

**PARISH POLICE JURY
REGULAR MEETING
JANUARY 24, 2022
6:00 P.M.**

The Police Jury of Concordia Parish met this day in regular session convened. There were present the following members:

President:	Collin Edwards
Members:	Joseph Parker, Sr., Willie Yearby, Genesis Allen, Scottie Whittington, Adam Probst, Brad Adams
Absent:	Maurice Bachus
Secretary Treasurer:	Sandi T. Burley
Invocation:	Mr. Parker
Pledge of Allegiance:	Mr. Adams

- 1) The Pledge, Invocation, and Roll Call were conducted by Mr. Edwards. A quorum was present.
- 2) A motion was made by Mr. Probst seconded by Mr. Yearby to approve the minutes of the meeting held January 10, 2022. Motion carried unanimously.
- 3) Committee Updates and Reports:
 - a. Mr. Edwards, Mr. Probst, and Ms. Burley met to review the appointments to the Consolidated Committees. A revised Consolidated Committees appointment was distributed to the Jurors. A motion was made by Mr. Probst seconded by Mr. Whittington to approve the revised appointments. There were no public comments. Motion carried unanimously.
 - b. Since there were no changes to the Finance Committee, a review meeting is needed for the first week in February to review and amend the quarter four budget.
- 4) Resolution 22-003 was brought forward for discussion from last meeting. Two proposals were received to conduct a census and re-districting review of the Parish. Strategic Demographics Redistrict Services (“Strategic”) and Geographic Planning & Demographic Services (“Geographic”). Strategic proposed a \$14,000 base fee if done alone or \$11,000 if done in conjunction with the Concordia Parish School Board. Geographic proposed \$28,500 if done alone or \$25,500 per entity if done in conjunction with the Concordia Parish School Board. A motion was made by Mr. Parker to award Strategic Demographics Redistrict Services the contract for the Parish. The motion was seconded by Mr. Yearby, no public comment, and motion carried unanimously. (See Addendum for Resolution 22-003.)
- 5) A revised Travel and Expense Policy was distributed to the Jurors for review and comment. The addition of the commuting mileage reimbursement was reviewed and discussed. The policy allows for only elected officials who have a budgeted allocation for travel to receive up to \$250/ month or up to the annual allotted budget amount to receive reimbursement for commuter miles. The reimbursement must be reported as wages on the traveler’s W-2. The policy was recommended by the Parish’s auditor and reviewed by the Parish’s employment lawyer. A motion was made by Mr. Parker seconded by Mr. Yearby to approve the policy and revisions. There were no public comments. Motion carried unanimously.

- 6) A request for road work needed at Monterey High School was received from the Concordia Parish School Board. A motion was made by Mr. Adams and seconded by Mr. Yearby. There were no public comments. Motion carried unanimously.
- 7) Project of the Parish were next discussed.
- Brushy Bayou – Ms. Burley discussed outstanding items still needed from Jordan, Kaiser, and Sessions to finish the permitting for DOTD. Two emails for statuses updates have been sent. No response has been received as of the meeting. A motion was made by Mr. Parker seconded by Mr. Whittington to have a representative from JKS attend the next meeting and have Ms. Burley meet with Mr. Burget, DA, to review the contract and enforcing the penalties for missed deadlines. There were no public comments. Motion carried unanimously.
- Winter Storm (DR4590) – All project submissions for the Parish has been submitted for FEMA to review and approve. Updates will be provided as status meetings and review of the projects are held.
- DR 4462 (roads) – A meeting was held with FEMA, GOHSEP, Rostan Solutions, Shuler Consulting and Ms. Burley to discuss the asphalt road portion of the project. FEMA was very supportive to find ways to fund repairing the roads using a mesh cloth base to mitigate flood waters from destroying the base of the roads involved in this project. More meetings and review are scheduled to help move this project forward.
- ARPA – Revisions to guidelines were announced. The Parish will continue to work with the water and sewer entities to support projects.
- Broadband – The GUMBO applications have been submitted and are now in review. Announcements will come in March for awarding projects.
- 8) Ordinance Violations were next discussed. No violations were brought forward by the Jurors. Ms. Burley discussed a need to update the Health and Sanitation codes pertaining to private residences and septic tanks. Currently, the ordinances only acknowledge residents with septic tanks pertaining to subdivisions. A copy of the Louisiana Public Health – Sanitary Code, Title 51, Part XIII for Sewage Disposal was briefly reviewed and discussed to support the provisions of all sewage disposal in the Parish. A motion was made by Mr. Yearby seconded by Mr. Probst to advertise for a public hearing in which to update the Ordinances of the Parish as it pertains to sanitation and sewage disposal. No further public comments. Motion carried unanimously.
- 9) Under the Secretary / Treasurer’s Report, Ms. Burley brought forward the following:
- a. PJAL Convention will be held in March in Lake Charles. A tentative agenda was distributed. Those wishing to attend need to let Ms. Burley know as soon as possible for room reservations.
 - b. Updated state and federal tax withholding documents are needed from the Jurors.
 - c. The roll off truck for the open top dumpsters should be delivered tomorrow.
 - d. A notification from the Secretary of State was received by the Parish office today. The Jurors have until February 8th to call a special election. Since this deadline is prior to the next meeting, Ms. Burley asked for discussion and resolutions to be added to the agenda that were needed to satisfy the requirements of the Secretary of State.

