



# POLICE JURY REGULAR MEETING

Lincoln Parish Police Jury

Tuesday, March 08, 2022 at 7:00 PM

Jack Beard Room | 910 North Trenton Street, Ruston, LA 71270

## AGENDA

In compliance with the Americans With Disabilities Act, individuals needing special accommodations during this meeting should notify the Lincoln Parish Police Jury at 318-513-6200 at least three working days before the meeting.

### Call to Order

**Invocation and Pledge of Allegiance** - Mrs. Annette Straughter

### Approval of Agenda

### Public Comment on Agenda Items

### Minutes of Prior Meeting

1. February 8, 2022

### Reports

2. Sparta Update - Mrs. Lindsey Gouedy

### Committee Reports

3. Adjudicated Property Committee
4. Solid Waste and Recycling Committee
5. Public Works Committee

### New Business

6. Reappoint Ronnie Rodrigues to Waterworks District No. 1 for a Five Year Term
7. Reappoint Kip Franklin to the Fire Training Center Board for a Three Year Term
8. Approve Contract With Riley Co For Surveying And Engineering Services Of Health Hub Not To Exceed \$40,000.00
9. Update Policy - Section 400: Timekeeping
10. Adopt Resolution Authorizing Parish Administrator To Execute Annual Public Housing Authority Certifications of Compliance

### Budget Report - Mr. Michael Sutton

### Other Business

11. Approve Travel to NACo Conference - July 21-24, 2022 in Adams County, Colorado

### Public Comment

### Adjourn

TO: Lincoln Parish Police Jury

FROM: Health & Welfare Committee

SUBJECT: Committee Report

The Health & Welfare Services Committee of the Lincoln Parish Police Jury met at the Lincoln Parish Library Events Center, Tuesday, February 8, 2022, at 6:00 p.m. Present were: Annette Straughter, Chair, Hazel Hunter, Matt Pullin, Milton Melton, and Sharyon Mayfield.

Annette Straughter called the meeting to order and Sharyon Mayfield delivered the invocation.

Chair Straughter called for public comments on the agenda. Sharyon Mayfield offered a motion, seconded by Hazel Hunter, to approve the agenda. The motion carried with the following votes:

YEAS: Hunter, Pullin, Melton, Mayfield, and Straughter

NAYS: None

The first item on the Agenda was to discuss and take action on ambulance services and authorize the President of the Police Jury to appoint members to a joint ambulance committee. During discussion, Richard Durrett asked that the Committee include members from Simsboro, Grambling, Dubach and Choudrant to form the Committee. Doug Postel stated that it would be formed through the Cooperative Endeavor Agreement with the City of Ruston. After more discussion, Matt Pullin offered a motion, seconded by Milton Melton, to recommend entering into a Cooperative Endeavor Agreement for \$120,000.00 with the City of Ruston and authorize the president to appoint members to the Ambulance Committee. The motion carried with the following votes:

YEAS: Hunter, Pullin, Melton, Mayfield, and Straughter

NAYS: None

Next on the Agenda was to discuss and take action on using the CMAR process for the new Health Hub and HELP Facilities and to authorize the President of the Police Jury to appoint a selection committee. Mr. Mike Walpole was present to explain the CMAR process to the jurors and how it would be beneficial for this particular project. Mr. Walpole explained that the Construction Management-At-Risk (CMAR) process

encouraged phased developing on large scale projects, allowed for more appropriate budgeting, and kept projects on time. After discussion, Milton Melton offered a motion, seconded by Sharyon Mayfield to recommend approving the use of the CMAR Process for the new Health Hub and HELP facilities and authorize the president to appoint a selection committee. The motion carried with the following votes:

YEAS: Hunter, Pullin, Melton, Mayfield, and Straughter

NAYS: None

With no further business, the meeting was adjourned.

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Doug Postel  
Parish Administrator

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Annette Straughter  
Chair

The Lincoln Parish Police Jury met in regular session on Tuesday, February 8, 2022, at 7:00 p.m. at the Lincoln Parish Library Events Center, Ruston, Louisiana. Present were: Theresa Wyatt, District One; Hazel Hunter, District Two; Richard I. Durrett, District Three; T.J. Cranford, District Four; Logan Hunt, District Five; Glenn Scriber, District Six; Matt Pullin, District Seven; Skip Russell, District Eight; Milton Melton, District Ten; Sharyon Mayfield, District Eleven; and Annette Straughter, District Twelve.

