

BOSSIER PARISH POLICE JURY
BENTON, LOUISIANA
MINUTES
September 21, 2022
www.bossierparishla.gov

The Bossier Parish Police Jury met in regular and legal session on the 21st day of September, 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. Glenn Benton, and the pledge of allegiance was led by Ms. Julianna Parks. 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, Excused	Mr. Doug Rimmer
Mr. Charles Gray	Mr. Philip Rodgers
Mr. John Ed Jordan	Mr. Tom Salzer

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.

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.

Ms. Hauser announced that the police jury will now convene as a Board of Tax Review to hear protests on 2022 tax assessments as established by the Bossier Parish Tax Assessor. Mr. Bobby Edmiston, Bossier Parish Tax Assessor, Mr. Brian Eubanks, Field Appraiser for the Bossier Parish Tax Assessor's Office, and Ms. Christina Garland, Controller/Personal Property Supervisor for the Bossier Parish Tax Assessor's office, were present.

Ms. Hauser announced the protest of Freestate Circle, LLC, 213 Kansas City Avenue, Shreveport, LA 71101. Ms. Tara Jones was present on behalf of Freestate Circle, LLC, for Assessment Nos. 122592 and 122595, and on behalf of Glenn and Christopher Kinsey Trustees for Assessment No. 122633.

Ms. Jones stated that there have been significant increases by the Assessor's Office in the fair market value for Assessment Nos. 122592, 122595, and 122633. She stated that no structures have been improved. She further stated that appraisers have been hired to appraise each property, but the appraisals have not been completed at this time. Ms. Jones stated that they are working to obtain information to justify the reason for the increased fair market values of each of the properties.

Ms. Jones stated that the Assessor's Office claims that each of the properties were not classed properly and the value increased when the properties were reclassified.

Ms. Jones stated that she is present today in order to preserve the right to appeal the assessed value for Assessment Nos. 122592, 122595, and 122633 to the Louisiana Tax Commission.

Mr. Edmiston stated that the Louisiana Tax Commission creates new classes of property due to new types of improvements on properties. He stated that the warehouses located on the properties with Assessment Nos. 122592, 122595, and 122633 are fairly old and located in Shreveport by the downtown airport.

Mr. Edmiston stated that when these properties were originally assessed approximately 40 to 60 years ago, they were assessed as plain warehouses. He stated that the warehouses located on these three properties are transit warehouses. Mr. Edmiston stated that transit warehouses have loading docks approximately every 50 feet where trucks can back-up to the dock and load items.

Mr. Edmiston stated that these properties were not reassessed. He stated that the class was corrected on each assessment which changed the values.

Mr. Brian Eubanks, Field Appraiser for the Bossier Parish Assessor's Office, presented evidence on behalf of the Bossier Parish Tax Assessor's Office for Assessment No. 122595. He stated that during COVID-19 the Assessor's Office performed a commercial occupancy check to ensure that buildings that were classified as a certain use were still being used for that purpose.

Mr. Eubanks stated that it was determined that 213 Kansas City Avenue, Shreveport, LA, Assessment No. 122595, was classified as an industrial building in 1986. He stated that the correct classification of the warehouse is a transit warehouse. He further stated that after correcting the classification of the warehouse, the fair market value increased.

Mr. Eubanks stated that the replacement cost new estimate from Marshall & Swift, backdated to 2019, is \$1,388,513.00. He stated that the assessed value of the improvements is \$864,772.00.

Mr. Edmiston stated that Marshall & Swift is a cost guide used to determine value. He stated that there are three approaches to value that is used by the Assessor's Office, which is the same three approaches an appraiser uses. He further stated the three approaches are market approach, cost approach, and income approach.

Mr. Edmiston stated that market approach on a warehouse is typically not relevant because there are usually not a lot of warehouses that sell in a market over a period of time. He stated that typically an income approach is not used because income and expenses are not provided on these properties. He further stated that the cost approach is normally used on most commercial buildings to obtain the value.

Mr. Edmiston stated that the Assessor's Office depreciated the estimate by Marshall & Swift back to 1986.

Motion was made by Mr. Plummer, seconded by Mr. Gray, to uphold the assessment of property owned by Freestate Circle, LLC, 213 Kansas City Avenue, Shreveport, LA 71101, Assessment No. 122595, as established by the Bossier Parish Tax Assessor.

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

RESOLUTION

WHEREAS, the Bossier Parish Police Jury met as a Board of Tax Review on September 21, 2022, in the Police Jury Meeting Room, Bossier Parish Courthouse, Benton, Louisiana, for the purpose of hearing protests on 2022 tax assessments as established by the Bossier Parish Tax Assessor, in accordance with the state law; and

WHEREAS, the following assessment was protested:

Property Owner: Freestate Circle, LLC

Legal Description: 213 Kansas City Avenue, Shreveport, LA

Assessment Number: 122595

Protested Assessed Value: \$123,221

WHEREAS, Notice of Appeal Request for Board of Review was mailed in and Ms. Tara Jones appeared before the Board of Tax Review representing the taxpayer.

NOW, THEREFORE, BE IT RESOLVED by the Bossier Parish Police Jury that Assessment No. 122595 be upheld as set by the Bossier Parish Tax Assessor, at \$123,221.

The resolution was offered by Mr. Plummer, seconded by Mr. Gray. Upon vote, it was duly adopted on this 21st day of September, 2022.

RACHEL D. HAUSER
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT
BOSSIER PARISH POLICE JURY

Mr. Edmiston announced the protest of Freestate Circle, LLC, 209 Kansas City Avenue, Shreveport, LA 71101. Ms. Tara Jones was present on behalf of Freestate Circle, LLC, Assessment No. 122592.

Mr. Brian Eubanks, Field Appraiser, presented evidence on behalf of the Bossier Parish Tax Assessor's Office for Assessment No. 122592. He stated that the warehouse located at 209 Kansas City Avenue, Shreveport, LA, was classed as an industrial building in 1983. He further stated that the correct classification for this warehouse is a transit warehouse.

Mr. Eubanks stated that the replacement cost new estimate from Marshall & Swift is \$1,513,376.00. He stated that the assessed value is \$1,257,188.00. He further stated that the warehouse is approximately 100,000 square feet under roof.

Motion was made by Mr. Plummer, seconded by Mr. Rimmer, to uphold the assessment of property owned by Freestate Circle, LLC, 209 Kansas City Avenue, Shreveport, LA 71101, Assessment No. 122592, as established by the Bossier Parish Tax Assessor.

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

RESOLUTION

WHEREAS, the Bossier Parish Police Jury met as a Board of Tax Review on September 21, 2022, in the Police Jury Meeting Room, Bossier Parish Courthouse, Benton, Louisiana, for the purpose of hearing protests on 2022 tax assessments as established by the Bossier Parish Tax Assessor, in accordance with the state law; and

WHEREAS, the following assessment was protested:

Property Owner: Freestate Circle, LLC

Legal Description: 209 Kansas City Avenue, Shreveport, LA

Assessment Number: 122592

Protested Assessed Value: \$179,173

WHEREAS, Notice of Appeal Request for Board of Review was mailed in and Ms. Tara Jones appeared before the Board of Tax Review representing the taxpayer.

NOW, THEREFORE, BE IT RESOLVED by the Bossier Parish Police Jury that Assessment No. 122592 be upheld as set by the Bossier Parish Tax Assessor, at \$179,173.

The resolution was offered by Mr. Plummer, seconded by Mr. Rimmer. Upon vote, it was duly adopted on this 21st day of September, 2022.

RACHEL D. HAUSER
PARISH SECRETARY

THOMAS D. SALZER PRESIDENT
BOSSIER PARISH POLICE JURY

Mr. Edmiston announced the protest of Glenn Victor Kinsey and Christopher Mahr Kinsey as Trustees for the AW Martin Trust, 1051 Hawn Avenue, Shreveport, LA 71101. Ms. Tara Jones was present on behalf of Glenn and and Christopher Kinsey Trustees, Assessment No. 122633.

Ms. Jones stated that this is a small, old warehouse located at 1051 Hawn Avenue, Shreveport, LA. She stated that the new assessed value doubled from last year.

Mr. Brian Eubanks, Field Appraiser, presented evidence on behalf of the Bossier Parish Tax Assessor's Office for Assessment No. 122633. He stated that the warehouse located at 1051 Hawn Avenue, Shreveport, LA, was classed as a utility building. He further stated that a utility building classification is four walls and a roof with no electricity, water, or sewerage. Mr. Eubanks stated that the correct classification for this building is a warehouse which increased the value.

Mr. Eubanks stated that originally the total property value was \$30,519 and after correcting the classification, the total property value increased to \$68,731.

Motion was made by Mr. Rimmer, seconded by Mr. Gray, to uphold the assessment of property owned by Glenn and and Christopher Kinsey Trustees, 1051 Hawn Avenue, Shreveport, LA 71101, Assessment No. 122633, as established by the Bossier Parish Tax Assessor.

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

RESOLUTION

WHEREAS, the Bossier Parish Police Jury met as a Board of Tax Review on September 21, 2022, in the Police Jury Meeting Room, Bossier Parish Courthouse, Benton, Louisiana, for the purpose of hearing protests on 2022 tax assessments as established by the Bossier Parish Tax Assessor, in accordance with the state law; and

WHEREAS, the following assessment was protested:

Property Owner: Glenn and and Christopher Kinsey Trustees

Legal Description: 1051 Hawn Avenue, Shreveport, LA

Assessment Number: 122633

Protested Assessed Value: \$9,085

WHEREAS, Notice of Appeal Request for Board of Review was mailed in and Ms. Tara Jones appeared before the Board of Tax Review representing the taxpayer.

