

## **REGULAR MEETING UNION PARISH POLICE JURY**

**Farmerville, Louisiana**

**April 6<sup>th</sup>, 2021**

**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: Curtis Moses, Nathan Pilgreen, DeWayne Ramsey, Johnny Buckley, Ben Bridges, Ceis Nyegaard, L.W. Nolan, Brenda Abercrombie and John W. Watley. Absent: None. Also present was Tracy Houck, Assistant District Attorney. The President called the session to order and welcomed all guests. Mr. Nolan offered the invocation. Anna Claire Bridges, daughter of Police Juror Ben Bridges led the group in the Pledge of Allegiance to the Flag. Miss Bridges also sang the National Anthem.**

President Buckley welcomed everyone to the meeting and asked if anyone in the audience would like to register for public comment. At this time the public was given the opportunity to comment on any item shown on the agenda.

Mrs. Abercrombie addressed the jury regarding the insurance opt out policy and presented a brief report on the 1<sup>st</sup> quarter. Thirteen employees are receiving the opt out payment. That amounts to a monthly savings of \$10,010 a month and \$120,012 a year. Mrs. Abercrombie reported that by those thirteen employees taking the opt out insurance the overall yearly savings amounts to \$104,000.

Jon McKinnie addressed the jury and reported that the Union Parish Chamber of Commerce will restart its monthly luncheons on April 20<sup>th</sup> at the Farmerville Church of Christ. The guest speaker will be Mike Walsworth.

**Motion Mr. Ramsey, seconded by Mr. Nyegaard and declared adopted by unanimous vote of the Jury to approve the agenda as written.**

**Motion Mr. Nolan, seconded by Mr. Moses to adopt the minutes of the March 2<sup>nd</sup>, 2021 regular meeting. Motion carried unanimously.**

The Secretary/Treasurer presented the Budget to Actual Revenue and Expense report for the month of March 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 reported that at this point in the year 25% of the budget has been expended.

The Secretary/Treasurer reported that the parish is using a fuel card system to evaluate gas usage and determine if there are ways to improve efficiency.

The Secretary/Treasurer gave a brief update on various road projects that included Dean Road, Scott's Hideaway Road and Loch Lomond Road. The Secretary/Treasurer also provided a brief update on the two Landfill projects (Leachate cleanout and Detention Pond cleanout).

The Detention Center received \$161,448.33 in state funds for DOC inmates. The work release program generated \$99,810.85 for the month. There are currently eighty-eight inmates participating in the work release program. There are currently 238 DOC inmates and 109 parish inmates being housed at the Detention Center.

The one cent sales tax for the Landfill generated \$201,954.23 in income for the month of March. The tipping fees generated \$92,834.26 for the month of March.

**Motion Mr. Bridges, seconded by Mr. Watley to adopt the Revenue and Expenditures Report for the month of March. Motion carried unanimously.**

**Motion Mrs. Abercrombie, seconded by Mr. Nolan to enter into a Public Hearing for the purpose of obtaining views on the housing and community development needs of Union Parish and discussion of application for funding under the State of Louisiana FY 2022/2023 LCDBG Funding. Motion carried unanimously. The President declared the public hearing open.** Janice Breville, Frye Magee, informed the jury that it is LCDBG funding time. An application is open for the year 2020/2021. That application is for the Sardis Water System. It will be announced in the next week or two if that project has been officially funded. If the Sardis Water System application is approved then that project will move forward. **Motion Mr. Bridges, seconded by Mr. Watley to close the Public Hearing. Motion carried unanimously. The President declared the hearing closed.**

**Motion Mrs. Abercrombie, seconded by Mr. Ramsey to select the Sardis Water System as the water project for the FY 2022/2023 Louisiana Community Development Block Grant Program and authorize the President to execute any necessary documents. Motion carried unanimously.**

**The following Resolution was offered by Mrs. Abercrombie and seconded by Mr. Bridges:**

#### **RESOLUTION 2021-02**

**WHEREAS**, the Union Parish Police Jury has been afforded the opportunity to apply and participate in the State of Louisiana 2022/2023 Community Development Block Grant Program administered by the Division of Administration; and,

**WHEREAS**, the STATE requires the establishment of uniform procedures in compliance with OMB Circular A-102;

**NOW THEREFORE BE IT RESOLVED**, by the Union Parish Police Jury, that the attached policy entitled "Procurement Procedures Relative to the LCDBG Program" is hereby adopted.

