

March 15, 2017

On Wednesday, March 15, 2017 at 9:00 a.m., the Police Jury of Sabine Parish, State of Louisiana met in open and regular session.

The Agenda was as follows:

1. Call to Order
2. Roll Call
3. Prayer
4. Pledge of Allegiance
5. Amend the Agenda
6. Adopt the Agenda
7. Adopt the Minutes from Previous Meeting, February 15, 2017
- 7a. Mr. Walter Mains- Sabine Parish Waterworks District No. 1
8. Mr. Lee Underwood - Balar Engineers and Surveyors
9. Mr. Lewis McBryde – Sabine Humane Shelter
10. Brian See- Roadside Inc.- Asphalt Zipper
11. Consider Hiring Human Resources Consultant
12. Planning Commission
13. Consider Entering Executive Session to Discuss Employee Matters
- 14 Wesley Johnson- E&P Consulting Services, LLC – Adjudicated Property
15. Review Bids Received for Land Declared Surplus Property
16. Declare Additional Equipment as Surplus
17. Adopt Citizen Participation Resolution for FY 2018/2019 LCDBG Application
18. Consider Entering a Cooperative Endeavor Agreement with Sabine Parish Dixie Youth Baseball, Inc.
19. Consider Entering a Cooperative Endeavor Agreement with the Sabine Hall of Fame
20. Authorize Payment of Approved Bills
21. Appropriate Sales Tax for March Operations (\$195,000)
22. Committee Reports
23. Operations
24. Adjournment

1. Call to Order

President Kenneth M. Ebarb called the meeting to order.

2. Roll Call

The roll was called by the Secretary Treasurer. The following members were present: Willes Funderburk, “Mike” McCormic, Frances Hopkins, William E. Ruffin, “Ronny” Bison’, Eric Garcie, Ricky ”K-Wall” Sepulvado, Kenneth Ebarb, and “Randy” Byrd.

3. Prayer

Prayer was led by Mrs. Frances Hopkins.

4. Pledge of Allegiance

The Pledge of Allegiance was led by Mr. Willes Funderburk.

5. Amend the Agenda

Resolution No. 7816

Motion by Ruffin and seconded by Garcie to amend the agenda as follows:

Item 7a – Mr. Walter Mains- Sabine Parish Waterworks District No. 1

Prior to a vote on the motion to take up a matter not on the agenda by this public body the Police Jury President allowed an opportunity for public comment on the motion. There being no public comments the vote was as follows:

Yeas: 9      Nays: 0      Absent: 0

Police Jury President, Kenneth M. Ebarb, allowed a period of public comment on any items on the agenda. Mr. Ebarb advised everyone that they would be allowed to comment later during the meeting on particular agenda items if they desire. There were no public comments at this time.

6. Adopt the Agenda

Resolution No. 7817

Motion by Bison and seconded by Byrd to adopt the agenda.

The voting was as follows:

Yeas: 9      Nays: 0      Absent: 0

7. Adopt the Minutes from Previous Meeting, February 15, 2017

All Police Jurors had previously been provided a written copy of the minutes of the regular meeting held February 15, 2017.

Resolution No. 7818

Motion by Sepulvado and seconded by Bison to adopt the minutes of the February 15, 2017 Police Jury meeting.

The voting was as follows:

Yeas: 9      Nays: 0      Absent: 0

7a. Mr. Walter Mains- Sabine Parish Waterworks District No. 1

Mr. Walter Mains, president of Sabine Parish Waterworks District No. 1, discussed different methods to accomplish a tie-in with the Robeline-Marthaville Water System as requested by several agencies including the D.H.H., the Governor's Office, and Delta Regional. The Robeline-Marthaville Water System has a need for more water and improved management.

Mr. Mains requested the Police Jury to authorize, by resolution, the Sabine Parish Waterworks District No. 1's application to the Community Water Enrichment Fund for emergency grant funds to provide an additional water supply to the Robeline-Marthaville Water System and to possibly manage that system. The maximum amount of emergency grant funds available is \$250,000.

Resolution No. 7819

Motion by McCormic and seconded by Ruffin:

WHEREAS, the Sabine Parish Waterworks District No.1 has an abundant water supply and significant experience in the management of a rural water system, and

WHEREAS, the Robeline-Marthaville Water System has a need for more water and improved management.

NOW THEREFORE BE IT RESOLVED, that the Sabine Parish Waterworks District No. 1 is authorized to apply to the Community Water Enrichment Fund for an emergency grant to provide an additional water supply to the Robeline-Marthaville Water System.