NOW, THEREFORE, BE IT RESOLVED by the Bossier Parish Police Jury that Assessment No. 122633 be upheld as set by the Bossier Parish Tax Assessor, at \$9,085.

The resolution was offered by Mr. Rimmer, seconded by Mr. Gray. Upon vote, it was duly adopted on this 21st day of September, 2022.

RACHEL D. HAUSER
PARISH SECRETARY

THOMAS D. SALZER PRESIDENT
BOSSIER PARISH POLICE JURY

Ms. Hauser announced the protest of 3070 Texas St Bossier City Holdings, LLC, (The Siegel Group), 3070 East Texas Street, Bossier City, LA 71111. Ms. Missy Wibbelsman, Paradigm Tax Group, 13105 Northwest Freeway, #1105, Houston, TX, was present via Zoom on behalf of the The Siegel Group, Assessment No. 127614.

Ms. Wibbelsman stated that she is present to reserve her client's right to appeal to the Louisiana Tax Commission. She stated that their proposed fair market value of 3070 East Texas Street, Bossier City, LA, is \$1,844,300.

Mr. Edmiston stated that this property is the Siegal Select Extended-Stay Living hotel.

Mr. Brian Eubanks, Field Appraiser, presented evidence on behalf of the Bossier Parish Tax Assessor's Office for Assessment No. 127614. He stated that the replacement cost new estimate from Marshall & Swift is \$1,636,096. He stated that the assessed property improvements is \$1,689,027.

Mr. Eubanks stated that the building was built in 1997 and ranks third when considering four comparable assessed values. He stated that the improvement value of 3070 East Texas Street per square feet is \$56.76. He further stated that Quality Inn, 1100 Delhi Street is \$39.21 per square feet, Hampton Inn, 1005 Gould Drive is \$52.22 per square feet, and Quality Inn, 2717 Village Lane is \$68.51.

Motion was made by Mr. Rimmer, seconded by Mr. Jorden, to uphold the assessment of personal property owned by 3070 Texas St Bossier City Holdings, LLC, (The Siegel Group), 3070 East Texas Street, Bossier City, LA 71111, Assessment No. 127614, as established by the Bossier Parish Tax Assessor.

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

RESOLUTION

WHEREAS, the Bossier Parish Police Jury met as a Board of Tax Review on September 21, 2022, in the Police Jury Meeting Room, Bossier Parish Courthouse, Benton, Louisiana, for the purpose of hearing protests on 2022 tax assessments as established by the Bossier Parish Tax Assessor, in accordance with the state law; and

WHEREAS, the following assessment was protested:

Property Owner: 3070 Texas St Bossier City Holdings, LLC, (The Siegel Group)

Legal Description: 3070 East Texas Street, Bossier City, LA

Assessment Number: 127614

Protested Assessed Value: \$353,334

WHEREAS, Notice of Appeal Request for Board of Review was received via email and Ms. Missy Wibbelsman, Paradigm Tax Group, appeared before the Board of Tax Review via Zoom representing the taxpayer.

NOW, THEREFORE, BE IT RESOLVED by the Bossier Parish Police Jury that Assessment No. 127614 be upheld as set by the Bossier Parish Tax Assessor, at \$353,334.

The resolution was offered by Mr. Rimmer, seconded by Mr. Jorden. Upon vote, it was duly adopted on this 21st day of September, 2022.

RACHEL D. HAUSER
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT
BOSSIER PARISH POLICE JURY

Mr. Edmiston announced the protest of The Kroger Company, 1050 George Dement Drive, Bossier City, LA 71111. Ms. Missy Wibbelsman, Paradigm Tax Group, was present via Zoom on behalf of The Kroger Company for Assessment No. 178143.

Ms. Wibbelsman stated that she is requesting that the fair market value of this property be reduced to \$10,774,673 based on Marshal & Swift cost guide, and when using the income approach the value is at \$11,400,000.

Mr. Edmiston asked if the Marshal & Swift proposed value included land. Ms. Wibbelsman stated that the Marshal & Swift proposed value included land at \$3,728,500. Mr. Edmiston stated that the Assessor's Office is in a mass appraisal business, not a fee based appraisal business.

Mr. Brian Eubanks, Field Appraiser, presented evidence on behalf of the Bossier Parish Tax Assessor's Office for Assessment No. 178143. He stated that the assessed value for improvements is \$11,277,140. He further stated that the replacement cost new estimate from Marshall & Swift is \$11,977,774. Mr. Eubanks stated that no income information was provided.

Motion was made by Mr. Benton, seconded by Mr. Brotherton, to uphold the assessment of property owned by The Kroger Company, 1050 George Dement Boulevard, Bossier City, LA, Assessment No. 178143, as established by the Bossier Parish Tax Assessor.

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

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

NAYS: None

ABSTAIN: None

ABSENT: Mr. Darby, Mr. Rodgers

RESOLUTION

WHEREAS, the Bossier Parish Police Jury met as a Board of Tax Review on September 21, 2022, in the Police Jury Meeting Room, Bossier Parish Courthouse, Benton, Louisiana, for the purpose of hearing protests on 2022 tax assessments as established by the Bossier Parish Tax Assessor, in accordance with the state law; and

WHEREAS, the following assessment was protested:

Property Owner: The Kroger Company

Legal Description: 1050 George Dement Boulevard, Bossier City, LA

Assessment Number: 178143

Protested Assessed Value: \$1,968,731

WHEREAS, Notice of Appeal Request for Board of Review was received via email and Ms. Missy Wibbelsman, Paradigm Tax Group, appeared via Zoom before the Board of Tax Review representing the taxpayer.

NOW, THEREFORE, BE IT RESOLVED by the Bossier Parish Police Jury that Assessment No. 178143 be upheld as set by the Bossier Parish Tax Assessor, at \$1,968,731.

The resolution was offered by Mr. Benton, seconded by Mr. Brotherton. It was duly adopted on this 21st day of September, 2022, with the following votes recorded:

YEAS: Mr. Benton, Mr. Brotherton, Mr. Cochran, Mr. Gray, Mr. Jordan, Mr. Marsiglia, Ms. Parks, Mr. Plummer, Mr. Rimmer, Mr. Salzer

NAYS: None

ABSTAIN: None

ABSENT: Mr. Darby, Mr. Rodgers

RACHEL D. HAUSER
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT
BOSSIER PARISH POLICE JURY

Mr. Hauser announced the protest of Dox Properties, LLC, Caliber Collision, 3701 Benton Road, Bossier City, LA. Ms. Missy Wibbelsman, Paradigm Tax Group, 13105 Northwest Freeway, #1105, Houston, Texas, was present via Zoom on behalf of Dox Properties, LLC, for Assessment No. 104013.

Ms. Wibbelsman requested that the assessed value for this property be reduced to \$1,718,620.

Mr. Brian Eubanks, Field Appraiser, presented evidence on behalf of the Bossier Parish Tax Assessor's Office for Assessment No. 104013. He stated that the assessed value for improvements is \$2,338,633. He further stated that the replacement cost new estimate from Marshall & Swift is \$2,344,519.

Mr. Edmiston stated that this business is located at the Enterprise Rent-a-Car on Benton Road. He stated that Caliber Collision houses the majority of the building.

Motion was made by Mr. Benton, seconded by Mr. Brotherton, to uphold the assessment of property owned by Dox Properties, LLC, Caliber Collision, 3701 Benton Road, Bossier City, LA, Assessment No. 104013, as established by the Bossier Parish Tax Assessor.

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

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

NAYS: **None**

ABSTAIN: **None**

ABSENT: **Mr. Darby, Mr. Jordan**

RESOLUTION

WHEREAS, the Bossier Parish Police Jury met as a Board of Tax Review on September 22, 2022, in the Police Jury Meeting Room, Bossier Parish Courthouse, Benton, Louisiana, for the purpose of hearing protests on 2022 tax assessments as established by the Bossier Parish Tax Assessor, in accordance with the state law; and

WHEREAS, the following assessment was protested:

Property Owner: Dox Properties, LLC

Legal Description: Caliber Collision, 3701 Benton Road, Bossier City, LA

Assessment Number: 104013

Protested Assessed Value: \$405,727

WHEREAS, Notice of Appeal Request for Board of Review was mailed in and Ms. Missy Wibbelsman, Paradigm Tax Group, appeared via Zoom before the Board of Tax Review representing the taxpayer.

NOW, THEREFORE, BE IT RESOLVED by the Bossier Parish Police Jury that Assessment No. 104013 be upheld as set by the Bossier Parish Tax Assessor, at \$405,727.

The resolution was offered by Mr. Benton, seconded by Mr. Brotherton. It was duly adopted on this 21st day of September, 2022, with the following votes recorded:

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

NAYS: None

ABSTAIN: None

ABSENT: Mr. Darby, Mr. Jordan

RACHEL D. HAUSER
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT
BOSSIER PARISH POLICE JURY

Mr. Hauser announced the protest of BJ Energy Solutions, LLC, 4915 Hazel Jones Road, Bossier City, LA 71111. Mr. Whit Anderson, Industrial Tax Consulting, 5506 Highway 290, Ste. 200, Austin, TX 78735, was present on behalf of BJ Energy Solutions, LLC, for Assessment No. 206314.

