

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:

Thursday, October 1, 2020, 4:30 PM October 5, 2020 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 MEETING DATE: Monday, October 05, 2020

MEETING TIME: 5:15 PM

PLACE OF MEETING: Dr. Charles H. Garrett Community Center

182 Industrial Drive Jonesboro, LA 71251

AGENDA:

<u>Call to Order</u>

<u>Invocation & Pledge of Allegiance</u>

Public Comments

Review 2019 Audit Exit Interview

Committee Reports

- Operations Committee, September 23rd: Ms. Amy Magee
 - a. Recommendation to hold an election for new Solid Waste millage
 - b. Discuss election for rededicating funds
 - c. Recommendation for clearing off Pardue Loop debris site
 - d. Recommendation to repair and complete fencing and gate on Pardue Loop
 - e. Recommendation to authorize Solid Waste overtime for grinding debris
 - f. Recommendation to authorize Darrell Avery to negotiate land purchase
 - g. Recommendation to pursue grants for Solid Waste equipment purchase
 - h. Review recommendation on Bob Watkins Road
 - i. Recommendation on Bryant Road
 - j. Recommendation on Fails Road
 - k. Recommendation on Folks Road
 - I. Recommendation on Go Thru Road
 - m. Recommendation on Into Road
 - n. Recommendation on Palmer Road
 - o. Recommendation on Preacher Martin Road
 - p. Recommendation on Thunder Road
 - g. Recommendation on Womack-Otwell Road
- 3. Finance Committee, September 24th: Mr. Todd Culpepper
 - a. Low bid for a/c unit for Coroner's lab
 - b. 2020 budget amendments
- 4. Policy & Personnel Committee: Ms. Tarneshala Cowans
- 5. Veterans Committee: Mr. Lewis Chatham



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District 7 LYNN TREADWAY 505 Fifth Street Jonesboro, LA 71251 (318) 259-7673 (318) 680-8510 6. Project Committee: *Ms. Regina Rowe*

7. Economic Development Committee: Mr. Lynn Treadway

8. Parish Cleanup Committee: Mr. John McCarty

Continued Business (Discussion and Review)

Review status of Committee Assignments

10. Review Parish Board Appointments

New Business (Discussion and Review)

11. Discuss Subdivision Ordinance 01-0717-04

Discussion of Other Topics

Announcements and Notifications

<u>Adjourn</u>

Gina M. Thomas, Secretary-Treasurer

Jackson Parish Police Jury

500 E. Court Street, Room 301, Jonesboro, LA. 71251

(318) 259-2361 extension 3

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.

Operations Committee September 23, 2020

The Operations Committee met Wednesday, September 23, 2020 at 12:00 PM in the Police Jury Meeting Room of the Jackson Parish Courthouse, 500 E. Court Street, Room 301, Jonesboro, Louisiana. Members present: Ms. Amy Magee, Mr. Lewis Chatham, and Mr. Lynn Treadway. Absent: none. Also in attendance: Mr. Jody Stuckey, Road Superintendent, Mr. Robin Sessions, Solid Waste Superintendent, and Mr. Paul Riley, Engineer.

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

There being no public comments, the Chair moved on to agenda items.

The Chair updated the Committee on the LDEQ review of the land on Pardue Loop. She stated that because of the existing debris from the 2019 tornadoes, LDEQ would not approve the site and would instead use the old Quitman Road Barn location.

Motion Mr. Treadway, seconded Mr. Chatham to recommend the Jury authorize the Road Department to clear the Pardue Loop site for future use. Motion carried.

The Committee discussed requesting the State of Louisiana to do a controlled burn of the debris. Mr. Chatham said that he would make the request.

Motion Mr. Chatham, seconded Mr. Treadway to recommend the Jury authorize the Road Department to repair and complete the fencing and gates around the property. Motion carried.

The Committee reviewed the Revocation of Public Road Policy and the qualifications that had been given to the Parish Engineer at the June 18, 2020 Operations Committee Meeting. They reviewed the first round of road studies and made the following recommendations:

- Motion Ms. Magee, seconded Mr. Treadway to recommend the Jury adjust the parish maintenance on Bob Watkins Road to end at the turnaround at 250 Bob Watkins Road and keep the remaining portion of the road in the Parish Road System due to there being three landowners and two houses. Motion carried.
- Motion Mr. Treadway, seconded Mr. Chatham to recommend the Jury adjust the parish maintenance on Bryant Road to end at the 183 Bryant Road mailbox and keep the remaining portion of the road in the Parish Road System due to there being multiple landowners and houses. Motion carried.
- Motion Mr. Chatham, seconded Mr. Treadway to recommend the Jury leave Fails Road in the Parish Road System due to there being multiple landowners and houses and a property owner needing access to their land from this road to avoid being landlocked. Motion carried.
- Motion Mr. Chatham, seconded Mr. Treadway to recommend the Jury adjust the parish maintenance on Folks Road to end at the property line of Patsy Ruth Mathews and keep the remaining portion of the road in the Parish Road System due to there being multiple landowners and houses. Motion carried.
- Motion Mr. Treadway, seconded Mr. Chatham to recommend the Jury bring Go Thru Road to a
 public hearing for the Jury to hear comments on how the road serves the public. Motion
 carried.

- Motion Mr. Treadway, seconded Mr. Chatham to recommend the Jury bring Into Road to a
 public hearing for the Jury to hear comments on how the road serves the public.

 It was noted that the property owner on all three sides of the road is the same person and they
 had requested the Jury remove the road from the Parish Road System. Motion carried.
- Motion Mr. Chatham, seconded Mr. Treadway to recommend the Jury leave Palmer Road in the Parish Road System due to there being multiple landowners and one house. Motion carried.
- Motion Mr. Chatham, seconded Mr. Treadway to recommend the Jury adjust the parish maintenance on Preacher Martin Road to end at the Randy Ewing and Huey Morgan property line and keep the remaining portion of the road in the Parish Road System due to there being three landowners and two houses. Motion carried.
- Motion Mr. Treadway, seconded Mr. Chatham to recommend the Jury leave Thunder Road in the Parish Road System due to there being two landowners and two houses. Motion carried.
- Motion Mr. Treadway, seconded Mr. Chatham to recommend the Jury bring Womack-Otwell Road to a public hearing for the Jury to hear comments on how the road serves the public. Motion carried.

Mr. Sessions requested the Jury authorize overtime, if needed, in order for the Solid Waste Department to grind and haul debris.

Motion Mr. Treadway, seconded Mr. Chatham to recommend the Jury authorize the Solid Waste Department to use overtime, if needed, for grinding and hauling debris. Motion carried.

Motion Mr. Treadway, seconded Mr. Chatham to recommend the Jury authorize Mr. Darrell Avery to negotiate a land purchase for the land adjacent to the Solid Waste Landfill to be used for future expansion. Motion carried.

Motion Mr. Chatham, seconded Mr. Treadway to recommend the Jury authorize the Solid Waste Department to research grant opportunities for equipment purchases for boom trucks with larger capacity. Motion carried.

The Committee discussed the exit interview from the 2019 audit and Ms. Magee explained that they received negative feedback from the surplus balance in the Library Fund. They discussed the fund balance for the Solid Waste Fund and the continued trend of the sales tax revenues not covering the expenses for the operation. The Secretary-Treasurer stated that when the Solid Waste Fund runs at a deficit, the additional funding comes from the General Fund. The Committee discussed long-term plans for revenue sources for the Solid Waste Fund to be able to restore the parish-wide recycle program, construct the final model bin sites, and purchase the necessary equipment for the operation.

Motion Mr. Chatham, seconded Mr. Treadway to recommend the Jury propose a rededication of \$1.5M from the Library Fund to the Solid Waste Fund to the Jackson Parish voters in an open election. Motion carried.

Motion Mr. Chatham, seconded Mr. Treadway to recommend the Jury propose a new ad valorem tax of 2 mills for the Solid Waste Fund to the Jackson Parish voters in an open election. Motion carried.

The Committee requested that Mr. Glen Kirkland, Tax Assessor be present at the October Business Session to answer questions from the Jury.

The Secretary-Treasurer gave a business update on the status of the debris removal, the Industrial Drive office building, and the new application process for building permits.

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



Completed by:

Jackson Parish Police Jury

Weather Event Checklist

	Weather Event:
Pre-Weath	er Event:
	Check generator fuel level, call McCartney Oil if low (318) 259-3455
	Take down flags and store (Courthouse, Veteran's Park, Community Center)
	Bring loose items indoors
	Stock ice and water in all applicable locations
	Check windows and doors for proper sealing (caulk if needed)
	Check awnings to ensure they are secure
	Post emergency contact list in hi-visibility areas at all locations
	ather Event:
Do the	following as weather and safety permit.
	Continue checking generator fuel level, call McCartney Oil as needed
	Inspect all locations, all rooms/offices for damages, water, leaks, etc.
	Continue stocking ice and water in all applicable locations
	Pick up any loose items or large debris
Post-Weath	ner Event:
	Re-fill generator fuel level, call McCartney Oil if needed
	Arrange maintenance repairs for any damages, get bids as needed
	Re-hang flags at all locations
	Clear all debris (large and small) and loose items from grounds
	Put outdoor items back outside

