



JACKSON PARISH POLICE JURY

Jackson Parish Courthouse
500 East Court Street, Room 301
Jonesboro, Louisiana 71251-3446

Phone: (318) 259-2361

Fax: (318) 259-5660

www.jacksonparishpolicejury.org

Notice Posted:

Thursday, July 2, 2020, 9:00 AM

July 6, 2020 Business Session

MEMBERS

District 1

TODD CULPEPPER
P. O. Box 323
Quitman, LA. 71268
(318) 259-4184 (Work)
(318) 243-1084

District 2

LEWIS CHATHAM
1575 Mariah Road
Chatham, LA. 71226
(318) 235-0254

District 3

AMY C. MAGEE
2332 Walker Road
Jonesboro, LA. 71251
(318) 235-0002

District 4

JOHN W MCCARTY
2766 Hwy 155
Quitman, LA 71268
(318) 259-9694

District 5

TARNESHALA COWANS
598 Beech Springs Road
Jonesboro, LA. 71251
(318) 475-0893

District 6

REGINA H. ROWE
159 Hughes Rd.
Jonesboro, LA 71251
(318) 259-7923

District 7

LYNN TREADWAY
505 Fifth Street
Jonesboro, LA 71251
(318) 259-7673
(318) 680-8510

MEETING DATE:

Monday, July 06, 2020

MEETING TIME:

5:00 PM

PLACE OF MEETING:

**Dr. Charles H. Garrett Community Center
182 Industrial Drive
Jonesboro, LA 71251**

AGENDA:

Call to Order

Invocation & Pledge of Allegiance

Public Comments

Committee Reports

1. Policy & Personnel Committee: *Ms. Tarneshala Cowans*
2. Economic Development Committee: *Mr. Lynn Treadway*
3. Project Committee: *Ms. Regina Rowe*
4. Operations Committee: *Ms. Amy Magee*
 - a. Discuss guidance for parish road review for parish engineer
 - b. Review amended Culvert Policy
 - c. Review letter of response to Village of Quitman
 - d. Discuss closure of the plastic, aluminum, and cardboard/paper recycle program
5. Finance Committee: *Mr. Todd Culpepper*

Continued Business (Discussion and Review)

6. Review status of Committee Assignments
7. Review Parish Board Appointments
8. Discuss request from Clerk of Court
9. Update on Fire Chief Meeting and Hodge Fire Protection Meeting
10. Review open nuisance complaints

New Business (Discussion and Review)

11. Review recommendations for Road Department promotion and new hires
12. Discuss painting of Veteran's Park
13. Discuss courthouse phases for COVID-19 response
14. Review Jackson Parish Hazard Mitigation Plan

Discussion of Other Topics

Announcements and Notifications

Adjourn



JACKSON PARISH POLICE JURY

Jackson Parish Courthouse
500 East Court Street, Room 301
Jonesboro, Louisiana 71251-3446

Phone: (318) 259-2361

Fax: (318) 259-5660

www.jacksonparishpolicejury.org

MEMBERS

District 1

TODD CULPEPPER
P. O. Box 323
Quitman, LA. 71268
(318) 259-4184 (Work)
(318) 243-1084

District 2

LEWIS CHATHAM
1575 Mariah Road
Chatham, LA. 71226
(318) 235-0254

District 3

AMY C. MAGEE
2332 Walker Road
Jonesboro, LA. 71251
(318) 235-0002

District 4

JOHN W MCCARTY
2766 Hwy 155
Quitman, LA 71268
(318) 259-9694

District 5

TARNESHALA COWANS
598 Beech Springs Road
Jonesboro, LA. 71251
(318) 475-0893

District 6

REGINA H. ROWE
159 Hughes Rd.
Jonesboro, LA 71251
(318) 259-7923

District 7

LYNN TREADWAY
505 Fifth Street
Jonesboro, LA 71251
(318) 259-7673
(318) 680-8510

Gina M. Thomas, Secretary-Treasurer

Jackson Parish Police Jury

500 E. Court Street, Room 301, Jonesboro, LA. 71251

(318) 259-2361 extension 3

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Gina Thomas at (318) 259-2361, extension 203 describing the assistance that is necessary.

Policy & Personnel Committee
June 12, 2020

The Policy & Personnel Committee met Friday, March 12, 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. Tarneshala Cowans and Ms. Regina Rowe. Absent: Mr. Lewis Chatham. Also in attendance: Ms. Amy Magee.

The meeting was called to order by the Chair, Ms. Cowans. Ms. Rowe 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 notified the Committee that the Operations Committee would be hearing recommendations from the Road Department at their upcoming meeting for a policy on drainage work. She requested that the Policy & Personnel Committee meet after that meeting to review the recommendation.

Motion Ms. Rowe, seconded Ms. Cowans to amend the agenda to include discussion of employee retirement. Motion carried unanimously.

The Chair invited the Secretary-Treasurer and Road Department Superintendent to discuss the available vacancies in the Road Department. The Committee discussed seniority, experience, and training of employees and determined that experience and training carried more merit than seniority. No action was taken.

The Chair invited the Secretary-Treasurer to discuss the policies for employee retirement and disability. No action was taken.

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

Economic Development Committee
June 15, 2020

The Economic Development Committee met Monday, June 15, 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. John McCarty, Ms. Regina Rowe, and Mr. Lynn Treadway. Absent: none. Also present: Ms. Christine Rambo from the North Louisiana Economic Partnership, Mr. Thurston Allen from Jonesboro State Bank, Mr. Rex Johnson from Hodge Bank, and Mr. Mitch Spillers from People's Bank.

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

There were no public comments.

The Chair thanked the representatives from Jonesboro State Bank, Hodge Bank, and People's Bank for attending the meeting. He discussed the current state of the property on Industrial Drive that has had improvements made to become certified. He asked the representatives from the banks to assist the Town of Jonesboro financially to relocate the oxidation pond outfall in order for the property to be certified.

Ms. Rambo gave a presentation on how the area can prepare for economic development and gave details on the site certification process. She explained the memorandum of understanding between the property owner and the state of Louisiana.

Mr. Thurston Allen asked about improvements to private land and investment return.

Ms. Rowe left the meeting.

The Committee discussed a follow-up meeting with all interested parties including the Mayor of Jonesboro.

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

Project Committee
June 16, 2020

The Project Committee met Tuesday, June 16, 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 present, Attorney Bill Carter, Hospital CEO John Morgan, and Parish Engineer Paul Riley.

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

There were no public comments.

Motion Mr. Culpepper, seconded Ms. Magee to enter into Executive Session to discuss the negotiations for the hospital drainage project. Motion carried unanimously.

Motion Ms. Magee, seconded Mr. Culpepper to return to Open Session with no action being taken. Motion carried.

Motion Ms. Magee, seconded Mr. Culpepper to recommend the Jury authorize Mr. Bill Carter to make a final written offer and file an expropriation suit to obtain the drainage servitude. Motion carried.

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

Operations Committee
June 18, 2020

The Operations Committee met Thursday, June 18, 2020 at 3:00 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. Jody Stuckey, Road Superintendent; Mr. Robin Sessions, Solid Waste Superintendent, and Mr. Darrell Avery, Assistant D.A.

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 defining a public use road. Mr. Avery stated that the Attorney General had ruled that it is not possible to define what a public use road is and advised the Committee to use their Revocation of Public Road policy to remove roads. The Committee reviewed the policy and determined that they need to provide guidance to the Parish Engineer in order for him to compile a list of roads to be reviewed for removal.

Motion Mr. Treadway, seconded Mr. Chatham to recommend the Jury authorize the Parish Engineer to compile a list of roads in the Parish Road System that:

- Have been requested for removal by a property owner
- Have one landowner on all 3 sides
- Have road maintenance extending beyond the property line (re-assess maintenance line)

Motion carried.

The Chair invited Mr. Stuckey to discuss issues with drainage work performed in the right-of-way when the property owner(s) does not want it. The Committee reviewed Revised Statute 48:483 which gives the Jury authority to cut ditches and canals where necessary to drain public roads.

