



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:

Tuesday, August 18, 2020, 4:30 PM

August 21, 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:

Friday, August 21, 2020

MEETING TIME:

12:00 PM

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 Shalimar Road cross drain
2. Discuss and recommend action on Rosco Road cross drain
3. Discuss and recommend action on Hatten Road cross drain
4. Discuss and recommend action on Harris Loop
5. Discuss road revocations
6. Road Department Status Update
 - a. *New Drainage Crew*
 - b. *Asphalt repairs and maintenance schedule*
 - c. *Personnel*
 - d. *DOTD bridge inspections*

Solid Waste Department

7. Solid Waste Department Status Update
 - a. *Recycle Program*
 - b. *Personnel*

Maintenance Department

8. Maintenance Department Status Update
 - a. *Pressure washing*
 - b. *Work Order program*
 - c. *Personnel*

Administrative Department

9. Administrative Department Status Update
 - a. *Industrial Drive building*
 - b. *CARES Act reimbursement*



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Adjourn

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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.



Jackson Parish Police Jury

Harris Loop

Original Asphalt Maintenance Plan:

Entire Road is too long for Parish to perform under Public Bid Law. However, road can be divided in two distinct sections with Bert Road dividing. West end is approx. 0.4 miles. Do this portion. As required, patch, replace culverts, lay hot mix, and add shoulder material – approx. 640 tons (\$52,000 estimated total cost)

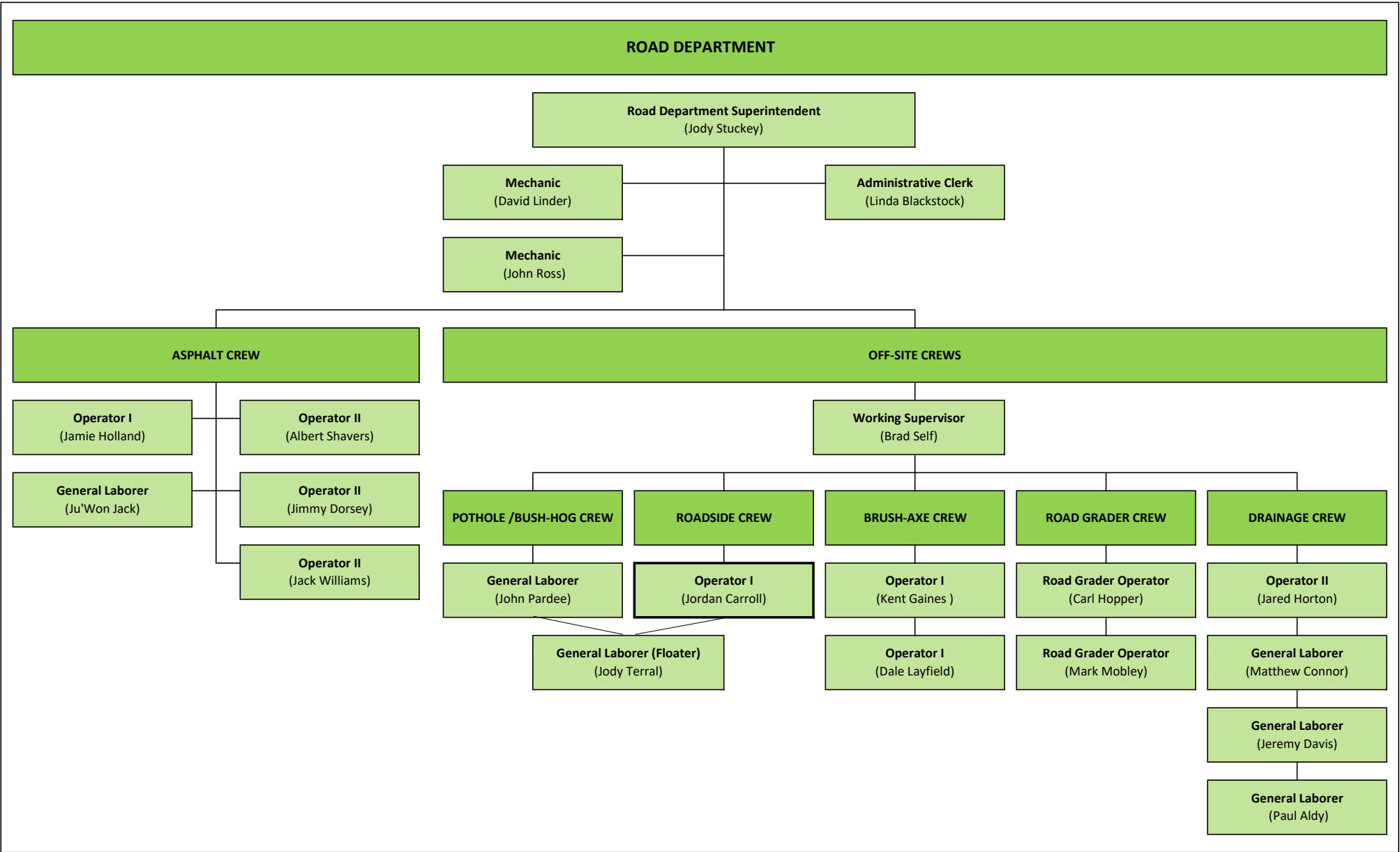
Excerpt of Minutes from Operations Committee:

