

The Jackson Parish Police Jury met in regular session on Monday, March 9, 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 with invocation and Pledge of Allegiance having been given at the beginning of the Public Hearing.

The President opened the floor for Public Comments.

Mr. Scotty Nunn stated that the livestock pavilion would be beneficial to the community and 4H program and presented his ideas and information in favor of the project.

Ms. Linda Devine stated that the parish needs the livestock pavilion and to shut down the golf course expansion project. State stated her concern about the Recreation Board members being paid.

Ms. Anita Waggoner stated her support for the livestock pavilion project.

Ms. Wilda Smith gave her appreciation to the Jackson Parish Times and discussed the programming for the Delta Community College and asked for support.

The President thanked those that gave comments and recognized Mr. Danny Newell, District Attorney.

The President moved to the approval of minutes.

Motion Mr. Treadway, seconded Ms. Rowe to adopt the minutes of the February 10th and March 2nd Jury Meetings, monthly purchase orders, and the payment of all bills. Motion carried.

The President called for Committee Reports.

Motion Ms. Cowans, seconded Mr. McCarty to adopt the following minutes from the February 26th Finance Committee meeting. Motion carried.

*Finance Committee
February 26, 2020*

The Finance Committee met Wednesday, February 26, 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. Absent: none. Also in attendance, Ms. Amy Magee and Ms. Regina Rowe.

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

The Chair opened the floor for public comments.

Ms. Amy Magee expressed concern for several of the agenda items that she felt did not belong in the Finance Committee.

Ms. Nia Evans-Johnson from the Sales Tax Collection Agency requested the Jury provide guidance on the requested replacement server for their office.

Ms. Regina Rowe questioned several of the agenda items.

Mr. Culpepper addressed the concerns with the agenda stating that there would be overlap with the items on the committees and that any committee would only be making recommendations for the Police Jury to consider.

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

Motion Ms. Cowans, seconded Mr. McCarty to recommend the Jury authorize the President to sign and execute the 2020 Trailblazer appropriation of \$1,080. They discussed that this amount was a 10% reduction from the prior year. Motion carried.

Motion Mr. McCarty, seconded Ms. Cowans to recommend the Jury authorize the President to sign and execute the 2020 Sparta Groundwater appropriation of \$1,350. They noted that this amount was also a 10% reduction from the prior year. Motion carried.

The Committee reviewed the cost estimates from the Road Superintendent to perform the requested road construction work in North Hodge and Eros. They discussed that the towns should understand the amounts would be deducted from the annual appropriation of \$6,750. Mr. Culpepper stated that the Jury should review the cost estimates to determine which options they would consider. The Chair deferred both requests to be reviewed by the full Jury at the Business Session.

The Committee reviewed the items for budget amendments. The Secretary-Treasurer explained that the changes would not necessarily make any accounts over-budget, but they were for new items that had not been planned.

Motion Mr. McCarty, seconded Ms. Cowans to recommend the Jury authorize the purchase of the digital whiteboard for the meeting room. Motion carried.

Motion Ms. Cowans, seconded Mr. McCarty to recommend the Jury authorize the purchase of a new fire alarm system at the Health Unit. Motion carried.

Motion Mr. McCarty, seconded Ms. Cowans to recommend the Jury authorize the purchase of the scanner for the Registrar of Voters. Motion carried.

The Chair deferred agenda items #6 through #8 to the Project Committee with no discussion.

Motion Mr. Culpepper, seconded Ms. Cowans to recommend the Jury continue to update and submit information for state funding for the livestock pavilion project and to authorize the President to sign the requested amendment to the Cooperative Endeavor Agreement with the State of Louisiana. Motion carried.

The Chair deferred agenda item #10 to the Project Committee and stated that Senator Morris had informed him that there may be BP funding available for parishes in north Louisiana and that he had requested the Jury submit potential projects.

The Chair invited the Secretary-Treasurer to discuss the monthly financials.

The Secretary-Treasurer presented the monthly purchase orders to-date and reviewed the budget to actual report for the month-to-date. She explained the items that were over or under budget and informed the Committee of potential amendments to the budget for the future.

Mr. Culpepper made closing remarks stating that he was not trying to control Jury actions through the Committee and reiterated that the Committee makes recommendations for the full Jury to consider.

