

**PARISH POLICE JURY  
REGULAR MEETING  
October 8, 2018  
6:00 P.M.**

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

|                       |   |
|-----------------------|---|
| Vice - President:     | Joseph Parker, Sr.  |
| Members:              | Jerry Beatty , Carey Cook, Willie Dunbar,<br>Adam Probst, and Whest Shirley |
| Absent:               | Jimmy Wilkinson, Jimmy Jernigan, and Red Tiffiee                            |
| Secretary Treasurer:  | Sandi T. Burley   |
| Invocation:           | Mr. Shirley   |
| Pledge of Allegiance: | Mr. Probst  |

Old Business: None

A motion was made by Mr. Probst seconded by Mr. Tiffiee to approve the minutes of the regular meeting of September 24, 2018 as mailed. Motion carried.

A motion was made by Mr. Shirley seconded by Mr. Probst to ratify the purchase orders and bank statement requisitions. Motion carried.

Ms. Golda Ensminger, Registrar of Voters had submitted a request to be placed on the agenda to discuss sharing of office space with the child support office. While Ms. Golda was not in attendance, the Courthouse Committee had previously met to discuss the usage of the room. Mr. Shirley discussed where the Courthouse Committee recommended that the child support office use the Parish jury room at this time. However, per the committee's recommendation, this does not mean that the ROV room cannot be used in the future. A motion was made by Mr. Shirley seconded by Mr. Beatty to support the recommendations of the Courthouse Committee. Motion carried.

Resolution 18-016 for the Annual Bridge Inspection Standards was presented. On a motion by Mr. Shirley seconded by Mr. Dunbar the following resolution was offered to-wit:

**R E S O L U T I O N 18-017**

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

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

**THEREFORE BE IT RESOLVED** by the governing authority of Concordia Parish (which is the Police Jury, herein referred to as the Parish), that the Parish in regular meeting convened, does hereby certify to the Louisiana Department of Transportation and Development (herein referred to as DOTD) that for the period of October 1, 2017 through September 30, 2018:

1. The Parish has performed all interim inspection on all Parish owned or maintained bridges in accordance with the National Bridge Inspection Standards.

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

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

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

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

And the vote on the motion was as follows: YEAS   6   NAYS   0   ABSENT   3  

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Joseph Parker, Sr, Vice-President

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Sandi T. Burley, Secretary Treasurer

| <u>Structure Number</u> | <u>Report Number</u> | <u>Common Road Name</u> |
|-------------------------|----------------------|-------------------------|
| P1531214914431          | 580051               | Wild Cow Bayou Road     |
| P1531312914101          | 580052               | Passman Road            |
| P1531329913001          | 580142               | D.A. Biglane Road       |
| P1531208914381          | 581023               | Wild Cow Bayou Road     |
| P1531283914451          | 700132               | Bodark Road             |
| P1531295913841          | 700134               | Passman Road            |
| P1531299913821          | 700136               | Boggy Bayou Road        |
| P1531421913141          | 700142               | Dan Howard Road         |
| P1531349913611          | 700144               | Poole Road              |
| P1531375913491          | 700148               | Temple Road             |
| P1531357913181          | 700152               | John Williamson Road    |
| P1531340912651          | 700156               | Vidalia Canal           |
| P1531119914071          | 701001               | Bayou Cocodrie          |
| P1531320913371          | 700146               | Poole Road              |
| 16-513-13-02            | 580196               | Yackey Road             |

A request for payment #4 to Wilmar Construction for work done on the ADA lift in the amount of \$31,179 was presented. On a motion by Mr. Dunbar seconded by Mr. Probst, motion carried to approve the payment. Mr. Parker asked to let the record show that this was not the final payment for the project and that retainage was being held until the project was approved as completed.

A revision to Article II – Building Permits of the Parish ordinances was presented. The revision encompassed added modular homes to the permitting where applicable. On a motion by Mr. Beatty seconded by Mr. Shirley, Ordinance 2018-03 was presented to make the appropriate modifications (revisions in bold):

**ORDINANCE 2018-03**  
**(Revisions of Article II - Building Permits, Sections 7-16 thru 7-20)**

**ARTICLE II. - BUILDING PERMIT**

Sec. 7-16. - Required.

It shall be unlawful for any person to erect, construct, enlarge, alter, improve or move a building or structure without a permit issued by the police jury office with the proper signatures.

(Ord. No. 439, § 2, 3-26-73; Ord. No. 623, 3-11-96) **Ord. No. 2018-03, 10/8/18**

Sec. 7-17. - Application form.

