



# 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](http://www.jacksonparishpolicejury.org)

Notice Posted: Thursday, May 2, 2019, 3:00 PM  
Notice of Public Meeting  
May 2019 Police Jury Business Session

## MEMBERS

### WARD 1

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

### WARD 2

EDDIE M. LANGSTON  
770 Taylor Road  
Jonesboro, LA. 71251  
(318) 259-7448

### WARD 3

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

### WARD 4

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

### WARD 5

TARNESHALA COWANS  
598 Beech Springs Road  
Jonesboro, LA. 71251  
(318) 480-9095

### WARD 6

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

### WARD 7

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

**DATE:** Monday, May 06, 2019  
**TIME:** 5:15 PM  
**PLACE OF MEETING:** Police Jury Meeting Room  
Jackson Parish Courthouse  
500 E. Court Street, Room 301  
Jonesboro, LA 71251

## AGENDA:

### Call to Order

### Invocation

### Pledge of Allegiance

### Public Comments

### Continued Business (Discussion and Review)

#### 1. Discuss Turnaround Policy

### New Business (Discussion and Review)

2. Discuss sewage leak on Industrial Drive
3. Discuss water leak behind Plunket's Heat and Air
4. Discuss Personnel Policy clarifications
5. Discuss Maintenance Department proposal for equipment
6. Discuss Courthouse elevator upgrades
7. Discuss sale of property to Pilgrim Rest Baptist Church for fair market value
8. Discuss OEP EMPG Grant
9. Discuss door security at the Community Center (LSU Ag office suite)
10. Discuss making the Community Center parking lot and facilities available for a Jackson Parish Farmer's Market
11. Discuss part-time employees and extended hours for the Road Department during asphalt season
12. Discuss 2019 Graduation advertisement

### Discussion of Other Topics

### Announcements



# 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](http://www.jacksonparishpolicejury.org)

## Adjourn

### MEMBERS

#### WARD 1

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

#### WARD 2

EDDIE M. LANGSTON  
770 Taylor Road  
Jonesboro, LA. 71251  
(318) 259-7448

#### WARD 3

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

#### WARD 4

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

#### WARD 5

TARNESHALA COWANS  
598 Beech Springs Road  
Jonesboro, LA. 71251  
(318) 480-9095

#### WARD 6

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

#### WARD 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 203

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.



## Jackson Parish Police Jury

---

### School Bus Turnarounds

Adopted by the Jackson Parish Police Jury effective \_\_\_\_\_ TBD

### **School Bus Turnarounds Located on Public Roads**

#### **Policy Statement:**

- Pursuant to the requirements of R.S. 17:158, the Jackson Parish Police Jury (“JPPJ”) will construct, operate and maintain school bus turnarounds on public roads, at the expense of, and at a location approved and accepted by the JPPJ, subject to the following stipulations. Advanced planning and coordination between the JPPJ and the Jackson Parish School Board (“JPSB”) will greatly enhance JPPJ’s ability to respond to requests for construction of school bus turnarounds.
- If it is determined by the Parish Engineer that the school bus turnaround to be constructed will not benefit the Jackson Parish road system, the cost of the turnaround will be shared equally between the JPPJ and the JPSB.

#### **Construction:**

- The request for construction of the school bus turnarounds shall be submitted to the JPPJ by the superintendent of the JPSB or its designated representative. For roads located in a municipality the request shall be submitted by the governing authority.
- The request shall include:
  - The desired location and size of the requested turnaround. This information should be followed up with a field inspection of the desired location to ensure that both parties have a clear understanding of the scope of the request. The Jackson Parish Road Superintendent shall have the final say on the location of the permanent turnaround, and must approve the location of the temporary turnaround if it is to be constructed at a location different than the permanent turnaround.
  - Right-of-Entry granted by the land owner where the property necessary to construct a turnaround will need to be acquired, obtained by the JPSB on a form prepared by the JPPJ.
- A copy of the request for assistance by the JPSB shall be submitted to:  
Police Jury Secretary-Treasurer  
Jackson Parish Police Jury  
500 E. Court Street, Room 301  
Jonesboro, LA 71251
- Upon receipt of the request submitted by the JPSB, the JPPJ will construct a temporary turnaround out of gravel or other suitable material in the general location of the desired permanent location. During this time the JPPJ and the JPSB shall begin the process of securing the properties necessary for construction of a permanent turnaround. This process shall take no longer than one (1) year, following which time the request for the school bus turnaround shall be deemed abandoned and no further consideration shall be given for a school bus turnaround on this portion of the parish road system.



## Jackson Parish Police Jury

---

- The JPSB shall assist the JPPJ as necessary to acquire a permanent right-of-way at a location determined by the JPPJ. If the JPPJ is unable to secure a right-of-way the process will halt and the temporary turnaround will remain in place, or will be removed and the existing right-of way will be restored to its original condition. No further construction or maintenance of the turnaround will be performed.
- Upon acquisition of the necessary right-of-way the JPPJ shall construct a school bus turnaround in compliance with Article II, §7. g) Dead End Roads of the Jackson Parish Subdivision Ordinance, where feasible.
- It is understood that at the completion of the project, the JPPJ will have ownership of the constructed bus turnaround for operation and maintenance and will be added to the Jackson Parish road system.

### **School Bus Turnarounds Located on Private Roads or Drives**

#### **Policy Statement:**

The Jackson Parish Police Jury (JPPJ) will not participate in the construction of school bus turnarounds located outside of public rights-of-way, nor will it provide materials for that purpose.

**Jackson Parish Police Jury  
500 E. Court Street, Room 301  
Jonesboro, La. 71251**

This Right-of-Entry Agreement (this or the "Agreement") is entered into on this \_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_, by and between the Jackson Parish Police Jury, acting by and through its President or its designated representative, and

\_\_\_\_\_  
Name  
\_\_\_\_\_

**RE: Right-of-Entry Regarding Property Located At:**

\_\_\_\_\_

\_\_\_\_\_, owner, or the undersigned duly authorized representative, does hereby grant, transfer and convey to the Jackson Parish Police Jury (the "JPPJ"), its engineers, agents, employees, and contractors or subcontractors the right to enter upon the above referenced property for inspection, use, surveying or construction by the JPPJ or its contractors or subcontractors.

It is further understood that this Agreement is given gratuitously to the JPPJ for and in consideration of compensation or other consideration received for use of the referenced property. It is further understood that this Agreement is granted for the entire period of construction of \_\_\_\_\_ (the "Project") and shall terminate upon final completion and acceptance for use of the Project by the JPPJ. It is further understood and agreed that this Agreement shall not be rescinded prior to final completion and acceptance-for-use of the Project without the written consent of the JPPJ.

**WITNESSES:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Authorized Representative

Louisiana Revised Statutes Tit. 17, § 158. School buses for transportation of students; employment of bus operators; alternative means of transportation; improvement of school bus turnarounds; loading and unloading students

A. (1) Except as provided by Subsection H of this Section and in accordance with the requirements of Subsection F of this Section, each city, parish, and other local public school board shall provide free transportation for any student attending a school of suitable grade approved by the State Board of Elementary and Secondary Education within the jurisdictional boundaries of the local board if the student resides more than one mile from such school. This requirement shall not apply to any student attending a nonpublic school pursuant to [R.S. 17:4011](#) through 4025.

(2) A city, parish, or other local public school board may provide transportation for any student attending a school of suitable grade approved by the State Board of Elementary and Secondary Education within the jurisdictional boundaries of the local board who resides one mile or less from the school when the school board determines that conditions exist to warrant such transportation. Transportation of students residing one mile or less from their school shall be at no cost to the state.

(3) Conditions that exist and warrant transportation as authorized by Paragraph (2) of this Subsection may include but shall not be limited to the residence location of a person convicted of a sex offense as defined in [R.S. 15:541](#) relative to registration of sex offenders, sexually violent predators, and child predators.

(4) For the purposes of this Subsection, any city, parish, or other local public school board may employ school bus operators as defined in [R.S. 17:491](#). However, nothing in this Section shall prohibit a city, parish, or other local public school board from entering into contracts or mutual agreements for providing school bus transportation.

B. If a parish or city school board determines transportation by school bus is impractical or is not available or that other existing conditions warrant it, the board may make arrangements for the use of common carriers in accordance with uniform standards established by the state superintendent of education and at a cost based upon the actual costs of such transportation.

C. If transportation is not provided by the parish or city school board by reason of economically justifiable reasons approved by the State Board of Elementary and Secondary Education in accordance with the provisions of Subsection H of this Section, the Department of Education, in accordance with the provisions of Subsection D hereof, shall reimburse the parent or tutor of any student who resides more than one mile from the school attended by the student to the extent and in the amounts that funds are so appropriated by the legislature, but in no event shall such reimbursement exceed one hundred twenty-five dollars per student or three hundred seventy-five dollars for any one family.

