

The Jackson Parish Police Jury met in regular session on Tuesday, July 19, 2022, at 5:30 PM in the Dr. Charles H. Garrett Community Center, 182 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Todd Culpepper, Ms. Amy Magee, Mr. John McCarty, Ms. Tarneshala Cowans, Ms. Regina Rowe, and Mr. Lynn Treadway. Absent: Mr. Lewis Chatham. Also present, Mr. Darrell Avery, Assistant D.A.

Between the Public Hearing and the Regular Meeting, LSU Ag Center students from Gracepoint Christian Academy were recognized for their outstanding work and Community Service Award.

The President, Mr. Treadway, called the meeting to order. The invocation and pledge were given earlier for the Public Hearing.

Motion Ms. Magee, seconded Ms. Rowe to amend the agenda to change the date on item #17 from July 17, 2022, to September 17, 2022. Motion carried

The President opened the floor for public comments, none were given.

Motion Mr. Culpepper, seconded Ms. Rowe to adopt Ordinance No. 01-07192022:

AN ORDINANCE OF THE JACKSON PARISH POLICE JURY AUTHORIZING THE ACCEPTANCE OF CREDIT CARDS FOR THE PAYMENT OF PERMITS, FINES, FEES, AND SERVICES AND ESTABLISHING A SERVICE CHARGE (CONVENIENCE FEE) FOR CREDIT CARD USE

**BE IT ORDAINED** by the Jackson Parish Police Jury that:

**WHEREAS**, the Jackson Parish Police Jury (hereinafter referred to as "JPPJ") desires to establish both online credit card payment systems and point of sale credit card accounts to facilitate citizen payments of permits, fines, fees, and services; and

**WHEREAS**, the establishment and maintenance of these accounts create additional costs for departments; and

**WHEREAS**, in accordance with La. R.S. 33:2933 and La. R.S. 13:5524, local entities, to include ex-officio tax collectors, are allowed to accept payment of any local charges by credit card, debit card, or similar payment device and may establish and assess a fee for doing so; and

**WHEREAS**, JPPJ recognizes it is in the best interest and efficient operation of the government to allow the acceptance of payment by credit card or similar device and to defer the cost of processing such payment through the collection of a fee.

**NOW, THEREFORE, BE IT FUTHER ORDAINED** by the JPPJ, that:

**SECTION 1:** All of the aforescribed "Whereas" clauses are adopted as part of this ordinance.

**SECTION 2:** The term "credit card" as used herein shall also be deemed to include "debit cards", or other similar card.

- SECTION 3:** The Jackson Parish Police Jury president is hereby authorized to and on behalf of JPPJ to execute an agreement or agreements with banks or financial third-parties to effect credit card processing. The agreement shall provide for the acceptance of Visa, MasterCard, and Discover credit cards, may provide for acceptance of other cards, may provide payment of processing fees, and may provide for use of bank or third-party processing equipment.
- SECTION 4:** The Secretary-Treasurer or their delegate is authorized to approve a department or departments to accept credit cards. No department shall accept credit cards for payment without such approval. The JPPJ or its committees or delegates are authorized to establish appropriate business practices and set any limitations concerning the acceptance of credit cards by participating departments.
- SECTION 5:** The convenience fee passed to the consumer shall not exceed five (5%) percent of the total credit card transaction. At the beginning of each fiscal year, the Secretary-Treasurer shall calculate the annual average merchant fees by averaging the merchant fees for all credit card accounts set up as part of this ordinance and accepted during the prior 12-month period and applying as a percentage of total sales. Based upon said calculation, the convenience fee charged may be adjusted to compensate for the annual average merchant services processing fee.
- SECTION 6:** The convenience fee shall not apply to credit card acceptance accounts in place prior to the effective date of this ordinance nor in any instance where such fee conflicts with a binding contract between JPPJ and a credit card provider.
- SECTION 7:** The establishment of credit card on-line systems and point of sale credit card accounts will take place over time through a phased in-approach and as technology systems are completed. For these reasons the Secretary-Treasurer as approved by the finance committee is herein authorized to execute administrative budget revisions to adjust budgeted revenues (convenience fees) and expenses (credit card expense) without further ordinance.
- SECTION 8:** All ordinances or resolutions, or parts thereof, in conflict herewith are hereby repealed.
- SECTION 9:** This ordinance shall become effective upon signature of the Jackson Parish Police Jury President, or as authorized by law if not signed by the President.

