

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, June 9, 2015, at 5:30 p.m. Present were: Randy Roberson, Chair; Hazel Hunter, Bobby Bennett, Skip Russell, Nancy Wilson and Heather Walker.

ABSENT: None

Randy Roberson called the meeting to order and delivered the invocation.

Hazel Hunter offered a motion, seconded by Bobby Bennett, to approve the Agenda. The motion was voted upon and carried with the following votes:

YEAS: Hunter, Bennett, Roberson, Russell, Wilson and Walker

NAYS: None

ABSENT: None

The first item on the agenda was to discuss and take action, if necessary, on issues pertaining to wear and tear on parish roads caused by an increase in oil and gas activity. Courtney Hall, Parish Administrator, reported that the increased traffic combined with heavy rains and the cool weather are contributing to numerous potholes and asphalt degradation on parish roads. He stated that the Capital Improvement Plan may need to be amended in order to repair roads damaged due to these reasons and would report back to the Committee after study. Following discussion, no action was taken.

Under reports, Highway Superintendent Jerry Doss stated that the mowing crews had started their rounds around the parish and that all tank cars for the year had been installed.

Under other business, Juror Nancy Wilson asked about the procedures regarding procurement of sandbags by parish citizens. Courtney Hall explained that the current policy is to allow citizens to pick up a maximum of twenty sandbags at the Highway Department. Sand is provided but bags must be filled by those picking up the bags. There being no other business to come before the Committee, the meeting was adjourned.

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Courtney Hall  
Parish Administrator

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Randy Roberson  
Committee Chair

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

The Public Property and Buildings Committee of the Lincoln Parish Police Jury met in the Police Jury Meeting Room, Third Floor, Lincoln Parish Courthouse, June 9, 2015, at 6:00 p.m. Present were: Sharyon Mayfield, Chair; Hazel Hunter, David Hammons, Walter Pullen, Jody Backus and Nancy Wilson.

ABSENT: None

Sharyon Mayfield called the meeting to order and delivered the invocation.

Walter Pullen offered a motion, seconded by Jody Backus, to approve the Agenda. The motion was voted upon and carried with the following votes:

YEAS: Hunter, Hammons, Pullen, Backus, Mayfield, and Wilson

NAYS: None

ABSENT: None

First on the agenda was to consider and take action on the pending vacancy of the Simply Fashions Store. After discussion, Walter Pullen offered a motion, seconded by Hazel Hunter, to authorize the Administrator to advertise the space for lease and receive proposals. The motion was voted upon and carried with the following votes:

YEAS: Hunter, Hammons, Pullen, Backus, Mayfield, and Wilson

NAYS: None

ABSENT: None

Next on the Agenda to discuss the status of Lincoln Hall. Following a brief discussion, no action was taken.

Walter Pullen offered a motion, seconded by David Hammons to authorize correspondence with the GSA Public Buildings Service concerning amending the terms of use at the Federal Building. The motion was voted upon and carried with the following votes:

YEAS: Hunter, Hammons, Pullen, Backus, Mayfield, and Wilson

NAYS: None

ABSENT: None

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

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Courtney Hall  
Parish Administrator

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Sharyon Mayfield  
Committee Chair

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, June 9, 2015, at 6:30 p.m. Present were: David Hammons, Chair; Hazel Hunter, Skip Russell, Joe Henderson, Sharyon Mayfield, and Nancy Wilson.

ABSENT: None

David Hammons called the meeting to order and delivered the invocation.