Mr. Anderson stated that BJ Energy Solutions, LLC, is a frac pumping company that supports oil and gas services. He stated that they recently purchased/acquired a conventional older technology fleet in 2020 and released

their new first generation Titan Energy turbine fleet. He further stated that the assets consist of two parts, an older conventional fleet and new technology that they recently developed.

Mr. Anderson stated that the older technology will remain in operation until the end of the contracts which is two years. He provided additional information on the new technology.

Mr. Anderson stated that the method applied for the values is the cost approach method which incorporates a reproduction cost new approach followed by depreciation and any forms of economic and functional obsolescence. He stated that in this case, BJ Energy Solutions, due to the pandemic and labor issues in 2021, were not able to fully staff their fleet causing a lower production. He further stated that this equated to a 34 percent penalty. Mr. Anderson stated that this penalty is applied to the new fleet only.

Mr. Anderson stated that they request a value of \$38 million for the fleet.

Ms. Christina Garland, Controller/Personal Property Supervisor for the Bossier Parish Assessor's Office, stated that BJ Energy Solutions' information was submitted as a 2020 and 2021 acquisition cost based on the rules and regulations of the Louisiana Tax Commission. She stated that Mr. Anderson requested obsolescence on the year and life of the equipment and additional information was requested from Mr. Anderson. She further stated that after careful review of the information, it was determined that the amount of obsolescence requested on the equipment, especially the equipment purchased in 2020 and 2021, would not be granted.

Ms. Garland stated that historical information was obtained on the cost submitted by Mr. Anderson, and the acquisition cost for everything reported for 2020 and 2021 was the same as the historical data. She stated that the majority of the requests for obsolescence are on equipment that was purchased in 2021.

Mr. Edmiston stated that the assets were purchased in 2020 and 2021 and have been assessed at their acquisition cost. Mr. Anderson provided additional information on the equipment and historical data.

Ms. Garland stated that the historical data on the equipment that obsolescence is being requested, was purchased on June 1, 2020.

Mr. Edmiston provided additional information on this matter. After further discussion, **motion was made by Mr. Rimmer, seconded by Mr. Gray, to uphold the assessment of property owned by BJ Energy Solutions, 4915 Hazel Jones Road, Bossier City, LA, Assessment No. 206314, as established by the Bossier Parish Tax Assessor.**

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

RESOLUTION

WHEREAS, the Bossier Parish Police Jury met as a Board of Tax Review on September 21, 2022, in the Police Jury Meeting Room, Bossier Parish Courthouse, Benton, Louisiana, for the purpose of hearing protests on 2022 tax assessments as established by the Bossier Parish Tax Assessor, in accordance with the state law; and

WHEREAS, the following assessment was protested:

Property Owner: BJ Energy Solutions
(Personal Property)

Legal Description: Personal Property located at 4915 Hazel Jones Road, Bossier City, LA

Assessment Number: 206314

Protested Assessed Value: \$9,052,871

WHEREAS, Notice of Appeal Request for Board of Review was mailed in and Mr. Whit Anderson, Industrial Tax Consulting, appeared before the Board of Tax Review representing the taxpayer.

NOW, THEREFORE, BE IT RESOLVED by the Bossier Parish Police Jury that Assessment No. 206314 be upheld as set by the Bossier Parish Tax Assessor, at \$9,052,871.

The resolution was offered by Mr. Rimmer, seconded by Mr. Gray. Upon vote, it was duly adopted on this 21st day of September, 2022.

RACHEL D. HAUSER
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT
BOSSIER PARISH POLICE JURY

Ms. Hauser advised that Total Properties Incorporated withdrew their appeal for Assessment No. 132450. No action taken.

Ms. Hauser announced that protests were received from Warren Carroll (Twin Flyers, LLC), Brookshires Grocery Company, and B&D Flowback on September 16, 2022, two days after the deadline and was therefore denied.

There being no further protests, the Board of Tax Review was adjourned by the President.

Ms. Hauser announced the public hearing to consider the application of the Houghton Metropolitan Planning Commission to adopt a new Zoning Map as the official zoning map of the Houghton Metropolitan Planning Commission Zoning Map. This application (Case HP-1-22) received a favorable recommendation from the Houghton MPC.

Motion was made by Mr. Brotherton, seconded by Mr. Benton, to approve the application of the Houghton Metropolitan Planning Commission to adopt a new Zoning Map as the official zoning map of the Houghton Metropolitan Planning Commission Zoning Map.

The President called for public comment. Mr. Sam Marsiglia, Houghton Metropolitan Planning Commission, requested that this matter be tabled to the October 19, 2022, police jury meeting.

After further discussion, Mr. Brotherton withdrew his motion and Mr. Benton withdrew his second. **Motion was made by Mr. Rimmer, seconded by Mr. Benton, to table the public hearing to consider the application of the Houghton Metropolitan Planning Commission to adopt a new Zoning Map as the official zoning map of the Houghton Metropolitan Planning Commission Zoning Map; to be considered at the October 19, 2022, regular meeting. (Houghton MPC Case HP-1-22)**

Motion carried with the following votes recorded:

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

NAYS: None
ABSTAIN: None
ABSENT: Mr. Darby, Mr. Plummer

Ms. Hauser announced the public hearing to consider approval of the Minor Plat for Catherine Vanwinterswyk, located in Section 5, Township 18 North, Range 12 West, Bossier Parish, LA; located off Stockwell Road. This application (Case P-PLAT-00024-2022) received a favorable recommendation from the Bossier City-Parish MPC.

Mr. Hudson stated that the property owner plans to build a home with a driveway that connects to the end of Stockwell Road. He stated that the property is located in a Zone A flood zone and a drainage study was required and submitted by Owen Engineering, LLC. He further stated that the City of Bossier City has no objection to this development.

Mr. Hudson stated that the property owner will be required to follow the recommendations as submitted by Owen Engineering, LLC.

Motion was made by Mr. Rimmer, seconded by Mr. Benton, to approve the Minor Plat for Catherine Vanwinterswyk, located in Section 5, Township 18 North, Range 12 West, Bossier Parish, LA; located off Stockwell Road. (Bossier MPC P-PLAT-00024-2022)

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

AYES: Mr. Benton, Mr. Cochran, Mr. Gray, Mr. Jorden, Ms. Parks, Mr. Plummer, Mr. Rimmer, Mr. Rodgers, Mr. Salzer

NAYS: None

ABSTAIN: None

ABSENT: Mr. Brotherton, Mr. Darby

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 application (Case P-28-22) received a favorable recommendation from the Bossier City-Parish MPC.

Mr. Hudson requested that this public hearing be tabled for two weeks.

Motion was made by Mr. Marsiglia, seconded by Mr. Jorden, to table 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; to be considered at the October 5, 2022, police jury meeting. (Bossier MPC Case P-28-22)

Motion carried with the following votes recorded:

AYES: Mr. Benton, Mr. Cochran, Mr. Gray, Mr. Jorden, Ms. Parks, Mr. Plummer, Mr. Rimmer, Mr. Rodgers, Mr. Salzer

NAYS: None

ABSTAIN: None

ABSENT: Mr. Brotherton, Mr. Darby

Ms. Hauser announced the public hearing to consider approval of the plat of the proposed development of Willow Creek at Benton Subdivision, Unit No. 2A, being a resubdivision of Lots 19, 20, and 2000, Willow Creek at Benton Subdivision, located in Section 24, Township 20 North, Range 14 West, Bossier Parish, LA; located off Old Plain Dealing Road. This application (Case BP-22-22) received a favorable recommendation from the Benton-Parish MPC.

Mr. Hudson stated that the proposed plat is a replat of Lots 19, 20, and 2000. He stated that during construction, a portion of the detention pond was built on Lot 20. He further stated that the property owners of Lots 19 and 20 will be required to sign the proposed plat.

Mr. Darren Ellingwood, owner of Lot 20, stated that he and the lot owner of Lot 19 have signed the proposed plat being considered today. He stated that a home has already been constructed on Lot 19, but when he began construction of his home, building permits were denied due to a portion of the detention pond being located on his lot.

Mr. Ellingwood requested that the police jury approve the proposed Willow Creek at Benton Subdivision, Unit No. 2A, so that he can continue construction of his home. He stated that this delay has cost him time and money.

Mr. Hudson stated that the developer failed to file covenants for Willow Creek at Benton Subdivision, Unit No. 2. Mr. Jackson stated that Mr. Ellingwood can continue with construction of his home, but a hold needs to remain in place on all building permits for JD Gill Builders, LLC, until he files the required covenants for Unit No. 2. He stated that all homeowners in Unit No. 2 will need to sign the covenants prior to them being filed. Mr. Hudson stated that all lots have been sold in Unit No. 2.

Motion was made by Mr. Rodgers, seconded by Mr. Jorden, to approve the plat of the proposed development of Willow Creek at Benton Subdivision, Unit No. 2A, being a resubdivision of Lots 19, 20, and 2000, Willow Creek at Benton Subdivision, located in Section 24, Township 20 North, Range 14 West, Bossier Parish, LA; located off Old Plain Dealing Road; (Benton MPC Case BP-22-22); no building permits are to be issued to JD Gill Builders, LLC, until such time as covenants for Willow Creek at Benton Subdivision, Unit No. 2, have been signed by all lot owners and filed with the Bossier Parish Clerk of Court.

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

Motion was made by Mr. Rodgers, seconded by Ms. Parks, to schedule a public hearing on October 19, 2022, to consider approval of the plat of the proposed development of Belmere Subdivision, Unit No. 7, located in Section 4, Township 19 North, Range 13 West, Bossier Parish, LA; located off Aaron Lane; Case BP-18-22 - Favorable recommendation by the Benton-Parish MPC.