D. Claims for reimbursement shall be submitted to the superintendent of education by the parent or tutor of an eligible student not later than July 1 of each year for reimbursement claims for the previous school year. Each claim shall be in the form of an affidavit executed by the parent or tutor of the student, affirming the accuracy of the claim. The affidavit shall be in the form prescribed by the state superintendent of education and shall be furnished by him to each parish and city superintendent of education. The superintendent of education shall notify principals of public and nonpublic schools no later than April 1 of each year that claim forms for reimbursement are available at the local school board offices. Beginning with the 1979-80 academic school year, claims for reimbursements shall be in the form of a claim made by each parent or tutor affirming to the accuracy of such claim, which form shall contain a statement that any person who knowingly or willingly violates the provisions of this Section by filing a false claim or fraudulent claim shall be guilty of a misdemeanor and shall be imprisoned for not more than one (1) year or fined not more than \$500 or both, and that the filing of any false claim shall be and constitute a violation of the criminal laws of the state of Louisiana and particularly shall constitute false swearing under the provisions of [R.S. 14:125](#). This provision of law shall supercede and be in lieu of the filing of a notarized affidavit as heretofore required by this Section. Within sixty days after the beginning of the fiscal year the Department of Education shall begin issuing checks payable to parents or tutors of the students.

E. Any parish school board may provide gravel or contribute funds to the local governing authority for the gravelling of school bus turnarounds. However, nothing in this Section shall prohibit the local police jury from gravelling school bus turnarounds at the request of the school board without the necessity of said school board furnishing any materials or funds for the work done.

F. The provisions of this Section shall apply to eligible public and nonpublic school students. However, these provisions shall not apply to any student or the parent or tutor of any student who attends a school which discriminates on the basis of race, creed, color, or national origin.

G. Any person who knowingly and willfully violates the provisions of this Section by filing a false or fraudulent claim shall be guilty of a misdemeanor and shall be imprisoned for not more than six months or fined not more than five hundred dollars, or both.

H. (1) No parish or city school board shall eliminate or reduce the level of transportation services provided to students as required by the provisions of this Section except for economically justifiable reasons approved in accordance with the provisions of this Subsection by the State Board of Elementary and Secondary Education.

(2) Any parish or city school board seeking approval to eliminate or reduce the level of transportation services to students for economically justifiable reasons shall submit with its request for approval the following information:

(a) Figures for the three most recently completed fiscal years showing the board's actual revenues from all sources, including any prior year surpluses, and actual expenditures for operating purposes. These figures shall include detailed information relative to any revenues received specifically for providing transportation services to students and the actual expenditures of the board for providing transportation services to students.

(b) Figures for the current fiscal year and for the next fiscal year showing, according to the most recent estimates, the board's anticipated revenues from all sources, including any prior year surpluses, and anticipated expenditures for operating purposes. These figures shall include detailed information relative to any anticipated revenues to be received specifically for providing transportation services to students and the anticipated expenditures of the board for providing transportation services to students.

(c) The estimated cost on both a per pupil basis and on a per bus route basis for the current fiscal year and for the next fiscal year for the board to comply with the student transportation requirements of Paragraph A(1) and Subsection F of this Section.

(d) A description of the board's proposed reduction in or elimination of student transportation services indicating the number of students involved, any specific routes proposed for reduction or elimination, and the estimated savings to be achieved through the reduction or elimination of transportation services.

(e) A written statement attested to by the chief financial officer of the school system, the local superintendent of schools, and the presiding officer of the school board that sufficient funds are not available or are not expected to be available, regardless of funding source, to permit the board to provide the transportation services to students being proposed for reduction or elimination.

(f) A written statement attested to by the chief transportation officer of the school system, the local superintendent of schools, and the presiding officer of the school board that the proposed reduction in or elimination of transportation services to students does not have a disparate impact on any group of students by reason of race, creed, sex, disability, residence, or school attended, whether public or approved nonpublic, elementary or secondary.

(g) Any additional information deemed necessary by the State Board of Elementary and Secondary Education.

(3) The State Board of Elementary and Secondary Education shall take under review and consideration any request by a parish or city school board for approval to reduce or eliminate student transportation services submitted in

compliance with the provisions of this Subsection, however no such approval shall be granted by the board until the state superintendent of education has certified the accuracy and validity of the information submitted by the parish or city school board.

I. (1) Each city, parish, and other local public school board may provide transportation to any full-time student who is twenty years of age or younger and attending a technical college campus, that is part of the Louisiana Community and Technical College System, within the jurisdictional boundaries of the local board. If the closest technical college campus is located outside the jurisdictional boundaries of the local school board, the board may facilitate the transportation or coordinate with neighboring boards to facilitate transportation to the technical college campus.

(2) The local public school board where the student resides, may assess a fee to each student utilizing the transportation services provided pursuant to this Subsection, not to exceed the actual cost of providing such transportation, including administrative costs.

(3) The State Board of Elementary and Secondary Education shall adopt rules in accordance with the Administrative Procedure Act to implement provisions of this Subsection.

(4) The provisions of this Subsection shall not apply to:

(a) Local public school boards in a parish with a population of more than three hundred thousand persons according to the most recent federal decennial census.

(b) Local public school boards in any parish that operates a parish-wide public transit system that provides sufficient service to meet the transportation needs of students attending technical colleges located in the parish.

J. The governing authority of each public school shall adopt policies and procedures or shall make provision in its bus transportation service agreement to do all of the following:

(1) Prohibit a bus driver from loading or unloading students at school while the bus is in a traffic lane of any type of street as defined in [R.S. 32:1](#) and require that students be loaded or unloaded on a shoulder, in a school parking lot, or at other appropriate off-road location at the school as determined by the school governing authority. The requirements of this Paragraph shall not apply if the shoulder of a municipal road is the only available alternative and the municipality has not made the shoulder available by designating that area for loading and unloading students during designated school zone hours.

(2) Prohibit a bus driver from loading or unloading students at or near their homes while the bus is in a traffic lane of any type of street as defined in [R.S. 32:1](#) and require that students be loaded or unloaded on a shoulder unless the governing authority determines that loading or unloading on a shoulder is less safe for the student. However, if there is no shoulder or if the shoulder is determined to be less safe, a bus driver may load and unload a student while the bus is in a lane of traffic but only if the bus is in the lane farthest to the right side of the road so that there is not a lane of traffic between the bus and the right-side curb or other edge of the road.

(3) Prohibit a bus driver from loading or unloading a student in a location on a divided highway such that a student, in order to walk between the bus and his home or school, would be required to cross a roadway of the highway on which traffic is not controlled by the visual signals on the school bus.



## Gina Thomas

---

**From:** Roy Barlow <roy.barlow@jpsbschools.us>  
**Sent:** Friday, March 29, 2019 2:09 PM  
**To:** Gina Thomas  
**Subject:** Re: 4/1/2019 Business Session Agenda

David Claxton and Roy Barlow are in agreement to the new school Bus turn around proposal. Please move forward.

Sent from my iPhone

On Mar 29, 2019, at 11:11 AM, Gina Thomas <[gthomas@jppi.org](mailto:gthomas@jppi.org)> wrote:

Please see the agenda for the 4/1/2019 Police Jury Business Session.

Warm regards,  
Gina

~~~~~

### Gina M. Thomas

Jackson Parish Police Jury  
Secretary-Treasurer  
500 E. Court Street, Room 301  
Jonesboro, LA 71251  
P (318) 259-2361 ext. 203

*NOTE: Please see that my email address has changed to: [gthomas@jppi.org](mailto:gthomas@jppi.org)*

<04.01.19 Business Session Agenda.pdf>

**Gina Thomas**

---

**From:** Gina Thomas  
**Sent:** Monday, April 22, 2019 1:21 PM  
**To:** John McCarty (W4); Juror 1: Todd Culpepper; Juror 2: Eddie Langston; Juror 3: AMy Magee; Juror 4: John McCarty; Juror 5: Niki Cowans; Juror 6: Regina Rowe; Juror 7: Lynn Treadway; Lynn Treadway (W7); Niki Cowans; Regina Rowe (W6); Todd Culpepper (W1)  
**Subject:** Sewer Leak - new land on Industrial Drive  
**Attachments:** Industrial Drive Land (1).JPG; Industrial Drive Land (2).JPG; Industrial Drive Land (3).JPG; Industrial Drive Land (4).JPG

Jurors,

I just wanted you all to be aware that we had our road crew go out to begin bush hogging the new land purchase on Industrial Drive and they discovered a major sewer leak in the area up close to the woods (see attached photos).

It appears to be coming either to or from the pumping station and/or the oxidation pond and is a steady flow of running water. Both are owned by the Town of Jonesboro, so we will likely need some communication with them on getting this addressed.

Warm regards,  
Gina

~~~~~  
**Gina M. Thomas**

Jackson Parish Police Jury  
Secretary-Treasurer  
500 E. Court Street, Room 301  
Jonesboro, LA 71251  
P (318) 259-2361 ext. 203

*NOTE: Please see that my email address has changed to: [gthomas@jppj.org](mailto:gthomas@jppj.org)*







## Gina Thomas

---

**From:** Jody Stuckey  
**Sent:** Friday, April 26, 2019 3:12 PM  
**To:** Gina Thomas  
**Cc:** Juror 6  
**Subject:** FW: Firewood road drainage.  
**Attachments:** ATT00001.jpg

Gina, we have tried to clean out the ditch behind Plunket's heat and air to help with a drainage issue. The Town of Jonesboro has a 1 ½ water line leaking that is in the ditch. The Jury needs to send them a letter asking them to not only repair, but to relocate the line so we can properly open the ditch and culvert to help eliminate the flooding on that corner. This line also runs through the culvert causing debris to get hung up. We have notified the Town on a couple of occasions with no results.

