

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

**Farmerville, Louisiana  
June 4<sup>th</sup>, 2024**

**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, Michael Holley, Ben Bridges, Russell Wade, Brenda Abercrombie and A.J. Ford, Jr. Absent: Glenn Hutto and Jeremy Hobbs. Also present was Lewis Jones, Assistant District Attorney. The Vice-President called the session to order and welcomed all guests. Mr. Wade offered the invocation and Mr. Ford led the group in the Pledge of Allegiance to the Flag.**

Vice-President Holley welcomed everyone to the meeting. Vice-President Holley 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.

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

**Motion Mr. Moses, seconded by Mr. Bridges to adopt the minutes of the May 7<sup>th</sup>, 2024 regular meeting. Motion carried unanimously.**

The Revenue and Expense report for the month of May was presented to the Finance Committee earlier. The Revenue and Expense report shows what expenditures were incurred and what revenues were received for the month of May. All of the jurors received an email packet with the Revenue and Expenditures report as well as investment statements.

**Motion Mr. Pilgreen, seconded by Mr. Ford to adopt the Revenue and Expenditures Report for the month of May which was presented to the Finance Committee earlier. Motion carried unanimously.**

**Motion Mr. Moses, seconded by Mr. Ford to allow Lee Hicks and Andrew Bull the use of the Courthouse parking lot on June 22<sup>nd</sup> between the hours of 7:00 AM to 4:00 PM. Motion carried unanimously.**

**Official Journal Selection**

Motion Mrs. Abercrombie, seconded by Mr. Moses to select the Gazette as the official journal for the period of July 1<sup>st</sup> 2024 to June 30<sup>th</sup>, 2025. The following Roll Vote was taken:

<b>MEMBERS:</b>	<b>YES FOR GAZETTE</b>	<b>NO FOR GAZETTE</b>	<b>ABSENT</b>
Curtis Moses	x		
Nathan Pilgreen		x	
Mike Holley		x	
Glenn Hutto			x
Ben Bridges		x	
Russell Wade		x	
Jeremy Hobbs			x
Brenda Abercrombie	x		
A.J. Ford, Jr.		x	

The Secretary/Treasurer calculated the votes. Two votes were cast for *The Gazette*. Five votes were cast against. Two were absent. Motion failed with a vote of two (2) in favor, five (5) voting against and two (2) absent.

Motion Mr. Wade, seconded by Mr. Pilgreen to select *The Banner* as the official journal for the period of July 1<sup>st</sup> 2024 to June 30<sup>th</sup>, 2025. The following Roll Vote was taken:

<b>MEMBERS:</b>	<b>YES FOR BANNER</b>	<b>NO FOR BANNER</b>	<b>ABSENT</b>
Curtis Moses		x	
Nathan Pilgreen	x		
Mike Holley	x		
Glenn Hutto			x
Ben Bridges	x		
Russell Wade	x		
Jeremy Hobbs			x
Brenda Abercrombie		x	
A.J. Ford, Jr.	x		

The Secretary/Treasurer calculated the votes. Five votes were cast for *The Banner*. Two votes were cast against. Two were absent. Vice-President Holley announced *The Banner* as the official journal for the period of July 1<sup>st</sup>, 2024 to June 30<sup>th</sup>, 2025 with a vote of five (5) in favor, two (2) voting against and two (2) absent.

Motion Mr. Bridges, seconded by Mr. Moses for a continuance of the Cooperative Endeavor Agreement (\$13,000 per year) with the LSU Extension Office and to authorize the President to execute any necessary documents. Motion carried unanimously.

