



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

March 1, 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, March 01, 2021
TIME: 5:15 PM
LOCATION: Dr. Charles H. Garrett Community Center
182 Industrial Drive
Jonesboro, LA 71251

AGENDA:

Call to Order

Invocation & Pledge of Allegiance

Public Comments

Committee Reports

- 1.** Operations Committee: *Ms. Amy Magee, Chairman*
 - a. *Letter of response to Plum Hill Missionary Baptist Church*
- 2.** Finance Committee: *Ms. Tarneshala Cowans, Chairman*
 - a. *LSU Ag Center annual CEA*
 - b. *Contract renewal for GPS devices with Acadian Fleet Management*
 - c. *Credit card system for electronic payments*
 - d. *2021 grants*
 - e. *Land adjacent to the Blake Building*
- 3.** Policy & Personnel Committee: *Ms. Regina Rowe, Chairman (no February Meeting)*
- 4.** Project Committee: *Mr. Lewis Chatham, Chairman (no February Meeting)*
- 5.** Veterans Committee: *Mr. Todd Culpepper, Chairman (no February Meeting)*
- 6.** Parish Cleanup Committee: *Mr. John McCarty, Chairman (no February Meeting)*
- 7.** Economic Development Committee: *Mr. Lynn Treadway, Chairman (no February Meeting)*
- 8.** Board Meeting Updates (if applicable):
 - a. *Library Board: Mr. Lewis Chatham*
 - b. *Sales Tax: Ms. Tarneshala Cowans*
 - c. *Pinebelt: Mr. Lynn Treadway*
 - d. *North Louisiana Economic Development: Ms. Regina Rowe*
 - e. *Sparta Commission: Ms. Regina Rowe*
 - f. *Workforce Development Board: Mr. John McCarty*
 - g. *North Delta Planning Commissions: Ms. Tammy Collinsworth*
 - h. *Region 2 & 3 Flood Plain Steering Committees: Ms. Gina Thomas*
- 9.** Review Status of Committee Assignments

Continued Business (Discussion and Review)

- 10.** Discuss mandated prisoner housing fees
- 11.** Discuss options for virtual Police Jury meetings
- 12.** Review outstanding nuisance complaint
- 13.** Update on Hurricane Laura debris removal project and continued mitigation
- 14.** Review Parish Board Appointments

Notice Posted: Friday, February 26, 2021,



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New Business (Discussion and Review)

15. Request for material bid item: oversized gravel
16. OEP: Snow storm update

Discussion of Other Topics

Announcements and Notifications

Adjourn

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.

Operations Committee
February 11, 2021

The Operations Committee met Thursday, February 11, 2021 at 3:00 PM in The Sunshine Room, Jackson Parish Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Lewis Chatham, Ms. Amy Magee, and Mr. John McCarty. Absent: none. Also in attendance: Mr. Jody Stuckey, Road Superintendent, Mr. Robin Sessions, Solid Waste Superintendent, and Mr. Robert “Bubba” Anderson, Maintenance Supervisor.

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

There were no public comments.

The Chair stated that the trustee program had been temporarily suspended by the Sheriff’s Office and that if reinstated, it would have more restrictions. The Committee discussed the extra workload for the Maintenance Staff. Mr. Chatham asked if they had considered a temp agency or high school student workers.

The Chair stated that the contract for the Maintenance Department uniforms through AmeriPride ended. Mr. Anderson stated that they would like to work with a different vendor. The Committee asked that they present something once the new contract was selected. The Secretary-Treasurer stated that they would stay within the current year’s budget.

The Chair opened the floor for additional concerns and requests from the Maintenance Department. Ms. Magee stated the importance of schedules for the staff to keep things running smoothly.

The Chair asked for an update on the relocation of the Administrative Clerks. The Secretary-Treasurer stated that the Solid Waste Administrative Clerk had been relocated and that they were waiting on the desk to be completed for the Road Administrative Clerk. She stated that the Police Jury would need to decide if they wanted to upgrade the existing road program software to a cloud-based system or upgrade to a new system that could be utilized by all departments. Mr. Sessions detailed the changes in operations due to the relocation of the Administrative Clerk. The Committee discussed re-allocating a portion of the salary for the Solid Waste Administrative Clerk to the General Fund since their role would take on some general administrative duties. The Committee discussed the relocation of the Road Administrative Clerk.

The Chair opened the floor for additional concerns and requests from the Administrative Department. The Secretary-Treasurer discussed the office hours and rotating lunch breaks to allow public access throughout the day without closing from 12:00 – 1:00. The Committee stated the department can work out their own schedules.