Motion Mr. Chatham, seconded Mr. Treadway to recommend the Jury amend the Culvert Policy to give authority to the drainage crew to replace any existing culverts as needed for proper drainage of the Parish Road System and to make the property owner responsible for the purchase of new culverts, per the culvert permit, to be installed and maintained by the Road Department. Motion carried.

The Committee reviewed the status of Sugar Creek Road. Mr. Stuckey confirmed that the barricades were up for the closed portion of the road. The Committee and Mr. Avery reviewed the portion of the road to be removed and discussed notices to be sent to the affected property owners.

The Committee reviewed the letter of request from the Village of Quitman.

Motion Mr. Chatham, seconded Mr. Treadway to have the Road Superintendent prepare a cost estimate for the request and to reply to the Village of Quitman that if they purchase the materials or use the annual appropriation funds, the Road Department can perform the work. Motion carried.

The Committee reviewed the revenues vs. expenses for the Solid Waste Recycle Program for plastic, aluminum, and cardboard/paper. Mr. Sessions detailed the cost of the program over a three-year period.

Motion Mr. Treadway, seconded Mr. Chatham to recommend the Jury authorize the closure of the plastic, aluminum, and cardboard/paper recycle programs as of August 30th, notify the public and

businesses, and offer one additional weekly pickup as-needed to current participants as a good faith offer for participating in the volunteer recycle program over the years. Motion carried.

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



Jackson Parish Police Jury

Culvert Policy

Adopted by the Jackson Parish Police Jury effective _____ TBD _____

PURPOSE: This policy is to define the parameters for the assessment, purchase, and installation of culverts throughout Jackson Parish. The primary purpose for the Police Jury installing culverts is to ensure proper drainage along parish roads, and all such installation work shall be confined to the road right-of-way.

SCOPE: This policy applies to all roads and drainage within the Jackson Parish Road System in unincorporated Jackson Parish.

POLICY STATEMENT: Under Louisiana Revised Statute 48:483 the Jackson Parish Police Jury has authority to drain the public roads of the parish by cutting ditches and canals where necessary through private property. The ditches and drains shall be of sufficient size to drain both the public road and the lands over which they are opened. They shall be located where least injurious to the owner of the property.

PROCEDURES

The Police Jury may install culverts in roadside ditches within parish rights-of-way under the following conditions:

A. Replacement Culverts:

The Police Jury may furnish labor, cover material (dirt/gravel/asphalt), and culvert(s) to replace existing culvert(s) when:

- The existing culvert(s) are improperly sized or installed and constitutes an impediment to drainage.
 - The existing culvert(s) must be relocated for construction projects.
 - The existing culvert(s) has deteriorated sufficiently, due to age, to result in restricted water carrying capacity, thus impeding drainage.
 - The existing culvert(s) is too short causing vehicles to run off the end or turn into oncoming traffic.
 - The existing culvert(s) are inadvertently damaged by Police Jury equipment.
 - A dry ramp or other such appurtenance exists within the right-of-way, for the purpose of allowing access to adjacent property, and in the opinion of the Road Superintendent, the removal will enhance drainage.
1. The cost of installation, including the required culverts, cover material, labor, and equipment shall be borne by the Police Jury.
 2. If the culvert is under a concrete driveway, the Police Jury will not replace the concrete but will cover with asphalt. If the property owner requests concrete to be put back, it will be their responsibility and at their own expense to hire a contractor. The Police Jury does not pour concrete.
 3. It is at the discretion of the Road Superintendent, in coordination with the Parish Engineer if needed, to determine the drainage needs that ensure the best possible outcome for the Parish Road System, as a whole.

B. Installation of New Culverts:

The Police Jury will allow private contractors or property owners to install new driveway culverts in the parish right-of-way at the expense of the property owner and only after a permit has been issued by the Road Department and the proper sized culvert is used.



Jackson Parish Police Jury

1. Requests for culvert installations shall be made at least two (2) weeks prior to the date that the culvert is needed in order to schedule the work. The scheduled work date is subject to weather.
 - A Culvert Permit can be obtained from the Road Department at:
230 Fitzpatrick Road, Jonesboro, LA 71251
Phone: (318) 259-5661
Hours: Monday – Friday 7:30 AM – 3:30 PM
2. The Police Jury will not install culverts (even when furnished by the property owner) to fill in a ditch for landscaping or aesthetics. This will require a private contractor and permit.
3. The Police Jury will only install culverts for the purpose of ingress and egress.

C. Drainage Work When No Culvert is Installed:

1. The Police Jury is granted authority to perform the necessary work to drain the public roads of the parish by cutting ditches and installing culverts where necessary under LA R.S. 48:483.
2. If a property owner opts *not* to install a culvert, the Police Jury will perform drainage work as needed by cutting ditches along the right of way, and/or removing temporary ingress/egress access.

ADDITIONAL GUIDELINES:

The Jackson Parish Police Jury DOES NOT install, repair, or clean culverts on the side of State Highways in Jackson Parish.



Jackson Parish Police Jury

**Jackson Parish Police Jury
Driveway Culvert Permit Application**

320 Fitzpatrick Road, Jonesboro, LA 71251
Phone: (318) 259-5661 Fax: (318) 259-5663

Date of Application: _____

Property Owner's Name: _____

Mailing Address: _____

City, State, Zip: _____

Owner or Best Contact Information:

Mobile #: _____ Home #: _____ Work #: _____ Fax #: _____

LOCATION WHERE CULVERT IS TO BE INSTALLED

911 Address: _____

City, State, Zip: _____

Location Marked With: _____ Flags _____ Paint _____ Stakes _____ Other: _____

FOR PARISH USE ONLY

First Site Evaluation By: _____

Date: _____ Culvert Size: _____ X _____ Type: _____

Comments: _____

Expiration Date (90 Days): _____

Approved By: _____

Approval Date: _____

**APPLICANT MUST CALL JACKSON PARISH ROAD DEPARTMENT
FOR FINAL APPROVAL AND INSPECTION AFTER INSTALLATION
CALL: (318) 259-5661**



JACKSON PARISH POLICE JURY

Courthouse

500 East Court Street, Room 301
Jonesboro, Louisiana 71251-3446

Phone: (318) 259-2361

Fax: (318) 259-5660

www.jacksonparishpolicejury.org

MEMBERS

District 1

TODD CULPEPPER
P. O. Box 323
Quitman, LA. 71268
(318) 259-4184 (Work)
(318) 243-1084

District 2

LEWIS CHATHAM
1575 Mariah Road
Chatham, LA. 71226
(318) 235-0254

District 3

AMY C. MAGEE
2332 Walker Road
Jonesboro, LA. 71251
(318) 235-0002

District 4

JOHN W MCCARTY
2766 Hwy 155
Quitman, LA 71268
(318) 259-9694

District 5

TARNESHALA COWANS
598 Beech Springs Road
Jonesboro, LA. 71251
(318) 475-0893

District 6

REGINA H. ROWE
159 Hughes Rd.
Jonesboro, LA 71251
(318) 259-7923

District 7

LYNN TREADWAY
505 Fifth Street
Jonesboro, LA 71251
(318) 259-7673
(318) 680-8510

June 7, 2020

Mayor Joe Vail,
Village of Quitman
P.O. Box 35
Quitman, LA 71268

Dear Mayor Vail,

This letter is in response to your request for grading and gravel on the sewer pond levee leading to the Village's wastewater treatment plant. The Operations Committee and Police Jury have reviewed the requests with our Road Superintendent.

Our standard policy for requests for grading are for the Police Jury to provide the labor and equipment for grading with the municipality providing the costs for the materials. The estimated cost is:

Gravel SB-2	80 tons @ \$37.70/ton	\$3,016.00
Equipment	road grader, dump truck	\$750.00
Labor	3 men, 5 hours	\$300.00

Total costs to be provided by the municipality: \$3,016.00

If you agree to the stated estimate, please respond and we will schedule the work with the availability of our crew.

Please note that this type of project can also be covered under your annual appropriation. Our records indicate that you are eligible for \$6,750 for 2020. If you would prefer to pay for it that way, please have your council approve it at your next regular meeting and we will have the Cooperative Endeavor Agreement drafted with this project allocation.