The picture is the waterline leak.

Jody

**From:** 3185339043@vzwpix.com <3185339043@vzwpix.com>  
**Sent:** Friday, April 26, 2019 3:03 PM  
**To:** Jody Stuckey <jstuckey@jppj.org>  
**Subject:**





Jackson Parish Police Jury  
500 E. Court Street, Room 301  
Jonesboro, LA 71251  
(318) 259-2361 ext. 203  
[gthomas@jppj.org](mailto:gthomas@jppj.org)

---

## Memorandum

May 1, 2019

To: All Jurors

From: Gina Thomas, Secretary-Treasurer

Re: Personnel Policy Clarifications

Jurors,

As we prepare to make the final transition to moving the payroll processing functionality to Kenneth Folden & Co., we have a few payroll policies that we need clarification on. These are items that are not covered in our Personnel Manual, but have been added over time in usually in meeting minutes or in memos to the Jury. They have had inconsistent processing over time due to un-clear language or multiple interpretations. At your next Business Session scheduled for May 6, 2019, I am requesting your guidance on how to process the following:

### Callouts:

Current process: When an employee is called out for emergency work outside of their scheduled shift, they are paid their regular rate of pay unless they have worked in excess of 40 hours (which they typically have since this is off-schedule work). These worked hours also count towards their weekly overtime calculation. They are also paid a flat rate of 4 hours x their regular pay rate, regardless of the amount of time worked. This is the calculation used for as many callouts as occur. If there are multiple call outs, they continue to be paid for hours worked plus the 4-hour regular rate amount.

Other methods: In the past, callouts were paid as a flat rate of 4 hours x the employees overtime rate. Worked hours were not monitored or considered.

Documentation: There is no policy for callouts. However, there are meeting minutes and memos that reference the following:

*Any employee called out after their regular work day will be paid at a minimum 4 hours per callout. June 10, 2013*

This indicates that a minimum 4 hours will be paid, but it does not specify that these should be paid at an overtime rate.

Recommendation: After reviewing both methods of calculation, it appears that they generally come to about the same amount of pay. Although a flat 4-hour OT rate is easier to calculate, it does not give us the visibility into the employees worked hours. I recommend the Jury adopt the attached Callout Policy that corresponds to the way we are currently calculating.





## Jackson Parish Police Jury

500 E. Court Street, Room 301

Jonesboro, LA 71251

(318) 259-2361 ext. 203

[gthomas@jppj.org](mailto:gthomas@jppj.org)

---

### **Holiday Hours:**

**Current process:** Currently, holiday hours do not count towards employees' weekly overtime calculation. The impact is that when there is a holiday during the week, the employee will not typically earn 40 worked hours during their regular shift and any emergency work or off-scheduled hours are paid at a regular rate instead of the overtime rate.

**Other methods:** Historically, holiday hours were counted towards the weekly overtime calculation. During our 2018 audit, this issue came up and when the auditors requested the policy that stipulates that holiday hours are included in the overtime calculation, we were unable to provide them with one. We made the change at that time (April 2018) to stop including Holiday hours in the weekly overtime calculation, but it is not consistent with how it has been calculated in historical years.

**Recommendation:** Since this change was not a result of Jury action and was only made due to lack of formal documentation of the interpretation of the calculation, I recommend the Jury formally adopt an amendment to the Personnel Manual stipulating that holiday hours are counted towards the weekly overtime calculation.

### **Shift Differential:**

**Current process:** Employees that are scheduled to work the ½ day Saturday shift at the Solid Waste Department are paid for their worked hours at the applicable regular rate of pay (or overtime if they have achieved 40 hours for the week). In addition, they are paid a "Shift Differential" of 10% of their regular rate of pay x 4 hours.

Example: Employee with a pay rate of \$17.00/hour is paid \$68 for the four hours worked plus an additional \$6.80 for "Shift Differential".

**Documentation:** This policy has never changed, but there are no references to it in the Personnel Manual or any meeting minutes that we can determine. This amount is paid because there are licensing requirements for the Solid Waste facility and the employees selected to cover the Saturday shift are required to have special certification to do it. The "Shift Differential" is paid as a bonus to that employee for obtaining and maintaining the special certification.

**Recommendation:** The employees that earn the "Shift Differential" typically earn between \$7 - \$8 on the weeks that they work Saturday. It tends to be an overly complicated calculation for what ends up being a nominal amount. I recommend that the Jury change the payment of "Shift Differential" from a 10% calculation to a flat rate of \$10 for the weeks that an employee works the Saturday shift. I also recommend we refer to this as "Scaler Pay" so that it is more easily identified as being part of the Solid Waste program. The increase from an average \$7-\$8 would cover us for several years from adjustments to inflation or pay raises.

Depending on if the Jury wishes to keep the policy the same or change to a flat rate, I will draft a formal policy (like the Callout Policy) to be added to the Personnel Manual and adopted by the Jury.



Jackson Parish Police Jury  
500 E. Court Street, Room 301  
Jonesboro, LA 71251  
(318) 259-2361 ext. 203  
[gthomas@jppj.org](mailto:gthomas@jppj.org)

---

## **Callout Procedure and Policy**

Adopted by the Jackson Parish Police Jury effective TBD

**PURPOSE:** An emergency callout is defined as an unscheduled request made by an appropriate department superintendent of the Jackson Parish Police Jury for any regular hourly or nonexempt employee to return to work to perform any unforeseen or emergency work after leaving the building or work location at the end of his regular shift and before the beginning of the next regularly scheduled shift. The purpose of this policy is to identify a minimum amount of pay and the calculation of hours for employees who respond to any callout for work between the time they leave their shift and begin their next shift.

**SCOPE:** This policy applies to all regular hourly and nonexempt Jackson Parish Police Jury employees. Salaried, temporary, and probationary employees are not eligible. Scheduled, off-shift work that has been pre-planned will be considered approved overtime and will not be subject to this policy (ex: Maintenance staff scheduled to work at the Community Center for a pre-scheduled event).

**POLICY STATEMENT:** When responding to an emergency callout, the qualified employee will be paid for their worked hours at the at the higher of their regular job rate or the rate of the job assigned. These worked hours will be counted towards the employee's weekly overtime calculation. In addition, they will be given a flat payment of 4 hours' pay at the higher of their regular job rate or the rate of the job assigned.

The employee should remain on-duty until the issue is resolved and be in direct contact with their Supervisor. If the employees leaves and is called back in to resolve the same issue due to incompleteness, it will be treated as one callout. If the employee leaves and is called back in for another separate issue, it will be treated as a separate callout and all calculations will be applied again.

### **PROCEDURES:**

- A. Any eligible employee who is called out to work outside their normal work schedule should be paid for the time worked (at the applicable rate of pay whether regular or overtime if the employee has exceeded 40 hours of worked time for the week) and a flat payment of four (4) hours (at the applicable regular rate of pay). Only worked hours will count towards the weekly overtime calculation.
- B. Department Superintendents are responsible for approving all callouts and should establish reasonable maximum response times (between 15 and 60 minutes) for their departments.
- C. Multiple callouts occurring during the same 4-hour timeframe will be considered as one callout if it is for the same, unresolved issue. If the second callout is for an unrelated, separate event, it will be treated as a second callout and all calculations and 4-hour flat payments will be applied again. Department Superintendents should make the



## Jackson Parish Police Jury

500 E. Court Street, Room 301

Jonesboro, LA 71251

(318) 259-2361 ext. 203

[gthomas@jppj.org](mailto:gthomas@jppj.org)

---

determination if the second or proceeding callouts are for unrelated incidents or if they are a continuation of the original callout.

- D. For purposes of time input, the employee will punch the actual time worked during the callout(s). These hours will be paid at the employee's regular rate of pay, unless they have reached their weekly overtime minimum of 40 hours. The supervisor will input the flat rate of 4 hours to be paid at the employee's regular rate on a separate pay line designated as Callout Pay, paid at straight time, and not included in the calculation of overtime.
- a. Example: Employee is called out for emergency work and works 1 hour. Pay will be calculated as follows: receive 1 hour at regular rate (counting towards weekly overtime calculation) and 4 hours flat rate at regular time.
    - i. Option 1: Employee receives a second callout (unrelated event) occurring within the same 4-hour timeframe and works another 2 hours. Pay will be re-calculated as follows: receive 3 hours pay at regular rate (counting towards weekly overtime calculation) and 8 hours flat rate regular time (four hours for each callout).
    - ii. Option 2: Employee receives a second callout for the same event that had been left unresolved and works another 2 hours. Pay will be re-calculated as follows: receive 3 hours pay at regular rate (counting towards weekly overtime calculation) and 4 hours flat rate regular time for one callout.
- E. Employees who are called out must adhere to all Jackson Parish Police Jury's policies, including substance abuse and testing. Any variance from such policies may result in disciplinary action, up to and including termination.
- F. The Department Superintendent is responsible for maintaining a list of employees that are willing to respond to emergency callouts and should call the qualified employees on a rotational schedule. If employees "opt out" of responding to callouts, this documentation must be maintained. Callout lists should be posted in the breakroom area of the department location.
- G. The Department Superintendent will summarize all callout occurrences in a report and present the report to the Police Jury at the Regular Monthly Meeting.

