

204 North Cedar Street  
Tallulah, Louisiana 71282  
Telephone (318) 574-0964  
Fax (318) 574-2773  
www.cityoftallulah.org



## Office of the Mayor

City of Tallulah

### Regular Council Meeting Agenda

Thursday, August 8, 2024

5:30 P.M.,

Tallulah City Hall

**Charles M. Finlayson**  
Mayor  
**Joseph Scott**  
District 1  
**Lisa Houston**  
District 2  
**Carla Turner-Harris**  
District 3  
**Marjorie Day**  
District 4  
**Toriano Wells**  
District 5

1. Call to Order
2. Pledge of Allegiance & Prayer
3. Roll-Call
4. Public Comments on the Agenda
5. Approve Minutes of the July 25, 2024, Regular Meeting
6. Brownfield Project Update
7. Approve Recommendation of Police Chief
  - a. New Hire - Jonathan Jones
  - b. Termination – Symotriana Long
8. Discussion of Acquiring New Police Vehicles
9. Review City of Tallulah Contract Policy and Contract Procedures
10. Mayor's Report
  - a. Water Receiver
  - b. Dabney Street and FY 2023 LCDBG Streets Project
  - c. Runoff in Ditch Behind Water Plant
11. Public Comments
12. Adjourn

#### Special Accommodations

*Any person needing reasonable accommodations to attend a public meeting held by the Tallulah City Council should contact Gerald Odom at 318-574-0964 three (3) days prior to the meeting date. If further information is needed, please contact Mr. Odom at the number listed above.*

**“This Institution is an Equal Opportunity Employer/Provider”**

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Toriano Wells  
District 5**

To: Joe Scott  
Lisa Houston  
Carla Harris  
Marjorie Day  
Toriano Wells

From: Mayor Charles Finlayson

Subject: Request for Agenda Items

Date: August 7, 2024

Via email on August 6, 2024, Councilman Wells requested the following information be added to the agenda for the August 8, 2024 Regular Meeting:

City of Tallulah Contract Procedures  
Previous Month Bills for Payment.  
Boundary Annexation Survey- City of Tallulah's Corporate Boundaries

I have added a discussion of the Contract Polices and Contract Procedures to the agenda. I have already addressed monthly bills on the agenda. That item will not be on the agenda. With regard to the Tallulah Corporate Boundaries, I will have more information on that in the following weeks. The item will be added to the agenda when I am prepared to give a full update.

Regular Council Meeting  
City of Tallulah  
July 25, 2024

A regular meeting of the Mayor and City Council was held on Thursday, July 25, 2024, at 5:30 P. M., in the Council Room Chamber of Tallulah City Hall.

Mayor Charles M. Finlayson called the meeting to order, led the Pledge of Allegiance, and allowed a moment of silent prayer followed by a prayer from Councilmember Wells.

A roll call of council members is listed as follows:

Scott	Present
Houston	Present
Harris	Present
Day	Present
Wells	Present

Councilmember Wells took issue with the statement from the Mayor that the Mayor controls the agenda. Councilmember Wells disagreed and also stated that a council member could put forth an item on the agenda even if the Mayor disagreed: further discussion on the issue will be forthcoming. Councilmember Wells also noted that department heads should be required to attend meetings of the council for informational purposes. Mayor Finlayson stated that it was not necessary for Department Heads to attend all council meetings, but should a situation warrant it, a department head might be summoned to a particular council meeting. Councilmember Wells discussed the situation of the contractor for the first LCDBG Street Project being many days past due for completion, and that a penalty should be paid to the City from the contractor for being so late in completion as the contract stipulates.

Motion and second to approve minutes of the July 11, 2024, meeting were made by Councilmembers Harris and Day respectively and carried unanimously.

Section 8 Administrator Merunda Brown presented an overview of current Section 8 operations noting that there exists 44 current vouchers with 11 open vouchers. She asked for and was granted approval to add "Ageing Adult's Guide To Community Resources Brochure" to the City's website. Subsequent motion and second to that effect were made by Councilmembers Day and Houston respectively and roll call is as follows:

Scott	Yea
Houston	Yea
Harris	Yea
Day	Yea
Wells	Nay

Motion carried.

