



# **DESOTO PARISH POLICE JURY**

**December 02, 2024 at 5:02 PM**

**Personnel Committee Meeting**

**Police Jury Meeting Room, 101 Franklin Street, Mansfield, LA 71052**

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## **AGENDA**

Jeri Burrell, Chairwoman, Trina Boyd-Simpson, Bubba Clark, Jimmy Holmes and Nick Rains

**A. CALL TO ORDER**

**B. CALL FOR ADDITIONS AND DELETIONS**

**C. GUEST AND PUBLIC COMMENTS**

**D. PERSONNEL ITEMS**

1. Approve the recommendation from the Administrator and Human Resources to hire Road Superintendent
2. Approve the recommendation from the Administrator and Human Resources to hire Maintenance Superintendent
3. Accept the job description and salary for the Nuisance Abatement Officer

**E. ADJOURN**



# DeSoto Parish Police Jury

101 Franklin Street, Mansfield, Louisiana 71052

PHONE: (318) 872-0738 FAX: (318) 872-5343

December 2, 2024

To: DeSoto Parish Police Jury

From: Michael Norton, Parish Administrator

Dear Honorable Police Jury Members:

Please accept this letter as my official recommendation to hire Philip Clark as the new Road Superintendent starting at \$107,016/year. I and the Human Resources department have reviewed Mr. Clark's qualifications, which he more than meets. The recommendation is based upon his commanding knowledge of road construction, road maintenance, certifications, and his ability to manage multiple projects and people. Please see his following list of certifications, skills, and abilities:

- Over 30 years of experience in Commercial/Residential contract work including Road Building, Road Repair and Road Maintenance
- Over 30 years of leadership experience, 18 years with the DeSoto Parish Police Jury
- Current Assistant Superintendent of the Road Department for the DeSoto Parish Police Jury
- Certified with FEMA Incident Command Systems and Homeland Security First Responder
- FEMA Claims Coordinator
- Louisiana Road Scholar, First and only for DeSoto Parish
  - o Completion of this certification includes 13 classes completed with the DOTD Road Scholar program over 10 years
- LTAP Intersection Basics: Safety, Operations, and Accessibility
- LTAP Combating Rural Roadway Departures
- American Traffic Safety Service Association Traffic Control Technician
- Floodplain Management Association
- Northwest Louisiana Safety Coalition
- Parish Emergency Management Coalition Advisor
- Hazardous Incident Investigator

If the Jury agrees, Mr. Clark will assume the role of Superintendent alongside Mr. Fred Woodley on March 3, 2025, up until Mr. Woodley's retirement on May 31, 2025.

Thank you for your consideration,

Michael Norton  
Parish Administrator

## OFFICERS

**Rodriguez Ross**  
President

**Greg Baker**  
Vice President

**Michael Norton**  
Parish Administrator

**Jodi Zeigler**  
Secretary

**Lilliana Garcia**  
Treasurer

## MEMBERS

**Jimmy Holmes**  
Keatchie, LA 71046  
District 1A

**Bubba Clark**  
Logansport, LA 71049  
District 1B

**Coday Johnston**  
Mansfield, LA 71052  
District 1C

**Robby Latham**  
Stonewall, LA 71078  
District 2

**Greg Baker**  
Stonewall, LA 71078  
District 3

**Richard Fuller**  
Mansfield, LA 71052  
District 4A

**Jeri Burrell**  
Mansfield, LA 71052  
District 4B

**Ernel Jones**  
Mansfield, LA 71052  
District 4C

**Trina Boyd-Simpson**  
Mansfield, LA 71052  
District 4D

**Nick Rains**  
Frierson, LA 71027  
District 5

**Rodriguez Ross**  
Pelican, LA 71063  
District 6


# Retirement Letter

Date: August 6, 2024  
To: Michael Norton, Parish Administrator  
From: Fredrick Woodley, Road Superintendent  
Subject: Retirement Date

As you already know from our conversations, my time to retire from the DeSoto Parish Police Jury has come. This letter is my official notification to you that May 31, 2025 will be my retirement date.

Sincerely,



*I might change mind again*  


Fredrick Woodley  
Road Superintendent



# DeSoto Parish Police Jury

101 Franklin Street, Mansfield, Louisiana 71052  
PHONE: (318) 872-0738 FAX: (318) 872-5343

December 2, 2024

## OFFICERS

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**Greg Baker**  
Vice President

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**Jeri Burrell**  
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**Ernel Jones**  
Mansfield, LA 71052  
District 4C

**Trina Boyd-Simpson**  
Mansfield, LA 71052  
District 4D

**Nick Rains**  
Frierson, LA 71027  
District 5

**Rodriguez Ross**  
Pelican, LA 71063  
District 6

To: DeSoto Parish Police Jury

From: Michael Norton, Parish Administrator

Dear Honorable Police Jury Members:

