

June 9, 2009
Ruston, Louisiana

TO: Lincoln Parish Police Jury
FROM: Louisiana Community Development Block Grant Committee
SUBJECT: Committee Report

The Louisiana Community Development Block Grant Committee of the Lincoln Parish Police Jury met in the Police Jury Meeting Room, Third Floor, Lincoln Parish Courthouse, Tuesday, June 9, 2009, at 5:30 p.m. Present were: Theresa Wyatt, Joe Henderson, Sharyon Mayfield and Skip Russell.

ABSENT: Annie Brown, Chair

Skip Russell called the meeting to order and delivered the Invocation.

Sharyon Mayfield offered a motion, seconded by Joe Henderson, to approve the agenda. The motion carried with the following votes:

YEAS: Wyatt, Henderson, Mayfield, and Russell

NAYS: None

ABSENT: Brown

First on the Agenda was a discussion of the North Grambling Sewer Project. Kendall Magee with Frye-Magee, LLC and Walter Carpenter with Meyer, Meyer, LaCroix and Hixson, Inc. were present to discuss this project. Mrs. Wyatt expressed concerns about the impact of the sewer project on the Mt. Olive Community and the strain it may place on the water district and citizens of the community. Mrs. Wyatt asked that the consultants schedule a meeting with the Mt. Olive Water System Board to discuss their concerns and how they may be addressed. Mrs. Wyatt made a motion, seconded by Sharyon Mayfield, to table the discussion until June 25, 2009. The motion carried with the following votes:

YEAS: Wyatt, Henderson, Mayfield, and Russell

NAYS: None

ABSENT: Brown

Sharyon Mayfield offered a motion, seconded by Joe Henderson, to recommend approval of the FY 2010-2011 LCDBG Procurement Plan to the Police Jury. The motion carried with the following votes:

YEAS: Wyatt, Henderson, Mayfield, and Russell

NAYS: None

ABSENT: Brown

Theresa Wyatt offered a motion, seconded by Joe Henderson, to recommend approval of the FY 2010-2011 LCDBG Citizen Participation Plan to the Police Jury. The motion carried with the following votes:

YEAS: Wyatt, Henderson, Mayfield, and Russell

NAYS: None

ABSENT: Brown

There being no other business to discuss, the meeting was adjourned.

Dennis Woodward, Administrator
Administrator

Annie Brown
Chair

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

The Public Works Committee of the Lincoln Parish Police Jury met in the Police Jury Meeting Room, Third Floor, Lincoln Parish Courthouse, Tuesday, June 9, 2009, at 6:00 p.m. Present were: Mike Franklin, Chair; Bobby Bennett, Jody Backus, Skip Russell, Joe Henderson, Sharyon Mayfield and Mickey Mays.

ABSENT: None

Chair Mike Franklin called the meeting to order and delivered the invocation.

Sharyon Mayfield made a motion, seconded by Jody Backus, to approve the Agenda. The motion carried with the following votes:

YEAS: Bennett, Franklin, Backus, Russell, Henderson, Mayfield and Mays

NAYS: None

ABSENT: None

The committee considered a request from the Lincoln Parish School Board to expand and hardsurface the parking lot on the west side of Simsboro High School. Jody Backus offered a motion, seconded by Bobby Bennett, to offer aid to the Lincoln Parish School Board contingent on the Parish Highway Department's work schedule. The motion carried with the following votes:

YEAS: Bennett, Franklin, Backus, Russell, Henderson, Mayfield and Mays

NAYS: None

ABSENT: None

There being no other business to come before the Committee, the meeting was adjourned.

Dennis E. Woodward
Parish Administrator/Engineer

Mike Franklin
Chair

TO: Lincoln Parish Police Jury

FROM: Public Property & Buildings Committee

SUBJECT: Committee Report

The Public Property & Buildings Committee of the Lincoln Parish Police Jury met in the Police Jury Meeting Room, Third Floor, Lincoln Parish Courthouse, Tuesday, June 9, 2009 at 6:30 p.m. Present were: Roy Glover, Chair; Jody Backus, Skip Russell, Sharyon Mayfield, and Mickey Mays.