Mr. Chatham requested that the planned work on Harris Loop be changed to include the portion of the road where the residents lived.

Motion Mr. Treadway, seconded Mr. Chatham to recommend the Jury adopt the 2020 Asphalt Maintenance Program with the verification of Hawthorn Road and the changes to Harris Loop. Motion carried.

The Road Department needs guidance on the following:

- Confirmation of where along the road to perform repairs, the original plan or the requested change.
 - Possible issues with bid law and/or asphaltting the middle of the road vs. connecting to existing road.
- Performing asphalt repairs vs. chipping up road and letting it re-settle (may convert to gravel)
- Impact on new priority lists



Gina Thomas

From: Jody Stuckey
Sent: Thursday, August 13, 2020 9:51 AM
To: Gina Thomas
Cc: Juror 3
Subject: FW: Posting Errors

Gina, as per our conversation related to the bridge posting on Lamkin road here is the email from DOTD. This is 1 of 13 large culverts in the bridge off system that they are load rating. Never before has any culverts been load rated or posting required. This is a new mandate from the Federal Government passed down to the State which is passed down to us. Will be interesting to see what follows.

Jody

From: Leonal Hardman <Leonal.Hardman@la.gov>
Sent: Thursday, August 6, 2020 12:32 PM
To: Jody Stuckey <jstuckey@jppj.org>
Cc: Jeff Ernst <Jeff.Ernst@LA.GOV>
Subject: Posting Errors

Hello Mr. Stuckey,

Here is a list of Jackson bridges in your parish that need the posted signs corrected. The bridges on the list have recently had load ratings performed that lowered the required posting. The parish needs to install the correct posting signs on the bridge. The parish must also submit a photo of the correct signs installed.

Asset Type	Parent Asset	Asset Name		NBI 041: Open, Posted, or C
Bridge	05 > 25 - Jackson > OFF	400363		A

If you have any further question please feel free to call or email.

Leonal Hardman

*Bridge Inspector 4
Department of Transportation and Development
District 05, Monroe
Office: 318-342-0127*



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Notice to Recycle Program Participants

July 14, 2020

Re: Jackson Parish Recycle Program

Dear Recycle Participant,

First, we would like to thank you for your participation in our voluntary Jackson Parish Recycle Program for plastic, aluminum, and paper/cardboard over the years. We instituted this program several years ago and have been proud to provide this service parish-wide.

Regrettably, due to increased costs, unstable recycle prices, lack of funding, and the current economic state, the Jackson Parish Police Jury has had to re-evaluate the costs of the program and has resolved to discontinue it.

This will go into effect on August 31, 2020.

Our crews will be coming through starting August 31st to pick up the recycle containers at businesses and bin sites. This should give you some time to gather any stray recycle materials that you may have left.

We understand that this may add additional waste to your existing bin. If you need to make adjustments to your pickup schedule or number of bins, please contact the Solid Waste Department at (318) 259-5662. You are also welcome to bring any excess materials directly to the landfill Monday – Friday from 7:00 AM – 3:30 PM or Saturdays from 9:00 AM – 1:00 PM.

