



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:

Monday, July 27, 2020, 10:30 AM

July 28, 2020 Operations Committee

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:

Tuesday, July 28, 2020

MEETING TIME:

11:00 AM

PLACE OF MEETING:

**Jackson Parish Courthouse
500 E. Court Street, Room 301
Jonesboro, LA 71251**

AGENDA:

Call to Order

Invocation & Pledge of Allegiance

Public Comments

Agenda Items

Road Department:

- 1.** Discuss and recommend action on Poda Road
- 2.** Discuss and recommend action on Rosco Road
- 3.** Discuss and recommend action on Shalimar Road
- 4.** Discuss adding speed signs and lines to annual road program
- 5.** Discuss status and training of new Road Department crews
- 6.** Discuss and recommend action on amended Road Department Organization Chart

Solid Waste Department

- 7.** Discuss and recommend action on amended Solid Waste Organization Chart

Administrative Department

- 8.** Discuss status of Industrial Drive Building
- 9.** Discuss and recommend action on Clerk of Court request

Adjourn

Committee: Ms. Amy Magee, **Chairman**

Mr. Lewis Chatham

Mr. Lynn Treadway

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.

It is possible that a quorum of the Police Jury may be in attendance at the meeting, but no action of the Police Jury as a whole will be taken.

RILEY COMPANY

OF LOUISIANA, INC.
CONSULTING ENGINEERS

112 EAST MISSISSIPPI AVE.
P.O. DRAWER 1303
RUSTON, LOUISIANA 71273

PHONE: (318) 251-0238
FAX: (318) 251-0239
E-MAIL: rriley@rileyco.org

PAUL A. RILEY, P.E., PRESIDENT

ROBERT C. MYERS, P.E.
HUNTER R. PEARCE, P.E.
FRANK W. MILLER, P.L.S.
CLINTON CRUTCHFIELD, JR, P.L.S.
DAVID HERRING, P.L.S.

June 26, 2020

Ms. Amy Magee
Jackson Parish Police Jury
2332 Walker Road
Jonesboro, LA 71251

RE: Jackson Parish Police Jury
Poda Road Cross Drain
Our File: 006-010

Dear Ms. Magee:

Per the Jury's request, I have looked at the referenced crossing. For years water has gone over this road and even washed out the road on at least one occasion. There are 2 - 36" existing plastic pipes at this location. Using a 25-year design storm, this crossing required an additional 3 -36" plastic pipes be placed adjacent to the existing pipes. My understanding is that your crews will perform this work. Outfall velocities show that rip rap is required at the outfall of these cross drains.

Please put on the next Operations Committee agenda. Thank you.

RILEY COMPANY OF LOUISIANA, INC.

BY: 

Paul A. Riley, P. E.
President

PAR/jap

**Jackson Parish Police Jury
Rosco Road Cross Drain
Preliminary Construction Cost Estimate
June 27, 2020**

Item No.	Item Description	Approx. Quantity	Item Unit	Unit Cost	Total Cost
1	84" Vinyl coated CMP's at 1.5% min gade (3)	180	L.F.	\$480.00	\$86,400.00
2	Bedding	50	C.Y.	\$90.00	\$4,500.00
3	Rip Rap	300	S.Y.	\$75.00	\$22,500.00
5	Patch	140	S.Y.	\$70.00	\$9,800.00
6	Clear and Grub	1	L.S.	\$8,500.00	\$8,500.00
7	Mobilization	1	L.S.	\$5,000.00	\$5,000.00
8	Dirtwork	1	L.S.	\$5,000.00	\$5,000.00
9	Removals	1	L.S.	\$2,500.00	\$2,500.00
10	Permanent and Temp Erosion Controls	1	L.S.	\$1,500.00	\$1,500.00
11	Tempoary Signs and Barricades	1	L.S.	\$2,000.00	\$2,000.00
				SUBTOTAL	\$147,700.00
				CONTINGENCY CONSTRUCTION (10%+/-)	\$14,800.00
				CONSTRUCTION TOTAL	\$162,500.00

