

The Jackson Parish Police Jury met in regular session on Monday, May 10, 2021 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 D.A.

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

Motion Mr. Culpepper, seconded Ms. Cowans to amend the agenda to include “consider and act on re-locating the two General Laborer positions in the Solid Waste Department to the Maintenance Department.” Motion carried unanimously and the item was added as 17.c.

The President opened the floor for public comments.

Mr. Floyd Knox from the Jackson Parish Library announced that it was the 84<sup>th</sup> anniversary of the creation of the Jackson Parish Library by the Police Jury and shared some of the historical events.

Ms. Sarah Dark asked the Police Jury to reconsider their action not to seek proposals from 3<sup>rd</sup> party waste collectors.

Ms. Linda Devine stated she had been told in the past that the Police Jury had funds to build a model bin site at Zoar Road once they had the land.

The President moved to the approval of minutes.

Motion Mr. Treadway, seconded Mr. Chatham to adopt the minutes of the April 12<sup>th</sup>, April 21<sup>st</sup>, and May 3<sup>rd</sup> Jury Meetings, monthly purchase orders, and the payment of all bills. Motion carried.

The President moved to Committee Reports.

Motion Mr. Chatham, seconded Mr. Treadway to adopt the following minutes from the April 5<sup>th</sup> Veterans Committee meetings. Motion carried.

*Veterans Committee  
April 5, 2021*

*The Veterans Committee met Monday, April 5, 2021 at 5:00 PM in The Dr. Charles H. Garrett Community Center, 182 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Todd Culpepper, Ms. Tarneshala Cowans, and Ms. Regina Rowe. Absent: none.*

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

*Ms. Linda Devine stated her appreciation to the Police Jury for putting the event on in previous years.*

*The Committee reviewed the budget for the 2021 Veterans Appreciate Event.*

*The Committee requested the Secretary-Treasurer to get quotes for memorabilia and for a local caterer for a brunch event scheduled for Thursday, November 11th for approximately 200 people.*

*The date and time for the next meeting was not set at this time.*

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

Motion Ms. Cowans, seconded Mr. McCarty to adopt the following minutes from the April 21<sup>st</sup> Finance Committee meetings. Motion carried.

*Finance Committee  
April 21, 2021*

*The Finance Committee met Wednesday, April 21, 2021 at 12:00 PM in The Sunshine Room of the Jackson Parish Police Jury Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members present: Ms. Amy Magee, Mr. John McCarty, and Ms. Tarneshala Cowans. Absent: none.*

*The Chairman, Ms. Tarneshala Cowans, called the meeting to order.*

*There were no public comments.*

*Mr. Trae Brashear presented the 2021-22 Blue Cross Blue Shield health insurance renewal and explained the 2% premium increase. The Secretary-Treasurer stated this increase was less than they had anticipated and would decrease the 2021 budget.*

*Motion Ms. Magee, seconded Mr. McCarty to recommend the Police Jury accept the 2021-22 health insurance renewal. Motion carried.*

*The committee reviewed the requested surplus items.*

*Motion Ms. Magee, seconded Mr. McCarty to table action on the surplus items until the departments can provide more information. Motion carried.*

*The Secretary-Treasurer stated that she would develop a standard request form for surplus items for the next meeting.*

*The Committee reviewed the request from the Judge's office for charges to re-wire their network. The Secretary-Treasurer stated she would request more information on the request.*

*Motion Mr. McCarty, seconded Ms. Magee to table action on the request until they had more information. Motion carried.*

*The Secretary-Treasurer presented the financials to-date and reviewed the recommended 2021 budget amendments. The Committee discussed the over-budget items and discussed opportunities for cost savings.*

*Motion Ms. Magee, seconded Mr. McCarty to recommend the Police Jury adopt the 2021 budget amendments. Motion carried.*

*The Chair opened the floor for discussion of other items.*

*Ms. Magee stated that she would present information to the Police Jury on upcoming funding through COVID-19 and Hurricane Laura mitigation.*

*The date and time for the next Finance Committee was set for Thursday, May 20th at 12:00 PM.*

*Motion Ms. Magee, seconded Mr. McCarty to adjourn. Motion carried.*

Motion Mr. Culpepper, seconded Mr. Treadway to accept the 2021-22 Blue Cross Blue Shield insurance renewal. Motion carried.

