

The Jackson Parish Police Jury met in regular session on Monday, May 18, 2020 at 5:30 PM in the Dr. Charles H. Garrett Community Center, 182 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Todd Culpepper, Mr. Lewis Chatham, Ms. Amy Magee, Mr. John McCarty, Ms. Tarneshala Cowans, Ms. Regina Rowe, and Mr. Lynn Treadway. Absent: none. Also Present: Mr. Darrell Avery, Assistant District Attorney.

The President, Ms. Amy Magee, called the meeting to order. Mr. McCarty gave the invocation and Ms. Rowe led in the recitation of the Pledge of Allegiance.

The President opened the floor for Public Comments.

Mr. Ben Ledbetter stated that he had started an on-line newspaper for Jackson Parish and that it was available at JacksonParishJournal.com. He asked the Jury for their support and to share the information.

Ms. Magee announced that the Louisiana Department of Health was providing mobile COVID-19 sites throughout the Parish for the week and encouraged residents to get tested. She gave an update on PPE supplies and measures taken by the OEP Department.

Mr. Ronald Bradley, Mayor Pro Tem of East Hodge requested assistance from the Police Jury for road repairs. The President asked him to send the request and photos to the Police Jury office.

With the completion of public comments, the President moved to the approval of minutes.

Motion Mr. Treadway, seconded Ms. Cowans to adopt the minutes of the March 9th, 17th, 20th, and April 15th Jury Meetings, monthly purchase orders, and the payment of all bills. Motion carried.

The President called for Committee Reports.

Motion Mr. Culpepper, seconded Ms. Cowans to adopt the following minutes from the April 29th Finance Committee meeting. Motion carried.

*Finance Committee
April 29, 2020*

The Finance Committee met Wednesday, April 29, 2020 at 12:00 PM in the Police Jury Meeting Room of the Jackson Parish Courthouse, 500 E. Court Street, Room 301, Jonesboro, Louisiana. Members present: Mr. Todd Culpepper, Mr. John McCarty, and Ms. Tarneshala Cowans who joined by teleconference as permitted by Proclamation JBE 2020-30 which modified quorum requirements from R.S. 42:19. Absent: none. Also in attendance: Mr. Lewis Chatham, Ms. Amy Magee and Mr. Lynn Treadway.

The meeting was called to order by the Chair, Mr. Culpepper. Mr. Culpepper gave the invocation and Mr. McCarty led in the recitation of the Pledge of Allegiance.

There were no public comments.

The Committee reviewed the list of remaining capital projects for the year 2020.

Mr. Culpepper stated he was not concerned about the projects for the Road Department due to the balance in the funds and stated that he felt comfortable with proceeding with the planned 2020 projects. He stated that the Solid Waste fund is heavily dependent on sales tax revenue and requested that they delay construction of new model bin sites until 2021.

The Secretary-Treasurer stated that the federal government was going to be reviewing a stimulus package with requests from NACO and the Police Jury Association for funds directed to local governments to cover the losses from COVID-19 and to stimulate the economy.

Mr. Culpepper reviewed the projects for the Maintenance Department and stated that unless there were safety issues, they should be delayed a year. Ms. Cowans agreed that only safety-related projects should proceed for the time being.

Mr. Culpepper requested that any work to the building on Industrial Drive be postponed until the Jury could better understand the financial impact of the pandemic. He stated that he would like to see the Operations Manager Position and the Pinebelt Summer Worker program suspended for the year. The Secretary-Treasurer stated that Pinebelt Director, Ms. Conchita Malone-Doyle had also discussed suspending the summer worker program until next year.

Mr. Culpepper asked that the Jury suspend any municipal appropriations for the year, including special projects that exceed the annual allotment.

Mr. McCarty stated that he would like to see a hold on the 2020 projects, but not to terminate them until the Jury knows if they will receive any stimulus money for the year.

Motion Ms. Cowans, seconded Mr. McCarty to recommend the Jury proceed with the planned constructions projects in the Road Department, suspend construction of model bin sites for Solid Waste until 2021, suspend maintenance projects unless there is a safety issue, hold construction improvements on the Industrial Drive building, suspend funding the Pinebelt Summer Worker program for 2020, suspend the Operations Manager position, suspend municipal appropriations including special projects and the 2020 annual allocation, and suspend the dedication of funding for an Industrial Development Board. Motion carried with Mr. McCarty asking that all recommendations be reassessed if the proposed stimulus bill passes.