A motion was made by Mr. Probst seconded by Mr. Neal to add the letter from the Secretary of State as it pertains to the Assessor's Office to the agenda. No public comments. Motion carried unanimously.

A motion was made by Mr. Yearby seconded by Mr. Adams to adopt Resolution 22-005 calling for a special election for Assessor, due to the retirement of Mr. Jerry Clark. There were no public comments. Motion carried unanimously. (See Addendum for Resolution 22-005.)

A motion was made by Mr. Whittington seconded by Mr. Yearby to appoint Mrs. Jeannie Archer, Deputy Chief Assessor, as Assessor and adopt Resolution 22-006 calling for an appointment to fill the vacancy of the Assessor. There were no further public comments. Motion carried unanimously.

- 10) Review and discussion of Occupational Licenses was next held. A motion was made by Mr. Probst seconded by Mr. Adams to approve the following occupational licenses. Under public comment, Mr. Parker shared the requested information regarding Wound Care Associates from the prior meeting. A facility will be established near the Trinity Hospital to provide out patient wound care services. There were no further public comments. Motion carried unanimously to approve:

Wound Care Associates – 6569 Hwy 84, Ferriday – wound care clinic
Booty Holdings, LLC – 5331 Hwy 84W, Vidalia – offroad part sales (moved business)
Cupit's Upholstery LLC – 5782 Hwy 84W, Vidalia – sewing and upholstery services

- 11) Under Superintendent's Work Orders, Mr. Guillory brought forward the following:
610 (yards) – 28 on Forrest, 110 on Pete Davis, 45 on Ellard Road
A motion was made by Mr. Yearby seconded by Mr. Neal to approve the materials used. There were no public comments. Motion carried unanimously.

- 12) Work orders needed by the Jurors for their districts were next discussed. The following was brought forward:

Whittington – Roundtree at Mooselodge – limbs and trash in the ditch
- Culverts on Roundtree need to be cleaned out
- Need inmate help for trash pickup in the districts

Under public comment, Mr. Willie Dunbar brought forward the need for a flood light at Logan Sewell and Mooselodge (also known as Concordia Extension) stating during a black out that the road is easy to miss. Mr. Dunbar also stated that reflectors were needed on Westside Drive in the curve. Mr. Parker asked Mr. Dunbar to submit his requests to his Juror to bring forward during the meetings.

A motion was made by Mr. Probst seconded by Mr. Yearby to approve the requests. There were no further public comments. Motion carried unanimously.

- 13) Correspondence from boards and committees were reviewed. Ms. Burley informed the Jurors that a board member is still needed for Concordia Fire District #2. Applications are being requested, but no submissions or recommendations have occurred.

Mr. Edwards asked for any further comment from the audience or Zoom participants. There were none.

- 14) The Jurors waved the right to go into Executive Session as there were no items in which to discuss.
- 15) There being no further discussion, a motion was made by Ms. Allen seconded by Mr. Parker to adjourn. There were no public comments. Motion carried unanimously.

Sandi T. Burley, Secretary / Treasurer

RESOLUTION 22-003

Resolution of the Concordia Parish Police Jury authorizing and directing the President to execute a contract with Strategic Demographics Redistricting Services to provide reapportionment and redistricting services to the Concordia Parish Police Jury.

WHEREFORE, Pursuant to the United States Constitution and federal law, there is conducted a decennial census of the population of the United States;

WHEREFORE, the most recent federal decennial census was conducted in 2020 and the results thereof will be released in 2021;

WHEREFORE, Louisiana law mandates that the Concordia Parish Police Jury consider the impact of the federal decennial census on its election districts to determine whether the relative populations of those election districts are in accordance with the principals of one person one vote set forth in the United States Constitution;

WHEREFORE, in order to accomplish this obligation, the Concordia Parish Police Jury requires the assistance of professionals in demographics, reapportionment and redistricting;

WHEREFORE, Strategic Demographics Redistricting Services, through its principals and subcontractors has extensive experience in demographics, reapportionment and redistricting, including experience following the 2000 and 2010 census;

WHEREFORE, Strategic Demographics Redistricting Services has submitted a proposed contract for demographic services, a copy of which is attached hereto;

NOW, THEREFORE BE IT RESOLVED that the Concordia Parish Police Jury authorizes and directs its duly elected President to execute the contract for demographic Services with Strategic Demographics Redistricting Services.

