

February 11, 2019

TO: Lincoln Parish Police Jury
FROM: The Personnel/Benefits Committee
SUBJECT: Committee Report

The Personnel/Benefits Committee of the Lincoln Parish Police Jury met in the Simsboro Room of the Lincoln Parish Library Events Center, Monday, February 11, 2019 at 5:30 p.m. Present were: Hazel Hunter, Bobby Bennett, and Annette Straughter

ABSENT: Jody Backus and Joe Henderson

Hazel Hunter called the meeting to order and delivered the invocation.

Annette Straughter offered a motion seconded by Bobby Bennett, to approve the agenda as presented. The motion carried with the following votes:

YEAS: Hunter, Bennett, Straughter

Next on the agenda was to consider an Employee Grievance filed by an employee at the Highway Department. Bobby Bennett offered a motion, seconded by Annette Straughter, to enter into Executive Session in accordance with LA R.S. 42:17 in order to conduct investigative proceedings regarding allegations of misconduct against certain employees. The vote was unanimous and the Committee entered into Executive Session. Annette Straughter offered a motion, seconded by Bobby Bennett to exit Executive Session and resume the public meeting. The motion carried with the following votes:

YEAS: Hunter, Bennett, Straughter

Annette Straughter offered a motion that no further action be taken regarding the employee grievance. The motion was seconded by Bobby Bennett and carried with the following votes:

YEAS: Hunter, Bennett, Straughter

Next on the agenda was to review and consider recommended applicants for the Assistant Parish Administrator position. Shauna Bradley and Kathy Rogers of Diversity Staffing were present to present the committee the 5 potential candidates as well as background information. After discussion, it was stated that candidates would be notified concerning upcoming interviews. Bobby Bennett offered a motion, seconded by Annette Straughter, to schedule the candidates for interviews. The motion carried with the following votes:

YEAS: Hunter, Bennett, Straughter

Next on the agenda was consideration of applications for Parish Treasurer. Annette Straughter offered a motion, seconded by Bobby Bennett, to recommend Ms. Holly Lowry for the position. After discussion, the motion carried with the following votes:

YEAS: Hunter, Bennett, Straughter

With no further business, the meeting was adjourned.

Courtney Hall
Parish Administrator

Hazel Hunter
Chair

February 11, 2019

February 12, 2019

TO: Lincoln Parish Police Jury
FROM: The Marketing and Public Relations Committee
SUBJECT: Committee Report

The Marketing and Public Relations Committee of the Lincoln Parish Police Jury met in the Community Room of the Lincoln Parish Library, Tuesday, February 12, at 5:30 p.m.. Present were: Annette Straughter, Chair, David Hammons, Walter Pullen, and Skip Russell.

ABSENT: Jody Backus

Annette Straughter called the meeting to order and delivered the invocation.

Walter Pullen offered a motion, seconded by David Hammons, to approve the agenda as presented. The motion carried with the following votes:

YEAS: Straughter, Pullen, Hammons, Russell

Annette Straughter began a discussion on potential promotional strategies for the Police Jury. Committee members provided several suggestions, including purchasing items with the Police Jury logo, partnering with the Chamber of Commerce as well as the Convention and Visitor's Bureau to seek additional ways to promote the Parish.

Following additional discussion and there being no further business, the meeting was adjourned.

Courtney Hall
Parish Administrator

Annette Straughter
Chair

February 12, 2019

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 Community Room of the Lincoln Parish Library, Tuesday, February 12, at 6:00 p.m. Present were: Nancy Wilson, Chair, Theresa Wyatt, Hazel Hunter, David Hammons, and Sharyon Mayfield.

Nancy Wilson called the meeting to order and Skip Russell delivered the invocation.

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

YEAS: Wyatt, Hunter, Hammons, Mayfield, Wilson

First on the agenda was to consider extending the lease for Crown Wireless which is housed in the Old County Market building. Parish Administrator, Courtney Hall recommended extending their lease for a 2-year term in order to align with existing leases and termination dates. After discussion, Sharyon Mayfield offered a motion, seconded by Hazel Hunter, to extend the Crown Wireless lease for a term of 2 years. The motion carried the following votes:

YEAS: Wyatt, Hunter, Hammons, Mayfield, Wilson

Next on the agenda was to consider a roofing project on the Lincoln Parish Courthouse. Mr. Hall explained to the Committee that the top floor of the courthouse has significant leaking and recommended replacement. Theresa Wyatt offered a motion, seconded by Sharyon Mayfield, to authorize engaging an architect to provide an estimate for roof replacement. The motion carried the following votes:

YEAS: Wyatt, Hunter, Hammons, Mayfield, Wilson

Under other business, Parish Administrator, Courtney Hall, gave an update on the elevator repairs in the courthouse which are 98% completed. There being no other business to come before the Committee, the meeting was adjourned.

