

The Jackson Parish Police Jury met in regular session on Monday, August 10, 2020 at 5:30 PM in the Dr. Charles H. Garrett Community Center, 182 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Lewis Chatham, Ms. Amy Magee, Mr. John McCarty, Ms. Regina Rowe, Ms. Tarneshala Cowans, and Mr. Lynn Treadway. Absent: Mr. Todd Culpepper.

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

There were no public comments.

The President recognized Mr. Murphy Chestnut from Senator Kennedy's Office and District Attorney Danny Newell.

The President moved to the approval of minutes.

Motion Ms. Rowe, seconded Mr. Culpepper to adopt the minutes of the July 13th, July 24th, and August 3rd Jury Meetings, monthly purchase orders, and the payment of all bills. Motion carried.

The President moved to Committee Reports.

Motion Ms. Rowe, seconded Mr. Chatham to adopt the following minutes from the July 23rd Economic Development Committee meeting. Motion carried.

*Economic Development Committee
July 23, 2020*

The Economic Development Committee met Thursday, July 23, 2020 at 12:00 PM at the Dr. Charles H. Garrett Community Center, Jonesboro, Louisiana. Members present: Mr. John McCarty, Ms. Regina Rowe, and Mr. Lynn Treadway. Absent: none.

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

There were no public comments.

The Chairman thanked those in attendance and asked them to introduce themselves. Attendees were as follows:

*Mayor Leslie Thompson, Town of Jonesboro
Mr. Calvin Worth, Town of Jonesboro Public Works Director
Mr. Brad Graff, engineer for the Town of Jonesboro
Mr. Devon Flowers, Town of Jonesboro Alderman
Mr. Thurston Allen, Jonesboro State Bank
Representative Jack McFarland, State of Louisiana
Senator Jay Morris, State of Louisiana
Ms. Christine Rambo, North Louisiana Economic Partnership*

The Chairman asked Mr. Graff to present the details of the proposed projects to rehabilitate the Town of Jonesboro's oxidation pond and water system that serves the area including Industrial Drive.

Ms. Rambo discussed the need to correct the water issues in order for the Industrial Drive site to be certified. She detailed the benefits of the site location and explained the Workforce ACT program and Jackson Parish being certified as a “workforce ready community.”

Representative McFarland and Senator Morris discussed funding opportunities for the Town of Jonesboro’s water system.

The Committee discussed the timing of certifying the land and the 2-year commitment for the landowner to sell it.

The Committee discussed next steps for the Town to get funding to correct the oxidation pond and water system.

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

Motion Mr. Treadway, seconded Mr. Chatham to adopt the following minutes from the July 23rd Policy & Personnel Committee meeting. Motion carried.

*Policy & Personnel Committee
July 23, 2020*

The Policy & Personnel Committee met Thursday, July 23, 2020 at 7:30 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. 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.

There were no public comments.

Motion Ms. Rowe, seconded Mr. Chatham to amend the agenda to include discussion of the new Road Department Drainage Crew and 2020 asphalt maintenance program. Motion carried unanimously.

Motion Ms. Rowe, seconded Mr. Chatham to recommend hiring Mr. Jordan Carroll and Mr. Jamie Holland as Operator I’s in the Road Department. Ms. Thomas presented the department recommendations. Motion carried.

The Committee discussed the COVID-19 policy. The Secretary-Treasurer presented new information and guidelines from the CDC, extended FMLA program, and other industries. The Committee asked the Secretary-Treasurer to draft an amended COVID-19 policy based on the new guidance and present it at the Business Session.

Motion Ms. Rowe, seconded Mr. Chatham to recommend the Jury adopt an amended COVID-19 policy based on the new guidelines. Motion carried.

The Secretary-Treasurer presented the Telecommuting Policy.

Motion Mr. Chatham, seconded Ms. Rowe to recommend the Jury adopt the Telecommuting Policy. Motion carried.

The Chair recognized Mr. Robert “Bubba” Anderson to discuss the staffing of the Maintenance Department. Mr. Anderson and the Committee discussed trustee labor from the prison. Mr. Anderson

requested that the Jury add a permanent position for an additional General Laborer in the Maintenance Department.

Motion Mr. Chatham, seconded Ms. Cowans to recommend the Jury add a position of General Laborer to the Maintenance Department. Motion carried with Ms. Rowe voting "Nay" stating that she would like more information on the status of the availability of trustees before adding a new position.

