

BOSSIER PARISH POLICE JURY  
BENTON, LOUISIANA  
MINUTES  
OCTOBER 5, 2022  
www.bossierparishla.gov

The Bossier Parish Police Jury met in regular and legal session on the 5<sup>th</sup> day of October, 2022, at 2:00 p.m., in the Police Jury Meeting Room, Bossier Parish Courthouse, Benton, Louisiana. The President, Mr. Tom Salzer, called the meeting to order. The invocation was given by Mr. Jerome Darby, and the pledge of allegiance was led by Mr. Doug Rimmer. Ms. Rachel Hauser, Parish Secretary, called the roll, with all members present as follows:

Mr. Glenn Benton	Mr. Chris Marsiglia
Mr. Bob Brotherton	Ms. Julianna Parks
Mr. Jimmy Cochran	Mr. Mac Plummer
Mr. Jerome Darby	Mr. Doug Rimmer
Mr. Charles Gray	Mr. Philip Rodgers
Mr. John Ed Jordan	Mr. Tom Salzer

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Others present were Mr. Joe E. "Butch" Ford, Jr., Parish Administrator; Mr. Patrick Jackson, Parish Attorney; Mr. Eric Hudson, Parish Engineer; Ms. Rachel Hauser, Parish Secretary; Ms. Stacie Fernandez, Parish Treasurer.

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**Motion was made by Mr. Rimmer, seconded by Mr. Brotherton, to adopt the minutes of the August 3, 2022, and August 17, 2022, regular meetings, and the August 17, 2022, Finance Committee meeting, all as published.**

The President called for public comment. There being none, **motion carried with the following votes recorded:**

<b>AYES:</b>	<b>Mr. Benton, Mr. Brotherton, Mr. Cochran, Mr. Darby, Mr. Gray, Mr. Jordan, Mr. Marsiglia, Mr. Plummer, Mr. Rimmer, Mr. Rodgers, Mr. Salzer</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>
<b>ABSENT:</b>	<b>Ms. Parks</b>

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Mr. Salzer asked if anyone was present that would like to address the police jury to discuss an item that is currently not on the agenda. No one was present.

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Mr. Kenneth Starnes, Section 8 Housing, presented the Section 8 Housing Annual Agency Plan, and requested approval. He provided additional information on services provided by Section 8 Housing and the number of vouchers available.

Mr. Salzer asked how additional vouchers can be requested. Mr. Starnes stated that in order to obtain additional vouchers, applications are required for grants when available. He stated that it is rare that grants are available for additional vouchers for Section 8 Housing.

Mr. Starnes stated that there are available vouchers for homeless veterans.

Mr. Darby stated that homelessness is a problem in the Shreveport/Bossier area. Mr. Starnes provided information on a possible grant opportunity for additional vouchers. He stated that the waiting list for Section 8 Housing vouchers is approximately 795 at this time.

Mr. Gray requested additional information on Section 8 Housing. There was further discussion on Section 8 Housing. Mr. Gray requested that a meeting with Mr. Starnes be scheduled in the future to further discuss Section 8 Housing.

After further discussion, **motion was made by Mr. Darby, seconded by Mr. Plummer, to approve the Section 8 Housing Annual Agency Plan, as presented.**

The President called for public comment. There being none, **votes were cast, and the motion carried unanimously.**

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Dr. Andrea Master Everson, CEO and Medical Director of Robinson's Rescue, expressed appreciation to the police jury for allowing her to come before the police jury today. She stated that Robinson's Rescue is the first low-cost spay/neuter clinic in the State of Louisiana. She further stated that in the last 14 years, Robinson's Rescue has spayed/neutered approximately 80,000 pets with a one-veterinarian team. Dr. Everson provided additional information on the clinic.

Dr. Everson provided information on the three programs available at Robinson's Rescue. She stated that education is the key to assist with controlling the unwanted pet population. She further stated that the program that receives the majority of their focus for education and outreach is the Subsidized Spay/Neuter Incentive Program (SSNIP). Dr. Everson stated that SSNIP is for low-income citizens to get their pets spayed/neutered for free, as well as a free rabies shot.

Dr. Everson provided additional information on their outreach and education for other programs. She stated that as the number of surgeries increase, the intake and euthanasia numbers decrease.

Dr. Everson stated that approximately 25 percent of the surgeries from Bossier Parish were funded through the parish's appropriation. She provided additional information on funding. Dr. Everson requested an increase in the amount of the appropriation from Bossier Parish from \$10,000.00 to \$20,000.00 for 2023, which would allow for approximately 318 free surgeries and rabies vaccinations to pets in need from Bossier Parish.

Dr. Everson stated that they do not receive any federal or state funding. She stated that she performs approximately 35 to 40 surgeries per day Monday through Thursday of each week. She further stated that they have been searching for an additional veterinarian for the last five years, but this is a specialized practice and they have not had success in finding an additional veterinarian.

Dr. Everson stated that prices for their services have not increased during the 14 years they have been open.

Mr. Cochran expressed appreciation to Robinson's Rescue for their dedication and work with animals in Caddo and Bossier Parishes, and recommended that jurors who have not toured Robinson's Rescue facility to do so.

Dr. Everson provided information on the Community Cat Assistance Program (CCAP) which is a team of

volunteers that trap feral cats and bring the cats in to be spayed/neutered. She stated that once the feral cats have recovered, they are released in the area they were trapped. She stated that she performs approximately 10 surgeries per day on feral cats Monday through Thursday.

The request will be considered during budget proceedings.

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Ms. Devin Blue, 116 Shreveport Road, Barksdale AFB, LA 71110, was present. She stated that she wanted to discuss the recent changes to the Bossier Parish Library Board of Control. She further stated that she watches the police jury meetings via live stream because she is at work when the police jury has its meetings.

Ms. Blue stated that during police jury meetings, matters concerning the Library Board of Control are being voted on when there is no item on the agenda. She requested that any items concerning the Library Board of Control be included on the agenda so that concerned citizens can plan to take off work to be present at the police jury meeting.