The Chair presented the letter of request from Plum Hill Missionary Baptist Church requesting road work to the Jackson Parish side of the road. The Committee discussed that this road is on the Road Department Maintenance List for 2022 and could possibly be completed in 2021 if it is within budget. Motion Mr. McCarty, seconded Mr. Chatham to recommend the Jury authorize the President to send a response letter to Plum Hill Missionary Baptist Church.

The Chair opened the floor for additional concerns and requests from the Road Department. The Committee discussed the policy for missed punches in lieu of the current suspensions issued. The Committee requested the Policy and Personnel Committee to review this policy.

The Chair opened the floor to discuss strategies for the Solid Waste Department. Mr. Sessions presented the operational changes for moving the Administrative Clerk and the requirements for the DEQ Landfill Permit. He stated that there is possibly an extra truck that used to be dedicated to the Recycle Program that could be used by the Administrative Staff to go back and forth between departments.

The Chair discussed the practice of charging the public for mixed garbage. Mr. Sessions updated the Committee on the current practice to first request the garbage be separated and if not separated, it would either be refused or the person would be charged. Ms. Magee asked if they had a sign with the fees and regulations. Mr. Sessions stated it was at the entrance to the landfill.

Ms. Magee stated that Mr. John Moore would be out of town but that he had requested a discussion regarding the mixed garbage fees.

The Chair opened the floor for additional concerns and requests from the Solid Waste Department. Mr. Sessions stated that the grinder was beginning to show wear and tear and asked that the Jury consider putting a size limit for the debris accepted at the landfill. He discussed the exemption of fees for the school system, Jonesboro Housing Authority, and the municipalities.

The date of the next Operations Committee was set for March 11th at 3:00 PM.

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



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March 9, 2021

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Pastor Ronald D. Lee
Plum Hill Missionary Baptist Church
PO Box 87
1265 Plum Hill Road
Eros, LA 71238

Dear Pastor Lee,

The Jackson Parish Police Jury received your letter of request for road repairs to the Jackson Parish side of Plum Hill Baptist Church Road. We have reviewed the adopted road maintenance schedule and see that this road is scheduled for maintenance repairs including patching, replacing culverts, shoulder material, and hot mix for the year 2022.

Plum Hill Road is the second road scheduled for 2022 and if we have favorable weather conditions and available budget, we will continue working through the planned 2021 schedule, so there is a chance that this road will be completed this year.

Until the road can be fully maintained, we ask that you send any immediate needs (pot hole repairs, etc.) to our Road Department so that they can perform spot maintenance to the worst areas.

Jackson Parish Road Department
(318) 259-5661
jstuckey@jppj.org
Road Superintendent: Jody Stuckey

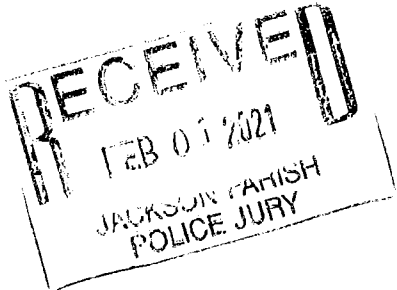
Thank you for your patience and for allowing us the opportunity to serve you.

Sincerely,

Amy Magee
President
Jackson Parish Police Jury



PLUM HILL MISSIONARY BAPTIST CHURCH
1265 PLUM HILL ROAD PO BOX 87
EROS, LOUISIANA 71238



January 20, 2021

Mrs. Amy McGhee, President
Jackson Parish Police Jury
Jackson Parish Courthouse
500 East Court Street
Jonesboro, LA 71251

Dear Mrs. McGhee,

This letter is written in reference to the road condition on the Plum Hill Baptist Church Road, Eros, Louisiana, Jackson Parish side adjustments. Parish maintenance is needed to the end at the Ouachita Parish line of District 2.

This road is in dire need of repair due to the amount of traffic that comes and goes from state Highway 34 and 144. which includes the travel of the church membership and visiting churches from areas far and near.. As taxpayers, we should not have to travel on roads so deplorable. The road is filled with potholes, badly patched pavement and rough surfaces that cause wear and tear of our vehicles, especially frequent tire alignments.

We are asking the Jackson Parish Police Jury to work to allocate resources to repair these deplorable conditions for the safety and convenience of everyone. We would appreciate it if the Jackson Parish Police Jury would consider this matter of utmost importance for the citizens of District 2.

Thank you for your prompt attention in regard to this maintenance request..