The voting was as follows:

Yeas: 9      Nays: 0      Absent: 0

8. Mr. Lee Underwood - Balar Engineers and Surveyors

Mr. Lee Underwood with Balar Engineers and Surveyors addressed the Police Jury concerning the 2016 Louisiana Community Development Block Grant (LCDBG) Public

Facilities Program. On February 3, 2017, the Police Jury received notification that it had been awarded \$331,970 in grant funding to be used to rehabilitate six residential streets in the parish west of Zwolle and four streets in the parish west of Florien. On March 7, 2017, the Police Jury received authorization to incur costs related to the grant for planning and administration.

Mr. Underwood discussed the target areas of the grant which are for low to moderate income areas.

Mr. Underwood then reviewed changes in the grant application process for the upcoming 2018-2019 LCDBG grant period.

Mr. McCormic then directed several questions to Mr. Underwood concerning how the targeted roads were selected. Mr. Underwood explained that a list of roads was provided by the parish road superintendent and the secretary treasurer. Balar Engineers then examined the proposed roads and selected the roads best meeting the grant requirements for inclusion in the grant application. The Police Jury then reviewed and accepted the grant application.

9. Mr. Lewis McBryde – Sabine Humane Shelter

Mr. Lewis McBryde was not in attendance.

10. Brian See- Roadside Inc.- Asphalt Zipper

Mr. Brian See with Roadside Inc. first addressed the Police Jury concerning the Parish's weed and brush abatement program. Roadside Inc. provides the spraying services for that program. Mr. See discussed the late spraying of the Parish's roads during 2016 and promised to spray the roads earlier, during the months of April or May, in 2017. Mr. See recommended spraying brush during the fall of the year.

The Asphalt Zipper is a portable reclamation and asphalt milling machine. The machine grinds existing asphalt road surface and converts it into road base material. The Asphalt Zipper can be attached to a grader or a front-end loader. Roadside, Inc. offered the Police Jury a free demonstration of the machine.

11. Consider Hiring Human Resources Consultant

The Sabine Parish Police Jury has received a proposal, dated March 6, 2017, for a compensation plan study from SSA Consultants located in Baton Rouge, Louisiana. Each Juror was provided a copy of the proposal.

The Sabine Parish Police Jury is facing rising compensation and benefit costs but desires to be competitive and offer fair compensation to current and future employees. The Police Jury is considering hiring a human resources consultant to assist in ensuring that the Parish's job descriptions accurately set forth the duties of each employment position and that the compensation plan motivates and rewards employees. SSA Consultants has a long history of conducting compensation and classification studies in both the public and private sectors, including a recent study for DeSoto Parish.

President Ebarb briefly discussed some of the issues and problems that have been encountered while dealing with the existing job classifications and employment policies of the Jury, including employee leave and leave accrual. President Ebarb stressed that the Police Jury values its employees and will not do anything to their detriment.

The Personnel Committee and the Finance Committee had previously reviewed the proposal and both committees recommended engaging SSA Consultants to perform a compensation and classification study.

Mr. Sepulvado questioned if there would be any cost savings to the citizens of the Parish as a result of this study. Mr. Bison assured him that there would be sufficient savings in the first year to justify the study. Mr. McCormic noted that the employee leave program is not meant to be a supplemental retirement plan for the employees. Mr. Ruffin discussed the possibility of limiting the amount of leave that an employee can accumulate.

Resolution No. 7820

Motion by McCormic and seconded by Sepulvado to engage SSA Consultants to perform a compensation and classification study for the Police Jury at a fee not to exceed \$19,500 and to authorize President Kenneth Ebarb to execute any documents necessary to enter into the contractual agreement.

The voting was as follows:

Yeas: 8      Nays: 1      Absent: 0

12. Planning Commission

No one from the Planning Commission was in attendance.

13. Consider Entering Executive Session to Discuss Employee Matters

The Police Jurors briefly discussed entering an executive session to consider employee matters. Pursuant to Louisiana Revised Statute 42:16, an affirmative vote of two-thirds of the Police Jury members present is required to enter an executive session.

Resolution No. 7821

Motion by McCormic and seconded by Garcie to enter an executive session to discuss character, professional competence, and other employee related matters.

The voting was as follows:

Wiles Funderburk - Yea  
Mike McCormic - Yea  
Frances Hopkins - Yea  
William E. Ruffin - Yea  
Ronny Bison - Yea  
Eric Garcie - Yea  
Ricky "K-Wall" Sepulvado - Yea  
Kenneth M. Ebarb - Yea  
Randy Byrd - Yea

All members of the audience were asked to exit the police jury meeting room and the Police Jury entered executive session.