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

Motion was made by Mr. Marsiglia, seconded by Mr. Cochran, to schedule a public hearing on October 19, 2022, to consider approval of the plat of the proposed development of Providence Classical Academy Subdivision, being a resubdivision of Tracts 1 and 2, Minor Plat for Bonomo Investment Company, LLC, located in Sections 4 and 5, Township 18 North, Range 13 West, Bossier Parish, LA; located off Old Brownlee Road; Case P-PLAT-000048-2022 - Favorable recommendation by the Bossier City-Parish MPC.

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

Motion was made by Mr. Jorden, seconded by Mr. Gray, to schedule a public hearing on October 19, 2022, to consider approval of the Minor Plat for Caddo-Bossier Parishes Port Commission, located in Sections 27 and 34, Township 22 North, Range 13 West, Plain Dealing, LA; located on the corner of LA Highway 3 and Rocky Mount Road.

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

Motion was made by Mr. Jorden, seconded by Mr. Cochran, to schedule a public hearing on October 19, 2022, to consider approval of the site plan for Teal Jones Sawmill, located in Sections 27 and 34, Township 22 North, Range 13 West, Plain Dealing, LA; located on the corner of LA Highway 3 and Rocky Mount Road.

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

Ms. Hauser stated that the Property Standards Board of Review that was scheduled today was canceled.

Mr. Rimmer, Chairman of the Policy and Procedures Committee, reported on the meeting of that committee held today at 11:30 a.m. Committee members attending the Policy and Procedures Committee meeting were Mr. Rimmer, Mr. Gray, Mr. Marsiglia, Ms. Parks, and Mr. Benton. Ms. Monica Grappe, Ms. Jessica Aldridge, Ms. Rachael Graves, Mr. Mark Coutee, Mr. Pat Culverhouse, Mr. Ford, Mr. Jackson, Ms. Stacie Fernandez, Ms. Julie Gill, Mr. Hudson, Ms. Lisa Wilson, Mr. Matt Redmon, and Ms. Hauser were also present. Other jurors present were Mr. Plummer, Mr. Jorden, Mr. Brotherton, Mr. Rodgers, Mr. Salzer, and Mr. Cochran.

Mr. Rimmer stated that the committee discussed sick leave benefits for parish employees. He stated that it is the recommendation of the committee that the 12 days of sick leave be accrued instead of receiving the full 12 days on an employee's anniversary date, and that sick leave that employees currently have be grandfathered in with the sick leave accrual to begin on the employee's anniversary date.

Mr. Rimmer stated that the committee recommends the following amendment to Policy 320-Sick Leave Benefits:

320. SICK LEAVE BENEFITS

The Police Jury provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- * Regular full-time employees who work a minimum of 30 hours per week consistently
- * Regular part-time employees who work a minimum of 28 hours per week consistently but less than 30 hours per week consistently shall accrue sick leave at one-half the amount listed below.

Eligible employees will receive sick leave benefits at the rate of 3.69 hours per pay period. Sick leave benefits begin at hire date. Employees may request use of paid sick leave after 90 days of employment. However, an employee who experiences extenuating circumstances may request sick pay prior to the 90-day term, to be approved at the discretion of his/her supervisor.

Eligible employees may use sick leave benefits for an absence commensurate to FMLA for their own illness or injury or that of an immediate family member.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence before the scheduled start of their workday unless other arrangements have been made ahead of time. If an employee calls in sick three (3) workdays in a year, a doctor's excuse is required.

The employee will not be disciplined for legitimate use of sick days, if taken with procedural guidelines. Evidence of illness, including a doctor's statement, may be required if there is reason to believe that such leave days were not used for the purpose set forth, including an employee's use of a sick day on the day before or after a holiday or weekend. An employee may be placed on proof of illness or injury status by notifying the employee that future use of sick time must be substantiated. The supervisor will state the reasons for placing the employee on proof status and will specify the type of substantiation required in addition to the length of proof status. If an employee on proof fails to provide a medical statement which verifies he/she was seen by a medical practitioner on the date in question, the employee will not be allowed to use accumulated sick leave and may be subject to docking and/or discipline. If a supervisor demands an additional form of proof different from that which is furnished and involves cost to the employee, the Police Jury shall reimburse the employee the cost of such professional charges, when such verifies the employee was not abusing sick leave.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as overtime.

Unused sick leave will be allowed to accumulate without limit. Accumulated sick leave, or a portion thereof, may be converted to additional retirement benefit credit upon application for normal retirement, based on the rules and regulations determined by the retirement system to which they contribute.

If an employee uses all of his available sick leave and vacation time, he/she may make a written request (through his/her supervisor) to the Administrator for consideration for a maximum of 10 additional sick days for an extended illness or hospital stay (documentation will be required).

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Misuse of sick leave benefits may result in disciplinary action. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Motion was made by Mr. Rimmer, seconded by Mr. Cochran, to accept the recommendation of the Policy and Procedures Committee to amend Policy 320- Sick Leave Benefits of the Bossier Parish Police Jury Policy and Procedures Manual, as recommended by the Policy and Procedures Committee.

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

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

NAYS: None

ABSTAIN: None

ABSENT: Mr. Darby

Mr. Rimmer reported that the Policy and Procedures Committee discussed the future of the Bossier Parish Library Board of Control. He stated that it is the recommendation of the Policy and Procedures Committee that jurors be appointed to the board in the future, and that an Advisory Board be created for the Bossier Parish Library. Mr. Jackson is to review the recommendation of creation of an Advisory Board. **Motion was made Mr. Rimmer, seconded by Mr. Brotherton, to accept the recommendation of the Policy and Procedures Committee to move forward with appointing police jurors to the Bossier Parish Library Board of Control, and to potentially create an Advisory Board for the Bossier Parish Library.**

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

Mr. Rimmer stated that the Policy and Procedures Committee discussed House Bill 879 which provides compensation for parish governing authority members, authorized expense allowance, and the maximum amount authorized to be paid. He stated that the majority was in favor of House Bill 879 and the Parish Attorney and Parish Treasurer are to further review this information.

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. Monica Grappe, Ms. Rachael Graves, Ms. Hauser, Mr. Mark Coutee, Mr. Pat Culverhouse, Ms. Stacie Fernandez, Ms. Julie Gill, Mr. Matt Redmon, Mr. Heath Lyles, Ms. Carolina Blunck, Mr. Sam Marsiglia, and Mr. Paul Deaton were also present. Other jurors present were Mr. Cochran and Mr. Gray.

Mr. Rodgers stated that the committee discussed requests from utility providers to allow utility lines and fiber-optic cable in the parish right-of-way in the front of existing homes instead of the back.

Mr. Rodgers stated that the committee discussed placing construction of a new roadway in the police jury's 2023 budget to assist with traffic congestion near several subdivisions.

Mr. Rodgers stated that the committee discussed driveways being considered as structures in order to require the location of the driveway to be a certain distance from property lines.

Motion was made by Mr. Benton, seconded by Mr. Marsiglia, to adopt a resolution designating the Parish Administrator to act on behalf of the Bossier Parish Police Jury in all matters pertaining to Bossier Parish Capital Outlay Project - Improvements to LA Highway 3 (Benton Road) and I-220 Interchange, Planning and Construction, FP&C Project No. 50-J08-22-01, and to authorize the execution of any and all documents in connection with said 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 21st day of September, 2022, does hereby designate the Parish Administrator to act on behalf of the Bossier Parish Police Jury in all matters pertaining to Bossier Parish Capital Outlay Project - Improvements to LA Highway 3 (Benton Road) and I-220 Interchange, Planning and Construction, FP&C Project No. 50-J08-22-01.

BE IT FURTHER RESOLVED that the Parish Administrator is hereby authorized to execute any and all documents in connection with said Capital Outlay Project.

The resolution was offered by Mr. Benton, seconded by Mr. Marsiglia. Upon unanimous vote, it was duly adopted on this 21st day of September, 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 a Citizen Participation Plan/Citizen Complaint Procedure, and to approve the appointment of the Parish Administrator as Citizen Complaint Officer in connection with the FY 2023 Louisiana Community Development Block Grant Program.

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

RESOLUTION

A RESOLUTION ADOPTING A CITIZEN PARTICIPATION PLAN FOR THE CDBG PROGRAM

WHEREAS, the Bossier Parish Police Jury desires to obtain Community Development Block Grant (CDBG) funds to benefit Low and Moderate Income persons; and

WHEREAS, the Louisiana Division of Administration requires that certain citizen participation requirements be met;

NOW, THEREFORE, BE IT RESOLVED that the following Citizen Participation Plan is adopted for use by the Bossier Parish Police Jury with respect to planning, implementation, and assessment of its CDBG program:

This plan describes how the Bossier Parish Police Jury intends to involve citizens in the planning, implementation, and assessment of the local Community Development Block Grant Program. Federal and State regulations give ultimate responsibility for the design and implementation of the program to local elected officials and also require that citizens be given an opportunity to serve in a key advisory role to the elected officials. All aspects of citizen participation will be conducted in an open manner with freedom of access to information for all interested persons.

CITIZEN PARTICIPATION PLAN

The Bossier Parish Police Jury has adopted the following Citizen Participation Plan to meet the citizen participation requirements of Section 508 of the Housing and Community Development Act of 1974, as amended. The Bossier Parish Police Jury is committed through adoption of this plan to full and total involvement of all residents of the community in the composition, implementation, and assessment of its Louisiana Community Development Block Grant (LCDBG) Program. Attempts will be made to reach all citizens, with particular emphasis on participation by persons of low and moderate income, residents of slum and blighted areas and of areas in which funds are proposed to be used. A copy of this plan will be made available to the public upon request.