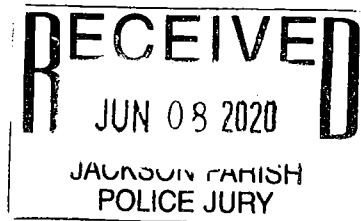
Please contact me if you have any questions or if additional information is needed.

Sincerely,

Amy Magee, President



Village of Quitman



Amy MaGee, President
Jackson Parish Police Jury
500 E. Court Street
Room 301
Jonesboro, LA. 71251

Dear President MaGee,

The Village of Quitman is requesting of the Jackson Parish Police Jury to grade the road to the Village's Wastewater Treatment Plant and to place gravel on it. Following an inspection by the Louisiana Department of Environmental Quality, it was recommended that these improvements be made. The village does not have the equipment needed to do this type of work.

Any assistance the Jury can give the village would be greatly appreciated. If you need any further information or have any questions, please contact me at my office at 259-8014 or on my cell at 278-4588. Thank you for your consideration and cooperation.

Respectfully,
Joe Vail

Mayor
Village of Quitman



JACKSON PARISH POLICE JURY

Courthouse

500 East Court Street, Room 301
Jonesboro, Louisiana 71251-3446

Phone: (318) 259-2361

Fax: (318) 259-5660

www.jacksonparishpolicejury.org

MEMBERS

District 1

TODD CULPEPPER
P. O. Box 323
Quitman, LA. 71268
(318) 259-4184 (Work)
(318) 243-1084

District 2

LEWIS CHATHAM
1575 Mariah Road
Chatham, LA. 71226
(318) 235-0254

District 3

AMY C. MAGEE
2332 Walker Road
Jonesboro, LA. 71251
(318) 235-0002

District 4

JOHN W MCCARTY
2766 Hwy 155
Quitman, LA 71268
(318) 259-9694

District 5

TARNESHALA COWANS
598 Beech Springs Road
Jonesboro, LA. 71251
(318) 475-0893

District 6

REGINA H. ROWE
159 Hughes Rd.
Jonesboro, LA 71251
(318) 259-7923

District 7

LYNN TREADWAY
505 Fifth Street
Jonesboro, LA 71251
(318) 259-7673
(318) 680-8510

June 7, 2020

Mayor Joe Vail,
Village of Quitman
P.O. Box 35
Quitman, LA 71268

Dear Mayor Vail,

This letter is in response to your request for cleaning out and redefining the ditch along the east side of Wolverine Drive and Gunter Road. The Operations Committee and Police Jury have reviewed the requests with our Road Superintendent.

Our standard policy is that we do not perform any drainage work in municipalities without an engineering study. When performing drainage work on our own right of ways, we take the engineering into consideration to ensure that fixing an issue in one area will not adversely affect a property further down the line.

Our recommendation is that you have your engineer assess the issues and then hire a contractor to ensure a complete and satisfactory result. We also recommend that you participate in the funding opportunities offered by the state for these types of programs. The annual LGAP grant or a CDBG grant offered by the State would be excellent programs to apply for.

The Police Jury also offers an annual appropriation to municipalities. Our records indicate that you are eligible for \$6,750 for 2020. If you would like to use the allocation for this project, please have your council approve it at your next regular meeting and we will have the Cooperative Endeavor Agreement drafted with this project noted.

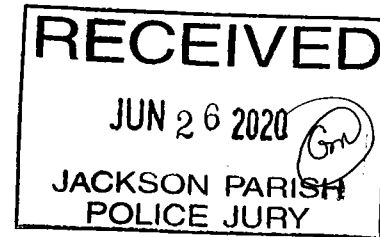
Please contact me if you have any questions or if additional information is needed.

Sincerely,

Amy Magee, President



Village of Quitman



Amy MaGee
President
Jackson Parish Police Jury
500 E. Court Street, Room 301
Jonesboro, LA. 71251

Dear President MaGee,

The Village of Quitman is requesting of the Jackson Parish Police Jury to clean out and redefine the ditch along the east side of Wolverine Drive from its intersection with Gunter Road to the south entrance of the school parking lot. The village has received complaints from the school principal about the area along side the street staying wet, making it impossible to mow.

Any assistance the Police Jury can give the village in resolving this matter will be greatly appreciated. If you have any questions or need more information, please contact at 318-259-8014.

Respectfully,
Joe Vail
Joe Vail, Mayor
Village of Quitman

Jackson Parish Police Jury
 Jackson Parish Solid Waste Department
 302 Landfill Rd. -- Quitman LA 71268
 Phone: 318-259-5662 Fax: 318-395-2632

June 15, 2020

To: Gina Thompson, Secretary/Treasurer and Jackson Parish Police Jurors

Due to the high cost of Recycling and the lack of money at this time, I recommend cancelling the recycling of plastic, cardboard, paper and aluminum cans.

These are the totals for a 3 year period-- 2017, 2018 and 2019

		Money
Plastic	29.6 tons-----	\$ 0
Aluminum cans	3.54 tons-----	\$ 3,178.00
Cardboard/paper	285.34 tons-----	<u>\$ 11,869.99</u>
	<i>TOTAL</i>	<i>\$ 15,047.99</i>

Total cost-Labor for one person		\$ 40,000.00
	<u>x 3</u>	
		\$120,000.00
½ Labor		<u>60,000.00</u>
		\$180,000.00
Fuel cost		\$ 3,404.52
Truck cost		\$ 37,000.00
Trailer cost		\$ 8,000.00
Plastic, Paper bags and signs		\$ 4,000.00
Recycle cages		\$ 3,850.00
Tarps (covers) for recycle cages		\$ 3,300.00
TOTAL		\$239,554.54

Total saving from Union Parish (tonnage 318.48 x \$27.03) \$ 8,609.00
TOTAL \$ 23,656.99

This figure does not include woodwaste recycle or scrap metal recycle. Recycle for both of them are mandatory on the landfill to save space.

Recycling Route

Daily

1. Hilltop Bin
2. Bearcreek Bin Site
3. Catfish Inn
4. Hodge Shopping Center
5. Check Hodge Bank (look through window)
6. Alley by Christmas Park (flower shop and foodbank)
7. Courthouse
8. Hwy 4 west bin site
9. L.P. Saw shop
10. Ally between Culpepper and Drycleaners (flowershop)
11. Forest Haven Nursing Home
12. Dollar tree
13. Middle School
14. Deals & Discounts
15. Public Works (Cedar St. hilltop)
16. 542 Bin Site
17. The 'Y'
18. Mary West Bin Site (ST.Rest)
19. Cartwright Bin Site
20. Eros Bin Site
21. Chatham Bin Site
22. Lakeveiw Store
23. Weston Bin Site
24. Schoolboard -Tuesday
25. Procar-Tuesday
26. Weston School – Tuesday
27. Post office – Wed
28. Hwy 4 east bin site – Wed
29. Library (Jonesboro) – Wed
30. Procar - Thursday
31. Christin Academy – Thursday
32. Weston School – Thursday
33. Fannin's – Thursday
34. Avery Law – Thursday
35. Culpepper Law – Thursday
36. Nunn Law – Thursday
37. Quitman – Friday
38. Housing Authority – Friday
39. State Park – Friday
40. Health Unit – Friday
41. Jonesboro Glass –
42. Jonesboro/Hodge High School

2nd and 4th Tuesday of the month

Foodbank in Chatham(by10)
Except Nov.& Dec 2nd&3rd
Get Chatham Library also

When they call
Prison

Cages
Saw Shop
Forest Haven
Pro Car
Dollar Tree
Middles School
Stage
Miriam's
The "Y"
Old Snipe Rd
Lake View
Catfish Inn

Finance Committee
June 29, 2020

The Finance Committee met Monday, June 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.

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 Chair 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 balances explaining that \$4.3 million of the total \$10.0 million balance is restricted from spending by the Police Jury. The Committee reviewed the Revenue and Expenditure report and the budget report for current vs. actual.