The Police Jury exited executive session and invited all members of the audience to return to the meeting room.

Resolution No. 7822

Motion by Ruffin and seconded by Funderburk to exit executive session.

The voting was as follows:

Yeas: 9      Nays: 0      Absent: 0

Resolution No. 7823

Motion by Sepulvado and seconded by Bison to refer the personnel matter to the Personnel Committee for review and recommendation.

The voting was as follows:

Yeas: 9      Nays: 0      Absent: 0

Resolution No. 7824

Motion by Sepulvado and seconded by Garcie to move Item 23, Wesley Johnson- E&P Consulting Services, LLC – Adjudicated Property, to Item 14 on the agenda.

The voting was as follows:

Yeas: 9      Nays: 0      Absent: 0

14. Wesley Johnson- E&P Consulting Services, LLC – Adjudicated Property

Wesley Johnson, with E&P Consulting Services, LLC, addressed the Police Jury concerning adjudicated property. Ms. Johnson’s office is in Monroe, Louisiana. Some of the services offered by E&P Consulting Services, LLC include:

- Draft the original ordinance for the Police Jury’s use in complying with the adjudicated property laws.
- Meet with relevant individuals to ensure a smooth start to the program.
- Accept applications from interested purchasers of Parish adjudicated property.
- Communicate offer document to interested property purchaser.
- Perform title search.
- Send all statutorily required notifications via certified mail.
- Provide script for news publication to relevant newspaper.
- Schedule auction.
- Handle closing and collect purchase price.

E&P Consulting Services, LLC will handle the disposition of any parcel of adjudicated property, regardless of size. However, the Company does not actively market properties and only becomes involved in the sale when notified that there is an interested purchaser.

The Sabine Parish Police Jury is currently under contract with CivicSource to sale its adjudicated property, but CivicSource has indicated that some properties will have too small of a value to be sold through their program.

Resolution No. 7825

Motion by McCormic and seconded by Bison to use E&P Consulting Services, LLC to dispose of adjudicated properties not accepted for sale by CivicSource.

The voting was as follows:

Yeas: 9      Nays: 0      Absent: 0

Mrs. Denise Rogers then addressed the Police Jury concerning Shamrock Road. Dirt work done by a landowner has encroached the right of way for the road and inhibited drainage of rain water. In addition, gravel has been piled on the road right of way and, in some areas, the width of the road has been reduced to a single lane.

Mr. Bison stated that the landowner needs to meet with the Parish Road Superintendent, Doug Olivier, to address these issues. President Ebarb instructed the Parish Road Superintendent to meet with the Parish Planning Commission Chairman, Peter Nugent, to determine the actions to be taken to alleviate these problems.

15. Review Bids Received for Land Declared Surplus Property

The Police Jury has publicly advertised for sealed bid the following property which has been declared surplus:

A .094+- acre tract located in the Northeast Quarter of the Southeast Quarter of Section 7-8-10, formerly the solid waste box site at Rocky Springs.

The sealed bids were opened and publicly read aloud at 9:00am on February 22, 2017. One bid in the amount of \$400 was received for this property.

Resolution No. 7826

Motion by Bison and seconded by Byrd:

WHEREAS, the Police Jury has publicly advertised for sealed bid a .094+- acre tract located in the Northeast Quarter of the Southeast Quarter of Section 7-8-10, formerly the solid waste box site at Rocky Springs, and

WHEREAS, the sealed bids were opened and publicly read aloud at 9:00am on February 22, 2017 in the Police Jury Meeting Room located at 400 S. Capitol Street, Many, Louisiana, and

WHEREAS, one bid in the amount of \$400 was received for this property.

NOW THEREFORE BE IT RESOLVED, that the Police Jury accept the bid of R. V. Byles in the amount of \$400.00

BE IT FURTHER RESOLVED that President Ebarb is hereby authorized to execute a deed for that price and to execute any other documents necessary to transfer ownership of the property.

The voting was as follows:

Yeas: 8      Nays: 0      Absent: 0      Abstain: 1 (Hopkins)

The Police Jury has publicly advertised for sealed bid the following property which has been declared surplus:

A 1.67+- acre tract adjoining Bridgeview Subdivision in Northeast Corner of Northwest /Northwest Section 21-96-13.

This is adjudicated property held by the Police Jury since April 30, 1993.

The sealed bids were opened and publicly read aloud at 9:00am on February 22, 2017. One bid in the amount of \$2,552.00 was received for this property.