Courtney Hall
Parish Administrator

Nancy Wilson
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 Community Room of the Lincoln Parish Library, Tuesday, February 12, at 6:30 p.m. Present were: David Hammons, Chair, Theresa Wyatt, Skip Russell, and Annette Straughter

ABSENT: Bobby Bennett

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

Skip Russell offered a motion, seconded by Annette Straughter, to amend the agenda, to authorize advertisements for bids for LCDBG Grant. The motion was voted on by roll call:

MEMBER	YEA	NAY	ABSENT	ABSTAINED
Theresa Wyatt	XX			
Bobby Bennett			XX	
David Hammons	XX			
Skip Russell	XX			
Annette Straughter	XX			

The motion passed with a unanimous vote and the Agenda was duly amended.

First on the agenda was to authorize projects, material and equipment purchases. Annette Straughter offered a motion, seconded by Theresa Wyatt, to authorize appropriate action for the purchase of the following projects, material and equipment:

- (2) 12-yard Dump Trucks (\$96,000.00 ea.)
- 2- Ton C & C Flatbed Truck (\$79,000.00)
- 80 HP Tractor (\$41,500.00)
- Jetter (\$40,000.00)
- Boom Truck (\$132,000.00)
- Fork Truck (\$50,000.00)
- (4) 10ftx60ft Tank Cars (\$88,000.00)
- Asphalt Materials
- Hot Mix Overlays (Capital Improvement Program) (\$775,000.00)
- Eubanks Road Bridge Replacement (\$700,000.00)

The motion carried unanimously.

Next on the agenda was action on bids for the Parish Park Campground Project. Annette Straughter offered a motion, seconded by Skip Russell, to award to the low bidder, Vista Construction, LLC of Monroe, LA, in the amount of \$152,250.00. The motion carried with the following votes:

YEAS: Wyatt, Hammons, Russell, Straughter

Skip Russell offered a motion, seconded by Annette Straughter, to authorize Change Order No. 1-Final As-Built for the 2018 Hot Mix Overlay Program. The motion carried with the following votes:

YEAS: Wyatt, Hammons, Russell, Straughter

Annette Straughter offered a motion, seconded by Theresa Wyatt, to authorize a Certificate of Substantial Completion for the 2018 Hot Mix Overlay Program. The motion carried with the following votes:

YEAS: Wyatt, Hammons, Russell, Straughter

Annette Straughter offered a motion, seconded by Theresa Wyatt, to contract with Shuler Consulting Company for the Eubanks Road Bridge Replacement. The motion carried with the following votes:

YEAS: Wyatt, Hammons, Russell, Straughter

Skip Russell offered a motion, seconded by Annette Straughter, to contract with Shuler Consulting Company for the 2019 Hot Mix Overlay Project. The motion carried with the following votes:

YEAS: Wyatt, Hammons, Russell, Straughter

Theresa Wyatt offered a motion, seconded by Skip Russell, to assist the City of Grambling with ditch cleaning on Wayside Dr. The motion carried with the following votes:

YEAS: Wyatt, Hammons, Russell, Straughter

Skip Russell offered a motion, seconded by Annette Straughter, to authorize the advertisement for bids for the 2018/2019 LCDBG Grant Project. The motion carried with the following votes:

YEAS: Wyatt, Hammons, Russell, Straughter

Under Other Business, Courtney Hall, Parish Administrator, stated that Fellowship Water System is experiencing problems with their water supply and this may be a good project to consider for the next LCDBG Project cycle. After discussion and there being no other business to come before the Committee, the meeting was adjourned.

Courtney Hall
Parish Administrator

David Hammons
Chair

The Lincoln Parish Police Jury met in regular session on Tuesday, February 12, 2019, at 7:00 p.m., at the Lincoln Parish Library Community Room, Ruston, Louisiana. Present were: Theresa Wyatt, District One; Hazel Hunter, District Two; Randy Roberson, District Four; David Hammons, District Five; Walter Pullen, District Six; Skip Russell, District Eight; Joe Henderson, District Nine; Nancy Wilson, District Ten; Sharyon Mayfield, District Eleven and Annette Straughter, District Twelve.

Absent: Bobby Bennett, District Three; Jody Backus, District Seven

Mr. Randy Roberson called the meeting to order and Sharyon Mayfield delivered the invocation and led the Pledge of Allegiance.