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

Motion Ms. Rowe, seconded Mr. McCarty to authorize the President to sign and execute the 2020 Cooperative Endeavor Agreement with Trailblazer for \$1,080. Motion carried.

Motion Mr. Treadway, seconded Mr. Chatham to authorize the President to sign and execute the 2020 Cooperative Endeavor Agreement with Sparta Groundwater Commission for \$1,125. Motion carried.

Motion Ms. Rowe, seconded Ms. Cowans to amend the 2020 budget for the recommended purchases of a Health Unit fire alarm for \$3,562.00, digital whiteboard for \$12,000, and Registrar of Voters scanner for \$879.99. Motion carried.

Motion Mr. Treadway, seconded Mr. Chatham to authorize the President to sign the requested amendment to the Cooperative Endeavor Agreement with the State of Louisiana for the Livestock Pavilion project. Motion carried.

Motion Mr. Treadway, seconded Mr. Chatham to continue requesting state funding for the Livestock Pavilion project. Ms. Cowans asked if the project would bring in revenue to the Parish. Ms. Magee responded that it would. Motion carried with Mr. Culpepper voting "Nay".

Motion Mr. Culpepper, seconded Mr. Chatham to adopt the following minutes of the February 7th, 21st, and 28th Operations Committee Meetings. Motion carried.

*Operations Committee
February 7, 2020*

The Operations Committee met Friday, February 7, 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. Richard Aillet from Riley Company.

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 need for establishing a definition of "public use road". They discussed the use of traffic counters and establishing guidelines including considerations for land-locking and property owners.

The Committee discussed the proposed policy from Mr. Darrell Avery for road removals from the Parish Road System. The process included defining "public road", having the Road Supervisor and Parish Engineer review the roads in the system and present a list of roads that do not meet the qualifications to the Jury, notifying property owners and special interest parties and holding a public hearing for the listed roads, taking into account any special considerations, and then removing any non-public roads. The Committee discussed the need for a definition before they can implement a policy to remove roads.

The Committee invited the Road Superintendent, Mr. Jody Stuckey, to discuss the general operational duties of his position and the Road Department functions. Mr. Stuckey presented the weekly work schedule and described the work performed by the different crews.

The Committee reviewed the procedures for the road permitting process. Mr. Stuckey presented the issues with holding loggers accountable to the permit. Ms. Magee noted that they may need to have a meeting with the foresters.

The Committee reviewed the weekly road report and schedules. They requested that Mr. Stuckey provide schedules for equipment showing when a road was worked on and the next scheduled date including a

schedule for the brush axe, culvert cleaner, and any other specialty equipment. The Committee requested that they receive a report for "completed" work by equipment with their monthly report. Ms. Magee stated that she would like to see the Road Department perform more pre-maintenance work for the annual road schedule.

The Committee discussed material and supply needs. Mr. Stuckey described the ordering process and the desired inventory levels.

The Committee discussed the procedures for equipment maintenance. Mr. Stuckey described the procedure for sending out one mechanic for on-location maintenance. Ms. Magee suggested that he send both mechanics out for safety and for cross-training. She asked him to try sending both mechanics and to bring them feedback at the next Operations Meeting. Mr. Stuckey presented the new daily equipment check forms and stated that they were to be completed by the operators on a daily basis and stated the mechanics have an annual check form. Mr. Stuckey stated that all equipment was "up and running" other than the truck that had been requested for surplus.

The Committee reviewed the current road complaints and discussed the procedure for logging and scheduling work when it is called in.

The Committee discussed the proposed Crew Leader Setup policy. They determined that the position may not be needed if the proper pre-maintenance work was performed. Ms. Magee stated that the crew was looking to Mr. Stuckey to make the decisions and to schedule the prep work ahead of time.

The Committee reviewed the reports from the GPS fleet system with details for the equipment and vehicles that were primarily stationed at the Road Barn location. They discussed other options for a new pothole truck vs. the requested equipment purchase. Ms. Magee asked how often the Road Superintendent used his truck after hours for emergency callouts. Mr. Stuckey stated that when calls came in, operators were dispatched to clear the road.

The Chair thanked Mr. Stuckey for sharing the information about the Road Department operations. She stated that she would like to see more streamlined work schedules and would like to see Mr. Stuckey out in the field and on job sites more often. She requested that Mr. Stuckey work with the Parish Engineer to assess what our own crews can do for pre-maintenance work on the annual road program and asked him to re-assess the fleet to determine if they can make adjustments to existing equipment instead of purchasing a new truck.

