



JACKSON PARISH POLICE JURY
Jackson Parish Police Jury Administrative Building
160 Industrial Drive
Jonesboro, Louisiana 71251-3446
Phone: (318) 259-2361
www.jacksonparishpolicejury.org

August 02, 2021 Business Session

MEMBERS

District 1
TODD CULPEPPER
P. O. Box 323
Quitman, LA. 71268
(318) 259-4184 (Work)
(318) 243-1084

District 2
LEWIS CHATHAM
1575 Mariah Road
Chatham, LA. 71226
(318) 235-0254

District 3
AMY C. MAGEE
2332 Walker Road
Jonesboro, LA. 71251
(318) 235-0002

District 4
JOHN W MCCARTY
2766 Hwy 155
Quitman, LA 71268
(318) 259-9694

District 5
TARNESHALA COWANS
598 Beech Springs Road
Jonesboro, LA. 71251
(318) 475-0893

District 6
REGINA H. ROWE
159 Hughes Rd.
Jonesboro, LA 71251
(318) 259-7923

District 7
LYNN TREADWAY
505 Fifth Street
Jonesboro, LA 71251
(318) 259-7673
(318) 680-8510

DATE: Monday, August 02, 2021
TIME: 5:15 PM
LOCATION: Jackson Parish Police Jury Administrative Building
Nathaniel Zeno Jr. Meeting Room
160 Industrial Drive
Jonesboro, LA 71251

AGENDA:

Call to Order

Invocation & Pledge of Allegiance

Public Comments

Action Items

- 1.** Consider and act on approving the Interview Committee recommendation from November 19, 2020, to hire Brad Roller as Operations Manager according to the job description, duties, and salary schedule adopted on March 9, 2020
- 2.** Consider and act on approving the request from July 23, 2021 to promote Robert Anderson to a Level II Supervisor with a pay increase per the adopted salary schedule

Committee Reports

Operations: Ms. Amy Magee, Chairman

- 3.** Review Committee discussions and recommendations
- 4.** Discuss recommendation to reduce solid waste fees
- 5.** Discuss recommendation to temporarily suspend activities at Hwy 148 bin site location
- 6.** Discuss recommendation to authorize an appraisal on the timber and land for landfill expansion

Finance: Ms. Tarneshala Cowans

- 7.** Review Committee discussions and recommendations
- 8.** Discuss recommended budget amendments
- 9.** Discuss recommended 2021 Millage Rates

Grants: Ms. Amy Magee

- 10.** Discuss information received at NACo Conference
- 11.** Review Committee discussions and recommendations

Policy & Personnel: Ms. Regina Rowe

- 12.** Review Committee discussions and recommendations
- 13.** Discuss recommendation to publish Code of Ordinances as-is with a review and updates as possible

Projects: Mr. Lewis Chatham



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14. Committee update

MEMBERS

Veterans: Mr. Todd Culpepper

15. Committee update

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Parish Cleanup: Mr. John McCarty

16. Committee Update

District 2
LEWIS CHATHAM
1575 Mariah Road
Chatham, LA. 71226
(318) 235-0254

Economic Development: Mr. Lynn Treadway

17. Committee update

District 3
AMY C. MAGEE
2332 Walker Road
Jonesboro, LA. 71251
(318) 235-0002

Other Committee Assignments

18. Review status of open Committee Assignments

District 4
JOHN W MCCARTY
2766 Hwy 155
Quitman, LA 71268
(318) 259-9694

Board Meeting Updates (if applicable):

Broadband Steering Committee: Ms. Tarneshala Cowans

Library Board: Mr. Lewis Chatham

North Louisiana Economic Development: Ms. Regina Rowe

Pinebelt: Mr. Lynn Treadway

Region 2 & 3 Floodplain Steering Committees: Ms. Gina Thomas

Sales Tax Board: Ms. Tarneshala Cowans

Sparta Groundwater Commission: Ms. Regina Rowe

Workforce Development Board: Mr. John McCarty

District 5
TARNESHALA COWANS
598 Beech Springs Road
Jonesboro, LA. 71251
(318) 475-0893

Continued Business (Discussion and Review)