The following ordinance was introduced by Mrs. Abercrombie and seconded by Mr. Wade:



## **UNION PARISH POLICE JURY ORDINANCE NO. 963**

### **SPECIAL EVENTS**

#### Definitions.

- (a) For the purposes of this section, the term "Special Events" includes outdoor music events, carnivals, circuses, trail rides, car shows, fund raising events, any pre announced or arranged gathering of people, any gathering advertised by newspaper, radio, TV, social media or any other forms of communication and similar activities, held in the Parish of Union. This ordinance shall only apply to gatherings of 100 people or more. Further, this ordinance is intended to apply to non-commercial, or commercial activities generating revenue and/or held in exchange for goods and services. This ordinance is not intended to apply to business establishments with occupational licenses, wherein all attendants will be inside the business, to family, church, political, school, civic or government planned events, to organized athletic events for children or persons under 19 years of age, fishing tournaments and festivals that have taken place at least once prior to the adoption of this ordinance. An organization or group can apply to the Union Parish Police Jury (UPPJ) to be declared exempt from the provision of this chapter if found to be similar to the foregoing exemptions and no valid complaints having been lodged against the organization or groups' prior events. If valid complaints are made against an exempt organization or groups event, the Union Parish Police Jury can by formal motion, revoke an exempt status of any group or organization. Permitting decisions shall be made without regard to the content of protected speech.

#### Regulations established.

- (a) Application Required and Application Deadline
- (1) No Special Event of any kind or for whatever purpose shall be held without applying to the UPPJ for a permit required by this article.
  - (2) Any person, persons or entity desiring to conduct or manage a Special Event shall make written application on the standard Union Parish Police Jury ("UPPJ") forms available

from the UPPJ to the UPPJ at least 30 days before the date on which the Special Event is to be conducted.

- (3) Any application submitted for a Special Event which is scheduled to occur within 30 days shall not be accepted by the UPPJ and be returned to the applicant.
- (4) A permit fee of \$250.00 shall be submitted with the application. The fee will be retained by the UPPJ if the permit is granted even if the permit is later revoked or the event is cancelled for any reason after issuance of the permit. The \$250.00 fee will be refunded if the application for the permit is denied. The UPPJ may elect to waive this fee if the following conditions are met: (1) at the time that the application is submitted the applicant provides the sponsoring entity's IRS determination letter granting 501 (c)(3) status, and (2) a signed statement by applicant, Organization Head or Responsible party that the entire proceeds of the event will be used for educational, charitable, religious, or historical restoration purposes, including the furtherance of the civic, educational, historical, charitable, fraternal, or religious purpose of the organization.
- (5) **Each application shall set forth the following information:**
  - (1) The name of the individual(s), group, association, or organization wishing to conduct the Special Event. The name, address and telephone number of each person or persons completing the application. When the Special Event is to be conducted for, on behalf of, or by a group, association, business or other entity/organization, the application shall also include the (1) name, address, and telephone number of the headquarters of the group, association, or other entity/organization, (2) the responsible head of such group, association, or other entity/organization ("Organization Head") and (3) the person(s) for the group, association, or other entity/organization who is/are the coordinator(s) of the Special Event. ("Responsible Party").
  - (2) No applicant(s) who are individuals can be registered sex offenders. If the applicant is a group, association, or other entity/organization the Responsible Party cannot be a registered sex offender. Further, whether the applicant is an individual(s) or a group, association, or other entity/organization no property owner, organizer, volunteer, or paid worker involved with the Special Event can be a registered sex offender.
  - (3) The name, address, telephone number, and driver's license (or government issued identification) of each individual submitting the application shall be provided. When the application is being submitted for a group, association, or other entity/organization the names, address, telephone number and driver's license (or government issued identification) of the Responsible Party and Organization Head shall also be submitted.
  - (4) The name, address and telephone number of the individual(s) or group, association, or organization to whom the permit is to be issued.
  - (5) The date(s) when such Special Event is to be conducted.

(6) Applicant shall provide the desired location for the event along with a valid, signed lease, contract, or written permission from the property owner. Applicant shall provide a layout of the property and event details which includes the size of the property, a traffic flow plan, designated means of ingress and egress, designated parking areas, staging areas, number and location of restrooms, number and location of handwashing stations, number, location and type of trash collectors, and other pertinent information such as riding trail directions, types of anticipated attractions (e.g. merry-go-round), location of stage(s) at musical events, etc. ("Event Layout") The UPPJ specifically reserves the right to request additional information concerning the Event Layout from the Applicant once the application is submitted to gain a better understanding of the Special Event and its impact, if desired by the UPPJ. The Applicant shall comply with any request by the UPPJ for additional information concerning the Event Layout.

(7) The time when the Special Event will start and terminate.