Councilmember Day moved for approval of the employment of 3 Police Officers at the request of Police Chief Buster McCoy. Councilmember Houston seconded, and a roll call is shown in the following:

Scott	Yea
Houston	Yea
Harris	Yea
Day	Yea
Wells	Yea

Motion carried unanimously. The three newly hired officers are: John’Nicqwua Minor, Sophia Barnett, and Felton Moore.

Motion to approve the 2024 City of Tallulah Procurement Policy was made by Councilmember Houston and seconded by Councilmember Scott. Councilmember Wells stated that he was not seeing any evidence of minority businesses given chances to bid on local contracts and urged that the practice be adopted. Roll call on the procurement policy is listed as follows:

Scott	Yea
Houston	Yea
Harris	Yea
Day	Yea
Wells	Nay

Motion carried.

After further council discussion of the matter, Councilmembers Day and Harris moved for approval of: A Resolution Adopting the 2024 Madison Parish Multi Jurisdiction Hazard Mitigation Plan, and the following roll call is shown as follows:

Scott	Yea
Houston	Yea
Harris	Yea
Day	Yea
Wells	Nay

Motion carried.

Letters of Engagement for the fiscal 2024 City financial audit were motioned for approval by Councilmembers Houston and Scott respectively and following roll call is listed as follows:

Scott	Yea
Houston	Yea
Harris	Yea
Day	Yea
Wells	Nay

Motion carried

City Clerk Gerald Odom reminded council members that financial statements of all city funds included in their packets were current as of June 30, 2024, and invited questioning from the Council and public.

There being no further business to discuss, the meeting was adjourned on motion and second of Councilmembers Houston and Day respectively and carried unanimously.

Attest:

August 8, 2024

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Gerald L. Odom, City Clerk

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Charles M. Finlayson, Mayor



# Tallulah Police Department



500 East Green Street  
Tallulah, Louisiana 71282

Contacts:  
(318) 574-3230  
(318) 574-3231

Chief Buster McCoy  
Executive Officer

TO: Mayor Charles Finlayson

FROM: Chief Buster McCoy

DATE: August 8, 2024

RE: Agenda Items

Please place the following items on the agenda for the Regular Meeting of the Tallulah City Council to be held on Thursday, August 8, 2024:

1. New hire:
  - a. Jonathan Jones
2. Termination
  - a. Symotriana Long
3. Purchase of three (3) leased vehicles.

Thank you in advance for your attention to this matter.

Chief Buster McCoy

Facsimile  
1 (318) 574-1444

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To: Joe Scott  
Lisa Houston  
Carla Harris  
Marjorie Day  
Toriano Wells

From: Mayor Charles Finlayson

Subject: Disadvantaged Business Enterprises (DBE)

Date: August 7, 2024

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In your last packet, I provided information on new outreach efforts to attract minority businesses, women-owned businesses, disadvantaged-businesses, etc, for our project procurement opportunities. As I mentioned in that correspondence, I put these efforts into action to address the concerns of the Council.

I had the opportunity to speak with Paul Holmes of LaMats during the LMA Conference to see if LaMats could also help us get our procurement opportunities in front of more of these types of businesses. Please see the attached email from Paul Holmes which gives information on two platforms they have.

I am not going to put the City in a position where we are sending out bid information to individual companies. I believe that leaves too much room for error. I am in favor of having potential disadvantaged companies sign up for the LaMats sites, as there is no cost. If any of you have other collective sites, please bring them to my attention.

Additionally, after reviewing the Contracting Policy (attached), there are areas where we are not following our own internal policies. I will address those issues at the meeting this week.

**Fw: ExternalRe: ExternalRe: ExternalRe: Minority, Women, Disadvantaged Businesses**

Yvonne Lewis <ylewis@tallulah-la.gov>

Wed 8/7/2024 2:20 PM

To: Joe Scott <joe@joekscott.com>; lisa houston <ldhouston2@yahoo.com>; Carla Harris <trentie2@yahoo.com>; margie5602@yahoo.com <margie5602@yahoo.com>; TORIANO WELLS <torianowells@yahoo.com>; Toriano Wells <twells@tallulah-la.gov>

Cc: Charles Finlayson <mayorfinlayson@tallulah-la.gov>; Gerald Odom <gerald.odom@tallulah-la.gov>

Council:

You will receive a printed copy of this email but I wanted to forward it to you all so that you could click on the links and get to the information easier.