Resolution No. 7827

Motion by Bison and seconded by Sepulvado:

WHEREAS, the Police Jury has publicly advertised for sealed bid a 1.67+- acre tract adjoining Bridgeview Subdivision in Northeast Corner of Northwest /Northwest Section 21-96-13, and

WHEREAS, the sealed bids were opened and publicly read aloud at 9:00am on February 22, 2017 in the Police Jury Meeting Room located at 400 S. Capitol Street, Many, Louisiana, and

WHEREAS, one bid in the amount of \$2,552.00 was received for this property.

NOW THEREFORE BE IT RESOLVED, that the Police Jury refer the sale of this property to the District Attorney to ensure that all legal requirements have been met for the sale and that notifications of the pending sale of the adjudicated property have been properly made to the owners.

BE IT FURTHER RESOLVED that the Police Jury take under advisement, subject to clearance by the District Attorney, the bid of D. H. Comby in the amount of \$2,552.00.

The voting was as follows:

Yeas: 9      Nays: 0      Absent: 0

16. Declare Additional Equipment as Surplus

Certain equipment has been determined to no longer be of use to the Police Jury and Mr. Olivier recommended that the Jury declare the equipment surplus property and sell or otherwise dispose of it.

Resolution No. 7828

Motion by Sepulvado and seconded by Byrd:

WHEREAS the equipment in the following list has been determined to be of no further use to the Sabine Parish Police Jury:

2005 Ford F350 Pickup Truck

NOW THEREFORE BE IT RESOLVED that the above listed equipment be declared surplus and that it be disposed in accordance with applicable Louisiana law.

BE IT FURTHER RESOLVED that President Ebarb be authorized to execute any documents necessary to sell or otherwise dispose of said surplus equipment in accordance with Louisiana law.

The voting was as follows:

Yeas: 9      Nays: 0      Absent: 0

17. Adopt Citizen Participation Resolution for FY 2018/2019 LCDBG Application

On February 23, 2017, Karen Cox with The Coordinating & Development Corporation contacted the Sabine Parish Police Jury and requested that the Jury adopt the Citizen Participation Resolution. The resolution is the first step in the FY 2018/2019 LCDBG application process.

Resolution No. 7829

Motion by Byrd and seconded by Ruffin:

**A RESOLUTION ADOPTING A CITIZEN PARTICIPATION PLAN FOR THE CDBG PROGRAM**

WHEREAS, Sabine 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 Sabine Parish Police Jury with respect to planning, implementation, and assessment of its CDBG program:

This plan describes how the Sabine 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 Sabine 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 Sabine 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 Sabine 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 Sabine Parish Police Jury.

### **PUBLIC HEARINGS**

Notices informing citizens of any public hearings will appear in the official journal of the Sabine 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 Sabine 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 Sabine Parish Police Jury to persons actually displaced as a result of such activities; and
- d) The Sabine 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:

Sabine Parish Police Jury  
400 S. Capitol Street  
Many, LA 71449

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 Sabine 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:

Sabine Parish Police Jury  
400 S. Capitol Street  
Many, LA 71449

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 Sabine 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 Sabine 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 three day notice is received by the Sabine Parish Police Jury. This notice shall invite all interested parties, particularly those low to moderate income residents in the target area to attend.

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

### CONSIDERATION OF OBJECTION TO APPLICATION

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

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

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 Sabine Parish Police Jury will provide an interpreter for dissemination of information to them providing the Sabine Parish Police Jury is given sufficient notification of three day(s).

### TECHNICAL ASSISTANCE

Technical assistance may be provided directly by the Sabine 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 Sabine 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 Sabine 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 Sabine Parish Police Jury, Monday thru Friday, 8:00a.m. to 3:00p.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 Sabine Parish to review all complaints received by the Parish.

### SECTION 2

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

- 1) The complainant shall notify the Parish Secretary-Treasurer of the complaint. The initial complaint may be expressed orally or by written correspondence.
- 2) The Parish Secretary-Treasurer 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-Treasurer within five working days.
- 4) The Parish Secretary-Treasurer 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-Treasurer who will forward the complaint and all actions taken by the President or designated representative to the appropriate Sabine 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 must notify the Parish Secretary-Treasurer 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-Treasurer 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 Sabine 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 Sabine 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, Louisiana 70804-9095

### SECTION 3

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

Louisiana Department of Justice  
Public Protection Division  
Post Office Box 94005  
Baton Rouge, Louisiana 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 Sabine 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 Sabine Parish Police Jury's regularly scheduled meetings.