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FY 2020

BUDGET REPORT BY FUND - ALL

Fiscal Year Start Date: 01/01/2020

Current Period End Date: 09/30/2020 Ideal Remaining Percent: 25 %

Account	Budgeted	Current	Year To Date	Encumbrance	Remaining Balance	РСТ
Fund: 011 Solid Waste - 11						
Expenditure						
011-4-151-05500 Admin Collection Cost & Commission	16,920.00	2,029.14	12,085.18	0.00	4,834.82	29
011-4-341-01100 Salary	718,928.08	39,767.83	488,943.73	0.00	229,984.35	3:
011-4-341-01200 Legal Council & Settlements	2,500.00	0.00	0.00	0.00	2,500.00	10
011-4-341-01500 Engineer	20,000.00	0.00	16,018.31	0.00	3.981.69	2
011-4-341-02000 Fees / Permits / Audit Fees	4,679.50	0.00	1,730.50	0.00	2,949.00	6
011-4-341-02100 Publications	200.00	0.00	68.00	0.00	132.00	6
011-4-341-02300 Utilities	18,720.00	1,589.49	11,440.62	0.00	7,279.38	3
011-4-341-02400 Telephone	6,750.00	315.36	4,137.12	0.00	2,612.88	3
011-4-341-03300 Tires	19,000.00	0.00	12,618.60	4,787.60	1,593.80	
011-4-341-03400 Gas & Oil	102,000.00	12,185.24	59,197.32	19,141.75	23,660.93	2
011-4-341-03500 Office Expense	1,900.00	0.00	887.12	0.00	1,012.88	5
011-4-341-03700 Parts, Repairs, Supplies, Etc.	151,500.00	25,099.74	102,350.97	10,160.92	38,988.11	20
011-4-341-03900 Building / Infrastructure Repair	25,000.00	436.05	17,552.02	0.00	7,447.98	3
011-4-341-04200 Tools/Technology (Non Equipment)	5,700.00	547.98	3,161.70	182.40	2,355.90	4
011-4-341-04350 Lease Of Equipment	62,800.00	2,245.95	37,813.55	6,786.45	18,200.00	2
011-4-341-04400 Non-Capitalized Assets	15,500.00	0.00	5,627.00	0.00	9,873.00	6
011-4-341-05200 Physicals/Tests	1,060.00	0.00	626.00	0.00	434.00	4
011-4-341-05500 Gps Fleet Tracking	5,226.71	853.84	3,660.80	1,052.61	513.30	1
011-4-341-06100 Travel, Conference, Training	1,318.80	100.00	1,174.00	0.00	144.80	1
011-4-341-06200 Medicare		574.28		0.00		3
011-4-341-06300 Retirement	12,924.46 88,068.69	4,871.56	8,865.85 59,789.31	0.00	4,058.61 28,279.38	3
011-4-341-06400 Group Insurance	157,000.00	12,124.17	98,482.08	0.00	58,517.92	3
011-4-341-06500 Solid Waste: Workmen'S Comp Ins	31,281.00	0.00	31,281.00	0.00	0.00	
011-4-341-06600 Solid Waste: General Property Liab	2,280.37	0.00	2,280.37	0.00	0.00	
011-4-341-07000 Solid Waste: Other Expense	450.00	0.00	450.00	0.00	0.00	(
011-4-341-08200 Testing Fees	750.00	0.00	643.00	0.00	107.00	1-
011-4-341-08300 Surveillance / Enforcement Costs	1,739.70	0.00	239.70	0.00	1,500.00	8
011-4-341-08600 Dumping Fees	290,000.00	51,780.01	204,568.45	85,431.55	0.00	
011-4-341-08700 Insurance/Lia/Veh/Wc	30,276.63	0.00	30,276.63	0.00	0.00	(
011-4-341-50000 Solid Waste: Safety	11,000.00	0.00	0.00	0.00	11,000.00	100
011-4-343-00000 Model Bin Sites - Work In Progress	50,592.00	0.00	50,592.00	0.00	0.00	
011-4-694-01000 Solid Waste: Trans To Landfill Clos	21,462.23	0.00	21,462.23	0.00	0.00	
Revenue						
011-3-131-00000 Sales Tax Receipts	1,128,000.00	116,820.00	809,796.81	0.00	318,203.19	2
011-3-341-08400 Recycling Metal/Plastic/Paper/Etc	10,513.90	2,121.40	12,635.30	0.00	-2,121.40	-2
011-3-441-00000 Dumping Fee Charged	8,250.00	1,300.50	7,759.38	0.00	490.62	
011-3-441-01000 Commercial Collection Fees	174,000.00	13,000.00	123,575.81	0.00	50,424.19	2
011-3-611-00000 Interest	5,080.00	0.00	4,321.97	0.00	758.03	1:
011-3-643-00000 Recycled Wood Products - Fuel	20,000.00	66.70	4,679.16	0.00	15,320.84	7
Solid Waste - 11 Total Revenue	1,345,843.90	133,308.60	962,768.43	0.00	383,075.47	2
Solid Waste - 11 Total Expenditure	1,877,528.17	154,520.64	1,288,023.16	127,543.28	461,961.73	2
Solid Waste - 11 Net	-531,684.27	-21,212.04	-325,254.73	-127,543.28	-78,886.26	1:
			,			
Report Total Revenue	\$1,345,843.90	\$133,308.60	\$962,768.43	\$0.00	\$383,075.47	28
Report Total Expenditure	\$1,877,528.17	\$154,520.64	\$1,288,023.16	\$127,543.28	\$461,961.73	25

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BUDGET REPORT BY FUND - ALL

Fiscal Year Start Date: 01/01/2020

Current Period End Date: 09/30/2020

Jackson Parish Police Jury

FY 2020

Ideal Remaining Percent: 25 %

Account	Budgeted	Current	Year To Date	Encumbrance	Remaining Balance	РСТ
Report Totals Net	\$-531,684.27	\$-21,212.04	\$-325,254.73	\$-127,543.28	\$-78,886.26	15
Beginning Fund Balance	\$748,604.19	\$759,944.80	\$759,944.80			
Ending Fund Balance	\$216,919.92	\$738,732.76	\$434,690.07			

JACKSON PARISH POLICE JURY

Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances For the Year Ended December 31, 2019

	GENERAL	ROAD	ASPHALT	SOLID WASTE	LIBRARY	OTHER
OTHER FINANCING SOURCES (USES) Transfers in Transfers out Insurance recoveries Total Other Financing Sources	\$ - (147,339) <u>95,116</u> (52,223)	\$1,019,602 - 2,049 1,021,651	\$ - (232,978) - (232,978)	\$ - (100,117) - (100,117)	\$ - - -	\$567,141 (1,106,309) - (539,168)
Net Change in Fund Balance	(853,946)	(314,975)	(193,166)	(472,944)	222,966	(309,938)
FUND BALANCES – BEGINNING	\$2,629,181	\$3,347,815	\$2,015,291	\$1,329,248	\$3,780,576	\$2,545,682
FUND BALANCES – ENDING	<u>\$1,775,235</u>	\$3,302,840	\$1,822,125	\$856,304	\$4,003,542	\$2,235,744



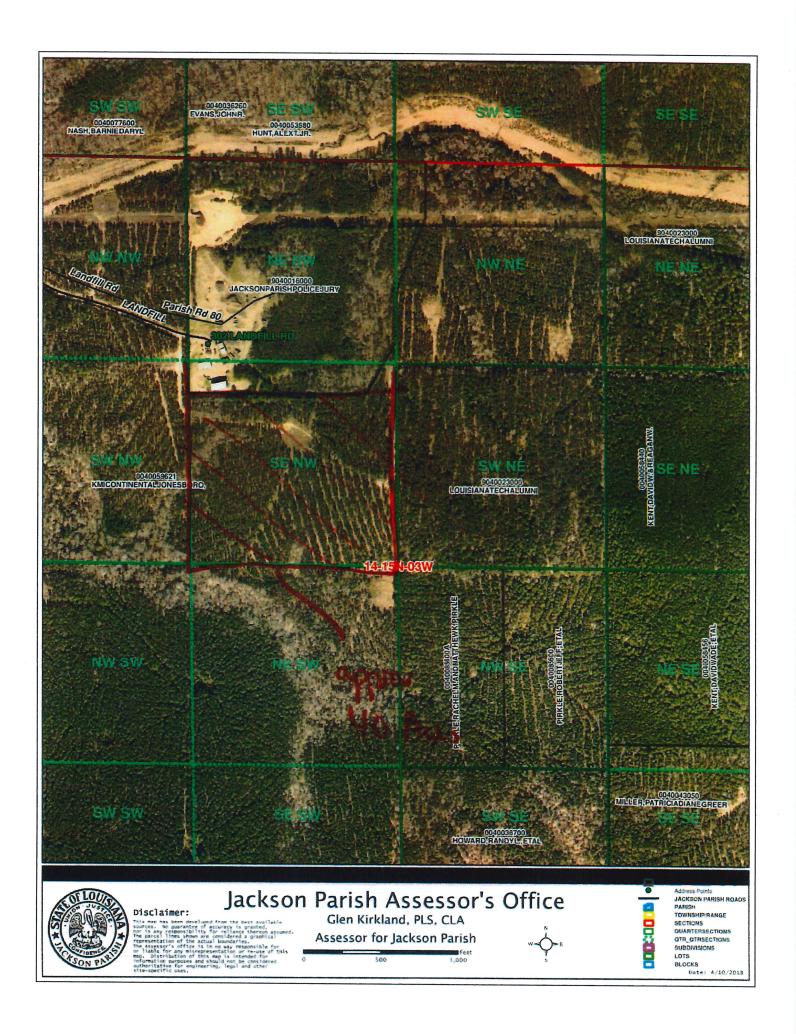
Considered "excessive" balance.

Could carry the fund for 3-years without revenues. Best practice is to carry reserves for 6-months or have an adopted long-term capital plan.

Will be an audit finding if no action is taken to reduce.

Plat Map

Borrower/Client	N/A			***************************************
Property Address	Landfill Road			
City	Jonesboro	County Jackson	State LA	Zip Code 71251
Lender	Jackson Parish Police Jury			



Report for: Bob Watkins Road

Reference to: Revocation of Public Road Policy

Necessary References/Attachments:

1. Color printout from the tax assessor – see attached.

- 2. Tax assessment for each landowner adjacent to roadway see attached.
- 3. Number of houses or businesses -2.
- 4. The estimated cost to maintain This is a gravel road that is approximately 0.3 miles. There has been minor maintenance done on that road in the last four years. Four years total of maintenance cost for this road is \$8,094.80.
- 5. Any other matters as may be requested by the committee One of the items I have been tasked by the Jury to look at is roads that "have road maintenance extending beyond the property line (re-assess maintenance line)". Based on that task, this road should end just past the 250 Bob Watkins Road driveway. This appears to be at or near the last property line. Ending the road at this point does not appear to "effectively prevent access by any landowner to a public road". This also appears to be the end of the existing maintenance of this road.