SAY \$163,000.00

Note: Right of Way will be required

**Jackson Parish Police Jury
Shalimar Drive Cross Drain
Option 1 - Within R/W**

****Preliminary Construction Cost Estimate
June 26, 2020**

Item No.	Item Description	Approx. Quantity	Item Unit	Unit Cost	Total Cost
1	84" Ultra Flow CPP Cross Drain	70	L.F.	\$560.00	\$39,200.00
2	Bedding	50	C.Y.	\$90.00	\$4,500.00
3	Headwall	2	Each	\$32,000.00	\$64,000.00
4	Rip Rap	200	S.Y.	\$75.00	\$15,000.00
5	Patch	140	S.Y.	\$70.00	\$9,800.00
6	Clear and Grub	1	L.S.	\$5,000.00	\$5,000.00
7	Mobilization	1	L.S.	\$5,000.00	\$5,000.00
8	Dirtwork	1	L.S.	\$5,000.00	\$5,000.00
9	Removals	1	L.S.	\$2,000.00	\$2,000.00
10	Permanent and Temp Erosion Controls	1	L.S.	\$2,000.00	\$2,000.00
11	Tempoary Signs and Barricades	1	L.S.	\$2,000.00	\$2,000.00
SUBTOTAL					\$153,500.00
CONTINGENCY CONSTRUCTION (10%+/-)					\$15,350.00
CONSTRUCTION TOTAL					\$168,850.00

SAY \$170,000.00

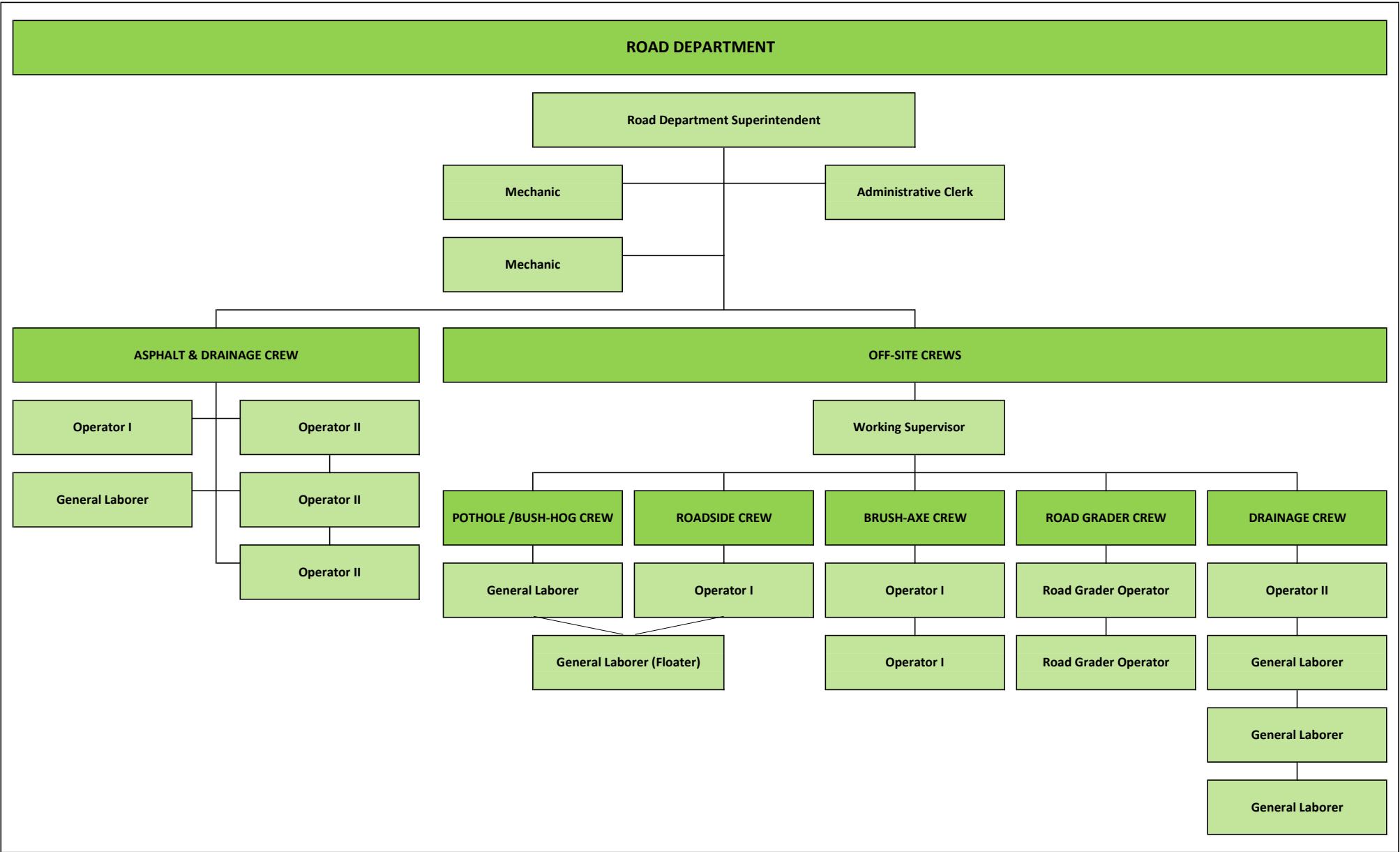
**Jackson Parish Police Jury
Shalimar Drive Cross Drain
Option 2 - Obtain R/W**