Motion Mr. McCarty, seconded Ms. Cowans to adjourn. Motion carried.

Motion Mr. Culpepper, seconded Mr. McCarty to approve the recommendation from the Finance Committee to proceed with the planned constructions projects in the Road Department, suspend construction of model bin sites for Solid Waste until 2021, suspend maintenance projects unless there is a safety issue, hold construction improvements on the Industrial Drive building, suspend funding the Pinebelt Summer Worker program for 2020, suspend the Operations Manager position, suspend municipal appropriations including special projects and the 2020 annual allocation, and suspend the dedication of funding for an Industrial Development Board with all items being reassessed if the Jury receives stimulus funding from COVID-19.

Mr. Treadway stated that he would like to see how much the revenues fall before the projects are cancelled. Ms. Rowe stated that if they are not doing any projects, there is no reason for the Jury to meet. Mr. Chatham stated that they should pursue one bin site and hold the other until later in the year.

A roll call vote was taken:

District 1: Yea, District 2: Nay, District 3: Nay, District 4: Yea, District 5: Nay, District 6: Nay, District 7: Nay

Motion failed.

Motion Ms. Cowans, seconded Mr. Chatham to adopt the following minutes of the March 11th Operations Committee Meeting. Motion carried.

*Operations Committee
March 11, 2020*

The Operations Committee met Wednesday, March 11, 2020 at 12:00 PM in the Police Jury Meeting Room of the Jackson Parish Courthouse, 500 E. Court Street, Room 301, Jonesboro, Louisiana. Members present: Mr. Lewis Chatham, Ms. Amy Magee and Mr. Lynn Treadway. Absent: none. Also in attendance: Mr. Paul Riley, Parish Engineer

The meeting was called to order by the Chair, Ms. Magee. Mr. Treadway gave the invocation and Mr. Chatham led in the recitation of the Pledge of Allegiance.

There being no public comments, the Chair moved on to agenda items.

The Committee discussed the proposed Capital Improvements Policy for the 2021 – 2023 and gave the Parish Engineer feedback on the separation of major vs. minor contract work. They discussed the importance of prep work and continued maintenance to keep the roads in good condition as long as possible. Ms. Magee asked that an addition of traffic counts be added to divide tied ratings. They discussed adding language to give flexibility when applying funds from the state transportation act. Motion Mr. Treadway, seconded Mr. Chatham to recommend the Jury adopt the 2021 – 2023 Road Capital Improvements Policy with the requested changes. Motion carried.

The Committee discussed the procedure for rating parish roads and offering the position to a senior-level Operator II in the Road Department to perform. The Parish Engineer requested that the ratings be completed prior to September.

Motion Mr. Treadway, seconded Mr. Chatham to recommend the Jury offer the job of road rating to Mr. Jared Horton of the Road Department who had performed the task in the past. Motion carried.

The Committee discussed the proposed 2020 Road Program. They discussed requesting grant funds for the remaining portion of Gansville Road from Industrial Drive to the airport. The Parish Engineer recommended that they extend the planned work on Chatham Lake Road to the highway. The Committee discussed asphalt vs. oil and chip seal treatments and trying to accomplish as much as possible throughout the parish.

Motion Mr. Chatham, seconded Mr. Treadway to recommend the Jury approve the 2020 Road Program with the recommended change on Chatham Lake Road. Motion carried.

The Parish Engineer presented the 3-year Road Program for 2020 – 2022 and stated that it would change next year once the priority lists are updated.

Motion Mr. Treadway, seconded Mr. Chatham to recommend the Jury approve the 2020-2023 3-Year Road Plan. Motion carried.

The Committee reviewed the Road Removal Policy as prepared by Mr. Darrell Avery, Assistant D.A. They discussed needing the Jury to define “public use road” and removing sections 5 and 8 from the policy. The Parish Engineer stated that he would need to review the list of roads that are one-house or one property owner and present the updated report to the Jury for their review.

Mr. Treadway left the meeting.

Motion Mr. Chatham, seconded Ms. Magee to recommend the Jury adopt the Road Removal Policy with the changes of excluding sections 5 and 8. Motion carried.