Committee Recommendation:

Adjust the parish maintenance to end at the turnaround at 250 Bob Watkins, keep the remaining portion of the road in the system (3 landowners and 2 houses).

REG. No. 29127





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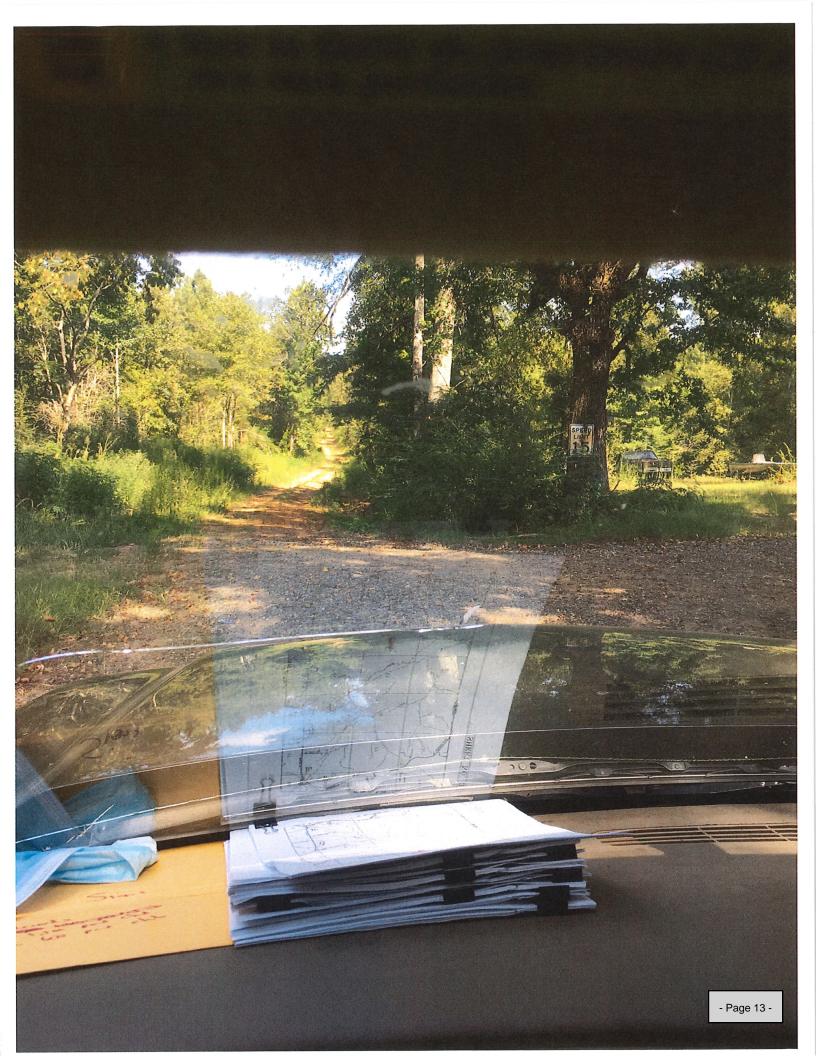
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Glen Kirkland, PLS, CLA Assessor for Jackson Parish





ASSESSMENTS
JACKSON PARISH ROADS
PARISH
TOWNSHIP/RANGE
SECTIONS
QUARTERSECTIONS
QTR_QTRSECTIONS



Report for: Bryant Road

Reference to: Revocation of Public Road Policy

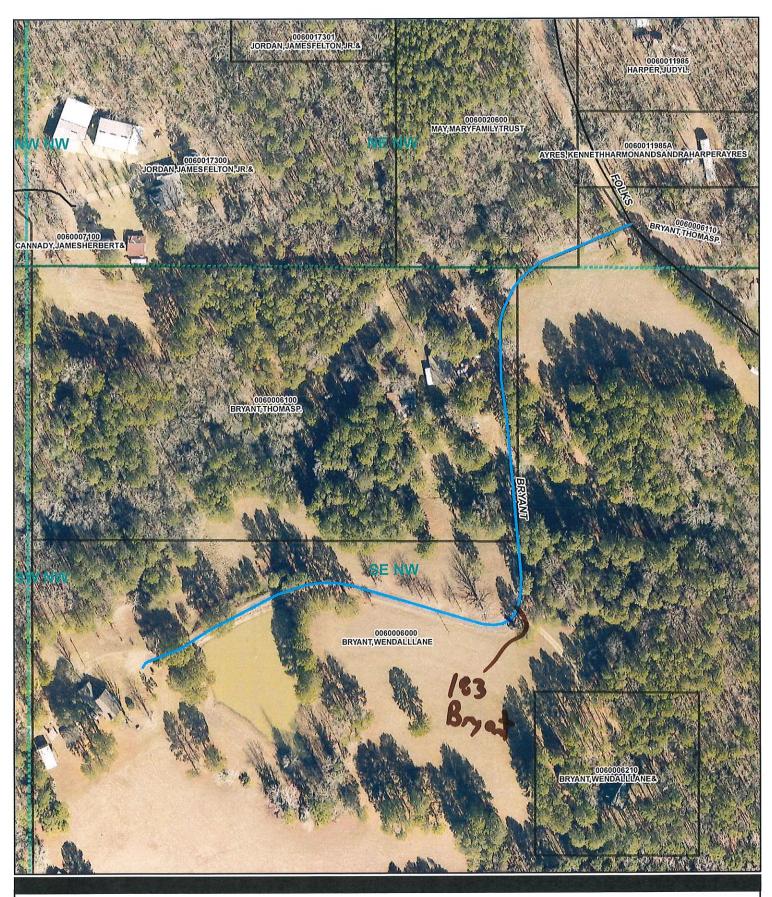
Necessary References/Attachments:

- 1. Color printout from the tax assessor see attached.
- 2. Tax assessment for each landowner adjacent to roadway see attached.
- 3. Number of houses or businesses more than 2.
- 4. The estimated cost to maintain This is a blacktop road that is approximately 0.3 miles. There has been minor maintenance done on that road in the last four years. Four years total of maintenance cost for this road is \$1,148.38.
- 5. Any other matters as may be requested by the committee One of the items I have been tasked by the Jury to look at is roads that "have road maintenance extending beyond the property line (re-assess maintenance line)". Based on that task, this road should end just past the 183 Bryant Road driveway. This is not at a property line but is just past where 183 Bryant Road accesses their property. Ending the road at this point does not appear to "effectively prevent access by any landowner to a public road".

Committee Recommendation:

Adjust the parish maintenance to end at the 183 Bryant Road mailbox, keep the remaining portion of the road in the system (multiple landowners and houses).







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Glen Kirkland, PLS, CLA Assessor for Jackson Parish



ASSESSMENTS
JACKSON PARISH ROADS
PARISH
TOWNSHIP/RANGE
SECTIONS
QUARTERSECTIONS
QTR_CTRSECTIONS







Report for: Fails Road

Reference to: Revocation of Public Road Policy

Necessary References/Attachments:

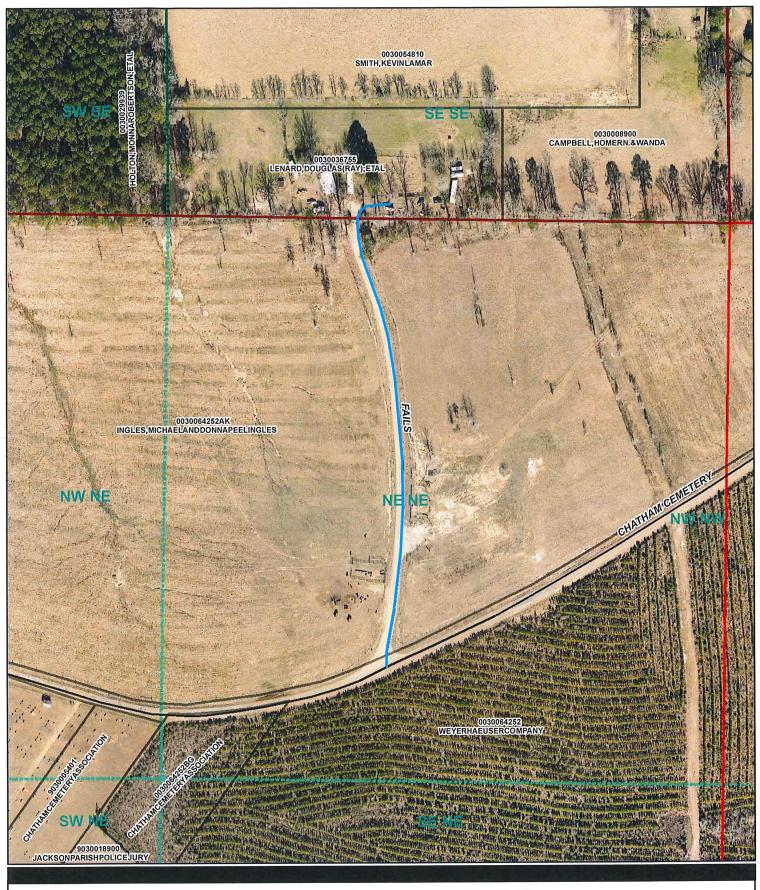
- 1. Color printout from the tax assessor see attached.
- 2. Tax assessment for each landowner adjacent to roadway see attached.
- 3. Number of houses or businesses more than 2.
- 4. The estimated cost to maintain This is a gravel road that is approximately 0.2 miles. There has been minor maintenance done on that road in the last four years. Four years total of maintenance cost for this road is \$2,801.79.
- 5. This road goes thru one property and ends at another property with two houses on it. It appears to end close to the last property line.

THIRING THE PARTY OF THE PARTY

Committee Recommendation:

Leave the road in the system, multiple landowners and houses, property access without this road would be landlocked.