This ordinance having been introduced during regular session on the 21<sup>st</sup> day of June, 2022.

This ordinance was read by title, and considered section by section and adopted as a whole on the 19<sup>th</sup> day of July, 2022, in regular session, by the following vote:

<u>Member</u>	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Todd Culpepper	X			
Lewis Chatham			X	
Amy Magee	X			
John McCarty	X			
Tarneshala Cowans	X			
Regina Rowe	X			
Lynn Treadway	X			

Motion Mr. Rowe, seconded Mr. McCarty to adopt Ordinance No. 02-07192022:

AN ORDINANCE TO PROVIDE FUNDING TO THE JACKSON PARISH MUSEUM AND FINE ARTS ASSOCIATION FOR CALENDAR YEAR 2022.

WHEREAS, Jackson Parish Museum and Fine Arts Association is a political subdivision located entirely within Jackson Parish, Louisiana (sometimes hereinafter "Museum");

WHEREAS, the Jackson Parish Police Jury is authorized by L.R.S. 25:1215.5 and Jackson Parish Ordinance 03-0409-2007, to provide for funding of the Museum;

WHEREAS, the Museum has demonstrated by budget a need for funding:

NOW, THEREFORE, be it ordained by the Jackson Parish Police Jury, in regular session, duly convened at which a quorum was present and voting, that the following ordinance be adopted:

Section 1: The Jackson Parish Police Jury shall provide unto the Jackson Parish Museum and Fine Arts Association the sum of \$7,000.00, for funding during calendar year 2022, to be used and spent in accordance with the budget presented to and approved by the Jackson Parish Police Jury.

Section 2: This ordinance shall become effective upon its adoption.

The above ordinance was read by title, and considered section by section and adopted as a whole by the following vote:

<u>Member</u>	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Todd Culpepper	X			
Lewis Chatham			X	
Amy Magee	X			
John McCarty	X			
Tarneshala Cowans	X			
Regina Rowe	X			
Lynn Treadway	X			

The President moved to the approval of minutes.

Motion Ms. Magee, seconded Ms. Cowans to adopt the minutes of the June 21, 2022, and June 30, 2022, Jury Meeting, monthly purchase orders, and the payment of all bills. Motion carried.

The President moved to Committee Reports.

Motion Ms. Magee, seconded Mr. Culpepper to adopt the following minutes from the July 14, 2022, Finance Committee meeting. Motion carried.

*Finance Committee  
July 14, 2022*

*The Finance Committee met Thursday, July 14, 2022, at 12:00 PM in The Nathaniel Zeno Jr. Meeting Room, Jackson Parish Police Jury Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Lynn Treadway, Chair and Mr. John McCarty. Absent: Ms. Regina Rowe. Also present: Brad Roller, Operations Manager. Guests included Mr. Glen Kirkland, Jackson Parish Tax Assessor and Mr. Ralph Laffitte, Hodge Fire Protection District*

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

*There were no public comments.*

*Motion Mr. McCarty, seconded Mr. Treadway to recommend that the Jackson Parish Police Jury adopt the millage rates per the reassessment adjustments as provided by Mr. Glen Kirkland, Tax Assessor. Motion carried.*

*Motion Mr. McCarty, seconded Mr. Treadway to recommend the Jury approve transfer of funds from Solid Waste to Road Department to cover expenses related to relocation of the wood chip pile to Pardue Loop as approved by the Road Committee. Motion carried.*

*Mr. Laffitte was invited to speak on the financial status of the Hodge Fire Protection District. Motion Mr. McCarty, second Mr. Treadway to recommend that the Jury give HFPD an advance of \$5,000.00 from the Fire Insurance Rebate to cover expenses pending legal advice. Motion carried.*

*Motion Mr. McCarty, seconded Mr. Treadway to adjourn. Motion carried.*

Motion Ms. Rowe, seconded Ms. Magee to table adopting a resolution for the 2022 tax millage rates agreeing to have Mr. Kirkland, Tax Assessor, provide more clarity on said table. Motion carried.

Motion Ms. Rowe, seconded Ms. Magee to table an advancement of \$5,000 to the Hodge Fire Protection District for time to gather more information. Motion carried.

Motion Ms. Rowe, seconded by Ms. Magee to end temporary set up pay for Administration and Operations upon hiring of probationary Secretary/Treasurer.