ABSENT: Joe Henderson, District Nine

President Durrett called the meeting to order and Sharyon Mayfield delivered the Invocation and led the Pledge of Allegiance.

Annette Straughter offered a motion, seconded by Sharyon Mayfield, to approve the agenda. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Durrett, Cranford, Hunt, Scriber, Pullin, Russell, Melton, Mayfield and Straughter

NAYS: None

ABSENT: Henderson

Annette Straughter offered a motion, seconded by Milton Melton, to approve the minutes of the January 11, 2022 meeting. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Durrett, Cranford, Hunt, Scriber, Pullin, Russell, Melton, Mayfield and Straughter

NAYS: None

ABSENT: Henderson

Milton Melton offered a motion, seconded by Annette Straughter, to approve the minutes of the January 24, 2022 meeting. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Durrett, Cranford, Hunt, Scriber, Pullin, Russell, Melton, Mayfield and Straughter

NAYS: None

ABSENT: Henderson

First on the Agenda was to hear Committee Reports. Annette Straughter stated that the Health and Welfare Services Committee met at 6:00 pm this day and the Committee recommends:

1. Entering into a Cooperative Endeavor Agreement with the City of Ruston for \$120,000.00 for 2022 and authorizing the formation of a joint ambulance service committee consisting of members from Simsboro, Grambling, Dubach, and Choudrant.
2. Approving the use of the CMAR process for the new health hub and HELP facilities and authorizing the president to appoint a selection committee.

Annette Straughter offered a motion, seconded by Milton Melton, to accept the report and approve the recommendations of the Health and Welfare Services Committee. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Durrett, Cranford, Hunt, Scriber, Pullin, Russell, Melton, Mayfield and Straughter

NAYS: None

ABSENT: Henderson

Item four on the agenda was the Hospital Funds Report from Mr. Lucius McGehee. (Annette Straughter left the meeting.) Mr. McGehee gave a general overview of the funds for the calendar year 2021. No action was taken.

Ms. LaTonya Lacey was present to explain the updates to the current Covid-19 protocols. She stated that these updates were due to changes in CDC guidelines which the Jury had voted to follow at a previous meeting. After discussion Sharyon Mayfield offered a motion, seconded by Logan Hunt, to approve the updates to the Covid-19 protocols. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Durrett, Cranford, Hunt, Scriber, Pullin, Russell, Melton and Mayfield

NAYS: None

ABSENT: Henderson and Straughter

Milton Melton offered a motion, seconded by Theresa Wyatt, to adopt the following resolution:

**RESOLUTION NO. 22-07**

**RESOLUTION OF ASSURANCE TO COMPLY WITH UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION**

**LINCOLN PARISH POLICE JURY**

WHEREAS, the Lincoln Parish Police Jury anticipates obtaining Federal participation in transportation related projects for the fiscal year 2021-2022; and,

WHEREAS, it is essential for the Lincoln Parish Police Jury to provide the necessary assurances to Louisiana Department of Transportation's Real Estate Section that it will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act, as amended (Uniform Relocation Act) 42 U.S.C. 4601-4655, and with implementing Federal regulations in 49 C.F.R. Part 24.

NOW, THEREFORE, BE IT RESOLVED, that the Lincoln Parish Police Jury assures that it will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act, as amended (Uniform Relocation Act) 42 U.S.C. 4601-4655, and with implementing Federal regulations in 49 C.F.R. Part 24.

/s/ Richard I. Durrett  
Richard I. Durrett  
Lincoln Parish Police Jury President

The motion carried with the following votes:

YEAS: Wyatt, Hunter, Durrett, Cranford, Hunt, Scriber, Pullin, Russell, Melton and Mayfield

NAYS: None

ABSENT: Henderson and Straughter

Skip Russell offered a motion, seconded by Hazel Hunter, to authorize assistance to the Village of Simsboro for the filling in of potholes on Cranford Street and at Braswell and Walnut Creek, contingent on the Highway Department schedule. The motion carried with the following votes:

YEAS: Wyatt, Hunter, Durrett, Cranford, Hunt, Scriber, Pullin, Russell, Melton and Mayfield

NAYS: None

ABSENT: Henderson and Straughter

Treasurer Michael Sutton presented the monthly budget report. He stated that all Local Agency Grants for the year 2022 had been paid. He informed the jurors of the 2020 census numbers and how these will affect the solid waste distributions. He also mentioned that Financial Disclosure Statements would be due by May 15, 2022 and that those forms would be provided in the coming months.

