss the mission, goals, and objective of the Section 8 Program administered by the Police Jury. Annette Straughter offered a motion, seconded by Hazel Hunter, to schedule a public hearing for the Section 8 Housing Program for September 18, 2023 at 10:00 AM at the Housing Program Office, 829 E. Georgia Ave, Ste. 7, Ruston, LA. The motion carried with the following votes:

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

Next on the agenda was to adopt a resolution authorizing the President to execute the Annual Public Housing Authority Certifications of Compliance.

**Resolution No. 23-19-**

Now, Therefore, Be It Resolved that the Lincoln Parish Police Jury convened in regular session this 8<sup>th</sup> day of August, 2023 does hereby certify that it will carry out the public housing program of the agency in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement and by maintaining records reflecting these analyses and actions, and hereby authorizes the President, Richard I. Durrett, to sign the Certifications.

/s/ Courtney Hall  
Courtney Hall  
Interim Parish Administrator

/s Richard I. Durrett  
Richard I. Durrett  
Parish President

The motion carried with the following votes:

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

Next on the agenda was to adopt a resolution to adopt the Lincoln Parish Hazard Mitigation Plan. Following comments from Mr. Kip Franklin, Homeland Security Director, Glenn Scriber offered a motion, seconded by Matt Pullin, to adopt a resolution adopting the Lincoln Parish Hazard Mitigation Plan.

**Resolution No. 23-20**

**RESOLUTION ADOPTING THE LINCOLN PARISH HAZARD MITIGATION PLAN**

WHEREAS, LINCOLN PARISH is a grant recipient of Hazard Mitigation Grant Program (HMGP) funding through the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) and the Federal Emergency Management Agency (FEMA) for the purpose of reviewing and updating the Lincoln Parish Hazard Mitigation Plan and;

WHEREAS, the Plan will enable LINCOLN PARISH to better prepare for and reduce the effects of disasters and;

WHEREAS, LINCOLN PARISH formed a Steering Committee consisting of state and local governments and agencies, local organizations, businesses and private citizens and;

WHEREAS, this Lincoln Parish Steering Committee has prepared and reviewed the Lincoln Parish Hazard Mitigation Plan, update 2016 and updated it accordingly, now titled (the "2023 Lincoln Parish Multi-Jurisdictional Hazard Mitigation Plan") that will guide the Parish and;

NOW, THEREFORE, BE IT RESOLVED BY THE POLICE JURY OF LINCOLN PARISH, LOUISIANA, in Regular Session convened on the 8<sup>th</sup> day of August, 2023, that it does hereby formally adopt the 2023 Lincoln Parish Multi-Jurisdictional Hazard Mitigation Plan.

/s/ Courtney Hall  
Courtney Hall  
Interim Parish Administrator

/s Richard I. Durrett  
Richard I. Durrett  
Parish President

The motion carried with the following the votes:

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

Next on the agenda was to consider, and take action if necessary, amending Police Jury policy regarding public comment to allow remote public participation by persons with ADA recognized disabilities. After a procedural demonstration and discussion, Milton Melton offered a motion, seconded by Annette Straughter, to amend the Police Jury policy regarding public comment to allow remote public participation by persons with ADA recognized disabilities. The motion carried with the following the votes:

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

Treasurer Michael Sutton presented the budget report. The Jury then heard various departmental reports.

Following reports, Annette Straughter offered a motion, seconded by Sharyon Mayfield, to adjourn the meeting. The motion carried with the following votes:

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

\_\_\_\_\_  
Courtney Hall  
Interim Parish Administrator

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

## Resolution

WHEREAS, The Lincoln Parish Police Jury, in exchange for the prior transfer by the State of Louisiana of the following described property to Lincoln Parish, agrees to record its previous acceptance of ownership of whatever rights the State of Louisiana, through the Department of Transportation and Development (“DOTD” or “Department”), may have owned, with the exception of any and all mineral rights, in and to the following described property and all rights, obligations and liabilities, including, but not limited to, all operation, maintenance, and repairs associated therewith, for its operation and maintenance as a parish road:

Segment LP-1 – The portion of former state route LA 563 (known as Dicks Store Road) from its junction with the local road known as CCC Road proceeding north approximately 1.48 miles to its intersection with the local road known as Mondy Road.

Segment LP-2 – The portion of former state route LA 563 (known as Dicks Store Road) from its intersection with the local road known as Mondy Road proceeding north approximately 1.12 miles to its intersection with state routes LA 3005 and LA 563.