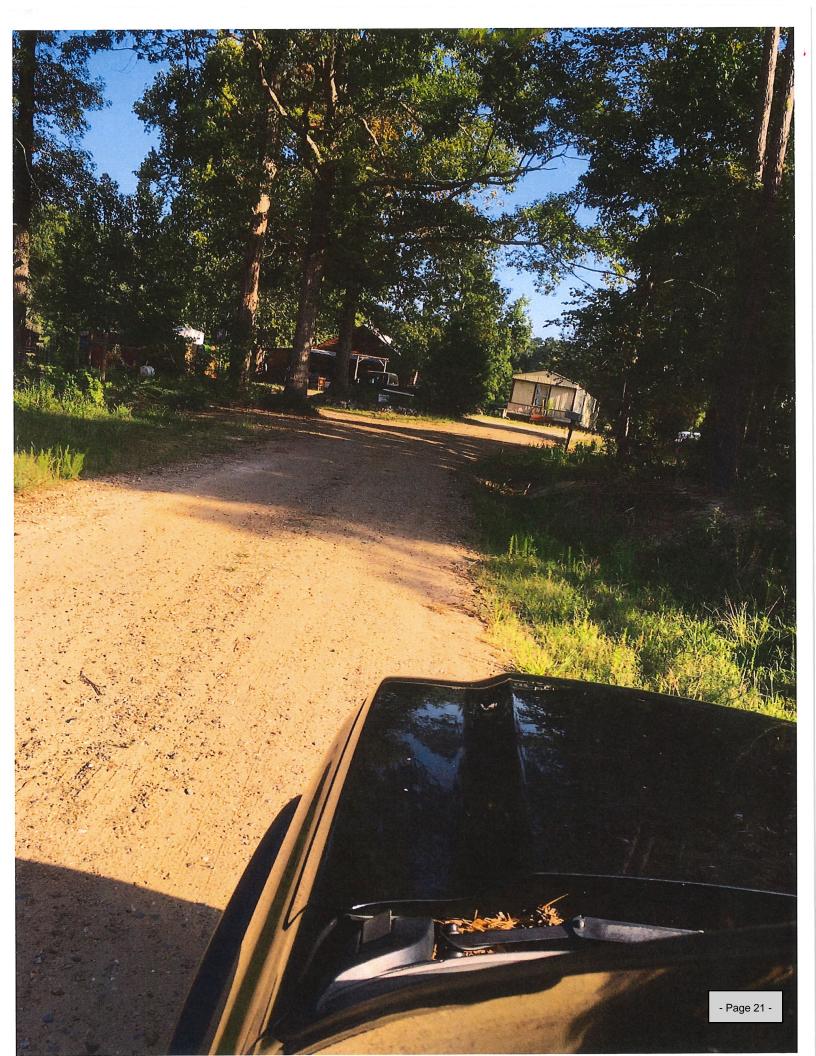


Glen Kirkland, PLS, CLA Assessor for Jackson Parish



ASSESSMENTS
JACKSON PARISH ROAD
PARISH
TOWNSHIP/RANGE
SECTIONS
QUARTERSECTIONS

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Report for: Folks Road

Reference to: Revocation of Public Road Policy

Necessary References/Attachments:

- 1. Color printout from the tax assessor see attached.
- 2. Tax assessment for each landowner adjacent to roadway see attached.
- 3. Number of houses or businesses more than 2.
- 4. The estimated cost to maintain This is a blacktop road that is approximately 0.5 miles. There has been minor maintenance done on that road in the last four years. Four years total of maintenance cost for this road is \$1,622.92.
- 5. Any other matters as may be requested by the committee One of the items I have been tasked by the Jury to look at is roads that "have road maintenance extending beyond the property line (re-assess maintenance line)". Based on that task, this road should end maintenance at the property line of Patsy Ruth Mathews. Ending the road at this point does not appear to "effectively prevent access by any landowner to a public road".

Committee Recommendation:

Adjust parish maintenance to end at the property of Patsy Ruth Mathews, keep the remaining portion of the road in the system (multiple landowners and houses).







Disclaimer:

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Glen Kirkland, PLS, CLA Assessor for Jackson Parish





ASSESSMENTS
JACKSON PARISH ROADS
PARISH
TOWNSHIP/RANGE
SECTIONS
QUARTERSECTIONS
QTR_ATRSECTIONS

Report for: Go Thru Road

Reference to: Revocation of Public Road Policy

Necessary References/Attachments:

- 1. Color printout from the tax assessor see attached.
- 2. Tax assessment for each landowner adjacent to roadway see attached.
- 3. Number of houses or businesses − 1
- 4. The estimated cost to maintain This road is approximately 0.1 miles long and is gravel. In the last four years the Police Jury has only graded the road. The total spent on this road in the last four years is \$148.82. At some point, all gravel roads need additional gravel. The approximate cost to place gravel on this road will be \$3,770.00.
- 5. Any other matters as may be requested by the committee While three properties appear to touch the road, only one of these properties accesses on this road. The other two properties have access from other public roads. Therefore, I would consider this a one house, one property owner road.

Committee Recommendation:

Bring to a public hearing to hear comments on how the road serves the public.







Disclaimer:

Jackson Parish Assessor's Office

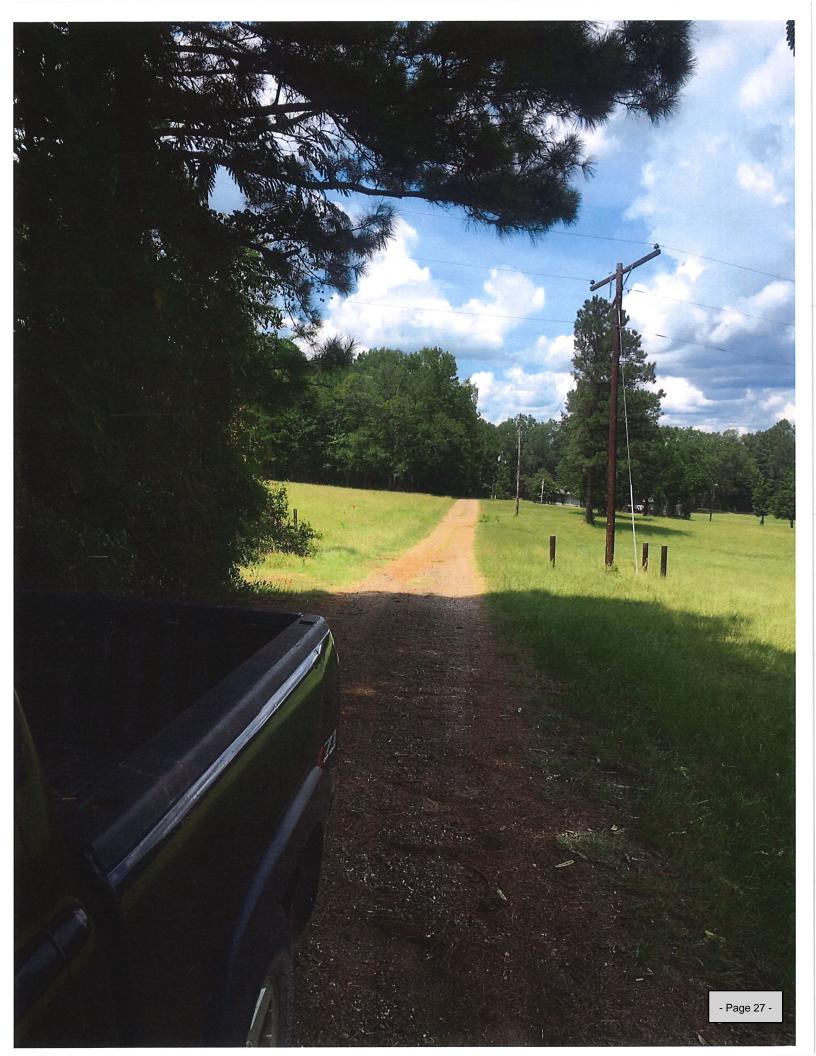
Glen Kirkland, PLS, CLA

Assessor for Jackson Parish



ADDRESSES
ASSESSMENTS
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PARISH
TOWNISHIP/RANGE
SECTIONS
QUARTERSECTIONS
QUARTERSECTIONS
SUBDIVISIONS

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Report for: Into Road

Reference to: Revocation of Public Road Policy

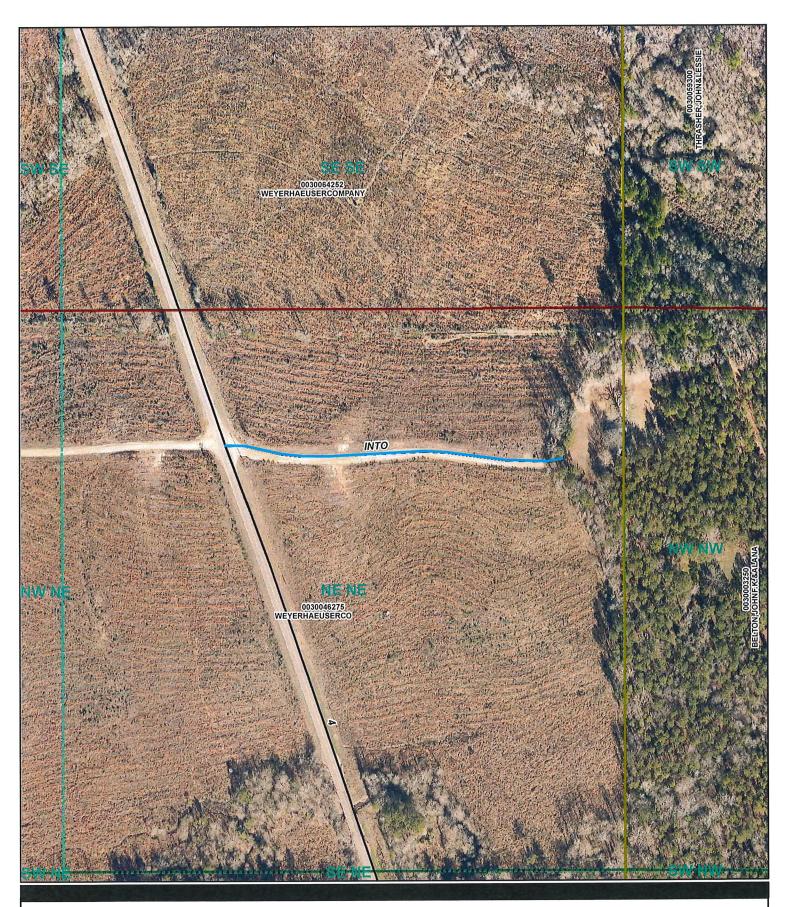
Necessary References/Attachments:

- 1. Color printout from the tax assessor see attached.
- 2. Tax assessment for each landowner adjacent to roadway see attached.
- 3. Number of houses or businesses -1
- 4. The estimated cost to maintain This road is approximately 0.1 miles long. In the last three years the Police Jury has only graded the road. The average spent on this road in the last three years is \$279.81/year.
- 5. Any other matters as may be requested by the committee This road appears to be owned fully by John Belton (see attached email). Mr. Belton has requested this road be taken out of the system.