The building permit form shall be designed which will include, but not be limited to the following wording, "under penalties of perjury, I declare, to the best of my knowledge and belief, the answers above are true, correct, and accurate" and "all new home **and modular** builders are required to provide a contractors estimate of building cost."

(Ord. No. 439, § 2, 3-26-73; Ord. No. 623, 3-11-96; Ord. No. 654, 10-12-98; Ord. No. 733, 10-27-04)  
**Ord. No. 2018-03, 10/8/18**

Sec. 7-18. - Fee.

No building permit shall be issued until the appropriate fee indicated below has been paid:

(1) A minimum fee of twenty-five dollars (\$25.00) for permit for construction of buildings, enlargements, alterations, improvements, moving a building, locating or relocating a trailer or camper shall be charged (existing trailer parks excluded).

(2) Where the electrical service does not involve construction of a building or structure, enlargements, alterations, improvements, locating or relocating a trailer or camper, a letter must be written from the police jury office stating that a permit is not required. The fee for the letter shall be five dollars (\$5.00) per occurrence.

(3) When the building permit is for new construction of a building or modular home, the cost shall be eight and one-half cents (\$.085) per square foot of the proposed construction.

(4) Where the total estimated cost of moving a building or locating or relocating a camper or trailer amounts to ten thousand dollars and one cent (\$10,000.01) but does not exceed one hundred fifty thousand dollars (\$150,000.00), the fee shall be twenty-five cents (\$0.25) per one hundred dollars (\$100.00).

(5) Where the total estimated cost of moving a building or locating or relocating a camper or trailer amounts to one hundred fifty thousand dollars and one cent (\$150,000.01) but does not exceed two hundred thousand dollars (\$200,000.00) the fee shall be twenty-three cents (\$0.23) per one hundred dollars (\$100.00).

(6) Where the total estimated cost of moving a building or locating or relocating a camper or trailer amounts to two hundred thousand dollars and one cent (\$200,000.01) but does not exceed three hundred thousand dollars (\$300,000.00) the fee shall be twenty cents (\$0.20) per one hundred dollars (\$100.00).

(7) Where the total estimated cost of the proposed work amounts to three hundred thousand dollars and one cent (\$300,000.01) or more the fee shall be eighteen cents (\$0.18) per one hundred dollars (\$100.00).

(8) The fee shall not exceed five thousand dollars (\$5,000.00) in any instance.

(Ord. No. 439, § 2, 3-26-73; Ord. No. 558, 3-12-90; Ord. No. 565, 4-22-91; Ord. No. 583, 11-9-92; Ord. No. 623, 3-11-96; Ord. No. 09-01, 3-23-09) Ord. No. 2018-03, 10/8/18

Sec. 7-19. - Standards for issuance.

A building permit shall be issued only after the building inspector has determined that the proposed building site, or location of a modular home, trailer or camper, is reasonably safe from flooding, or if a flood hazard exists, any proposed new construction or substantial improvement (including prefabricated and mobile homes) shall:

(a) Be designed (or modified) and anchored to prevent flotation, collapse, or lateral movement of the structure;

(b) Use construction materials and utility equipment that are resistant to flood damage; and

(c) Use construction methods and practices that will minimize flood damage.  
(Ord. No. 439, § 3, 3-26-73; Ord. No. 623, 3-11-96) Ord. No. 2018-03, 10/8/18

Sec. 7-20. - Prerequisite to electrical service.

No electric or utility, company or companies shall provide electrical service to:

(1) Any new construction, of a building, enlargement, alteration, improvements, modular homes or any other structure, locating or relocating a trailer or camper unless and until they have in their possession a copy of a building permit as required by this article. (existing trailer parks excluded)

(2) The Concordia Parish health office must approve and a certificate of approval must accompany the application for:

a. Individual (septic tank) field line b. Oxidation pond c. Mechanical treatment plant

(Ord. No. 497, 7-12-82; Ord. No. 623, 3-11-96; Ord. No. 654, 10-12-98) Ord. No. 2018-03, 10/8/18

On a motion made by Mr. Beatty seconded by Mr. Shirley, the revisions to Article II. – Building Permit, Sections 7-16, 7-17, 7-18, 7-19, and 7-20 were adopted as Ordinance 2018-03. Motion carried in the regular meeting of the Concordia Parish Police Jury held on the 8<sup>th</sup> day of October, 2018.

And the vote on the motion was as follows: YEAS 6 NAYS 0 ABSENT 3

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Joseph Parker, Sr, Vice-President

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Sandi T. Burley, Secretary / Treasurer

The first spraying of the Parish canals has been completed by Black River Services. On a motion by Mr. Beatty seconded by Mr. Dunbar approval to pay Black River Services in the amount of \$13,207.50 was offered. Motion carried.