Under Department Reports, all Department Heads stated that they were on track with current projects. Administrator Doug Postel presented the RV Campground of the Year award to Park Director James Ramsaur. Juror Glenn Scriber gave a brief update on the Archery Tournament that was held at the park.

Mr. Postel stated in his Administrator's Report that the sign program was proceeding with no issues. He mentioned that the online permitting process would be presented to the jurors next month. He reminded the jurors that the Police Jury Association Conference would be held March 9-11, 2022 and that travel packets would be provided. During his report, he and Mr. Melton, presented Mr. Richard Durrett with an award for years of service for work on/with the Sparta Groundwater Conservation District.

One public comment was received under Public Comments. With no other business to come before the jury, the meeting was adjourned.

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Doug Postel  
Parish Administrator

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Richard I. Durrett  
Parish President

**LINCOLN PARISH WATERWORKS DISTRICT NO. 1**  
**141 Barham Road**  
**Dubach, Louisiana 71235**

February 15, 2022

Lincoln Parish Police Jury  
P. O. Box 979  
Ruston, Louisiana 71270

Dear Sir:

RE: Re-nomination of Ronnie Rodrigues as a Commissioner

Ronnie Rodrigues' term as a commissioner expires March 13, 2022. He had taken Brook Harris's position when Mr. Harris resigned.

At the quarterly meeting on January 20, 2022, Benjamin Thomas offered a motion, which was seconded by Ryan Taylor, that Ronnie Rodrigues be nominated to another five year term. There were three yeas. Two of the commissioners were out sick. The motion carried.

Ronnie Rodrigues address is 7310 Hwy 822 West, Dubach, Louisiana 71235. His phone number is 1-318-497-2943.

Sincerely,

  
Joan Jacks, Secretary



LINCOLN PARISH  
FIRE TRAINING  
CENTER

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4786 Highway 167  
Dubach, LA 71235  
Phone 318-255-1055  
Fax 318-255-7043

BOARD OF  
COMMISSIONERS

MIKE FULTON  
CHAIRMAN  
LINCOLN PARISH FIRE DISTRICT

BILL SANDERSON  
COMMISSIONER  
CITY OF RUSTON

KIP FRANKLIN  
COMMISSIONER  
LINCOLN PARISH POLICE JURY

CHRIS WOMACK, FIRE CHIEF  
RUSTON FIRE DEPARTMENT

KEVIN REYNOLDS, FIRE CHIEF  
LINCOLN PARISH FIRE DISTRICT

February 25, 2022

Doug Postel, Administrator  
Lincoln Parish Police Jury  
100 W. Texas Ave.  
Ruston, LA 71270

Mr. Postel,

The Lincoln Parish Police Jury is represented on the Board of Commissioners of the Lincoln Parish Fire Training Facility. The term of service for the police jury's representative, Mr. Kip Franklin, expired on December 31, 2021.

Mr. Franklin expressed his desire to be reappointed to this board, if the jury so chooses. Please notify the Fire Training Center Board as to his reappointment, or the appointment of another representative, to serve the three-year term beginning January 1, 2022 (or date of his appointment by the jury), and ending December 31, 2024.

If you have any questions, please contact me at 318-255-1055, or by email, [sparnell@lincolnparish.org](mailto:sparnell@lincolnparish.org).

Sincerely,



Sumer Parnell, Secretary  
Lincoln Parish Fire Training Center Board

## TIMEKEEPING/PAYROLL

### 400 TIMEKEEPING

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the Police Jury to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be prior approved by the Parish Administrator before it is performed except in cases of extreme emergencies.

Time will be entered on the time log as follows:

1. Regular Hours: Total hours worked in a payroll period up to a total of 40 hours per week. Regular hours are paid at the employee's current rate of pay.
2. Overtime Hours: Total hours worked in a payroll period which exceeds 40 hours per week. Overtime hours are paid at 1.5 times the employee's current rate of pay.
3. Vacation Hours: Total hours employee is paid in accordance with the vacation policy during the pay period.
4. Sick Hours: Total hours employee is paid in accordance with the sick leave policy during the pay period.
5. Holiday Hours: Total hours during the payroll the employee is paid in accordance with the Holiday Policy.
6. Other Hours: Total hours during the payroll period the employee is paid for funeral leave, civil leave, and workers' compensation hours.