(8) The time at which attendees will begin to assemble for Special Event

(9) The time at which attendees will be required to vacate the property where the Special Event was held.

(10) Attendance Number which shall include the approximate number of (1) persons who are anticipated to attend. (2) the approximate attendance for the most recent event if the Special Event has been held before, (3) number and type of vehicles anticipated and (4) the number and type of animals involved, if any.

(11) All proposed clean-up, emergency, health, sanitation, and security plans in place during the special event.

(12) Any application submitted to the UPPJ which does not contain the information required by this article shall not be accepted by the UPPJ and shall be returned to the applicant.

(13) Any application that is initially missing any of the information required by this article but is later supplemented to provide all the information shall be considered untimely if such supplement is provided later than 30 days before the date of the Special Event. In this event, the application will not be considered and shall be returned to the applicant as untimely.

**(c) Involvement of Certain Departments or Other Agencies**

(1) Unless the Applicant has received approval for a Sales Tax Exemption Permit from the State of Louisiana through the Form R- 1048, generally, charges for admission to places of amusement, entertainment, recreation, or athletic events, except those sponsored by schools, colleges and universities, are classified as sales of services and as such are taxable. UPPJ will notify the Union Sales and Use Tax office at time of application.

Applicant should direct any question or concerns on taxation of the Special Event to the Union Sales and Use Tax office.

(2) All applications for Special Events not previously permitted by the UPPJ, previously permitted Special Events being held at a different location, previous permitted Special Events which generate complaints to UPPJ or law enforcement, or the application for an Event Layout which substantial changes prior approved Event Layouts for a previously permitted Special shall be reviewed by the Union Parish Sheriff's Office ("UPSO"). UPSO shall conduct a site visit prior to reissuance of any permit for the Special Event (1) to determine the amount of security needed based on Special Event application including the Event Layout and (2) the impact on the surrounding community. If security concerns have been raised with an applicant's prior Special Event or a similar event, UPSO may consider this as part of its security evaluation. The UPSO will advise the UPPJ on all security issues. The Applicant is required to retain the services of the UPSO or any licensed and insured security company to provide the required security when the event is anticipated to involve 200 or more individuals.

(3) The Union Parish Health Unit or Parish Sanitarian will advise the UPPJ and evaluate all permit applications and proposed plans to determine health requirements, including but not limited to, the ratio of the number of attendees and restrooms including portables, sewerage disposal, and water availability.

**(d) Requirements and Standards for Issuance.**

(1) No Special Event shall proceed without submission of an application to the UPPJ which complies with all the application requirements set forth in this article.

(2) No permit shall be issued by the UPPJ unless the UPPJ is satisfied that the proposed Special Event to be permitted will not disrupt or harm any person residing near the proposed site, any scheduled parish activity, restrict the traffic flow or passage on any unpermitted parish streets or roads, disrupt the normal activity and operation of businesses, or encroach on any private property.

(3) No permit shall be issued by the UPPJ unless the proposed clean-up, emergency, health, sanitation, and security plans in place during public interest or special event and estimated budgets for implementation and enforcement of these plans, as provided with the permit application, are approved by the UPSO, relevant fire district, emergency medical service, and health unit. Such approval or disapproval of the proposed plans shall be communicated via a written recommendation from the offices of the UPSO, relevant fire district, emergency medical service, and health unit. In the event the UPPJ desires to exercise its override power, the override shall be determined by a vote of all UPPJ members. No override shall occur unless supported by a majority of the UPPJ as determined by the results of the vote.

(4) Applicant shall provide the number of attendees in its application which has to be a formal representation for the basis of the permit. This number provided by the applicant is the operative representation that all coordinating agencies shall base their determinations upon. Should the applicant underestimate the number of attendees, the UPSO shall have the authority to terminate the event in its sole discretion, if the crowd size underestimate causes the Special Event to be in violation of any of the requirements of this ordinance.

(5) The Special Event shall be permitted only during hours when the on-site parking would not be used for the primary occupancy's high traffic generation activities. Applicant shall seek approval of its traffic and security plan with the UPSO and provide the results of such application to UPPJ for its consideration.