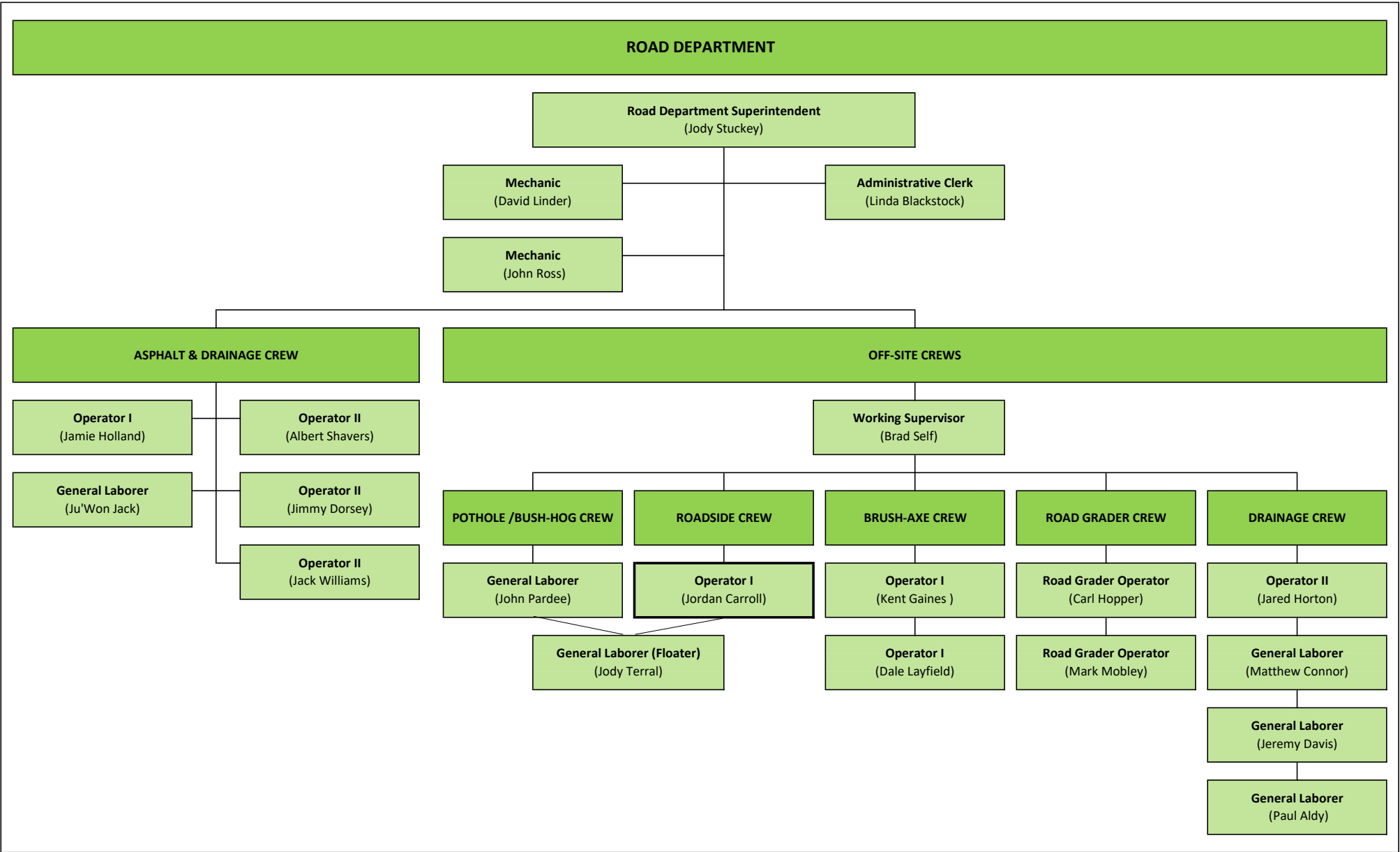
****Preliminary Construction Cost Estimate
June 26, 2020**