Sharyon Mayfield offered a motion, seconded by Joe Henderson, to approve the Agenda. The motion was voted upon and carried with the following votes:

YEAS: Hunter, Hammons, Russell, Henderson, Mayfield and Wilson

NAYS: None

ABSENT: None

Skip Russell offered a motion, seconded by Sharyon Mayfield, to authorize payment of fees for administrative services and to select Frye-Magee, LLC as the consultant for the 2016/2017 LCDBG application. The motion was voted upon and carried with the following votes:

YEAS: Hunter, Hammons, Russell, Henderson, Mayfield and Wilson

NAYS: None

ABSENT: None

Joe Henderson offered a motion, seconded by Hazel Hunter, to request qualification statements and establish criteria for engineering services for the 2016/2017 LCDBG application. The motion was voted upon and carried with the following votes:

YEAS: Hunter, Hammons, Russell, Henderson, Mayfield and Wilson

NAYS: None

ABSENT: None

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

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Courtney Hall  
Parish Administrator

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David Hammons  
Committee Chair

The Lincoln Parish Police Jury met in regular session on Tuesday, June 9, 2015, at 7:00 p.m., at its regular meeting place in the Courthouse, Ruston, Louisiana. Present were: Theresa Wyatt, District One; Hazel D. Hunter, District Two; Bobby Bennett, District Three; Randy Roberson, District Four; David Hammons, District Five; Walter Pullen, District Six; Jody Backus; District Seven; Skip Russell, District Eight; Joe Henderson, District Nine; Nancy Wilson, District Ten; Sharyon Mayfield, District Eleven and Heather Walker, District Twelve.

Absent: None

President Hazel Hunter called the meeting to order and Nancy Wilson delivered the invocation.

Randy Roberson offered a motion, seconded by Bobby Bennett, to approve the Agenda. The motion was voted upon and carried with the following votes:

Yeas: Wyatt, Hunter, Bennett, Roberson, Hammons, Pullen, Backus, Russell, Henderson, Wilson, Mayfield and Walker

Nays: None

Absent: None

The President asked for public comments on the agenda as approved. There were no public comments by anyone in attendance.

Bobby Bennett offered a motion, seconded by Joe Henderson, to approve the minutes of the May 12, 2015 meeting. The motion was voted upon and carried with the following votes:

Yeas: Wyatt, Hunter, Bennett, Roberson, Hammons, Pullen, Backus, Russell, Henderson, Wilson, Mayfield and Walker

Nays: None

Absent: None

Joseph Magee of Frye Magee, LLC was present to conduct a public hearing for the 2016/2017 Louisiana Community Development Block Grant. Mr. Magee explained the categories available for LCDBG Funding. Following further discussion, Walter Pullen offered a motion, seconded by Joe Henderson, to enter into the public hearing. The motion was voted upon and carried with the following votes:

Yeas: Wyatt, Hunter, Bennett, Roberson, Hammons, Pullen, Backus, Russell, Henderson, Wilson, Mayfield and Walker

Nays: None

Absent: None

President Hunter asked for comments concerning the 2016/2017 LCDBG Program from the public. There being no one appearing to make comments, David Hammons offered a motion, seconded by Randy Roberson, to adjourn the public hearing and reconvene as the Police Jury. The motion was voted upon and carried with the following votes:

Yeas: Wyatt, Hunter, Bennett, Roberson, Hammons, Pullen, Backus, Russell, Henderson, Wilson, Mayfield and Walker

Nays: None

Absent: None

Bobby Bennett offered a motion, seconded by Skip Russell, to appoint Dr. David Gullatt to the Lincoln Parish Library Board of Control for a five year term.

**Resolution No. 2015-47**

BE IT RESOLVED by the Police Jury of Lincoln Parish,  
Louisiana, convened in Regular Session this  
9<sup>th</sup> day of June, 2015 that  
**Dr. David Gullatt**  
Is hereby and herewith appointed, COMMISSIONER  
Library Board of Control  
Lincoln Parish, Louisiana,  
For the term of June 9, 2015 – June 9, 2020  
Signed and Sealed this 9<sup>th</sup> day of June, 2015  
LINCOLN PARISH POLICE JURY  
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/s/ Courtney Hall  
Courtney Hall  
Parish Administrator

/s/ Hazel Hunter  
Hazel Hunter  
President

The motion was voted upon and carried with the following votes:

- Yeas: Wyatt, Hunter, Bennett, Roberson, Hammons, Pullen, Backus, Russell,  
Henderson, Wilson, Mayfield and Walker
- Nays: None
- Absent: None

Randy Roberson offered a motion, seconded by Nancy Wilson, to appoint Ms. Suzanne Douglas to the Ruston-Lincoln Convention Visitors Bureau through December 31, 2017.