**Bradley Sessions**  
Building Maintenance Worker  
Jackson Parish Police Jury  
bsessions5857@gmail.com  
(318) 475- 0878

Jackson Parish  
Police Jury Building  
Maintenance Department

Telephone:  
318-259-2361  
Ext. 206

April 14, 2019

Secretary-Treasurer  
Gina Thomas  
Jackson Parish Courthouse  
500 East Court Street  
Room 301  
Jonesboro, LA 71251

Request for Approval to Acquire Updated Sound Equipment for the Community Center

**Subject**

Request of approval to purchase the following sound equipment to be used at the Community Center from various suppliers. Cost numbers are approximate:

- (6) Shure MX393 Microflex omni boundary mic with switch cable: \$1,452
- (1) Shure SM57 Mic Four Pack with cables: \$440
- (1) Shure BLX24R/SM58 4 pack Wireless Handheld Microphone: \$1,760
- Storage bins & shelving to store equipment (approximate): \$500

**Purpose/Justification of the Recommended Action**

The current equipment at the Community Center has experienced general wear and tear over the years. We have re-wired mics and other electrical lines several times for repairs, but the sound quality has been diminishing.

**Strategic Plan Goal**

Along with the new equipment, I propose that we acquire proper storage bins and shelving in the equipment room in order to maintain it all in an orderly fashion.

**Impact on Current Services**

- We have seen an increase in the requests for cordless mics. Providing a 4 pack system will enable us to construct more detailed setups without the "spider web" of cords with our current system.
- Increased sound quality
- Increased reliability

**Conclusion**

This purchase is seen as an important decision to be made for services provided to renters of the Community Center

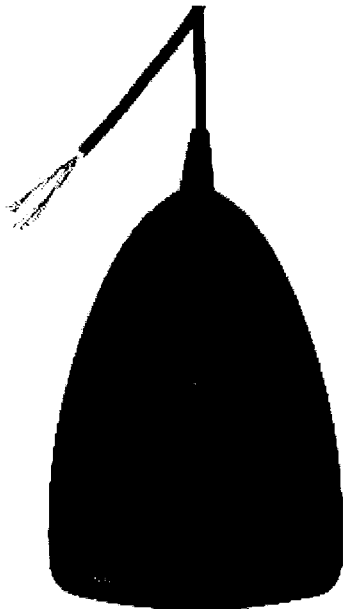
Respectfully Submitted,  
Secretary-Treasurer  
Gina Thomas

Home » Live Sound » Microphones » Boundary Microphones » **Shure MX392/O**

# Shure MX392/O

Microflex Omni Boundary Mic With Unterminated 12' Cable And Built-in Preamp, Black

**OUR PART #: MX392/O**



Write the First Review.

**Our Price:**  
**\$242.00**

List Price: \$315.00

- You save 23%!



**FREE**  
Shipping

**SPECIAL FINANCING**  
**AVAILABLE**



**\$6/month**  
**for 48**  
**months**

0% Interest for 48 Months! \*\*

**Learn More**

**Currently Out Of Stock**

**Expected to SHIP out in 6-10**  
**business days**

***Please Call for Availability***

1

**Add to**  
**Cart**

**Add to Quote Add to Wishlist**

- Flat frequency response across the vocal range for uncolored sound
- Interchangeable cardioid, supercardioid, and omnidirectional cartridges that provide optimal choice for each application



Mic Month - Our Biggest Mic Event of the Year

Home Pro Audio Microphones & Wireless Systems Microphones Dynamic Microphones SM57 Mic Four Pack with Cables

# Shure SM57 Mic Four Pack with Cables

| Write a Review | Questions & Answers SKU #485313 000000000

Have A Question?

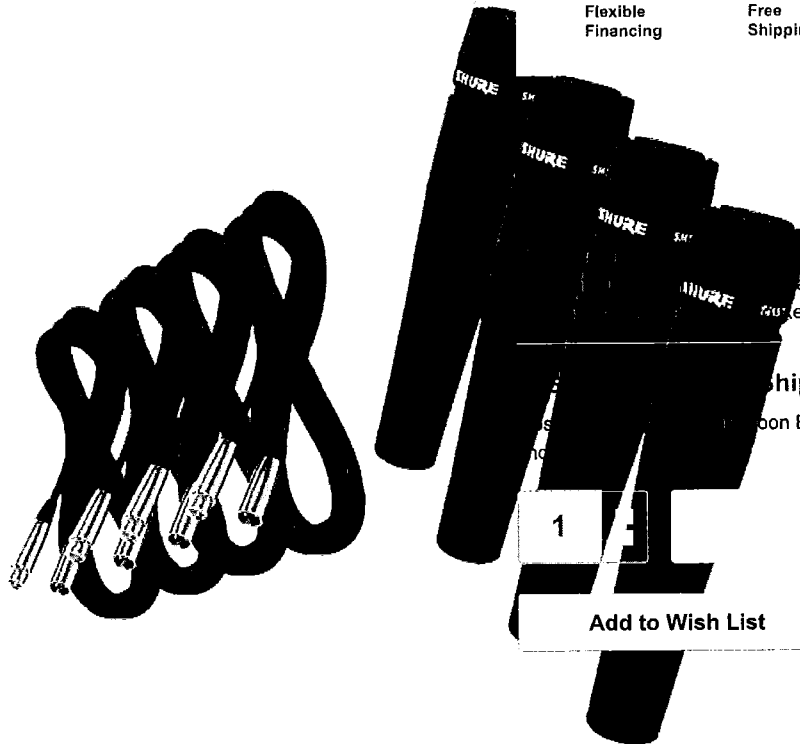
Call A Gear Advisor: [800-449-9128](tel:800-449-9128)

Flexible Financing

Free Shipping

Lowest Price

45-Day Returns



U.S. States)

you 4 Shure SM57 dynamic mics and 4 cables. Shure SM57 MicrophoneOne of lead More About This Product

Ship

on ET ship same day (except weekends

1

Add to Cart

Add to Wish List

Set Alerts

er

h 05/31/2019 \*Get



SHARE

See All Shure Dynamic Microphones



### Earn Points

Earn up to **3,520** reward points.

Join our free rewards program

## OVERVIEW

Four of Shure's legendary all-around mics with an 18' XLR cable for each.

This microphone package gives you 4 Shure SM57 dynamic mics and 4 18' Gear One XLR microphone cables.

### Shure SM57 Microphone

One of the most popular professional instrument/vocal microphones of all time, the SM57 dynamic mic is a reliable, natural-sounding performer, night after night. Its durable, bulletproof design stands up to road travel and abuse. Perfectly at home in the studio too. The Shure mic's wide frequency response (40Hz-15kHz) and tight cardioid polar pattern are ideal for close-in miking of speakers.

### Gear One XLR Microphone Cable

For serious-minded musicians, Gear One's XLR cables have the strength and durability to withstand more than everyday use. Since your cable is your sound, this XLR mic cable's superior wiring allows your signal to be quiet, eliminating frustrating hums, buzzing, and crackles.

## FEATURES

- Includes:



Shop by category

Search for anything

All Categories

Search

Advanced

\$3.00 Off\*

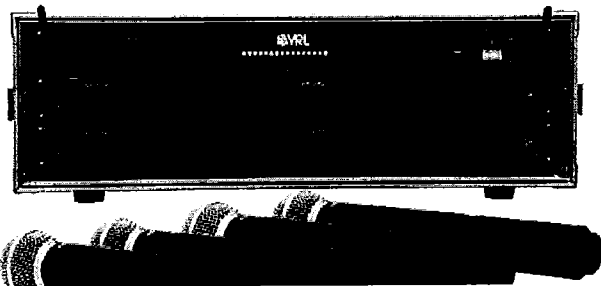
eBay Musical Instruments & Gear Pro Audio Equipment  
Microphones & Wireless Systems

Share

# Shure Blx24r/sm58-4pak Wireless Handheld Mic System With Rack Case and Power SUP

Be the first to write a review | About this product

Brand new: lowest price



## 759.96

FAST 'N FREE

List price ~~\$2,749.00~~ Save 35%

Arrives by Friday, May 3 from Conway, AR

Brand new condition  
30-day returns - Free returns

Qty : 1

Buy It Now

Add to cart

Watch

## Shure Blx24r/sm58-4pak Wireless Handheld Mic System With Rack Case and Power SUP

Be the first to write a review | About this product

Brand new: lowest price

### \$1,759.96

FAST 'N FREE

List price ~~\$2,749.00~~ Save 35%

Add to cart

### About this product

#### Product Identifiers

GTIN	0759681018230
BRAND	Shure
MPN	BLX24RSM584PAK
UPC	0759681018230
eBay Product ID (ePID)	1736003527



Jackson Parish  
Police Jury Building  
Maintenance Department

Telephone:  
318-259-2361  
Ext. 206

April 14, 2019

Secretary-Treasure  
Gina Thomas  
Jackson Parish Courthouse  
500 East Court Street  
Room 301  
Jonesboro, La 71251

**Request for Approval to Acquire a Professional Carpet Cleaning Machine**

**Subject**

Request of approval to purchase a Bissell Big Green Professional Carpet Cleaner Machine. At a cost of \$349.99 From Amazon.com

**Purpose/Justification of the Recommended Action**

The new building purchased on Industrial Drive is fully carpeted. The small 1 gallon carpet cleaner currently in use is not going to be able to handle the large space of this building.

