

REGULAR MEETING UNION PARISH POLICE JURY

Farmerville, Louisiana
December 3rd, 2019

The Union Parish Police Jury met this date in regular session in the Police Jury meeting room, Courthouse Annex, Farmerville, Louisiana with the following present: Charles Sawyer, Lanny Parker, Jerry W. Taylor, Glenn Hutto, Ben Bridges, Nathan Futch, Stan Smith, Mike Jones and John Watley. Absent: None. Also present was Tracy Houck, Assistant District Attorney. The President called the session to order and welcomed all guests. Mr. Watley offered the invocation and Mr. Jones led the group in the Pledge of Allegiance to the Flag.

President Taylor welcomed the visitors in the audience and asked if anyone in the audience would like to register for public comment. The public was given the opportunity to comment on any item shown on the agenda.

The Secretary/Treasurer reminded the jurors that the budget adoption meeting would be on December 19, 2019 @ 4:00 P.M.

After the opportunity for public comment was given, a Motion was made by Mr. Watley, seconded by Mr. Hutto and declared adopted by unanimous roll call vote of the Jury to approve the agenda as written.

Motion Mr. Parker, seconded by Mr. Sawyer to adopt the minutes of the November 5th, 2019 regular meeting. Motion carried unanimously.

The Secretary/Treasurer presented the Budget to Actual Revenue and Expense report for the month of November and explained to the jurors that the report reflects what has been budgeted for the year compared to what has been spent. The Secretary/Treasurer then presented a brief financial report.

The Secretary/Treasurer reported that there were no major expenditures for the month of November. At this point in the year the only big expenses are routine such as payroll, health insurance, retirement and fuel costs. The Green Oaks juvenile invoice for November was only \$5,200.

The Detention Center received approximately \$204,000 for DOC inmates and approximately \$135,000 for the work release program. The Detention Center has a total of 379 inmates being housed at the facility and 25 female inmates are being housed in Madison parish. The work release count as of today is 115. The high-speed internet is being installed on December 5th which will allow the facility to start utilizing video visitation. The hobby craft building is up and running.

Motion Mr. Sawyer, seconded by Mr. Bridges to adopt the Revenues and Expenditures Report for the month of November 2019. Motion carried unanimously.

Motion Mr. Smith, seconded by Mr. Jones to open a public hearing on the proposed abandonment on Antler Lane. Motion carried unanimously. *President Taylor declares the public hearing in session.* There were no comments from the public. **Motion Mr. Hutto, seconded by Mr. Watley to close the public hearing. Motion carried unanimously. *President Taylor declared the public hearing closed.***

Motion Mr. Smith, seconded by Mr. Parker to delete Antler Lane in its entirety from the parish road system. Motion carried unanimously.

ORDINANCE # 898

AN ORDINANCE RELATIVE TO THE UNION PARISH ROAD SYSTEM PROVIDING FOR THE DELETION OF ANTLER LANE TO PROVIDE FOR THE EFFECTIVE DATE THEREOF; AND OTHERWISE TO PROVIDE WITH RESPECT THERETO.

Pursuant to Public Notice published in *The Banner*, a weekly newspaper published in Farmerville, Union Parish, Louisiana and the Official Journal of the Union Parish Police Jury on November 7, 2019, November 14, 2019 and November 21, 2019, Public Hearing was being held by the Union Parish Police Jury at the Police Jury Meeting Room, Courthouse Annex, 303 East Water Street, Farmerville, Louisiana for the purpose of considering whether or not certain road listed in said Public Notice should be deleted from the Union Parish Road System.

NOW, THEREFORE, BE IT ORDAINED, by the Police Jury of Union Parish, Louisiana, convened in Regular Session this 3rd day of December, 2019, that the following Ordinance be and the same is hereby adopted:

SECTION 1

Antler Lane is found to be no longer needed for public purposes and is hereby deleted and removed from the Union Parish Road System.

SECTION 2

This Ordinance shall take effect immediately upon its passage by the Union Parish Police Jury.