Item No.	Item Description	Approx. Quantity	Item Unit	Unit Cost	Total Cost
1	84" Ultra Flow CPP Cross Drain	192	L.F.	\$560.00	\$107,520.00
2	Bedding	100	C.Y.	\$90.00	\$9,000.00
3	Rip Rap	350	S.Y.	\$75.00	\$26,250.00
4	Patch	140	S.Y.	\$70.00	\$9,800.00
5	Clear and Grub	1	L.S.	\$15,000.00	\$15,000.00
6	Mobilization	1	L.S.	\$5,000.00	\$5,000.00
7	Dirtwork	1	L.S.	\$7,500.00	\$7,500.00
8	Removals	1	L.S.	\$4,000.00	\$4,000.00
9	Permanent and Temp Erosion Controls	1	L.S.	\$2,000.00	\$2,000.00
10	Tempoary Signs and Barricades	1	L.S.	\$2,000.00	\$2,000.00
SUBTOTAL					\$188,070.00
CONTINGENCY CONSTRUCTION (10%+/-)					\$18,730.00
CONSTRUCTION TOTAL					\$206,800.00

SAY \$207,000.00

**** ASSUMES NO ACCESS WILL BE GIVEN TO PROPERTIES. WILL NEED TO STAY SOMEWHERE ELSE FOR ABOUT A WEEK.**





SOLID WASTE DEPARTMENT

Solid Waste Superintendent

Administrative Clerk

LANDFILL OPERATION

OFF-SITE BIN OPERATION

General Operator I

Mechanic

Transfer Truck Operator II

Working Supervisor

General Operator I

Landfill Operator I

Compact Truck Operator

Boom Truck Operator I

Boom Truck Operator I

General Operator I

Transfer Station Operator II

Compact Truck Operator

**General Laborer /
Backup Clerk**

General Laborer

SOLID WASTE DEPARTMENT

Solid Waste Superintendent
(Robin Sessions)

Administrative Clerk
(Sheila Huddleston)

LANDFILL OPERATION

OFF-SITE BIN OPERATION

General Operator I
(Shane Lowrey)

Mechanic
(Jeffrey Harlan)

Transfer Truck Operator II
(Gene Robertson)

Working Supervisor

General Operator I
(Tim Hartness)

Landfill Operator I
(Lee Johnson)

Compact Truck Operator
(Stacy Jones)

Boom Truck Operator I
(Ronnie Qualls)

Boom Truck Operator I
(Rodney Boatner)

General Operator I
(Edward Pepper)

Transfer Station Operator II
(Paul Martin)

Compact Truck Operator
(Romaine Grant)

**General Laborer /
Backup Clerk**
(Katherine Bond)

General Laborer
(Kelvin Calahan)



Jackson Parish Police Jury

Clerk of Court Budgeted Expenses

Account	2017 Actual	2018 Actual	2019 Actual	2020 Budget
Total Value Appropriated to Clerk of Court	12,387	16,787	14,054	14,899

Total value of request for additional funding: leased equipment \$619 per month for 12 months = \$7,428

The following are the 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:

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 Office Expenses	\$5,455	\$10,096	\$5,856	\$7,999

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.

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.