Prayerfully submitted.

Ronald D. Lee
Pastor Ronald D. Lee
Plum Hill Missionary Baptist Church

Rev. Ronald D. Lee, Pastor
Rev. Belinda Jones, Associate Pastor
Jo Marie Jones, Church Clerk
Mary W. Smith, Church Treasurer



Northwest Region Office
262 Research Station Drive
Bossier City, Louisiana 71112
(318)741-7430
Fax: (318)741-7433

Invoice#: PG006334-FY21

January 1, 2021

TO: Ms. Gina Thomas
Jackson Parish Police Jury
500 E. Court St., Room 301
Jonesboro, LA 71251

RE: Billing for Local Support for Extension Programs
Louisiana Cooperative Extension Service, LSU AgCenter

Time Period Covered:

July 1, 2020 – June 30, 2021

Extension Programs:

**Nutrition & Health
Character Education
Natural Resources**

**4-H Youth Development
Horticulture**

Amount Due: \$16,200.00

We appreciate your support of Extension Programs and want you to know that you are providing essential financial support for Extension agents to provide educational programs in the areas listed above for the people of Jackson Parish. Cooperation and financial support from the local, state, and federal levels are necessary for the continuation of research-based educational programs designed to address critical needs and improve the quality of life for the citizens of your parish.

Submitted by: 
Patrick D. Colyer; Regional Director
Northwest Region

Please make check payable to: Louisiana Cooperative Extension Service

Remit to: Patrick D. Colyer; Regional Director
Northwest Region, LSU AgCenter
262 Research Station Drive
Bossier City, Louisiana 71112

Cc: Kayla McGuire

For the latest
research-based information
on just about anything,
visit our website:
www.LSUAgCenter.com

MEMO

TO: Mayors and Police Juries Within the North Delta District

FROM: Tracy Ausberry, Director of Regional Development

DATE: January 14, 2021

RE: DRA FEDERAL ASSISTANCE PUBLIC FORUM

North Delta Regional Planning and Development District (NDRPDD) is the front-line facilitator for DRA in the ten eligible parishes: Caldwell, East Carroll, Franklin, Jackson, Madison, Morehouse, Ouachita, Richland, Tensas, Union and West Carroll in Northeast Louisiana.

North Delta Regional Planning and Development District is charged with the responsibility of publicizing, educating and providing technical assistance for the grant program's applicants during the grant process. North Delta, in Monroe, is also the principal contact for the purpose of providing technical and application assistance to applicants in the 11 parish area.

Parishes, cities and non-profit agencies within the North Delta district interested in submitting an application for assistance to the Delta Regional Authority are encouraged to attend this public forum here at North Delta 3000 Kilpatrick Blvd., Monroe, LA, **Monday, February 22, 2021 - Thursday February 25, 2021 at 10:00 a.m.** Due to the ongoing pandemic space is limited. Please pick a date and you must RSVP in order to attend. Dates will be filled on first come bases.

The deadline for application is May 31, 2020. For more information, contact me at tracy@northdelta.org or by calling (318)387-2572 or sending your questions to 3000 Kilpatrick Blvd. Monroe, Louisiana 71201.

Thank You

Office of Community Development
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

MEMORANDUM

TO: Louisiana Units of General Local Government
FROM: *Traci Watts* Traci Watts, Director
Office of Community Development - Local Government Assistance (OCD-LGA)
SUBJECT: Notice of Funding Availability
Louisiana Community Development Block Grant – Coronavirus (LCDBG-CV)
HVAC Improvements Program
DATE: January 7, 2021

Due to the pandemic, local government entities are having to take actions to prevent the spread of COVID-19. In the CARES Act, HUD was allocated funding to prevent, prepare, and respond to the virus. From that funding, the State of Louisiana has been appropriated \$44,336,196. Of that amount, OCD has allocated \$31,000,000 for upgrades to HVAC and ventilation systems in publicly-owned community facilities. \$15,500,000 will be available for large applicants (local governments with populations of 10,000 or more) and \$15,500,000 will be available for small applicants (local governments with populations of 9,999 or less).

According to the CDC, upgrades/modifications to HVAC systems can improve air quality and minimize the spread of airborne infectious diseases. In an effort to assist local governments with funding for the response to the pandemic, OCD is accepting applications from units of general local government for projects to upgrade/modify HVAC and ventilation systems in an effort to reduce the spread of the virus. Applications will be accepted on a first come, first served basis until July 30, 2021 or until all funds have been obligated through an online portal. The online portal will be open to applicants beginning February 1, 2021. Applicants must be assigned a user id by OCD-LGA.