SECTION 3

If any section, paragraph, sentence, clause and/or phrase of this Ordinance or the application thereof is declared unconstitutional, unenforceable or invalid by the valid judgment of any court of competent jurisdiction such unconstitutionality, unenforceability or invalidity shall not affect any of the remaining sections, paragraphs, sentences, clauses and/or phrases of this Ordinance, since the same would have been enacted by the Union Parish Police Jury without the incorporation in this Ordinance of any such unconstitutional, unenforceable or invalid section, paragraph, sentence, clause or phrase. To this end, the provisions of this Ordinance are hereby declared severable.

SECTION 4

All other ordinances, or any parts thereof, which are in conflict with the provisions of this Ordinance are hereby repealed.

This above and foregoing Ordinance was introduced by **Mr. Smith** who moved its adoption. The motion was seconded by **Mr. Parker** and after having been considered by sections was adopted by sections and as a whole by the following YEA and NAY vote:

YEA:	Nine (Sawyer, Parker, Taylor, Hutto, Bridges, Futch, Smith, Jones and Watley)
NAY:	None
ABSENT:	None

WHEREUPON, the Ordinance was declared duly adopted this 3rd day of December, 2019.

s/ Paula Strickland
PAULA STRICKLAND
SECRETARY-TREASURER
UNION PARISH POLICE JURY

s/ Jerry W. Taylor
JERRY W. TAYLOR
PRESIDENT
UNION PARISH POLICE JURY

Motion Mr. Bridges, seconded by Mr. Sawyer to approve the following applications for beer and liquor licenses for the year 2020 pending all necessary documents/paperwork are received and authorize the President to execute all necessary documents. Motion carried unanimously.

STORE NAME	CLASS
State Line Liquor	Retail Liquor Dealer/ Class "B"
Bridges Grocery	Retail Liquor Dealer/Class "B"
Antioch U Pak It	Class "B" Beer
Corner Store of Downsville	Class "B" Beer
Parish Line Market	Class "B" Beer
Meadow Lake Golf & Country Club	Class "A" Beer/Liquor
Lake D'Arbonne Country Club	Class "A" Beer/Liquor

The Secretary/Treasurer gave a brief report on the collection of Insurance Occupational taxes. The sheriff's office charges a 15% collection fee and those fees are deducted from the proceeds that are sent to the police jury. LaMats (Louisiana Municipal Advisory & Technical Services Bureau) is a company based in Baton Rouge who does most of the occupational tax collection for municipalities. They are branching out into collections for parish governments. LaMats will only charge a 3% collection fee and actively pursue the delinquent businesses. **Motion Mr. Parker, seconded by Mr. Jones to enter into an agreement with LaMats for the collection of insurance occupational taxes and authorize the President to execute any necessary documents. Motion carried unanimously.**

The following ordinance was introduced by Mr. Parker and seconded by Mr. Jones:

ORDINANCE 899

AN ORDINANCE TO PROVIDE FOR THE IMPOSITION OF A TAX ON INSURANCE PREMIUMS, AS AUTHORIZED BY L. R. S 22:833 AND 22:834, AND TO PROVIDE FOR RELATED MATTERS.

Be it ordained by the Union Parish Police Jury of Farmerville, Louisiana, that this Ordinance is hereby enacted to read as follows:

Section 1. There is hereby imposed and levied an annual license tax on any insurer engaged in the business of issuing any form of insurance policy or contract, which may now or hereafter be subject to the payment of any license tax for state purposes, all as authorized by Section 833 of Title 22 of the Louisiana Revised Statutes of 1950 on risks located in this municipality as follows:

(1) On any insurer engaged in the business of issuing life or accident or health insurance policies, other than programs of benefits authorized or provided pursuant to the provisions of Parts I and II of Chapter 12 of Title 42 of the Louisiana Revised Statutes of 1950, or other forms of contracts or obligations covering such risks, or issuing endowment or annuity policies, or contracts, or other similar forms of contract obligations in consideration of the payment of a premium or other consideration for the issuance of such policies, contracts, or obligations, whether such insurer is operating in this state through an agent or other representative or otherwise, not more than ten dollars on gross annual premiums up to two thousand dollars, and the additional tax thereafter shall not be more than seventy dollars on each ten thousand dollars, or fraction thereof, of gross annual premiums in excess of two thousand dollars. However, the maximum tax on such businesses, payable to such municipal or parochial corporation by any one insurer, shall not exceed twenty-one thousand dollars. Premiums paid to an insurer by Louisiana Medicaid programs shall be exempt from the tax imposed by this Section.

