

The Jackson Parish Police Jury met in regular session on Monday, February 10, 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. Niki Cowans, Ms. Regina Rowe, and Mr. Lynn Treadway. Absent: none. Also present: Darrell Avery, Assistant District Attorney.

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

Motion Ms. Cowans, seconded Ms. Rowe to amend the agenda to include “consider and act on the recommendation 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”. Mr. Culpepper voted “Nay” stating that he would like to have more discussion before the position is finalized. Motion failed.

There being no public comments, the President moved to the approval of minutes.

Motion Mr. McCarty, seconded Ms. Rowe to adopt the minutes of the January 13th and February 3rd Jury Meetings, monthly purchase orders, and the payment of all bills. Motion carried.

The President called for committee reports.

Motion Ms. Rowe, seconded Ms. Cowans to adopt the following minutes from the January 24th Operations Committee meeting. Motion carried.

*Operations Committee
January 24, 2020*

The Operations Committee met Friday, January 24, 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, Ms. Regina Rowe.

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.

Ms. Rowe asked if she could speak on the agenda item for the Road Department organization chart and employee classification recommendations. Ms. Magee stated that she will allow for special public comments on that agenda item at that time.

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

The Committee reviewed the recommended specs for the Road Department equipment request. Ms. Magee asked that the Committee table the review of the specs and requested that the Secretary-Treasurer review the GPS reports to determine if there is equipment stationed at the road department during the day that could be utilized.

Motion Mr. Treadway, seconded Mr. Chatham to table the requested equipment until the Secretary-Treasurer presents the report. Motion carried.

The Road Superintendent presented the recommended training and safety protocols based off of the DOTD/LTAP procedures. He explained the overall policy to guide in the training, testing, certification, and re-certification procedures that each employee would go through for the eligible equipment. He presented a sample training manual for a piece of equipment along with the certification tests. The Secretary-Treasurer stated that the information was correct, but that it would need to be formatting onto the standard letterhead.

The Committee reviewed the materials and agreed that the training and safety protocols were ready to be presented to the Police Jury for adoption.

The Road Superintendent presented the Committee with an updated Organization Chart and the following recommendations to be reviewed and recommended to the Police Jury for adoption:

- *Reclassify Mark Mobley from Operator II-Level II to Specialty Equipment Operator-Level II*
- *Reclassify Kirk Halbrook from Specialty Equipment Operator-Level I to Operator I-Level II*
- *Reclassify Jimmy Dorsey from Operator I-Level II to Operator II-Level I*
- *Reclassify Jack Williams from General Laborer-Level II to Operator I-Level I*
- *Post a job vacancy in the Road Department for General Laborer and authorize pre-employment proceedings*
- *Move the Road Department Superintendent position on the Organization Chart from the Asphalt/Drainage Crew to the off-site crews as presented*
- *Establish a crew leader setup designation and create a policy to define the scope of work*

The Committee agreed with the four employee reclassification recommendations. They requested that Mark Mobley, Jimmy Dorsey, and Jack Williams complete the necessary training and documentation in order to fill the new rolls.

The Committee agreed to recommend filling the vacancy of General Laborer.

The Committee agreed to recommend the Jury adopt the updated Organization Chart as presented.

The Committee recommended that the Policy and Personnel Committee review the scope of work, establish a job description, and determine an appropriate pay rate for a Crew Lead setup designation.

Motion Mr. Chatham, seconded Mr. Treadway to recommend the Jury take adopt the presented recommendations. Motion carried.

The Parish Engineer, Mr. Paul Riley presented the options for the preliminary 2020 Road Program. Mr. Riley explained the different programs and estimated costs to address roads on the Asphalt Overlay list, the Chip Seal-Preventative Maintenance list, and the Oil list. He explained the current Capital Improvements Policy and the options for lists. He stated he would measure the roads and get more definitive cost estimates.

Motion Mr. Treadway, seconded Mr. Chatham to recommend the Jury authorize the Riley Co. to create a formal 3-year Road Plan for 2020 – 2022. Motion carried.

The Committee reviewed the opinion from Mr. Darrell Avery regarding removal of parish roads and guidelines for defining a “public use road”.

Mr. Riley presented the existing Road Capital Improvements Policy and stated that this year the Jury would need to adopt a new policy and procedure for 2021 – 2023. He asked that the Committee review the current policy and present questions and suggestions for changes at the next committee meeting.

The Solid Waste Superintendent presented the Committee with information on the recycle program and explained the changes from the company collecting paper and cardboard.

The Secretary-Treasurer informed the Committee that the Cooperative Endeavor Agreement with the Union Parish Landfill would end in 2020 and that she had been in contact with Union Parish to begin drafting a new agreement.

The Maintenance Supervisor presented the Committee with the approved projects for 2020.

The Secretary-Treasurer stated that as final decisions are made regarding the new offices on Industrial Drive that the administrative staff would need to be reviewed.

The Committee discussed establishing a new position of Operations Manager that would report directly to the Secretary-Treasurer and be over the operations of Solid Waste, Road, and Maintenance. They also discussed this position taking on job duties of building inspections, road permitting, flood permitting, providing general planning and oversight, and eventually taking over the OEP duties.