Committee Recommendation:
Bring to a public hearing to hear comments
on how the road serves the public.

Landowner has requested the road to be removed from the system, same land owner on all three sides of the road. They have added a gate.





Disclaimer:

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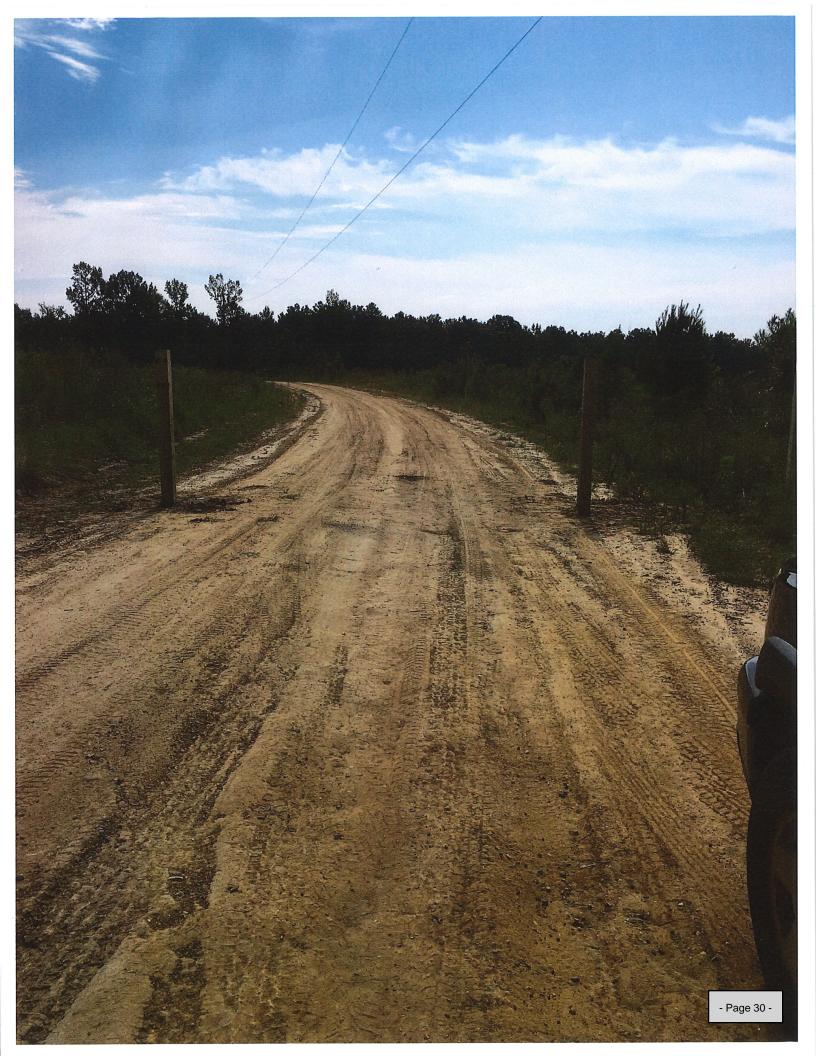
Glen Kirkland, PLS, CLA Assessor for Jackson Parish

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QUARTERSECTIONS
QTR_QTRSECTIONS

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Paul Riley

From:

Gina Thomas < gthomas@jppj.org>

Sent:

Tuesday, June 30, 2020 2:14 PM

To:

Paul Riley; Jody Stuckey; Amy Magee (W3); Juror 3

Subject:

Notice: Request for Road Removal

Good Afternoon,

I received a call from John Belton who purchased around 122 acres in Jackson Parish last week off of Into Road. He is requesting that the road be removed from the Parish Road System. He also said that he would like to get a gate up on the road to restrict travel down in until we get it formally removed.

I confirmed with the Tax Assessor that he does own property on all three sides and the road dead-ends into his land. They said they don't have it completely plotted yet because it is a new sale, so we'll want to get an updated assessment once it is finalized.

Per the recommendation from the Operations Committee, Paul is to present a list of roads for possible removal and one of the parameters given was to include roads that had been requested to be removed. So far, I have Into Road, Bill Cole Loop, and the portion of Sugar Creek Road that have been requested.

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. 3 Report for: Palmer Road

Reference to: Revocation of Public Road Policy

Necessary References/Attachments:

- 1. Color printout from the tax assessor see attached.
- 2. Tax assessment for each landowner adjacent to roadway see attached.
- 3. Number of houses or businesses 1 livable + 1 collapsed.
- 4. The estimated cost to maintain This road is approximately 0.1 miles long and is blacktopped. In the last three years, there has been a total \$147.17 spent on this road.
- 5. Any other matters as may be requested by the committee —
 This road has multiple landowners even though it only has one occupied house. It also appears to have a continued easement that has never been developed past the last house, so the road is not a candidate to stop short of the existing ending.

Committee Recommendation:

Leave the road in the system due to it having multiple landowners and one house.

PALMER





Jackson Parish Assessor's Office

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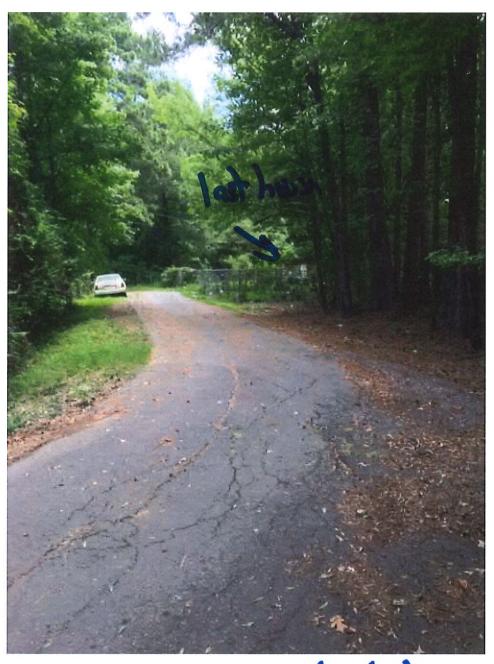




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Next to last on Right.
Collapsed House



house on right.

Report for: Preacher Martin Road Reference to: Revocation of Public Road Policy

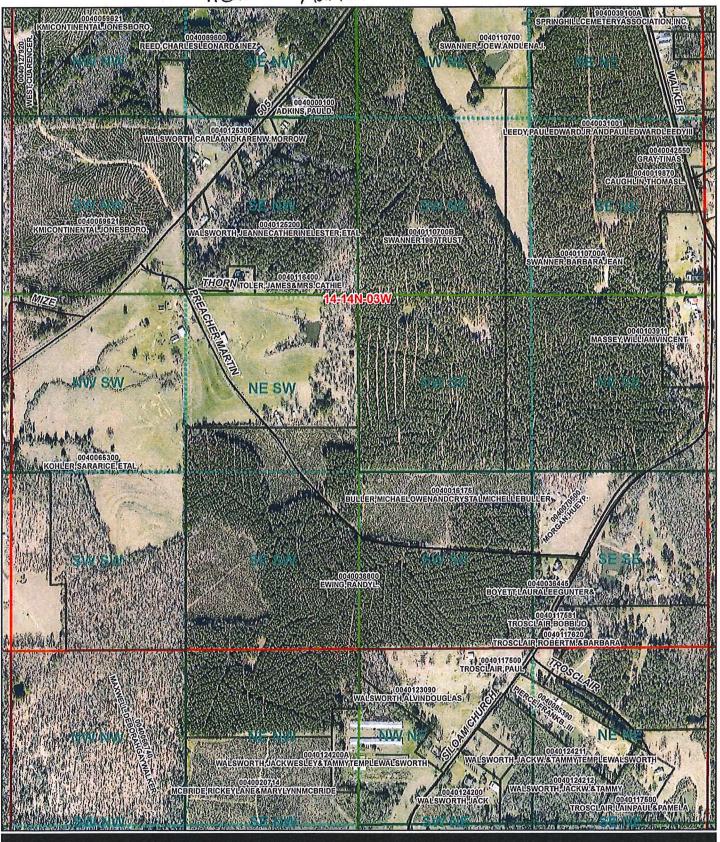
Necessary References/Attachments:

- 1. Color printout from the tax assessor see attached.
- 2. Tax assessment for each landowner adjacent to roadway see attached.
- 3. Number of houses or businesses -1.
- 4. The estimated cost to maintain This is a gravel road that is approximately 0.1 miles. There has been minor maintenance done on that road in the last four years. Four years total of maintenance cost for this road is \$2,121.88.
- 5. Any other matters as may be requested by the committee The western portion of this road was removed from the system years ago. The eastern end starts at Siloam Church Road and goes to a "private road" sign near the Butler property line. The house on the south side of this road accesses their property on Siloam Church Road. The road only accesses one property owner. It appears the portion of the roadway remaining is a one property, one house road. However, there is land past this road maintenance that may or may not be accessed thru this roadway.

Committee Recommendation:

Adjust the parish maintenance to end at the Randy Ewing and Huey Morgan property line and keep the remaining portion in the system (three landowners and two houses).