Please accept this letter as my official recommendation to hire Norman Ellis as the new Maintenance Superintendent starting at \$93,412.80/year. I and the Human Resources department have reviewed Mr. Ellis's qualifications, which he more than meets. The recommendation is based upon his commanding knowledge of the innerworkings of all the jury buildings needs, the many years of experience he has with the jury as the Assistant Superintendent of Maintenance and his willingness to lead in this position. Please see his following list of certifications, skills, and abilities:

- Electricians Diploma – Louisiana Technical College January 2004
- Over 20 years of experience in the Commercial/Residential maintenance work, including with the DeSoto Parish Police Jury
- Over 12 years of leadership experience with the DeSoto Parish Police Jury as the Assistant Superintendent over Maintenance
- Residential Electricians License
- Journeyman Electricians License
- Strong Organizational and Leadership Skills
- Effective communication and problem-solving abilities
- Excellent management and coordinating skills

If the Jury agrees, Mr. Ellis will assume the role of Superintendent alongside Mr. Kevin Vanzant on March 3, 2025, up until Mr. VanZant's retirement on May 1, 2025.

Thank you for your consideration,

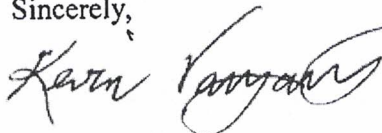
Michael Norton  
Parish Administrator

# Retirement Letter

Date: August 6, 2024  
To: Michael Norton, Parish Administrator  
From: Kevin Vanzant, Maintenance Superintendent  
Subject: Retirement Date

As you already know from our conversations, my time to retire from the DeSoto Parish Police Jury has come. This letter is my official notification to you that May 1, 2025 will be my retirement date.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kevin Vanzant", with a long horizontal flourish extending to the right.

Kevin Vanzant  
Maintenance Superintendent





**Scope:** DeSoto Parish Police Jury

**Job Title:** Nuisance Abatement Officer

**Category:** Engineering

**Pay Range:** \$24.92 - \$37.38

**Description:** The Nuisance Abatement Officer will work with the community to remedy nuisance property in the Parish to protect the public health, welfare and safety. This Officer will facilitate a safe and desirable environment by applying applicable nuisance rules, the excessive noise ordinance, regulations, state laws, policies and procedures.

**Duties and Responsibilities:**

- Designs and administer the Nuisance Abatement Program and investigate complaints of vacant vandalized structures.
- Examine abandoned and junked vehicles to ensure safety to public and abates vehicles in violation of ordinance.
- Investigate citizen complaints of nuisance and excessive noise violations, obvious violations observed during site inspections; determine appropriate action to be taken.
- Implement nuisance enforcement, as necessary, to correct violations when the property owner fails to make appropriate and timely corrections upon notification.
- Coordinate with the DeSoto Parish Sheriff Office to enforce the noise ordinance.
- Issue and maintain loudspeaker/public address systems permit with Parish Administrator approval.
- Research and locate property ownership information, Parish Tax Assessor's parcel information, mortgage holders, and interested parties.
- Prepare forms and letters advising property owners and tenants of possible nuisance and excessive noise violations, including specific time allowed for correcting deficiencies.
- Issue warnings, letters, and citations as appropriate; conduct follow-up inspections and take additional actions until cases are resolved and closed.
- Develop and maintain detailed case files and maintain complete records of all cases including ownership information, all communications and actions taken with names, dates, and times.
- Maintain before and after photographs and copies of all other documents.
- Prepare evidence in support of legal actions taken by the Police Jury; testify in hearings and court as necessary.
- Attend meetings and serve as a resource to other departments, the general public, and outside agencies in the enforcement of the nuisances' and excessive noise ordinances.
- Train and inform Parish personnel and the public on the Nuisance Abatement Program's rules, policies, and procedures.
- Propose rule and policy changes to create a more robust and effective program.
- Parish vehicle is used on an as needed basis.
- Performs other duties as assigned.

**Qualifications**

- High School Diploma or GED equivalent is required.
- Must have a valid Driver's License.
- Three years of enforcement experience involving inspections, investigations, and code compliance.

- Knowledge of basic requirements of zoning and related codes, nuisance ordinances and regulations.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to research, reporting methods, techniques, and procedures experience.
- Ability to establish and maintain effective working relationships with the public including during potentially volatile situations.
- Ability to interpret, apply, explain, and ensure compliance with nuisance and excessive noise ordinances.
- Ability to explain codes and regulations to property owners, residents and others.
- Ability to exercise sound and fair judgement in evaluating situations and taking corrective action.

**Working Conditions**

Duties are performed both indoors and outdoors. Indoor duties are performed in both temperature-controlled and non-temperature-controlled environments. Employee will be exposed to natural weather conditions while performing outdoors duties. Employee may be exposed to fumes, odors, dust and gasses in the performance of job duties.