The Committee reviewed the financial summary of the Sales & Use Tax, 2015 Road Certificates of Debt, and Current Year Road Program funds. The Secretary-Treasurer discussed how the funds work together through transfers and the funding sources and needs for long-term planning.

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



Jackson Parish Police Jury

Committee Assignments

Monday, July 6, 2020 Business Session

Operations Committee:

Amy Magee (Chairman), Lewis Chatham, Lynn Treadway

- Road Department:
 - Parish Road System
 - Request for road removals: portion of Sugar Creek Road and Bill Cole Loop
 - Review cost estimates for Shalimar, Poda, and Rosco Roads
 - Road Issues/Complaints
 -
- Solid Waste Department:
 - Negotiate agreement with Union Parish for dumping fees (July)
 - 2020 model bin site
 - Eros bin site upgraded camera system
 - Annex building under construction, needs permits and electricity

Policy & Personnel Committee:

Tarneshala Cowans (Chairman), Lewis Chatham, Regina Rowe

- Policies:
 - Setup Policy – consider changing 40-hour minimum to workday/shift minimum (needs detailed procedures)
 - Sandbag policy
 - Work with the Sheriff's Office to establish a new sandbag location and sign an agreement specifying responsibilities for materials and distribution
 - Safety Policy for PPE (boots, hi-vis shirts, vests, etc.) and for safety meetings
 - Record Retention Policy and schedule
 - Personnel Manual: review, update, and adoption
 - Review Community Center rental policy for updates – address new land area, temporary liquor permit for events, and "post-certified" officers or Sheriff's Department deputies required
- Ordinances:
 - Groundwater Protection Ordinance – ready for review and introduction to the Jury
 - Alcohol Ordinance - consider amendment for special events, non-profits, etc., general review and update

Veterans Committee:

Lewis Chatham (Chairman), Tarneshala Cowans, Regina Rowe

- Begin planning for the 2020 Veterans Event (or alternative due to COVID-19)
 - Program of events
 - Volunteers for decorating, emcee, sound technician
 - Bids for catering, decorations, etc.

Finance Committee:

Todd Culpepper (Chairman), John McCarty, Tarneshala Cowans

- Review budget vs. actual for the month to-date and make any necessary amendment recommendations



Jackson Parish Police Jury

Project Committee:

Regina Rowe (Chairman), Todd Culpepper, Amy Magee

- Hospital drainage project (FEMA): in negotiations for drainage servitude

Economic Development Committee:

Lynn Treadway (Chairman), John McCarty, Regina Rowe

- Certification of land on Industrial Drive
 - Requires the relocation of the Town of Jonesboro's effluent line
- Seek out economic opportunities in Jackson Parish
- Determine the interest from industries & parish entities to participate in an Industrial Development Board

Parish Cleanup Committee:

John McCarty (Chairman), Todd Culpepper, Lynn Treadway

- Clean Up Event (Love the Boot) delayed due to COVID-19



Jackson Parish Police Jury

Actions Needed for Parish Boards

Jurors,

The following is a breakdown by District of the actions needed for Parish Boards as of July 2020. We will continue to add the expirations as they come up each month. Please also review the "At Large" section as membership for these vacancies is open to all districts.

District 1: *No action needed at this time.*

District 2:

Board	Member	District	Phone #	Action Needed
Watershed Commission	Benson Bagwell	2		Term expires 8/8/2020, in good standing Re-appoint or fill with new member 2-year term ending 12/31/2021

District 3: *No action needed at this time.*

District 4:

Board	Member	District	Phone #	Action Needed
Library	Lisa Nunn	4	548-0094	Term expired, in good standing Re-appoint or fill with new member 5-year term ending 12/31/2024
Hodge Fire District	VACANCY	4		2-year term ending 12/31/2021

District 5: *No action needed at this time.*

District 6:

Board	Member	District	Phone #	Action Needed
Jonesboro Fire District	VACANCY	6		2-year term ending 12/31/2022

District 7:

Board	Member	District	Phone #	Action Needed
Tourism	VACANCY	7		Fill term from Lise' Robinson, expires 9/2021

At Large:

Board	Member	District	Phone #	Action Needed
Hospital	VACANCY	(any)		Complete unexpired term ending 8/1/2023 Must be an MBA
Museum	(4) VACANCIES	1 2 (2-any)		10-member board, all districts to be represented. 3-year term ending 12/31/2022



Jackson Parish Police Jury

Clerk of Court Budgeted Expenses

Expenses paid by the Police Jury on behalf of the Clerk of Court's Office:

Publications:

Publications for the grand and petit jury list in the official journal. These are posted as-needed.

Account	2017 Actual	2018 Actual	2019 Actual	2020 Budget
Publications (newspaper)	\$4,632	\$4,651	\$4,198	\$4,700

Court Attendance:

The Police Jury is responsible for paying fees for court attendance for the deputy clerk.

Account	2017 Actual	2018 Actual	2019 Actual	2020 Budget
Court Attendance	2,300	2,040	2,000	2,200

Office Expense:

Louisiana Revised Statue 13:784 states:

Upon the request of the clerk, the police jury shall provide him with all necessary office furniture, equipment, and record books.

Out of any surplus in his salary fund, each of the clerks of the district courts may purchase office furniture, equipment, record books, and supplies as may be needed for the proper conduct of his office and may expend funds for renovation of his office, all in accordance with public bid law of the state.

The following expenses are provided by the Police Jury to the Clerk of Court's office:

Account	2017 Actual	2018 Actual	2019 Actual	2020 Budget
TEC long distance phone service	\$55	\$64	\$147	\$ -
TEC fiber optic internet	-	330	1,768	1,800
Shelves for record storage	-	* 4,199	-	-
Expenses for Record Storage:				
Storage Building Rent: Nash	5,400	3,150	-	-
Terminix: exterminator treatment	-	388	538	592
Atmos: gas	-	520	730	783
Entergy: electricity	-	1,025	1,368	1,200
Town of Jonesboro: water	-	420	555	555
Liability Insurance for building	-	-	750	769
Charges for filing fees	-	-	-	2,300
Total Expenses for Clerk's Office Expense	\$5,455	\$10,096	\$5,856	\$7,999

Laura H. Culpepper
CLERK OF COURT



P. O. BOX 730
500 E. COURT STREET, ROOM 103

JACKSON PARISH

JONESBORO, LOUISIANA 71251

May 11, 2020

Mrs. Gina Thomas, Secretary-Treasurer
Jackson Parish Police Jury
Courthouse, 3rd Floor
Jonesboro, LA 71251

In Re: Payment for Copy Machines

Dear Gina:

In accordance with LA R.S. 13:784, I would like to make a formal request of the jury for the attached invoices to be paid by the Jackson Parish Police Jury on behalf of the Jackson Parish Clerk of Court. These invoices are for necessary expenses (lease/rental monthly payments) incurred for copy machine equipment in this office.

Please let me know if you have any questions. I appreciate any assistance you can give me on this matter.

Sincerely,

Laura H. Culpepper
Jackson Parish Clerk of Court



WHAT WILL YOU DO WITH THIS INVOICE?

Check Out Process Automation & Document Management

- Save Time and Space
- Enhanced Document Security
- Access Files Anywhere
- Disaster Recovery
- Ensure Compliance
- Automate Processes

Learn more at RJYoung.com/automation
or call 800-347-1955

CONTRACT INVOICE

Invoice Number: INV3627518
Invoice Date: 04/21/2020

Bill To: JACKSON PARISH CLERK OF COURT
500 E COURT ST RM 103
PO BOX 730
JONESBORO, LA 71251

Customer: JACKSON PARISH CLERK OF COURT
500 E COURT ST RM 103
PO BOX 730
JONESBORO, LA 71251

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
A19-AB6815	Due Upon Receipt	05/21/2020	\$200.00	\$0.00
Invoice Remarks				
Contract Number	Contact	Contract Amount	P.O. Number	Contract Type
GFKA00-01		\$200.00		CPC B & W Copier
Contract Remarks				

Summary:

Contract base rate charge for the 03/23/2020 to 04/22/2020 billing period \$200.00 *
 Contract Overage charge for the 03/23/2020 to 04/22/2020 Overage period \$0.00 **
 *Sum of equipment base charges **See Overage details below \$200.00

Detail:

Equipment included under this contract

Ricoh/RICOH MP 4055SP

Number	Serial Number
AAAS4235	C329R201071

Location
JACKSON PARISH CLERK OF COURT 500 E COURT ST RM 103
PO BOX 730
JONESBORO, LA 71251

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	B/W	5,490	5,949		459	5,000	0	\$0.006800	\$0.00
									\$0.00

Dena
 I included this copy for budget purposes.
 This invoice has been paid for May. The total equipment costs monthly is \$619.00 for copy machine leases/rentals.