**Resolution No. 2015-48**

BE IT RESOLVED by the Police Jury of Lincoln Parish,  
Louisiana, convened in Regular Session this  
9<sup>th</sup> day of June, 2015 that  
**Suzanne Douglas**  
Is hereby and herewith appointed, COMMISSIONER  
Ruston-Lincoln Convention and Visitor's Bureau  
Lincoln Parish, Louisiana,  
For the term of June 9, 2015 – December 31, 2017  
Signed and Sealed this 9<sup>th</sup> day of June, 2015  
LINCOLN PARISH POLICE JURY  
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/s/ Courtney Hall  
Courtney Hall  
Parish Administrator

/s/ Hazel Hunter  
Hazel Hunter  
President

The motion was voted upon and carried with the following votes:

- Yeas: Wyatt, Hunter, Bennett, Roberson, Hammons, Pullen, Backus, Russell,  
Henderson, Wilson, Mayfield and Walker
- Nays: None
- Absent: None

Sharyon Mayfield offered a motion, seconded by David Hammons, to appoint Chief Kevin Reynolds to the Lincoln Parish Communications District for a four year term.

**Resolution No. 2015-49**

BE IT RESOLVED by the Police Jury of Lincoln Parish,  
Louisiana, convened in Regular Session this  
9<sup>th</sup> day of June, 2015 that  
**Chief Kevin Reynolds**  
Is hereby and herewith appointed, COMMISSIONER  
Lincoln Parish Communications District  
Lincoln Parish, Louisiana,  
For the term of June 9, 2015 – December 31, 2019  
Signed and Sealed this 9<sup>th</sup> day of June, 2015  
LINCOLN PARISH POLICE JURY  
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/s/ Courtney Hall  
Courtney Hall  
Parish Administrator

/s/ Hazel Hunter  
Hazel Hunter  
President

The motion was voted upon and carried with the following votes:

- Yeas: Wyatt, Hunter, Bennett, Roberson, Hammons, Pullen, Backus, Russell, Henderson, Wilson, Mayfield and Walker
- Nays: None
- Absent: None

David Hartt, CPA, presented the 2014 Lincoln Parish Police Jury Audit Report. Mr. Hartt reported that the Police Jury received an unqualified opinion on the audit. Skip Russell offered a motion, seconded by Bobby Bennett, to approve the report. The motion was voted upon and carried with the following votes:

- Yeas: Wyatt, Hunter, Bennett, Roberson, Hammons, Pullen, Backus, Russell, Henderson, Wilson, Mayfield and Walker
- Nays: None
- Absent: None

Mr. Hartt also presented the 2014 Humanitarian Enterprises of Lincoln Parish Audit Report. Mr. Hartt reported that the Humanitarian Enterprises of Lincoln Parish also received an unqualified opinion on the audit. Sharyon Mayfield offered a motion, seconded by David Hammons, to approve the report. The motion was voted upon and carried with the following votes:

- Yeas: Wyatt, Hunter, Bennett, Roberson, Hammons, Pullen, Backus, Russell, Henderson, Wilson, Mayfield and Walker
- Nays: None
- Absent: None

Randy Roberson offered a motion, seconded by Joe Henderson, to adopt a resolution endorsing the participation of Courtesy Realty of Ruston, LLC in the Louisiana Enterprise Zone Program without the local sales tax rebate.