Ms. Magee stated that they would have a follow-up meeting each month to see what changes have been implemented.

Motion Mr. Chatham, seconded Mr. Treadway to adjourn. Motion carried.

*Operations Committee
February 21, 2020*

The Operations Committee met Friday, February 21, 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 from Riley Company.

The meeting was called to order by the Chair, Ms. Magee. Ms. Magee 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.

Mr. Treadway arrived at the meeting.

The Committee invited the Solid Waste Superintendent, Mr. Robin Sessions, to discuss the general operational duties of his position and the Solid Waste Department functions. Mr. Sessions presented his process of work assignments using a daily crew sheet, reviewing route sheets and various inspection sheets that are completed daily by employees, and his procedures for inspecting business and bin site locations.

Mr. Sessions presented the route sheets for the commercial pickup routes and the bin site routes and explained that when operators are off, their fill-ins can take the route sheet and know what their schedule is for the day. He stated that the employees inspect the bin sites and transfer station on a daily basis and sign off the date and time throughout the day that it is completed. He stated that he performs the inspections as well. Mr. Sessions stated that the paperwork they performed was in compliance with the LDEQ landfill permit and that they went above and beyond the minimum requirements.

The Committee asked Mr. Sessions about the status of his current equipment. He stated that the most immediate need was for an additional compact truck in order to rotate one of the existing trucks into "back-up" status and surplus out the truck they use currently as backup.

Mr. Sessions stated that he responds to all complaints that are issued for his department.

The Committee reviewed the GPS fleet reports for the Solid Waste Department. Ms. Magee asked if Mr. Session used his truck after hours and he stated that he was the one that responds to any emergency callouts.

The Committee reviewed the proposed locations for new model bin site construction. Mr. Sessions requested that the Jury close the appropriate road-side sites upon completion of the new site.

Motion Mr. Treadway, seconded Mr. Chatham to recommend the Jury authorize permission to bid the Clay Hilltop and Walker Road bin site construction. Motion carried.

Motion Mr. Treadway, seconded Mr. Chatham to recommend the Jury close the requested road-side sites upon completion of the construction of the Clay Hilltop and Walker Road bin sites. Motion carried.

Motion Mr. Treadway, seconded Mr. Chatham to recommend the Jury close the Pine Thicket road-side site in East Hodge since it has two model bin sites in the surrounding area. Motion carried.

Ms. Magee stated that they would have a follow-up meeting each month to see what changes have been implemented. She stated that the Jury had received positive feedback on the parish solid waste program at the 2020 PJAL Convention from other parishes and asked Mr. Sessions if he had any recommendations on what they could do in the future. Mr. Sessions stated that the greatest need was to purchase the land adjacent to the landfill for the future.

Motion Mr. Treadway, seconded Mr. Chatham to adjourn. Motion carried.

*Operations Committee
February 28, 2020*

The Operations Committee met Friday, February 28, 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: Ms. Amy Magee and Mr. Lynn Treadway. Absent: Mr. Lewis Chatham.

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

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

The Committee invited the Maintenance Supervisor, Mr. Robert "Bubba" Anderson, to discuss the general operational duties of his position and the Maintenance Department functions. Mr. Anderson reviewed his daily duties and reviewed his staff meeting documents and inspection forms.

Mr. Anderson presented the work schedules of the Maintenance staff and reviewed the monthly and weekly calendars.

The Committee asked Mr. Anderson about the process for ordering supplies and materials. They discussed using the computer for ordering and processing work orders.

Mr. Anderson discussed the existing equipment and the process for repairs and maintenance.

Mr. Anderson discussed his process for handling complaints on a case-by-case basis. He stated that they do not receive many complaints regarding the state of the Jury-owned properties or the staff. Ms. Magee stated that she would like to see the staff being more conscious of the amount of time spent in the courthouse offices.

Mr. Anderson discussed the uses for the Maintenance Department vehicles. He stated that he does not bring vehicles home and that when called out, he uses his personal vehicle or walks to the courthouse. He stated that unless he was out of town or required additional help, he handled the callouts himself.

Mr. Anderson discussed the prep work needed for the Industrial Drive office building including pressure washing, exterior lighting, and a generator.