Martin Preacher





Jackson Parish Assessor's Office

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Report for: Thunder Road

Reference to: Revocation of Public Road Policy

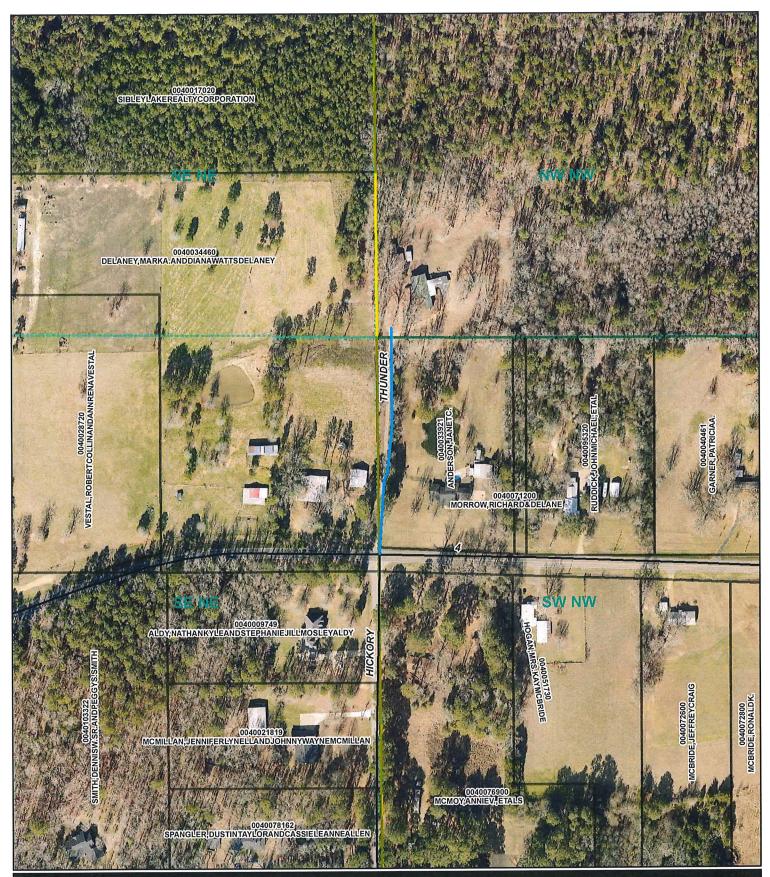
Necessary References/Attachments:

- 1. Color printout from the tax assessor see attached.
- 2. Tax assessment for each landowner adjacent to roadway see attached.
- 3. Number of houses or businesses -3.
- 4. The estimated cost to maintain This is a gravel road that is approximately 0.1 miles. There has been minor maintenance done on that road in the last four years. Four years total of maintenance cost for this road is \$650.76.
- 5. Any other matters as may be requested by the committee This road appears to have three landowners and three houses. The front two landowners/houses access the highway. The road appears to end at the property line of the last landowner.

Committee Recommendation:

Leave the road in the system due to it having two landowners and two houses.







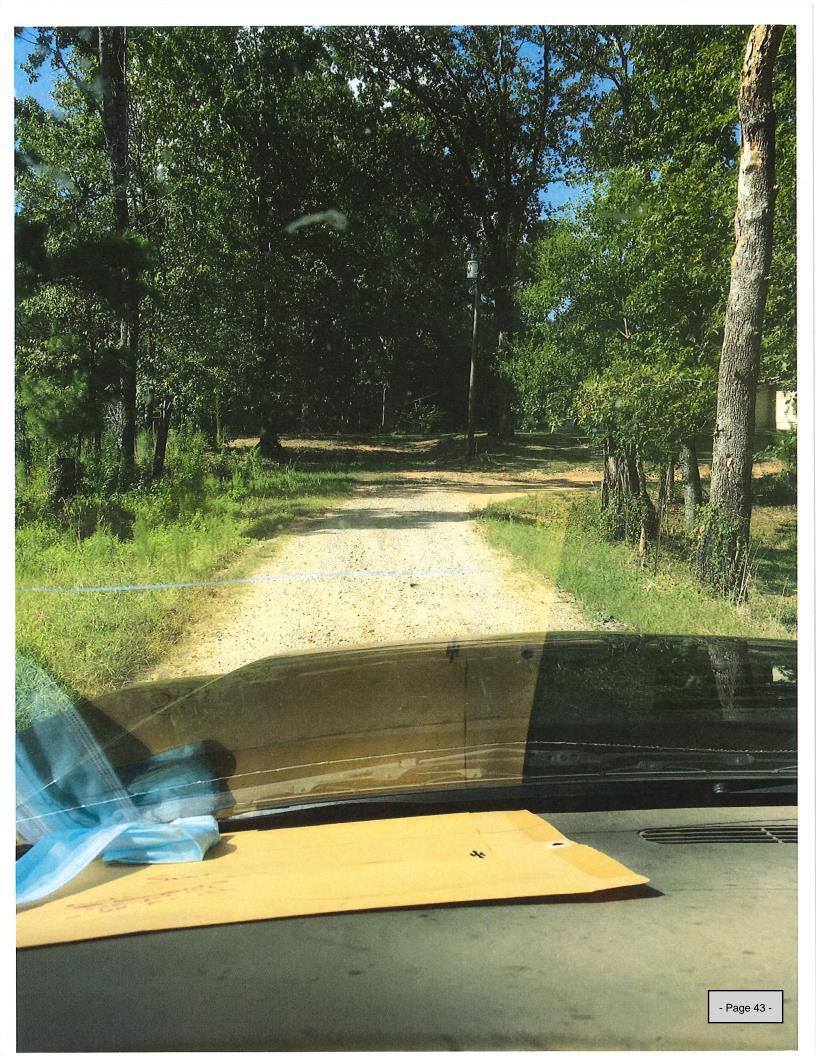
Jackson Parish Assessor's Office

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Report for: Womack-Otwell Road Reference to: Revocation of Public Road Policy

Necessary References/Attachments:

- 1. Color printout from the tax assessor see attached.
- 2. Tax assessment for each landowner adjacent to roadway see attached.
- 3. Number of houses or businesses -2
- 4. The estimated cost to maintain This road is approximately 0.1 miles long and is gravel. In the last four years the Police Jury has not performed any maintenance on this road. At some point, all gravel roads need additional gravel. The approximate cost to place gravel on this road will be \$3,770.00.
- 5. Any other matters as may be requested by the committee This road has more than one house on it and has more than one property owner. This road presently ends very close to the last property owner's property line.

Committee Recommendation:
Bring to a public hearing to hear
comments on how the road serves the
public.







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Finance Committee September 24, 2020

The Finance Committee met Thursday, September 24, 2020 at 5:00 PM in the Police Jury Meeting Room of the Jackson Parish Courthouse, 500 E. Court Street, Room 301, Jonesboro, Louisiana. Members present: Mr. John McCarty and Ms. Tarneshala Cowans. Absent: Mr. Todd Culpepper.

The meeting was called to order by Mr. McCarty. Mr. McCarty gave the invocation and Ms. Cowans led in the recitation of the Pledge of Allegiance.

There were no public comments.

The Secretary-Treasurer presented the month-to-date purchase orders, financial statements, and budget vs. actual budget report. She reviewed the Master Fund trial balance and discussed the restricted fund balances. The Committee reviewed the Revenue and Expenditure report and the budget report for current vs. actual. They discussed the budgeted deficit in the Solid Waste fund and that it is given large allocations from the General Fund to sustain operations.

The Committee reviewed the submitted estimates for a new air conditioning unit for the Coroner's lab area in the Blake Building.

Motion Ms. Cowans, seconded Mr. McCarty to recommend the Jury award the low bid to Southern Air Conditioning for \$4,500. Motion carried.

The Committee reviewed the submitted estimate for an upgraded Courthouse generator for \$99k. The Secretary-Treasurer stated that she and the Maintenance Supervisor had developed a "Pre-storm Checklist" that had been implemented that would ensure that the generator fuel levels are checked before, during, and after a storm event in addition to other preparative items.

The Committee did not take any action on the estimate. Mr. McCarty stated that he would like to see the Maintenance department use the checklist and save the cost of a new generator.

The Committee discussed the "Opinion of Probable Cost" for road repairs in East Hodge for \$50,000. The Committee stated that they want to help East Hodge with the repairs, but they want to see if they can pursue funding opportunities from the state first through the LGAP and Economic Development grants. The Committee requested that the President meet with Mayor Mims to review the grant opportunities and offer assistance to help them request funding through the state and then have the Committee review additional assistance if needed. No action was taken or recommendation made to the Jury.

The Secretary-Treasurer reviewed the budget changes to-date and gave explanation for the larger changes noting that the net impact was a \$603.45 increase to expenses.

Motion Ms. Cowans, seconded Mr. McCarty to recommend the Jury approve the 2020 budget

amendments as presented. Motion carried.

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

Southern Air Conditioning

577 Bridge Creek Rd. Ruston, LA 71270 318-259-6231

Estimate

Date	Estimate #					
9/21/2020	1035					

Name / Address	
ACKSON PARISH POLICE JURY 00 EAST COURT ST. ONESBORO, LA 71251	

Project
200921 Coroner's Of...

Description	Qty	Cost	Total
We Propose to Furnish Labor, Materials, Insurance and Equipment to:			
Remove and replace existing HVAC unit - 3 Ton AC with gas heat. Line set and Thermostat.			
The above scope of work will be completed for the Lump Sum Price of:	1	4,500.00	4,500.00
Estimate is good for 30 days.			l

Estimate is good for 30 days.