The Chair invited Mr. Anderson to discuss his request to be re-classified from Level I to Level III. Mr. Anderson described his current duties. Ms. Rowe stated that she would like to see the Operations Manager position filled before making changes to the organization and recommended that they table the discussion until it is filled.

The Committee requested that Ms. Thomas draft a formal recommendation for the Jury to re-classify Mr. Anderson to Level III at the Business Session.

The Committee discussed the work assignments of the new Road Department Drainage Crew and expressed concerns about them being assigned to asphalt work. The Committee reviewed the Road Work Schedule and the adopted 2020 asphalt maintenance program.

The Committee asked the Secretary-Treasurer to discuss their concerns with the Road Department Superintendent.

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

Motion Ms. Rowe, seconded Ms. Cowans to adopt the amended COVID-19 Policy. The Secretary-Treasurer discussed the guidance from the CDC and Louisiana Department of Health on returning to work and requested the policy be amended so that the requirement to return to work would include *either* a negative COVID-19 test result or a medical release from a physician. The Jury agreed to the change and Ms. Rowe amended her motion to include the new language. Motion carried.

Motion Ms. Cowans, seconded Ms. Rowe to adopt the Telecommuting Policy. Motion carried.

Motion Ms. Cowans, seconded Mr. Chatham to add a General Laborer position to the Maintenance Department. Ms. Rowe asked if the transfer opportunity would be posted at the departments. The Secretary-Treasurer stated that it would follow the normal new hire procedures, including a transfer posting. Motion carried.

Motion Ms. Cowans, seconded Mr. Treadway to adopt the following minutes from the July 24th Finance Committee meeting. Motion carried.

*Finance Committee
July 24, 2020*

The Finance Committee met Friday, July 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. Todd Culpepper, Mr. John McCarty, and Ms. Tarneshala Cowans. Absent: none.

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.

There were no public comments.

The Chairman recognized Mr. Glen Kirkland, Tax Assessor and moved agenda item #2 to #1. Mr. Kirkland presented details on the re-assessment process and the impact on millage rates. He stated they would have final rates at the end of the month.

The Committee discussed the current millage rates and fund balances. The Committee reviewed the fund balance increase year-over-year for the Library.

Motion Mr. McCarty, seconded Ms. Cowans to reduce the Library millage by an additional 1.5 mils to a total of 4.9 mils. Motion carried.

The Chairman moved to item #3 and the Committee reviewed the Cooperative Endeavor Agreement with the North Louisiana Economic Partnership.

Motion Ms. Cowans, seconded Mr. McCarty to recommend the Jury authorize the President to sign the 2020 Cooperative Endeavor Agreement with the North Louisiana Economic Partnership for \$2,250.

Motion carried.

The Chairman moved to item #1 and invited the Secretary-Treasurer to present the month-to-date purchase orders and financial statements. The Secretary-Treasurer reviewed the Master Fund trial balance and discussed the restricted fund balance. The Committee reviewed the Revenue and Expenditure report and the budget report for current vs. actual. The Secretary-Treasurer explained the reserved balance of \$260,000 for the Livestock Pavilion and its restriction to a state project.

The Chairman moved to item #4 and the Committee reviewed the presented budget amendments for the year-to-date and the Secretary-Treasurer reviewed the details and explanations.

Motion Mr. McCarty, seconded Ms. Cowans to recommend the Jury amend the 2020 budget as presented. Motion carried.

The Committee reviewed the financial summary of the Road and Asphalt funds and the Secretary-Treasurer explained the revenue sources and the transfers from both funds to the annual road program.

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

Motion Mr. Treadway, seconded Ms. Rowe to adopt the tax millage rates for 2020.

BE IT RESOLVED, that the following millage(s) are hereby levied on the 2020 tax roll on all property subject to taxation by the Jackson Parish Police Jury:

	Millage
General Alimony	5.39
Roads & Bridges	5.23
Roads, Asphalt, Paving	4.55
Recreation District	4.63
Health Unit	0.80
Library & Bookmobile	4.90

BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of Jackson, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment of roll of said Parish for the year 2020, and to make the collection of the taxes imposed for an on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

The foregoing resolution was read in full, the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

Ward 1 – Absent, Ward 2 – Yea, Ward 3 – Yea, Ward 4 – Yea, Ward 5 – Yea,
Ward 6 – Yea, Ward 7 – Yea

Yeas: 6

Nays: 0
Absent: 1
Abstaining: 0
Motion carried.