We are hoping to be able to reinstate this program in the future if we are able.

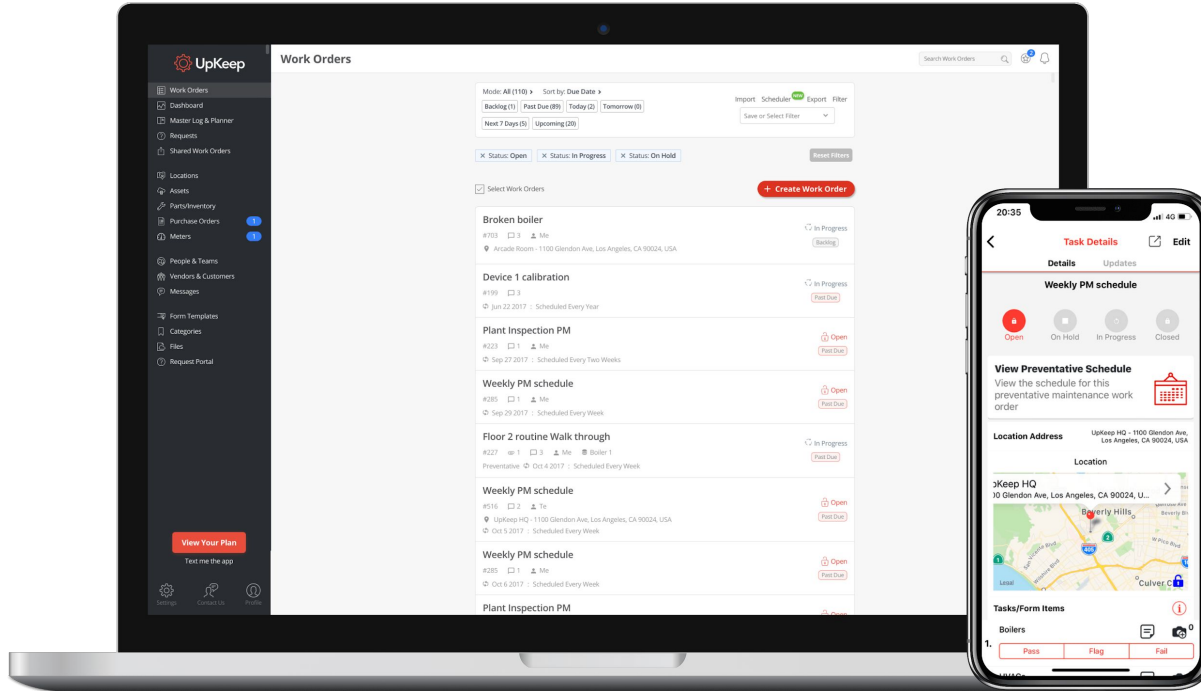
If you have further questions, please contact our office at: (318) 259-2361 or administration@jppj.org

Sincerely,

Amy Magee, President



UpKeep's mobile-first CMMS software makes technicians **more agile** and maintenance teams **more productive**



Make **technicians mobile** and **managers data-driven** with **automated workflows** and **preventive maintenance**

Insightful for managers

- Move from working on a crash basis to a scheduled basis with preventive maintenance
- Get up-to-the minute visibility across multiple teams and locations
- Run reports for safety checks and financial audits
- Maintain sufficient quantities of parts and supplies
- Automatically assign the right details and technicians to new work orders

Easy for technicians

- Ditch the paper and carry work orders right in your pocket
- Snap photos of issues and finish work easily out in the field
- Get important updates and view details from your phone
- Scan assets and equipment for maintenance records and meter readings
- Close out work orders on the spot

Trusted by over 70,000 managers and technicians at some of the world's largest brands and manufacturers



Over 500+ Verified 5-Star Reviews



“UpKeep is a CMMS solution that delivers a ton of value. **UpKeep is scalable and dependable and has a sleek and easy-to-use interface.** It’s easy to create customized, automated work orders. UpKeep also makes it a breeze to manage our large set of assets, locations, and resources.”







“I have been a chief engineer in the industry for 10 years and I’ve used a lot of CMMS in my tenure. **UpKeep tops them all,** is so user friendly, direct to the point, and very handy for users and technicians on my team.”