Ms. Blue stated that when a vote is called on items concerning the Library Board of Control, police jury members that are board members on the Library Board of Control do not abstain from those votes. She stated that those votes include appointments to the Library Board of Control. She requested that police jury members that serve as board members on the Library Board of Control abstain on those votes due to it being a conflict of interest.

Ms. Blue stated that since October of 2020, the police jury removed and replaced three private citizens that served as board members on the Library Board of Control. She stated that the police jury appointed police jurors in their place even though applications from private citizens who were interested in serving on the board had been submitted for consideration. Ms. Blue further stated that the police jury did not consider the applications from private citizens as replacements on the board. She stated that the police jury advertised vacancies on the Industrial Development Board of BP and the Bossier Public Trust Financing Authority board and feels that vacancies on the Library Board of Control should have been advertised as well.

Ms. Blue stated that police jury terms are for four years and the Library Board of Control terms are for five years. She asked if police jurors that are currently serving on the Library Board of Control are not re-elected as a police juror, if they would be allowed to continue to serve as a board member.

Mr. Salzer expressed appreciation to Ms. Blue for attending today's meetings, and that the police jury will take Ms. Blue's comments under advisement.

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**Motion was made by Mr. Brotherton, seconded by Mr. Plummer, to authorize the advertising of bids for Project No. 2022-109, South Bossier Park-New Athletic Fields, bid date to be determined.**

The President called for public comment. Mr. Hudson stated that the parish has received a Line Item Appropriation in the amount of \$75,000.00 from the Louisiana Department of the Treasury and the State of Louisiana for improvements to South Bossier Park consisting of four new soccer/football fields. He stated that the remaining costs will be funded through the Parks and Recreation Fund.

**Votes were cast and the motion carried unanimously.**

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Ms. Hauser announced the public hearing to consider approval of the proposed plat and site plan for Robella Office Park Subdivision, located in Section 33, Township 19 North, Range 13 West, Bossier Parish, LA; located on the corner of Wemple Road and Old Brownlee Road. This matter was tabled on September 21, 2022. This application (Case P-28-22) received a favorable recommendation from the Bossier City-Parish MPC.

Mr. Hudson requested that this item be removed from the agenda.

**Motion was made by Mr. Jorden, seconded by Mr. Marsiglia, to remove from the agenda the public hearing to consider approval of the proposed plat and site plan for Robella Office Park Subdivision, located in Section 33, Township 19 North, Range 13 West, Bossier Parish, LA; located on the corner of Wemple Road and Old Brownlee Road. (Bossier MPC Case P-28-22)**

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

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Ms. Hauser announced the public hearing to consider approval of the proposed development of Faith Ridge Subdivision, located in Section 25, Township 20 North, Range 12 West, Bossier Parish, LA; located near Linton Bellevue Road.

Mr. Charlie Coyle, Coyle Engineering, Inc., and Mr. Mathis McGrath were present. Mr. Hudson stated that the proposed development is a 28-lot subdivision with the majority of the lots fronting Highway 157. He stated that the State has reviewed the proposed plat and has no objection to the driveways being located off Highway 157. He further stated that due to sight-distance issues the State is requiring that some of the lots share a driveway. Mr. Coyle stated that the proposed plat provides the location of each driveway.

Mr. Hudson stated that McConnell Road and Buffalo Road are tacitly dedicated roads. He stated that the developer has agreed to dedicate the remainder of McConnell Road, which is 60-feet wide, to the parish. He further stated that Buffalo Road is only 40 feet wide and the developer has agreed to dedicate a 60-foot width.

Mr. Hudson stated that there are three to four lots on Buffalo Road and the developer has agreed to participate in the cost to soil-cement the section of the road at these lots. He stated that the approximate cost to soil-cement this portion of Buffalo Road is \$35,000.00. He further stated that a portion of Buffalo Road is in the 2023 Road Overlay Program.

Mr. Hudson stated that drainage for this development has been reviewed and there are no issues. He stated that it is planned that each lot will have yard lights. He recommended approval of the proposed development of Faith Ridge Subdivision.

There being no objection, **motion was made by Mr. Jorden, seconded by Mr. Rodgers, to approve the proposed development of Faith Ridge Subdivision, located in Section 25, Township 20 North, Range 12 West, Bossier Parish, LA; located near Linton Bellevue Road.**

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

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Ms. Hauser announced the public hearing to consider approval of the plat of the proposed development of Lucky Partition Subdivision, Unit No. 2B, being a resubdivision of Lot 6B, Lucky Partition Subdivision, Unit No. 2A, located in Section 3, Township 16 North, Range 12 West, Bossier Parish, LA; located off Bull Fight Road. This application (Case P-PLAT-000031-2022) received a favorable recommendation from the Bossier City-Parish MPC.

Mr. Randal Hilton, Professional Land Surveyor, was present. Mr. Hudson stated that Unit No. 6 consisted of two 20-acre tracts of land and Mr. William Lucky is requesting to subdivide the tract of land. He stated that the levee board has reviewed and approved the proposed plat. He further stated that the drainage plan and installation of pipes in Bullfight Bayou have been reviewed, and a petition has been signed by all property owners.

Mr. Hudson recommended approval of the proposed plat. There being no objection, **motion was made by Mr. Brotherton, seconded by Mr. Plummer, to approve the plat of the proposed development of Lucky Partition Subdivision, Unit No. 2B, being a resubdivision of Lot 6B, Lucky Partition Subdivision, Unit No. 2A, located in Section 3, Township 16 North, Range 12 West, Bossier Parish, LA; located off Bull Fight Road. (Bossier MPC P-PLAT-000031-2022)**

The President called for public comment. There being none, **motion carried with the following votes recorded:**

<b>YEAS:</b>	<b>Mr. Benton, Mr. Brotherton, Mr. Cochran, Mr. Darby, Mr. Gray, Mr. Jorden, Mr. Marsiglia, Mr. Plummer, Mr. Rimmer, Mr. Rodgers, Mr. Salzer</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>Ms. Parks</b>
<b>ABSENT:</b>	<b>None</b>

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Ms. Hauser announced the public hearing to consider approval of the plat of the proposed development of Belmere Subdivision, Unit No. 6, located in Section 4, Township 19 North, Range 13 West, Bossier Parish, LA; previously approved on December 15, 2021; located off Julesburg Lane. This application (Case BP-19-22) received a favorable recommendation from the Benton-Parish MPC.