The Committee discussed department reporting with each of the Department Heads and gave feedback and requests for information.

The Committee discussed callout procedures and how they varied for each department. The Department Heads discussed how they handle different types of callouts.

The Committee discussed the need for Superintendents to drive parish vehicles. The Superintendents stated it was a benefit given upon hiring. They discussed the history of comp time.

The Committee discussed the procedures for promotions and the scope of duties for employees. Mr. Stuckey discussed the recent staff re-classifications in the Road Department. Mr. Anderson stated that there are no available promotions in the Maintenance Department. They discussed procedures for senior employees training new trainees and that the Superintendent is ultimately responsible for signing off.

The Committee discussed complaint logs for each department. Ms. Magee requested that Mr. Sessions review the contract for bin rentals to verify that the property owner is responsible for the maintenance and upkeep of the location of the bin.

The Committee discussed the procedures for maintaining roads in the Parish Road System. Ms. Magee stated that if a road is in the system, it must be maintained by the department. They discussed the request to remove a portion of Sugar Creek Road and the access for the water well. The Parish Engineer discussed “prescriptive rights” that the water system would have to access their well. Ms. Magee stated that they would need Mr. Avery to research it.

The Committee discussed purchasing traffic counters to be used by the Road Department.

The committee discussed the drainage issues on Hatten Road.

Motion Ms. Magee, seconded Mr. Chatham to recommend the Jury authorize the Parish Engineer review the issues. Motion carried.

Motion Ms. Magee, seconded Mr. Chatham to recommend the Jury authorize adding a 4-person drainage crew to the Road Department. Motion carried.

The Committee discussed the issues on Bert Road where it connects to Harris Loop.

Motion Ms. Magee, seconded Mr. Chatham to recommend the Jury authorize the Parish Engineer review the issues. Motion carried.

Motion Mr. Chatham, seconded Ms. Magee to adjourn. Motion carried.

Motion Ms. Rowe, seconded Mr. Treadway to adopt the 2021 – 2023 Road Capital Improvements Policy. Ms. Magee stated that this policy determines how the roads in the Parish Road System are classified, rated, and prioritized. She stated that they added the use of traffic counters to split ties for roads that are ranked the same. Motion carried.

Motion Mr. Treadway, seconded Ms. Rowe to hire the Riley Co. to rate the roads for the 2021-2023 priority list. Ms. Magee explained that the job had been offered to the Road Department employee that had done it the last time and it was declined. Motion carried.

Motion Ms. Rowe, seconded Mr. Treadway to adopt the 2020 Road Program. Motion carried.

Motion Mr. Treadway, seconded Mr. McCarty to authorize the Parish Engineer to advertise for the 2020 Road Program. Motion carried.

Motion Mr. Treadway, seconded Mr. Chatham to adopt the 3-Year Road Program for 2020 – 2022. Motion carried.

Motion Mr. Chatham, seconded Mr. McCarty to adopt the Revocation of Public Road Policy. Motion carried.

Motion Ms. Rowe, seconded Mr. Chatham to authorize the Parish Engineer to review the issues on Hatten Road and Bert Road. Motion carried.

Motion Ms. Rowe, seconded Mr. Chatham to add a 4-person drainage crew to the Road Department. Mr. Treadway asked if the employees needed to be full-time employees or if they would use temporary labor. Mr. Stuckey stated that for the type of work required, they would need trained, full-time staff. Motion carried.

Motion Ms. Cowans, seconded Mr. Treadway to adopt the following minutes of the March 12th Policy & Personnel Committee Meeting. Motion carried.

*Policy & Personnel Committee
March 12, 2020*

The Policy & Personnel Committee met Thursday, March 12, 2020 at 12:00 PM in the Police Jury Meeting Room of the Jackson Parish Courthouse, 500 E. Court Street, Room 301, Jonesboro, Louisiana. Members present: Mr. Lewis Chatham, Ms. Tarneshala Cowans, and Ms. Regina Rowe. Absent: none. Also in attendance: Ms. Amy Magee and Mr. John McCarty.

The meeting was called to order by the Chair, Ms. Cowans. Mr. Chatham gave the invocation and Ms. Cowans led in the recitation of the Pledge of Allegiance.