In order to be eligible for funding, proposed projects must meet the following minimum requirements:

1. Proposed construction of all improvements must be projected to be complete within two (2) years of award. Awarded projects that fail to meet benchmarks identified in application can be terminated due to lack of performance and funds deobligated.

2. Community facility to be modified must meet at least one of the following to be eligible:
 - a. Located in a municipality that is at least 51% low/mod persons based on HUD Summary Data.
 - b. Serve persons that qualify as one of the following groups: Abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS or migrant farm workers.
 - c. Require documentation on family size and income in order to ensure that at least 51% of the beneficiaries are of low to moderate income.
 - d. Be of such a nature and in such a location that it can be concluded that clients are primarily low to moderate income.
3. Involve HVAC improvements/modifications to take actions to prevent the spread of COVID-19.

Join us for our virtual Application Workshop, which will be held on January 26, 2021 at 10:00 a.m. for further program requirements. This will be a Zoom webinar. Registration is required. The link to register in advance of the workshop is https://us02web.zoom.us/webinar/register/WN_f_1JAqRVQDax-dLo0cC88g. The online portal to be used for application submittal will be demonstrated during this workshop.

If you need assistance or have any questions, please contact Fenishia Favorite of this office at (225) 342-7412.



Jackson Parish Police Jury

Information for Virtual Meetings

- Annual cost for Zoom Packages:
 - Zoom Pro: \$149.90/year
 - Hosts up to 100 participants
 - Allows for meetings for up to 30 hours
 - Social Media Streaming (if applicable)
 - 1 GB cloud recording
 - Zoom Business: \$199.90/year:
 - Hosts up to 300 participants
 - Single Sign-On
 - Recording transcripts and managed domain
 - Company Branding
- Jurors would be able to attend the meeting and participate virtually under current COVID-19 guidelines.
- Will require a strong Wi-Fi connection to be able to use laptop during meetings. Best location would be the Administrative Building due to the Community Center having limited/no internet in the ballroom.
- Can still provide in-person location for Jury with restricted access to meeting room for board members only in the Nathaniel Zeno Jr. Meeting Room.
- Can still provide in-person location for the public with limited capacity in the Sunshine Room and foyer in addition to virtual attendance.
- Will require additional details posted on the agenda and notice that public comments must be submitted to the Police Jury Office to be read aloud during the public comments section (set a deadline for this).



Jackson Parish Police Jury

2021 Material Bid: Specifications

Item: Oversize Gravel

- 1.) Oversize gravel to be 1½" to 5" rock. Gravel to be from "Standard Gravel" pit in Eagle Mills, Arkansas or other equal pit approved by the Parish Road Superintendent. All material to be prior approved by Parish Road Superintendent.
- 2.) All prices quoted shall be on a per ton basis.
- 3.) Per the bidder's proposal, prices quoted per ton are to be FOB Jackson Parish trucks, delivered to the parish road barn or delivered to various roads in Jackson Parish. All gravel must be delivered between the hours of 7:00 A.M. and 3:00 P.M., Monday thru Friday.
- 4.) On prices quoted for FOB parish trucks, the Jury will take into consideration the length of haul to certain areas of the parish and will purchase from the lower bidder taking into consideration the cost of hauling to all areas of the parish.
- 5.) Bids on all materials shall remain the bid price for the period beginning upon approval of Police Jury and ending December 31, 2021.
- 6.) The Jackson Parish Police Jury reserves the right to reject any or all bids for just cause in accordance with Louisiana State Statutes.
- 7.) Only bids submitted on furnished Bidder's Proposals will be accepted. Bidders may bid on any of the items on the proposal form, but must bid separately on each item.
- 8.) The Jackson Parish Police Jury is exempt from all state and local taxes. Do not include sales tax in the bid.



Jackson Parish Police Jury

2021 Material Bid: Bidder's Proposal

Item: Oversize Gravel

1.) The undersigned bidder does hereby declare and stipulate that this proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that it is made in pursuance of and subject to all the terms and conditions of the Bid Advertisement and the Specifications, all of which have been examined by the undersigned.

2.) Schedule of Bid Prices:

	<u>FOB Parish Trucks</u>	<u>Delivered to Road Barn</u>	<u>Delivered to Various Roads</u>
Oversize Gravel (per ton)	\$ _____	\$ _____	\$ _____

Company Name: _____

Address: _____

Phone: _____ Fax: _____

Contact Name & Title: _____