Annette Straughter offered a motion, seconded by Walter Pullen, to amend the Agenda, to pass a resolution authorizing H.E.L.P. Agency Director Tomica McDonald to execute contracts with the Louisiana Housing Corporation. The motion was voted on by roll call vote:

MEMBER	YEA	NAY	ABSENT	ABSTAINED
Theresa Wyatt	<u>XX</u>	_____	_____	_____
Hazel Hunter	<u>XX</u>	_____	_____	_____
Bobby Bennett	_____	_____	<u>XX</u>	_____
Randy Roberson	<u>XX</u>	_____	_____	_____
David Hammons	<u>XX</u>	_____	_____	_____
Walter Pullen	<u>XX</u>	_____	_____	_____
Jody Backus	_____	_____	<u>XX</u>	_____
Skip Russell	<u>XX</u>	_____	_____	_____
Joe Henderson	<u>XX</u>	_____	_____	_____
Nancy Wilson	<u>XX</u>	_____	_____	_____
Sharyon Mayfield	<u>XX</u>	_____	_____	_____
Annette Straughter	<u>XX</u>	_____	_____	_____

The motion passed unanimously and the Agenda was duly amended.

David Hammons offered a motion, seconded by Walter Pullen to approve the agenda as amended. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Roberson, Hammons, Pullen, Russell, Henderson, Wilson, Mayfield, Straughter

Mr. Roberson called for any public comments on the agenda as approved. There were none.

David Hammons offered a motion, seconded by Hazel Hunter, to approve the minutes of the January 8, 2019 regular meeting. The motion carried with the following votes:

Yeas: Wyatt, Hunter, Roberson, Hammons, Pullen, Russell, Henderson, Wilson, Mayfield, Straughter

Next on the agenda was a resolution regarding the Uniform Relocation and Real Property Acquisitions Act required by the DOTD. Walter Pullen offered a motion, seconded by Sharyon Mayfield, to approve the resolution.

RESOLUTION NO. 19-01

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

LINCOLN PARISH POLICE JURY

WHEREAS, the Lincoln Parish Police Jury anticipates obtaining Federal participation in transportation related projects for the fiscal year 2018-2019; and,

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

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

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

/s/ Randy Roberson
Randy Roberson
Lincoln Parish Police Jury President

The motion carried with the following votes:

Yeas: Wyatt, Hunter, Roberson, Hammons, Pullen, Russell, Henderson, Wilson, Mayfield, Straughter

Annette Straughter offered a motion, seconded by Joe Henderson, to authorize the President to sign a resolution for the Hazard Mitigation Grant Program for Beacon Light Road Drainage Project.

RESOLUTION 19-02

NOW, THEREFORE BE IT RESOLVED, that Randy Roberson, President, be and he is hereby authorized to sign application, contract, all Requests for Payment or any other documents required by the Hazard Mitigation Grant Project FEMA-4263-0030LA Phase 1.

/s/ Randy Roberson
Randy Roberson
Lincoln Parish Police Jury President

The motion carried with the following votes:

YEAS: Wyatt, Hunter, Roberson, Hammons, Pullen, Russell, Henderson, Wilson, Mayfield, Straughter

Walter Pullen offered a motion, seconded by Joe Henderson, authorizing H.E.L.P. Agency Director Tomica McDonald, to execute contracts with the Louisiana Housing Corporation.

RESOLUTION 19-03

NOW, THEREFORE BE IT RESOLVED, that the Lincoln Parish Police Jury hereby authorize Tomica McDonald, Executive Director, to sign contracts and amendments to the contracts and review claims on behalf of the H.E.L.P Agency/Lincoln Parish Police Jury and Louisiana Housing Corporation.

/s/ Courtney Hall
Courtney Hall
Parish Administrator

/s/ Randy Roberson
Randy Roberson
Parish President

The motion carried with the following votes:

YEAS: Wyatt, Hunter, Roberson, Hammons, Pullen, Russell, Henderson, Wilson, Mayfield, Straughter

Next on the agenda was to consider entering in an Intergovernmental Agreement with the Lincoln Parish Sheriff's Office for security services in the Courthouse. After discussion, Skip Russell offered a motion, seconded by Annette Straughter, to enter into an Intergovernmental Agreement with the Lincoln Parish Sheriff's Office. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Roberson, Hammons, Pullen, Russell, Henderson, Wilson, Straughter

NAYS: Mayfield

Under Announcement of Upcoming Board and Commission, Courtney Hall, Parish Administrator, announced Greater Ward One Waterworks District had a vacancy and will seek an incumbent candidate.