Passed, approved and adopted this 6th day of April, 2021.

**s/ Paula Strickland**

Paula Strickland, Secretary/Treasurer  
Union Parish Police Jury

**s/ Johnny Buckley**

Johnny Buckley, President  
Union Parish Police Jury

### **CERTIFICATE**

I, Paula Strickland, Secretary-Treasurer of the Union Parish Police Jury, do hereby certify that the above and foregoing constitutes a true and correct copy of a Resolution passed, approved, and adopted by the Union Parish Police Jury on the 6<sup>th</sup> day of April 2021.

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Paula Strickland, Secretary-Treasurer

### **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 2 CFR 200.317-326 and state requirements.

#### **CODE OF CONDUCT**

No employee, officer, or agent of the Union 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 Union 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 sub-agreements, 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 Parish 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 Union 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 Parish shall take affirmative steps to assure that small and minority firms, women's business enterprises, and labor surplus firms are solicited whenever they are potential qualified sources. The Parish 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, women's business enterprises, and labor surplus firms. Where permitted by regulations, delivery schedules will be developed which will include participation by such businesses.

The Parish 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 Union 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. Union Parish Police Jury shall not place unreasonable requirements on firms in order for them to qualify to do business. Nor will the Parish encourage or participate in noncompetitive practices among firms. The Parish is alert to organizational conflicts which would jeopardize the negotiation process and limit competition. Union 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 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 Union Parish Police Jury shall be made by using one of the following methods depending on the type of service to be procured.

**Procurement by Micro-Purchases.** Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold. To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

**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 \$30,000, and for construction with a cost of less than \$150,000, 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 \$150,000. The only exception to professional services is for architectural/engineering services that 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 that 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.

- i.** The advertisement for bids shall be publicly advertised in accordance with state law.
- ii.** 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.
- iii.** All bids shall be opened publicly at the time and place specified in the advertisement for bids.
- iv.** 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.

v. 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:

**i.** 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.

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

**iii.** 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.

**iv.** Contract award will be made to the responsible offerer whose submission is deemed most appropriate to the Union Parish Police Jury with consideration for price, qualifications, and other factors set by the local government. 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.

**v.** 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:

**i.** The item or service is available only from a single source;

ii. 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.

iii. The state expressly authorizes noncompetitive proposes in response to a written request from the Union Parish Police Jury.

iv. After solicitation of a number of sources, competition is determined to be inadequate.

## **CONTRACT PRICING**

Cost plus percentage of cost and percentage of construction cost methods of contracting **MUST NOT** be used. Union 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 that may not be increased unless there is a contract amendment that 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 that 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 Union 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 that may not be exceeded without formally amending the contract.

The Parish 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 Union Parish Police Jury shall maintain records sufficient to detail the history of the procurement. The records shall include the following contract provisions and conditions, as applicable for construction contracts.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which

is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less



than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.322 Procurement of recovered materials.

(K) Pursuant to LRS 38:2227, public entities are required to obtain an attestation regarding past

criminal convictions, if any, from the lowest bidder responding to advertisements and letting for bids for public works contracts. The Past Criminal Convictions of Bidders form must be included in all contracts for public works.

(L) Pursuant to LRS 38:2212.10, all bidders and contractors performing physical services with public entities must be registered and participate in a status verification system to verify that all employees in the state are legal citizens of the United States, or are legal aliens. The bidder/contractor must sign an attestation that they are complying with this law, and that all subcontractors will comply with this law.

(M) Pursuant to LRS 23:1726 bidders and contractors must certify that they are not being assessed penalties regarding unpaid worker's compensation insurance.

### **CONTRACT ADMINISTRATION**

The Union Parish Police Jury shall maintain contract administration systems that insure 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 Parish through legal processes shall be considered in instances of identified significant nonperformance.

### **ADOPTION**

This Procurement Policy is hereby adopted by Union Parish Police Jury in regular session on this 6<sup>th</sup> day of April, 2021.