<u>Member</u>	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Todd Culpepper		X		
Lewis Chatham			X	
Amy Magee	X			
John McCarty				X
Tarneshala Cowans		X		
Regina Rowe	X			
Lynn Treadway	X			

Motion Ms. Rowe, seconded Ms. Magee to adopt the following minutes from the June 22, 2022, June 27, and July 12, 2022, Policy & Personnel Committee meeting. Motion carried.

*Policy & Personnel Committee  
June 22, 2022*

*The Policy & Personnel Committee met Wednesday June 22, 2022, at 12:00 PM in The Nathaniel Zeno Jr. Meeting Room, Jackson Parish Police Jury Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Chair, Ms. Rowe, Ms. Amy Magee, and Ms. Tarneshala Cowans. Absent none. Also present: Lynn Treadway, President of the Jackson Parish Police Jury and Brad Roller, Operations Manager.*

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

*Motion Ms. Rowe, seconded Ms. Magee to add section 2a. Discussion of the OEP position. Motion carried.*

*There were no public comments.*

*The Committee reviewed the organizational chart for the Road Department. Motion Ms. Cowans, seconded Ms. Magee to make the following changes to the Road Department organizational chart. Add a position under Road Department Superintendent named Temporary Working Supervisor. Change Mechanic to Mechanic I and Mechanic II. Remove a general laborer position from the Drainage Crew. Motion carried.*

*Motion Ms. Magee, seconded Ms. Cowans to make changes to the Mechanic job description including having a Mechanic I and Mechanic II position based on the recommendation of the Road Superintendent, Mr. Stuckey. Motion carried.*

*Motion Ms. Magee, seconded Ms. Cowans to post for transfer for Mechanic I position at the Road Department for 7 days, if no transfers, advertise the job per policy requirements. Motion carried.*

*The committee discussed changes to the OEP department. Motion Ms. Cowans, second Ms. Magee to turn the OEP department in its entirety over to the Jackson Parish Sheriff's Office. Motion carried.*

*Motion Ms. Rowe, seconded Ms. Cowans to adjourn. Motion carried.*

*Policy & Personnel Committee  
June 27, 2022*

*The Policy & Personnel Committee met Monday June 27, 2022, at 5:00 PM in The Nathaniel Zeno Jr. Meeting Room, Jackson Parish Police Jury Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Chair, Ms. Rowe, Ms. Amy Magee, and Ms. Tarneshala Cowans. Absent none. Also present: Lewis Chatham, Juror: District 2, John McCarty, Juror: District 4, and Brad Roller, Operations Manager.*

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

*Ms. Rowe called for public comments and there were none.*

*Motion Ms. Cowans to enter executive session (pursuant to La. Rev. Stat. 42:16 and La. Rev. Stat. 42:17(A)(1) to discuss the character, professional competence, or physical or mental health of applicants for the position of Secretary-Treasurer of Jackson Parish Police Jury). Seconded Ms. Magee. Motion carried. Jurors Mr. McCarty and Mr. Chatham along with Operations Manager, Mr. Roller were invited to stay in executive session as observers only.*

*Motion Ms. Magee, seconded Ms. Cowans to end executive session noting that no action had been taken. Motion carried.*

*Motion Ms. Rowe, seconded Ms. Cowans to adjourn. Motion carried.*

#### *Policy & Personnel Committee*

*July 12, 2022*

*The Policy & Personnel Committee met Tuesday, July 12, 2022, at 6:00 PM in The Nathaniel Zeno Jr. Meeting Room, Jackson Parish Police Jury Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Chair, Ms. Rowe, Ms. Amy Magee, and Ms. Tarneshala Cowans. Absent none. Also present: Brad Roller, Operations Manager and Mr. Lewis Chatham, Juror District 2.*

*The meeting was called to order by the Chair, Ms. Rowe. The invocation and the recitation of the Pledge of Allegiance were held during the previous meeting of the Project Committee at 5:00 PM*

*Ms. Rowe called for public comments and there were none.*

*Motion Ms. Magee, seconded Ms. Cowans to enter executive session to discuss compensation and duties for probationary Secretary-Treasurer of Jackson Parish Police Jury. Motion carried. Operations Manager, Mr. Roller and Mr. Chatham, Juror District 2 were invited to stay in executive session as observers only.*

*Motion Ms. Magee, seconded Ms. Cowans to end executive session noting that no action had been taken. Motion carried.*