“**UpKeep allows us to keep track of multiple locations, repairs, and machines.** It also ensures the inventory of parts for all our equipment is up-to-date. We’ve now been able to create several ongoing repeat cycles and the reporting helps us see what new patterns are emerging.”



Manage work orders for emergency repairs and preventive maintenance with UpKeep's simple work order software.

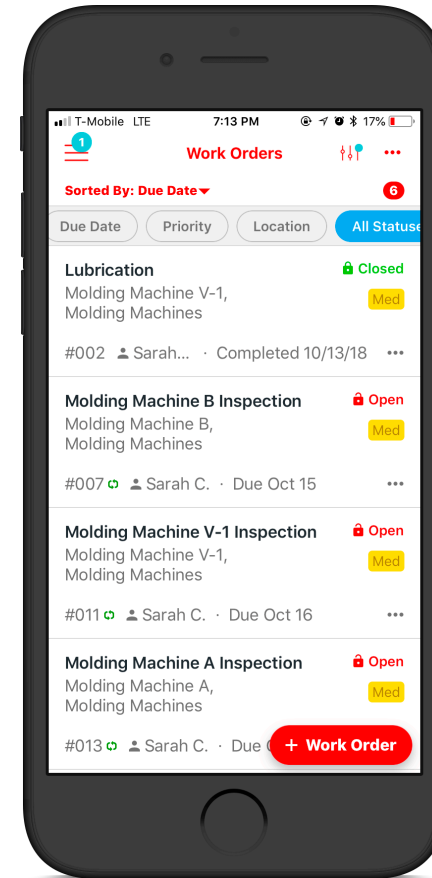
-  Easily find any work order
-  Create recurring and reactive WOs
-  Track time and costs
-  Create automated workflows

UpKeep is a fantastic application that has helped us streamline our work order process. All work orders are entered into UpKeep, the maintenance department is notified, and the admin gets a notification when the work order is complete.

- Troy J., Building Administrator





[See full features >](#)

Go mobile with UpKeep's work order app



- ✓ Automatically send mobile push notifications
- ✓ Submit maintenance requests from your smartphone
- ✓ Close out work orders onsite, immediately
- ✓ Locate work orders that are important to you

Give anyone the ability to submit work requests to improve corrective maintenance workflows and response times.

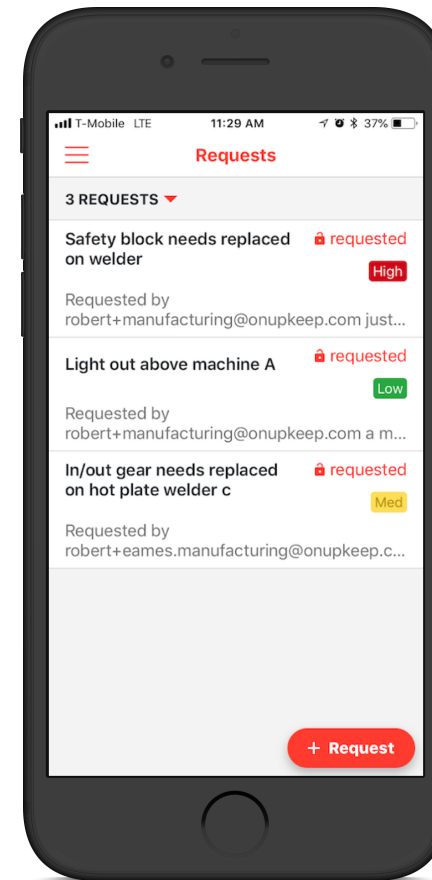
-  Make maintenance a team effort
-  Easily manage work requests
-  Create an online request portal
-  Create automated workflows

Before using UpKeep we logged around 60 to 70 work requests per month. Now we log around 140 to 175 requests per month. UpKeep makes it easy to create work requests and follow their status.

- Douglas P., IT Manager

[See full features >](#)

Receive detailed requests with UpKeep's mobile app



- ✓ Requesters can capture photos and upload instantly
- ✓ Replace temporary communication with a request
- ✓ Approve work requests from anywhere
- ✓ Locate work requests that are important to you

Move from working on a crash basis to a scheduled basis with preventive maintenance software by UpKeep.