19. Review Parish Board Appointments

20. Request from Museum Board to reduce members

21. Discuss Hospital Board membership

District 6
REGINA H. ROWE
159 Hughes Rd.
Jonesboro, LA 71251
(318) 259-7923

New Business (Discussion and Review)

22. Consider and act, if necessary, on letter of request from the Jackson Parish Recreation District

23. Discuss internet service at the Road Department

District 7
LYNN TREADWAY
505 Fifth Street
Jonesboro, LA 71251
(318) 259-7673
(318) 680-8510

Discussion of Other Topics

Announcements and Notifications

Adjourn

Notice Posted: Friday, July 30, 2021, 4:00 PM

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Gina Thomas at (318) 259-2361, extension 3 describing the assistance that is necessary.

The Jackson Parish Police Jury met in regular session on Monday, March 9, 2020 at 5:30 PM in the Dr. Charles H. Garrett Community Center, 182 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Todd Culpepper, Mr. Lewis Chatham, Ms. Amy Magee, Mr. John McCarty, Ms. Tarneshala Cowans, Ms. Regina Rowe, and Mr. Lynn Treadway. Absent: none. Also Present: Mr. Darrell Avery, Assistant District Attorney.

Motion Ms. Rowe, seconded Mr. Chatham to adopt the Job Description and Job Duties List for the Operations Manager position and set the starting salary at 10% above the superintendent salary range. Motion carried with Mr. Culpepper voting "Nay".

Operations Committee
July 20, 2021

The Operations Committee met Tuesday, July 20, 2021, at 5:00 PM in The Nathaniel Zeno Jr. Meeting Room, Jackson Parish Police Jury Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Lewis Chatham, Ms. Amy Magee and Mr. John McCarty. Absent: none. Also present: Robin Sessions, Solid Waste Superintendent, Jody Stuckey, Road Superintendent, and Gina Thomas, Secretary-Treasurer.

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

There were no public comments.

The Chair opened the floor for a discussion on the status of cross-training in the Maintenance Department. The Secretary-Treasurer gave a report.

There were no departmental concerns or requests from the Maintenance Department.

There were no departmental concerns or requests from the Administration Department.

The Chair invited Mr. Stuckey to report on the traffic counters project. He stated 291 of the 282 segments had been completed.

Mr. Stuckey discussed cross-training in the Road Department.

Motion Mr. Chatham, seconded Mr. McCarty to recommend the Police Jury authorize the low bid from LA Machinery for the lease agreement for two road graders. Motion carried.

Mr. Chatham discussed a request from the Town of Chatham for road work on Mill Street. Ms. Magee asked that they send a letter of request for review.

The Chair invited Mr. John Moore to discuss the charges for dumping mixed trash as a non-resident at the landfill. Ms. Magee asked the Committee if they would consider reducing the total invoice by \$250. Motion Mr. Chatham, seconded Mr. McCarty to recommend the Police Jury waive one scale ticket in the amount of \$380.25. Motion carried.

The Chair invited Mr. Sessions to discuss routes for the boom trucks at the parish bin sites. Mr. Sessions presented his plan and discussed staff cross-training and plans for the gravel sites. The Committee discussed plans for a model bin site at Highway 148. Mr. Sessions discussed the cost for the gravel site and logistic issues if they decide to build a model site later on.

Motion Mr. Chatham, seconded Mr. McCarty to recommend the Police Jury suspend the activities to close the road-side sites and build the gravel site in the northwest region until the Jury decides on whether or not to proceed with the construction of a model bin site. Motion carried.

Motion Mr. Chatham, seconded Mr. McCarty to recommend the Police Jury authorize an appraisal on the timber and land for the landfill expansion. Motion carried.

Mr. Sessions discussed the municipality fees for dumping at the landfill and transfer station starting in August. The Committee agreed that Waste Management would be billed for their loads separate from the Town billing.

The date of the next Operations Committee was set for Tuesday, August 17th at 5:30 PM.

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

Finance Committee
July 21, 2021

The Finance Committee met Wednesday, July 21, 2021 at 12:00 PM in The Nathaniel Zeno Jr. Meeting Room of the Jackson Parish Police Jury Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members present: Ms. Amy Magee and Ms. Tarneshala Cowans. Absent: Mr. John McCarty.