Segment LP-3 – The portion of former state route LA 816 (known in parts as Madden Road and Belton Road) from its intersection with the local road known as Mondy Road proceeding north approximately 1.41 miles to its intersection with state routes LA 3005.

WHEREAS, The Lincoln Parish Police Jury agrees to accept a servitude, for the use of roadways and any adjacent rights of way, over the following described property owned by the Department (hereinafter “servitude for roadway use”), and agrees to accept all future rights, duties, obligations, responsibilities, and liabilities associated with its use, operation, and maintenance as a parish road, subject to the reservation of the Department’s ownership rights as well as the Department’s right to terminate the servitude in the event that the Department, in its sole discretion, finds such termination necessary or convenient in connection with the performance of its functions:

Segment 1S - The portion of the western leg of the road known as Walnut Creek Road from the south approach slab to the interstate I-20 overpass proceeding southwest approximately 0.15 miles to the limit of DOTD maintenance.

Segment 1N - The portion of the western leg of the road known as Walnut Creek Road from the north approach slab to the interstate I-20 overpass proceeding northeast approximately 0.16 miles to the limit of DOTD maintenance.

Segment 2S - The portion of the eastern leg of the road known as Walnut Creek Road from the south approach slab to the interstate I-20 overpass proceeding southwest approximately 0.27 miles to the limit of DOTD maintenance.

Segment 2N - The portion of the eastern leg of the road known as Walnut Creek Road from

the north approach slab to the interstate I-20 overpass proceeding northeast approximately 0.17 miles to the limit of DOTD maintenance.

Segment 3S - The portion of the road known as Chandler Road (Parish Road 442) from the south approach slab to the interstate I-20 overpass proceeding southerly approximately 0.13 miles to the limit of DOTD maintenance.

Segment 3N - The portion of the road known as Chandler Road (Parish Road 442) from the north approach slab to the interstate I-20 overpass proceeding northerly approximately 0.09 miles to the limit of DOTD maintenance.

Segment 4S - The portion of the road known as Pipes Road from the south approach slab to the interstate I-20 overpass proceeding south approximately 0.14 miles to the limit of DOTD maintenance.

Segment 4N - The portion of the road known as Pipes Road from the north approach slab to the interstate I-20 overpass proceeding north approximately 0.14 miles to the limit of DOTD maintenance.

Segment 5S - The portion of the road known as Harris Road from the south approach slab to the interstate I-20 overpass proceeding southwest approximately 0.11 miles to the limit of DOTD maintenance.

Segment 5N - The portion of the road known as Harris Road from the north approach slab to the interstate I-20 overpass proceeding northeast approximately 0.15 miles to the limit of DOTD maintenance.

Segment 6S - The portion of the road known as Norris Road (Parish Road 43) from the south approach slab to the interstate I-20 overpass proceeding southerly approximately 0.14 miles to the limit of DOTD maintenance.

Segment 6N - The portion of the road known as Norris Road (Parish Road 43) from the north approach slab to the interstate I-20 overpass proceeding northerly approximately 0.12 miles to the limit of DOTD maintenance.

The Lincoln Parish Police Jury agrees to accept ownership of the above described rights in and to the aforesaid described property at the proper time and under the conditions specified herein below:

CONDITION I: Provide repairs to include patch, overlay with hot mix asphaltic concrete, and striping the resurfaced pavement for the portions of the interstate I-20 overpass approaches known as Walnut Creek Road (west and east), Chandler Road, Pipes Road, Harris Road and Norris Road to be granted a servitude for roadway use to Lincoln Parish.

CONDITION II: DOTD shall provide Road Transfer credit in the form of funds in the amount of SEVEN HUNDRED SEVENTY-THREE THOUSAND SIX HUNDRED TWO AND 00/100 DOLLARS (\$773,602.00) to the Lincoln Parish for the servitude for roadway

use for the portions of approaches to interstate I-20 overpasses, that are not part of the federal system, to be granted to Lincoln Parish. These funds may only be expended on activities allowed under La. R.S. 48:753.

- (a) The amount of Road Transfer credit to be provided under this condition is calculated pursuant to a present worth 40-year maintenance valuation whereby DOTD determines the cost of maintaining the road in the state highway system for 40 years from the present date.