There were no public comments.

The Committee reviewed the Flood Damage Prevention Ordinance. The Secretary-Treasurer led the discussion on the included articles and stated that it was based of the state model and would need to have an effective date of August 19, 2020. She stated that she would research comparable fines and sentences for non-compliance with the ordinance.

Ms. Rowe arrived at the meeting.

Motion Mr. Chatham, seconded Ms. Rowe to recommend the Jury introduce the Flood Damage Prevention Ordinance at the next regular meeting.

The Committee reviewed the Groundwater Protection Ordinance. They discussed that this had been presented by Louisiana DEQ in an effort to protect drinking water areas throughout the parish. They discussed a reasonable fine and sentence for non-compliance and asked the Secretary-Treasurer to research what other parishes do.

Motion Ms. Rowe, seconded Mr. Chatham to recommend the Jury introduce the Groundwater Protection Ordinance and present it back to the Policy & Personnel Committee for review.

The Committee reviewed the existing Nuisance Ordinance and its provisions. They discussed involving law enforcement when an abatement is required. They agreed that the ordinance needed to be applied consistently. They discussed abandoned property and stated that those cases might need a separate ordinance. The Committee requested the Secretary-Treasurer reach out to other parishes to find out what they do with abandoned property, nuisances, and mowing high grass areas.

The Committee discussed the recommendation from the Operations Committee to develop a policy for a Road Department Crew Leader position. The Secretary-Treasurer stated that she had met with the existing Operator II employees to discuss what the role would involve and to get feedback from them. She stated that the crew felt that if the proper pre-work was completed for the work site prior to them arriving to perform the work, that there would not be any need for the position. She stated that they had also requested more involvement from their Supervisor and Superintendent. The Secretary-Treasurer informed the Committee that this had all been relayed to the Road Department Superintendent and he had already begun making these requested changes.

Motion Ms. Rowe, seconded Mr. Chatham to decline establishing a policy for a Crew Leader position at the Road Barn. Motion carried.

The Committee reviewed the existing sick and vacation leave policies. They discussed the existing provisions and defining the differences between separation by retirement, resignation, and termination. No action was taken.

Motion Ms. Rowe, seconded Mr. Chatham to adjourn. Motion carried.

Motion Mr. Treadway, seconded Mr. Chatham to introduce Ordinance 0608-2020 Flood Damage Prevention to promote the public health, safety, and general welfare and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:

1. Protect human life and health
2. Minimize expenditure of public money for costly flood control projects
3. Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public
4. Minimize prolonged business interruptions
5. Minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in floodplains
6. Help maintain a stable tax base by providing for the sound use and development of flood-prone areas in such a manner as to minimize future flood blight areas
7. Ensure that potential buyers are notified that property is in a flood area.

Ms. Magee stated that the ordinance is being introduced at the May meeting for adoption in June 2020. Motion carried.

Motion Ms. Cowans, seconded Ms. Rowe to adopt the following minutes of the March 6th Project Committee Meeting. Motion carried.

*Project Committee
March 6, 2020*

The Project Committee met Friday, March 6, 2020 at 12:00 PM in the Police Jury Meeting Room of the Jackson Parish Courthouse, 500 E. Court Street, Room 301, Jonesboro, Louisiana. Members present: Mr. Todd Culpepper, Ms. Amy Magee, and Ms. Regina Rowe. Absent: none.

The meeting was called to order by the Chair, Ms. Rowe. Mr. Culpepper gave the invocation and Ms. Magee led in the recitation of the Pledge of Allegiance.

The Chair opened the floor for public comments.

Ms. Linda Devine stated that she did not believe the Committee would address some of the questions due to her presence at the meeting.

With no other public comments, the Chairman continued with agenda items.

The Secretary-Treasurer updated the Committee on the status of the flooring replacement project for the Clerk of Court's office and stated that due to the type of tiles under the carpet, they would not continue with the project because of the additional expenses and disruption to the office.

The Committee discussed the requested office relocation requests from the Office of Veteran Affairs and the Child Support Office. They discussed access issues for veterans at the courthouse.

Motion Mr. Culpepper, seconded Ms. Magee to recommend the Jury relocate the Office of Veteran Affairs to the Industrial Drive offices once the building was ready for occupancy. Motion carried.