Absent: Annie Brown

Chair Roy Glover called the meeting to order and delivered the invocation.

Sharyon Mayfield offered a motion, seconded by Jody Backus, to approve the agenda. The motion passed with the following votes:

YEAS: Glover, Backus, Russell, Mayfield, and Mays

NAYS: None

ABSENT: Brown

First on the agenda was consideration of a request from the Lincoln Parish Sales and Use Tax Office and the LSU AgCenter. Jerry Moore was present to make the request for new paint and flooring. Skip Russell offered a motion, seconded by Mickey Mays, to table the item until more information could be gathered. The motion carried with the following votes:

YEAS: Glover, Backus, Russell, Mayfield, and Mays

NAYS: None

ABSENT: Brown

Next on the agenda was to consider revisions to the lease agreement at Colvin Memorial Voting Precinct. The precinct does not have any permanent heating and the bathroom is located downhill and away from the main building. Revisions to the lease would allow for the installation of a window unit for heating and cooling purposes to the main room and the construction of a handicap accessible unisex bathroom adjacent to the main building. The motion carried with the following votes:

YEAS: Glover, Backus, Russell, and Mays

NAYS: Mayfield

ABSENT: Brown

There being no other business to come before the committee, the meeting was adjourned.

Dennis E. Woodward
Parish Administrator/Engineer

Roy Glover
Chair

The Lincoln Parish Police Jury met in regular session on Tuesday, June 9, 2009, at 7:00 p.m., at its regular meeting place in the Courthouse, Ruston, Louisiana. Present were: Theresa Moore Wyatt, District One; Hazel D. Hunter, District Two; Bobby Bennett, District Three; Mike Franklin, District Four; David Hammons, District Five; Roy Glover, District Six; Jody Backus, District Seven; R. G. "Skip" Russell, District Eight; Joe Henderson, District Nine; Sharyon Mayfield, District Eleven and R. D. "Mickey" Mays, District Twelve.

ABSENT: Annie Brown, District Ten

Skip Russell called the meeting to order and Joe Henderson delivered the invocation.

Mickey Mays offered a motion, seconded by Bobby Bennett, to approve the agenda. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Bennett, Franklin, Hammons, Glover, Backus, Russell, Henderson, Mayfield, and Mays

NAYS: None

ABSENT: Brown

David Hammons offered a motion, seconded by Mike Franklin, to approve the Minutes of the May 12, 2009 meeting. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Bennett, Franklin, Hammons, Glover, Backus, Russell, Henderson, Mayfield, and Mays

NAYS: None

ABSENT: Brown

First on the agenda was a list of appointments for the Waterworks District No. 1, Waterworks District No. 2, and Keep Lincoln Parish Beautiful Commission. David Hammons offered a motion, seconded by Sharyon Mayfield, to appoint Byron Scott Futrell to Waterworks District No. 1 Commission.

RESOLUTION NO. 2009-31

BE IT RESOLVED by the Police Jury of Lincoln Parish,
Louisiana, convened in Regular Session this
9th day of June, 2009 that
BYRON SCOTT FUTRELL
Is hereby and herewith appointed, COMMISSIONER
Waterworks District Number 1
Lincoln Parish, Louisiana,
For the term of June 9, 2009 – June 9, 2014
Signed and Sealed this 9th day of June, 2009
LINCOLN PARISH POLICE JURY
* * * * *

/s/ Dennis E. Woodward
DENNIS E. WOODWARD, P.E.
ADMINISTRATOR/ENGINEER

/s/ R.G. Skip Russell
R.G. SKIP RUSSELL
PRESIDENT

The motion carried with the following votes:

YEAS: Wyatt, Hunter, Bennett, Franklin, Hammons, Glover, Backus, Russell, Henderson, Mayfield, and Mays

NAYS: None

ABSENT: Brown

Mickey Mays offered a motion, seconded by Hazel Hunter, to appoint Billy Jack Talton to Waterworks District No. 2 Commission.