Motion Mr. Treadway, seconded Mr. McCarty to approve the following 2021 Q1 budget amendments. The Secretary-Treasurer noted that the amendments included an additional \$3,000 as requested by the Parish Cleanup Committee. Motion carried.

<i>General Fund</i>	<i>(\$701,833.85) decrease</i>
<i>Road Fund</i>	<i>\$980,937.61 increase</i>
<i>Asphalt Fund</i>	<i>(\$92,444.64) decrease</i>
<i>Solid Waste Fund</i>	<i>(\$355,479.30) decrease</i>
<i>Health Unit Fund</i>	<i>\$1,504.24 increase</i>
<i>Tourism Fund</i>	<i>(\$761.09) decrease</i>
<i>Sales &amp; Use Tax Fund</i>	<i>(\$192,353.31) decrease</i>
<i>Federal Grants Fund</i>	<i>\$360,379.83 increase</i>
<i>American Rescue Plan Fund</i>	<i>\$1,000,000.00 increase</i>
<i>Landfill Closure Fund</i>	<i>\$3,000.00 increase</i>
<b>Total Amendments</b>	<b>\$1,002,949.49 increase</b>

Motion Mr. Treadway, seconded Mr. Culpepper to adopt the following minutes from the April 22<sup>nd</sup> Parish Cleanup Committee meeting. Motion carried.

*Parish Cleanup Committee  
April 22, 2021*

*The Parish Cleanup Committee met Thursday, April 22, 2021 at 12:00 PM in The Dr. Charles H. Garrett Community Center, 182 Industrial Drive, Jonesboro, Louisiana. Members present: Mr. John McCarty, Ms. Tarneshala Cowans, and Mr. Lynn Treadway. Absent: none. Also in attendance: Mr. Robin Sessions, Solid Waste Superintendent.*

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

*There were no public comments.*

*Mr. McCarty acknowledged the guests in attendance.*

*The Committee discussed safety for the event, community involvement, and supplies to be ordered. Mr. Sessions asked that all garbage collected be brought to the Parish bin sites. They discussed having a special collection for hazardous materials on a different date.*

*Mr. McCarty stated they would have out-of-parish judges to select the areas with the greatest improvement for awards.*

*The Committee discussed post-event arrangement.*

*The meeting attendees requested a follow-up meeting to finalize details and to give the quantities for supplies needed.*

*The date and time for the next Parish Cleanup Committee was tentatively set for Thursday, May 6th at 12:00 PM.*

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

Motion Ms. Cowans, seconded Ms. Rowe to adopt the following minutes from the April 26<sup>th</sup> Policy and Personnel Committee meeting. Motion carried.

*Policy & Personnel Committee  
April 26, 2021*

*The Policy & Personnel Committee met Monday, April 26, 2021 at 11:30 AM in The Nathaniel Zeno Jr. Meeting Room, Jackson Parish Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Todd Culpepper, Ms. Regina Rowe, and Mr. Lynn Treadway. Absent: none.*

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

*There were no public comments.*

*The Committee discussed giving a recognition certificate to parish board members who were coming off a parish board in good standing as a way of showing the Police Jury's appreciation for their service. They stated they would like the certificate to be signed by the Juror who's district the member was representing. The certificates are not to be issued to members that are being removed due to lack of attendance. Motion Mr. Culpepper, seconded Mr. Treadway to recommend the Police Jury establish a practice of issuing certificates of appreciation to parish board members when they come off a parish board. Motion carried.*

*The Committee discussed the open vacancies and reviewed the Road Department organization chart. Mr. Stuckey notified the Committee that a former employee was eligible for re-hire and requested the Jury combine the two open vacancies for an Operator I into one position of Operator II and authorize the re-hire of Mr. Jamie Holland. The Committee discussed the transfer opportunity that had been posted and that no employees had requested a transfer.*

*Motion Mr. Culpepper, seconded Mr. Treadway to recommend the Police Jury amend the Road Department organization chart to combine two Operator I positions into one Operator II positions and authorize the re-hiring of Jamie Holland as Operator II – Level II. Motion carried.*

*The Committee discussed establishing a policy for The Sunshine Room to be rented out to the public. The requested the Secretary-Treasurer to develop a policy that would allow the public to rent the room with access to the kitchen and public restrooms for \$75 per day with \$25 being returned if there were no damages. They stated Parish Boards could continue to use the room for free for their public meetings. Motion Mr. Culpepper, seconded Mr. Treadway to recommend the Police Jury establish a policy for renting The Sunshine Room for public use. Motion carried.*