 Create calendar-based PMs

 Create runtime-based PMs

 Add checklists to PMs

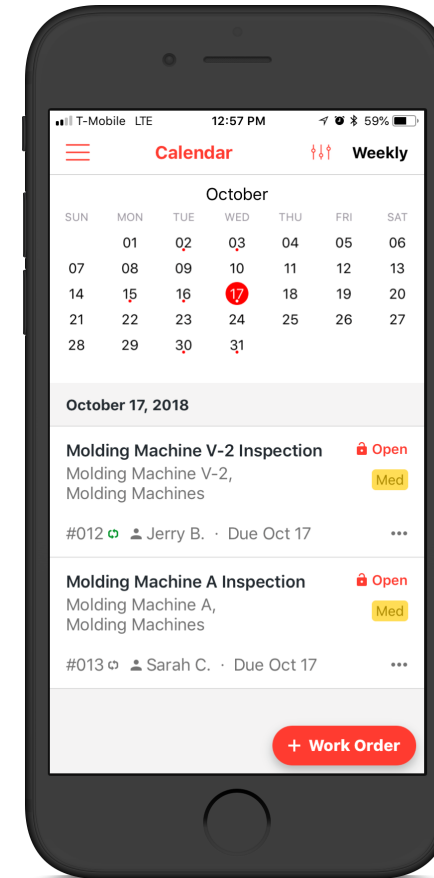
 Run reports for PMs

UpKeep's preventive maintenance app organized our PM schedule. It's an excellent solution for a company that has lots of equipment to keep organized and running.

- Bruce S., EHS Manager (Industrial Engineering)

[See full features >](#)





Manage PMs from anywhere with UpKeep's preventive maintenance app



- ✓ Manage your PM schedule from your office or on the go
- ✓ Technicians can carry checklists for PMs in their pocket
- ✓ Log meter readings for runtime-based PMs
- ✓ Easily close PMs and log details on the spot

Create checklists for facility walkthroughs, equipment inspections, and other preventive maintenance tasks.

Then apply them to any work order.

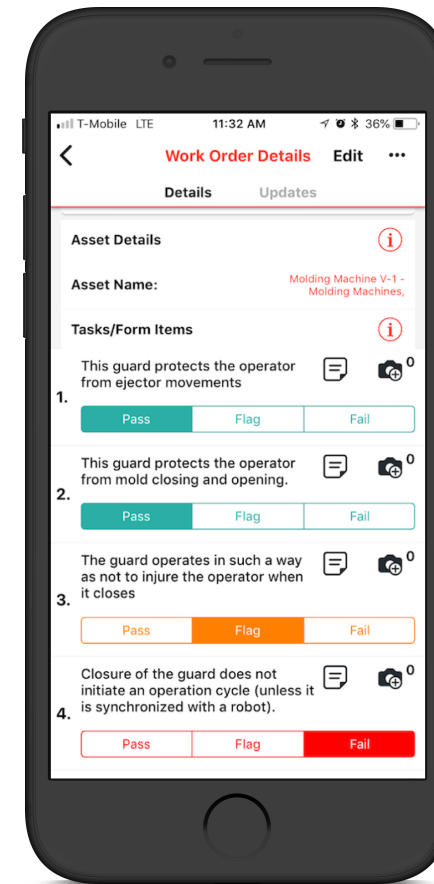
-  Customize your checklists
-  Get feedback from techs
-  Create one-time checklists
-  Perform more granular audits

Before using UpKeep I used spreadsheets and paper forms. These required a lot of manual data input. UpKeep frees up time and allows me to be in the field in more productive ways.

- Brian S., Facility Manager

[See full features >](#)

Give technicians an extra hand with the mobile app




- ✓ Check off checklist items from your smartphone
- ✓ Capture checklist responses once and for always
- ✓ Take photos and attach them to checklist items
- ✓ Add notes to any checklist item for additional information

Never leave the storeroom empty-handed.

UpKeep's inventory management software helps you maintain sufficient quantities of parts and supplies.