(6) When the Special Event has been concluded, the location(s) shall be left clean and restored to at least its previous condition.

(7) All parking associated with the Special Event whether by volunteers, organizers, paid workers, or attendees for the Special Event shall occur on the property designated for parking in the Event Layout submitted with the application for the Special Event. Parking for the Special Event is prohibited on the public rights of way. Volunteers, organizers, paid workers, or attendees who park in the public rights of way shall be subject to criminal and other sanctions as provided by law including that any vehicle in the public rights of way is subject to immediate towing with all permissible charges including towing expense, storage expense and fines being assessed.

(8) Payment of the non-refundable \$250.00 permit fee. This fee shall not be refunded if the permit is revoked.

**(e) Denial or revocation.**

Upon written notice to the applicant or permittee, the UPPJ Secretary/Treasurer may deny or revoke a permit when:

(1) The information contained in the application upon which the permit is based is found to be false in any material manner whatever the cause including but not limited to the presentation of inaccurate information or omission.

(2) The applicant has failed to comply with any requirements of this article.

(3) The applicant has previously had a Special Event permit denied or revoked for failure to comply with this ordinance, or that at a Special Event held by the applicant, the applicant's identified Organization Head or the designated Responsible Party had significant criminal activity which was discovered and was and/or is being prosecuted.

(4) The revocation of a permit will not result in a refund of the \$250.00 permit fee.

**(f) Procedures for appeal.**

- (1) An applicant who is denied a permit or a permittee whose permit has been revoked may file a written appeal ("appeal") with the UPPJ from such denial or revocation.
- (2) The appeal must be filed within 48 hours of the permit denial or revocation.
- (3) The appeal must state in detail the grounds upon which it is asserted that the permit denial or revocation should be modified or reversed. If a modification is desired, the party appealing shall state the modification desired.
- (4) The appeal shall have attached to it the following documents (1) a copy of the complete application including all documents submitted in conjunction with the application, (2) the permit denial or revocation and (3) all other documents the appealing party believes are material to the determination, if any.
- (5) The appeal will not be considered if the party appealing fails to comply with any requirement of this subsection of this article and the parish administrator's decision will stand.

**(g) Conditions and restrictions.**

- (1) The Secretary/Treasurer as UPPJ's representative may condition the issuance of any permit by imposing reasonable requirements concerning the time, place and manner of the proposed activity, and such requirements as are necessary to protect the safety of persons and property or the control of traffic; provided such conditions shall not unreasonably restrict the right of free speech. Such restrictions may include, but are not limited to:
  - (i) Restrictions on the purpose of the proposed activity, which shall in all instances be limited to only those purposes which are lawful.
  - (ii) Restrictions on the location, date(s), time(s), and frequency of the proposed activity.
  - (iii) Alteration of the date, time, route, or location of the proposed activity on the permit application.
  - (iv) Conditions concerning the area of assembly and disbanding of a proposed activity or other events occurring along a route, as well as the conditions concerning the grounds for dispersion or elimination of the activity when such activity cannot be mitigated to a point as to ensure public safety and welfare, or which causes undue potential liability to the UPPJ.



(v) Requirements for the adequacy of health and sanitation concerns, including the presence of garbage disposal containers and cleanup, and portable toilets, as well as the requirements for restoring the premises of the proposed activity.

(vi) Conditions concerning the accommodation of pedestrian or vehicular traffic, including restricting the proposed activity to only a portion of a street or area to be traversed and implementation of a traffic control plan to regulate traffic and pedestrian safety on the premises of the proposed activity, to be approved by the UPSO.

(vii) Requirements for the use of traffic cones, barricades, or other traffic control devices.

(viii) Requirements for the use of UPPJ personnel and/or equipment.

(ix) Conditions concerning crowd control, including implementation of a security plan based upon the represented attendance of the proposed activity or historic attendance or issues at a past event of the Special Event.

(x) Compliance with noise ordinances, regulations, and laws and restrictions on the use of amplified sound.

(xi) Requirements to provide notice to surrounding property owners by sending a mailing by U.S. mail to all contiguous property owners within a reasonable distance of the subject property location.