BE IT RESOLVED, That the Lincoln Parish Police Jury shall accept ownership of whatever rights the Department may own in and to the aforesaid described property as a binding agreement between the Department and the Lincoln Parish Police Jury, provided the Department shall comply with the relevant condition(s) stated herein.

BE IT FURTHER RESOLVED, That the Lincoln Parish Police Jury authorizes the presiding President of the Lincoln Parish Police Jury to execute an Intergovernmental Cooperative Endeavor Agreement between the Department and the Lincoln Parish Police Jury, and any amendments or necessary modifications thereto, memorializing the agreement between the parties relative to the above-stated property transfers.

BE IT FURTHER RESOLVED, That the Lincoln Parish Police Jury authorizes the presiding President of the Lincoln Parish Police Jury to execute any and all documents necessary to effect the transfer of the aforesaid described property at the proper time.

BE IT FURTHER RESOLVED, That the Lincoln Parish Police Jury hereby represents that it has received approval from a majority of the state legislative delegation from Lincoln Parish of the actions contemplated herein.

On motion by \_\_\_\_\_ and seconded by \_\_\_\_\_, the above and foregoing resolution was declared duly adopted on this, the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
President  
Lincoln Parish Police Jury

\_\_\_\_\_  
Secretary-Treasurer  
Lincoln Parish Police Jury

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I hereby certify that the above and aforementioned resolution was adopted by the Lincoln Parish Police Jury in regular session convened on \_\_\_\_\_, 2023 at which a quorum was present, given under my signature and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Secretary-Treasurer



Assessment #'s:

Item #6.

Form 3101  
Exhibit A  
Appeal to Board of Review  
by Taxpayer  
For Real and Personal Property

100950  
101348  
102097  
105534

Name: REGENCY INTRASTATE GAS

Parish/District: Lincoln

Taxpayer

Address: 5700 W Plano Pkwy #2250 City, State, Zip: Plano, TX 75093

Ward: Assessment/Tax Bill Number: Appeal No.

(Attach copy of complete appeal submitted to the Board of Review)

Board of Review

Address or Legal Description of Property Being Appealed (Also, please identify building by place of business for convenience of appraisal)

SEE ATTACHED

I hereby request the review of the assessment of the above described property pursuant to L.R.S. 47:1992. I timely filed my reports (if personal property) as required by law, and I have reviewed my assessment with my assessor.

The assessor has determined Fair Market Value of this property at:

Land \$ Improvement \$ \*Personal Property \$15,602,913

Total \$ 15,602,913

I am requesting that the Fair Market Value of this property be fixed at:

Land \$ Improvement \$ \*Personal Property \$ 6,951,873

Total \$ 6,951,873

SEE ATTACHED

\*If you are not appealing personal property, leave this section blank.

I understand that property is assessed at a percentage of fair market value which means the price for the property which would be agreed upon between a willing and informed buyer and a willing and informed seller under usual and ordinary circumstances, the highest price the property would bring on the open market if exposed for sale for a reasonable time. I understand that I must provide the Board of Review with evidence of fair market value to support my claim.

Please notify me of the date, place and time of my appeal at the address shown below.

NOTE: If appellant disputes Board of Review's decision, appellant may appeal to Louisiana Tax Commission by completing and submitting Appeal Form 3103.A to LTC within 10 business days after certified mail delivery to the appealing taxpayer or assessor of BOR's written determination. For further information, call LTC at (225) 219-0339

Suzie Hawkins  
Appellant:



PROPERTY TAX PARTNERS

5700 W Plano Pkwy  
Suite 2250  
Plano Texas 75093

214-217-3349

**Office of Community Development**  
**State of Louisiana**  
 Division of Administration

**JOHN BEL EDWARDS**  
 GOVERNOR



**JAY DARDENNE**  
 COMMISSIONER OF ADMINISTRATION

August 25, 2023

Honorable Richard Durrett  
 President, Lincoln Parish Police Jury  
 Post Office Box 979  
 Ruston, Louisiana 71273

RE: NOTICE OF REMOVAL OF CONTRACT CONDITIONS  
 AND TRANSMITTAL OF FY 2021 LCDBG-CV CONTRACT  
 Contract Number 2000758473  
 LCDBG-CV HVAC Improvements Program

Dear Mr. Durrett:

Enclosed is the Authority to Use Grant Funds on the Parish's FY 2021 Louisiana Community Development Block Grant (LCDBG-CV) HVAC Improvements Program. Consequently, the Office of Community Development is also forwarding the attached executed LCDBG-CV contract for your information and retention.