Mr. Micha Duffy, Coyle Engineering Co., Inc., was present. He stated that it is planned for water and sewer service to be provided by the Town of Benton, and streets and drainage to be maintained by the Parish of Bossier. He further stated that all plans have been reviewed by the parish with all concerns having been resolved, and comments submitted by the Town of Benton are currently being reviewed.

Mr. Hudson recommended approval. There being no objection, **motion was made by Mr. Rodgers, seconded by Mr. Marsiglia, to approve the plat of the proposed development of Belmere Subdivision, Unit No. 6, located in Section 4, Township 19 North, Range 13 West, Bossier Parish, LA; previously approved on December 15, 2021; located off Julesburg Lane. (Benton-Parish BP-19-22)**

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

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**Motion was made by Mr. Brotherton, seconded by Mr. Plummer, to schedule a public hearing on November 2, 2022, to consider adoption of an ordinance prohibiting the use of “jake brakes” or “unmuffled compression brakes” on Highway 154 at Atkins Clark Road.**

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

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**Motion was made by Mr. Brotherton, seconded by Mr. Rimmer, to schedule a public hearing on November 2, 2022, to establish a speed limit of 30 miles per hour on Franklin Road, located in Sections 23 and 24, Township 17 North, Range 12 West, Bossier Parish, LA.**

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

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**Motion was made by Mr. Jorden, seconded by Mr. Brotherton, to schedule a public hearing on November 16, 2022, to consider the application of Durr Engineering, LLC, to the Haughton Parish MPC, for a zoning amendment to change the zoning classification of three tracts of land totaling approximately 18 acres, located at the northwest corner of State Highway 157 and Highway 80, in Section 8, Township 18 North, Range 11 West, Bossier Parish, LA, from R-A, Residential Agriculture District, to I-1, Light Industrial District, for a storage facility; Case HP-2-22-Favorable recommendation by the Haughton-Parish MPC.**

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

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Mr. Ghormley reported on a meeting of the Property Standards Board of Review, advising that it is recommended that a condemnation hearing be scheduled on October 19, 2022, to consider condemnation of property located at 623 Lawrence Drive, Haughton, LA, Tax Assessment No. 114230.

**Motion was made by Mr. Benton, seconded by Mr. Plummer, to schedule a condemnation hearing on October 19, 2022, to consider the condemnation of property located at 623 Lawrence Drive, Haughton, LA, Tax Assessment No. 114230.**

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Mr. Ghormley stated that the Board of Review recommended that a condemnation hearing be scheduled on October 19, 2022, to consider condemnation of property located at 130 Rye Circle, Bossier City, LA, Tax Assessment No. 110820.

**Motion was made by Mr. Plummer, seconded by Mr. Darby, to schedule a condemnation hearing on October 19, 2022, to consider the condemnation of property located at 130 Rye Circle, Bossier City, LA, Tax Assessment No. 110820.**

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Mr. Ghormley presented photographs of the condemned property located at 5221 John Wilson Drive, Bossier City, LA, Tax Assessment No. 102697, taken September 30, 2022. He stated that the police jury gave the property owner a three-week extension on August 3, 2022, to clean the property. He stated that parish crews began cleaning the property on September 30, 2022, and finished on Monday, October 3, 2022. He presented photographs of the cleaned property. A lien on the property is to be filed with the 26<sup>th</sup> Judicial District Clerk of Court’s Office.

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Ms. Hauser stated that there is no report on the Housing Authority Committee meeting because the meeting was cancelled.

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Mr. Darby, Chairman of the Juvenile Committee, reported on the meeting of that committee held today at 11:30 a.m. Committee members attending the Juvenile Committee meeting were Mr. Darby, Mr. Salzer, Mr. Rimmer, Mr. Jorden, Mr. Benton, Mr. Cochran, and Mr. Gray. Ms. Hauser, Mr. Ford, Mr. Kenny Loftin, Ms. Staci Scott, Mr. Pat Culverhouse, Ms. Jessica Aldridge, Mr. Jackson, Ms. Julie Gill, and Ms. Stacie Fernandez were also present. Other jurors present were Mr. Plummer, Mr. Brotherton, Mr. Marsiglia, and Mr. Rodgers.

Mr. Darby stated that Mr. Kenny Loftin, Director at Ware Youth Center, and Ms. Staci Scott, Assistant Director at Ware Youth Center, were present. He stated that Mr. Loftin provided a report on Ware Youth Center’s insurance and the increase in the rate. He further stated that Mr. Loftin provided information on the programs offered at Ware Youth Center. Mr. Darby stated that Mr. Loftin advised that staffing shortage is a problem at Ware Youth Center.

Mr. Darby stated that there was discussion regarding the issues with housing 17 year-olds at Ware Youth Center. He further stated that possible grant funding was discussed.

Mr. Darby stated that Ware Youth Center has 24 beds and are housing Bossier Parish juveniles at this time. He stated that the increase in costs for food and other needed supplies were discussed.

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Mr. Rodgers, Chairman of the Road/Subdivision Regulations Committee, reported on the meeting of that committee held today at 12:30 p.m. Committee members attending the Road/Subdivision Regulations Committee meeting were Mr. Rodgers, Mr. Salzer, Mr. Brotherton, Mr. Jorden, Mr. Plummer, Mr. Rimmer, Mr. Benton, Mr. Marsiglia, Mr. Ford, Mr. Jackson, and Mr. Hudson. Ms. Hauser, Ms. Julie Gill, Ms. Stacie Fernandez, Ms. Jessica Aldridge, Mr. Pat Culverhouse, Mr. Mark Coutee, Ms. Carolina Blunk, Ms. Katie Banks, Mr. Larry Landry, Mr. Matt Redmon, Ms. Monica Grappe, and Mr. Warren Saucier were also present. Other jurors present were Mr. Darby and Mr. Cochran.