Thx!

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**From:** Paul Holmes <paul@lamats.net>

**Sent:** Wednesday, August 7, 2024 1:19 PM

**To:** Yvonne Lewis <ylewis@tallulah-la.gov>

**Subject:** ExternalRe: ExternalRe: ExternalRe: Minority, Women, Disadvantaged Businesses

There is no cost Yvonne.

Sent from my iPhone

On Aug 7, 2024, at 11:39 AM, Yvonne Lewis <ylewis@tallulah-la.gov> wrote:

Is there a cost for the DBE to get the info from you all?

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**From:** Paul Holmes <paul@lamats.net>

**Sent:** Wednesday, August 7, 2024 11:11 AM

**To:** Yvonne Lewis <ylewis@tallulah-la.gov>

**Cc:** Cliff Palmer <cpalmer@lamats.net>; Claire Shaw <claire@lamats.net>

**Subject:** ExternalRe: ExternalRe: Minority, Women, Disadvantaged Businesses

Good morning, Yvonne:

The key to reach out to DBEs is to post all of your solicitations with us electronically. It does not cost you anything to use us. (And, we do the posting for you).

As we do for Patterson, LA and Opelousas, LA, (and Union Parish) your bid document will refer to our electronic platform (<https://lamats.eauctionservices.com>) where remote bidders can access and download the bid documents. Your bid advertisement will state that in lieu of bidders being charged to access the bid platform, the awarded vendor will pay a \$300 administrative fee upon contract award. Please recall that this was how the wastewater project that went to Sky Construction was handled. This is also how Patterson, Opelousas and Union Parish use our



platform. Of course, bidders may also submit their bids to Tallulah on our platform electronically at no charge.

Next, we have another platform, LAMATS GovQuotes, that we use to reach out to DBEs or any other contractor categories we wish to reach out to. When we post electronically we will also post notice on LAMATS GovQuotes where thousands of DBEs are registered. This costs the city nothing for us to use.

We also directly email the federally recognized agencies in our region, non-profits, whose job includes reaching out to DBEs.

From time to time we conduct a request for qualifications for an individual city that uses our platform to reach out to DBEs in the city's parish and region. If Tallulah joins the LACPC Municipal Commission like 22 of our cities have, then Tallulah can receive this service I am describing in this paragraph. The resolution that can be used to join is found at: <https://www.lamats.net/lacpc> . By joining the LACPC Joint Municipal Commission the cost of procurement is shared between all members and is essentially subsidized by the LACPC Corporation (non-profit) <https://lacpcjointcommission.org> .

**LACPC**  
**JOINT MUNICIPAL COMMISSION**



LAMATS ADMINISTERED  
COOPERATIVE PURCHASING JOINT  
COMMISSION LA. R.S. 33:1332

The LACPC is a participant-directed cooperative joint commission governed by the LACPC Joint Municipal Commission Corporation, a Louisiana nonprofit organization. The LACPC was created specifically...

[lacpcjointcommission.org](https://lacpcjointcommission.org)

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**From:** Yvonne Lewis <[ylewis@tallulah-la.gov](mailto:ylewis@tallulah-la.gov)>  
**Sent:** Wednesday, August 7, 2024 10:16 AM  
**To:** Paul Holmes <[paul@lamats.net](mailto:paul@lamats.net)>  
**Subject:** Re: ExternalRe: Minority, Women, Disadvantaged Businesses

Tomorrow. I don't need a lot of info, just a basic overview of Govquote, what type of disadvantages businesses you can reach and whether or not those businesses would have to pay to receive the bid packages.

Thx!