*The Committee discussed establishing a modified duty policy. No recommendation was made.*

*The Committee reviewed the proposed Groundwater Protection Ordinance that had been presented by Louisiana DEQ in 2019. Mr. Culpepper stated he was not in favor of any unnecessary regulations in Jackson Parish and that they had no way to enforce it.*

*Motion Mr. Culpepper, seconded Mr. Treadway to recommend the Police Jury not pass the proposed Groundwater Protection Ordinance. Motion carried.*

*The date of the next Policy & Personnel Committee was not set at this time.*

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

Motion Mr. Treadway, seconded Mr. Chatham to issue certificates of appreciation to parish board members when they come off a parish board in good standing. The President noted that a sample certificate was available for the Jurors to view. Motion carried.

Motion Mr. Treadway, seconded Mr. Culpepper to amend the Road Department Organization Chart to combine two Operator I positions into one Operator II position and authorize the re-hiring of James Holland as Operator II - Level II as recommended by the Superintendent. Motion carried.

Motion Ms. Rowe, seconded Mr. Chatham to adopt a policy for renting out The Sunshine Room for public events for a \$50 rental fee and a \$25 refundable deposit. The Secretary-Treasurer stated the final contract would be available to the Jurors. Motion carried.

Motion Mr. Culpepper, seconded Mr. Chatham to not adopt the Groundwater Protection Ordinance. Motion carried.

Motion Mr. Treadway, seconded Mr. Culpepper to adopt the following minutes from the April 26<sup>th</sup> Project Committee meeting. Motion carried.

*Project Committee  
April 26, 2021*

*The Project Committee met Monday, April 26, 2021 at 4:30 PM in The Nathaniel Zeno Jr. Meeting Room, Jackson Parish Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Todd Culpepper, Mr. Lewis Chatham, and Ms. Amy Magee. Absent: none.*

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

*There were no public comments.*

*The Chair invited Ms. Angela Holder from the Jackson Parish Library to give a presentation for the construction of two outdoor children's museums in Jackson Parish that would be handicapped and disability accessible. Ms. Holder showed the Committee the plans for location and shared the community impacts. Ms. Magee asked what types of partnerships the Library was requesting. Ms. Holder stated the Library Board would be meeting to discuss the specifics and share more information. Mr. Chatham thanked Ms. Holder for her presentation and the Committee stated their desire to be involved.*

*The Committee discussed giving attorney Robert Moore an office in the Courthouse that can be used for public defending.*

*Motion Ms. Magee, seconded Mr. Culpepper to recommend the Police Jury authorize the Maintenance Department to relocate their office to the west end of the Courthouse and allow the existing office and conference room to be used for the purposes of a public defender's office. Motion carried.*

*The Secretary-Treasurer and Mr. Paul Riley from the Riley Co. updated the Committee on the status of the hospital drainage project.*

*The Committee reviewed the proposed Jackson Parish Police Jury seal designs.*

*The date of the next Policy & Personnel Committee was not set at this time.*

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

Motion Mr. Chatham, seconded Mr. Treadway to authorize the Maintenance Department to relocate their office to the west end of the Courthouse and allow the existing office and conference room to be used for the purposes of a public defender's office. Motion carried.

Motion Ms. Cowans, seconded Mr. Treadway to adopt the following minutes from the April 26<sup>th</sup> Operations Committee Meeting. Motion carried.

*Operations Committee  
April 26, 2021*

*The Operations Committee met Monday, April 26, 2021 at 4:45 PM in The Nathaniel Zeno Jr. Meeting Room, Jackson Parish Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Lewis Chatham and Ms. Amy Magee. Absent: Mr. John McCarty.*

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

*There were no public comments.*

*Mr. Jody Stuckey, Road Department Superintendent, gave an updated on the traffic counter project and stated that 202 of the 482 parish roads had been completed and that they were on task to finish the project by the end of the year.*

*The Committee discussed the transition for the Road Department after moving the administrative functions to the Administrative Department.*

*The Secretary-Treasurer stated the Sheriff's Office had allowed the use of trustees from the mowing crew to assist the Maintenance Department on mowing days at the Courthouse.*