BE IT FURTHER RESOLVED that the Concordia Parish Police Jury authorizes and directs the administrative staff to take all actions necessary to carry out the contract for demographic services with Strategic Demographics Redistricting Services;

BE IT FINALLY RESOLVED that the Concordia Parish Police Jury directs the Secretary/Treasurer to forward an executed copy of this Resolution and the attached contract for demographics services to Strategic Demographics Redistricting Services.

This resolution was considered as a whole, and upon the motion of Mr. Parker being seconded by Mr. Yearby and carried unanimously was adopted by the following vote on 24th day of January, 2022.

YEAS: 8 NAYS: 0 ABSENT: 1 ABSTAIN: 0

ATTEST:

Collin Edwards
President

Sandi T. Burley
Secretary/Treasurer

RESOLUTION 22-005

NOTICE OF SPECIAL ELECTION NEEDED TO FILL THE VACANCY OF THE ASSESSOR FOR CONCORDIA PARISH

WHEREAS, Mr. Jerry Clark, Assessor, has submitted his notice of retirement to the Louisiana Secretary of State – Elections Operations division; and

WHEREAS, Mr. Clark’s retirement will take effect on March 31, 2022 leaving a vacancy as the Assessor of Concordia Parish; and

WHEREAS, the governing authority of Parish of Concordia, Louisiana shall within twenty (20) days call a special election in accordance with LA RS 18:402 and LA RS 18:602 (on or before February 8, 2022); and

WHEREAS, the governing authority of the Parish of Concordia, Louisiana, shall within twenty (20) days of the office actually becoming vacant (after March 31, 2022, but on or before April 20, 2022) make an appointment to fill the office. Once the office is vacant, in the interim prior to an appointment being made, the Chief Deputy Assessor shall assume the duties of the Assessor in accordance with LA RS 18:602(C)(1).

BE IT RESOLVED, that the Concordia Parish Police Jury as governing authority of Concordia Parish does hereby proclaim a need for a special election to fill the vacancy of Mr. Clark, as Concordia Parish Assessor; and

BE IT FURTHER RESOLVED, that a special election be called and held with the special primary election date set for November 8, 2022 and the special general election date set for December 10, 2022 with qualifying dates set for July 20, 21, & 22, 2022.

By motion of Juror Yearby, duly seconded by Juror Adams the above resolution was adopted by the following vote on this Monday, January 24, 2022 in regular session.

YEAS: 8 NAYS: 0 ABSENT: 1 ABSTAIN: 0

THUS, DONE AND SIGNED at Vidalia, Louisiana, on this, the 24th day of January, 2022.

Collin Edwards, President

Sandi T. Burley, Secretary/Treasurer

RESOLUTION 22-006

NOTICE TO MAKE AN APPOINTMENT TO FILL THE VACANCY OF THE ASSESSOR FOR CONCORDIA PARISH

WHEREAS, Mr. Jerry Clark, Assessor, has given his notice of retirement effective March 31, 2022; and

WHEREAS, the governing authority of the Parish of Concordia, Louisiana, shall within twenty (20) days of the office actually becoming vacant (after March 31, 2022, but on or before April 20, 2022) make an appointment to fill the office. Once the office is vacant, in the interim prior to an appointment being made, the Chief Deputy Assessor shall assume the duties of the Assessor in accordance with LA RS 18:602(C)(1).

BE IT RESOLVED, that the Concordia Parish Police Jury as governing authority of Concordia Parish does hereby proclaim a need to fill the vacancy of Mr. Clark, as Concordia Parish Assessor; and

BE IT FURTHER RESOLVED, that the appointment of Mrs. Jeannie Archer, Deputy Chief Assessor, to fill the office of the Assessor of Concordia Parish after March 31, 2022 is here by proclaimed; and

BE IT FURTHER RESOLVED, that the appointment of Mrs. Archer shall be in effect until a special election is held and an Assessor is named by the voting constituents of Concordia Parish.

By motion of Juror Whittington, duly seconded by Juror Yearby the above resolution was adopted by the following vote on this Monday, January 24, 2022 in regular session.

YEAS: 8 NAYS: 0 ABSENT: 1 ABSTAIN: 0

THUS, DONE AND SIGNED at Vidalia, Louisiana, on this, the 24th day of January, 2022.

Collin Edwards, President

Sandi T. Burley, Secretary/Treasurer