Your contract contained the following conditions:

1. Environmental Review	Cleared
2. Section 504 Assurance	Cleared
3. Community Development Plan	Cleared
4. Financial Certification	Cleared
5. Residential Antidisplacement Plan	Cleared
6. Application Revisions	Cleared
7. Plans and Specifications	Reviewed

Any and all conditions in contract number 2000758473, signed by the State on July 22, 2022, respecting said activity(ies) and funding thereof are hereby removed.

**Since the in-house review of your plans and specifications is complete, the Parish is now authorized to advertise for bids on approved activities.** This contract also constitutes the authority for the Parish to requisition funds in accordance with the Schedule of Payment provision. Requisition of funds is authorized as of the date of this letter, not the date inserted on the contract.

**The Parish is expected to advertise for bids within thirty days of the date of this letter.** A copy of the publicized bid advertisement, including the publication date, must be submitted to the staff person in our office, Kristie Galy, who is assigned to your grant. Failure to advertise for bids within the required thirty day period will result in an assessment of \$250 per working day. The assessment will be deducted from the amount of LCDBG-CV funds allowed for basic engineering services. If the Parish is not using LCDBG-CV funds to pay for basic engineering services, the penalty will be deducted from the construction line item in the attached contract and disallowed. If the failure to advertise for bids within the required timeframe is the fault of another party (the local government or the administrative consultant) then the penalty will be assessed accordingly. If there are extenuating circumstances which prevent publication of the advertisement for bids within the thirty day period, the local government must advise us of such prior to the end of the thirty day period and request an extension of time. The Office of Community Development reserves the right to grant an extension when the reasons for not meeting the timeframe are valid.

Request for Payment forms are available online at <https://www.doa.la.gov/dao/ocd-lga/LCDBG-CV-programs/grant-management/>, or can be emailed to the Parish. The Office of Community Development will accept a maximum of two requisitions per month from the Parish.

Federal wage rates must be included in all bid documents and prime contracts for construction over \$2,000.00. The procedure for requesting these wage rates is explained in the Grantee Handbook.

If you have any questions regarding the implementation of your program, you should contact Kristie Galy at (225) 342-7412. I wish you success in the completion of your program activities.

Sincerely,

Traci Watts  
Director, Local Government Assistance  
Office of Community Development

Enclosures: 2

c (w/2 encl): Fabienne McCorkle, Office of Finance and Support Services  
Kristie Galy Office of Community Development  
File: FY 2021, HVAC Improvements, Financial Management

c (w/1 encl): Frye Magee, LLC., Administrative Consulting Firm  
Shuler Consulting Company, Engineering Firm

**Office of Community Development**  
**State of Louisiana**  
 Division of Administration

**JOHN BEL EDWARDS**  
GOVERNOR



**JAY DARDENNE**  
COMMISSIONER OF ADMINISTRATION

August 24, 2023

Honorable Richard Durrett  
 President, Lincoln Parish Police Jury  
 Post Office Box 929  
 Ruston, Louisiana 71273

RE: Program Amendment Number 1  
 FY 2021 CDBG-CV HVAC Improvements Program  
 Contract Number 2000758473

Dear Mr. Durrett:

The Parish's request for a program amendment has been received and approved. The program amendment eliminates the Health Unit and moves the related funding to the detention center. This elimination will not have an effect on the library improvements. The Parish is also requesting \$548,553.00 in additional funds to complete the HVAC Improvements in the detention center.

It is our understanding that the current program beneficiaries will not be altered or affected as a result of this amendment. The revised budget is shown in the following table.

Activity	Current Budget	Revised Budget	Difference
Building Construction Improvements: Health Unit/Library	\$208,250.00	\$123,567.00	-\$84,683.00
Detention Center	\$791,750.00	\$1,424,966.00	\$633,216.00
<b>Total</b>	<b>\$1,000,000.00</b>	<b>\$1,548,553.00</b>	<b>\$548,553.00</b>

Since the Parish is not changing the project area cleared in the approved Environmental Review Record (ERR), the ERR is still relevant.

If you have any questions, please contact Kristie Galy at (225) 342-7412.