Total

PLUNKETT COOLING 2439 HWY 4 JONESBORO, LA 71251



	318-259-6622				Job Invoice
				DATE ORDERED 9-14-2	ORDER TAKEN BY
SOLD TO	+ 1 Paul (PHONE NO. 259-91:	CUSTOMER ORDER #
		oxone nl	/	JOB LOCATION	<u> </u>
		5 15/4		JOB PHONE	STARTING DATE
) 043600,LA			TERMS	
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A-2817-3817			10-11		7∟	7

Account	Account Description	August	:	September	Change	YTD + POs	Comments
001-4-124-02100	Clerk of Court: Publications	\$ 2,110.00	\$	1,510.00	\$ (600.00)	\$ 510.00	Decreased, less court dates in 2020
001-4-124-03500	Clerk of Court: Office Expense	\$ 7,000.00	\$	6,500.00	\$ (500.00)	\$ 2,499.13	Decreased, less court dates in 2020
001-4-151-02400	General Finance: Telephone/Internet	\$ 22,000.00	\$	20,000.00	\$ (2,000.00)	\$ 11,789.40	
001-4-151-03500	General Finance: Office Expense	\$ 24,650.00	\$	19,650.00	\$ (5,000.00)	\$ 6,894.43	
001-4-194-03300	General Maintenance: Gas, Oil, Tire	\$ 3,150.00	\$	4,650.00	\$ 1,500.00	\$ 2,710.81	
001-4-194-06100	General Maintenance: Travel & Train	\$ -	\$	100.00	\$ 100.00	\$ 100.00	Training - HR Law
001-4-195-03200	Community Center: Building Supplies	\$ 2,900.00	\$	3,400.00	\$ 500.00	\$ 2,569.79	Higher usagage including other boards
001-4-197-04500	JOB: Surveillance/Security	\$ 1,819.60	\$	2,319.60	\$ 500.00	\$ 399.50	Computer and monitor
001-4-201-05210	Sheriff: Prisoner Medical Expenses	\$ 22,000.00	\$	23,000.00	\$ 1,000.00	\$ 18,025.10	Based on estimates
001-4-654-02400	LSU Ag Center: Telephone	\$ 4,800.00	\$	4,300.00	\$ (500.00)	\$ 2,585.65	
002-4-310-02300	Road: Utilities	\$ 10,700.00	\$	9,900.00	\$ (800.00)	\$ 5,595.68	
002-4-310-03700	Road: Parts & Repairs	\$ 81,800.00	\$	106,800.00	\$ 25,000.00	\$ 61,381.62	
002-4-310-04900	Road: Land & Building	\$ 25,000.00	\$	-	\$ (25,000.00)	\$ -	Deferred equipment shed
002-4-310-05200	Road: Employee Physicals/Testing	\$ 848.00	\$	1,048.00	\$ 200.00	\$ 806.00	New hire pre-hire screenings
002-4-310-06200	Road: Medicare & FICA	\$ 5,880.47	\$	7,880.47	\$ 2,000.00	\$ 5,202.33	
002-4-310-08500	Road: Contract Payments	\$ 75,000.00	\$	33,000.00	\$ (42,000.00)	\$ 15,679.07	Did not do spraying, increased bushogging
003-4-694-01500	Sales Tax: Trans To Cert of Debt	\$ 314,585.72	\$	314,588.72	\$ 3.00	\$ 314,588.72	Final adj.
006-4-312-02900	ASPHALT - CULVERTS	\$ 28,000.00	\$	70,000.00	\$ 42,000.00	\$ 56,009.97	
006-4-312-04300	TOOLS / TECHNOLOGY (NON EQUIPMENT)	\$ 1,500.00	\$	1,000.00	\$ (500.00)	\$ 259.47	
006-4-312-05200	PHYSICALS/DRUG TESTS	\$ 848.00	\$	548.00	\$ (300.00)	\$ 62.00	New hire pre-hire screenings
006-4-312-06200	ASPHALT - MEDICARE	\$ 5,880.47	\$	7,880.47	\$ 2,000.00	\$ 5,202.22	
007-4-194-00000	BUILDING & GROUNDS	\$ 16,562.00	\$	14,562.00	\$ (2,000.00)	\$ 7,407.99	
007-4-194-01100	SALARIES - JURY FUNDED HEALTH UNIT	\$ 71,804.80	\$	72,804.80	\$ 1,000.00	\$ 52,882.23	
007-4-194-06300	EMPLOYER'S SHARE - RETIREMENT	\$ 2,909.84	\$	3,909.84	\$ 1,000.00	\$ 2,433.03	
007-4-401-04000	TECHNOLOGY & TOOLS	\$ -	\$	200.00	\$ 200.00	\$ 200.00	
011-4-341-03300	TIRES	\$ 18,400.00	\$	19,000.00	\$ 600.00	17,406.20	
011-4-341-03500	OFFICE EXPENSE	\$ 2,500.00	\$	1,900.00	\$ (600.00)	\$ 887.12	
011-4-341-03700	PARTS, REPAIRS, SUPPLIES, ETC.	\$ 141,500.00			\$		Increase needed, budget based on estimate
011-4-341-04200	TOOLS/TECHNOLOGY (NON EQUIPMENT)	\$ 6,500.00			\$ (800.00)	3,161.70	
011-4-341-08300	SURVEILLANCE / ENFORCEMENT COSTS	\$ 25,800.00	\$	239.70	\$ (25,560.30)	\$ 239.70	Deferred Eros bin site security
012-4-350-00000	AGENCY REIMBURSEMENT - OFF DUTY FEE	\$ 9,000.00	\$	9,500.00	\$ 500.00	\$ 7,350.00	
015-4-310-04400	INTEREST - CERT OF INDEBTEDNESS	\$ 30,990.03	\$	30,993.03	\$ 3.00	\$ 16,479.60	Final adj.
016-4-310-03500	OFFICE SUPPLIES	\$ 500.00	\$	1,257.75	\$ 757.75	\$ 159.00	Graphics for trailer
016-4-310-05000	EMERGENCY EVENT EXPENSES - LOCAL	\$ -	\$	18,000.00	\$ 18,000.00	\$ 17,210.89	COVID supplies
017-4-200-00000	CONTRACTED WORKERS	\$ 300.00	\$	200.00	\$ (100.00)	\$ 50.00	
017-4-500-00000	OPC'S - OUT-OF-PARISH	\$ 12,000.00	\$	9,500.00	\$ (2,500.00)	\$ 6,100.00	
017-4-800-00000	Building Repairs and Renovations	\$ 2,000.00	\$	-	\$ (2,000.00)	\$ -	Will not use
017-4-810-00000	EQUIPMENT / VEHICLES	\$ 26,553.00	\$	32,553.00	\$ 6,000.00	\$ 26,844.47	New A/C unit for lab area
026-4-400-00000	PETIT / GRAND JURY FEES	\$ 5,000.00	\$	3,500.00	\$ (1,500.00)	\$ 2,282.76	

NET IMPACT \$ 603.45



Jackson Parish Police Jury

Committee Assignments

Monday, October 5, 2020 Business Session

Operations Committee:

Amy Magee (Chairman), Lewis Chatham, Lynn Treadway

- Road Department:
 - Reviewing 10 roads per months as submitted by Parish Engineer
 - o Review 3-year priority lists once submitted by Parish Engineer
- Solid Waste Department:
 - Negotiate agreement with Union Parish for dumping fees
 - o Seeking land deal for landfill expansion

Policy & Personnel Committee:

Tarneshala Cowans (Chairman), Lewis Chatham, Regina Rowe

- Policies:
 - Update COVID-19 Policy as needed
 - Setup Policy consider changing 40-hour minimum to workday/shift minimum (needs detailed procedures)
 - Sandbag policy
 - Work with the Sheriff's Office to establish a new sandbag location and sign an agreement specifying responsibilities for materials and distribution
 - Safety Policy for PPE (boots, hi-vis shirts, vests, etc.) and for safety meetings
 - o Record Retention Policy and schedule
 - o Personnel Manual: review, update, and adoption
 - Review Community Center rental policy for updates address new land area, temporary liquor permit for events, and "post-certified" officers or Sheriff's Department deputies required
- Ordinances:
 - Groundwater Protection Ordinance ready for review and introduction to the Jury
 - o Alcohol Ordinance consider amendment for special events, non-profits, etc., general review and update

Veterans Committee:

Lewis Chatham (Chairman), Tarneshala Cowans, Regina Rowe

- Begin planning for the 2020 Veterans Event (or alternative due to COVID-19)
 - Program of events
 - Volunteers for decorating, emcee, sound technician
 - o Bids for catering, decorations, etc.

Finance Committee:

Todd Culpepper (Chairman), John McCarty, Tarneshala Cowans

Review budget vs. actual for the month to-date and make any necessary amendment recommendations

Project Committee:

Regina Rowe (Chairman), Todd Culpepper, Amy Magee

- Hospital drainage project (FEMA): in negotiations for drainage servitude
- New office building: final plans



Jackson Parish Police Jury

Economic Development Committee:

Lynn Treadway (Chairman), John McCarty, Regina Rowe

- Certification of land on Industrial Drive
 - o Requires the relocation of the Town of Jonesboro's effluent line
- Seek out economic opportunities in Jackson Parish

Parish Cleanup Committee:

John McCarty (Chairman), Todd Culpepper, Lynn Treadway

• Clean Up Event (Love the Boot) delayed due to COVID-19

Motion by Mr. Culpepper, seconded by Mr. Treadway to adopt the following Ordinance:

Ordinance No. 01-0712-04 As Amended July 14, 2008 As Amended July 10, 2017

AN ORDINANCE REGULATING THE DEVELOPMENT OF SUBDIVISIONS AND MOBILE HOME PARKS WITHIN JACKSON PARISH AND PROVIDING FOR MATTERS RELATED THERETO.

BE IT ORDAINED by the Police Jury of Jackson Parish, in regular session, duly convened at which a quorum was present and voting, that the following ordinance be adopted, to-wit:

ARTICLE I. IN GENERAL

Section 1. Jurisdiction, compliance and approval required.

- (a) This ordinance shall govern all subdivision of land within the jurisdiction of the Jackson Parish Police Jury.
- (b) Any owner of land within the limits of Jackson Parish wishing to subdivide land shall submit to the Jackson Parish Police Jury, hereinafter sometimes referred to as the police jury, or its authorized representative, a preliminary plat of the subdivision in duplicate which shall conform to the minimum requirements set forth in Article II of this ordinance.
- (c) Before land and/or site improvements shall be started in subdivisions where new roads are to be accepted into the Jackson Parish road system, complete construction plans and specifications prepared by a civil engineer currently licensed in the state of Louisiana shall be approved by the police jury through its Parish Engineer. For subdivisions where roads are to remain private, and therefore not eligible for acceptance into the Jackson Parish road system for maintenance, construction plans and specifications are not required to be approved by the police jury or its authorized representative.
- (d) After the fulfillment of either section (b) or section (c) of Article I, Section 1 of this ordinance the owner may submit a final plat (see Article III, Division 3) to the police jury for approval. The final plat must be approved before the sale or exchange of any lots.
- (e) No plat of a subdivision lying within the territory, or part thereof, covered by this ordinance shall be filed or recorded in the office of the clerk and recorder of the parish, and no developer or subdivider may proceed with improvement or sale of lots in a subdivision until the final subdivision plat shall have been approved by the police jury and such approval entered in writing on the plat by the authorized representative of the police jury.