Mr. Rodgers stated that the committee discussed the addition of roadways in the parish to assist with traffic congestion.

**Motion was made by Ms. Parks, seconded by Mr. Rodgers, to authorize an expenditure of funds in an amount up to \$350,000.00 for land acquisition, engineering and surveying services for the proposed extension of Innovation Drive (Town Lake Boulevard) and Dairy Lane, and to authorize the execution of documents.**

The President called for public comment. There being none, **motion carried with the following votes recorded:**

- YEAS: Mr. Benton, Mr. Brotherton, Mr. Cochran, Mr. Darby, Mr. Gray, Mr. Jorden, Ms. Parks, Mr. Plummer, Mr. Rimmer, Mr. Rodgers, Mr. Salzer**
- NAYS: None**
- ABSTAIN: Mr. Marsiglia**
- ABSENT: None**

**RESOLUTION**

BE IT RESOLVED by the Bossier Parish Police Jury in regular and legal session on this 5<sup>th</sup> day of October, 2022, that the Parish Administrator or Parish President be and is hereby authorized to execute on behalf of the Bossier Parish Police Jury, any and all documents or contracts in connection with the authorization of an expenditure of funds in an amount up to \$350,000.00 for land acquisition, engineering and surveying services for the proposed extension of Innovation Drive (Town Lake Boulevard) and Dairy Lane.

The resolution was offered by Ms. Parks, seconded by Mr. Rodgers. Upon vote, it was duly adopted on this 5th day of October, 2022, with the following votes recorded:

- YEAS: Mr. Benton, Mr. Brotherton, Mr. Cochran, Mr. Darby, Mr. Gray, Mr. Jorden, Ms. Parks, Mr. Plummer, Mr. Rimmer, Mr. Rodgers, Mr. Salzer**
- NAYS: None**
- ABSTAIN: Mr. Marsiglia**
- ABSENT: None**

RACHEL D. HAUSER  
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT  
BOSSIER PARISH POLICE JURY

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**Motion was made by Mr. Plummer, seconded by Mr. Brotherton, to approve combining police jury meetings for the month of January, 2023, to meet January 18, 2023, with the Finance Committee meeting to be held at 1:30 p.m., followed by the regular meeting at 2:00 p.m.**

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

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**Motion was made by Mr. Darby, seconded by Mr. Plummer, to adopt a Procurement Policy for compliance with the FY2022-2023 Louisiana Community Development Block Grant (LCDBG) Program, and to authorize the execution of any and all documents in connection with said policy.**

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

#### RESOLUTION

A RESOLUTION ADOPTING PROCEDURES TO BE UTILIZED FOR PROCUREMENT WITH LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

WHEREAS, 2 CFR 200.317-326 establishes regulations pertaining to the use of Federal Funds for procurement; and

WHEREAS, each entity using Federal Funds for procurement must, in accordance with 2 CFR 200.317-326, have established Procurement Procedures; and

WHEREAS, any Bossier Parish Police Jury, Louisiana Community Development Block Grant (LCDBG) funds are affected by this requirement;

NOW, THEREFORE, BE IT RESOLVED by the Bossier Parish Police Jury that the following Procurement Policy be adopted for use with respect to the utilization of Louisiana Community Development Block Grant Funds:

#### **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 Bossier 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 Bossier 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 Bossier Parish Police Jury 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 Bossier 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 Bossier Parish Police Jury 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 Bossier Parish Police Jury 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 Bossier Parish Police Jury 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 Bossier 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. Bossier Parish Police Jury shall not place unreasonable requirements on firms in order for them to qualify to do business. Nor will Bossier Parish Police Jury encourage or participate in noncompetitive practices among firms. The Bossier Parish Police Jury is alert to organizational conflicts which would jeopardize the negotiation process and limit competition. Bossier 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 Bossier 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 Bossier 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 proposals in response to a written request from the Bossier 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. Bossier 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 Bossier 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 Bossier Parish Police Jury 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 Bossier 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 Bossier 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 Bossier Parish Police Jury through legal processes shall be considered in instances of identified significant nonperformance.

The resolution was offered by Mr. Darby, seconded by Mr. Plummer. It was duly adopted on this 5<sup>th</sup> day of October, 2022, with the following votes recorded:

YEAS:	Mr. Benton, Mr. Brotherton, Mr. Cochran, Mr. Darby, Mr. Gray, Mr. Jorden, Mr. Marsiglia, Ms. Parks, Mr. Plummer, Mr. Rimmer, Mr. Rodgers, Mr. Salzer
NAYS:	None
ABSTAIN:	None
ABSENT:	None

RACHEL D. HAUSER  
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT  
BOSSIER PARISH POLICE JURY

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**Motion was made by Mr. Rimmer, seconded by Mr. Darby, to adopt a resolution addressing the administrative and engineering aspects of the proposed FY2023 Louisiana Community Development Block Grant (LCDBG) Project Applications for Street Improvements in Bossier Parish.**

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

**RESOLUTION**

A RESOLUTION AUTHORIZING THE PARISH PRESIDENT TO EXECUTE ON BEHALF AND IN THE NAME OF THE BOSSIER PARISH POLICE JURY A CONTRACT FOR LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATIVE SERVICES

WHEREAS, the Bossier Parish Police Jury intends to apply for Louisiana Community Development Block Grant (LCDBG) funds in order to make public facility improvements; and

WHEREAS, the Bossier Parish Police Jury is in need of the services of an experienced administrative consulting firm to develop the LCDBG application and to provide administrative services in connection with the grant if the application is selected for funding; and

WHEREAS, *The Coordinating and Development Corporation*, the regional planning and development district for Northwest Louisiana, has submitted documentation of its extensive experience in developing LCDBG applications and providing administrative services for LCDBG projects; and

WHEREAS, *The Coordinating and Development Corporation* has provided a summary of the direct and indirect charges for LCDBG administrative services, including the basis on which the charges were calculated, and these charges have been found to be reasonable and acceptable; and

WHEREAS, *The Coordinating and Development Corporation* will be paid the contract amount not to exceed \$45,000.00 paid entirely out of local funds for LCDBG administrative services; and

WHEREAS, *The Coordinating and Development Corporation* will be paid a \$6,000.00 application fee, regardless of funding status; and

WHEREAS, *The Coordinating and Development Corporation* will be paid the remaining balance of \$39,000.00 only if the application is selected for funding.