The Finance Committee had met to discuss ways of acquiring a bulldozer and excavator for the barn. A motion was made by Mr. Shirley seconded by Mr. Probst to table the decision as information presented to the Finance Committee had been revised and another review would need to take place. Motion carried.

The Finance Committee had also met to discuss document scanning software solutions needed by the Parish office. After being presented three proposals – two from MCCI and one from Revolution Data Systems, the Finance Committee recommended Revolution Data Systems. RDS provides a localized support option, cloud based storage, and the ability to scan the older odd shaped books not supported by current scanning devices. A motion was made by Mr. Shirley seconded by Mr. Probst to approve the proposal from Revolution Data Systems. Motion carried.

Next on the agenda was the discussion of an appointment needed to the Atchafalaya Commission. A motion was made by Mr. Beatty seconded by Mr. Dunbar to send a letter to Mayor Craft if interested in serving. Motion carried.

Open projects of the Parish were next on the agenda. The following updates were provided:

Brushy Bayou: All permit and supporting documentation has been sent to USACE for approval. A revised contract has been submitted to Jordan, Kaiser, & Sessions for review and signature. Mr. Joey Boothe is working on documents needed for right of ways and easements needed to move forward in Phase II. JKS is working with a company out of Hattiesburg on delineation and mitigation of the wetlands. A revised project cost estimate and benefit cost analysis is also being prepared.

ADA Lift: The ADA lift is installed and operational. Issues with moisture continue. Mr. Bennett will conduct a site visit on October 18<sup>th</sup> to review the area and probable causes.

Courtroom Renovations: Ms. Burley has received confirmation that Mr. James Lee with FP&C in Baton Rouge has all documents necessary to review and submit for approval to move forward with the project. There is no further action needed by the Parish until approval is received.

Washington Heights Sewer: October 8<sup>th</sup> marked the deadline for submission of documents needed by the LCDBG office for the project. All documents have been completed and submitted for review and approval. After the LCDBG office approves the info, they will issue the notice to proceed on the project. There is no further action needed by the Parish until the approval is received.

Vidalia Canal: The canals have been sprayed. Ms. Burley shared that several residents in the Parish have expressed their gratitude with the work being done.

Under Ordinance Violations, a motion was made Mr. Shirley seconded by Mr. Beatty to send the land owner at the corner of Guido and Mooselodge (address to be provided) an ordinance violation for debris and obstruction of drainage flow caused by tires, four wheelers, and various other material to be removed. Motion carried.

Ms. Burley gave her report by asking the Finance Committee to determine a meeting time to review the third quarter financial statements. Tentatively scheduled is for the afternoon of Thursday, October 18<sup>th</sup>. Ms. Burley also distributed registration information for the 2019 PJAL Convention. Jurors need to complete and submit by the next meeting to take advantage of the early registration discount.

Under a motion by Mr. Beatty seconded by Mr. Probst the following occupational licenses and/or alcohol permits were made:

Grumpy & Hai Hai LLC – 84 Quick Stop – gas/convenience store - 8675 Hwy 84, Ferriday, LA

Motion carried.

Under the Superintendent's Work Requests the following was approved on a motion by Mr. Dunbar seconded by Mr. Beatty:

21 yards washrock for Williams Road; 28 yards washrock for Luttrell Road; 14 yards of pitrun for Luttrell Road; 21 yards of pitrun on Lee Tyler Road; 28 yards of washrock on Lee Tyler Road

Mr. Shirley asked for potholes to be repaired on Eagle Road; clean ditches behind Burl Roberts road.

Mr. Dunbar asked for white rock on Freeman Road; fix signs on Westside drive; and ditches and debris in the Mooselodge and Concordia Park areas.

Motion carried.

Work orders were distributed to the Jurors for review. No action taken.

Under correspondence, Mr. Parker shared a “Notice of Public Hearing” from the DOTD for high way projects. The public hearing for Concordia Parish is scheduled for October 16<sup>th</sup> at the Franklin Media Center in Winnsboro.

Also distributed to the Jurors were: Riverland Medical Center - 10/8 Special Meeting Agenda; 10/8 Public Hearing; Concordia Waterworks #1 – 8/21 Minutes; Concordia Recreation District #1 advertisement for Recreation Director. No action taken by the Jurors.

There being no further business to discuss, a motion was made by Mr. Dunbar seconded by Mr. Beatty to adjourn. Motion carried.

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Sandi T. Burley, Secretary / Treasurer