Motion Ms. Rowe, seconded Mr. Chatham to authorize the President to sign and execute the 2020 Cooperative Endeavor Agreement with the North Louisiana Economic Partnership for \$2,250.00. Motion carried.

Motion Mr. McCarty, seconded Ms. Cowans to approve the following budget amendments:

- Increase General Fund by \$53,376.49
- Decrease Statutory Reserve Fund by (\$173,231.85)
- Increase Asphalt Fund by \$40,951.62
- Decrease Landfill Closure Fund by (\$18,537.77)
- Decrease Capital Outlay Fund by (\$438,000.00)
- Increase Coroner's Fund by \$53,376.49
- Increase Federal Grants Fund by \$40,000.00
- Increase LCDBG Fund by \$84,748.78
- Decrease Court Witness Fees Fund by (\$8,000.00)

Motion carried.

Ms. Magee asked for an amendment to the agenda to review and approve the Caney Lake Estates subdivision. Mr. Paul Riley stated that since the subdivision was not requesting any roads to be taken into the Parish Road System, it could be approved by the President. No action was taken.

Motion Mr. Treadway, seconded Ms. Cowans to adopt the following minutes from the July 28th Operations Committee Meeting. Motion carried.

*Operations Committee
July 28, 2020*

The Operations Committee met Monday, July 28, 2020 at 11:00 AM 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. Also in attendance: Mr. Jody Stuckey, Road Superintendent; Mr. Robin Sessions, Solid Waste Superintendent, Mr. Paul Riley, and Mr. Darrell Avery, Assistant D.A.

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.

Mr. Riley presented the recommended work plan for Poda Road and stated that it could be performed by the Parish Road Department.

Motion Mr. Treadway, seconded Ms. Magee to recommend the Jury authorize the Road Department perform the work on Poda Road. Motion carried.

Mr. Riley presented the recommended work plan for Rosco Road stating that it was based on a 25-year flood. He stated they would need to acquire the right-of-way on the road to perform the work.

Motion Mr. Treadway, seconded Ms. Magee to recommend the Jury hire the Riley Co. for the job and authorize them to publish and receive bids. Motion carried.

Mr. Riley presented the recommended work plan options for Shalimar Road. The Committee discussed the property owners affected and the need for a detour during construction. The Committee asked Mr. Riley and Mr. Stuckey to review the area and present additional estimates with alternative solutions. No action taken.

The Committee discussed speed signs and center lines on parish roads. No action taken.

Mr. Stuckey reported the status of the new hires and the training program.

The Committee reviewed the amended Road Department Organization Chart noting the addition of the Drainage Crew.

Motion Mr. Treadway, seconded Ms. Magee to recommend the Jury adopt the amended Road Department Organization Chart. Motion carried.

The Committee reviewed the amended Solid Waste Department Organization Chart noting the removal of the General Laborer position for the recycle program.

Motion Mr. Treadway, seconded Ms. Magee to recommend the Jury adopt the amended Solid Waste Department Organization Chart. Motion carried.

The Secretary-Treasurer presented the received bids for remodel work for the building on Industrial drive. Ms. Magee noted that the revised budget was almost 50% reduced from the original projections.

The Committee reviewed the Clerk of Court request for the Jury to pay for three copier leases for their office. The Committee discussed allocating a flat amount vs. taking over the lease agreements for the Clerk's Office.

Motion Mr. Treadway, seconded Ms. Magee to recommend the Jury enter into an agreement with the Clerk of Court to provide a flat budgeted amount of \$10,000 for office expenses for the year in compliance with LA R.S. 13:784 and to reduce the allocation by the total annual costs for record storage and other expenses paid by the Jury. Motion carried.

Ms. Magee presented a letter from a property owner on Sugar Creek Road.

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

Motion Mr. Chatham, seconded Mr. Treadway to authorize the Road Department to perform the estimated repairs on Poda Road. Ms. Rowe asked if this work would take priority over the already scheduled work. Mr. Stuckey stated that it would be assigned to the Major Drainage Crew after the scheduled asphalt maintenance and repairs were completed. Motion carried.

The Jury reviewed the estimated costs to repair Shalimar Road and Rosco Road.

Motion Mr. Treadway, seconded Mr. Chatham to table action on Rosco and Shalimar Roads and defer them back to the Operations Committee to review costs and options. Motion carried.