NOW, THEREFORE, BE IT RESOLVED by the Bossier Parish Police Jury that the President is authorized to execute on behalf of the Bossier Parish Police Jury, a contract for LCDBG application development and LCDBG administrative services with *The Coordinating and Development Corporation*.

The resolution was offered by Mr. Rimmer, seconded by Mr. Darby. It was duly adopted on this 5<sup>th</sup> day of October, 2022, with the following votes recorded:

YEAS:	Mr. Benton, Mr. Brotherton, Mr. Cochran, Mr. Darby, Mr. Gray, Mr. Jorden, Mr. Marsiglia, Ms. Parks, Mr. Plummer, Mr. Rimmer, Mr. Rodgers, Mr. Salzer
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NAYS: None  
 ABSTAIN: None  
 ABSENT: None

RACHEL D. HAUSER  
 PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT  
 BOSSIER PARISH POLICE JURY

RESOLUTION

A RESOLUTION AUTHORIZING THE PARISH PRESIDENT TO EXECUTE ON BEHALF AND IN THE NAME OF THE BOSSIER PARISH POLICE JURY A CONTRACT FOR LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT ENGINEERING SERVICES

WHEREAS, the Bossier Parish Police Jury intends to apply for Louisiana Community Development Block Grant funds in order to make public facility improvements; and

WHEREAS, the Bossier Parish Police Jury is in need of the services of an experienced engineering consulting firm to develop the LCDBG application and to provide engineering services in connection with the grant if the application is selected for funding; and

WHEREAS, *Volkert, Inc.*, has submitted documentation of its extensive experience in providing engineering services for LCDBG projects; and

WHEREAS, *Volkert, Inc.*, has provided a summary of the direct and indirect charges for LCDBG engineering services, including the basis on which the charges were calculated and these charges have been found to be reasonable and acceptable; and

WHEREAS, *Volkert, Inc.*, will be paid the proposed contract amount entirely out of local funds for LCDBG engineering services only if the LCDBG application is selected for funding.

NOW, THEREFORE, BE IT RESOLVED by the Bossier Parish Police Jury that the Parish President is authorized to execute on behalf of the Bossier Parish Police Jury, a contract for LCDBG development and LCDBG engineering services with *Volkert, Inc.*

The resolution was offered by Mr. Rimmer, seconded by Mr. Darby. It was duly adopted on this 5<sup>th</sup> day of October, 2022, with the following votes recorded:

YEAS: Mr. Benton, Mr. Brotherton, Mr. Cochran, Mr. Darby, Mr. Gray, Mr. Jorden, Mr. Marsiglia, Ms. Parks, Mr. Plummer, Mr. Rimmer, Mr. Rodgers, Mr. Salzer

NAYS: None  
 ABSTAIN: None  
 ABSENT: None

RACHEL D. HAUSER  
 PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT  
 BOSSIER PARISH POLICE JURY

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**Motion was made by Mr. Cochran, seconded by Mr. Rimmer, to adopt a resolution authorizing the Parish President to execute any and all documents in connection with the FY2023 Louisiana Community Development Block Grant (LCDBG) Program – Street Improvements in Bossier Parish.**

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

RESOLUTION

BE IT RESOLVED by the Bossier Parish Police Jury in regular and legal session on this 5<sup>th</sup> day of October, 2022, that the Parish Administrator or Parish President be and is hereby authorized to execute on behalf of the Bossier Parish Police Jury, any and all documents or contracts in connection with the FY2023 Louisiana Community Development Block Grant (LCDBG) Program – Street Improvements in Bossier Parish.

The resolution was offered by Mr. Cochran, seconded by Mr. Rimmer. Upon unanimous vote, it was duly adopted on this 5<sup>th</sup> day of October, 2022.

RACHEL D. HAUSER  
 PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT  
 BOSSIER PARISH POLICE JURY

\*\*\*

**Motion was made by Mr. Brotherton, seconded by Mr. Jorden, to adopt an ordinance to officially post certain bridge structures in Bossier Parish in connection with the Louisiana Off-System Bridge Replacement Program.**

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

ORDINANCE NO. 4911

AN ORDINANCE TO OFFICIALLY POST CERTAIN BRIDGE STRUCTURES LOCATED ALONG THE PARISH TRANSPORTATION SYSTEM IN THE PARISH OF BOSSIER, STATE OF LOUISIANA

WHEREAS, the Bossier Parish Police Jury is responsible for health, safety and welfare of the public utilizing the parish transportation system in Bossier Parish, and the bridge structures located on these transportation routes; and

WHEREAS, the Bossier Parish Police Jury, in order to provide advance information regarding the bridge structures located on its parish transportation routes, has structurally rated and posted certain bridges, as required by federal, state and local laws.

NOW, THEREFORE, BE IT ORDAINED by the Bossier Parish Police Jury that the bridge structures listed below by structure number and location are hereby officially posted by signing to provide sufficient advance notice to the motoring public as to the load carrying capabilities of each structure:

<u>Structure</u>	<u>Location</u>	<u>Load Posting (T)</u>
PO832225933301	Smith Road, Red Chute Bayou	15-25
PO832351933431	Winfield Road, Connell Branch	10-15
PO832523934411	Old Plain Dealing Hwy, Collinsburg Creek	10-15
PO832526934161	Antrim Road, Lil Cypress Creek	15-25
PO833010934591	McCance Road, Posten Bayou	5

PO832544934211	Palmetto Street, Trib Lil Cypress Bayou	25-40
PO832541934191	S. Perrin Street, Lil Cypress Bayou	25-40 (Temporarily Closed)
PO832187933071	Atkins Clark Road, Flat River Ditch	15-25

BE IT FURTHER ORDAINED, etc., that all ordinances or parts of ordinances in conflict herewith are hereby repealed.