The Chair, Ms. Tarneshala Cowans, called the meeting to order. Ms. Magee gave the invocation and Ms. Cowans led in the recitation of the Pledge of Allegiance.

The Chair opened the floor for public comments, and they were heard.

The Secretary-Treasurer reviewed the month-to-date financials, purchase orders, and year-to-date budget. The Committee reviewed the fund balances and the recommended budget amendments.

The Committee reviewed the authorized millage rates for 2021. Ms. Magee discussed the information on the ARP funding and stated the Jury should be able to utilize those funds for their operations and should not need funding from the Library.

Motion Ms. Magee, seconded Ms. Cowans to recommend the Police Jury adopt the 2021 millage rates as follows:

- General Fund 5.51
- Roads & Bridges 5.23
- Roads, Asphalt, & Paving 4.55
- Recreation District 4.73
- Health Unit 0.82
- Library & Bookmobile 4.90

Motion carried.

The date and time for the next Finance Committee was set for Wednesday, August 18th at 12:00 PM.

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



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2021 Q3 Budget Amendment Summary:

The proposed amendments at the fund level are as follows. For detailed transactions, please refer to the line-by-line report.

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- **General Fund: Net increase of \$85,402**
 - Primarily due to a reduction of severance tax collections and an increase in headcount from re-assigning Solid Waste employees and assigning a new hire to General Fund departments

- **Road Fund: Net decrease of (\$72,798)**
 - Primarily due to an adjustment of the ad valorem tax valuation and a reduction in headcount from combining two positions into one and eliminating the Administrative Clerk position

- **Asphalt Fund: Net decrease of (\$60,985)**
 - Primarily due to an adjustment of the ad valorem tax valuation and a reduction in headcount from combining two positions into one and eliminating the Administrative Clerk position

- **Solid Waste Fund: Net decrease of (\$261,527)**
 - Primarily due to increased sales tax collections (likely from on-line sales) and a reduction in headcount from re-assigning two positions to General Fund departments.

- **Health Unit Fund: Net decrease of (\$3,988)**

- **Library Fund: Net increase of \$14,108**
 - Requested amendments approved by the Library Board

- **Coroner Fund: Net decrease of (\$3,418)**

- **Sales & Use Tax Fund: Net decrease of (\$436,472)**
 - Primarily due to increased sales tax collections (likely from on-line sales)

- **Office of Emergency Preparedness Fund: Net decrease of (\$3,925)**
 - Adjustment to match annual grant award

- **Current Year Road Project Fund: Net increase of \$11,624**
 - Adjusted for reduced State Transportation Act funding

- **Landfill Closure Fund: Net increase of \$16,069**
 - Amount to reach valuation lower than anticipated (lower than historical), not as much needed to be withdrawn from the Solid Waste fund

TOTAL NET BUDGET DECREASE: (\$715,910)

This amount will be reduced from the overall budget showing that we are netting \$716k (less) spend for

The Jackson Parish Police Jury will meet on Monday, August 9, 2021 at 5:30 P.M. at the Dr. Charles H. Garrett Community Center, 182 Industrial Drive, Jonesboro, LA 71251 to levy the 2021 tax millage rates

	2021 Maximum Authorized:	<u>Recommended Millage Rates:</u>
General Fund Tax	5.51	<u>5.51</u>
Road & Bridges	5.23	<u>5.23</u>
Road Asphalt/Paving	4.55	<u>4.55</u>
Recreation District	4.73	<u>4.73</u>
Health Unit	0.82	<u>0.82</u>
Library & Bookmobile	9.14	<u>4.90</u>
<i>Total</i>	<u>29.98</u>	<u>25.74</u>

Grants Committee
July 21, 2021

The Grants Committee met Wednesday, June 23, 2021, at 12:30 PM in The Nathaniel Zeno Jr. Meeting Room, Jackson Parish Police Jury Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Todd Culpepper, Ms. Amy Magee and Ms. Tarneshala Cowans. Absent: none.

The meeting was called to order by the Chair, Ms. Amy Magee.

There were no public comments.