RESOLUTION NO. 2009-32

BE IT RESOLVED by the Police Jury of Lincoln Parish,
Louisiana, convened in Regular Session this
9th day of June, 2009 that

BILLY JACK TALTON

Is hereby and herewith appointed, COMMISSIONER
Waterworks District Number 2
Lincoln Parish, Louisiana,

For the term of June 9, 2009 – June 9, 2011

Signed and Sealed this 9th day of June, 2009

LINCOLN PARISH POLICE JURY

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/s/ Dennis E. Woodward
DENNIS E. WOODWARD, P.E.
ADMINISTRATOR/ENGINEER

/s/ R.G. Skip Russell
R.G. SKIP RUSSELL
PRESIDENT

The motion carried with the following votes:

YEAS: Wyatt, Hunter, Bennett, Franklin, Hammons, Glover, Backus, Russell,
Henderson, Mayfield, and Mays

NAYS: None

ABSENT: Brown

Bobby Bennett offered a motion, seconded by Hazel Hunter, to appoint William Graham to Waterworks District No. 2 Commission.

RESOLUTION NO. 2009-33

BE IT RESOLVED by the Police Jury of Lincoln Parish,
Louisiana, convened in Regular Session this
9th day of June, 2009 that

WILLIAM GRAHAM

Is hereby and herewith appointed, COMMISSIONER
Waterworks District Number 2
Lincoln Parish, Louisiana,

For the term of June 9, 2009 – November 11, 2013

Signed and Sealed this 9th day of June, 2009

LINCOLN PARISH POLICE JURY

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/s/ Dennis E. Woodward
DENNIS E. WOODWARD, P.E.
ADMINISTRATOR/ENGINEER

/s/ R.G. Skip Russell
R.G. SKIP RUSSELL
PRESIDENT

The motion carried with the following votes:

YEAS: Wyatt, Hunter, Bennett, Franklin, Hammons, Glover, Backus, Russell,
Henderson, Mayfield, and Mays

NAYS: None

ABSENT: Brown

Mickey Mays offered a motion, seconded by Mike Franklin, to appoint Winston McVea to Waterworks District No. 2 Commission.

RESOLUTION NO. 2009-34

BE IT RESOLVED by the Police Jury of Lincoln Parish,
Louisiana, convened in Regular Session this
9th day of June, 2009 that

WINSTON McVEA

Is hereby and herewith appointed, COMMISSIONER
Waterworks District Number 2

Lincoln Parish, Louisiana,

For the term of June 9, 2009 – March 12, 2012

Signed and Sealed this 9th day of June, 2009

LINCOLN PARISH POLICE JURY

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/s/ Dennis E. Woodward
DENNIS E. WOODWARD, P.E.
ADMINISTRATOR/ENGINEER

/s/ R.G. Skip Russell
R.G. SKIP RUSSELL
PRESIDENT

The motion carried with the following votes:

YEAS: Wyatt, Hunter, Bennett, Franklin, Hammons, Glover, Backus, Russell,
Henderson, Mayfield, and Mays

NAYS: None

ABSENT: Brown

Mickey Mays offered a motion, seconded by Joe Henderson, to appoint Ruth Johnson to the Keep Lincoln Parish Beautiful Commission for the City of Ruston.

RESOLUTION NO. 2009-35

BE IT RESOLVED by the Police Jury of Lincoln Parish,
Louisiana, convened in Regular Session this
9th day of June, 2009 that

RUTH JOHNSON

Is hereby and herewith appointed, COMMISSIONER
Keep Lincoln Parish Beautiful

City of Ruston

Lincoln Parish, Louisiana,

For the term of June 9, 2009 – June 9, 2012

Signed and Sealed this 9th day of June, 2009

LINCOLN PARISH POLICE JURY

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/s/ Dennis E. Woodward
DENNIS E. WOODWARD, P.E.
ADMINISTRATOR/ENGINEER

/s/ R.G. Skip Russell
R.G. SKIP RUSSELL
PRESIDENT

The motion carried with the following votes:

YEAS: Wyatt, Hunter, Bennett, Franklin, Hammons, Glover, Backus, Russell,
Henderson, Mayfield, and Mays

NAYS: None

ABSENT: Brown

Sharyon Mayfield offered a motion, seconded by Hazel Hunter, to appoint Ida Ary to the Keep Lincoln Parish Beautiful Commission as an At-Large member.