**Strategic Plan Goal**

Along with this new equipment, a quarterly cleaning schedule for the carpets will be put into place. This cleaning schedule will be implemented in the new building as well as existing buildings.

**Impact on Current Services**

- Faster cleaning time
- Less man hours to be paid
- Better quality cleaning

**Conclusion**

This purchase is seen as an important decision to be made for appearance of Jury Property.

Respectfully Submitted,  
Secretary-Treasurer  
Gina Thomas

Skip to main content

All carpet shampooer

Shop Deals of the Day

Deliver to Quitman 71268

Your Amazon.com Today's Deals Gift Cards

Hello, Sign in Account & Lists

Orders Try Prime

0 Cart

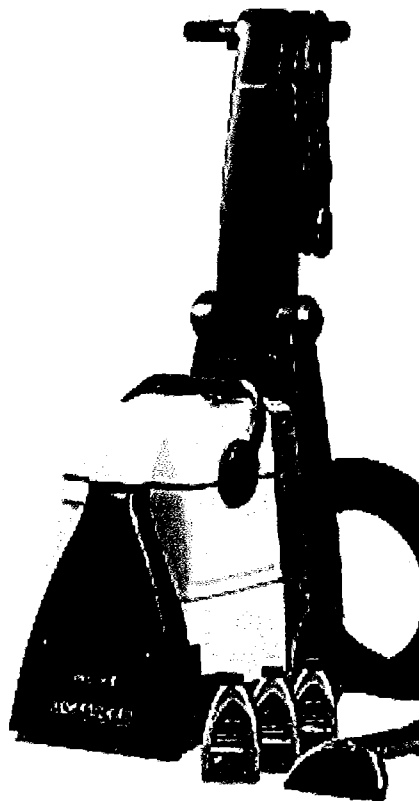


Save on large jar candles by Yankee Candle

Shop Now >



Back to results



#1 Best Seller

- Big Green Only \$369.99
- Complete Carpet Cleaning Bundle \$372.98
- Machine + 60oz Formula \$369.98
- Professional Deep Cleaning Bundle \$372.98
- Stain Pretreat Bundle \$355.98

- Extra-large DirtLifter PowerBrush for deep scrubbing action
- Heavy-duty suction power aids in fast drying time.Cleans on the forward and backward pass for reduced cleaning time and dries faster than the leading competitive rental carpet cleaners
- Two large tanks for full-room cleaning
- Professional formula--includes a trial-size BISSELL professional formula. Power Cord Length: 25 ft
- 5-year limited warranty

Used & new (7) from \$317.81 & FREE shipping. Details

Cleaner

er reviews

pet Steamers

ipping.

9 upon is Visa Card.

:luded

Share

\$349.99

& FREE Shipping. Details

Get it as soon as Thursday, April 18 - Friday, April 19 if you choose FREE Shipping at checkout. Details

In Stock.

Qty: 1

Add to Cart

Buy Now

Ships from and sold by Amazon.com in easy-to-open packaging.

Item arrives in packaging that reveals what's inside and can't be hidden. If this is a gift, consider shipping to a different address.

Add a Protection Plan:

- 3-Year Protection for \$44.99
- 2-Year Protection for \$33.99

Deliver to Quitman 71268

Add to List

Other Sellers on Amazon

\$439.99 + Free Shipping Sold by: Pages Store

\$479.67 + Free Shipping Sold by: Southfork Homecenter

\$499.00 + Free Shipping Sold by: Sylvane

Used & new (7) from \$317.81 & FREE shipping. Details

Have one to sell? Sell on Amazon



DATE: 05/02/2019

TO: Jackson Parish Police Jury
500 E Court St Rm 301
Jonesboro, LA 71251

FROM: Otis Elevator Company
1520 N. Hearne Ave, Suite 100
Shreveport, LA 71107

Thomas Richard
Phone: (501) 590-7347

EQUIPMENT LOCATION:
Jackson Parish Courthouse
500 East Court Street
Jonesboro, LA 71251

PROPOSAL NUMBER: EZH190425080210

MACHINE NUMBER(S) : 342517

We will provide labor and material to furnish and install on the above referenced machine(s) the following:

ADVANCED ELEVATOR SECURITY SYSTEM

We propose to furnish and install an ADVANCED Elevator Security System. The system includes a peripheral input reader device that consists of a (card reader, keypad, proximity detector), main control module, relay control box, all necessary wiring between the elevator controller, ADVANCED Security System and input devices. An optional external signal input for system override can be provided (wiring by others).

The peripheral reader device accepts PIN codes via keypad entry or magnetic card, which determines whether passengers have access to a secured area by transmitting a signal to the main control module. The main control module is a solid-state device installed in the machine room.

The system will secure up to 24 floors, and can be programmed with up to 4,000 unique PIN security codes. The system can generate access reports for those codes entered in the system. Reports include date and time, and accesses that are granted and denied.

Optional features included:

- A nine-pin dot-matrix printer will be provided for printing access reports.
A 24-hour timer will be included to activate or deactivate the system at the programmer's discretion.
The peripheral input device will have an integrated visual display.

PRICE: \$ 3,411.77
Three thousand four hundred eleven dollars and seventy-seven cents

This price is based on a one hundred percent (100 %) downpayment in the amount of \$ 3,411.77. This proposal, including the provisions printed on the last page(s), and the specifications and other provisions attached hereto shall, when accepted by you below and approved by our authorized representative, constitute the entire contract between us, and all prior representations or agreements not incorporated herein are superseded.

Submitted by: Thomas Richard

Title: Account Manager  
E-mail: thomas.richard@otis.com

Accepted in Duplicate

**CUSTOMER**

Approved by Authorized Representative

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: - \_\_\_\_\_

Title - \_\_\_\_\_

E-mail: - \_\_\_\_\_

Name of Company - \_\_\_\_\_

**Otis Elevator Company**

Approved by Authorized Representative

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: Richard Riley, Jr. \_\_\_\_\_

Title General Manager \_\_\_\_\_

Principal, Owner or Authorized Representative of Principal or Owner

Agent: \_\_\_\_\_  
(Name of Principal or Owner)