**s/ Paula Strickland**  
Paula Strickland, Secretary/Treasurer  
Union Parish Police Jury

**s/ Johnny Buckley**  
Johnny Buckley, President  
Union Parish Police Jury

**The following Resolution was offered by Mr. Ramsey and seconded by Mr. Moses:**

### **RESOLUTION 2021-03**

**WHEREAS**, the Union Parish Police Jury has been afforded the opportunity to apply and participate in the State of Louisiana 2022/2023 Community Development Block Grant Program administered by the Division of Administration; and,

**WHEREAS**, the STATE requires Grantees to establish procedures to ensure adequate citizen participation with the program;

**NOW THEREFORE BE IT RESOLVED**, by the Union Parish Police Jury, that the attached policy entitled "Citizen Participation Plan", dated April 6, 2021 is hereby adopted.

Passed, approved and adopted by the Union Parish Police Jury, Parish of Union, State of Louisiana, on the 6<sup>th</sup> day of April, 2021.

**s/ Paula Strickland**

Paula Strickland, Secretary/Treasurer  
Union Parish Police Jury

**s/ Johnny Buckley**

Johnny Buckley, President  
Union Parish Police Jury

**CERTIFICATE**

I, Paula Strickland, Secretary Treasurer of the Union Parish Police Jury, do hereby certify that the above and foregoing constitutes a true and correct copy of a Resolution passed, approved, and adopted by the Union Parish Police Jury on the 6<sup>th</sup> day of April, 2021.

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Paula Strickland, Secretary

**CITIZEN PARTICIPATION PLAN**

The Union 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 Union Parish Police Jury shall:

- 1.) Provide citizens with reasonable and timely access to local meetings, information and records relating to the State's proposed method of distribution, as required by the Secretary, and relating to the actual use of funds under Title I of the Housing and Community Development Act of 1974, as amended;
- 2.) Provide for public hearings to obtain views and respond to proposals and questions at all stages of the community development program. These hearings will consist of the development of needs and proposed activities and review of program performance. These hearings will be held after adequate notice, a minimum of five calendar days, at times and locations convenient to potential or actual beneficiaries with accommodations for persons with disabilities;
- 3.) Provide for and encourage citizen participation with particular emphasis on Participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used;
- 4.) Provide for technical assistance to groups representative of persons of low and

- moderate income that request such assistance in developing proposals;
- 5.) Where applicable, identify how the needs of non-English speaking residents will be met in the case of public hearings; and
  - 6.) Provide for a formal written procedure which will accommodate a timely written response, within fifteen days where practicable, to written complaints and grievances. Written minutes of the hearings and an attendance roster will be maintained by the Secretary Treasurer.

## **PUBLIC HEARINGS**

Notices informing citizens of any public hearings will appear in the official journal of the Union Parish Police Jury a minimum of five calendar days prior to the hearing. In addition, notices will also be posted in Union 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**

A. The public hearing to address LCDBG application submittal will be held approximately Seven 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:

1. The amount of funds available for proposed community development;
2. 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;
3. The plans of the Union 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 Union Parish Police Jury to persons actually displaced as a result of such activities; and
4. The Union Parish Police Jury 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:

Johnny Buckley, President  
Union Parish Police Jury  
303 E. Water Street  
Farmerville, LA 71241

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

## **Second Notice**

A. Seven calendar days, at a minimum, prior to the submittal of the application, a second notice shall appear in the official journal informing the citizens of the following:

1. Proposed submittal date of the application;
2. Proposed objectives;
3. Proposed activities;
4. Location of proposed activities;
5. Dollar amount of proposed activities; and
6. 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:"

Johnny Buckley, President  
Union Parish Police Jury  
303 E. Water Street  
Farmerville, LA 71241

Negative comments received will be forwarded immediately to the State's Office of Community Development, Division of Administration or the application will be withdrawn if necessary.