RESOLUTION NO. 2009-36

BE IT RESOLVED by the Police Jury of Lincoln Parish,
Louisiana, convened in Regular Session this
9th day of June, 2009 that

IDA ARY

Is hereby and herewith appointed, COMMISSIONER
Keep Lincoln Parish Beautiful
At-Large

Lincoln Parish, Louisiana,

For the term of June 9, 2009 – June 9, 2012

Signed and Sealed this 9th day of June, 2009

LINCOLN PARISH POLICE JURY

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/s/ Dennis E. Woodward
DENNIS E. WOODWARD, P.E.
ADMINISTRATOR/ENGINEER

/s/ R.G. Skip Russell
R.G. SKIP RUSSELL
PRESIDENT

The motion carried with the following votes:

YEAS: Wyatt, Hunter, Bennett, Franklin, Hammons, Glover, Backus, Russell,
Henderson, Mayfield, and Mays

NAYS: None

ABSENT: Brown

Jerry Moore was present to present the Sales and Use Tax Commission 2009-2010 Proposed Budget. Mickey Mays offered a motion, seconded by Bobby Bennett, to approve the 2009-2010 Proposed Budget for the Sales Use and Tax Commission. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Bennett, Franklin, Hammons, Glover, Backus, Russell,
Henderson, Mayfield, and Mays

NAYS: None

ABSENT: Brown

Kyle Edmiston with the Ruston-Lincoln Convention and Visitor’s Bureau was present to request a revised budget schedule. This new schedule would provide the Ruston-Lincoln Convention and Visitor’s Bureau with a two month extension on presenting their budget to the Police Jury. Mickey Mays offered a motion, seconded by David Hammons, to approve the revised budget schedule. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Bennett, Franklin, Hammons, Glover, Backus, Russell, Henderson, Mayfield, and Mays

NAYS: None

ABSENT: Brown

Next on the agenda was to consider the proposals from The Ruston Daily Leader and the Morning Paper for the 2009-2010 Official Journal. Mickey Mays offered a motion, seconded by Roy Glover, to use The Ruston Daily Leader as the official journal. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Franklin, Glover, Backus, Mays

NAYS: Bennett, Hammons, Russell, Henderson, Mayfield

ABSENT: Brown

Mickey Mays offered a motion, seconded by Hazel Hunter, to call a special meeting to receive the 2008 audit reports for the Lincoln Parish Police Jury and Humanitarian Enterprises of Lincoln Parish to be held on Thursday, June 25, 2009 at 5:30 p.m. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Bennett, Franklin, Hammons, Glover, Backus, Russell, Henderson, Mayfield, and Mays

NAYS: None

ABSENT: Brown

Mike Franklin offered a motion, seconded by Sharyon Mayfield, to accept the bid from Amethyst Construction, Inc. for Hot Mix for a six month period.

BIDDER	AMETHYST CONSTRUCTION, INC.
BASE PRICE PER TON F.O.B. BIDDER'S PLANT	\$75.00
LAIID IN PLACE:	
A. LESS THAN 500 TONS HAULED BY PARISH	\$89.00
B. MORE THAN 500 TONS HAULED BY PARISH	\$89.00
C. LESS THAN 500 TONS HAULED BY BIDDER	\$94.00
D. MORE THAN 500 TONS HAULED BY BIDDER	\$94.00

The motion carried with the following votes:

YEAS: Wyatt, Hunter, Bennett, Franklin, Hammons, Glover, Backus, Russell, Henderson, Mayfield, and Mays

NAYS: None

ABSENT: Brown

Mike Franklin offered a motion, seconded by Sharyon Mayfield, to accept the bid from Dreher Contracting, Inc. for cold mix for a six month period.