**RESOLUTION NO. 2015-50**

RESOLUTION STATING Lincoln Parish Police Jury's ENDORSEMENT OF COURTESY REALTY OF RUSTON, LLC, PROJECT # 20150313 TO PARTICIPATE IN THE BENEFITS OF THE LOUISIANA ENTERPRISE ZONE PROGRAM;

WHEREAS, the Louisiana Enterprise Zone Act 901 of 1981, Act 337 of 1982, Act 433 of 1987, Act 1024 of 1992, Act 581 of 1995, and Act 624 and Act 647 of 1997, and Act 977 of 1999;

WHEREAS, the Louisiana Enterprise Zone Program offers significant incentives for economic development to some of the most distressed areas in the State; and

WHEREAS, the Police Jury of Lincoln Parish states this endorsement is in agreement with the Overall Economic Development Plan for the Parish of Lincoln; and

WHEREAS, the attached Enterprise Zone map has been marked to show the location of the business being endorsed; and

WHEREAS, in accordance with the Louisiana Enterprise Zone Program requirements, the Police Jury of Lincoln Parish, Louisiana agrees:

1. To participate in the Enterprise Zone Program
2. To assist the Department in evaluating progress made in any enterprise zone within its jurisdiction

BE IT RESOLVED by the Police Jury of Lincoln Parish, Louisiana, in regular and legal session convened this 9th day of June, 2015 that, Courtesy Realty of Ruston, LLC is endorsed to participate in the Louisiana Enterprise Zone Program.

BE IT FURTHER RESOLVED that if any provision or item of this resolution or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this resolution which can be given effect without the invalid provisions, items or applications and to this end the provisions of this resolution are hereby declared severable.

BE IT FURTHER RESOLVED that all resolutions or parts thereof in conflict herewith are hereby repealed.

/s/ Courtney Hall  
Courtney Hall  
Parish Administrator

The motion was voted upon and carried with the following votes:

Yeas: Wyatt, Hunter, Bennett, Roberson, Hammons, Pullen, Backus, Russell, Henderson, Wilson, Mayfield and Walker

Nays: None

Absent: None

Jody Backus offered a motion, seconded by Randy Roberson, to adopt the Ruston Daily Leader as the Official Journal for 2015-2016. The motion was voted upon and carried with the following votes:

Yeas: Wyatt, Hunter, Bennett, Roberson, Hammons, Pullen, Backus, Russell, Henderson, Wilson, Mayfield and Walker

Nays: None

Absent: None

Randy Roberson stated that the Public Works Committee met at 5:30 PM this day to discuss the wear and tear on parish roads due to inclement weather and an increase in traffic due to oil and gas activity. No actions were taken. Theresa Wyatt offered a motion, seconded by Joe Henderson, to approve the minutes of the Public Works Committee. The motion was voted upon and carried with the following votes:

Yeas: Wyatt, Hunter, Bennett, Roberson, Hammons, Pullen, Backus, Russell, Henderson, Wilson, Mayfield and Walker

Nays: None

Absent: None

Sharyon Mayfield stated that the Public Property and Buildings Committee met at 6:00 PM this day and the Committee recommends:

1. Advertising and taking proposals for the space being vacated by Simply Fashions.
2. Authorizing a request to the GSA Public Buildings Service concerning amending the terms of use at the Federal Building.

Randy Roberson offered a motion, seconded by Joe Henderson, to approve the minutes of the Public Property and Buildings Committee. The motion was voted upon and carried with the following votes:

Yeas: Wyatt, Hunter, Bennett, Roberson, Hammons, Pullen, Backus, Russell, Henderson, Wilson, Mayfield and Walker

Nays: None

Absent: None

David Hammons stated that the Louisiana Community Development Block Grant Committee met at 6:30 PM this day and the Committee recommends:

1. Paying the fees for administrative services and selecting Frye Magee, LLC as the consultant for the 2016/2017 LCDBG application.
2. Requesting qualification statements and establishing criteria for engineering services for the 2016/2017 LCDBG application.