Remit Payment To: MSC 7511
Robert J Young Company
PO Box 415000
Nashville, TN 37241-7511

Thank you,
Laura

Invoice SubTotal	\$200.00
Tax:	\$0.00
Invoice Total	\$200.00
Balance Due:	\$0.00
INV3627518	

Jackson Parish Clerk of Court
Statement of Revenues, Expenditures, and Changes in Fund Balance

	One Month Ended April 30, 2020 Actual	Ten Months Ended April 30, 2020 Actual	Current Year Budget	Over/(Under) Budget
Operating Revenues				
Birth/ Death Certificates and Cards	\$ 0.00	\$ 12,857.00	\$ 19,500.00	\$ (6,643.00)
Balance Brought Forward	0.00	5,227.00	0.00	5,227.00
Certified Copies	424.00	45,906.80	65,000.00	(19,093.20)
Clerks' Supplemental Fund	2,050.00	20,500.00	19,000.00	1,500.00
Court Attendance	160.00	1,805.00	2,500.00	(695.00)
Court Reporter	72.00	658.50	1,000.00	(341.50)
Criminal Fees	1,726.00	14,689.00	22,000.00	(7,311.00)
Elections	0.00	9,194.76	9,000.00	194.76
Interest Income	121.33	3,493.26	2,000.00	1,493.26
Judges' Expense	58.50	446.00	800.00	(354.00)
Marriage Licenses	0.00	972.50	1,500.00	(527.50)
Miscellaneous	125.00	8,908.25	4,500.00	4,408.25
Mortgage Certificates	200.00	3,321.00	5,000.00	(1,679.00)
Non-Support	0.00	5,280.00	21,000.00	(15,720.00)
Notarial Fees	0.00	1,420.00	3,000.00	(1,580.00)
Passport Fees	0.00	2,635.00	3,800.00	(1,165.00)
Portal Fee	400.00	2,279.00	0.00	2,279.00
Recording Fees	9,705.00	179,879.00	265,000.00	(85,121.00)
Refund	0.00	314.09	0.00	314.09
State Marriage Licenses	0.00	567.50	1,400.00	(832.50)
Subscriptions - ClerkConnect	725.00	22,519.25	37,000.00	(14,480.75)
Suits & Successions	11,121.66	117,241.33	155,000.00	(37,758.67)
U C C	1,410.00	8,263.00	9,000.00	(737.00)
E-Recording Fees	6,590.00	17,527.00	0.00	17,527.00
Total Operating Revenues	<u>34,888.49</u>	<u>485,904.24</u>	<u>647,000.00</u>	<u>(161,095.76)</u>
Operating Expenses				
Advertising	0.00	500.82	500.00	0.82
Capital Outlay	0.00	0.00	10,000.00	(10,000.00)
Birth Certificate Fees Paid	530.00	7,093.00	12,000.00	(4,907.00)
Auto & Fuel Expense	0.00	0.00	500.00	(500.00)
Clerks Supplemental Fund	648.00	6,012.00	8,500.00	(2,488.00)
Contracts - Leases	1,321.00	56,305.80	15,000.00	41,305.80
Elections	0.00	4,577.65	1,000.00	3,577.65
Maintenance & Support	0.00	7,759.39	35,000.00	(27,240.61)
Dues & Subscriptions	27.98	2,505.36	2,500.00	5.36
Insurance - La Clerks of Court	4,665.68	51,385.88	75,000.00	(23,614.12)
Insurance/Bonds	238.40	5,802.83	5,000.00	802.83
Uniforms	0.00	1,746.68	3,000.00	(1,253.32)
Legal & Accounting	510.00	17,976.40	16,000.00	1,976.40
Marriage Licenses	83.12	676.86	1,200.00	(523.14)
Office Supplies	1,216.33	8,399.81	10,000.00	(1,600.19)
Postage	605.05	3,332.09	5,500.00	(2,167.91)
LCRAA Portal Fees	377.50	3,892.50	6,000.00	(2,107.50)
Payroll Taxes	384.40	4,648.97	7,000.00	(2,351.03)
Rent	774.33	5,784.30	0.00	5,784.30
Retirement	6,363.54	56,894.77	80,000.00	(23,105.23)
Salaries	23,727.44	261,201.68	335,000.00	(73,798.32)
Sheriff Fees (Child Support)	0.00	1,105.00	1,500.00	(395.00)
Supplies	0.00	310.33	0.00	310.33
Telephone	338.05	4,177.03	4,000.00	177.03
Travel/Seminars	58.09	5,939.36	3,000.00	2,939.36
U C C	165.00	1,725.00	3,500.00	(1,775.00)
Total Operating Expenses	<u>42,033.91</u>	<u>519,753.51</u>	<u>640,700.00</u>	<u>(120,946.49)</u>
Incr (Decr) in Fund Balance	<u>\$ (7,145.42)</u>	<u>\$ (33,849.27)</u>	<u>\$ 6,300.00</u>	<u>\$ -</u>

Louisiana Revised Statute: 13:784

§784. Police jury to defray capital outlay expense; clerk's salary fund surplus

- A. Upon the request of the clerk, the police jury shall provide him with all necessary office furniture, equipment, and record books.
- B. Out of any surplus in his salary fund, each of the clerks of the district courts may purchase office furniture, equipment, record books, and supplies as may be needed for the proper conduct of his office and may expend funds for renovation of his office, all in accordance with the public bid law of the state.

Amended by Acts 1979, No. 723, §1; Acts 1985, No. 324, §1.

Louisiana Revised Statute: 13:783

§783. Expenses of clerk's office

- A. The clerk shall employ all necessary deputies and assistants, fix and pay their salaries, and defray all expenses out of the clerk's salary fund.
- B. The police jury of the parish of Plaquemines may pay the clerk of court and ex-officio recorder for the parish of Plaquemines such additional expenses as it may deem necessary.
- C. The clerk shall not be required to pay the court reporter out of the clerk's salary fund or the amounts allowed to the clerk out of the clerk's salary fund for expenses. If he is not paid by the clerk, unless his compensation is otherwise fixed by law, the court reporter may collect the fees allowed by law for his services.

D.(1)(a)(i) Each of the clerks of the district courts is hereby authorized to purchase, out of any surplus in his salary fund, an automobile for the use of his office, after having first obtained the consent of the governing authority of the parish.

(ii) However, the consent of the governing authority shall not be necessary as to any clerk of court who prior to July 29, 1970, has purchased an automobile under authority of any previously enacted law.

(iii) The clerks of the district courts in East Feliciana Parish, West Feliciana Parish, and St. Landry Parish shall be exempt from obtaining consent from the governing authority to purchase an automobile for office use.

(b) Each of the clerks of court is hereby authorized to purchase insurance for the automobile with any insurance company authorized to do business under the laws of this state and to pay the premiums on the insurance out of his salary fund.

(2) In addition to the automobile authorized to be purchased in the above Paragraph, the clerk of court of Lafayette Parish may purchase, out of any surplus in his salary fund, an additional automobile for the use of his office. Such automobile shall also be purchased in accordance with the provisions set forth in Paragraph (1) of this Subsection.

(3) In addition to the automobile authorized to be purchased in Paragraph (1) of this Subsection, the clerk of court of Caddo Parish may purchase, out of his salary fund, an additional automobile for the use of his office. Such automobile and insurance therefor shall also be purchased in accordance with the provisions set forth in Paragraph (1) of this Subsection.