## **II. AMENDMENTS**

Program amendments, which substantially alter the LCDBG project from that approved in the original application, shall not be submitted to the State without holding one public hearing in accordance with the procedures outlined within this Citizen Participation Plan. Minutes of the hearing will be submitted with the request for the amendment. All interested citizens, particularly 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 Union Parish Police Jury will hold one performance hearing to solicit the public's

opinion of the effectiveness of the LCDBG Program. The manner of notification will be the same as previously described for all public hearings. Notification will be made in the official journal approximately seven calendar days prior to the anticipated submittal of close-out documents to the State, and will indicate the date, time, and place of the performance hearing, and invite comments and opinions on the LCDBG activities implemented under the 2022/23 LCDBG Program being closed out. The notice will also state that accommodations will be made for disabled and non-English speaking persons provided a seven-day notice is received by the Union 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 calendar days from the publication date of said notice.

### **CONSIDERATION OF OBJECTION TO APPLICATION**

Persons wishing to object to approval of an application by the State may make such objection known to:

Office of Community Development  
Division of Administration  
Post Office Box 94095  
Baton Rouge, Louisiana 70804-9095

The State will consider objections made only on the following grounds:

- A. The application description of needs and objectives is plainly inconsistent with available facts and data;
- B. The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant; and
- C. 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 Union Parish Police Jury will provide an interpreter for dissemination of information to them providing the Union Parish Police Jury is given sufficient notification of five days.

### **TECHNICAL ASSISTANCE**

Technical assistance may be provided directly by the Union 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 Union Parish Police Jury with at least a one-week notification. The persons who conducts the technical assistance meetings will disseminate information on the program and answer all pertinent questions.

## **TIMELY ACCESS AND ADEQUATE INFORMATION**

The Union 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 Union Parish Police Jury, Monday thru Friday, 8:00 a.m. to 4:00 p.m. Such documents may include the following:

- A. All meetings and promotional materials.
- B. Records of hearings and meetings.
- C. All key documents, including prior applications, letters, grant agreements, citizen participation plans, and proposed applications.
- D. Copies of the regulations (Consolidated Plans or Annual Action Plans) concerning the program.
- E. 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 Union Parish Police Jury to review all complaints received by the Union Parish Police Jury.

### **SECTION 2**

The following procedures will be followed on all complaints received by the Union Parish Police Jury:

- A. The complainant shall notify the Secretary Treasurer of the complaint. The initial complaint may be expressed orally or by written correspondence.
- B. The Secretary Treasurer will notify the Parish President of the complaint within five working days.
- C. The Parish President will investigate the complaint and will report the findings to the Secretary Treasurer within five working days.
- D. The Secretary Treasurer will notify the complainant of the findings of the Parish

President in writing or by telephone within five working days.

- E. If the complainant is aggrieved by the decision, he must forward the complaint in writing (if previously submitted orally) to the Secretary Treasurer who will forward the complaint and all actions taken by the Parish President to the appropriate committee for their review. This will be accomplished within Thirty working days of receipt of the written complaint.
- F. The reviewing council committee will have ten working days to review the complaint and forward their decision to the complainant in writing.
- G. If the complainant is aggrieved with the decision of the Committee, he must notify the Secretary Treasurer in writing that he desires to be afforded a hearing by the Union Parish Police Jury. The complainant will be placed on the next regularly scheduled council meeting agenda. The Secretary Treasurer will notify the complainant in writing of the date of the hearing.
- H. The complainant must bring all relevant data, witnesses, etc., to the hearing. The Union Parish Police Jury, at the hearing, will review the complaint and forward within five 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 Union Parish Police Jury will inform complainant of an appropriate date to expect a response. Within fifteen 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 225-342-7900.

#### **SECTION 4**

The Secretary Treasurer 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 Union 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 Union Parish Police Jury regularly scheduled meetings.

#### **ADOPTION**

This Citizen Participation Plan is hereby adopted by Union Parish Police Jury in regular session on this 6<sup>th</sup> day of April, 2021.

s/ Paula Strickland  
Paula Strickland, Secretary/Treasurer  
Union Parish Police Jury

s/ Johnny Buckley  
Johnny Buckley, President  
Union Parish Police Jury

### ***PARISH OF UNION***

#### **PROCLAMATION #2021 – 01**

*WHEREAS, the 53<sup>rd</sup> Anniversary of the National Fair Housing Law, Title VIII of the Civil Rights Act of 1968, during the month of April, is an occasion for all Americans—individually and collectively—to rededicate themselves to the principle of freedom from housing discrimination whenever it exists; and*