The voting was as follows:

Yeas: 9      Nays: 0      Absent: 0

#### 18. Consider Entering a Cooperative Endeavor Agreement with Sabine Parish Dixie Youth Baseball, Inc.

On February 15, 2017, the Sabine Parish Police Jury received a request from the Sabine Parish Dixie Youth Baseball, Inc. for "start-up" money for the 2017 year for the parish Dixie Youth Program. The funds will be equally divided between the Many, Zwolle, Florian, Converse, Negreet, and Pleasant Hill programs. This non-profit organization usually enrolls over one thousand youth from the community each summer. The Police Jury has budgeted \$5,000 in its Fiscal Year 2017 Budget for this program.

Resolution No. 7830

Motion by Ruffin and seconded by Sepulvado:

WHEREAS, the Police Jury has budgeted \$5,000 in its Fiscal Year 2017 Budget for funding the Sabine Parish Dixie Youth Baseball Program; and

WHEREAS, the Police Jury has a responsibility to provide for the safety and welfare of the citizens of the parish; and

WHEREAS, the Sabine Parish Dixie Youth Baseball, Inc. provides a healthy source of recreation to over one thousand parish youths

NOW THEREFORE BE IT RESOLVED, that the Police Jury enter a cooperative endeavor agreement with the Sabine Parish Dixie Youth Baseball, Inc. to provide funding in the amount of \$5000.00; and

BE IT FURTHER RESOLVED that President Ebarb is hereby authorized to execute the cooperative endeavor agreement.

The voting was as follows:

Yeas: 9      Nays: 0      Absent: 0

19 Consider Entering a Cooperative Endeavor Agreement with the Sabine Hall of Fame.  
On February 6, 2017, the Sabine Parish Police Jury was contacted by the Sabine Hall of Fame. The Sabine Hall of Fame requested assistance in obtaining funds for the Youth Against Drugs, a local charity wherein volunteers meet on a regular basis to consult and advise the young people of Sabine Parish concerning the pitfalls of drug use. The Sabine Hall of Fame intends to raise funds for the Program through a banquet honoring a deserving citizen with a Hall of Fame award.

Resolution No. 7831

Motion by Sepulvado and seconded by Bison:

WHEREAS, the Police Jury has a responsibility to provide for the safety and welfare of the citizens of the parish; and

WHEREAS, informing and advising the young people of Sabine Parish concerning the pitfalls of drug use enhances the safety and welfare of the citizens of the parish

NOW THEREFORE BE IT RESOLVED, that the Police Jury enter a cooperative endeavor agreement with the Sabine Hall of Fame to provide funding in the amount of \$1,000.00; and

BE IT FURTHER RESOLVED that President Ebarb is hereby authorized to execute the cooperative endeavor agreement.

The voting was as follows:

Yeas: 8      Nays: 0      Absent: 0      Abstain: 1 (Ruffin)

20. Authorize Payment of Approved Bills

Resolution No. 7832

Motion by Bison and seconded by Ruffin to pay the approved bills.

The voting was as follows:

Yeas: 9      Nays: 0      Absent: 0

21. Appropriate Sales Tax for March Operations (\$195,000)

Resolution No. 7833

Motion by Hopkins and seconded by Ruffin to appropriate and transfer \$195,000.00 from the Sales Tax Fund to the Parishwide Transportation Fund for March 2017 operations.

The voting was as follows:

Yeas: 9      Nays: 0      Absent: 0

22. Committee Reports

There were no committee reports.

23. Operations

The Jurors expressed their appreciation to Mrs. Frances Hopkins for her service as Police Juror for District Three.

The Sabine Parish School Board has requested an expansion of the school bus turnaround at 50 West Cove Court in the Woodlake Subdivision in the Converse School District. The school bus driver has informed Mr. Olivier that he does not believe that an expansion of the turnaround is feasible. There was a brief discussion of the problems involved with the possible expansion of the turnaround.

Resolution No. 7834

Motion by McCormic and seconded by Hopkins to deny the expansion of the school bus turnaround at 50 West Cove Court in the Woodlake Subdivision in the Converse School District.

The voting was as follows:

Yeas: 8      Nays: 0      Absent: 0      Abstain: 1 (Sepulvado)

24. Adjournment

Resolution No. 7835

Motion by Sepulvado and seconded by Bison to adjourn.

The voting was as follows:

Yeas: 9      Nays: 0      Absent: 0

s/ William E. Weatherford  
William E. Weatherford  
Secretary Treasurer

s/ Kenneth M. Ebarb  
Kenneth M. Ebarb  
President