Sharyon Mayfield offered a motion, seconded by Nancy Wilson, to approve the minutes of the Louisiana Community Development Block Grant Committee. The motion was voted upon and carried with the following votes:

Yeas: Wyatt, Hunter, Bennett, Roberson, Hammons, Pullen, Backus, Russell, Henderson, Wilson, Mayfield and Walker

Nays: None

Absent: None

David Hammons offered a motion, seconded by Sharyon Mayfield, to adopt a resolution authorizing the FY 2016/2017 LCDBG Application, use of local funding and the selection of Frye Magee, LLC as consultants for the FY 2016/2017 LCDBG.

### **Resolution 2015-51**

#### RESOLUTION AUTHORIZING FISCAL YEAR 2016/2017 LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

WHEREAS, the Lincoln Parish Police Jury("Police Jury") desires to submit a fiscal year ("FY") 2016/2017 Louisiana Community Development Block Grant ("LCDBG") public facilities application for sewer improvements (the "Application"); and,

WHEREAS, the Police Jury intends to use local funds (in order to gain additional points in connection with the Application) to pay for administrative costs up to and including pre-agreement costs, administrative consultant fees, and any other administrative costs incurred by the local governing body associated with the Application; and,

WHEREAS, the Police Jury desires to enter into an agreement with Frye-Magee, LLC ("Frye Magee"), to perform all administrative consulting services associated with the Application, which includes developing the Application, and thereafter performing all administrative consulting duties following a grant award; and,

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

§1. The Police Jury enters into an agreement with Frye Magee, LLC to develop the Application and to perform administrative consulting services.

§2. Hazel Hunter, President, is authorized to execute respective agreements with Frye Magee, LLC and to execute the Application, as well as all related documents, to be on such other terms and conditions as he shall deem advisable, and to do any and all things necessary and proper to carry out this Resolution and to fulfill its objects and purposes.

§3. This Resolution shall become effective upon final adoption and signature of the President.

/s/ Hazel Hunter  
Hazel Hunter  
Police Jury President

The motion was voted upon and carried with the following votes:

Yeas: Wyatt, Hunter, Bennett, Roberson, Hammons, Pullen, Backus, Russell, Henderson, Wilson, Mayfield and Walker

Nays: None

Absent: None

David Hammons offered a motion, seconded by Joe Henderson, to adopt a resolution requesting qualification statements and establishing criteria for engineering services for the FY 2016/2017 LCDBG and furthermore, that the LCDBG Committee review and recommend to the Lincoln Parish Police Jury the professional firm most qualified to perform duties required in conformance with the engineering selection criteria.

#### **Resolution 2015-52**

#### **LINCOLN PARISH POLICE JURY FY 2016-2017 LCDBG SELECTION CRITERIA ENGINEERS**

WHEREAS, the Lincoln Parish Police Jury has been afforded the opportunity to participate in the State of Louisiana Community Development Block Grant (LCDBG) Program FY 2016-2017 administered by the Division of Administration; and,

WHEREAS, it is necessary under the program regulations to authorize certain procurement actions for engineers and administrative consultants where LCDBG funds are utilized for such professional services and individuals to perform certain designated functions by the State.

NOW THEREFORE BE IT RESOLVED, that the Lincoln Parish Police Jury as legal recipient of the LCDBG funds does hereby authorize the following actions:

#### **SECTION I**

WHEREAS, the projects to be applied for under the LCDBG 2016-2017 Program will require administrative consultants and engineers; and,

WHEREAS, the Program requires that a procurement process be established by the Parish; and,

WHEREAS, the procurement process requires a selection committee to be designated to review and recommend to the Parish the professional firms most qualified to perform the duties as required.