*WHEREAS, this law guarantees for each citizen that critical, personal element of freely choosing a home; and*

*WHEREAS, a fair housing law has been passed by the State of Louisiana and implementation of the law requires the positive commitment, involvement and support of each of our citizens; and*

*WHEREAS, the departments and agencies of the State of Louisiana are to provide leadership in the effort to make fair housing not just an idea, but an ideal for all our citizens; and*

*WHEREAS, barriers that diminish the rights and limit the options of any citizen to freely choose a home will ultimately diminish the rights and limit the options of all.*

*NOW, THEREFORE, I, Johnny Buckley, President of the Union Parish Police Jury do hereby proclaim the month of April, 2021, as FAIR HOUSING MONTH in the Parish of Union.*

*IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the Parish of Union, at the Parish Courthouse Annex in the Town of Farmerville, this 6<sup>th</sup> day of April, 2021.*

*s/ Johnny Buckley*  
\_\_\_\_\_  
*Johnny Buckley, President*  
*Union Parish Police Jury*

*Attest:*

\_\_\_\_\_  
*s/ Paula Strickland*  
*Paula Strickland, Secretary/Treasurer*  
*Union Parish Police Jury*

**Motion Mr. Bridges, seconded by Mr. Watley to open a public hearing regarding the proposed abandonment of a portion of Langston Road after 1.2 miles from Highway 33. Motion carried unanimously. President Buckley declared the public hearing open and asked the public if they had any comments relating to the road closure. No comments were made with regards to this road closure. Motion Mr. Nolan, seconded by Mr. Watley to close the public hearing. Motion carried unanimously. President Buckley declared the public hearing closed.**

**Motion Mr. Pilgreen, seconded by Mr. Nolan to abandon a portion of Langston Road after 1.2 miles from Highway 33 from the Union Parish Road System. Motion carried unanimously.**

**The following Ordinance was introduced by Mr. Pilgreen and seconded by Mr. Nolan:**

**ORDINANCE # 914**

**AN ORDINANCE RELATIVE TO THE UNION PARISH ROAD SYSTEM PROVIDING FOR THE DELETION OF A PORTION OF LANGSTON ROAD.**

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 February 11, 2021, February 25, 2021, March 11, 2021 and March 25, 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 6<sup>th</sup> day of April 2021, that the following Ordinance be and the same is hereby adopted:

**SECTION 1**

A portion of Langston Road after 1.2 miles from Highway 33, 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. Pilgreen who moved its adoption. The motion was seconded by Mr. Nolan and after having been considered by sections was adopted by sections and as a whole by the following YEA and NAY vote:

**YEAS:** Moses, Pilgreen, Ramsey, Buckley, Bridges, Nyegaard,  
Nolan, Abercrombie and Watley

**NAYS:**

**ABSTAINED:**

**ABSENT:**

WHEREUPON, the Ordinance was declared duly adopted this 6<sup>th</sup> day of April, 2021.

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

s/ Johnny Buckley  
JOHNNY BUCKLEY  
PRESIDENT  
UNION PARISH POLICE JURY

**Motion Mr. Nolan, seconded by Mr. Bridges to open a public hearing regarding the proposed abandonment of a portion of .5 miles of Barnes Bridge Road from the closed bridge back towards Spearsville Road. Motion carried unanimously. President Buckley declared the public hearing open and asked the public if they had any comments relating to the road closure. David Mitcham, Howard Hollis, Gary Roark and Scotty Thomas spoke against the closure of this portion of Barnes Bridge Road. Motion Mr. Nolan, seconded by Mr. Watley to close the public hearing. Motion carried unanimously. President Buckley declared the public hearing closed.**

**Motion Mr. Ramsey, seconded by Mr. Bridges to NOT abandon a portion of .5 miles of Barnes Bridge Road from the closed bridge back towards Spearsville Road. The road will remain open. Motion carried unanimously.**

**Motion Mrs. Abercrombie, seconded by Mr. Nolan to authorize the Secretary/Treasurer to advertise for the closure of a portion of Red Rock Lane. Motion carried unanimously.**