As part of the citizen participation requirements and to maximize citizen interaction, the Bossier Parish Police Jury shall:

- 1) Provide citizens with reasonable and timely access to local meetings, information and records relating to the state's proposed method of distribution, as required by the Secretary, and relating to the actual use of funds under Title I of the Housing and Community Development Act of 1974, as amended;
- 2) Provide for public hearings to obtain views and respond to proposals and questions at all stages of the community development program. These hearings will consist of the development of needs and proposed activities and review of program performance. These hearings will be held after adequate notice, a minimum of five calendar days, at times and locations convenient to potential or actual beneficiaries with accommodations for persons with disabilities;
- 3) Provide for and encourage citizen participation with particular emphasis on participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used;
- 4) Provide for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals;
- 5) Where applicable, identify how the needs of non-English speaking residents will be met in the case of public hearings; and
- 6) Provide for a formal written procedure which will accommodate a timely written response, within fifteen days where practicable, to written complaints and grievances.

Written minutes of the hearings and an attendance roster will be maintained by the Bossier Parish Police Jury.

PUBLIC HEARINGS

Notices informing citizens of any public hearings will appear in the official journal of the Bossier Parish Police Jury a minimum of five calendar days prior to the hearing. In addition, notices will also be posted at the police jury office and the hearing will be publicized through local community organizations, i.e., churches, clubs, etc., and/or dissemination of leaflets in the target area. Hearings will be held at times and locations convenient to potential or actual beneficiaries with accommodations for individuals with disabilities and non-English speaking persons. Whenever possible these hearings will be held within or near the target areas, at times affording participation by the most affected residents.

I. APPLICATION

First Notice/Public Hearing

The public hearing to address LCDBG application submittal will be held well in advance of the deadline for submission of the application for the current funding cycle. The Citizen Participation Plan will be available at the hearing. The public notice for this hearing will state that the following will be discussed:

- a) The amount of funds available for proposed community development;
- b) The range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income;
- c) The plans of the Bossier Parish Police Jury for minimizing displacement of persons as a result of activities assisted with such funds and the benefits to be provided by the Bossier Parish Police Jury to persons actually displaced as a result of such activities; and
- d) The Bossier Parish Police Jury's prior performance of LCDBG programs funded by the State of Louisiana. In addition, the notice shall state that all citizens, particularly low and moderate income residents of slum and blighted areas, are encouraged to submit their views and proposals regarding community development and housing needs. Those citizens unable to attend this hearing may submit their views and proposals to:

Bossier Parish Police Jury
P.O. Box 70

Benton, LA 71006

The notice will also state that accommodations will be made for disabled and non-English speaking individuals provided a 3-day notice is received by the Bossier Parish Police Jury.

Second Notice

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

- a) Proposed submittal date of the application;
- b) Proposed objectives;
- c) Proposed activities;
- d) Location of proposed activities;
- e) Dollar amount of proposed activities; and
- f) Location and hours available for application review.

In addition, the notice shall state "all citizens, particularly those affected by the proposed project, are encouraged to review the proposed application and submit any written comments on the application to:

Bossier Parish Police Jury
P.O. Box 70
Benton, LA 71006

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

II. AMENDMENTS

Program amendments, which substantially alter the LCDBG project from that approved in the original application, shall not be submitted to the state without holding one public hearing in accordance with the procedures outlined within this Citizen Participation Plan. Minutes of the hearing will be submitted with the request for the amendment. All interested citizens, particularly the low and moderate income, elderly, handicapped, and residents of the project area, shall be made aware and have the opportunity to comment on proposed amendments and/or submit alternative measures.

III. GRANTEE PERFORMANCE

The Bossier Parish Police Jury will hold one performance hearing to solicit the public's opinion of the effectiveness of the LCDBG Program. The manner of notification will be the same as previously described for all public hearings. Notification will be made in the official journal approximately five to fifteen calendar days prior to the anticipated submittal of close-out documents to the state, and will indicate the date, time, and place of the performance hearing, and invite comments and opinions on the LCDBG activities implemented under the Bossier Parish Police Jury LCDBG Program being closed out. The notice will also state that accommodations will be made for disabled and non-English speaking persons provided a 3-day notice is received by the Bossier Parish Police Jury.

This notice shall invite all interested parties, particularly those low to moderate income residents in the target area to attend.

The hearing will be held no sooner than five calendar days from the publication date of said notice.

CONSIDERATION OF OBJECTION TO APPLICATION

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

Office of Community Development
Division of Administration
Post Office Box 94095
Baton Rouge, LA 70804-90958

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

- i. The application description of needs and objectives is plainly inconsistent with available facts and data;
- ii. The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant; and
- iii. The application does not comply with the requirements set forth in the state's Annual Action Plan or other applicable laws.

Such objections should include both an identification of the requirements not met and, in the case of objections relative to (1) above, the complainant must supply the data upon which he/she relied upon to support his/her objection.

BILINGUAL

Whenever a significant number of persons and/or residents of blighted neighborhoods communicate with a primary language other than English attend public hearings, the Bossier Parish Police Jury will provide an interpreter for dissemination of information to them providing the Bossier Parish Police Jury is given sufficient notification of three day(s).

TECHNICAL ASSISTANCE

Technical assistance may be provided directly by the Bossier Parish Police Jury to any citizen, particularly to low and moderate income persons, residents of blighted neighborhoods and minorities, who request assistance in the development of proposals and statement of views concerning the LCDBG Program. The local officials, administrator and engineer will conduct informational meetings with the residents of the low to moderate income areas if a written request is received by the Bossier Parish Police Jury with at least a one week notification. The person who conducts the technical assistance meetings will disseminate information on the program and answer all pertinent questions.

TIMELY ACCESS AND ADEQUATE INFORMATION

The Bossier Parish Police Jury shall provide timely disclosure of records, information and documents related to the LCDBG program activities. Documents will be made available for copying upon request at the Bossier Parish Police Jury, Monday thru Friday, 8:00 a.m. to 3:00 p.m. Such documents may include the following:

- 1) All meetings and promotional materials.
- 2) Records of hearings and meetings.

- 3) All key documents, including prior applications, letters, grant agreements, citizen participation plans, and proposed applications.
- 4) Copies of the regulations (final statements) concerning the program.
- 5) Documents regarding other important requirements, such as Procurement Procedures, Fair Housing, Equal Employment Opportunity, Uniform Act, Labor Provisions and Environmental Procedures.

CITIZEN COMPLAINT PROCEDURE

SECTION 1

It is the policy of Bossier Parish to review all complaints received by the Parish.

SECTION 2

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

- 1) The complainant shall notify the Parish Secretary of the complaint. The initial complaint may be expressed orally or by written correspondence.
- 2) The Parish Secretary will notify the President or designated representative of the complaint within two working days.
- 3) The President or designated representative will investigate the complaint and will report the findings to the Parish Secretary within five working days.
- 4) The Parish Secretary will notify the complainant of the findings of the President or designated representative in writing or by telephone within two working days.
- 5) If the complainant is aggrieved by the decision, he must forward the complaint in writing (if previously submitted orally) to the Parish Secretary who will forward the complaint and all actions taken by the President or designated representative to the appropriate Bossier Parish Police Jury committee for their review. This will be accomplished within two working days of receipt of the written complaint.
- 6) The reviewing Police Jury Committee will have five working days to review the complaint and forward their decision to the complainant in writing.
- 7) If the complainant is aggrieved with the decision of the Police Jury Committee, he/she must notify the Parish Secretary in writing that he/she desires to be afforded a hearing by the Police Jury. The complainant will be placed on the next regularly scheduled police jury meeting agenda. The Parish Secretary will notify the complainant in writing of the date of the hearing.
- 8) The complainant must bring all relevant data, witnesses, etc., to the hearing. The Bossier Parish Police Jury, at the hearing, will review the complaint and forward within five days a certified copy of the minutes of the meeting at which the hearing was conducted and a decision was rendered to the complainant. If a decision is not reached at the hearing, the Bossier Parish Police Jury will inform complainant of an appropriate date to expect a response. Within two working days of reaching a decision, the complainant will be notified in writing of the decision.

Complaints concerning the general administration of the LCDBG Program may be submitted in writing directly to the:

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

SECTION 3

All citizen complaints relative to Fair Housing/Equal Opportunity violations alleging discrimination shall be forwarded for disposition to the:

Louisiana Department of Justice
 Public Protection Division
 Post Office Box 94005
 Baton Rouge, LA 70804

The complainant will be notified in writing within 10 days that, due to the nature of the complaint, it has been forwarded to the Louisiana Department of Justice.

or

Complainant may contact the Louisiana Department of Justice Public Protection Division directly at the Toll Free Telephone number 1-800-273-5718 or 225-342-5521.

SECTION 4

The Secretary-Treasurer will maintain a file for the purpose of keeping reports of complaints.

SECTION 5

This policy does not invalidate nor supersede the personnel or other policies of the Bossier Parish Police Jury which are currently adopted, but is intended to serve as a guide for complaints.

SECTION 6

This policy may be amended by a majority vote at any of the Bossier Parish Police Jury's regularly scheduled meetings.