(2) On any insurer, engaged in the business of issuing policies, contracts, or other forms of obligations covering the risk of fire, marine, transportation, surety, fidelity, indemnity, guaranty, worker's compensation, employers' liability, property damage, livestock, vehicle, automatic sprinkler, burglary, or insurance business of any other kind whatsoever in this state, whether such insurer is operating in this state through producers or other representatives or otherwise, not more than the following:

(a) 1st Class: When the gross receipts are not more than two thousand dollars, the tax shall not exceed forty dollars;

(b) 2nd Class: When the gross receipts are more than two thousand dollars, and not more than four thousand dollars, the tax shall not exceed sixty dollars;

(c) 3rd Class: When the gross receipts are more than four thousand dollars, and not more than six thousand dollars, the tax shall not exceed eighty dollars;

(d) 4th Class: When the gross receipts exceed six thousand dollars, the additional tax thereafter shall not be more than seventy dollars for each ten thousand dollars, or fraction thereof, in excess of six thousand dollars.

B. The maximum tax on such businesses, payable to such municipality or parochial corporation by any insurer, shall not exceed nine thousand dollars. Provided, that:

(1) Plate glass and steam boiler inspection insurers shall pay only one-third of the above rates provided in Paragraph (A)(2) of this Section.

(2) The amount of tax payable to any municipal or parochial corporation as fixed in this Section shall be one-third of the amount so fixed if the payer shall file a sworn statement with the annual report required by this Part, showing that at least one-sixth of the total admitted assets of the payer, are invested and maintained in qualifying Louisiana investments as defined in R.S. 22:832(C).

(3) The total tax payable by an insurer to a parish shall be calculated on the total direct premiums written by such insurer for risks located within unincorporated areas of such parish. The total tax payable by an insurer to a municipality shall be calculated on the total direct premiums written by such insurer for risks located within such municipality. Such premiums shall not be subject to taxation by both the parish and the municipality. Such premiums shall not be subject to taxation by more than one parish or municipality.

C.(1) In case of any failure to make a report or to make payment of tax as required by this Section, before June first of any year in which it is due, a penalty of five percent per

month shall be added to the amount of tax due and payable to the municipal or parochial corporation along with the tax due. The municipal or parochial corporation may waive the payment of the penalty if it finds that failure to pay was due to some unforeseen or unavoidable reason, other than mere neglect.

(2) The amount of any monetary penalty assessed pursuant to this Section shall not be greater than twenty-five percent of the total amount of the tax due.

(3) When a payment is more than six months delinquent, the municipal or parochial corporation may send a written recommendation to the commissioner of insurance requesting the commissioner to revoke the authority of the delinquent taxpayer and all of the taxpayer's agents to do business in this state. Upon receiving such a recommendation and finding that the local tax assessment is correct and the insurer was duly notified of the assessment after the payment thereof is delinquent, the commissioner, after due notice to all affected parties, may revoke the authority of the taxpayer and all the taxpayer's agents to do business in this state.

D. An aggrieved party affected by the commissioner's decision, act, or order may demand a hearing in accordance with Chapter 12 of this Title, R.S. 22:2191 et seq.

E. For a municipal or parochial corporation which has not imposed a tax pursuant to this Section on or before August 15, 2012, the authorization for such tax shall cease effective August 16, 2012. However, a municipal or parochial corporation which imposed a tax pursuant to this Section on or before August 15, 2012, shall retain the authority to renew that existing tax so long as such renewal does not exceed the limit provided in this Subpart.

(Redesignated from R.S. 22:1076 by Acts 2008, No. 415, §1, eff. Jan. 1, 2009; Acts 2009, No. 317, §1; Acts 2009, No. 503, §1; Acts 2012, No. 774, §1, eff. July 1, 2012.)