Pay weeks begin on Thursday at 12:01 a.m. and end on Wednesday at 12:00 midnight and are 2 weeks in duration.

There are 26 pay periods in a year.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

#### Reporting

You should notify your supervisor as much in advance as is possible when you are absent for any reason, but no more than 15 minutes after the beginning of your scheduled shift. Calling in your absence more than 15 minutes after your shift begins is considered a "failure to report" which may result in corrective action.

Nonexempt employees should report to work no more than 15 minutes prior to their scheduled starting time nor stay more than 15 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

It is the employee's responsibility to sign his or her time record to certify the accuracy of

all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing.

In addition, if time is not recorded accurately on the timesheet, payment may be delayed until both the employee and the supervisor verify the accuracy of the changes by initialing the time record.

If an employee clocks in more than 3 minutes after each quarter hour, he/she will be docked for one quarter hour. If an employee is given permission and leaves their jobsite for personal reasons during work time, that person must clock out and back in when he/she returns. Each employee has the responsibility of punching his/her time card. Failure to do so will result in disciplinary action up to and including termination.

## **410 PAYDAYS**

All employees are paid bi-weekly. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a holiday, every effort will be made to pay on the last day of work before the regularly scheduled payday.

All employees must have their pay check directly deposited into their checking or savings account.

**Resolution No.**

Now, Therefore, Be It Resolved that the Lincoln Parish Police Jury convened in regular session this 8<sup>th</sup> day of March, 2022 does hereby certify that it will carry out the public housing program of the agency in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement and by maintaining records reflecting these analyses and actions, and hereby authorizes the Parish Administrator, Doug Postel, to sign the Certifications.

/s/ \_\_\_\_\_  
Richard I. Durrett  
President

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I, Doug Postel, Parish Administrator, Lincoln Parish Police Jury, do hereby certify that the above and foregoing is a true and correct copy of a Resolution adopted by the Police Jury of Lincoln Parish, Louisiana, convened in regular session on the 8th day of Mrch, 2022 at which meeting a quorum was present.

\_\_\_\_\_  
Doug Postel  
Parish Administrator

## **AUTHORIZING RESOLUTION**

Resolution No. \_\_\_\_\_

Resolution authorizing the filing of an application with the Louisiana Department of Transportation and Development for a grant under any of the following FTA programs managed through Louisiana Department of Transportation and Development.

- 49 CFR 5311, Formula Grant for Rural Areas
- 49 CFR 5339, Grants for Bus and Bus Facility Program

WHEREAS, the Secretary of Transportation and Development is authorized to make grants for mass transportation projects;

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provisions by it of the local share of project costs;

WHEREAS, it is required by the Louisiana Department of Transportation and Development in accord with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the Applicant that minority business enterprise be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts when procuring construction contracts, supplies, equipment, or consultant and other services:

NOW, THEREFORE, BE IT RESOLVED by Lincoln Parish Police Jury \_\_\_\_\_:

1. That **Ronnie Dowling** is authorized to execute and file an application on behalf of Lincoln Parish Police Jury with the Louisiana Department of Transportation and Development, to aid in the financing of operating and/or capital assistance projects pursuant to FTA transit programs.
2. That **Ronnie Dowling** is authorized to execute and file with such applications an assurance or any other document required by the Louisiana Department of Transportation and Development effectuating the purposes of Title VI of the Civil Rights Act of 1964, as amended.
3. That **Ronnie Dowling** is authorized to furnish such additional information as the Louisiana Department of Transportation and Development may require in connection with the application or financial reimbursement of the project.
4. That **Ronnie Dowling** is authorized to set and execute affirmative minority business policies in connection with the project's procurement needs.

5. That **Ronnie Dowling** is authorized to execute grant contract agreements on behalf of **Lincoln Parish Police Jury** with the Louisiana Department of Transportation and Development for aid in the financing of the operating or capital assistance projects.

6. This resolution is applicable for a period of one year unless revoked by the governing body and copy of such revocation shall be furnished to the DOTD.

CERTIFICATE

The undersigned duly qualified and acting **Parish Administrator** of the **Lincoln Parish Police Jury** certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the **Lincoln Parish Police Jury** held on \_\_\_\_\_, 20\_\_\_\_.

If applicant has an official seal, impress here.

(Signature of Recording Officer) \_\_\_\_\_

\_\_\_\_\_  
(Title of Recording Officer)

\_\_\_\_\_  
(Date)