CERTIFICATE

I, Rachel Hauser, Secretary for Bossier Parish Police Jury, hereby certify that the attached constitutes a true and accurate copy of a Resolution, which UPON MOTION of Mr. Brotherton, seconded by Mr. Jorden, was adopted by the following Yeas and Nays vote:

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

NAYS: None

ABSTAIN: None

ABSENT: Mr. Brotherton, Mr. Darby

and the same was declared adopted by the President on this 21st day of September, 2022.

s/Rachel Hauser

Rachel Hauser

Secretary, Bossier Parish Police Jury

Bossier Parish, Louisiana

Ms. Stacie Fernandez, Parish Treasurer, recommended approval of the ITEP application of Sierra Frac Sand, 350 Ballard Road, Plain Dealing, LA. **Motion was made by Mr. Jorden, seconded by Mr. Plummer, to accept the recommendation of the Bossier Parish Industrial Tax Exemption Program Review Committee to approve the ITEP application of Sierra Frac Sand.**

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

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

NAYS: Mr. Cochran

ABSTAIN: None

ABSENT: Mr. Darby

Motion was made by Mr. Benton, seconded by Mr. Marsiglia, 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.

Red River South Marina – Beer

Station 80 – Beer and liquor

Motion was made by Mr. Plummer, seconded by Mr. Gray, to adopt an ordinance, as previously approved on November 17, 2021, authorizing the Parish Administrator or Parish President to execute a Cooperative Endeavor Agreement pursuant to La. R.S. 48:2037 between Tim James, Inc., and the Parish of Bossier authorizing Tim James, Inc., to construct, maintain and operate, at its expense, a toll bridge and necessary feeder roadways across privately owned lands.

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

ORDINANCE NO. 4912

KNOW ALL MEN BY THESE PRESENT: That WHEREAS, Article 7, Section 14(C) of the Constitution of Louisiana provides that “[F]or a public purpose, the state and its political subdivisions or political corporations may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual;” and

WHEREAS, Louisiana Revised Statute 48:2037 provides that “[S]hould a private entity independently desire to own, plan, design, finance, construct, maintain, and operate a tollway on privately owned property or on leased property, any parish police jury, parish council, or other parish governing authority or municipality acting in its individual capacity may enter into a cooperative endeavor agreement as authorized by Article VII, Section 14(C) of the Constitution of Louisiana to facilitate the construction of such private tollway within the parish, without the approval or participation of an authority. Public funds may only be expended in connection with a privately owned tollway for improvements or expenses incurred outside the property lines of the privately owned tollway right-of-way. If not exclusive, no right shall be granted to another private entity allowing construction of a tollway within two miles of the tollway which is the subject of the cooperative endeavor agreement. Such cooperative endeavor agreement shall be approved by ordinance of such parish governing or municipality and shall be executed prior to construction of the privately owned tollway and shall provide for but not be limited to the following:

1. The right to construct, own, and operate the tollway and that such right shall be irrevocable, but need not be exclusive.
2. The right to own the tollway and to set, fix, change, and collect tolls all in perpetuity.
3. Rights of assignment and amendment.
4. The duty of the private entity to provide for design and construction of the tollway and standards therefor.
5. Provisions for maintenance and operation, liability, and other operational matters.
6. Rights and duties of the parties regarding connecting roads, highways, streets, bridges, or transitways.
7. Such other matters as shall be deemed appropriate or necessary; and

WHEREAS, the Bossier Parish Police Jury recognizes that the residents of Bossier Parish, as well as the many visitors, are in desperate need of an alternative route between Bossier and Caddo Parishes to improve the quality of life, increasing access, reducing commute time, enhancing safety of commuters and be a catalyst for growth in the area; and

WHEREAS, the Bossier Parish Police Jury reasonably believes, based on discussion with representatives of the State of Louisiana Department of Transportation and Development, that the construction of the proposed alternate route is not likely to occur in the foreseeable future due to the increased demand for State funds available for road and bridge

purposes and further due to the reduction or elimination of Federal programs which might otherwise be available to fund the construction of such alternate route; and

WHEREAS, as of the introduction of this Ordinance, Tim James, Inc. (TJI) makes a request to the Bossier Parish Police Jury for the passage of an Ordinance authorizing its Parish Administrator to execute a Cooperative Endeavor Agreement pursuant to La. R.S. 48:2037 between TJI and the Parish of Bossier whereby TJI would be authorized to construct, maintain and operate, at its expense, a toll bridge and necessary feeder roadways across privately owned lands; and

WHEREAS, the construction and operation of the private toll bridge and facilities will be funded and owned by TJI; and

WHEREAS, the design and construction of the toll bridge, intersection at U.S. Highway 71 and a road, to be dedicated to the Parish or State of Louisiana, as proposed by TJI, would not involve the expenditure of taxpayer funds or otherwise obligate the Bossier Parish Police Jury or other governmental entity to incur debt for the construction of the proposed project; and

WHEREAS, the toll bridge proposed by TJI does not convert any public free routes to tollways, but instead provides an alternative route to already existing free roadways; and

WHEREAS, the toll bridge and arterial roadway to be built by TJI will initially have two (2) lanes of traffic; and

WHEREAS, TJI will purchase additional right-of-way, at its cost, that will be dedicated to the Parish when the roadway is constructed, giving the Parish additional right-of-way for expansion in the future; and

WHEREAS, the Police Jury acknowledges that the construction and operation of the planned two (2) lane toll bridge by TJI is based upon extensive due diligence, and that due to increased traffic flow in the area, there may be a time in the future when additional lanes for the toll bridge in questions will be desirable; and

WHEREAS, on November 17, 2021, Tim James, Inc. appeared before the Bossier Parish Police Jury in support of its request for a Cooperative Endeavor Agreement and answered questions pertaining to the proposed toll bridge and feeder roadways; and

WHEREAS, upon completion and before or on the opening date of the toll bridge, TJI shall dedicate to Bossier Parish, Louisiana or the State of Louisiana as directed, all improvements and roads constructed by TJI to facilitate access to the toll bridge, excepting only that portion of the roadway necessary for TJI's toll facilities including its toll plaza, the span of the toll bridge, and related facilities.

NOW, THEREFORE, BE IT ORDAINED by the Bossier Parish Police Jury, as follows:

1. Based on the powers conferred on the Bossier Parish Police Jury pursuant to Article VII, Section 14 (C) of the Constitution of Louisiana and Louisiana Revised Statute 48:2037, the Bossier Parish Police Jury does hereby give and grant unto Tim James, Inc., its successor and assigns as hereinafter set forth, an irrevocable right to construct, own, and operate a toll facility connecting U.S. Highway 71 to Louisiana State Highway 1 and to authorize TJI to set, fix, charge, and collect the rates of toll to be charged for the use thereof. The toll bridge shall be located across the Red River, as more particularly described in the Cooperative Endeavor Agreement and exhibits thereto.
2. The Cooperative Endeavor Agreement with TJI shall terminate and be of no further force and effect on the "Termination Date" as set forth in the Cooperative Endeavor Agreement, unless prior to the Termination Date, TJI has either (1) entered into a contract for the construction of the toll bridge as contemplated by this Ordinance and authorized Cooperative Endeavor Agreement; or (2) certified to the Police Jury that the project, for bona fide reasons such as unforeseen permitting delays, unforeseen litigation, or the like, has been unavoidably delayed. In the event the project is unavoidably delayed, TJI shall make reports at least quarterly to the Police Jury on its progress in removing the delays. Upon removal of all unavoidable delays, TJI shall within thirty (30) days thereafter issue to the bridge contractor a notice to proceed with construction of the bridge and improvements contemplated by the Cooperative Endeavor Agreement; and if TJI fails to do so, this Cooperative Endeavor Agreement shall then terminate.
3. The Cooperative Endeavor Agreement granted by this Ordinance shall be for the construction, operation and maintenance of a toll bridge and necessary feeder roadways connecting U.S. Highway 71 to Louisiana State Highway 1 with the exact location of the road route between said points to be near or through privately owned properties determined according to sound engineering and environmental recommendations, permits to be obtained by TJI prior to construction, and land and right-of-way availability.
4. TJI acknowledges that the Bossier Parish Police Jury is very sensitive to and protective of the environment in Bossier Parish and agrees to consider any and all recommendations from the Bossier Parish Police Jury regarding the impact of the location of said route on the environment of Bossier Parish.
5. All improvements made by TJI pursuant to the terms hereof shall be designed, constructed and maintained in accordance with such specifications as are approved by the Louisiana Department of Transportation and Development. TJI shall consult with the Parish engineer regarding the width, design and specifications of the right-of-way and roadway.
6. TJI shall have the right at any and all times and in its absolute and sole discretion to expand the toll bridge by construction and operating additional lanes of traffic over the same right of way upon which the toll bridge will be constructed and operated and TJI is hereby authorized to undertake any such expansion of the toll bridge without any further approval or consent being required from the Police Jury. The terms and conditions of the Cooperative Endeavor Agreement granted shall apply with respect to any such expanded lanes of traffic for the toll bridge.
7. All tolls which would otherwise be charged for the use of the toll facility shall be waived by TJI for such period of time that the portion of the Red River located in Bossier Parish and/or Bossier Parish is placed under an evacuation order and/or during periods of any other emergencies declared by the