BIDDER	DREHER CONTRACTING, INC.
BASE PRICE PER TON	\$83.50

F.O.B. BIDDER'S PLANT	
BASE PRICE PER TON DELIVERED	NO BID

The motion carried with the following votes:

YEAS: Wyatt, Hunter, Bennett, Franklin, Hammons, Backus, Russell,
Henderson, Mayfield, and Mays

NAYS: None

ABSENT: Glover, Brown

Sharyon Mayfield offered a motion, seconded by Bobby Bennett, to authorize the President to sign all documents regarding the FY 2008-2009 Local Government Assistance Program Documents.

Resolution 2009-37

NOW, THEREFORE, BE IT RESOLVED that the Lincoln Parish Police Jury convened in Regular Session this 9th day of June, 2009 does hereby authorize the President Skip Russell, to sign all documents in association with the FY 2008-2009 Local Government Assistance Program Documents.

I, Dennis E. Woodward, 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 9th day of June, 2009 at which meeting a quorum was present.

And this resolution was declared adopted on this, the 9th day of June, 2009.

/s/ Dennis E. Woodward
Dennis E. Woodward
Parish Administrator

The motion carried with the following votes:

YEAS: Wyatt, Hunter, Bennett, Franklin, Hammons, Backus, Russell,
Henderson, Mayfield, and Mays

NAYS: None

ABSENT: Glover, Brown

David Hammons offered a motion, seconded by Bobby Bennett, to authorize the President to sign all documents regarding the Supplemental Agreement No. 1 for the Liner Street/Rough Edge Road improvements.

Resolution 2009-38

NOW, THEREFORE, BE IT RESOLVED that the Lincoln Parish Police Jury convened in Regular Session this 9th day of June, 2009 does hereby authorize the President Skip Russell, to sign all documents in association with the Supplemental Agreement No. 1 – Liner Street/Rough Edge Road Improvements.

I, Dennis E. Woodward, 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 9th day of June, 2009 at which meeting a quorum was present.

And this resolution was declared adopted on this, the 9th day of June, 2009.

/s/ Dennis E. Woodward
Dennis E. Woodward
Parish Administrator

The motion carried with the following votes:

YEAS: Wyatt, Hunter, Bennett, Franklin, Hammons, Backus, Russell, Henderson, Mayfield, and Mays

NAYS: None

ABSENT: Glover, Brown

Skip Russell stated that the Louisiana Community Development Block Grant Committee met this day at 5:30 p.m. and the Committee recommends:

1. Tabling action on the North Grambling Sewer Project until June 25, 2009.
2. Approval of the FY 2010-2011 LCDBG Procurement Policy to the Jury.
3. Approval of the FY 2010-2011 LCDBG Citizens Participation Plan to the Jury.

Joe Henderson offered a motion, seconded by David Hammons, to approve the minutes of the Louisiana Community Development Block Grant Committee. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Bennett, Franklin, Hammons, Backus, Russell, Henderson, Mayfield, and Mays

NAYS: None

ABSENT: Glover, Brown

Mickey Mays offered a motion, seconded by Theresa Wyatt, to approve the FY 2010-2011 LCDBG Procurement Policy.

RESOLUTION NO. 2009-39

BE IT RESOLVED, that the Lincoln Parish Police Jury hereby adopts the PROCUREMENT POLICY for the 2010-2011 Louisiana Community Development Block Grant Program:

PROCUREMENT POLICY

These procedures are intended to serve as guidelines for the procurement of supplies, equipment, construction services and professional services for the LCDBG Program. These guidelines meet the standards established in OMB Circular A-102, Attachment O 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 subagreements, 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's 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 and women-owned business enterprises 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 and women's business enterprises. 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. The Lincoln Parish Police Jury shall not place unreasonable requirements on firms in order for them to qualify to do business. Nor will The 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 a 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.

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 \$15,000, and for construction with a cost of less than \$100,000, 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 less than \$100,000; the only exception to professional services is for architectural/engineering services which 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 which 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.

1. The advertisement for bids shall be publicly advertised in accord with State law.
2. 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.
3. All bids shall be opened publicly at the time and place specified in the advertisement for bids.
4. 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.
5. 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:

1. 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.
2. The package for proposals or qualification statements shall identify all significant evaluation factors or selection criteria, including the corresponding point system which will be used to rate the proposals/qualification statements.