 Manage inventory with barcodes

 Maintain stock of vital supplies

 Add parts to work orders

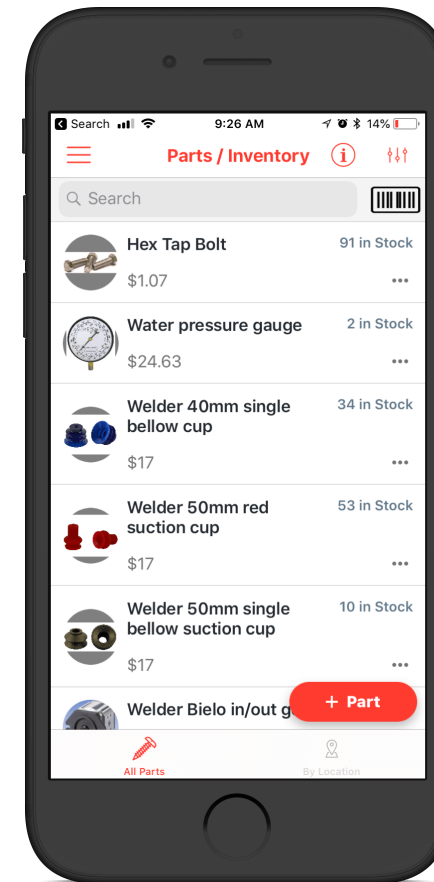
 Restock with purchase orders

UpKeep's inventory management software makes it more convenient for our team to keep records of maintenance and inventory.

- Taylor W., Parts Manager





[See full features >](#)

Make maintenance agile with the inventory management app



- ✓ Manage inventory from your computer or mobile device
- ✓ Add parts manually or by scanning a QR code
- ✓ In-app messaging to request parts from storeroom managers
- ✓ Instant notifications for out of stock parts

Manage maintenance tasks in the field with an easy-to-use mobile maintenance app.

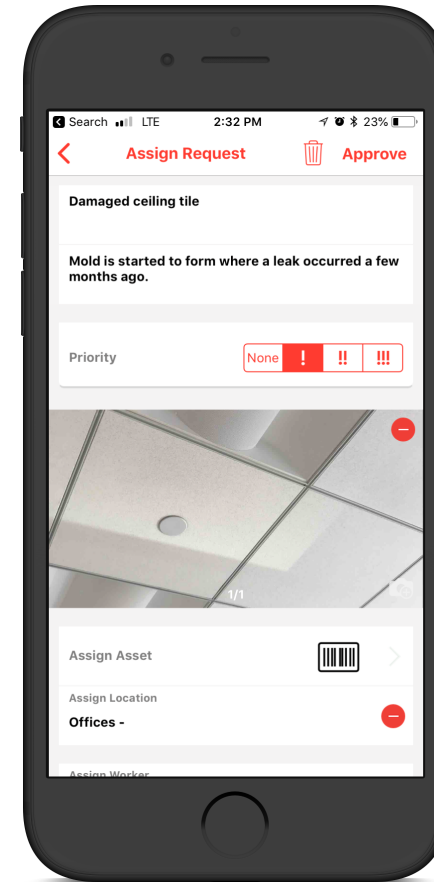
-  Get real-time notifications
-  Send in-app messages
-  See the issue, log the issue
-  Don't compromise on features

The thing I like most about Upkeep is its mobile usability and friendly interface. It is very easy to use, yet it contains the depth needed to manage our large fleet of equipment.

- Shannon T., Quality Assurance Manager





[See full features >](#)

Carry UpKeep's powerful CMMS in your pocket



- ✓ Track time spent on tasks with an easy-to-use timer
- ✓ Use it like Google Calendar for maintenance
- ✓ Replace radio chatter and phone calls with group chats
- ✓ Locate work requests that are important to you

Spend less time filling in work order details by creating predefined rules that automatically assign the right details and technicians to new work orders.

-  Create if-then rules in seconds
-  Trigger work orders with checklists
-  Automate work requests and POs
-  Create unlimited workflows

Using UpKeep, we have radically increased our workflow efficiency.

- Steven B., Maintenance Coordinator

[See full features >](#)

If

Work Order is created



And (optional)

Work Order is assigned to Asset...



Molding Machine A



Then

Assign User to Work Order



Select User



Robert (Admin)

Andy Dufresne (Technical)

Sarah Conor (Technical)