(xii) Compliance with ordinances, regulations, and laws governing alcoholic beverages and restrictions on the sale or consumption of alcohol on the premises of the proposed activity.

(xiii) Compliance with ordinances, regulations, and laws governing sales tax of the proposed activity. If the activity is subject to sales and use tax, any necessary permit from the appropriate taxing authority shall accompany the application.

(xiv) Restrictions on the number and type of vehicles, animals, or structures at the proposed activity, and inspection and approval of animals or structures during the proposed activity.

(xv) Compliance with animal protection ordinances, regulations, and laws, including all vaccination requirements imposed by the State of Louisiana.

(xvi) Requirements for providing notice to all attendees and participants including volunteers and paid workers of the proposed activity of the conditions and restrictions imposed upon the activity and activity premises.

(xvii) Compliance with any relevant ordinance or law and obtaining any legally required permit or license.

(xviii) Any restriction or condition deemed necessary to ensure public safety and wellbeing.

**(h) Qualifications for Applicants for Permits involving Alcohol**

La. R.S. 26:80 and La. R.S. 26:280 outline the requirements for applicants for permits when alcohol will be sold or allowed on premises at a Special Event subject to this ordinance. The requirements of La. R.S. 26:80 and La. R.S. 26:280 as presently written or as amended are incorporated here by reference.

Violations and Penalties.

(a) Any person violating any provisions of this article shall be guilty of a misdemeanor and upon the conviction thereof shall pay such penalties as the court may decide as prescribed by Louisiana law not to exceed \$500.00. Each day's continued violation shall constitute a separate offense.

(b) In the event the applicant's permit is, in addition to other prescribed remedies in this article, the UPPJ shall not consider any application by the applicant for site plan approval and subsequent issuance of a permit for that project for a period not to exceed 90 days from the date of determination of violation.

(c) The UPSO has the power and authority to shut down Special Events, if, at any time during the Special Event, it determines that the Special Event is in violation of any permit conditions, or the safety and security plans submitted and approved for permit issuance including any information found in the Event Layout. If a person refuses to comply with a vacate order from UPSO then such refusal may be deemed a disturbance of the peace and a violation of this provision and thus said violator(s) may be subject to issuance of citation, arrest and criminal charges.

(d) Nothing herein shall prevent the UPPJ from taking such other action as is necessary to prevent or remedy any violation, including injunctive relief

BE IT FURTHER ORDAINED that this ordinance shall become effective immediately upon adoption.

BE IT FURTHER ORDAINED that any ordinance or parts of any ordinance in conflict herewith are hereby repealed.

BE IT FURTHER ORDAINED that the provisions of this ordinance shall be included and incorporated in the Union Parish Code of Ordinances as an addition or amendment thereto and shall be appropriately renumbered to conform to the uniform numbering system of the Code.

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

MEMBERS:	YEAS:	NAYS:	ABSENT:	ABSTAINING:
Curtis Moses	x			
Nathan Pilgreen	x			
Mike Holley	x			
Glenn Hutto			x	
Ben Bridges	x			
Russell Wade	x			
Jeremy Hobbs			x	
Brenda Abercrombie	x			
AJ Ford	x			

WHEREUPON, the Ordinance was declared duly adopted this 4<sup>th</sup> day of June, 2024.

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

*s/ Mike Holley*  
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**MIKE HOLLEY**  
**VICE-PRESIDENT**  
**UNION PARISH POLICE JURY**

Recommendations from the Finance Committee.

Mr. Wade reported that the Finance Committee met earlier at 3:00 P.M.

**Motion Mr. Wade, seconded by Mr. Pilgreen to authorize travel for the Section 8 Director to attend the NSPIRE training class in Monroe on June 12<sup>th</sup>, 2024. Motion carried unanimously.**

Recommendations from the Equipment Committee.

Mr. Ford reported that the Equipment Committee met earlier at 5:15 PM.