Sincerely,

Traci Watts  
 Director, Local Government Assistance  
 Office of Community Development

c: Frye Magee, LLC., Administrative Consulting Firm  
 Fabienne McCorkle, Office of Finance and Support Services  
 Judith Jackson, Office of Finance and Support Services  
 Heather Paul, Office of Community Development  
 Kristie Galy, Office of Community Development  
 Fenishia Favorite, Office of Community Development  
 Janelle Dickey, Office of Community Development  
 File: FY 2021, CBDG-CV HVAC Improvements, Financial Management

## 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 2024/2025 Louisiana Community Development Block Grant (LCDBG) 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 (parish office buildings/town hall), (posted on the local government's website and social media page where available), 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/or limited English proficiency. 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 2024/2025 Louisiana Community Development Block Grant (LCDBG) Program application submittal will be held approximately seven (7) 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 residents of low and moderate income or 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 West Texas Ave #301  
Ruston, LA 71273

The notice will also state that accommodations will be made for individuals with disabilities and limited English proficiency provided a three (3) days' 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 West Texas Ave #301  
Ruston, LA 71273

Negative comments received will be forwarded to the state's Office of Community Development-Local Government Assistance, 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 those of low and moderate income and/or those who are elderly, disabled, 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 (7) 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 2024/2025 Louisiana Community Development Block Grant Program being closed out. The notice will also state that accommodations will be made for persons with disabilities and/or limited English provided a three (3) days' notice is received by the Lincoln Parish Police Jury.

This notice shall invite all interested parties, particularly those residents with low to moderate income 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 70804-9099

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.

**PERSONS WITH LIMITED ENGLISH PROFICIENCY**

Whenever a significant number of persons and/or residents 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 three (3) days.

**TECHNICAL ASSISTANCE**

Technical assistance may be provided directly by the Lincoln Parish Police Jury to any citizen, particularly to persons with low and moderate income, 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 one week's 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 2024/2025 Community Development Block Grant Program activities. Documents will be made available for copying upon request at the Lincoln Parish Police Jury, Monday through Friday, 9:00 a.m. to 4:00 p.m. 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 or designated representative of the complaint within five (5) working days.
- 3) The President or designated representative will investigate the complaint and will report the findings to the Parish Administrator within five (5) working days.
- 4) The Parish Administrator will notify the complainant of the findings of the President or designated representative in writing or by telephone within ten (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 or designated representative to the appropriate council committee for their review. This will be accomplished within thirty (30) working days of receipt of the written complaint.
- 6) The reviewing council committee will have ten (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 fifteen (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  
Local Government Assistance  
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.

or

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 or complete the online Fair Housing Complaint Form at <http://www.ag.state.la.us/FairHousing/Complaint>)

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 12<sup>th</sup> day of September, 2023.

\_\_\_\_\_  
(WITNESS)

\_\_\_\_\_  
(CHIEF ELECTED OFFICAL)

**ORDINANCE NO. \_\_\_\_\_****AN ORDINANCE TO AUTHORIZE AN ACT OF SALE BY THE PARISH OF LINCOLN TO SELL ADJUDICATED PROPERTY DESCRIBED AS: PARCEL NO. 19181000076 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 THEIR MATTERS RELATIVE THERETO**

**WHEREAS**, the immovable property described below was adjudicated to the Parish of Lincoln on June 18, 2013, 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 redemption 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**, the Parish of Lincoln has received a written offer to purchase said property from Brandon J. Milner, for the consideration of \$1,949.93 (One Thousand Nine Hundred Forty-Nine Dollars and Ninety-Three Cents) cash, has been accepted by the Lincoln Parish Police Jury; and

**WHEREAS**, the property described herein below will be purchased through the Parish “Lot Next Door” program and is therefore exempt from the public bidding requirement.

**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 # 19181000076 with no municipal address located on S Pine Street, Lincoln Parish, LA and more fully described as:

Parcel# 19181000076 / No Municipal Address

**Brief Legal:** 0 PINE ST BEG 126’S. OF D/O HWY. AND RUNNING S. ALONG THE E/L OF JOHN E. FORD’S LAND PURCHASED FROM THE D.E. FORD EST. 70’ TO THE N/L OF PARDUE PROP. TH. E. ALONG N/L OF PARDUE PROP. 66’, N 71’ 10, W. 66 TO POB, SEC 19-18-1

**Legal Description:** Beginning 126 feet south of Dixie Overland Highway and running South along the east line of John E. Ford’s land purchased from the D.E. Ford Estate 70 feet to the north line of the Pardue property, thence East along North line of Pardue property 66 ft, thence North 71 feet and 10 inches, thence west 66 feet to point of beginning. In Section 19, Township 18 N. R. 1 West.