**TERMS AND CONDITIONS**

1. This quotation is subject to change or withdrawal by us prior to acceptance by you.
  2. The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.
  3. Payments shall be made as follows: A down payment of one hundred percent (100 %) of the price shall be paid by you upon your signing of this document. Full payment shall be made on completion if the work is completed within a thirty day period. If the work is not completed within a thirty day period, monthly progress payments shall be made based on the value of any equipment ready or delivered, if any, and labor performed through the end of the month less a five percent (5%) retainage and the aggregate of previous payments. The retainage shall be paid when the work is completed. We reserve the right to discontinue our work at any time until payments shall have been made as agreed and we have assurance satisfactory to us that subsequent payments will be made when due. Payments not received within thirty (30) days of the date of invoice shall be subject to interest accrued at the rate of eighteen percent (18%) per annum or at the maximum rate allowed by applicable law, whichever is less. We shall also be entitled to reimbursement from you of the expenses, including attorney's fees, incurred in collecting any overdue payments.
  4. Our performance is conditioned upon your securing any required governmental approvals for the installation of any equipment provided hereunder and your providing our workmen with a safe place in which to work. Additionally, you agree to notify us if you are aware or become aware prior to the completion of the work of the existence of asbestos or other hazardous material in any elevator hoistway, machine room, hallway or other place in the building where Otis personnel are or may be required to perform their work. In the event it should become necessary to abate, encapsulate or remove asbestos or other hazardous materials from the building, you agree to be responsible for such abatement, encapsulation or removal, and in such event Otis shall be entitled to delay its work until it is determined to our satisfaction that no hazard exists and compensation for delays encountered if such delay is more than sixty (60) days. In any event, we reserve the right to discontinue our work in the building whenever in our opinion this provision is being violated.
  5. Unless otherwise agreed in writing, it is understood that the work shall be performed during our regular working hours of our regular working days. If overtime work is mutually agreed upon and performed, an additional charge therefore, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on your performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any. Should we be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions, then such return visits shall be subject to additional charges at our then current labor rates.
  6. Title to any material to be furnished hereunder shall pass to you when final payment for such material is received. In addition, we shall retain a security interest in all material furnished hereunder and not paid for in full. You agree that a copy of this Agreement may be used as a financing statement for the purpose of placing upon public record our interest in any material furnished hereunder, and you agree to execute a UCC -1 form or any other document reasonably requested by us for that purpose.
  7. Except insofar as your equipment may be covered by an Otis maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this contract and assume no responsibility for any part of your equipment except that upon which work has been done under this contract.
  8. Neither party shall be liable to the other for any loss, damage or delay due to any cause beyond either parties reasonable control, including but not limited to acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, weather damage, flood, earthquake, riot, civil commotion, war, mischief or act of God.
  9. We warrant that all services furnished will be performed in a workmanlike manner. We also warrant that any equipment provided hereunder shall be free from defects in workmanship and material. Our sole responsibility under this warranty shall be at our option to correct any defective services and to either repair or replace any component of the equipment found to be defective in workmanship or material provided that written notice of such defects shall have been given to us by you within ninety (90) days after completion of the work or such longer period as may be indicated on the front of this form. All defective parts that are removed and replaced by us shall become our property. We do not agree under this warranty to bear the cost of repairs or replacements due to vandalism, abuse, misuse, neglect, normal wear and tear, modifications not performed by us, improper or insufficient maintenance by others, or any causes beyond our control. We shall conduct, at our own expense, the entire defense of any claim, suit or action alleging that, without further combination, the use by you of any equipment provided hereunder directly infringes any patent, but only on the conditions that (a) we receive prompt written notice of such claim, suit or action and full opportunity and authority to assume the sole defense thereof, including settlement and appeals, and all information available to you for such defense; (b) said equipment is made according to a specification or design furnished by us; and (c) the claim, suit or action is brought against you. Provided all of the foregoing conditions have been met, we shall, at our own expense, either settle said claim, suit or action or shall pay all damages excluding consequential damages and costs awarded by the court therein and, if the use or resale of such equipment is finally enjoined, we shall, at our option, (i) procure for you the right to use the equipment, (ii) replace the equipment with equivalent noninfringing equipment, (iii) modify the equipment so it becomes noninfringing but equivalent, or (iv) remove the equipment and refund the purchase price (if any) less a reasonable allowance for use, damage and obsolescence.
- THE EXPRESS WARRANTIES SET FORTH IN THIS ARTICLE 9 ARE THE EXCLUSIVE WARRANTIES GIVEN; WE MAKE NO OTHER WARRANTIES EXPRESS OR IMPLIED, AND SPECIFICALLY MAKE NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE; AND THE EXPRESS WARRANTIES SET FORTH IN THIS ARTICLE ARE IN LIEU OF ANY SUCH WARRANTIES AND ANY OTHER OBLIGATION OR LIABILITY ON OUR PART.
10. Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control. Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort (including negligence), in warranty or otherwise, shall not exceed the price for the equipment or services rendered.
  11. To the fullest extent permitted by law, you agree to hold us harmless, and defend us and indemnify us against any claim or suit for personal injury or property damage arising out of this contract unless such damage or injury arises from our sole negligence.
  12. It is agreed that after completion of our work, you shall be responsible for ensuring that the operation of any equipment being furnished hereunder is periodically inspected. The interval between such inspections shall not be longer than what may be required by the applicable governing safety code. Notwithstanding any other provisions hereof, if any part delivered hereunder incorporates software, the transaction is not a sale of such software; rather, you are hereby granted merely a license to use such software solely for operating the equipment for which such part was ordered. By accepting delivery of such part, you agree not to copy or let others copy such software for any purpose whatsoever, to keep such software in confidence as a trade secret, and not to transfer possession of such part to others except as a part of a transfer of ownership of the equipment in which such part is installed, provided that you inform us in writing about such ownership transfer and the transferee agrees in writing to abide by the above license terms.
  13. In furtherance of OSHA's directive contained in 29 C.F.R. § 1910.147(f)(2)(i), which requires that a service provider (an "outside employer") and its customer (an "on-site employer") must inform each other of their respective lock out/tag out ("LOTO") procedures whenever outside servicing personnel are to be engaged in control of hazardous energy activities on the customer's site, Otis incorporates by reference its mechanical LOTO procedures and its electrical LOTO procedures. These procedures can be obtained at [www.otis.com](http://www.otis.com) by (1) clicking on "The Americas" tab on the left side of the website; (2) choosing "US/English" to take you to the "USA" web page; (3) clicking on the "Otis Safety" link on the left side of the page; and (4) downloading the "Lockout Tagout Policy Otis 6.0" and "Mechanical Energy Policy Otis 7.0," both of which are in .pdf format on the right side of the website page. Customer agrees that it will disseminate these procedures throughout its organization to the appropriate personnel who may interact with Otis personnel while Otis personnel are working on site at Customer's facility.
  14. This Agreement constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document, and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Agreement shall not be binding upon either party unless agreed to in writing by an authorized representative of each party.



DATE: 05/02/2019

TO: Jackson Parish Police Jury
500 E Court St Rm 301
Jonesboro, LA 71251

FROM: Otis Elevator Company
1520 N. Hearne Ave, Suite 100
Shreveport, LA 71107

Thomas Richard
Phone: (501) 590-7347

EQUIPMENT LOCATION: Jackson Parish Courthouse
500 East Court Street
Jonesboro, LA 71251

PROPOSAL NUMBER: EZH190425080243

MACHINE NUMBER(S) : 342517

We will provide labor and material to furnish and install on the above referenced machine(s) the following:

OTIS HANDSOFF®

We propose to furnish and install the Otis HANDSOFF® phone. The HANDSOFF phone is a telephone which enables communication between persons in the elevator and a 24-hour answering service.

The HANDSOFF phone will be mounted in a telephone box or surface mounted in the elevator cab. It will automatically dial a preprogrammed number and will inform the answering service of the elevator location via prerecorded digital voice communication. After disclosing the elevator location, the phone will allow two-way voice communication. The HANDSOFF phone contains two light-emitting diodes -- one that indicates the call is in progress and another that indicates the call has been acknowledged. After receiving acknowledgment of the call from the answering service, a deaf/mute person can signal the answering service by reactivating the call button. The phone can be easily programmed and allows incoming calls to be received. The telephone will be furnished and installed in accordance with the ASME A17.1 Safety Code for Elevators and Escalators, and is registered with the FCC.

At no expense to us, others are to provide a dedicated (non-PBX) touch-tone business telephone line terminated in the machine room.

KEY-OPERATED STOP SWITCH

We propose to furnish and install a key-operated, two-position stop switch to replace the existing push/pull or toggle style switch. The key switch will conform to ASME/ANSI A17.1d 1986 Code, rule 210.2v and CAN/CSA B-44 3.12.2.29b national safety codes. The key switch positions will clearly be marked "RUN" and "STOP". It will be removable in either the stop or run position.

PRICE: \$ 3,182.52
Three thousand one hundred eighty-two dollars and fifty-two cents

This price is based on a one hundred percent (100 %) downpayment in the amount of \$ 3,182.52.

This proposal, including the provisions printed on the last page(s), and the specifications and other provisions attached hereto shall, when accepted by you below and approved by our authorized representative, constitute the entire contract between us, and all prior representations or agreements not incorporated herein are superseded.

Submitted by: Thomas Richard  
Title: Account Manager  
E-mail: thomas.richard@otis.com

Accepted in Duplicate

**CUSTOMER**

Approved by Authorized Representative

**Otis Elevator Company**

Approved by Authorized Representative

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: - \_\_\_\_\_

Print Name: Richard Riley, Jr.