Motion Mr. McCarty, seconded Mr. Treadway to adopt the amended Organization Charts for the Road and Solid Waste Departments. Motion carried.

The President called for monthly management reports.

Mr. Jody Stucky, Road Department Superintendent, gave the July 2020 Road report noting that \$2,541.42 had been spent on emergency call-outs/off-schedule work. He reviewed the work performed by the asphalt crew and stated that the new drainage crew had begun to work independently.

Motion Ms. Rowe, seconded Mr. Chatham to accept the July 2020 emergency/off-schedule reports. Motion carried.

The July 2020 Solid Waste report was available for review in the Jury packets.

Mr. Mark Treadway, OEP Director, gave the July 2020 OEP report and updated the Jury on purchases made for Jackson Parish agencies for COVID-19 mitigation.

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

Ms. Gina Thomas, Secretary-Treasurer, presented the July 2020 Financial Report highlighting the actual vs. budget comparisons for all funds. She discussed the budget amendments and fund balances and gave an updated on decreasing revenues and outstanding 2020 projects.

The President moved on to Other Business.

Mr. Paul Riley, Parish Engineer with the Riley Co. gave the July 2020 Engineering report discussing the 2020 road program, the priority list, and the report for road revocations.

Motion Ms. Rowe, seconded Mr. Treadway to issue a Quietus on the 2019 tax roll. Motion carried.

The Secretary-Treasurer updated the Jury on the requests for municipal appropriations stating that the Village of Quitman amended their request to include road work to be performed on the pond sewer levee with the remaining funds appropriated to go towards the maintenance of their listed equipment. She stated that North Hodge had not provided a detailed list of roads that were going to be repaired with the appropriation. Motion Mr. Treadway, seconded Mr. Chatham to authorize the President to sign and execute the 2020 Municipal Appropriation Cooperative Endeavor Agreements with the changes to the Village of Quitman and to exclude North Hodge until they submit a detailed request. Motion carried.

Motion Ms. Rowe, seconded Mr. Chatham to adopt the following proclamation. Motion carried.

PROCLAMATION

WHEREAS, no individual has qualified for the elected office of Constable, Justice of the Peace District E, Parish of Jackson, for the fall 2020 election, which qualifying dates were July 22, 23, & 24, 2020;

WHEREAS, the failure of anyone to qualify for the elected office of Constable, Justice of the Peace District E, Parish of Jackson has created an anticipated vacancy in the office and the unexpired term of office exceeds 18 months.

NOW, THEREFORE, the Jackson Parish Police Jury does hereby issue this Proclamation pursuant to LA R.S. 18:602 ordering a special election to fill the said vacancy in Jackson Parish, LA until a special election can be had on the following dates:

- (1) The Special Primary Election shall be held on March 20, 2021; and
- (2) The Special General Election, if necessary, shall be held on April 24, 2021;
- (3) The dates for qualifying for the candidates in the Special Election shall be January 20, 21, & 22, 2021.

This Proclamation shall be published in the official journal of the Jackson Parish Police Jury and a certified copy thereof shall be sent by mail to the Louisiana Secretary of State as required by law.

Motion Ms. Cowans, seconded Mr. Treadway to authorize the President to sign and execute the Lease Agreement and Cooperative Endeavor Agreement with the Department of Children and Family Services for an emergency DSNAP program. Motion carried.

Motion Mr. McCarty, seconded Mr. Treadway to approve the following parish board appointments:

- Appoint Mr. Jimmy Waggoner to the Watershed District Board for a four-year term effective 8/10/2020 – 12/31/2023.
- Appoint Mr. Thomas Holland Jr. to the Hodge Fire Protection Board for a two-year term effective 1/1/2020 – 12/31/2021.
- Appoint Ms. Kelly Spangler to the Tourism Board to complete the term of Lise' Robinson effective 8/10/2020 – 9/10/2021
- Re-appoint Mr. Andy Brown to the E-911 Communications District board effective 6/30/2020 – 7/1/2025.

Motion carried.

Motion Ms. Rowe, seconded Mr. Chatham to approve re-classifying Andrea Gates as a full-time employee at the Health Unit. The President reviewed the recommendation and explained the increase in hours. Motion carried.

The President opened the floor for announcements and notifications.

The Secretary-Treasurer updated the Jury on the status of the office expense agreement with the Clerk of Court and stated that they may try to negotiate again at a later date.

The President opened the floor to Juror Comments.

The President called for the adjournment of the meeting.

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