*The Committee discussed the speed bumps used at the model bin sites after receiving a complaint about the size. Mr. Sessions and Mr. Paul Riley from the Riley Co. confirmed that they are the same size used on roads and highways. Mr. Sessions stated the need for the speed bumps was to slow traffic down and to allow the cameras to capture license plate information.*

*Ms. Magee asked Mr. Riley to review the areas and present a recommendation to the Police Jury.*

*The Committee discussed the results of the sales tax election.*

*Ms. Magee stated that she would like to have recommendations from the Superintendent, Operations Committee, and the Police Jurors to be discussed at the May Business Session.*

*The Committee reviewed the actions from the Police Jury at the April meeting to close all road-side sites and to set up temporary sites in the north portion of the parish where there were no existing model sites. Mr. Sessions confirmed that he would post signs about the closure and relocate the bins to existing model sites.*

*The Committee discussed the following recommendations from the Superintendent:*

- Imposing a flat fee for anyone to cross the scales of \$45 per ton*
- Keeping the commercial collection business going because it brings in enough revenue to cover the labor, equipment, and supplies*
- Imposing a flat fee of \$25 to use the landfill*
- Keeping the transfer station open for use of the solid waste department for commercial items that are currently being hauled to Union Parish*

*The Committee made the following recommendations in addition to the Superintendent recommendations:*

- Review the current workforce to determine if there are possible efficiency opportunities or attrition*
- Combine the mechanics from all departments into one mechanics' shop*
- Request proposals from waste management companies to take over garbage collection throughout the parish*

*The Secretary-Treasurer stated that since the Police Jury had voted down requesting proposals for a third part to take over garbage collection, they could not put it back on the agenda without going through the process of reconsidering the motion.*

*Ms. Magee stated that all recommendations would be discussed at the May Business Session and asked each Juror to come with their recommendations as well.*

*Mr. Session stated that the Police Jury should notify DEQ of the financial situation and their intent to review their options. He stated the Jury did not have to commit to a plan, but they need to let DEQ know they are working on one.*

*The date of the next Operations Committee was set for Tuesday, May 25th at 4:45 PM.*

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

The President opened the floor for discussion and action on the Solid Waste Superintendent's recommendations. The Jury discussed imposing a \$25.00 fee for residents to use the landfill. Mr. Culpepper asked if there was an effective date for this charge. Ms. Rowe stated that she would like to see more discussion before they make changes. Mr. Culpepper requested that the Jury meeting prior to the next regular meeting with information to discuss.

The Jury discussed charging \$45/ton to municipalities and their contractors to use the transfer station for the Police Jury to haul municipal trash to Union Parish. Mr. Treadway said this would not solve the \$300,000 annual loss, only help it. Mr. Culpepper stated he would rather charge only the Union Parish dumping fee amount and the Police Jury would cover the cost for labor, equipment, and supplies to haul it. Mr. Treadway stated they needed to explore all their options. Mr. Culpepper stated his concern that once they got out of the garbage business, they would not be able to get back into it.

Motion Ms. Rowe, seconded Mr. Treadway to table action on the Superintendent recommendations for further discussion. Motion carried.

The President opened the floor for discussion and action on the Operation's Committee recommendations. Motion Mr. Treadway, seconded Mr. Chatham to combine the mechanics from all departments into one mechanic shop and authorize the Policy & Personnel Committee to develop an implementation plan. A roll call vote was taken:

District 1: Yay, District 2: Yay, District 3: Yay, District 4: Yay, District 5: Yay, District 6: Yay, District 7: Yay  
Motion carried.

Motion Ms. Rowe, seconded Mr. Culpepper to authorize the Policy & Personnel Committee to develop a reduction in force plan to present to the Jury. A roll call vote was taken:

District 1: Yay, District 2: Yay, District 3: Yay, District 4: Yay, District 5: Yay, District 6: Yay, District 7: Yay  
Motion carried.

The President opened the floor for discussion and action on other Juror recommendations.

Motion Mr. Culpepper, seconded Ms. Rowe to table action on restricting the transfer station use to only Police Jury. A roll call vote was taken:

District 1: Yay, District 2: Yay, District 3: Yay, District 4: Yay, District 5: Yay, District 6: Yay, District 7: Yay  
Motion carried.

Mr. McCarty stated that he was not in favor of having someone else take over the garbage service, but that he agreed with getting all of the information.