**From:** Paul Holmes <paul@lamats.net>  
**Sent:** Wednesday, August 7, 2024 8:45 AM  
**To:** Yvonne Lewis <ylewis@tallulah-la.gov>  
**Cc:** Cliff Palmer <cpalmer@lamats.net>  
**Subject:** ExternalRe: Minority, Women, Disadvantaged Businesses

Yvonne, thanks for the reminder.

Internally we use our LAMATS GovQuote platform. I will get you the details of how DBEs are reached. When is your next meeting? Paul

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**From:** Yvonne Lewis <ylewis@tallulah-la.gov>  
**Sent:** Wednesday, August 7, 2024 8:26 AM  
**To:** Paul Holmes <paul@lamats.net>  
**Subject:** Minority, Women, Disadvantaged Businesses

Hi Paul:

I wanted to thank you again for sharing the information with me regarding how LaMats can help us get our project bid information out to Minority, Women, Veteran and Disadvantaged Businesses.

Can you reply back with what we would need to do and how you put the information out so that I can share it with our Mayor and Council? Please advise.

Thanks!

## CONTRACTING FOR SERVICES

### POLICY

*[Note: This document is to be used as a general guide and should be tailored to operations.]*

Good business practices dictate that written contracts be executed for any arrangement entered into by the municipality for services (professional and otherwise) performed by a third-party.

Although the Louisiana Public Bid Law does not required services to be bid, a competitive atmosphere ensures that fees paid for services are cost-effective. Therefore, management is to use the dollar thresholds contained in the Public Bid Law [R.S 38:2211-2226] as a guide in contracting for services. At least three telephone or facsimile quotations are to be obtained for services costing between \$10,000 and \$30,000, and bids should be solicited/obtained for the purchase of services exceeding \$30,000. Any exception to this policy must be approved by the board/council in an open meeting.

Before any contract can be executed, the contract must be (1) reviewed by legal counsel and recommended for approval in writing; and (2) presented to the board for approval and documented in the minutes.

Management is to implement and monitor controls over contracts to ensure the services are necessary and that contracting out the service is the most cost-effective manner for accomplishing its objectives.

Also, management must ensure that:

- An open and competitive atmosphere is to be provided when contracting for services
- Contracts with related parties (family and business interests) are strictly prohibited
- Payments are made in accordance with the terms and conditions of the contract
- Any additions or modifications of existing contracts are presented to the board for approval
- Contracts and related documentation are maintained in an organized manner and in a central location

**Re: ExternalRE: Update on Receiver**

Yvonne Lewis <ylewis@tallulah-la.gov>

Wed 8/7/2024 3:30 PM

To: Kyle Ardoin <Kyle.Ardoin@LA.GOV>

Thank you.

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**From:** Kyle Ardoin [REDACTED]

**Sent:** Wednesday, August 7, 2024 2:47 PM

**To:** Yvonne Lewis <ylewis@tallulah-la.gov>; Karen White (GOV) [REDACTED]

**Cc:** Gerald Odom <gerald.odom@tallulah-la.gov>; Charles Finlayson <mayorfinlayson@tallulah-la.gov>

**Subject:** ExternalRE: Update on Receiver

We are still working to find a receiver. Gov's office attorneys are working with LDH and the Legislative Auditor's office to find a receiver. We hope to have that accomplished very soon.



**R. Kyle Ardoin**

Director of Intergovernmental Affairs

Office of Governor Jeff Landry

Phone: (225) 342-2999

[www.Louisiana.gov](http://www.Louisiana.gov)

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**From:** Yvonne Lewis <ylewis@tallulah-la.gov>

**Sent:** Tuesday, August 6, 2024 8:25 AM

**To:** Kyle Ardoin <Kyle.Ardoin@LA.GOV>; Karen White (GOV) <Karen.White3@LA.GOV>

**Cc:** Gerald Odom <gerald.odom@tallulah-la.gov>; Charles Finlayson <mayorfinlayson@tallulah-la.gov>

**Subject:** Update on Receiver

**EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.**

Good morning! The City of Tallulah has a Council Meeting scheduled for Thursday, August 8, 2024. Is there any new update information with regard to the Receiver that the Mayor can share during his Mayor's Report? Please advise.