3. 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.
4. 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.
5. 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, with the one exception noted. In order to qualify for this type of procurement, one of the following circumstances must apply:

1. The item or service is available only from a single source;
2. 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.
3. After solicitation of a number of sources, competition is determined to be inadequate.

The one exception to this method is that the non-competitive negotiation method may be used, without written authorization from the State, when an areawide planning agency or regional planning and development district is utilized for administrative consulting services.

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 which may not be increased unless there is a contract amendment which 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 which 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 which 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:

1. Contracts other than small purchase shall contain provisions which allow for administrative, contractual, or legal remedies if contractors violate or breach contract terms, and provide for sanctions and penalties as appropriate.
2. All contracts in excess of \$10,000 shall provide for termination for cause and for convenience by the Lincoln Parish Police Jury including the manner in which it will be done and the basis for settlement.
3. All construction contracts and subcontracts in excess of \$10,000 shall include provisions which require compliance with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in DOL regulations (41 CFR Part 60).
4. All contracts and subcontracts for construction or repair shall include a provision for compliance with the Copeland "Anti-Kick-Back" Act (18 USC 874) as supplemented by DOL regulations (29 CFR Part 3).
5. All contracts or subcontracts in excess of \$2,000 for construction or repair shall include a provision for compliance with the Davis-Bacon Act (40 USC 276a to a-7) as supplemented by DOL regulations (29 CFR Part 5).
6. All construction or repair contracts or subcontracts in excess of \$2,000, and in excess of \$2,500 for other contracts which involve the employment or mechanics or laborers, shall include a provision for compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by DOL regulations (29 CFR Part 5).
7. Each contract shall include a notice of State requirements and regulations pertaining to reporting and patent rights under any contract involving respect to any discovery or invention which arises or is developed in the course of or under such contract, and of the State requirements pertaining to copyrights and rights in data.
8. All negotiated contracts shall include a provision that makes it possible for the State, HUD, the Comptroller General of the United States, or any of their duly authorized representatives, to have access to any books, documents, papers, or records of the contractor/firm which are directly pertinent to the contract, for the purpose of making audit examination excerpts and transcriptions. Further, the contract must include a provision that all required records will be maintained by the contractor/firm for a period of four years after the Lincoln Parish Police Jury formally closes out each LCDBG program.
9. All contracts, subcontracts, and subgrants in amounts in excess of \$100,000 shall contain a provision which requires compliance with the requirements of Section 306 of the Clean Air Act (42 USC 1857 h), Section 508 of the Clean Water

Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

10. Contracts shall recognize mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).
11. The Lincoln Parish Police Jury will be permitted to require changes, remedies, changed conditions, access and record retention, and suspension of work clauses approved by the State.

CONTRACT ADMINISTRATION

The Lincoln Parish Police Jury shall maintain contract administration systems which insure that 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.

ADOPTION

This Procurement Policy is hereby adopted by the Lincoln Parish Police Jury in regular session on this 9th day of June, 2009.

/s/ Dennis E. Woodward
Dennis E Woodward, Administrator
Lincoln Parish Police Jury

/s/ Skip Russell
Skip Russell, President
Lincoln Parish Police Jury

The motion carried with the following votes:

YEAS: Wyatt, Hunter, Bennett, Franklin, Hammons, Backus, Russell, Henderson, Mayfield, and Mays

NAYS: None

ABSENT: Glover, Brown

Bobby Bennett offered a motion, seconded by David Hammons, to approve the FY 2010-2011 LCDBG Citizens Participation Plan to the Jury.

RESOLUTION NO. 2009-40

WHEREAS, the Lincoln Parish Police Jury is required by Louisiana Division of Administration to establish procedures to inform its citizens of the Louisiana Community Development Block Grant Program, to receive comments relative to the submittal of the Police Jury's public facilities grant application;

NOW, THEREFORE, BE IT RESOLVED, that the Lincoln Parish Police Jury hereby adopts the 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 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 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 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 1 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 (5) 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 (5) calendar days prior to the hearing. In addition, notices will also be posted in the Lincoln Parish Police Jury Office, Third Floor, Lincoln Parish Courthouse 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