The Committee stated that they would wait on moving the Child Support Offices until there was available space in the Courthouse.

The Secretary-Treasurer updated the Committee on the status of the negotiations for the Hospital Drainage Project and stated that the attorneys would be handling the negotiations. Ms. Rowe asked about setting a deadline for the negotiation time period.

Mr. Culpepper asked about the Hospital paying for any of the costs for the project. Ms. Rowe stated that she would contact the Hospital Administrator.

The Committee discussed the agenda items for the Livestock Pavilion project that would be presented at the March Regular Meeting.

The Committee discussed possible projects to submit to Senator Morris for possible BP funding in the future.

Motion Mr. Culpepper, seconded Ms. Magee to adjourn. Motion carried.

Motion Mr. Culpepper, seconded Ms. Rowe to table relocating the Office of Veteran's Affairs to the Industrial Building until they are able to visit the facility. Motion carried.

The President called for monthly management reports.

Mr. Jody Stucky, Road Department Superintendent, gave the March and April 2020 Road report noting that \$19,061.43 had been spent on emergency call-outs/off-schedule work during March and \$8,048.31 had been spent in April. He stated that on behalf of the Road Department, they would like to thank the Jury for taking care of their employees during the COVID-19 pandemic.

Motion Mr. Treadway, seconded Mr. Chatham to accept the March and April 2020 emergency/off-schedule reports. Motion carried.

Mr. Robin Sessions, Solid Waste Department Superintendent, gave the March and April 2020 Solid Waste report. He shared the tonnage for dumping fees and stated they had been trending up in tonnage over the last several years. He requested the Jury consider additional revenue sources.

Mr. Robert "Bubba" Anderson, Maintenance Supervisor presented the March and April 2020 Maintenance Report and updated the Jury on the continued operations throughout the Courthouse closure.

Ms. Gina Thomas, Secretary-Treasurer, presented the March and April 2020 Financial Report highlighting the actual vs. budget comparisons for all funds. She discussed the COVID-19 funding programs through the CARES act and the SMART bill that is being presented to Congress. She discussed continuing operations throughout the Courthouse closure and the new audit schedule.

The President thanked the department managers for their reports and moved on to Other Business.

Motion Mr. Culpepper, seconded Mr. Treadway to hire the Riley Co. to review the Parish Road System and present a report of roads to be reviewed for the Revocation of Public Road Policy. Motion carried.

Mr. Trae Brashear presented the Jury with the options for the health insurance renewal and explained the benefits included in the grandfather policy. He recommended the Jury renew their policy with no changes. Motion Mr. Culpepper, seconded Mr. Chatham to accept the 2020-2021 Health Insurance proposal from Blue Cross Blue Shield with no changes. Motion carried.

Ms. Magee explained that the proposal from Municode was for a second legal review for the additional ordinances that had been submitted to them for codification. She stated that if they needed to make changes to the ordinance code, that they should do so during this process.

Motion Ms. Rowe, seconded Mr. Treadway to accept the Municode proposal of \$2,000 for additional ordinance review. Motion carried.

Motion Mr. Culpepper, seconded Mr. Treadway to authorize the President to sign the 2020-2021 lease agreement with the E-911 office. Motion carried.

Motion Mr. McCarty, seconded Mr. Chatham to appoint the following parish board members.

- Re-appoint Ms. Judy Cooper to the Library Board of Control representing District 2 for a five-year term effective 1/1/2020 – 12/31/2024.

Motion carried.

Ms. Magee explained the request from the state for the Jury to give direction on whether or not they were interested in purchasing the property on Bond Street as allocated to them through Louisiana Act 272 due to requests for right-of-way access and possible purchasing.

Motion Mr. Culpepper, seconded Mr. McCarty to respond to the state that the Police Jury is not interested in purchasing the property. Motion carried.

The President opened the floor for Announcements and Notifications.

Ms. Magee announced that the Committee Status Report was included in the Jury Packet and asked the Committee Chairmen to review their items and schedule their meetings.

The President opened the floor for Jury Comments.

The Jurors thanks those in attendance and thanked the Police Jury employees.

With the conclusion of Juror Comments, the President called for the adjournment of the meeting.

Motion Ms. Rowe, seconded Mr. Treadway to adjourn. Motion carried.