Title - \_\_\_\_\_

Title General Manager

E-mail: - \_\_\_\_\_

Name of Company - \_\_\_\_\_

Principal, Owner or Authorized Representative of Principal or Owner

Agent: \_\_\_\_\_  
(Name of Principal or Owner)

**TERMS AND CONDITIONS**

1. This quotation is subject to change or withdrawal by us prior to acceptance by you.
  2. The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.
  3. Payments shall be made as follows: A down payment of one hundred percent (100 %) of the price shall be paid by you upon your signing of this document. Full payment shall be made on completion if the work is completed within a thirty day period. If the work is not completed within a thirty day period, monthly progress payments shall be made based on the value of any equipment ready or delivered, if any, and labor performed through the end of the month less a five percent (5%) retainage and the aggregate of previous payments. The retainage shall be paid when the work is completed. We reserve the right to discontinue our work at any time until payments shall have been made as agreed and we have assurance satisfactory to us that subsequent payments will be made when due. Payments not received within thirty (30) days of the date of invoice shall be subject to interest accrued at the rate of eighteen percent (18%) per annum or at the maximum rate allowed by applicable law, whichever is less. We shall also be entitled to reimbursement from you of the expenses, including attorney's fees, incurred in collecting any overdue payments.
  4. Our performance is conditioned upon your securing any required governmental approvals for the installation of any equipment provided hereunder and your providing our workmen with a safe place in which to work. Additionally, you agree to notify us if you are aware or become aware prior to the completion of the work of the existence of asbestos or other hazardous material in any elevator hoistway, machine room, hallway or other place in the building where Otis personnel are or may be required to perform their work. In the event it should become necessary to abate, encapsulate or remove asbestos or other hazardous materials from the building, you agree to be responsible for such abatement, encapsulation or removal, and in such event Otis shall be entitled to delay its work until it is determined to our satisfaction that no hazard exists and compensation for delays encountered if such delay is more than sixty (60) days. In any event, we reserve the right to discontinue our work in the building whenever in our opinion this provision is being violated.
  5. Unless otherwise agreed in writing, it is understood that the work shall be performed during our regular working hours of our regular working days. If overtime work is mutually agreed upon and performed, an additional charge therefore, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on your performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any. Should we be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions, then such return visits shall be subject to additional charges at our then current labor rates.
  6. Title to any material to be furnished hereunder shall pass to you when final payment for such material is received. In addition, we shall retain a security interest in all material furnished hereunder and not paid for in full. You agree that a copy of this Agreement may be used as a financing statement for the purpose of placing upon public record our interest in any material furnished hereunder, and you agree to execute a UCC -1 form or any other document reasonably requested by us for that purpose.
  7. Except insofar as your equipment may be covered by an Otis maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this contract and assume no responsibility for any part of your equipment except that upon which work has been done under this contract.
  8. Neither party shall be liable to the other for any loss, damage or delay due to any cause beyond either parties reasonable control, including but not limited to acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, weather damage, flood, earthquake, riot, civil commotion, war, mischief or act of God.
  9. We warrant that all services furnished will be performed in a workmanlike manner. We also warrant that any equipment provided hereunder shall be free from defects in workmanship and material. Our sole responsibility under this warranty shall be at our option to correct any defective services and to either repair or replace any component of the equipment found to be defective in workmanship or material provided that written notice of such defects shall have been given to us by you within ninety (90) days after completion of the work or such longer period as may be indicated on the front of this form. All defective parts that are removed and replaced by us shall become our property. We do not agree under this warranty to bear the cost of repairs or replacements due to vandalism, abuse, misuse, neglect, normal wear and tear, modifications not performed by us, improper or insufficient maintenance by others, or any causes beyond our control. We shall conduct, at our own expense, the entire defense of any claim, suit or action alleging that, without further combination, the use by you of any equipment provided hereunder directly infringes any patent, but only on the conditions that (a) we receive prompt written notice of such claim, suit or action and full opportunity and authority to assume the sole defense thereof, including settlement and appeals, and all information available to you for such defense; (b) said equipment is made according to a specification or design furnished by us; and (c) the claim, suit or action is brought against you. Provided all of the foregoing conditions have been met, we shall, at our own expense, either settle said claim, suit or action or shall pay all damages excluding consequential damages and costs awarded by the court therein and, if the use or resale of such equipment is finally enjoined, we shall, at our option, (i) procure for you the right to use the equipment, (ii) replace the equipment with equivalent noninfringing equipment, (iii) modify the equipment so it becomes noninfringing but equivalent, or (iv) remove the equipment and refund the purchase price (if any) less a reasonable allowance for use, damage and obsolescence.
- THE EXPRESS WARRANTIES SET FORTH IN THIS ARTICLE 9 ARE THE EXCLUSIVE WARRANTIES GIVEN; WE MAKE NO OTHER WARRANTIES EXPRESS OR IMPLIED, AND SPECIFICALLY MAKE NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE; AND THE EXPRESS WARRANTIES SET FORTH IN THIS ARTICLE ARE IN LIEU OF ANY SUCH WARRANTIES AND ANY OTHER OBLIGATION OR LIABILITY ON OUR PART.
10. Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control. Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort (including negligence), in warranty or otherwise, shall not exceed the price for the equipment or services rendered.
  11. To the fullest extent permitted by law, you agree to hold us harmless, and defend us and indemnify us against any claim or suit for personal injury or property damage arising out of this contract unless such damage or injury arises from our sole negligence.
  12. It is agreed that after completion of our work, you shall be responsible for ensuring that the operation of any equipment being furnished hereunder is periodically inspected. The interval between such inspections shall not be longer than what may be required by the applicable governing safety code. Notwithstanding any other provisions hereof, if any part delivered hereunder incorporates software, the transaction is not a sale of such software; rather, you are hereby granted merely a license to use such software solely for operating the equipment for which such part was ordered. By accepting delivery of such part, you agree not to copy or let others copy such software for any purpose whatsoever, to keep such software in confidence as a trade secret, and not to transfer possession of such part to others except as a part of a transfer of ownership of the equipment in which such part is installed, provided that you inform us in writing about such ownership transfer and the transferee agrees in writing to abide by the above license terms.
  13. In furtherance of OSHA's directive contained in 29 C.F.R § 1910.147(f)(2)(i), which requires that a service provider (an "outside employer") and its customer (an "on-site employer") must inform each other of their respective lock out/tag out ("LOTO") procedures whenever outside servicing personnel are to be engaged in control of hazardous energy activities on the customer's site, Otis incorporates by reference its mechanical LOTO procedures and its electrical LOTO procedures. These procedures can be obtained at [www.otis.com](http://www.otis.com) by (1) clicking on "The Americas" tab on the left side of the website; (2) choosing "US/English" to take you to the "USA" web page; (3) clicking on the "Otis Safety" link on the left side of the page; and (4) downloading the "Lockout Tagout Policy Otis 6.0" and "Mechanical Energy Policy Otis 7.0," both of which are in .pdf format on the right side of the website page. Customer agrees that it will disseminate these procedures throughout its organization to the appropriate personnel who may interact with Otis personnel while Otis personnel are working on site at Customer's facility.
  14. This Agreement constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document, and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Agreement shall not be binding upon either party unless agreed to in writing by an authorized representative of each party.

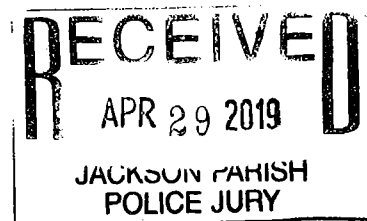


LAW OFFICE OF  
**DOUGLAS L. STOKES**

401 Polk Avenue  
Jonesboro, LA 71251

Phone 318-259-4164  
Phone 318-259-4123

April 24, 2019



Jackson Parish Police Jury  
500 East Court Street, Room 301  
Jonesboro, LA 71251

re: purchase of tax sale property

Gentlemen:

In a deed recorded on October 20, 2016 my client, the Pilgrim Rest Baptist Church, purchased from Mr. John Michael Moore a 90% interest in some 3.5 acres located in Jackson Parish. I enclose a copy of the first two pages of that deed showing a description of the property purchased by my client. Mr. Moore had acquired that interest from Mr. Rickey Johnson. Mr. Johnson had acquired that 90% interest in a tax deed from Mr. and Mrs. Carlos Howard recorded on May 1, 2006 in conveyance book 386 at page 155. After this tax sale deed Mr. and Mrs. Howard retained a 10% interest in that property.

Some two years later, in a tax sale deed recorded on May 21, 2008 in conveyance book 406 at page 761 the remaining 10% interest in this property was conveyed to the Jackson Parish Police Jury as the result of a failure of anyone to make the minimum bid for that interest in this property. It appears that the Jackson Parish Police Jury still owns this 10% interest.

In its 2016 deed the Pilgrim Rest Baptist Church paid \$3,500.00 for its 90% interest in this property, which purchase did not include the minerals. Utilizing the same value per acre the 10% interest in the property would be worth \$388.00.

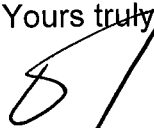
My client understands that the Police Jury cannot donate property and must obtain at least the fair market value of the property. It would like to purchase the Police Jury's undivided interest in this property. It would be willing to pay \$400.00 for that interest, even if the minerals were excluded from the sale, provided that the reservation did not include the right to use the surface of the property.

I would ask that you advise me whether or not the Police Jury would be willing to sell its interest in this property and, if so, what procedure would need to be followed to complete such a sale and any conditions of the sale. While such a sale would not place this interest back on the tax rolls it would generate some income for the Police Jury.

I look forward to hearing from you at your earliest convenience.

With kindest personal regards,

Yours truly,

A handwritten signature in black ink, appearing to be 'DLS', written over a diagonal line that extends from the signature down towards the typed name.