Ms. Magee stated they had received guidance from the U.S. Treasury Department that sanitation projects would be approved under the ARP funding.

The Secretary-Treasurer reviewed the preliminary calculations for revenue loss.

Mr. Culpepper discussed having specific projects assigned for the spending. The Committee discussed specific items and asked the Secretary-Treasurer to present final numbers at the next meeting for the Committee to begin making recommendations for spending.

The dates of the next Grants Committee meetings were set for Wednesday, August 4th at 12:00 PM and Wednesday, August 18th at 12:30 PM

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

Policy & Personnel Committee
July 23, 2021

The Policy & Personnel Committee met Friday, July 23, 2021, at 1:45 PM in The Nathaniel Zeno Jr. Meeting Room, Jackson Parish Police Jury Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Todd Culpepper and Ms. Regina Rowe. Absent: Mr. Lynn Treadway.

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

There were no public comments.

Motion Mr. Culpepper, seconded Ms. Rowe to recommend the Police Jury amend the Return-to-Work policy to include a fit-for-duty certification. Motion carried.

Motion Mr. Culpepper, seconded Ms. Rowe to recommend the Police Jury publish the Code of Ordinances as-is through Municode with the understanding that the Police Jury will need to review and update, by ordinance, the provisions to conform to present practices, regulations, and rules and to conform to the applicable state laws. Motion carried.

Ms. Rowe stated the Committee would begin reviewing ordinances each month until the code was updated. Mr. Culpepper discussed the Sub-division Ordinance. Ms. Rowe asked that Mr. Paul Riley review the ordinance and provide input for revisions.

The Committee heard a request from the Maintenance Supervisor to be re-classified from Level I to Level II.

The date of the next Policy & Personnel Committee was not set at this time.

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

**Ward Four Fire Protection District
P.O. Box 613
Jonesboro, LA 71251**

7/27/2021

**Jackson Parish Police Jury
Attn: Ms. Gina Thomas
160 Industrial Drive
Jonesboro, LA 71251**

Dear Ms. Thomas,

During the last meeting of the Ward Four Fire Protection District board of commissioners, the name of Tracy Rushing, Jr. of 5082 Hwy 4, Jonesboro, LA, was brought forward as a nominee to fill the vacancy in the board created by Mr. Kent Hightower, who has decided not to serve another term.

It is of the request of the Ward 4 FPD, by formal motion, that the body of the Jackson Parish Police Jury consider the appointment of Mr. Rushing to a term as a commissioner of the fire district for a term that will expire on 12/31/2022.

It is believed that Mr. Rushing will give new insight as to the leading and decision making of this fire district. This fire district appreciates your consideration of this request and awaits your reply.

Sincerely,

Heather Holland, Ward 4 Secretary

**Jackson Parish
Museum & Fine Art
515 Cooper Ave.
Jonesboro, La. 71251**

July 15, 2021

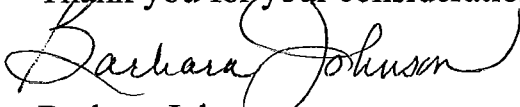
Jackson Parish Police Jury
Ms. Amy Magee, President

Dear Jurors,

As Vice President of the Jackson Parish Museum & Fine Arts Board, we would like to request that the number of board members be changed from ten to seven members.

We are requesting that the jury appoint one more member so we will have a total of seven active members.

Thank you for your consideration of these requests.



Barbara Johnson
Vice President

Jackson Parish Recreation District

5254 Hwy 4 • PO Box 315 • Jonesboro, LA 71251

Phone: (318) 259-3031

Fax: (318) 259-3073

JPREC.ORG

July 13, 2021

Jackson Parish Police Jury
Administrative Building
160 Industrial Drive
Jonesboro, LA 71251

Jackson Parish Police Jury Members,

The Jackson Parish Recreation District would appreciate your support in keeping the allocated dollars to support the Jackson Parish Riding Arena and Livestock Pavilion. In addition, a motion to release the money to be immediately matched by the Recreation District to begin construction of an access route, as the next step. If you have any questions about this matter, please do not hesitate to call me at (318) 245-4207.

Thank you for your consideration,



Brent D. Barnett
Board President