(4) In addition to the automobile authorized to be purchased in Paragraph (1), the clerk of court of Calcasieu Parish may purchase, out of any surplus in his salary fund, in an amount not to exceed ten thousand dollars, an

additional automobile for the use of his office. Such automobile and insurance therefor shall also be purchased in accordance with the provisions set forth in Paragraph (1).

(5) In addition to the automobile authorized to be purchased in Paragraph (1), the clerk of court of Livingston Parish may purchase, out of any surplus in his salary fund, in an amount not to exceed nineteen thousand five hundred dollars, an additional automobile for the use of his office. Such automobile and insurance therefor shall also be purchased in accordance with the provisions set forth in Paragraph (1).

(6) The clerk of court for East Baton Rouge Parish is hereby authorized to purchase or lease the automobile authorized by Paragraph (1) of this Subsection and, in addition, is authorized to purchase or lease one additional automobile for the transportation of employees, documents, equipment, or other items related to the office of the clerk or for use for any purpose related to the operation of the office of the clerk of court. The purchase price or lease payments of an automobile authorized in this Paragraph, including the automobile insurance premiums on that automobile, shall be payable out of the clerk's salary fund. The automobile insurance shall be obtained from an insurance company authorized by law to do business in this state.

(7) The clerk of each district court may receive an automobile expense allowance equal to fifteen percent of their annual salary provided the clerk of court maintains three hundred thousand dollars of automobile insurance per accident for bodily injury and one hundred thousand dollars of automobile insurance per accident for property damage. The expense allowance shall come from surplus funds in each of the offices of the clerks of court and at no additional expense to the state or local governing authority.

E. Each of the clerks of the district courts is authorized to purchase, out of any surplus in his salary fund, uniforms for his deputies and assistants.

F.(1) Each of the clerks of the district courts is authorized to contract separately or through the insurance committee that administers the clerk's insurance fund of the Louisiana Clerks of Court Association to obtain from any insurance company authorized to do business in this state, group life and accidental death and dismemberment, group health, accident, dental, hospital, surgical, or other medical expense and group disability insurance. This insurance may cover the clerk of court, the clerk's employees, dependents of the clerk and the dependents of the clerk's employees.

(2) The clerk may pay from the clerk's salary and expense fund the cost of insurance authorized to be contracted for by this Subsection for the clerk, his employees, and dependents of the clerk and the clerk's employees. No reduction of the insured's contribution shall be made on insurance contracts presently in effect. All costs for group insurance paid out of the clerk's salary and expense fund shall be included in each clerk's budget. The clerk or clerk's employee shall pay any portion of the insurance cost that is not paid from the clerk's salary and expense fund.

(3) The clerk or any clerk's employee that retires under the clerks of court retirement program may elect to continue insurance coverage obtained under this Subsection and the costs may be paid in the same manner as if he were still employed provided that the clerk or clerk's employee was a clerk or clerk's employee and a member of the Louisiana Clerks' of Court Retirement and Relief Fund for at least twelve years prior to retirement.

(4) The clerk may pay any fee for the cost of administering the clerk's insurance fund that is charged participating members. This fee may be paid from the clerk's salary and expense fund.

(5) Any insurance cost to be paid by the clerk or the clerk's employee may be deducted directly from their salaries if so authorized. The clerk shall remit these contributions to the clerk's insurance fund when the insurance contracts are administered by that fund, or directly to any insurance company with which the clerk has contracted separately.

(6) In the parishes of Beauregard, East Carroll, Jefferson Davis, Rapides, Richland, and Vernon, the clerk of court shall pay, from the clerk's salary fund, one hundred percent of the premium costs of the group life and accidental death and dismemberment, group health, accident, dental, hospital, surgical, or other medical expense for any employee that retires from the Beauregard Parish clerk of court's office, the East Carroll Parish clerk of court's office, the Jefferson

Davis Parish clerk of court's office, the Rapides Parish clerk of court's office, the Richland Parish clerk of court's office, or the Vernon Parish clerk of court's office who is entitled to receive monthly benefits from the Louisiana Clerks' of Court Retirement and Relief Fund and has at least twenty years of full-time service with the clerk of court's office in Beauregard Parish, East Carroll Parish, Jefferson Davis Parish, Rapides Parish, Richland Parish, or Vernon Parish. The provisions of this Paragraph shall not apply to any other insurance, such as supplemental insurance, that an employee may elect to purchase.

(7) In the parishes of Avoyelles, Bossier, Caddo, Calcasieu, Caldwell, Cameron, Franklin, Grant, Iberia, Lafayette, LaSalle, Orleans, Ouachita, Pointe Coupee, St. Martin, Terrebonne, Webster, West Feliciana, and Winn, the clerk of court shall pay, from the clerk's salary fund, one hundred percent of the premium costs of the group life and accidental death and dismemberment, group health, accident, dental, hospital, surgical, or other medical expense insurance for any employee that retires from the Avoyelles Parish clerk of court's office, Bossier Parish clerk of court's office, the Caddo Parish clerk of court's office, the Calcasieu Parish clerk of court's office, the Caldwell Parish clerk of court's office, the Cameron Parish clerk of court's office, the Franklin Parish clerk of court's office, the Grant Parish clerk of court's office, the Iberia Parish clerk of court's office, the Lafayette Parish clerk of court's office, the LaSalle Parish clerk of court's office, the Orleans Parish Civil District Court clerk of court's office, the Orleans Parish Criminal District Court clerk of court's office, the Ouachita Parish clerk of court's office, the Pointe Coupee Parish clerk of court's office, the St. Martin Parish clerk of court's office, the Terrebonne Parish clerk of court's office, the Webster Parish clerk of court's office, the West Feliciana Parish clerk of court's office, or the Winn Parish clerk of court's office who is entitled to receive monthly benefits from the Louisiana Clerks' of Court Retirement and Relief Fund, who has at least twenty years of full-time service with the clerk of court's office in Avoyelles Parish, Bossier Parish, Caddo Parish, Calcasieu Parish, Caldwell Parish, Cameron Parish, Franklin Parish, Grant Parish, Iberia Parish, Lafayette Parish, LaSalle Parish, Ouachita Parish, Pointe Coupee Parish, St. Martin Parish, Terrebonne Parish, Webster Parish, West Feliciana Parish, or Winn Parish, Orleans Parish Civil District Court, or Orleans Parish Criminal District Court, and who is at least fifty-five years of age. The provisions of this Paragraph shall not apply to any other insurance, such as supplemental insurance, that an employee may elect to purchase.

(8) The clerk of court of East Baton Rouge Parish shall pay from the clerk's salary fund one hundred percent of the premium costs of the group life and accidental death and dismemberment, group health, accident, dental, hospital, surgical, or other medical expense insurance for any clerk or employee that retires from the East Baton Rouge Parish clerk of court's office who is entitled to receive monthly benefits from the Louisiana Clerks' of Court Retirement and Relief Fund, who has at least twelve years of full-time service with the clerk of court's office in East Baton Rouge Parish, and who is at least fifty-five years of age. The provisions of this Paragraph shall not apply to any other insurance, such as supplemental insurance, that any clerk or any employee may elect to purchase.

(9) The clerk of court of St. James Parish, provided sufficient amounts are available, shall pay from the clerk's salary fund one hundred percent of the premium costs of the group life and accidental death and dismemberment, group health, accident, dental, hospital, surgical, or other medical expense insurance for any clerk or employee that retires from the St. James Parish clerk of court's office who is entitled to receive monthly benefits from the Louisiana Clerks' of Court Retirement and Relief Fund, who has at least twenty years of full-time service with the clerk of court's office in St. James Parish, and who is at least fifty-five years of age. The provisions of this Paragraph shall not apply to any other insurance, such as supplemental insurance, that an employee may elect to purchase.

(10) The clerk of court of Acadia Parish shall pay from the clerk's salary fund one hundred percent of the premium costs of the group life and accidental death and dismemberment, group health, accident, dental, hospital, surgical, or other medical expense insurance for any clerk or employee that retires from the Acadia Parish clerk of court's office who is entitled to receive monthly benefits from the Louisiana Clerks' of Court Retirement and Relief Fund, who has at least twenty years of full-time service with the clerk of court's office in Acadia Parish, and is at least fifty-five years of age. The provisions of this Paragraph shall not apply to any other insurance, such as supplemental insurance, that an employee may elect to purchase.