Section 2. All ordinances in conflict herewith are hereby repealed.

Section 3. Should any provision of this ordinance or the application thereof be held invalid, such invalidity shall not affect the validity of the remaining portions of this ordinance.

Section 4. Pursuant to L.R.S. 33:361, the Agreement with the Louisiana Municipal Advisory and Technical Services Bureau Corporation for collection of current and delinquent license taxes in the form attached hereto is approved, and the Mayor is authorized to execute it.

Section 5. This ordinance shall become effective on the 3rd day of December, 2019.

The foregoing ordinance was introduced by **Mr. Parker**, who moved its adoption and duly seconded by **Mr. Jones** and then adopted by the following YEA and NAY vote:

YEAS: Sawyer, Parker, Taylor, Hutto, Bridges, Futch, Smith, Jones and
Watley

NAYS: None

ABSENT: None

WHEREUPON, the Ordinance was declared duly adopted this 3rd day of December, 2019.

s/ Paula Strickland
PAULA STRICKLAND
SECRETARY-TREASURER
UNION PARISH POLICE JURY

s/ Jerry W. Taylor
JERRY W. TAYLOR
PRESIDENT
UNION PARISH POLICE JURY

Motion Mr. Sawyer, seconded by Mr. Bridges to update the Union Parish Police Jury Ethics policy to include the language concerning actions to be taken if a violation of the policy occurs and an annual attestation clause. Motion carried unanimously.

Motion Mr. Hutto, seconded by Mr. Watley to adopt the Disaster Recovery/Business Continuity policy as presented. Motion carried unanimously.

Two proposals were submitted for Project Management for the FEMA-4263-DR-LA Projects 0031 (Scott's Hideaway Drainage Improvement and 0032 (Dean Road Drainage Improvement). The scoring committee met earlier and evaluated both proposals. Frye Magee scored the highest.

The following resolution was offered by Mr. Hutto and seconded by Mr. Parker:

RESOLUTION NO. 2019-17

**RESOLUTION
TO AWARD
PROJECT MANAGEMENT SERVICES**

On Motion by **Mr. Hutto**, seconded by **Mr. Parker**, to award the Request for Proposals for the FEMA-4263-DR-LA, Project 0031 (Scott's Hideaway Drainage Improvement) and Project 0032 (Dean Road Drainage Improvement) to **FRYE MAGEE, LLC** and authorize to enter into an agreement to perform Project Management Services, as recommended by the selection committee and authorize the President to sign all necessary documents.

This motion being brought to a vote, passed as follows:

YEAS:	Sawyer, Parker, Taylor, Futch Hutto, Bridges, Smith, Jones and Watley
NAYS:	None
ABSENT:	None

WHEREUPON, the resolution was declared adopted on the 3rd day of December, 2019.

s/ Paula Strickland
PAULA STRICKLAND
SECRETARY-TREASURER
UNION PARISH POLICE JURY

s/ Jerry W. Taylor
JERRY W. TAYLOR
PRESIDENT
UNION PARISH POLICE JURY

CERTIFICATE

This is to certify that the foregoing is a true and correction copy of a resolution adopted by the Union Parish Police Jury in Regular Session convened on the 3rd day of December, 2019.

s/ Paula Strickland
Paula Strickland
Secretary Treasurer

The following resolution was offered by Mr. Bridges and seconded by Mr. Jones:

RESOLUTION NO. 2019-18

UNION PARISH POLICE JURY
FEMA-4263-DR-LA
Projects 0031 and 0032
SELECTION CRITERIA
ENGINEERING SERVICES

Purpose: This Request for Qualification Statements (RFQ) for Engineering services will be issued by the Union Parish Police Jury, Louisiana for the purpose of procuring engineering services to provide professional assistance to Union Parish pertaining to disaster recovery grant assistance funding, which is available through the FEMA Public Assistance (PA) grant program. The Union Parish Police Jury also intends to apply and participate in the Louisiana Non-Federal Share Match Program administered through the State of Louisiana Office of Community Development Disaster Recovery Unit.