The ordinance was offered by Mr. Brotherton, seconded by Mr. Jordan. Upon unanimous vote, it was duly adopted on this 5<sup>th</sup> day of October, 2022.

RACHEL D. HAUSER  
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT  
BOSSIER PARISH POLICE JURY

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**Motion was made by Mr. Rimmer, seconded by Mr. Brotherton, to adopt the Annual Certification of Compliance with the State of Louisiana Off-System Bridge Replacement Program.**

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

RESOLUTION

ANNUAL CERTIFICATION OF COMPLIANCE WITH THE STATE OF LOUISIANA OFF-SYSTEM BRIDGE REPLACEMENT PROGRAM.

WHEREAS, the code of Federal Regulation, as enacted by the United States Congress, mandates that all structures defined as bridges located on all public roads shall be inspected, rated for safe load capacity and posted in accordance with the National Bridge Inspection Standards and that an inventory of these bridges be maintained by each State; and

WHEREAS, responsibility to inspect, rate and load post those bridges under the authority of Bossier Parish in accordance with those Standards is delegated by the Louisiana Department of Transportation and Development to Bossier Parish.

NOW THEREFORE, BE IT RESOLVED that the governing authority of Bossier Parish in regular meeting assembled does hereby certify to the Louisiana Department of Transportation and Development (herein referred to as DOTD) that for the period October 1, 2022, through September 30, 2023:

1. The Parish has performed and will continue to perform all interim inspections on all parish owned or maintained bridges in accordance with the National Bridge Inspection Standards.

2. All bridges owned or maintained by the Parish have been structurally analyzed and rated by the parish as to the safe load capacity in accordance with AASHTO Manual for Maintenance Inspection of Bridges. The load posting information that has been determined by the Louisiana DOTD for all bridges where the maximum legal load under Louisiana state law exceeds the load permitted under the operating rating as determined above has been critically reviewed by the Parish. Load posting information has been updated by the Parish to reflect all structural changes, any obsolete structural ratings or any missing structural ratings.

3. All Parish owned or maintained bridges which require load posting or closing are load posted or closed in accordance with the table in the DOTD Engineering Directives and Standards Manual Directive No. 1.1.1.8. All DOTD supplied load posting information concerning a bridge has been critically reviewed by the Parish Engineer prior to load posting.

4. All bridges owned or maintained by the Parish are shown on the attached list in the format specified by the DOTD. Corrections to data supplied to the Parish by LA DOTD are noted.

These stipulations are prerequisites to participation by the Parish in the Off-System Bridge Replacement Program.

This resolution was considered section by section and as a whole. Upon motion by Mr. Rimmer, second by Mr. Brotherton, and vote, it was duly adopted on this 5<sup>th</sup> day of October, 2022.

RACHEL D. HAUSER  
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT  
BOSSIER PARISH POLICE JURY

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**Motion was made by Mr. Plummer, seconded by Mr. Gray, to approve the applications for renewal of Bossier Parish beer/liquor licenses for 2023, subject to approval by the health department.**

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.** The applications have been approved by the Bossier Parish Sheriff's Department.

- American Legion Koran Post #388 – Beer
- Brooks Lakeview Inn – Beer
- Wilson's Bistineau Inn – Beer and Liquor

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**Motion was made by Mr. Plummer, seconded by Mr. Gray, to approve applications for renewal of Bossier Parish beer/liquor licenses for 2023.**

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.** Each application has been approved by the Bossier Parish Sheriff's Department and the Health Department.

- Four Way Country Club – Beer and Liquor
- Four Way Country Store – Beer and Liquor
- Neighbors – Beer and Liquor
- Willow Chute Grocery – Beer and Liquor

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Mr. Mark Prevot, Prevot Design Services, APAC, presented Change Order No. 1 for Project No. 2021-129, Bossier Parish Libraries, New Central Library. He stated that the proposed change order allows for an increase in the amount of \$11,392.00 and an additional 161 calendar contract days. He stated that there was a delay in receiving bar joists and after attempting to find other structural systems that could be received sooner, it

was determined that the contract amount would increase by approximately \$300,000.00. He further stated that the Library Board of Control decided to wait on the original bar joists to be delivered.

Mr. Prevot stated that the delay was due to supply and demand and therefore was neither the fault of the contractor or owner. He stated that the contractor originally requested additional compensation due to this delay, but it is recommended that an additional 161 contract days be allowed and not the request for compensation.

Mr. Prevot stated that the proposed change order also includes the addition of electronics after the project was let. He provided additional information on the additional electronics.

Mr. Prevot stated that the proposed Change Order No. 1 allows for an increase in the amount of \$11,392.00 and an additional 161 contract days.

**Motion was made by Mr. Cochran, seconded by Mr. Brotherton, to approve Change Order No. 1 for Project No. 2021-129, Bossier Parish Libraries, New Central Library, and to authorize the execution of documents. Said change order results in an increase in the amount of \$11,392.00 and an additional 161 contract days.**

The President called for public comment. Mr. Rimmer asked if Ms. Heather McEntee, Bossier Parish Library Director, was present. No one was present.

**Votes were cast and the motion carried unanimously.**

#### RESOLUTION

BE IT RESOLVED by the Bossier Parish Police Jury in regular and legal session on this 5<sup>th</sup> day of October, 2022, that it does hereby approve Change Order No. 1 for Project No. 2021-129, Bossier Parish Libraries, New Central Library.

BE IT FURTHER RESOLVED that the Parish Administrator or Parish President is hereby authorized to execute said Change Order No. 1.