Acts 1950, No. 454, §1; Acts 1956, No. 467, §1; Acts 1968, No. 121, §1; Acts 1969, No. 166, §1; Acts 1970, No. 152, §1; Acts 1972, No. 323, §1; Acts 1976, No. 53, §1; Acts 1990, No. 64, §1; Acts 1991, No. 561, §1; Acts 1993, No. 615, §1.

Acts 1994, 3rd Ex. Sess., No. 43, §1, eff. July 1, 1994; Acts 1997, No. 519, §1, eff. July 3, 1997; Acts 2000, 1st Ex. Sess., No. 101, §1, eff. April 17, 2000; Acts 2006, No. 670, §1; Acts 2007, No. 423, §1; Acts 2009, No. 471, §1, eff. July 9, 2009; Acts 2010, No. 170, §1; Acts 2010, No. 183, §1; Acts 2010, No. 422, §1; Acts 2011, No. 176, §1, eff. June 24, 2011; Acts 2012, No. 376, §1; Acts 2012, No. 467, §1; Acts 2013, No. 232, §1; Acts 2013, No. 344, §1; Acts 2013, No. 373, §1; Acts 2014, No. 537, §1; Acts 2014, No. 593, §1; Acts 2015, No. 178, §1; Acts 2015, No. 179, §1; Acts 2017, No. 31, §1; Acts 2018, No. 117, §1; Acts 2018, No. 605, §1.

**Governor's Office of Homeland Security
and Emergency Preparedness
State of Louisiana**

JOHN BEL EDWARDS
GOVERNOR



JAMES B. WASKOM
DIRECTOR

April 14, 2020

GOHSEP-AFO-BR

Mr. Mark Treadway
Sr. Emergency Coordinator
Jackson Parish Hazard Mitigation Plan
Jackson Parish OHSEP
500 East Court Street, Rm. 301
Jonesboro, LA 71251

SUBJECT: Hazard Mitigation Plan Update Approvable Pending Adoption
Jackson Parish – Multi Jurisdiction Hazard Mitigation Plan Update
HMGP #4080-0005

Dear Mark:

I am pleased to inform you the Jackson Parish Multi Jurisdiction Hazard Mitigation was reviewed by the Governor's Office of Homeland Security (GOHSEP) and the Federal Emergency Management Agency (FEMA). Per this review, the Jackson Parish Jurisdiction Hazard Mitigation Plan has been granted an Approvable Pending Adoption (APA) status. Before the Jackson Parish plan can receive Final Approval from FEMA, **all participating jurisdiction** must formally adopt the plan by resolution.

After official adoption of the current version of the plan, an electronic copy (CD) of the plan in single digital format, which includes all signed resolutions for all participating jurisdictions, must be submitted to GOHSEP within **30 days** of this letter. Funding for projects inside the Jackson Parish is dependent on the Final Approval of this plan.

Thank you for your interest in mitigation and your prompt delivery of this plan. If you have any questions, please contact Marion Pearson @ 225.267.2522 or at marion.pearson@la.gov.

Sincerely,

A handwritten signature in black ink that reads "Jeffrey Giering".

Jeffrey Giering
State Hazard Mitigation Officer (SHMO)
Disaster Recovery Division

JG:mp

Enclosure: 1) FEMA APA Letter Dated April 13, 2020
2) Jackson Parish – APA Plan Review Tool

LOCAL MITIGATION PLAN REVIEW TOOL

The *Local Mitigation Plan Review Tool* demonstrates how the Local Mitigation Plan meets the regulation in 44 CFR §201.6 and offers States and FEMA Mitigation Planners an opportunity to provide feedback to the community.

- The [Regulation Checklist](#) provides a summary of FEMA’s evaluation of whether the Plan has addressed all requirements.
- The [Plan Assessment](#) identifies the plan’s strengths as well as documents areas for future improvement.
- The [Multi-jurisdiction Summary Sheet](#) is an optional worksheet that can be used to document how each jurisdiction met the requirements of the each Element of the Plan (Planning Process; Hazard Identification and Risk Assessment; Mitigation Strategy; Plan Review, Evaluation, and Implementation; and Plan Adoption).

The FEMA Mitigation Planner must reference this *Local Mitigation Plan Review Guide* when completing the *Local Mitigation Plan Review Tool*.

Jurisdiction: Jackson Parish	Title of Plan: Jackson Parish HMP Update	Date of Plan: 1/17/20
Local Point of Contact: Mark Treadway	Address: 500 East Court Street, Rm. 301 Jonesboro, LA 71251	
Title: Sr. Emergency Coordinator		
Agency: Jackson Parish OHSEP		
Phone Number: 318-259-5028	E-Mail: OEP@jppj.org	

State Reviewer: Marion M. Pearson	Title: Sr. Project Resolution Officer	Date: 01/22/2020
---	---	----------------------------

FEMA Reviewer: Doray Hill Shanene Thomas	Title: Mitigation Planner Mitigation Planner	Date: 02/11/2020 03/4/2020
Date Received in FEMA Region 6	January 27, 2020	
Plan Not Approved		
Plan Approvable Pending Adoption	April 13, 2020	
Plan Approved		

LOCAL MITIGATION PLAN REVIEW TOOL

SECTION 1: REGULATION CHECKLIST

INSTRUCTIONS: The Regulation Checklist must be completed by FEMA. The purpose of the Checklist is to identify the location of relevant or applicable content in the Plan by Element/sub-element and to determine if each requirement has been 'Met' or 'Not Met.' The 'Required Revisions' summary at the bottom of each Element must be completed by FEMA to provide a clear explanation of the revisions that are required for plan approval. Required revisions must be explained for each plan sub-element that is 'Not Met.' Sub-elements should be referenced in each summary by using the appropriate numbers (A1, B3, etc.), where applicable. Requirements for each Element and sub-element are described in detail in this *Plan Review Guide* in Section 4, Regulation Checklist.

1. REGULATION CHECKLIST Regulation (44 CFR 201.6 Local Mitigation Plans)	Location in Plan (section and/or page number)	Met	Not Met
ELEMENT A. PLANNING PROCESS			
A1. Does the Plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? (Requirement §201.6(c)(1))	Pgs 127-130	X	
A2. Does the Plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development as well as other interests to be involved in the planning process? (Requirement §201.6(b)(2))	Pgs 129-130	X	
A3. Does the Plan document how the public was involved in the planning process during the drafting stage? (Requirement §201.6(b)(1))	Pgs 133-135	X	
A4. Does the Plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement §201.6(b)(3))	Pgs 14-15, 131	X	
A5. Is there discussion of how the community(ies) will continue public participation in the plan maintenance process? (Requirement §201.6(c)(4)(iii))	Pg 141	X	
A6. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)? (Requirement §201.6(c)(4)(i))	Pgs 137-139	X	
ELEMENT A: REQUIRED REVISIONS			

1. REGULATION CHECKLIST Regulation (44 CFR 201.6 Local Mitigation Plans)	Location in Plan (section and/or page number)	Met	Not Met
ELEMENT B. HAZARD IDENTIFICATION AND RISK ASSESSMENT			
B1. Does the Plan include a description of the type, location, and extent of all-natural hazards that can affect each jurisdiction(s)? (Requirement §201.6(c)(2)(i))	Pgs 30-75	X	
B2. Does the Plan include information on previous occurrences of hazard events and on the probability of future hazard events for each jurisdiction? (Requirement §201.6(c)(2)(i))	Pgs 46-89	X	
B3. Is there a description of each identified hazard's impact on the community as well as an overall summary of the community's vulnerability for each jurisdiction? (Requirement §201.6(c)(2)(ii))	Pgs 47-86, 143-146	X	

LOCAL MITIGATION PLAN REVIEW TOOL

B4. Does the Plan address NFIP insured structures within the jurisdiction that have been repetitively damaged by floods? (Requirement §201.6(c)(2)(ii))	Pgs 34-36	X	
ELEMENT B: REQUIRED REVISIONS			