Background: Forty (40) parishes in the State of Louisiana, including Union Parish, have been qualified under the federal disaster declaration for disaster recovery assistance related to the severe storm and flooding events which occurred in the state of Louisiana in 2016. The Union Parish Police Jury will be seeking grant funds through the FEMA Public Assistance program.

Projects: The types of projects which are anticipated to be addressed under this program include:

FEMA-4263-DR-LA, Project 0031: Scott's Hideaway Drainage Improvement

FEMA-4263-DR-LA, Project 0032: Dean Road Drainage Improvement

SECTION I

WHEREAS, the projects to be applied for under the FEMA PA-DR 4263 Program will require engineering services; 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 Union Parish Police Jury, as legal recipient of the FEMA PA-DR 4263 Program funds, does hereby appoint the following persons as the Program Professional Services Selection Committee to review and rank Project Management firms and Engineering firms in conformance with the selection criteria identified below:

Ben Bridges
John Watley
Paula Strickland

SECTION 2 ENGINEERING SERVICES

All responses to the Request for Qualification Statements will be evaluated according to the following criteria and corresponding rating system. The respondents will be evaluated on the basis of written materials. Sufficient information must be included in the submittal to ensure the correct rating. Incomplete or incorrect information may result in a lower evaluation.

Administrative Screening: All Qualification Statements will be reviewed by the evaluation team to determine compliance with administrative and mandatory requirements as specified in the RFQ. Qualification Statements found not to be compliant will be rejected from further consideration. The evaluation team will determine the respondent most advantageous to the Union Parish Police Jury applying the evaluation factors set forth in the RFQ.

Clarification of Qualification Statements: The Union Parish Police Jury reserves the right to seek clarification of any Qualification Statement for the purpose of identifying and eliminating minor irregularities or informalities.

Oral Presentations/Discussions May Be Required: The Union Parish Police Jury, at its sole discretion, may require respondents to provide an oral presentation following submission of Qualification Statements.

Evaluation and Review: Responsive respondents will be evaluated based on the following criteria:

CRITERIA	MAXIMUM
Technical Evaluation	(Worth 80 points)
1. Corporate background and experience	20
2. Approach and methodology	30
3. Resumes, proposed staff qualifications	30
Total Score	80
Oral presentation (if required)	20

The evaluation team will compile the scores and make a recommendation to the Union Parish Police Jury on the basis of the Qualification Statement with the highest score.

The Union Parish Police Jury reserves the right to award these services in whole or in part based on submittals received and the recommendation of the evaluation team.

Technical Evaluation Criteria:

1. Corporate background and experience: 20 points

- The respondent will be evaluated on past experience with similar projects and pertinent corporate resources. The evaluation team will review the respondent's experience rendering similar services to those stated in the RFQ.
- The evaluation team will assess the respondent's corporate resources to determine respondent's ability to support the project. Such resources may include facilities, equipment and available staff with unique qualifications and experience.

2. Approach and methodology: 30 points

Each Qualification Statement will be evaluated on the respondent's project approach and methodology. The evaluators will be reviewing for the following items:

- Project Reporting
- Monthly Progress/Status Reporting
- Quality Assurance
- Subcontractor Management
- Ability to coordinate effectively
- Flexibility and capacity to provide a full range of services, i.e., short suspense, around the clock, etc.

3. Resumes, proposed staff qualifications: 30 points

The evaluation team will assess the resumes of the staff supplied by the respondent to determine the qualifications of the staff relevant to the RFQ.

4. Oral presentation: 20 points

In the event oral presentations are requested, they will be evaluated on the clarity of the approach and methodology.

BE IT RESOLVED, by the Union Parish Police Jury that the selection criteria is hereby designated as the criteria whereby all engineering qualification statements will be evaluated.

BE IT ALSO RESOLVED THAT THE SELECTION of those services be advertised one time in the official journal and metropolitan newspaper and that the selection be scheduled for **January 13, 2020**.