- Bossier Parish Office of Homeland Security and Emergency Preparedness, or by State or Federal authorities.
8. No tolls will be charged for emergency and first response vehicles, public and private.
 9. No tolls will be charged to public vehicles, including all City, State, and Parish vehicles for using the bridge.
 10. The Cooperative Endeavor Agreement authorized hereby, and all rights and privileges associated therewith shall be assignable by TJI, with or without consent of the Police Jury, to any department of the State of Louisiana, and to any corporation, partnership, limited liability company or legal entity in which TJI or its members own a controlling interest. The Cooperative Endeavor Agreement granted hereby and the rights and privileges associated therewith may be assignable by TJI to any other person, firm or entity only upon the express written consent of the Police Jury.
 11. Subsequent to the beginning of construction pursuant to a valid and binding contract for construction of the toll bridge, TJI shall pursue the completion of said project with all due diligence and will endeavor to complete said improvements within a reasonable time.
 12. The Cooperative Endeavor Agreement authorized hereby, and all rights and privileges associated therewith, shall be exercisable by and shall inure to the benefit of TJI's successors and assigns.
 13. The signature of TJI on the Cooperative Endeavor Agreement shall constitute acceptance of the terms and conditions of this ordinance.
 14. If any term or provision of this Ordinance and authorized Cooperative Endeavor Agreement shall hereafter be held illegal or unenforceable at law, then the remainder of the Ordinance and Cooperative Endeavor Agreement not so held shall be severed so as to render it legal and enforceable; and the Police Jury and Tim James, Inc. further agree that if necessary, a court of competent jurisdiction may reform this Ordinance and Cooperative Endeavor Agreement so as to remove or cure any legal defect and as closely as possible effect the purposes or intentions of this Ordinance and Cooperative Endeavor Agreement. If the lack of any term or provision of this Ordinance and Cooperative Endeavor Agreement shall be held to render the same illegal or unenforceable, then the Police Jury and TJI agree that a court of competition jurisdiction may reform this Ordinance and Cooperative Endeavor Agreement so as to cure any legal defect, including the addition of a provision if necessary, so as to effect as closely as possible the purpose and intention of this Ordinance and Cooperative Endeavor Agreement.
 15. If requested in writing, TJI will provide the Parish engineer with all engineering and construction plans for review and comment prior to construction. Such plans shall be marked proprietary and if such marked, may be exempt from the Public Record as contemplated in Title 44 of the Louisiana Revised Statutes.
 16. Subject to La. R.S. 48:2037, the grant of this Cooperative Endeavor Agreement shall in no way detract from the power of the Parish to grant other similar Cooperative Endeavor Agreements or from the power of the Parish or other governing authorities to require TJI to comply with all regulatory requirements, construction specifications, and other requirements of law promulgated by governing authorities with jurisdiction over the project.
 17. Tim James, Inc. agrees, if this project goes forward to completion, before or on the opening date of the toll bridge, to dedicate to Bossier Parish, Louisiana or the State of Louisiana as directed, all improvements and roads constructed by TJI to facilitate access to the toll bridge, excepting only that portion of the roadway necessary for TJI's toll facilities including its toll plaza, the span of the toll bridge, and related facilities.
 18. If TJI does not go forward with this project, TJI agrees to turn all of its engineering work, feasibility studies, research and data over to the Parish.

THEREFORE, BE IT ORDAINED that the Bossier Parish Police Jury, in regular and legal session on the 21st day of September, 2022, passed this ordinance authorizing the execution of a Cooperative Endeavor Agreement between the Bossier Parish Police Jury and Tim James, Inc. and set forth necessary terms thereof, as described above.

The Ordinance was offered by Juror Mr. Plummer, seconded by Juror Mr. Gray. Upon unanimous vote, it was duly adopted on this 21st day of September, 2022.

RACHEL D. HAUSER
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT
BOSSIER PARISH POLICE JURY

Mr. Ford presented a Service and Usage Agreement between the Bossier Parish Police Jury and the Town of Plain Dealing in connection with the Carstarphen Heights Subdivision and DeMoss Hill Subdivision, Agenda Item Nos. 17 and 18. He stated that the police jury received LCDBG funds several years ago to provide sewer to Carstarphen Heights and DeMoss Hill Subdivisions. He further stated that the Town of Plain Dealing treats and discharges the sewer from each subdivision.

Mr. Ford stated that the Town of Plain Dealing collects a maintenance fee that is used to maintain the sewer systems. He stated that the Service and Usage Agreement for each subdivision must be renewed every five years. **Motion was made by Mr. Jorden, seconded by Mr. Marsiglia, to approve a Service and Usage Agreement between the Bossier Parish Police Jury and the Town of Plain Dealing in connection with Carstarphen Heights Subdivision, and a Service and Usage Agreement between the Bossier Parish Police Jury and the Town of Plain Dealing in connection with DeMoss Hill Subdivision, 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 21st day of September, 2022, that it does hereby approve the Service and Usage Agreement between the Bossier Parish Police Jury and the

Town of Plain Dealing in connection with the renewal for a five (5) year period for operation of the sewerage collection system at Carstarphen Heights Subdivision, Bossier Parish, Louisiana.

BE IT FURTHER RESOLVED that the Parish Administrator or Parish President is hereby authorized to execute on behalf of the Bossier Parish Police Jury any and all necessary documents in connection with the renewal.

The resolution was offered by Mr. Jorden, seconded by Mr. Marsiglia. Upon unanimous vote, it was duly adopted on this 21st day of September, 2022.

RACHEL HAUSER
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT
BOSSIER PARISH POLICE JURY

RESOLUTION

BE IT RESOLVED by the Bossier Parish Police Jury in regular and legal session on this 21st day of September, 2022, that it does hereby approve the Service and Usage Agreement between the Bossier Parish Police Jury and the Town of Plain Dealing in connection with the renewal for a five (5) year period for operation of the sewerage collection system at DeMoss Hill Subdivision, Bossier Parish, Louisiana.

BE IT FURTHER RESOLVED that the Parish Administrator or Parish President is hereby authorized to execute on behalf of the Bossier Parish Police Jury any and all necessary documents in connection with the renewal.

The resolution was offered by Mr. Jorden, seconded by Mr. Marsiglia. Upon unanimous vote, it was duly adopted on this 21st day of September, 2022.

RACHEL HAUSER
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT
BOSSIER PARISH POLICE JURY

Motion was made by Ms. Parks, seconded by Mr. Benton, to approve the Certificate of Substantial Completion for Project No. 2021-109, Consolidated Waterworks/Sewerage District No. 1 Expansion of Wastewater Collection System – Airline Drive, 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 21st day of September, 2022, that it does hereby approve the Certificate of Substantial Completion for Project No. 2021-109, Consolidated Waterworks/Sewerage District No. 1 Expansion of Wastewater Collection System – Airline Drive.

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

The resolution was offered by Ms. Parks, seconded by Mr. Benton. Upon unanimous vote, it was duly adopted on this 21st day of September, 2022.

RACHEL D. HAUSER
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT
BOSSIER PARISH POLICE JURY

Motion was made by Ms. Parks, seconded by Mr. Rimmer, to approve Change Order No. 4 for Project No. 2021-109, Consolidated Waterworks/Sewerage District No. 1 Expansion of Wastewater Collection System – Airline Drive, and to authorize the execution of documents.

Said Change Order results in a decrease of \$73,823.00.

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 21st day of September, 2022, that it does hereby approve Change Order No. 4 for Project No. 2021-109, Consolidated Waterworks/Sewerage District No. 1 Expansion of Wastewater Collection System – Airline Drive.

BE IT FURTHER RESOLVED that the Parish Administrator or Parish President is hereby authorized to execute said Change Order No. 4.

The resolution was offered by Ms. Parks, seconded by Mr. Rimmer. Upon unanimous vote, it was duly adopted on this 21st day of September, 2022.

RACHEL D. HAUSER
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT
BOSSIER PARISH POLICE JURY

Motion was made by Mr. Plummer, seconded by Mr. Brotherton, to approve Supplement No. 1 to the proposal of Beast Engineering, LLC, for Resident Engineer Inspection Services, DR 4263 PW 910 Paved Roads, Task Order No. 6, in an amount not to exceed \$69,410.00 and an additional 15 contract days, 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 21st day of September, 2022, that it does hereby approve Supplement No. 1 to the proposal of Beast Engineering, LLC, for Resident Engineer Inspection Services, DR 4263 PW 910 Paved Roads, Task Order No. 6, in an amount not to exceed \$69,410.00 and an additional 15 contract days.

BE IT FURTHER RESOLVED that the Parish Administrator or Parish President is hereby authorized to execute said agreement.

The resolution was offered by Mr. Plummer, seconded by Mr. Brotherton. Upon unanimous vote, it was duly adopted on this 21st day of September, 2022.

RACHEL D. HAUSER
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT
BOSSIER PARISH POLICE JURY

Mr. Ford provided the police jurors with upcoming application deadlines for Capital Outlay, Louisiana Community Development Block Grant, Louisiana Government Assistance Program, and Community Water Enrichment Program.

Mr. Ford provided an update on the Infrastructure Investment and Jobs Act (IIJA) grant application to build I-69 from the Stonewall exit on I-49 around Haughton to I-20.

Mr. Ford discussed Capital Outlay projects and possible additional projects to be submitted. He recommended that an application be submitted for South Bossier Park for five ballfields. Mr. Rodgers requested that an application be submitted for the walking trail at Kingston Park.

Mr. Ford requested that if there are any additional projects the police jurors would like submitted for Capital Outlay funds, to let the staff know as soon as possible.

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

Mr. Ford stated that the Shreveport-Bossier Mayors' Prayer Breakfast is scheduled for November 10, 2022, at the Bossier Civic Center. He stated that the police jury will need to reserve tables and to contact staff and advise who will be attending.