Motion Mr. Chatham, seconded Mr. Treadway to recommend the Policy and Personnel Committee review the scope of work, establish a job description, and determine an appropriate pay rate for the position of Operations Manager. Motion carried.

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

Motion Ms. Cowans, seconded Mr. Treadway to adopt the Road Department safety protocols and training procedures program. Motion carried.

Motion Mr. Culpepper, seconded Mr. Treadway to adopt the Road Department Organization Chart. Motion carried.

Motion Mr. Culpepper, seconded Ms. Rowe to reclassify Mark Mobley from Operator II-Level II to Specialty Equipment Operator-Level II. Motion carried.

Motion Ms. Rowe, seconded Mr. Chatham to reclassify Kirk Halbrook from Specialty Equipment Operator-Level I to Operator I-Level II. Motion carried.

Motion Mr. McCarty, seconded Mr. Chatham to reclassify Jimmy Dorsey from Operator I-Level II to Operator II-Level I. Motion carried.

Motion Ms. Cowans, seconded Ms. Rowe to reclassify Jack Williams from General Laborer-Level II to Operator I-Level I. Motion carried.

Motion Mr. Chatham, seconded Ms. Rowe to approve the job vacancy in the Road Department for General Laborer and authorize pre-employment proceedings. Motion carried.

Motion Ms. Cowans, seconded Mr. McCarty to adopt the following minutes from the January 27th Policy & Personnel Committee meeting. Motion carried.

*Policy & Personnel Committee
January 27, 2020*

The Policy & Personnel Committee met Monday, January 27, 2020 at 5:00 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. Rowe led in the recitation of the Pledge of Allegiance.

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

The Committee reviewed the recommendations from the Operations Committee.

Recommendation #1 was to establish a scope of work and setup pay rate for an existing Operator II to be the designated crew leader on-site. The Committee asked the Secretary-Treasurer to meet with the Road Superintendent and Operator II's and present the scope of job duties involved in the position and present it at the February Business Session. They discussed that this designation is to be a setup rate, not a new job classification and that it is to be assigned to one of the Operator II's on the Asphalt/Drainage Crew as a "working leader" designation. The decision making is limited to on-site decisions that are in coordination with the overall road plan and assignments from the Road Superintendent.

Motion Ms. Rowe, seconded Mr. Chatham to recommend the Police Jury adopt a new policy for Crew Lead Setup. Motion carried.

Recommendation #2 was to establish a job description, scope of job duties, and pay schedule for a new position of Operations Manager. The Committee asked the Secretary-Treasurer to request job descriptions, duties, and salary ranges from other parishes and present it at the February Business Session. Motion Ms. Rowe, seconded Mr. Chatham to recommend the Police Jury adopt the new position of Operations Manager. Motion carried.

The Secretary-Treasurer updated the Committee with the progress made on the updated Personnel Manual from 2019 and asked that the Committee establish a schedule to continue the reviews until the manual is finalized.

The Secretary-Treasurer updated the Committee on the project to codify the parish ordinances and asked that the Committee establish a schedule to review each ordinance and recommend amendments.

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

Motion Ms. Rowe, seconded Ms. Cowans to adopt the qualifications for the new position of Operations Manager and authorize the Secretary-Treasurer to post the position and begin pre-employment proceedings. Motion carried with Mr. Culpepper voting "Nay".

Motion Mr. Culpepper, seconded Mr. Treadway to adopt the following minutes from the January 28th Project Committee meeting. Motion carried.

*Project Committee
January 28, 2020*

The Project Committee met Tuesday, January 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: Mr. Todd Culpepper, Ms. Amy Magee, and Ms. Regina Rowe. Absent: none. Also in attendance, Mr. John McCarty, Parish Engineer Mr. Paul Riley, and attorney Mr. Bill Carter.

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.

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

The Committee opened the floor to Mr. Riley and Mr. Carter to explain the process for negotiations for acquiring servitudes. Mr. Riley gave a summary of the FEMA Hospital Drainage Project and stated that the Police Jury needed to acquire drainage servitudes on two acres of land owned by Mr. Herbert Simmons. Mr. Carter stated that first, they would need to try verbal negotiations with the property owner. They discussed that if the negotiations were unsuccessful, then the Jury would need to vote on further action.

Motion Ms. Magee, seconded Mr. Culpepper to recommend the Police Jury retain Mr. Bill Carter to negotiate the acquisition of drainage servitudes for the hospital drainage project. Motion carried.

The Committee recognized Ms. Julie Rogers and Ms. Kiki Wardlaw to present on design plans for the new office building on Industrial Drive. The Committee reviewed the floor plans and samples for the remodel project.

Motion Ms. Magee, seconded Mr. Culpepper to recommend the Police Jury authorize the Secretary-Treasurer to acquire and award bids for remodeling the Industrial Drive office building. Motion carried.

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

Motion Ms. Rowe, seconded Mr. Culpepper to retain Mr. Bill Carter to negotiate the acquisition of drainage servitudes for the hospital drainage project. Motion carried.