**Motion Mr. Ford, seconded by Mr. Bridges to accept the lowest bid from Bruckner's for two (2) tandem axle trucks in the amount of \$283,172.00 and authorize the President to execute any necessary documents. Motion carried unanimously.**

**Motion Mr. Ford, seconded by Mr. Bridges to authorize the Secretary/Treasurer to contact Enterprise Fleet Management and begin the process of selling two (2) F-150 trucks for the equity. Motion carried unanimously.**

**Motion Mr. Ford, seconded by Mr. Wade to accept the quote from Goldman Equipment for one (1) Bush Hog 3810 HD Flex Wing cutter in the amount of \$24,316.50. The cutter is on state contract. Motion carried unanimously.**

**Motion Mr. Ford, seconded by Mr. Bridges to accept the only quote from Seal Bilt, LLC for 3 eight (8) foot heavy duty, hydraulic adjustable, grade max grader blades with attachments; blades cost \$5,500 per blade and attachments cost \$3,090. Motion carried unanimously.**

Recommendations from the Personnel Committee.

Mr. Pilgreen reported that the Personnel Committee met earlier at 4:00 PM.

**Motion Mr. Pilgreen, seconded by Mr. Bridges to amend the Union Parish Police Jury Personnel Policy as follows:**

*Union Parish Police Jury employees are limited to two (2) days sick leave per year without a doctor's excuse; those days shall be considered "personal days" or unexcused sick. Temporary employees shall not be entitled to personal/unexcused sick day leave. No employee may take a personal/unexcused sick day on the day before or the day after a holiday. If an employee uses sick time on the day before or the day after a holiday, he must present a doctor's excuse to his supervisor. Personal days cannot be rolled over into the next calendar year. (Effective 6/5/24 two unexcused)*

**Motion carried unanimously.**

**Motion Mr. Pilgreen, seconded by Mr. Bridges to amend the Union Parish Police Jury Personnel Policy as follows:**

*Exempt employees shall not be paid overtime. Exempt employees may accumulate a maximum of one (1) week of compensatory time in lieu of receiving overtime pay. All compensatory time must be approved by employees' immediate supervisor. Compensatory time cannot be rolled over from one calendar year to another; accumulated time elapses on December 31 of each year. (Effective 6/5/24)*

Recommendations from the Road Committee.

Mr. Wade stated that the Road Committee met earlier at 5:15 PM.

**Motion Mr. Wade, seconded by Mr. Bridges to enter into a Cooperative Endeavor Agreement with Claiborne Parish to utilize equipment, materials and manpower interchangeably between parishes for the purpose of road maintenance. Motion carried unanimously.**

**Motion Mr. Wade, seconded by Mr. Pilgreen to authorize the Secretary/Treasurer to solicit bids for a six (6) yard used dump truck with a maximum mileage of 200,000 miles. Motion carried unanimously.**

Recommendations from the Landfill Committee.

Mr. Bridges stated that the Landfill Committee met earlier at 3:30 PM.

**Motion Mr. Bridges, seconded by Mr. Moses to authorize travel to Lake Charles on October 29<sup>th</sup> and October 30<sup>th</sup> for Justin Echols continuing education classes for his landfill certification and Milas Davidson to travel to Shreveport on July 9<sup>th</sup> and July 10<sup>th</sup> for continuing education classes. Motion carried unanimously.**

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

Tommy Morris, Jr., 4011 Highway 151, Downsville, addressed the jury regarding the Detention Center.

Matt Williams, 271 Area 4 Road, West Monroe, addressed the jury regarding internet availability.

State Senator Stewart Cathey, Jr., Monroe, addressed the jury regarding funds being awarded for the Linville Firetower Bridge. Senator Cathey stated that the funds for the repairs to the Linville Firetower Bridge are being funded through a direct cash appropriation. Senator Cathey also addressed the jury regarding money being available for water system consolidation.

Nathan Pilgreen addressed the jury regarding Alabama Landing Road. The bid opening for the construction of the 3.2-million-dollar Alabama Landing Road project will be in July.

**There being no further business to come before the Jury, the Vice-President declared the meeting adjourned upon motion by Mr. Ford, seconded by Mr. Moses on this the 4<sup>th</sup> day of June, 2024.**

*s/ Paula H. Strickland*  
Paula H. Strickland  
Secretary/Treasurer  
Union Parish Police Jury

*s/ Mike Holley*  
Mike Holley  
Vice-President  
Union Parish Police Jury