*Motion Ms. Magee, seconded Ms. Cowans to recommend that the Jackson Parish Police Jury extend an offer to Candidate A to complete the current term of Secretary-Treasurer. Motion carried.*

*Motion Ms. Magee, seconded Ms. Cowans to adjourn. Motion carried.*

*Motion Ms. Rowe, seconded Ms. Magee to extend Candidate A an offer to complete the current term of Secretary/Treasurer ending on 12/31/2023 with the customary probationary period of 60 days per the Personnel Policy. Motion carried.*

*Motion Ms. Magee, seconded Ms. Rowe to adopt the minutes of the July 11, 2022, Building and Grounds Committee. Motion carried.*

#### *Building & Grounds*

*July 11, 2022*

*The Building & Grounds Committee met Monday, July 11, 2022, at 11:00 AM in The Nathaniel Zeno Jr. Meeting Room, Jackson Parish Police Jury Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Todd Culpepper (Chair), Mr. John McCarty. Absent: Tarneshala Cowans. Also present: Brad Roller, Operations Manager.*

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

*Public comments were called for. There were none.*

*Motion Mr. McCarty, seconded Mr. Culpepper to allow court to be held, if necessary, at the Charles H. Garrett Community Center during the elevator modernization at the Jackson Parish Courthouse. Motion carried.*

*The committee discussed possible conflicting dates with Community Center rentals. As these dates had been addressed by Operations, no action was taken.*

*Motion Mr. McCarty, seconded Mr. Culpepper to recommend that the Jackson Parish Police Jury approve any overtime pay that may be incurred by the maintenance staff if court is held at the Charles H. Garrett Community Center. Motion carried.*

*The committee reviewed a request to consider outside setups when renting the Charles H. Garrett Community Center or Sunshine Room. No action was taken as more information has been requested by the committee.*

*Motion Mr. McCarty, seconded Mr. Culpepper to adjourn. Motion carried.*

Motion Ms. Magee, seconded Mr. Culpepper to allow court to be held, if necessary, at the Dr. Charles H. Garrett Community Center during elevator modernization at the Jackson Parish Courthouse. Motion carried.

Motion Mr. Culpepper, seconded Ms. Rowe to approve any overtime pay that may be incurred by the maintenance staff if court is held at the Dr. Charles H. Garrett Community Center. Motion carried.

Motion Ms. Magee, seconded Mr. McCarty to approve the minutes of the June 22, 2022, and July 12, 2022, Project Committee Meetings. Motion carried

*Project Committee  
June 22, 2022*

*The Project Committee met Wednesday June 22, 2022, at 12:45 PM in The Nathaniel Zeno Jr. Meeting Room, Jackson Parish Police Jury Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Chair, Ms. Rowe, Ms. Tarneshala Cowans, and Mr. Lynn Treadway. Absent none. Also present: Brad Roller, Operations Manager.*

*The meeting was called to order by the Chair, Ms. Rowe. The invocation and the recitation of the Pledge of Allegiance were given at the previous meeting of the Policy & Personnel Committee at 12:00.*

*There were no public comments.*

*The Committee discussed the progress on Phase I of the courthouse relocations.*

*The Committee discussed possibilities for Phase II of the courthouse relocations.*

*The Committee discussed options for redistricting looking at various options, including mirroring the Jackson Parish School Board District map.*

*No action was taken in the meeting.*

*Motion Mr. Treadway, seconded Ms. Cowans to adjourn. Motion carried.*

*Project Committee  
July 12, 2022*

*The Project Committee met Tuesday July 12, 2022, at 5:00 PM in The Nathaniel Zeno Jr. Meeting Room, Jackson Parish Police Jury Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Chair, Ms. Rowe, Ms. Tarneshala Cowans, and Mr. Lynn Treadway. Absent none. Also present: Brad Roller, Operations Manager.*

*The meeting was called to order by the Chair, Ms. Rowe. The invocation was given by Mr. Treadway and the recitation of the Pledge of Allegiance was led by Ms. Cowans*

*There were no public comments.*

*The Committee invited Mr. Doug Mitchell from North Delta Regional Planning and Development to present possible plans. After discussions among the committee, Mr. Mitchell was invited to return with requested information.*

*No action was taken in the meeting.*

*Motion Mr. Treadway, seconded Ms. Cowans to adjourn. Motion carried.*

The President called for monthly management reports.

Mr. Brad Roller, Operations Manager, gave the June 2022 Operations Report, June 2022 OEP, and the June 2022 Maintenance Report.