The Committee discussed the upcoming budgeted projects and possible savings opportunities.

Ms. Magee thanked Mr. Anderson and stated that they would have a follow-up meeting in March for all departments. She stated that she would like to see Mr. Anderson work on his general computer skills and suggested sessions with the Administrative Department.

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

Motion Mr. McCarty, seconded Mr. Chatham to authorize permission to bid Clay Hilltop (Hwy 148) and Walker Road model bin sites. Motion carried.

Motion Mr. Chatham, seconded Mr. Treadway to close the road-side bin sites upon completion of model bin site construction as recommended by the Solid Waste Superintendent. Motion carried.

Motion Mr. Treadway, seconded Mr. Culpepper to close the Pine Thicket road-side bin site. Motion carried.

Motion Ms. Cowans, seconded Mr. Chatham to adopt the following minutes of the February 10th Policy & Personnel Committee Meeting. Motion carried.

*Policy & Personnel Committee
February 10, 2020*

The Policy & Personnel Committee met Monday, February 10, 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, Mr. Todd Culpepper and Ms. Amy Magee.

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

The Chair opened the floor for public comments:

Mr. Todd Culpepper requested that the Committee and the Jury take the time needed to review the new position.

Ms. Amy Magee requested that the Committee establish a base salary and set up a schedule of increases as certifications and job duties are added.

With no other public comments, the Chair moved on to agenda items.

The Committee reviewed the vacancy posting for the Operations Manager position. They reviewed the qualifications and Ms. Rowe noted the importance of having a Jackson Parish resident in the position. Motion Ms. Rowe, seconded Mr. Chatham to recommend the Jury approve the presented Operations Manager vacancy posting. Motion carried.

The Committee reviewed the proposed job description and job duties list for the Operations Manager position. They discussed the general scope of duties. The Committee discussed changing the section for Building and Flooding Permits to "optional" until the candidate met the qualifications and received the required certifications.

The Secretary-Treasurer discussed the current hiring process and the Committee asked her to research if the Police Jury or a Committee could interview for the position.

Motion Mr. Chatham, seconded Ms. Rowe recommend the Jury set the base salary for the Operation Manager at 10% above the Superintendent salary and to address additional increases after certifications were obtained and to adopt the job description and modified job duties list. Motion carried.

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

Motion Ms. Rowe, seconded Mr. Chatham to adopt the Job Description and Job Duties List for the Operations Manager position and set the starting salary at 10% above the superintendent salary range. Motion carried with Mr. Culpepper voting "Nay".

The President called for monthly management reports.

Mr. Jody Stucky, Road Department Superintendent, gave the February 2020 Road report noting that \$24,339.79 had been spent on emergency call-outs/off-schedule work during the month. He stated that they were performing pothole repairs and experiencing delays in projects due to the weather. He stated there was a bridge closure on Flat Creek Road.

Motion Mr. Culpepper, seconded Mr. McCarty to accept the February 2020 emergency/off-schedule report. Motion carried.

Mr. Robin Sessions, Solid Waste Department Superintendent, gave the February 2020 Solid Waste report. He stated that representatives from Catahoula Parish would be coming to view the model bin site program.

The February 2020 OEP reports was reviewed in the Jury packets.

Mr. Robert “Bubba” Anderson, Maintenance Supervisor presented the February 2020 Maintenance Report and updated the Jury on completed and upcoming projects.

Ms. Gina Thomas, Secretary-Treasurer, presented the February 2020 Financial Report highlighting the actual vs. budget comparisons for all funds. She explained expenses in excess of the budget and stated that the first quarter recommended budget amendments would be presented to the Finance Committee.

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

Mr. Paul Riley, Parish Engineer, stated that the advertisements for the bin sites would run in the newspaper this week.