NOW, THEREFORE BE IT RESOLVED, that the Lincoln Parish Police Jury, as legal recipient of the FY 2016-2017 LCDBG Program funds, does hereby appoint the following persons as the FY 2016-2017 LCDBG Program Professional Services Selection Committee to review and rank Administrative Consulting Firms and engineering firms in conformance with the following selection criteria:

David Hammons, Hazel Hunter, Skip Russell, Joe Henderson, Sharyon Mayfield and Nancy Wilson

## Section 2 ENGINEERING SERVICES

WHEREAS, the project to be applied for under the FY 2016-2017 LCDBG Program will require the procurement of an engineer services for projects in the Lincoln Parish Police Jury through a Request for Qualification Statements process based upon the following engineering selection criteria when LCDBG funds are utilized for such services; and,

WHEREAS, the procurement process requires a selection committee to be designated to review and recommend to the Lincoln Parish Police Jury the professional firm most qualified to perform the duties as required in conformance with the following engineering selection criteria; and,

### **ENGINEERING SERVICES SELECTION CRITERIA**

Respondents will be evaluated on the basis of written materials submitted in the qualification statements and according to the following criteria:

*1. Experience of the firm with this type of construction project under the LCDBG funded projects during the past five calendar years (Total possible points - 25 pts.)*

No previous experience	5 pts.
Under contract with 1-10 grantees during the past five calendar years (identify grantee and type of project)	15 pts.
Under contract with more than 10 grantees during the past 5 calendar years	25 pts.

*2. Familiarity with Similar Projects during the past five calendar years (Total possible points - 25)*

Less than 10 similar projects	5 pts.
More than 10 similar projects	15 pts.
More than 15 similar projects	25 pts.

*3. Capacity of firm to Perform the Work (Total possible points - 25)*

Adequate staff to perform work	20pts.
Application deadline can be met, and plans and specs. be completed within 6 months, if application is funded	5pts.

*4. Length of time the firm or project engineer has been in business (Total possible points – 25)*

Less than 5 years	5 pts
5 to 10 years	15 pts
Over 10 years	25 pts

Items 1 & 2 - Respondents can score in one rating items only.

Item 3, 4 & 5 - Respondents can score in all rating items.

### **TOTAL PTS. FOR REQUIRED AND OPTIONAL CONSIDERATION 100 PTS.**

In the event of a tie, the firm which has the most knowledge of the specific problem associated with the proposed project will be chosen. Such knowledge must have been obtained by previous experience with the local governing body regarding the affected infrastructure.

The selection of finalist to be interviewed, if any is required, will be based on an evaluation of the written responses. The award will be made to the most qualified offerer whose qualification statement is deemed most advantageous to the Lincoln Parish Police Jury, all factors considered. Unsuccessful offerers will be notified in writing as soon as possible.

BE IT RESOLVED, by the Lincoln Parish Police Jury that the selection criteria is hereby designated as the criteria whereby all engineering qualification statements will be evaluated where LCDBG funds are utilized for such services.

BE IT ALSO RESOLVED that the request for qualifications for those services be advertised one time in the official journal and metropolitan newspaper, and selection be scheduled for 14th day of July 2015.

Passed and adopted by the Lincoln Parish Police Jury, State of Louisiana, on this 9th day of June, 2015 by the following votes:

/s/ Hazel Hunter  
Hazel Hunter  
Police Jury President

The motion was voted upon and carried with the following votes:

Yeas: Wyatt, Hunter, Bennett, Roberson, Hammons, Pullen, Backus, Russell, Henderson, Wilson, Mayfield and Walker

Nays: None

Absent: None

Under Other Business, Highway Superintendent Jerry Doss gave a brief update on the mowing crews and Solid Waste Superintendent Kerry Outley gave an update on transfer station operations. Under Public Comments, Bill Smith was present to request the Jury take necessary actions to get California Avenue/Highway 80 repaired. Parish Administrator Courtney Hall stated that Louisiana DOTD was taking steps to move the project forward. There being no other business or public comments, the meeting was adjourned.

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Courtney Hall  
Parish Administrator

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Hazel Hunter  
Parish President