1. REGULATION CHECKLIST Regulation (44 CFR 201.6 Local Mitigation Plans)	Location in Plan (section and/or page number)	Met	Not Met
ELEMENT C. MITIGATION STRATEGY			
C1. Does the plan document each jurisdiction's existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs? (Requirement §201.6(c)(3))	Pgs 91-94, 149-153	X	
C2. Does the Plan address each jurisdiction's participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement §201.6(c)(3)(ii))	Pgs 35-36, 92-93	X	
C3. Does the Plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement §201.6(c)(3)(i))	Pgs 99-100	X	
C4. Does the Plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? (Requirement §201.6(c)(3)(ii))	Pgs 102-124	X	
C5. Does the Plan contain an action plan that describes how the actions identified will be prioritized (including cost benefit review), implemented, and administered by each jurisdiction? (Requirement §201.6(c)(3)(iv)); (Requirement §201.6(c)(3)(iii))	Pg 125	X	
C6. Does the Plan describe a process by which local governments will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? (Requirement §201.6(c)(4)(ii))	Pgs 139-141	X	
ELEMENT C: REQUIRED REVISIONS			

LOCAL MITIGATION PLAN REVIEW TOOL

1. REGULATION CHECKLIST Regulation (44 CFR 201.6 Local Mitigation Plans)	Location in Plan (section and/or page number)	Met	Not Met
<u>ELEMENT D. PLAN REVIEW, EVALUATION, AND IMPLEMENTATION</u> (applicable to plan updates only)			
D1. Was the plan revised to reflect changes in development? (Requirement §201.6(d)(3))	Pgs 26-29	X	
D2. Was the plan revised to reflect progress in local mitigation efforts? (Requirement §201.6(d)(3))	Pgs 102-108	X	
D3. Was the plan revised to reflect changes in priorities? (Requirement §201.6(d)(3))	Pg 125	X	
<u>ELEMENT D: REQUIRED REVISIONS</u>			

1. REGULATION CHECKLIST Regulation (44 CFR 201.6 Local Mitigation Plans)	Location in Plan (section and/or page number)	Met	Not Met
<u>ELEMENT E. PLAN ADOPTION</u>			
E1. Does the Plan include documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval? (Requirement §201.6(c)(5))			X
E2. For multi-jurisdictional plans, has each jurisdiction requesting approval of the plan documented formal plan adoption? (Requirement §201.6(c)(5))			X
<u>ELEMENT E: REQUIRED REVISIONS</u>			
<u>E1 & E2:</u> Once all Requirements have been met, the jurisdictions must provide documentation demonstrating that the plan has been adopted.			
<u>ELEMENT F. ADDITIONAL STATE REQUIREMENTS</u> (optional for State reviewers only; not to be completed by FEMA)			
F1.			
F2.			
<u>ELEMENT F: REQUIRED REVISION</u>			

LOCAL MITIGATION PLAN REVIEW TOOL

SECTION 2: PLAN ASSESSMENT

INSTRUCTIONS: The purpose of the Plan Assessment is to offer the local community more comprehensive feedback to the community on the quality and utility of the plan in a narrative format. The audience for the Plan Assessment is not only the plan developer/local community planner, but also elected officials, local departments and agencies, and others involved in implementing the Local Mitigation Plan. The Plan Assessment must be completed by FEMA. The Assessment is an opportunity for FEMA to provide feedback and information to the community on: 1) suggested improvements to the Plan; 2) specific sections in the Plan where the community has gone above and beyond minimum requirements; 3) recommendations for plan implementation; and 4) ongoing partnership(s) and information on other FEMA programs, specifically RiskMAP and Hazard Mitigation Assistance programs. The Plan Assessment is divided into two sections:

1. Plan Strengths and Opportunities for Improvement
2. Resources for Implementing Your Approved Plan

Plan Strengths and Opportunities for Improvement is organized according to the plan Elements listed in the Regulation Checklist. Each Element includes a series of italicized bulleted items that are suggested topics for consideration while evaluating plans, but it is not intended to be a comprehensive list. FEMA Mitigation Planners are not required to answer each bullet item and should use them as a guide to paraphrase their own written assessment (2-3 sentences) of each Element.

The Plan Assessment must not reiterate the required revisions from the Regulation Checklist or be regulatory in nature and should be open-ended and to provide the community with suggestions for improvements or recommended revisions. The recommended revisions are suggestions for improvement and are not required to be made for the Plan to meet Federal regulatory requirements. The italicized text should be deleted once FEMA has added comments regarding strengths of the plan and potential improvements for future plan revisions. It is recommended that the Plan Assessment be a short synopsis of the overall strengths and weaknesses of the Plan (no longer than two pages), rather than a complete recap section by section.

Resources for Implementing Your Approved Plan provides a place for FEMA to offer information, data sources and general suggestions on the overall plan implementation and maintenance process. Information on other possible sources of assistance including, but not limited to, existing publications, grant funding or training opportunities, can be provided. States may add state and local resources, if available.

LOCAL MITIGATION PLAN REVIEW TOOL

A. Plan Strengths and Opportunities for Improvement

This section provides a discussion of the strengths of the plan document and identifies areas where these could be improved beyond minimum requirements.

Element A: Planning Process

Most of the information in the plan is outdated due to problems identified by the Parish. During the next plan update the plan must provide current data including risk assessment and strategy data.

Element B: Hazard Identification and Risk Assessment

Element C: Mitigation Strategy

The plan should identify specific departments within each community to be responsible for carrying out the actions identified in the strategy.

Element D: Plan Update, Evaluation, and Implementation (Plan Updates Only)

B. Resources for Implementing Your Approved Plan

This section provides examples of possible resources plan implementation.

Ideas may be offered on moving the mitigation plan forward and continuing the relationship with key mitigation stakeholders such as the following:

- What FEMA assistance (funding) programs are available (for example, Hazard Mitigation Assistance (HMA)) to the jurisdiction(s) to assist with implementing the mitigation actions?
- What other Federal programs (National Flood Insurance Program (NFIP), Community Rating System (CRS), Risk MAP, etc.) may provide assistance for mitigation activities?
- What publications, technical guidance or other resources are available to the jurisdiction(s) relevant to the identified mitigation actions?
- Are there upcoming trainings/workshops (Benefit-Cost Analysis (BCA), HMA, etc.) to assist the jurisdictions(s)?
- What mitigation actions can be funded by other Federal agencies (for example, U.S. Forest Service, National Oceanic and Atmospheric Administration (NOAA), Environmental Protection Agency (EPA) Smart Growth, Housing and Urban Development (HUD) Sustainable Communities, etc.) and/or state and local agencies?

FEMA Mitigation grants are available to eligible applicants. Search [grants.gov](https://www.grants.gov) for additional resources for implementing mitigation actions.

LOCAL MITIGATION PLAN REVIEW TOOL

SECTION 3:

MULTI-JURISDICTION SUMMARY SHEET (OPTIONAL)

INSTRUCTIONS: For multi-jurisdictional plans, a Multi-jurisdiction Summary Spreadsheet may be completed by listing each participating jurisdiction, which required Elements for each jurisdiction were 'Met' or 'Not Met,' and when the adoption resolutions were received. This Summary Sheet does not imply that a mini-plan be developed for each jurisdiction; it should be used as an optional worksheet to ensure that each jurisdiction participating in the Plan has been documented and has met the requirements for those Elements (A through E).

#	Jurisdiction Name	Jurisdiction Type (city/borough/ township/ village, etc.)	Plan POC	Mailing Address	Email	Requirements Met (Y/N)					
						A. Planning Process	B. Hazard Identification & Risk Assessment	C. Mitigation Strategy	D. Plan Review, Evaluation & Implementation	E. Plan Adoption	F. State Require- ments
1	Jackson Parish										
2	Town of Chatham										
3	Village of East Hodge										
4	Town of Eros										
5	Village of Hodge										
6	Town of Jonesboro										
7	Village of North Hodge										
8	Village of Quitman										
9											
10											