Douglas L. Stokes

DLS/cg  
enclosures  
cc: Pilgrim Rest Baptist Church

I hereby certify that the within and foregoing is a true and correct copy of the original now on file in my office together, with all of the endorsements thereon, and has been duly recorded in the Convey Record(s) under Instrument No. 409955. Witness my official signature and seal of office on this 20 day of Oct, 2016.  
Louisa Naredo  
Dy. Clerk of Court, Jackson Parish, Louisiana

STATE OF LOUISIANA

PARISH OF JACKSON

SPECIAL WARRANTY DEED

BE IT KNOWN, that on the dates hereinafter set forth and before me, the undersigned Notary Public, and in the presence of the undersigned legal and competent witnesses, personally came and appeared:

JOHN MICHAEL MOORE (SSN xxx-xx-0948), a single man, resident and domiciliary of Caddo Parish, whose mailing address is P. O. Box 392, Shreveport, Louisiana 71162,

which declared and acknowledged that for the price hereinafter expressed, it has sold, conveyed and delivered and by these presents do sell, bargain, transfer, assign, set over and deliver without warranty of title, even as to the return of the purchase price, except as to the acts of Seller, but with complete transfer and subrogation of all rights and actions in warranty against former proprietors of the property herein conveyed unto:

PILGRIM REST BAPTIST CHURCH, a non-incorporated religious association, domiciled in Jackson Parish, Louisiana, with a mailing address of P.O. Drawer AA, Hodge, Louisiana 71247;

present and accepting this sale for itself, its heirs, successors, and assigns, the following described property, together with improvements and appurtenances thereunto belonging, situated in Jackson Parish, State of Louisiana, to-wit:

a 90% interest in and to the following:

Starting at the Southwest corner of the NE $\frac{1}{4}$  of the NW $\frac{1}{4}$  of Section 19, Township 15 North, Range 3 West, and running North on the West boundary line 210 yards; thence run East 140 yards, thence run North 65 yards for a point of beginning; thence continue North 65 yards;

COPY PROVIDED  
BY CUSTOMER

thence run East 35 yards; thence run South 65 yards; thence run West 35 yards to the point of beginning.

ALSO: Starting at the Southwest corner of the NE $\frac{1}{4}$  of the NW $\frac{1}{4}$  of Section 19, Township 15 North, Range 3 West and running North 280 yards,; thence run East 107  $\frac{2}{3}$  for a point of beginning; thence run North 60 yards; thence run East 32  $\frac{1}{3}$  yards; thence run South 60 yards; thence run West 32  $\frac{1}{3}$  yards to the point of beginning.

All located in Jackson Parish, Louisiana.

subject to restrictions, servitudes, rights of use, and outstanding mineral rights affecting the property.

The vendor reserves unto himself, his successors and assigns, all the oil, gas and other hydrocarbon minerals occurring naturally in liquid or gaseous form in and under the property conveyed, together with any elements, compounds, or minerals in solution, emulsion or associated and produced with such minerals. It is the intention of vendor that this reservation cover and include fugacious minerals only and vendees are to receive all other minerals of every nature, description and kind, including, but not limited to, coal, lignite, sulphur, bauxite, sand, gravel, etc. subject to the existence of any oil, gas and mineral leases or mineral servitudes presently affecting the above described property, vendor agrees that neither it nor its successors or assigns shall conduct drilling operations on the lands herein conveyed. This stipulation shall not prevent directional drilling in and under the surface of said lands.

TO HAVE AND TO HOLD the above described property unto BUYER, its heirs, successors and assigns forever.

The price for which the above sale is made is the sum of THREE THOUSAND FIVE HUNDRED AND NO/100 (\$3,500.00) DOLLARS, cash in hand paid, the receipt of which is hereby acknowledged in full acquittance and discharge granted therefore by Seller.

Ad valorem taxes for the current year will be paid by Buyer.



Jackson Parish Police Jury  
500 E. Court Street, Room 301  
Jonesboro, LA 71251  
(318) 259-2361 ext. 203  
[gthomas@jppj.org](mailto:gthomas@jppj.org)

---

## Memorandum

May 1, 2019

To: All Jurors

From: Gina Thomas, Secretary-Treasurer

Re: OEP Director Salary vs. EMPG Grant

Jurors,

We are currently seeing a variance between the salary paid to our OEP Director and the annual EMPG grant award. Currently, the OEP Director, Mark Treadway, is paid a flat amount of \$1,500 monthly per the original motion at the March 20<sup>th</sup> 2017 Special Called Meeting:

*Motion Ms. Magee seconded Ms. Rowe to recommend that the jury approve the monthly compensation for the Mark Treadway, OEP Director at \$1,500.00 per month. Motion carried.*

The original intention was that he would earn \$18,000 annually for serving as the OEP Director. However, we have to submit paperwork on the annual EMPG grant each year showing how the total grant funds were spent. This grant is awarded each year for the purpose of running the OEP office (salaries, etc.). The award varies from year to year, and typically comes in around \$26,000. This is giving us a discrepancy of around \$8,000 that we cannot account for. You have to submit backup documents for only the items that the grant is written for. Since our grant is written for OEP Director salary, that is the only expense we can use it for at this time.

The OEP Director reports directly to the Police Jury President, however, the original salary was set by the Jury and would have to be adjusted by the Jury.

Since we are at the end of the 2018 EMPG grant cycle and are trying to submit the paperwork. Our only options at this point are to:

1. Do a lump sum adjustment to the OEP Director's salary to account for the remaining grant amount.
2. Return the remaining grant amount to GOHSEP.
  - a. Please note this requires a lot of reporting and is not ideal for either us or for GOHSEP.

Going forward, I recommend either of the following resolutions:

1. The President and OEP Director adjust the way the grant is written to account for the \$8,000 in another expense line (equipment purchase, additional staff/salary, costs towards utilities, insurance, and maintenance of office building).
  - a. The total expense has to equal the exact grant amount, so trying to guess additional expenses and have them come in just right can be difficult
2. Adjust the OEP Director salary from a flat amount to be reflective of the EMPG grant award. We would then adjust the weekly payroll amount each year when the grant is awarded.

# DSC Security & Communications, LLC

1926 Old Natchitoches Road  
West Monroe, LA 71292  
(318) 327-5554

Date: 4-25-19

Job Name: Jackson Parish Community Center

Address: Industrial Dr

Jonesboro, LA 71251

Phone: 318-259-5660

## EXHIBIT A - SCHEDULE OF PROTECTION

PreWire \_\_\_\_\_ Install X Trimout \_\_\_\_\_

Quantity	Part Number	Equipment Description
		" Door Access with Two Stations "
1	DP-266-IC3Q	Wireless Color Video Door Monitor, 400' range, 9-16 VAC/VDC Voltage, Adjustable viewing angle, Monitor is portable, unlock door via the monitor , Camera has in PIR sensor for taking photos.
1	DP-266-M3Q-M	2nd station with Monitor Control
1	SL/K	S/L Keypad
1	E/M/B	Exit Button
1	E/M	Motion to exit
1	MAG	Maglock
1	MA/S	Spacer for maglock
1	SMP-5	Power Supply
1	TR/F	Transformer
1	BAT	Battery
1	WIRE	Box wire
1	FMS	Fire Marshal Submittal
	Labor-misc	1 year warranty on parts & labor
		1st part due = \$ 1400.00
		2nd part due @ completion = \$ 1395.00
(3% added for credit card transactions)		<b>TOTAL: \$ 2795.00</b>
<small>CUSTOMER ACKNOWLEDGES THAT: A) THE SYSTEM SHALL CONSIST ONLY OF THE EQUIPMENT DESCRIBED INSTALLED AT THE LOCATION INDICATED; B) DSC SECURITY &amp; COMMUNICATIONS, LLC HAS DESCRIBED THE FULL RANGE OF PRODUCTS AND SERVICES AVAILABLE TO CUSTOMER; C) THE SYSTEM IS DESIGNED TO DETECT EVENTS ONLY AT THOSE OPENINGS AND/OR AREAS COVERED BY THE SYSTEM WARRANTY DOES NOT COVER POWER SURGES - THEFT - ACTS OF NATURE</small>		

Customer Name (Printed) \_\_\_\_\_

Customer Signature \_\_\_\_\_

Date \_\_\_\_\_

Customer Title  
Bill Barrett

4-25-19

Sales Agent

Date

Approval-Authorized Representative \_\_\_\_\_

## Gina Thomas

---

**From:** The Jackson Independent Desk <accounting@thejacksonindependent.com>  
**Sent:** Tuesday, April 23, 2019 3:18 PM  
**To:** Gina Thomas  
**Subject:** The Jackson Independent

Mrs. Gina,

The time of year is approaching where we celebrate the parish's educational achievements made by area students with the publication of the 2019 Graduation Edition of The Jackson Independent.

The Jackson Independent would like to ask our local businesses to honor the graduating students in the paper. This is a special memory for the students and the community.

Please let me know if the jury is interested in purchasing an ad congratulating them.

Thank you,  
Mrs. Lise' Robinson  
The Jackson Independent  
DEADLINE SUBMISSION: Wednesday 5pm week prior to publication.  
Submit public notice documents in word format.  
[accounting@thejacksonindependent.com](mailto:accounting@thejacksonindependent.com)  
318.259.2551 office  
318.259.8537 fax