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

- Re-appoint Mr. Chris Womack to the Recreation District Board representing District 1 for a three-year term effective 3/1/2020 – 2/28/2023.
- Re-appoint Mr. Brent Barnett to the Recreation District Board representing District 2 for a three-year term effective 3/1/2020 – 2/28/2023.
- Appoint Mr. Jeff Hairston to the Recreation District Board representing District 3 for a one-year term effective 3/1/2020 – 2/28/2021.
- Re-appoint Mr. Rickey Cash to the Recreation District Board representing District 4 for a one-year term effective 3/1/2020 – 2/28/2021.
- Appoint Mr. Sullivan Stevens to the Recreation District Board representing District 5 for a two-year term effective 3/1/2020 – 2/28/2022.
- Re-appoint Mr. Rodney Potts Jr. to the Recreation District Board representing District 6 for a two-year term effective 3/1/2020 – 2/28/2022.
- Re-appoint Mr. Brandon Lamkin to the Recreation District Board representing District 7 for a three-year term effective 3/1/2020 – 2/28/2023.
- Appoint Mr. Wes Harvey to the Hodge Fire Protection Board for a two-year term effective 1/1/2020 – 12/31/2021.
- Appoint Mr. George Tim Wyatt to the Ambulance Board for a six-year term effective 1/1/2020 – 12/31/2025

Motion carried with Mr. Culpepper voting “Nay”.

Motion Mr. Culpepper, seconded Mr. McCarty to adopt the following Resolution for the Updated Citizen Participation Plan for the LCDBG Punkin Center Water Well project. Motion carried.

**CITIZEN PARTICIPATION PLAN UPDATE
RESOLUTION**

WHEREAS, the Jackson Parish Police Jury (“Parish”) established on December 11, 2017, procedures to ensure Citizen Participation for the State of Louisiana 2018/2019 Community Development Block Grant Program administered by the Division of Administration; and,

WHEREAS, based on recent guidance provided by the Division of Administration, an update to the Parish’s Citizen Participation Plan is required to revise the Citizen Complaint Procedure within the Plan.

NOW THEREFORE BE IT RESOLVED, by the Jackson Parish Police Jury, that the attached policy entitled “Citizen Participation Plan Update”, dated March 9, 2020 is hereby adopted.

Passed, approved and adopted by the Police Jury, Parish of Jackson, State of Louisiana, on the 9th day of March, 2020.

/s/ Amy Magee
President

/s/ Gina M. Thomas
Secretary-Treasurer

Motion Mr. Culpepper seconded Mr. Chatham to adopt the following proclamation request to promote the 52nd anniversary of the National Fair Housing Law, Title VIII of the Civil Rights Act of 1968. Motion carried.

PROCLAMATION

WHEREAS, The 52nd Anniversary of the National Fair Housing Law, Title VIII of the Civil Rights Act of 1968, during the month of April, is an occasion for all Americans – individually and collectively – to rededicate themselves to the principle of freedom from housing discrimination whenever it exists; and

WHEREAS, this law guarantees for each citizen the critical, personal element of freely choosing a home; and

WHEREAS, a fair housing law has been passed by the State of Louisiana, and implementation of the law requires the positive commitment, involvement, and support of each of our citizens; and

WHEREAS, the department and agencies of the Jackson Parish Police Jury are to provide leadership in the effort to make fair housing not just an idea, but an ideal for all our citizens; and

WHEREAS, barriers that diminish the rights and limit the options of any citizen to freely choose a home will ultimately diminish the rights and limit the options of all.

NOW, THEREFORE, the Jackson Parish Police Jury does hereby proclaim the month of April 2020 as

FAIR HOUSING MONTH

In the Parish of Jackson.

ATTEST:
/s/ Amy Magee
President

Motion Ms. Rowe, seconded Ms. Cowans to adopt the following proclamation to promote the visibility of CDBG grants in the community. Motion carried.

PROCLAMATION

NOW, THEREFORE, the Jackson Parish Police Jury does hereby proclaim March 28, 2020 as

BLINDED VETERANS DAY

And celebrate the 75th Anniversary of the BVA in the Parish of Jackson.

ATTEST:

/s/ Amy Magee

President

The President opened the floor for Announcements and Notifications.

The Secretary-Treasurer announced that the 2019 audit fieldwork had been rescheduled to March 30th through April 3rd.

Mr. McCarty announced that the parish cleanup event had been scheduled for April 26th and that the committee would meet on March 30th.

Ms. Magee asked that the Committee Chairs review their assigned items and schedule their meetings.

Ms. Magee presented the Jury with the quarterly on-line sales tax revenue from the Sales Tax Board. She stated that the Sales Tax office needed to purchase a new served and told the Jury that she would be giving a quarterly report.

The President opened the floor for Jury Comments.

The Jurors thanks those in attendance.

Ms. Rowe stated that she had served on the Recreation Board for 12 years and that she was proud to see how it had grown.

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

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