Motion Mr. Culpepper, seconded Mr. Treadways to authorize the Secretary-Treasurer to acquire and award low bids for maintenance work on the Industrial Drive office building. Motion carried.

Motion Mr. Culpepper, seconded Mr. McCarty to adopt the following minutes from the January 29th Finance Committee meeting. Motion carried.

*Finance Committee
January 29, 2020*

The Finance Committee met Wednesday, January 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. Absent: none. Also in attendance, Ms. Amy Magee.

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.

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

The Secretary-Treasurer presented the January purchase orders to-date and explained the process of blanket purchase orders for annual expenses. She stated that they would review the monthly purchase orders and the budgeted financial each month.

The Secretary-Treasurer presented the 2020 approved inter-fund transfers for review and explained the timing of when the entries would be posted.

The Committee discussed the requested appropriation for the LSU Ag Center. The Chairman discussed the mandated offices that the Police Jury was required to maintain and the declining revenues due to reduced oil and gas production in the parish. The Committee discussed a reduction of all non-mandated appropriations and for having the requesting organizations present more information on the programming and funding sources.

Motion Mr. McCarty, seconded Ms. Cowans to recommend the Police Jury reduce all 2020 appropriations by 10% and to authorize the President to sign and execute the LSU Ag Center appropriation for the 10% reduction of \$14,580. Motion carried.

The Committee discussed the invitation for all parish Mayors to attend the February Business Session to discuss the Police Jury's policies and expectations for annual appropriations and requests for assistance. The Committee asked President Magee to address the following items at the meeting:

- *10% reduction for 2020 appropriations*
- *LGAP and other grant opportunities*
- *Non-compliance list*
- *Verification of the funding expenditures*
- *Appropriate items for request being for road work, drainage issues, or equipment*
- *Providing financials and annual budget*
- *Police Jury policy on what is within the scope of work our Road Department performs*
- *Continued assistance for routine pothole and grading work*

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

Motion Mr. Culpepper, seconded Ms. Cowans to approve a 10% reduction of all 2020 appropriations. Motion carried with the request that each agency receive a letter notifying them about the reduction.

Motion Mr. Culpepper, seconded Mr. Chatham to authorize the President to sign and execute the 2020 Cooperative Endeavor Agreement with the LSU Ag Center for \$14,580. Motion carried.

The President called for monthly management reports.

Mr. Jody Stucky, Road Department Superintendent, gave the January 2020 Road report noting that \$13,463.26 had been spent on emergency call-outs/off-schedule work during the month. He stated that there were no special projects and that they were looking at replacing all culverts on Tisdale road.

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

The January 2020 Solid Waste and OEP reports were reviewed in the Jury packets.

Ms. Gina Thomas, Secretary-Treasurer, presented the January 2020 Financial Report highlighting the actual vs. budget comparisons for all funds. She stated that they should look for 92% remaining budget on accounts and explained over-budget amounts.

Mr. Robert "Bubba" Anderson, Maintenance Supervisor presented the January 2020 Maintenance Report and updated the Jury on completed projects and upcoming plans pressure wash and re-stripe the parking lots at the Community Center and Industrial Drive building.

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

Mr. Paul Riley, Parish Engineer from Riley Company of Louisiana, updated the Jury on current projects and stated that he would notify Mr. Bill Carter that he had been retained for legal services.

Motion Mr. Culpepper, seconded Ms. Cowans to accept the 2020 bid of cold mix from Dreher Contracting, LLC. Motion carried.

Motion Ms. Rowe, seconded Ms. Cowans to authorize the President to sign the Letter of Assurances for the Uniform Relocation Assistance & Real Property Act to the Louisiana Department of Transportation & Development. Motion carried.

Motion Mr. Treadway, seconded Ms. Rowe, to authorize the Secretary-Treasurer to sign the audit engagement letters with Allen, Green, & Williamson for 2019 audit services and to complete the Louisiana Compliance Questionnaire. Motion carried.

Motion Mr. Culpepper, seconded Mr. Chatham to adopt the 2020 Coroner's Department salary schedule. Motion carried.

Motion Ms. Rowe, seconded Mr. Chatham to approve the request from LSU Ag Center for use of the Community Center March 2nd, April 6th, and May 5th. Motion Carried.

Motion Ms. Rowe, seconded Mr. McCarty to declare the Winn Parish Enterprise as the official journal for the remaining term ending June 30, 2020. Ms. Thomas explained the current state of the Jackson Independent and the options of the Jury. Motion carried.

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

- Re-appoint Mr. Robbie Howard to the Hodge Fire Protection District Board for a two-year term effective 1/1/2020 – 12/31/2021.
- Re-appoint Mr. Charles Hopkins to the District 2 Fire Protection District Board for a two-year term effective 1/1/2020 – 12/31/2020.
- Re-appoint Mr. Bill Wheelis to the District 2 Fire Protection District Board for a two-year term effective 1/1/2020 – 12/31/2020.

Motion carried.

The Jury discussed staggering the terms for the Recreation Board at the March Business Session.

The President opened the floor for Jury Comments.

Mr. McCarty asked that each Juror consider team leaders from their district to participate in a Parish Clean-up Event.

The Jurors thanks those in attendance.

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

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