- 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:

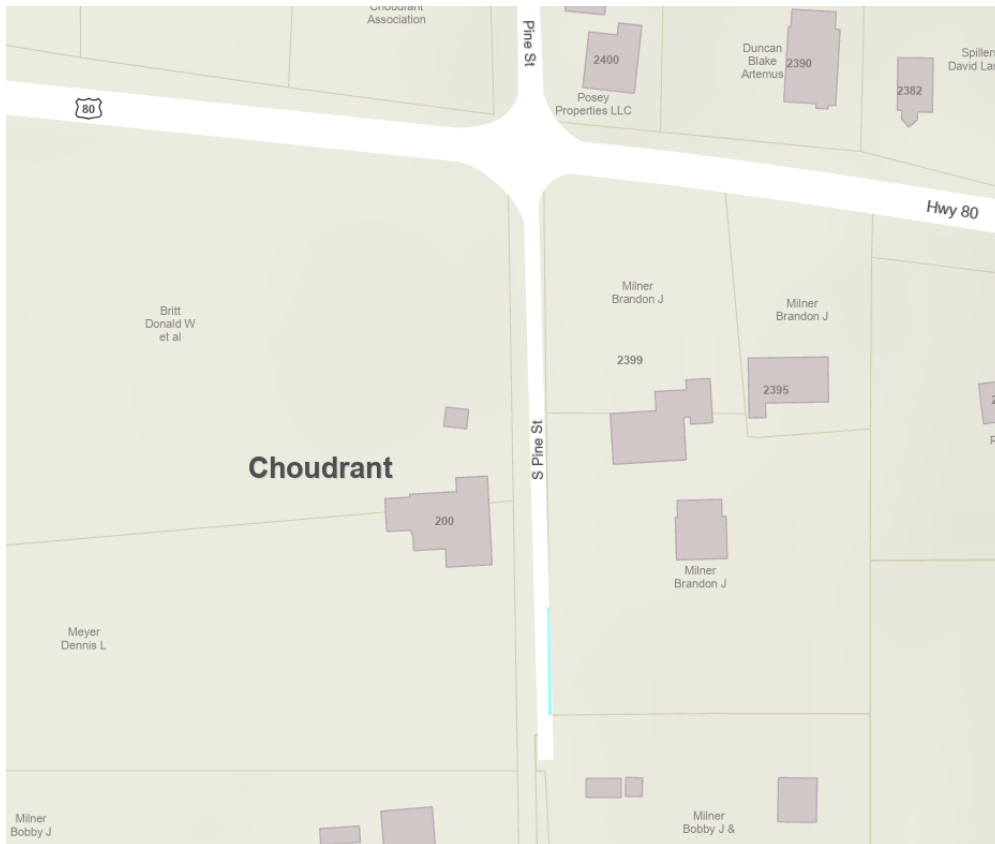
NAYS:

ABSTAINED:

ABSENT:

Parcel #19181000076 " S. Pine Street, Choudrant, LA  
Police Jury District 05 0.10 Acres "Lot Next Door" \$1,949.93

Item #13.



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**RESOLUTION NO.** \_\_\_\_\_

NOW, THEREFORE, BE IT RESOLVED that the Lincoln Parish Police Jury convened in Regular Session this 12<sup>th</sup> day of September 2023, does hereby authorize the Police Jury President, Richard I. Durrett, to enter into a cooperative endeavor agreement with the State of Louisiana and the Louisiana Department of the Treasury regarding Act 397 Funding for Firefighter air packs in the amount of \$90,000.00.

## **AUTHORIZING RESOLUTION**

Resolution No. 2024

Resolution authorizing the filing of an application with the Louisiana Department of Transportation and Development for a grant under any of the following FTA programs managed through Louisiana Department of Transportation and Development.

- 49 CFR 5311, Formula Grant for Rural Areas
- 49 CFR 5339, Grants for Bus and Bus Facility Program
- 49 CFR 5310, Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities

WHEREAS, the Secretary of Transportation and Development is authorized to make grants for mass transportation projects;

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provisions by it of the local share of project costs;

WHEREAS, it is required by the Louisiana Department of Transportation and Development in accord with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the Applicant that minority business enterprise be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts when procuring construction contracts, supplies, equipment, or consultant and other services:

NOW, THEREFORE, BE IT RESOLVED by **Lincoln Parish Police Jury**.