**Motion Mr. Nolan, seconded by Mr. Moses to authorize travel expenses for the Registrar of Voters Chief Deputy to attend a Records Management Training Class in Baton Rouge on May 11, 2021. Motion carried unanimously.**

**Motion Mr. Nolan, seconded by Mr. Watley to reimburse the Registrar of Voters Chief Deputy in the amount of \$897 for CERA certification (Certified Elections Registration Administrator). Motion carried unanimously.**

**Motion Mr. Bridges, seconded by Mr. Moses to authorize travel expenses for the Secretary/Treasurer to attend an Executive Board meeting for the Organization of Parish Administrators and Officials on April 8<sup>th</sup> and April 9<sup>th</sup> in Charenton, Louisiana. Motion carried unanimously.**

**Motion Mr. Nyegaard, seconded by Mr. Ramsey to hire Dylan Cranford for full time employment effective April 12, 2021 at the Union Parish Road Department. He is eligible for all police jury benefits including retirement, insurance, vacation, sick leave and holiday pay. Motion carried unanimously.**

**The following Ordinance was introduced by Mrs. Abercrombie and seconded by Mr. Bridges:**

**ORDINANCE # 915**

**AN ORDINANCE SETTING THE SPEED LIMIT OF 15 MILES PER HOUR ON EDDIE BROWN ROAD IN ITS ENTIRETY AND SETTING PENALTIES FOR VIOLATIONS.**

SECTION I: BE IT ORDAINED by the Police Jury of Union Parish that a maximum speed limit for any truck, car, motorcycle or any other equipment traveling on **Eddie Brown Road** in its entirety, shall not exceed **15** miles per hour.

SECTION II: BE IT FURTHER ORDAINED by the Police Jury of Union Parish, State of Louisiana, that any person, firm or corporation violating any provisions of this ordinance, upon conviction, shall not exceed the maximum fine for speeding upon a state highway plus court cost.

SECTION III: BE IT FURTHER ORDAINED that if any section, sentence, clause or words of this ordinance shall be held invalid by any court of final jurisdiction, the same shall not affect the validity of any other section.

SECTION IV: BE IT FURTHER ORDAINED that ordinance or parts of ordinance in conflict herewith be and the same are hereby repealed.

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

MEMBERS:	YEAS:	NAYS:	ABSENT:	ABSTAINING:
Curtis Moses	x			
Nathan Pilgreen	x			
Dewayne Ramsey	x			
Johnny Buckley	x			
Ben Bridges	x			
Ceis Nyegaard	x			
L.W. Nolan	x			
Brenda Abercrombie	x			
John W. Watley	x			

WHEREUPON, the Ordinance was declared duly adopted this 6<sup>th</sup> day of April, 2021.

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

s/ Johnny Buckley  
**JOHNNY BUCKLEY**  
**PRESIDENT**  
**UNION PARISH POLICE JURY**

**The following Ordinance was introduced by Mrs. Abercrombie and seconded by Mr. Bridges:**

**ORDINANCE # 916**

**AN ORDINANCE SETTING THE SPEED LIMIT OF 25 MILES PER HOUR ON BAILEY ROAD IN ITS ENTIRETY AND SETTING PENALTIES FOR VIOLATIONS.**

SECTION I: BE IT ORDAINED by the Police Jury of Union Parish that a maximum speed limit for any truck, car, motorcycle or any other equipment traveling on **Bailey Road** in its entirety, shall not exceed **25** miles per hour.

SECTION II: BE IT FURTHER ORDAINED by the Police Jury of Union Parish, State of Louisiana, that any person, firm or corporation violating any provisions of this ordinance, upon conviction, shall not exceed the maximum fine for speeding upon a state highway plus court cost.

SECTION III: BE IT FURTHER ORDAINED that if any section, sentence, clause or words of this ordinance shall be held invalid by any court of final jurisdiction, the same shall not affect the validity of any other section.

SECTION IV: BE IT FURTHER ORDAINED that ordinance or parts of ordinance in conflict herewith be and the same are hereby repealed.