The resolution was offered by Mr. Cochran, seconded by Mr. Brotherton. Upon unanimous vote, it was duly adopted on this 5<sup>th</sup> day of October, 2022.

RACHEL D. HAUSER  
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT  
BOSSIER PARISH POLICE JURY

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Mr. Hudson presented Change Order No. 1 for S.P. No. H.007400.6, North Bossier Shared Use Trail, Phase II, Bossier Parish, project. He stated that the State has reviewed and approved the proposed change order. He further stated that there were issues with existing subgrade which required removal of some of the subgrade.

Mr. Bruce Easterly, Beast Engineering, Inc., stated that the proposed change order results in an increase of \$47,676.39. He stated that the State and the parish are participating in the cost of this project with the State paying 80 percent and the parish paying 20 percent. He further stated that the existing subgrade was bad in the area of the project and it was required that the subgrade be stabilized so that the equipment was stable.

**Motion was made by Mr. Marsiglia, seconded by Mr. Gray, to approve Change Order No. 1 for S.P. No. H.007400.6, North Bossier Shared Use Trail, Phase II, Bossier Parish, and to authorize the execution of documents. Said change order results in an increase in the amount of \$47,676.39.**

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

#### RESOLUTION

BE IT RESOLVED by the Bossier Parish Police Jury in regular and legal session on this 5<sup>th</sup> day of October, 2022, that it does hereby approve Change Order No. 1 for S.P. No. H.007400.6, North Bossier Shared Use Trail, Phase II, Bossier Parish.

BE IT FURTHER RESOLVED that the Parish Administrator or Parish President is hereby authorized to execute said Change Order No. 1.

The resolution was offered by Mr. Marsiglia, seconded by Mr. Gray. Upon unanimous vote, it was duly adopted on this 5<sup>th</sup> day of October, 2022.

RACHEL D. HAUSER  
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT  
BOSSIER PARISH POLICE JURY

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Mr. Hudson presented Change Order No. 2 for S.P. No. H.007400.6, North Bossier Shared Use Trail, Phase II, Bossier Parish, project. He stated that the proposed change order provides for the removal and extension of pipe headwalls for drainage work. He further stated that the change order also provides for changes of the typical section of the shared use trail. Mr. Easterly stated that currently the typical section is six inches of SB2 rock base with two inches of hot mix overlay, and will be changed to two inches of sand base with six inches of concrete. He stated that this will alleviate the issues with subgrade and allow for the contractor to operate his equipment in an area that does not interfere with existing utilities and other obstructions.

**Motion was made by Mr. Marsiglia, seconded by Mr. Gray, to approve Change Order No. 2 for S.P. No. H.007400.6, North Bossier Shared Use Trail, Phase II, Bossier Parish, and to authorize the execution of documents. Said change order results in an increase in the amount of \$42,111.04.**

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

RESOLUTION

BE IT RESOLVED by the Bossier Parish Police Jury in regular and legal session on this 5<sup>th</sup> day of October, 2022, that it does hereby approve Change Order No. 2 for S.P. No. H.007400.6, North Bossier Shared Use Trail, Phase II, Bossier Parish.

BE IT FURTHER RESOLVED that the Parish Administrator or Parish President is hereby authorized to execute said Change Order No. 2.

The resolution was offered by Mr. Marsiglia, seconded by Mr. Gray. Upon unanimous vote, it was duly adopted on this 5<sup>th</sup> day of October, 2022.

RACHEL D. HAUSER  
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT  
BOSSIER PARISH POLICE JURY

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**Motion was made by Mr. Rodgers, seconded by Mr. Jorden, to ratify approval of a Memorandum of Understanding between the Bossier Parish Police Jury and Capital Area Corporate Recycling Council for recycling surplus electronics, and to authorize the execution of documents.**

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

RESOLUTION

BE IT RESOLVED by the Bossier Parish Police Jury in regular and legal session on this 5<sup>th</sup> day of October, 2022, that it does hereby approve a Memorandum of Understanding between the Bossier Parish Police Jury and Capital Area Corporate Recycling Council for recycling surplus electronics.

BE IT FURTHER RESOLVED that the Parish Administrator or Parish President is hereby authorized to execute any and all documents in connection with said agreement.

The resolution was offered by Mr. Rodgers, seconded by Mr. Jorden. Upon unanimous vote, it was duly adopted on this 5<sup>th</sup> day of October, 2022.

RACHEL D. HAUSER  
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT  
BOSSIER PARISH POLICE JURY

\*\*\*

**Motion was made by Mr. Benton, seconded by Mr. Brotherton, to approve a proposal from Neel-Schaffer, Inc., in the amount of \$151,000.00 for a traffic study for the East-West Corridor Winfield Road Extension Project, and to authorize the execution of documents.**

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

RESOLUTION

BE IT RESOLVED by the Bossier Parish Police Jury in regular and legal session on this 5<sup>th</sup> day of October, 2022, that it does hereby accept the proposal from Neel-Schaffer, Inc., in the amount of \$151,000.00 for a traffic study for the East-West Corridor Winfield Road Extension Project.

BE IT FURTHER RESOLVED that the Parish Administrator or Parish President is hereby authorized to execute any and all documents in connection with said proposal.

The resolution was offered by Mr. Benton, seconded by Mr. Brotherton. Upon unanimous vote, it was duly adopted on this 5<sup>th</sup> day of October, 2022.

RACHEL D. HAUSER  
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT  
BOSSIER PARISH POLICE JURY

\*\*\*

**Motion was made by Mr. Plummer, seconded by Mr. Benton, to approve Amendment No. 3 to the Professional Services Agreement for Roadside Vegetation Management with EDKO, LLC, Project No. 2020-117, Roadside Vegetation Management, and to authorize the execution of documents.**

The President called for public comment. There was discussion on the mowing and spraying by EDKO, LLC. Mr. Hudson stated that the increase was due to additional scope as well as an allowable Consumer Price Index (CPI) increase.