1. That the **Richard I. Durrett** is authorized to execute and file an application on behalf of **Lincoln Parish Police Jury** with the Louisiana Department of Transportation and Development, to aid in the financing of operating and/or capital assistance projects pursuant to FTA transit programs.
2. That **Richard I. Durrett** is authorized to execute and file with such applications an assurance or any other document required by the Louisiana Department of Transportation and Development effectuating the purposes of Title VI of the Civil Rights Act of 1964, as amended.
3. That **Richard I. Durrett** is authorized to furnish such additional information as the Louisiana Department of Transportation and Development may require in connection with the application or financial reimbursement of the project.
4. That the **Richard I. Durrett** is authorized to set and execute affirmative minority business policies in connection with the project's procurement needs.

5. That the **Richard I. Durrett** is authorized to execute grant contract agreements on behalf of **Lincoln Parish Police Jury** with the Louisiana Department of Transportation and Development for aid in the financing of the operating or capital assistance projects.

6. That **Richard I. Durrett** is authorized to sign and submit financial activity reports on behalf of **Lincoln Parish Police Jury** with the Louisiana Department of Transportation and Development for aid in the financing of the operating or capital assistance projects.

This resolution is applicable for a period of one year unless revoked by the governing body and copy of such revocation shall be furnished to the DOTD.

CERTIFICATE

The undersigned duly qualified and acting **Parish Administrator** of **Lincoln Parish Police Jury** certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of **Lincoln Parish Police Jury** held on August 17, 2023.

If applicant has an official seal, impress here.

(Signature of Recording Officer)

\_\_\_\_\_

**Parish Administrator**  
\_\_\_\_\_  
(Title of Recording Officer)

\_\_\_\_\_  
(Date)

**RESOLUTION**

NOW, THEREFORE, BE IT RESOLVED that the Lincoln Parish Police Jury convened in Regular Session this 12<sup>th</sup> day of September, 2023, does hereby authorize the Parish Administrator to execute any documents necessary to obtain full ownership of the Feazel Parcel which is required for the Health Hub Project and Further Providing With Respect Thereto.

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





# CADDO PARISH COMMISSION

GOVERNMENT PLAZA • 505 TRAVIS STREET, SUITE 110 • SHREVEPORT, LOUISIANA 71101-5409

September 7, 2023

TODD A. HOPKINS  
DISTRICT 1  
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STEVEN JACKSON  
DISTRICT 3  
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KEN EPPERSON, SR.  
DISTRICT 12  
kepperson@caddo.org

COMMISSION CLERK'S OFFICE  
318-226-6596  
FAX 318-226-6994

Greetings!

Please join us for the Police Jury Association of Louisiana's Region IV Meeting that is scheduled for Wednesday, September 27, 2023. The meeting will be held in Caddo Parish at The Petroleum Club, 416 Travis Street, Suite 1500, Shreveport, Louisiana 71101. Registration will begin at 6:00 p.m., with dinner and the meeting to begin at 7:00 p.m.

The menu will consist of cold seared beef tenderloin on croustade with Cipriani sauce, Louisiana crab cakes, andouille sausage en croute, and fried artichoke hearts for hor d'oeuvres. There will also have a grill station with chicken and steak and a charcuterie board with fruit and veggies.

Member Parishes will elect a regional officer to serve on the Executive Board for the following year. Members of the Resolutions Standing Committee of the Association are also elected at this meeting. Also, next year's host parish, Natchitoches Parish, will be officially announced. Region members are asked to please have all resolutions prepared and sent to the PJAL Office to be presented at the meeting. All resolutions must be sent two weeks prior to the meeting to be presented, no later than September 13, 2023. Officers & Resolutions Committee members are enclosed with this invitation

Please register to attend online via the Police Jury Association of Louisiana's website no later than September 13, 2023, so we can properly prepare the dinner and venue for the meeting: [www.lpgov.org/event/20203region4](http://www.lpgov.org/event/20203region4). If you have any questions or need assistance, please reach out to us via email [mnations@caddo.org](mailto:mnations@caddo.org) or call us at (318) 226-6596.

We look forward to seeing you there!

Sincerely,

Roy A. Burrell  
PRESIDENT, REGION IV  
CADDO PARISH COMMISSIONER- DISTRICT 5

BY

Jeff Everson  
Caddo Parish Commission Clerk  
Region IV