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

MEMBERS:	YEAS:	NAYS:	ABSENT:	ABSTAINING:
Curtis Moses	x			
Nathan Pilgreen	x			
Dewayne Ramsey	x			
Johnny Buckley	x			
Ben Bridges	x			
Ceis Nyegaard	x			
L.W. Nolan	x			
Brenda Abercrombie	x			
John W. Watley	x			

WHEREUPON, the Ordinance was declared duly adopted this 6<sup>th</sup> day of April, 2021.

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

**s/ Johnny Buckley**  
**JOHNNY BUCKLEY**  
**PRESIDENT**  
**UNION PARISH POLICE JURY**

Mrs. Abercrombie is also requesting a Children at Play sign be placed on Bailey Road.

**Recommendations from the Courthouse Committee:**

Mr. Watley reported that the Courthouse Committee met earlier in the afternoon. **Motion Mr. Watley, seconded by Mrs. Abercrombie to allow the Betty Street Community Center to remove a tree on the premises and add a full-size basketball court to be used for the youth of the community. The expense associated with this project will be paid for by the Betty Street Community Center. Motion carried unanimously.**

**Recommendations from the Airport Committee:**

Mr. Nolan reported that the Airport Committee was unable to meet due to the lack of quorum.

**Recommendations from the Road Committee:**

Mr. Bridges reported that the Road Committee met earlier in the afternoon. **Motion Mr. Bridges, seconded by Mr. Ramsey to accept the 2021 Road Program (North Spillway Road, Love Road, Burford Road, Jesse Guinn Road and a portion of Union Cemetery Road) and authorize Riley Company of Louisiana to advertise for bids. Motion carried unanimously.**

**Motion Mr. Bridges, seconded by Mr. Pilgreen to invoice the respective water companies for any damage to parish roads. The parish will replace, repair and invoice the respective water companies. Motion carried unanimously.**

**Recommendations from the Landfill Committee:**

Mr. Pilgreen reported that the Landfill Committee met earlier at 5:15 PM. Mr. Pilgreen reported that the Landfill Committee voted to table the bids for the waste handler until further research can be done.

**Motion Mr. Pilgreen, seconded by Mr. Bridges to provide Dumas and Associates a thirty-day notice that the Union Parish Police Jury will no longer utilize their services for the Union Parish Landfill. Dumas and Associates will be allowed to complete the following projects: Loch Lomond pipe replacement project and Scotts Hideaway Road engineering design portion. Dumas and Associates will be paid for the engineering portion of the Leachate Cleanout System and the Detention Pond Cleanout that were approved and bid in 2020. Motion carried with the following Roll Call Vote:**

<b>MEMBERS:</b>	<b>YES TO TERMINATE</b>	<b>NO TO TERMINATE</b>
Curtis Moses		x
Nathan Pilgreen	x	
DeWayne Ramsey	x	
Johnny Buckley		x
Ben Bridges	x	
Ceis Nyegaard	x	
L.W. Nolan	x	
Brenda Abercrombie	x	
John W. Watley		x

Homeland Security Director, Shannon Futch, gave a brief presentation on how the funds are obtained for Homeland Security. Mr. Futch presented the jury with a handout which explained the difference between the State Homeland Security Program (SHSP) and the Emergency Management Performance Grant (EMPG). The handout also included information on the Parish Emergency Management Advisory Committee (PEMAC) and who is included on that committee.

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

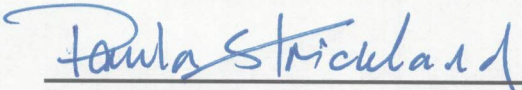
H.D. Brister, 147 Sardis Landing, addressed the jury concerning dumpster issues and expressed his concern about the abrupt removal of the dumpsters on Highway 33.


Jeff Best, 722 Stansbury Road, addressed the jury concerning dumpster issues.

Glynn Funderburk, Willie Reeves Road, addressed the jury with his thoughts concerning ways the Detention Center could generate revenue.



There being no further business to come before the Jury, the President declared the meeting adjourned upon motion by Mr. Bridges, seconded by Mrs. Abercrombie on this the 6<sup>th</sup> day of April, 2021.

  
\_\_\_\_\_  
Paula Strickland, Secretary/Treasurer  
Union Parish Police Jury

  
\_\_\_\_\_  
Johnny Buckley, President  
Union Parish Police Jury