Library Board of Control also had a vacancy and will recommend a new candidate.

Courtney Hall, Parish Administrator gave a budget to actual comparison report on the General Fund and additional major funds.

Under Committee Reports, Hazel Hunter stated that the Personnel Committee met on February 11, at 5:30 p.m. and the Committee recommends:

1. Taking no action on the Employee Grievance.
2. Recommending Ms. Holly Lowry for the Parish Treasurer position.
3. Approve and take action on beginning the interview process for the Assistant Parish Administrator position.

Hazel Hunter offered a motion, seconded by Annette Straughter, to approve the minutes of the Personnel/Benefits Committee. The motion was voted on by roll call:

MEMBER	YEA	NAY	ABSENT	ABSTAINED
Theresa Wyatt		XX		
Hazel Hunter	XX			
Bobby Bennett			XX	
Randy Roberson	XX			
David Hammons	XX			
Walter Pullen	XX			
Jody Backus			XX	
Skip Russell	XX			
Joe Henderson	XX			
Nancy Wilson		XX		
Sharyon Mayfield				XX
Annette Straughter	XX			

/s/ Randy Roberson
 Randy Roberson
 Parish President

The motion was duly passed and the report was approved.

Walter Pullen offered a motion, seconded by Annette Straughter, to appoint Mrs. Holly Lowry, as Parish Treasurer for a 1-year term. The motion carried with the following votes:

YEAS: Hunter, Roberson, Hammons, Pullen, Russell, Henderson, Wilson, Straughter

NAYS: Wyatt

ABSTAINED: Mayfield

Walter Pullen offered a motion, seconded by Sharyon Mayfield, to authorize the Administrator to set up interviews for the Assistant Administrator position. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Roberson, Hammons, Pullen, Russell, Henderson, Wilson, Mayfield, Straughter

Annette Straughter stated that the Marketing and Public Relations Committee met this day at 5:30 p.m. and the Committee recommends:

1. Continuing to investigate promotional strategies for the Parish.
2. Working with the Chamber of Commerce and the Convention & Visitor's Bureau to promote the parish.

Annette Straughter offered a motion, seconded by David Hammons, to approve the minutes of the Marketing and Public Relations Committee. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Roberson, Hammons, Pullen, Russell, Henderson, Wilson, Mayfield, Straughter

Nancy Wilson stated that the Public Property and Buildings Committee met on this day at 6:00 p.m. and the Committee recommends:

1. Authorizing Crown Wireless Lease Extension to 5/31/2019.
2. Authorizing an engineering estimate for roofing project for the Lincoln Parish Courthouse.

Nancy Wilson offered a motion, seconded by Skip Russell, to approve the minutes of the Public Property and Buildings Committee. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Roberson, Hammons, Pullen, Russell, Henderson, Wilson, Mayfield, Straughter

David Hammons stated that the Public Works Committee met on this day at 6:30 p.m. and the Committee recommends:

1. Authorizing projects, material and equipment purchases of the following:
 - (2) 12-yard Dump Trucks (\$96,000.00 ea.)
 - 2-Ton C&C Flatbed Truck (\$79,000.00)
 - 80 HP Tractor (\$41,500.00)
 - Jetter (\$40,000.00)
 - Boom Truck (\$132,000.00)
 - Fork Truck (\$50,000.00)
 - (4) 10ft x 60ft Tank Cars (\$88,000.00)
 - Asphalt Materials
 - Hot Mix Overlays (Capital Improvement Program) (\$775,000.00)
 - Eubanks Road Bridge Replacement (\$700,000.00)
2. Award the bid for park campground improvements to the low bidder, Vista Construction LLC of Monroe, La, in the amount of \$152,500.00.
3. Authorize Change Order No. 1-Final As Built for the 2018 Hot Mix Overlay Program.
4. Authorize Certificate of Substantial Completion for the 2018 Hot Mix Overlay Program.
5. Authorizing engineering agreements with Shuler Consulting Company for the Eubanks Bridge Replacement as well as for the 2019 Hot Mix Overlays Project.
6. Assist the City of Grambling with ditch cleaning on Wayside Dr.

David Hammons, offered a motion, seconded by Walter Pullen, to approve the minutes of the Public Works Committee. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Roberson, Hammons, Pullen, Russell, Henderson, Wilson, Mayfield, Straughter

After various reports and there being no other business to come before the Jury, the meeting was adjourned.

Courtney Hall
Parish Administrator

Randy Roberson
Parish President