Mr. Jody Stuckey, Road Superintendent, presented the June 2022 Road report noting that \$3,843.03 had been spent on emergency call-outs/off-schedule work.

Motion Mr. Culpepper, seconded Ms. Magee to accept the June 2022 emergency/off-schedule reports. Motion carried.

Mr. Robin Session, Solid Waste Superintendent, presented the June 2022 Solid Waste report noting that tonnage was down.

The President moved on to Other Business.

Mr. Paul Riley, Riley Company of Louisiana, Inc. gave the June 2022 Engineering Report. He informed the Jury that he had met with the contractor and the 2022 Road Program should begin around Labor Day.

The following resolution was offered by Ms. Rowe and seconded by Ms. Magee:



JACKSON PARISH POLICE JURY RESOLUTION

- Whereas, pursuant to L.R.S 29:728, the president of the Jackson Parish Police Jury is authorized to designate the director of the parish office of homeland security and emergency preparedness;
- Whereas, the president of the Jackson Parish Police Jury is authorized to grant to the Director all authority provided by law, including but not limited to the authority to employ such professional, technical, clerical, stenographic, and other personnel as he deems necessary and expedient;
- Whereas, the Jackson Parish Police Jury has agreed to transfer to the Jackson Parish Sheriff's Office and the Jackson Parish Sheriff's office has agreed to accept operation and oversight of the Jackson Parish Office of Homeland Security and Emergency Preparedness

BE IT RESOLVED:

- (1) the President of the Jackson Parish Police Jury does hereby transfer to the Jackson Parish Sheriff's Office the operation and oversight of the Jackson Parish Office of Homeland Security and Emergency Preparedness;
- (2) Chief Deputy Brent Barnett is hereby designated as Director of the Jackson Parish Office of Homeland Security and Emergency Preparedness;
- (3) All rights, duties, powers and responsibilities of the position of Director are hereby granted to and transferred to said Brent Barnett;
- (4) Upon the effective date of this resolution, Brent Barnett as Director, and the Jackson Parish Sheriff's Office shall be responsible for Homeland Security and Emergency Preparedness in Jackson Parish.
- (5) This resolution, the designations and transfer described herein shall become effective August 1, 2022.

This resolution having been approved by the Jackson Parish Police Jury at a public meeting in a regular session on July 19, 2022, by unanimous vote of the Jurors present, and signed on the dates set forth below.

\_\_\_\_\_  
Lynn Treadway  
Jackson Parish Police Jury

\_\_\_\_\_  
Date

\_\_\_\_\_  
Andy Brown  
Jackson Parish Sheriff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brent Barnett  
Director  
Jackson Parish Office of Homeland  
Security and Emergency Preparedness

\_\_\_\_\_  
Date

<u>Member</u>	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Todd Culpepper	X			
Lewis Chatham			X	
Amy Magee	X			
John McCarty	X			
Tarneshala Cowans	X			
Regina Rowe	X			
Lynn Treadway	X			

Motion carried.

Motion Mr. Culpepper, seconded Mr. McCarty for the general fund to absorb the OEP portion and add to the Operations Manager salary until September 30, 2022, during which time the Finance Committee should meet to outline job duties. The salary will then be addressed during the September 2022 Regular meeting. Motion carried with Ms. Rowe voting Nay.

Motion Ms. Magee, seconded Mr. Culpepper to approve the request from LSU Ag Center for use of the Dr. Charles H. Garrett Community Center on September 26, 2022. Motion carried

Motion Mr. Culpepper, seconded Mr. McCarty to approve the amended Library Budget as recommended by the Library Board

<u>Member</u>	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Todd Culpepper	X			
Lewis Chatham			X	
Amy Magee		X		
John McCarty	X			
Tarneshala Cowans				X
Regina Rowe		X		
Lynn Treadway	X			

Motion Mr. Culpepper, seconded Ms. Magee to approve the project request from the Jackson Parish Library. Motion carried

The President made the following announcement: Notice is hereby given that at its meeting to be held on Tuesday, August 16, 2022, at 5:15 p.m. at its regular meeting place, the Dr. Charles H. Garrett Community Center, 182 Industrial Drive, Jonesboro, Louisiana, the Police Jury of the Parish of Jackson, State of Louisiana, plans to consider adopting a resolution ordering and calling an election to be held in the Parish of Jackson, State of Louisiana to authorize the renewal of an ad valorem tax therein.

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