**Votes were cast and the motion carried unanimously.**

RESOLUTION

BE IT RESOLVED by the Bossier Parish Police Jury in regular and legal session on this 5<sup>th</sup> day of October, 2022, that it does hereby approve Amendment No. 3 to the Professional Services Agreement for Roadside Vegetation Management with EDKO, LLC, Project No. 2020-117, Roadside Vegetation Management.

BE IT FURTHER RESOLVED that the Parish Administrator or Parish President is hereby authorized to execute any and all documents in connection with said agreement.

The resolution was offered by Mr. Plummer, seconded by Mr. Benton. Upon unanimous vote, it was duly adopted on this 5<sup>th</sup> day of October, 2022.

RACHEL D. HAUSER  
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT  
BOSSIER PARISH POLICE JURY

\*\*\*

**Motion was made by Mr. Benton, seconded by Mr. Brotherton, to adopt a resolution authorizing the Parish Administrator or Parish President to execute any and all documents in connection with the required acquisition for Covington Road Extension Project.**

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

## RESOLUTION

BE IT RESOLVED by the Bossier Parish Police Jury in regular and legal session on this 5<sup>th</sup> day of October, 2022, that the Parish Administrator or Parish President, be and is hereby authorized to execute on behalf of the Bossier Parish Police Jury, any and all documents in connection with required acquisition for Covington Road Extension Project.

The resolution was offered by Mr. Benton, seconded by Mr. Brotherton. Upon unanimous vote, it was duly adopted on this 5<sup>th</sup> day of October, 2022.

RACHEL D. HAUSER  
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT  
BOSSIER PARISH POLICE JURY

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Mr. Ford presented an invitation from Willis-Knighton Medical Center for a Fall BBQ on October 13, 2022, at the Elrod Cedar Lodge.

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Mr. Ford stated that the Shreveport-Bossier Mayors' Prayer Breakfast is scheduled for November 10, 2022, at the Bossier Civic Center. He stated that anyone planning to attend will need to purchase a ticket.

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Mr. Ford stated that Trailblazers will be hosting a Forestry Wildlife Field Day on Friday, October 7, 2022, at Red Oak Lake, 1495 Potter Road, Haughton, LA, from 9:00 a.m. to 2:00 p.m., to give forest landowners an opportunity to meet foresters, and learn about forest health, managing forestland for wildlife, harvesting, and more. He stated that lunch is being provided, therefore pre-registration is required. He asked that anyone planning to attend contact Mr. Benton.

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Mr. Ford reported on the Northwest Louisiana Council of Governments (NLCOG) Metropolitan Planning Organization (MPO) meeting held Friday, September 30, 2022. He reported that the Notice of Intent has been re-issued for the Jimmie Davis Bridge (LA 511) capacity project in Caddo and Bossier parishes and the Letters of Interest were due September 13, 2022. He stated that several Letters of Interest were received. Mr. Ford stated that the proposed project consists of a new four-lane bridge, along with making the current Jimmie Davis Bridge bike and pedestrian friendly.

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Mr. Ford reported that Dr. Loren C. Scott, Professor Emeritus of Economics at Louisiana State University, will be presenting his annual Louisiana Economic Outlook (L.E.O), Friday, October 7, 2022, at the Port of Caddo-Bossier. He encouraged the police jurors to attend.

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Mr. Ford reported that Mr. Hudson will be attending a meeting at the Bossier Rotary Club where Dr. Shawn Wilson, Secretary of the Louisiana Department of Transportation and Development (DOTD), will be providing a report on the I-20 Rehab Project that will let in November, the Jimmie Davis Bridge project, as well as several other projects.

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Mr. Hudson provided a report on several parish projects and the 2023 Road Overlay Program. He provided an update on Coleman Road and Dalrymple Road projects. He stated that work will begin Monday on Mayflower Road.

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Mr. Hudson provided an update on Project No. 2022-100, Bay Hills Main Entrance project. He provided an update on the Arthur Ray Teague Parkway Overlay project.

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Mr. Hudson stated that EDKO, LLC, who handles mowing and spraying for the parish is state licensed and therefore all chemicals used are approved.

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Mr. Hudson stated that the Bossier Parish Police Jury Engineering Department and the City of Bossier City Engineering Department will begin meeting once a quarter. He reported on a meeting held September 23, 2022, with Ben Rauschenbach, City Engineer, and Bossier City Mayor Tommy Chandler.

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Mr. Hudson presented a photograph of work being done for the Town of Benton Farmer's Market area.

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Mr. Mark Coutee, Public Works Director, presented an update on activities of the highway department and on several road projects in the parish.

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Mr. Jackson reported that he received a call Monday from the Louisiana Department of Health regarding violations of state and parish water requirements. He requested that the police jury ratify authorizing him to file a Motion for Contempt against Green Park Marina due to prior history of violations of water and sewer regulations.

**Motion was made by Mr. Plummer, seconded by Mr. Brotherton, to amend the agenda to ratify authorizing the Parish Attorney to file a Motion for Contempt against Green Park Marina for violations of state and parish water requirements.**

The President called for public comment. **Motion carried with the following votes recorded:**

**AYES:** Mr. Benton, Mr. Brotherton, Mr. Cochran, Mr. Darby, Mr. Gray, Mr. Jorden, Mr. Marsiglia, Ms. Parks, Mr. Plummer, Mr. Rimmer, Mr. Rodgers, Mr. Salzer

**NAYS:** None

**ABSTAIN:** None

**ABSENT:** None

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**Motion was made by Mr. Plummer, seconded by Mr. Brotherton, to ratify authorizing the Parish Attorney to file a Motion for Contempt against Green Park Marina for violations of state and parish water requirements.**

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

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There being no further business to come before the Bossier Parish Police Jury in regular and legal session on this 5<sup>th</sup> day of October, 2022, the meeting was adjourned by Mr. Salzer at 3:32 p.m.

RACHEL D. HAUSER  
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT  
BOSSIER PARISH POLICE JURY