Mr. Hudson requested that the agenda be amended to consider approval of Change Order No. 1, for Project No. 2021-121, Proposed Street Improvements, DR 4263 PW 910 Paved Roads, Task Order No. 9, and Project No. 2021-124, Proposed Street Improvements, DR 4263 PW 910 Paved Roads, Task Order No. 12 and Change Order No. 2, Project No. 2021-118, Proposed Street Improvements, DR 4263 PW 910 Paved Roads, Task Order No. 6, and authorize the execution of documents.

Motion was made by Mr. Marsiglia, seconded by Mr. Brotherton, to amend the agenda to consider approval of Change Order No. 1, for Project No. 2021-121, Proposed Street Improvements, DR 4263 PW 910 Paved Roads, Task Order No. 9, and Project No. 2021-124, Proposed Street Improvements, DR 4263 PW 910 Paved Roads, Task Order No. 12, and to authorize the execution of documents.

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

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

NAYS: None

ABSTAIN: None

ABSENT: Mr. Darby

Motion was made by Mr. Jorden, seconded by Mr. Gray, to approve Change Order No. 1, for Project No. 2021-121, Proposed Street Improvements, DR 4263 PW 910 Paved Roads, Task Order No. 9, and Project No. 2021-124, Proposed Street Improvements, DR 4263 PW 910 Paved Roads, Task Order No. 12, and to authorize the execution of documents. Said Change Order No. 1 is a no-cost change order.

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 21st day of September, 2022, that it does hereby approve Change Order No. 1, for Project No. 2021-121, Proposed Street Improvements, DR 4263 PW 910 Paved Roads, Task Order No. 9, and Project No. 2021-124, Proposed Street Improvements, DR 4263 PW 910 Paved Roads, Task Order No. 12.

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. Jorden, seconded by Mr. Gray. Upon unanimous vote, it was duly adopted on this 21st day of September, 2022.

RACHEL D. HAUSER
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT
BOSSIER PARISH POLICE JURY

Motion was made by Mr. Rimmer, seconded by Mr. Gray, to amend the agenda to consider approval of Change Order No. 2, Project No. 2021-118, Proposed Street Improvements, DR 4263 PW 910 Paved Roads, Task Order No. 6, and to authorize the execution of documents.

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

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

NAYS: None

ABSTAIN: None

ABSENT: Mr. Darby

Motion was made by Mr. Rimmer, seconded by Mr. Gray, to approve Change Order No. 2, Project No. 2021-118, Proposed Street Improvements, DR 4263 PW 910 Paved Roads, Task Order No. 6, and to authorize the execution of documents. Said Change Order No. 2 results in a decrease of \$60,525.30.

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 21st day of September, 2022, that it does hereby approve Change Order No. 2, Project No. 2021-118, Proposed Street Improvements, DR 4263 PW 910 Paved Roads, Task Order No. 6.

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. Rimmer, seconded by Mr. Gray. Upon unanimous vote, it was duly adopted on this 21st day of September, 2022.

RACHEL D. HAUSER
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT
BOSSIER PARISH POLICE JURY

Mr. Hudson presented photographs of several Bossier Parish projects, and provided an update on each project.

Mr. Hudson stated that the following minor plats have been approved administratively by the police jury and/or the metropolitan planning commissions:

- 1) Minor Plat for James Family, located in Section 28, Township 22 North, Range 11 West;
- 2) Farrington Subdivision, located in Section 24, Township 23 North, Range 12 West;
- 3) Montgomery Partition, located in Section 26, Township 17 North, Range 11 West; a portion of Johnson Koran Road was dedicated to the parish;

Mr. Benton requested an update on the sewer line from Highway 80 to Highway 157. Mr. Hudson stated that the project has not been let.

Mr. Marsiglia requested additional information as to the location of the sewer lines in Gray Duck Subdivision. Mr. Hudson stated that it is located off Princeton Road.

Mr. Rimmer asked for additional information on the sewer line project on Bellevue Road. Mr. Hudson stated that the sewer line runs from Highway 80 to Winfield Road. He provided additional information on this project.

Mr. Rodgers requested additional information on road improvements in Kingston Plantation Subdivision. Mr. Hudson stated that the contractor should begin work within the next two weeks.

Mr. Rodgers stated that citizens are complaining about parish crews not cleaning the areas that they have worked in once the project is complete. He stated that he addressed this matter with Mr. Coutee.

Mr. Rodgers stated that Linton Road was overlayed almost two months ago, and he is receiving complaints that the road has not been striped. He stated that he understands that the parish has one contractor to stripe roadways, and recommended that another contractor be hired if the current contractor cannot stripe a roadway within two months.

Mr. Hudson stated that in the future plans will be in place for the contractor to stripe the roadway immediately once it is complete.

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

Mr. Warren Saucier, Parks and Recreation Director, presented an update on activities at parks throughout Bossier Parish. He expressed appreciation to Sierra Frac Sand for donating approximately 400 tons of sand for the parks.

Mr. Brotherton expressed appreciation to all the police jurors and staff that attended the Region IV meeting in Claiborne Parish. He stated that seven jurors and seven staff/spouses attended the meeting. He further stated that it was well attended.

Finance Committee Meeting – September 21, 2022, 1:30 p.m.

The Finance Committee of the Bossier Parish Police Jury met on this 21st day of September, 2022, at 1:30 p.m., in the Police Jury Meeting Room, Bossier Parish Courthouse, Benton, Louisiana, with Mr. Darby being absent.

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

Ms. Shonda Houston-Dotie, Director of Youth Programs for Volunteers for Youth Justice, was present.

Ms. Dotie expressed appreciation to the police jury for its continued support, and requested that the jury consider a budget appropriation in the amount of \$45,000.00 to the Volunteers for Youth Justice Bossier JumpStart program for the year 2023.

Ms. Dotie provided the police jurors with information pertaining to the programs offered by Volunteers of Youth Justice, including the Bossier JumpStart program, Power of Choice program, and the Stamp Out Shoplifting program. She stated that the students do have to pay a fee to participate in these programs.

Ms. Dotie introduced Ms. LaTonya Gates, JumpStart Coordinator. She stated that Ms. Gates has worked in the Caddo District Attorney's Office and Juvenile Court in Caddo Parish.

Ms. Dotie stated that the Volunteers for Youth Justice has relocated to Northwest Louisiana Justice System Office located at 1513 Doctors Drive, Bossier City, LA. She provided additional information on other office locations in Bossier Parish.

The request will be considered during budget proceedings.

Ms. Jan Elkins, KTBS Channel 3, presented a report from the 2022 Independence Day Festival. She extended appreciation for the police jury's continued support of the Independence Day Festival each year. She also extended appreciation for the police jury approving a request for increase of funds for this event with the understanding that those

funds would be used for an event in Bossier Parish.

Ms. Elkins stated that the fireworks event held at South Bossier Park was a huge success. She expressed appreciation to the police jurors and staff that worked to make this event a success.

Appreciation was expressed to Ms. Elkins and KTBS Channel 3 for the work done for this celebration.

Ms. Elkins requested the police jury’s continued support with a \$20,000.00 budget appropriation for 2023.

The request will be considered during budget proceedings.

Ms. Tamara Crane, Bossier Council on Aging, requested a budget appropriation of \$115,000.00 for the year 2023. Ms. Crane stated that funds received from the police jury have been used for transportation for the seniors across Bossier Parish, as well as home delivered and congregate meals. She provided additional information on the number of home-delivered meals.

Ms. Crane stated that transportation cost approximately \$253,000.00 yearly and home delivered meals cost approximately \$441,000.00 yearly. She stated that approximately 100,300 meals were delivered to seniors’ homes in 2022, and approximately 705 congregate meals were served. She further stated that the senior centers were recently reopened in March of 2022.

Ms. Crane stated that there has been an increase in all costs. She stated that Bossier Council on Aging did receive an Employer Retention Credit, which is a refund of wages that were paid to staff that remained employed during COVID-19. She further stated that an application may be submitted for Capital Outlay Funds.

Ms. Crane provided additional information on Bossier Council on Aging services. The request will be considered during budget proceedings.

Mr. Justyn Dixon, President and CEO of North Louisiana Economic Partnership, requested a budget appropriation of \$10,000.00 for the year 2023. He stated that they service north Louisiana and recruit jobs and capital investments to the area.

Mr. Dixon extended appreciation for the police jury’s continued support. He stated that they have spent approximately \$50,000.00 recruiting three projects into the area. He further stated that they also do advocacy. Mr. Dixon stated that they paid the services of an attorney to draft House Bill 724 which secured \$1 million for site development to ready them for further projects in north Louisiana.

Mr. Dixon stated that NLEP is engaged in workforce and was instrumental in setting up the Federation of Advanced Manufacturing and Education (FAME) that is being run from Bossier Parish Community College. He stated that local industries are brought together to work with students to assist them with obtaining an apprenticeship into the manufacturing sector.

The request will be considered during budget proceedings.

Motion was made by Mr. Brotherton, seconded by Mr. Rimmer, to approve payment of accounts payable invoices and budget to actual monthly comparison for the month of August, 2022.

Mr. Plummer called for public comment. There being none, **votes were cast and the motion carried.**

The Finance Committee meeting was adjourned by the Chairman.

There being no further business to come before the Bossier Parish Police Jury in regular and legal session on this 21st day of September, 2022, the meeting was adjourned by Mr. Salzer at 3:55 p.m.

RACHEL D. HAUSER
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT
BOSSIER PARISH POLICE JURY