- 1). The public hearing to address LCDBG application submittal will be held approximately thirty (5) 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's 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:

Mr. Dennis E. Woodward
Lincoln Parish Police Jury
Post Office Box 979
Ruston, Louisiana 71273-0979

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

Second Notice

1) 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 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:

Mr. Dennis E. Woodward
Lincoln Parish Police Jury
Post Office Box 979
Ruston, Louisiana 71273-0979

Negative comments received will be forwarded immediately to the State 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 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 thirty (30) 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 of hearing, and invite comments and opinions on the LCDBG activities implemented under the Lincoln Parish Police Jury LCDBG Program being closed out. The notice will also state that accommodations will be made for disabled and non-English speaking persons provided a two (5) 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 (5) calendar days from the publication date of said notice.

CONSIDERATIONS OF OBJECTIONS 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:

- (1) The application description of needs and objectives is plainly inconsistent with available facts and data;
- (2) The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant; and,
- (3) The application does not comply with the requirements set forth in the Final Statement 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 three (5) days.

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 persons who conduct 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 LCDBG Program activities. Documents will be made available for copying upon request at the Police Jury Office, Monday thru Friday, 8:30 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 designate a 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 with five (5) 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 fifteen (5) working days of receipt of the written complaint.
- 6) The reviewing council committee will have fifteen (5) 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 fifteen (5) 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 Parish Administrator will inform complainant of an appropriate date to expect a response. Within five (5) 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 94095
Baton Rouge, Louisiana 70804-9095

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 Division directly at the Toll Free Telephone number 1-800-273-5718 or 504-342-7900.

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's regularly scheduled meetings.

ADOPTION

This Citizen Participation Plan is hereby adopted by the Lincoln Parish Police Jury in regular session on this 9th day of June, 2009.

/s/ Dennis E. Woodward
Dennis E. Woodward, Administrator
Lincoln Parish Police Jury

/s/ Skip Russell
Skip Russell, President
Lincoln Parish Police Jury

The motion carried with the following votes:

YEAS: Wyatt, Hunter, Bennett, Franklin, Hammons, Backus, Russell,

Henderson, Mayfield, and Mays

NAYS: None

ABSENT: Glover, Brown

Mike Franklin stated that the Public Works Committee met this day at 6:00 p.m. and the Committee recommends:

1. Expanding and hardsurfacing the parking lot at Simsboro High School contingent on the Highway Department Work Schedule.

Mike Franklin offered a motion, seconded by Bobby Bennett, to approve the minutes of the Public Works Committee. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Bennett, Franklin, Hammons, Backus, Russell, Henderson, Mayfield, and Mays

NAYS: None

ABSENT: Glover, Brown

Dennis Woodward stated that the Public Property and Building Committee met this day at 6:30 p.m. and the Committee recommends:

1. Postponing the remodel of the Federal Building until the lease agreement with the Sales and Use tax Commission can be looked at.
2. Approving changes to the lease at Colvin Memorial Voting Precinct to allow construction of a handicap accessible unisex bathroom and the installation of a heating/cooling unit in the main building.

Jody Backus offered a motion, seconded by David Hammons, to approve the minutes of the Public Property and Building Committee. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Bennett, Franklin, Hammons, Backus, Russell, Henderson, Mayfield, and Mays

NAYS: None

ABSENT: Glover, Brown

Under other business, Skip Russell noted that there was a meeting at City Hall concerning recycling that had an impressive turnout. He also stated that three proposals had been received for insurance on the landfill. Dennis Woodward reminded the Jurors that Employee Day at the Park would be Saturday, June 13, 2009 from 1p.m. to 7p.m. He also noted that another health fair would be held on Tuesday, June 16, 2009 at the Highway Barn.

James Ramsaur gave the Jury a brief review of the TMBRA meeting that he attended in Austin, TX at the first of the month. Angela Manning gave a review of Exhibition Center events from Memorial Day weekend. Shane Breland informed the Jurors that the GIS Legislation that he and Andy Shealy had been working on had been passed.

There being no other business to come before the Jury the meeting was adjourned.

Dennis E. Woodward
Parish Administrator

R.G. Skip Russell
President