Motion Mr. McCarty, seconded Mr. Culpepper to amend the agenda to reconsider the motion to request proposals from disposal companies for waste management services. The President opened the floor for public comments, there were none. Motion carried unanimously.

Motion Mr. Chatham, seconded Mr. Treadway to request proposals from disposal companies for waste management services. A roll call vote was taken:

District 1: Nay, District 2: Yay, District 3: Yay, District 4: Yay, District 5: Yay, District 6: Yay, District 7: Yay  
Motion carried.

Motion Mr. Culpepper, seconded Ms. Cowans to move the General Laborers from the Solid Waste Department to be floating laborers in the Maintenance Department. A roll call vote was taken:

District 1: Yay, District 2: Yay, District 3: Yay, District 4: Yay, District 5: Yay, District 6: Yay, District 7: Yay  
Motion carried.

With the conclusion of Committee Reports, the President called for monthly management reports.

Mr. Jody Stuckey, Road Department Superintendent, gave the April 2021 Road report noting that \$3,276.53 had been spent on emergency call-outs/off-schedule work.

Motion Mr. Treadway, seconded Mr. Chatham to accept the April 2021 emergency/off-schedule reports. Motion carried.

Mr. Robin Sessions, Solid Waste Superintendent, gave the April 2021 Solid Waste report.

Ms. Gina Thomas, Secretary-Treasurer, presented the April 2021 Maintenance and Financial Reports highlighting the actual vs. budget comparisons for all funds. She discussed the first quarter budget amendments and shared information about the American Recovery Plan funding.

The President moved on to Other Business.

Motion Mr. Treadway, seconded Mr. McCarty to accept the resignation of Phillip Lawrence from the Tourism Board. Motion carried.

Motion Mr. Culpepper, seconded Mr. Chatham to appoint Ms. Tammy Gunter to the Tourism Board, representing District 1, for a 2-year term ending 12/31/2022. Motion carried.

Motion Mr. McCarty, seconded Mr. Treadway to appoint Mr. Gary Joynor to the Watershed District Board, representing District 1, for a 2-year term ending 12/31/2022. Motion carried.

Motion Mr. Treadway, seconded Mr. Chatham to adopt the 2022-23 LCDBG Procurement Policy. Motion carried.

Motion Ms. Rowe, seconded Mr. Treadway to adopt the following 2022-23 LCDBG Procurement Resolution. Motion carried.

#### **PROCUREMENT POLICY RESOLUTION**

WHEREAS, the Jackson Parish Police Jury has been afforded the opportunity to apply and participate in the State of Louisiana 2022/2023 Community Development Block Grant Program administered by the Division of Administration; and,

WHEREAS, the STATE requires the establishment of uniform procedures in compliance with OMB Circular A-102;

NOW THEREFORE BE IT RESOLVED, by the Jackson Parish Police Jury, that the attached policy entitled "Procurement Procedures Relative to the LCDBG Program" is hereby adopted.



Passed, approved and adopted this 10 day of May, 2021.

Motion Mr. Culpepper, seconded Mr. Treadway to adopt the 2022-23 LCDBG Citizen Participation Plan. Motion carried.

Motion Ms. Rowe, seconded Mr. Treadway to adopt the following 2022-23 LCDBG Citizen Participation Resolution. Motion carried.

**CITIZEN PARTICIPATION PLAN RESOLUTION**

WHEREAS, the Jackson Parish Police Jury has been afforded the opportunity to apply and participate in the State of Louisiana 2022/2023 Community Development Block Grant Program administered by the Division of Administration; and,

WHEREAS, the STATE requires Grantees to establish procedures to ensure adequate citizen participation with the program;

NOW THEREFORE BE IT RESOLVED, by the Jackson Parish Police Jury, that the attached policy entitled "Citizen Participation Plan", dated May 10, 2021 is hereby adopted.

Passed, approved and adopted this 10 day of May, 2021.

Motion Mr. Chatham, seconded Ms. Cowans to authorize the President to sign the 2021-22 Lease Agreement with the E-911 Communications District. Motion carried.

The President opened the floor for announcements and notifications.

The President opened the floor for Juror Comments.

Motion Mr. Culpepper, seconded Ms. Rowe to enter into Executive Session to discuss the Police Jury's pending litigation case. Motion carried unanimously and the public was dismissed.

Motion Ms. Rowe, seconded Ms. Cowans to close Executive Session with no action being taken. Motion carried unanimously.

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