Passed and adopted by the Union Parish Police Jury, State of Louisiana, on this 3rd day of December, 2019 by the following votes:

YEAS: Sawyer, Parker, Taylor, Futch, Hutto, Bridges, Smith, Jones and Watley
NAYS: None
ABSENT: None

s/ Paula Strickland
PAULA STRICKLAND
SECRETARY-TREASURER
UNION PARISH POLICE JURY

s/ Jerry W. Taylor
JERRY W. TAYLOR
PRESIDENT
UNION PARISH POLICE JURY

CERTIFICATE

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s/ Paula Strickland
Paula Strickland
Secretary Treasurer

Motion Mr. Bridges, seconded by Mr. Sawyer to enter into a Cooperative Endeavor Agreement between the Union Parish Police Jury and Louisiana Department of Veterans Affairs concerning support for the local Veterans Affairs office (\$796.00 monthly) and authorize the President to execute any necessary documents. Motion carried unanimously.

Motion Mr. Sawyer, seconded by Mr. Bridges to enter into a Cooperative Endeavor Agreement with Union Parish 911 Communications District, Town of Bernice, Town of Marion and the Town of Farmerville Fire Department and authorize the President to execute any necessary documents. Motion carried unanimously.

Motion Mr. Futch, seconded by Mr. Watley to approve the one day only (December 14, 2019) Special Event beer/alcohol permit for Gaston Reyther Gonzalez to sell alcohol at 209 Jamie Alford Road, Marion, Louisiana and authorize the President to execute all necessary documents provided that Mr. Gaston has the necessary security and liability insurance. Motion carried with Mr. Sawyer opposing.

Insurance Committee Recommendations

Motion Mr. Watley, seconded by Mr. Parker to accept the non-grandfathered Blue Cross Blue Shield plan and to authorize the President and/or Secretary/Treasurer to execute all necessary documents. The insurance costs will remain the same at \$726.67. Motion carried unanimously.

Road Committee Recommendations

Motion Mr. Hutto, seconded by Mr. Bridges to accept the Union Parish Road Priority Lists for years 2020, 2021 and 2022 (primary and secondary existing hard surface) and (primary and secondary existing gravel roads) as presented by Paul Riley during the Road Committee meeting. Motion carried unanimously.

In accordance with Ordinance 549, time for public comment was given.

Amber Futch, 2658 Game Reserve Road, Marion, addressed the jury regarding her previous employment.

Jackie Williams and Rosemary Smith addressed the jury concerning roads.

During the closing remarks session Mr. Taylor asked the outgoing jurors if they had anything they would like to say. Mr. Parker thanked the sitting jurors that he has served with over the years and wished the new jurors coming in good luck. Mr. Parker stated that he looks forward to them doing a good job.

Mr. Sawyer addressed his fellow jurors and public. He said it has been an honor to serve on the jury. He said there have been some hard times and he has always strived to do the best job for the parish. Mr. Sawyer stated that he loves Union Parish and looks forward to the future. Mr. Sawyer thanked the public for allowing him to serve.


Mr. Hutto said it has been an experience and he wishes everyone the best of luck.

Mr. Bridges addressed the audience and said he has only been serving for six months. He stated that there is a lot of information that the public is completely unaware of and how much the jury takes care of on a daily, weekly and monthly basis. The current jury has accomplished a lot of good things. The jury has completed a 17 ½ mile road project,


made progress with the Detention Center and saved money on insurance. The secretary/treasurer has also done a great job. Mr. Bridges stated that there has been a lot of improvement over the last four years. Mr. Bridges further stated that this jury has done an excellent job and he is proud of the direction they have gone in.

Mr. Taylor said there will be a big turnover in jurors and he hopes that the public gets behind them and supports them. They will all need the support they can get because they have a big job to do. They will have more jobs to do than money to work with.

There being no further business to come before the Jury, the President declared the meeting adjourned upon motion by Mr. Hutto, seconded by Mr. Jones on this the 3rd day of December, 2019.



PAULA STRICKLAND
SECRETARY-TREASURER
UNION PARISH POLICE JURY



JERRY W. TAYLOR
PRESIDENT
UNION PARISH POLICE JURY