Section 2. Definition.

(a) The term "subdivision," as used in this article, shall mean the division of any parcel of land shown as a unit or as contiguous units on the last preceding tax roll into two (2) or more parcels,

sites, or lots, any one of which is less than five (5) acres, for the purpose, whether immediate or future, of transfer of ownership. Such term also includes the re-subdivision or rearrangement of one or more lots, plots, parcels, or building sites.

- (b) The term "subdivision" shall not include:
 - (1) The division or partition of land into parcels of more than five (5) acres, not involving any new public streets or easements of access.
 - (2) The sale or exchange of parcels between adjoining lot owners, where such sale or exchange of parcels does not create additional building sites.
 - (3) The sale or transfer of parcels of land to immediate family members (Immediate family members include: spouse, parents, spouse's parents, brothers and sisters, and direct descendants such as children, grandchildren, great grandchildren).
- (c) All tracts, parcels, sites, or lots that front on a publicly maintained road shall have a minimum right of way of sixty (60) feet for the full distance of the tract, parcel, site, or lot adjoining said right of way line, or otherwise as recommended by the Parish Engineer. Where parcels, sites, tracts, or lots are created such that they front on only one side of a publicly maintained road, the property being developed shall provide for the creation of a minimum of one-half (1/2) of the right-of-way recommended by the Parish Engineer, as measured from the centerline of the existing road right-of-way.

Section 3. Compliance required.

No subdivision road nor street will be accepted into the Jackson Parish road system until and unless this ordinance is complied with.

Section 4. Effective date.

This ordinance shall take effect and be in force thirty (30) days after its adoption.

Section 5. Act of dedication.

The owner and developer or subdivider shall prepare an act of dedication to the effect that the streets and rights-of-way are dedicated solely for the construction and maintenance of a public road, street, and/or easement; is a conveyance of servitude across lands described and not a conveyance of the fee title thereto; the grantors do not transfer any right to oil, gas and other minerals lying beneath the area subjected to said servitude for the right-of-way purposes and for use of the public; and that all areas shown as servitudes are granted to the public for use of utilities, drainage or other proper purposes for the general interest of the public.

Section 6. Development or construction of mobile home parks and multi-family dwellings.

(a) No mobile home park, trailer park, or multi-family dwelling may be developed or constructed in Jackson Parish, Louisiana until the mobile home park, trailer park, or multi-family dwelling owner or developer secures approval from the local health authority of the method of sewage

treatment and disposal and the public water supply servicing said mobile home park or multifamily dwelling.

- (b) Mobile home parks and trailer parks shall be constructed in accordance with the following minimum standards:
 - (1) Individual mobile home or trailer sites may be leased or rented but not subdivided for sale. Any mobile home park or trailer park in which lots or parcels are to be sold are considered to be subdivisions and must comply with those provisions of this ordinance relating to subdivisions.
 - (2) Maximum density shall be six (6) mobile home sites per acre.
 - (3) Minimum lot size shall be seventy foot front by one hundred foot depth.
 - (4) Each mobile home or trailer park site shall be provided with a sanitary sewer connection and each mobile home park shall be provided with a collection and treatment system and public water supply in compliance with the standards, rules and regulations of the state health department.
 - (5) Each mobile home park or trailer park developer or owner shall provide a refuse container site all in accordance with the refuse container agreement as provided by the Jackson Parish Police Jury. The parish Solid Waste Superintendent shall determine the size and number of rural refuse containers to be placed at each mobile home park or trailer park.
- (c) Multi-family dwellings, including, but not limited to apartments, duplexes and group homes shall be provided with a collection and treatment system and public water supply in compliance with the standards, rules and regulations of the State Health Department.
- (d) In the event the parish Solid Waste Superintendent deems it necessary and appropriate, a multi-family dwelling developer or owner shall also provide a refuse container site in accordance with the refuse container agreement as provided by the Jackson Parish Police Jury. The size and number of such rural refuse containers shall be determined by the parish Solid Waste Superintendent.

ARTICLE II. GENERAL REQUIREMENTS AND MINIMUM DESIGN STANDARDS

Section 7. Roads

- a) The objective of this section is to establish the criteria whereby the builder or owner of a new road may have the new road accepted into the Jackson Parish road system. All public roads must meet the minimum design standards required in this ordinance.
- b) For the purpose of this ordinance, from henceforth a new public road shall mean any road dedicated to the public, for usage by the general public, which has been accepted for maintenance by the Jackson Parish Police Jury and made a part of the Jackson Parish road system. The Police Jury shall not have authority to perform public maintenance on any road,

- outside of municipal corporate boundaries, without acceptance of the road into the Jackson Parish road system.
- No public road will be accepted until and unless all provisions of this ordinance are complied with.
- d) <u>Right-of-Way Widths:</u> The minimum right-of-way for proposed roads shall not be less than sixty (60) feet, measured from lot line to lot line or from right-of-way line to right-of-way line. The Police Jury may require additional right-of-way if, in the opinion of the Parish Engineer, said additional right-of-way is necessary to comply with other sections of this ordinance.
- e) <u>Relationship to Road Existing System:</u> Proposed new roads shall extend existing roads or their projections at the same or greater width, but in no case less than the minimum required width, unless variations are deemed necessary by the Police Jury for reasons of topography, design and/or where, in the opinion of the Parish Engineer, it is necessary to provide road access to adjoining property.
- f) Road Names: Names of proposed roads shall comply with the provisions of paragraph k) (2) of this section.
- g) <u>Dead-End Roads:</u> Roads designed to have one end permanently closed (cul-de-sac road) shall have, at the closed end a turn around with a minimum right-of-way radius of fifty (50) feet and a minimum driving surface radius of thirty-five (35) feet.
- h) Road Intersections: Road intersections shall be constructed to intersect as nearly as possible at right angles (90 degrees). No road shall intersect another road at an acute angle of less than seventy-five (75°) degrees unless prior approval is granted by the Police Jury. The conditions for such prior approval may involve a requirement that property lines be rounded or set back to permit the construction of desirable radii. Submissions of a grading plan showing existing and proposed contours at one foot intervals and a detailed design for the intersection may be required by the Police Jury. Intersections of more than two (2) roads shall not be allowed (fourway intersections). Roads shall remain in the angle of intersection for at least one hundred fifty (150) feet beyond the point of intersection.
- i) Street Improvements: All roads shall conform to the following:
 - (1) <u>Subgrade</u>: The subgrade shall be free of sod, vegetation, other organic matter or objectionable materials. The subgrade shall be properly shaped and compacted to 95% minimum density in accordance with AASHO Test Designation T-99.
 - (2) <u>Base Course:</u> The base course shall be a minimum of eight (8") inches, and shall be Class II base course which can be cement stabilized or stone based per LADOTD "Standard Specifications for Roads and Bridges", latest edition. All base courses shall be a minimum of six (6") inches wider, each side, than the surface course.
 - (3) <u>Surface Course:</u> Acceptable surface courses, which include asphaltic surface treatment, asphaltic concrete mixtures, and portland cement concrete pavement, shall conform with specifications as given in the LADOTD "Louisiana Standard Specifications for Roads

and Bridges", latest edition. Roads with surfaces other than the acceptable surface courses given above will not be accepted.

Bituminous plant mix surfaces shall have a minimum thickness of two (2) inches. Portland cement concrete shall have a minimum thickness of seven (7") inches. Asphaltic surface treatment shall be the three-shot application.

For open ditch construction, the surface course shall be a minimum of twenty (20) feet wide. For curb and gutter roads, the width shall be not less than twenty-four (24) feet measured from back-of-curb to back-of-curb. Both barrier and mountable curbs shall be allowed with their dimensions and specifications requiring prior approval of the Parish Engineer.

All surface courses shall be crowned in a "roof-top" fashion except in any horizontal curve that requires super elevation. Surface course cross-slopes shall be 0.025 feet per foot of width. Shoulders shall be at least four (4) feet wide and shall continue the cross-slope at 0.05 feet per foot of width.

(4) <u>Vertical Alignment:</u> Vertical grades shall in general conform to the terrain. For open ditch construction, the minimum grade shall be 0.00% and the maximum grade shall be seven (7%) percent. For curb and gutter construction, the minimum grade shall be 0.40% and the maximum grade shall be ten (10%) percent.

Vertical alignment shall be no more than three (3) percent within one hundred and fifty (150) feet of a road intersection.

- (5) <u>Horizontal Alignment:</u> The minimum radius of centerline curvature shall be three hundred (300) feet. The minimum radius of intersection road surface returns shall be thirty-five (35) feet.
- (6) <u>Clearing and Grubbing:</u> The entire public use and service areas shall be cleared and grubbed as specified in Part 2, Section 201 of the LADOTD "Standard Specifications for Roads and Bridges", latest edition, or as may be amended.
- j) <u>Drainage:</u> The design and construction of all drainage facilities shall be under the supervision of a licensed civil engineer and shall be based upon local rainfall records with a minimum rainfall return of ten (10) years.
 - (1) Open ditch Construction: Roadside ditches shall have at least 4:1 fore slopes (side slopes on road side having at least four (4) feet of horizontal distance for not more than one (1) foot vertical drop). Roadside ditches shall have at least 3:1 back slopes (property side). Distance between ditch lines on all roads shall be not less than thirty-four (34) feet. A minimum grade along the bottom of the roadside ditch shall be 0.125 percent.
 - (2) Cross pipes under roads and driveways shall be reinforced concrete, asphalt-coated corrugated metal, or corrugated polyethylene culvert pipe (double wall) (CPECP) conforming to AASHTO M294 type S. Pipes shall meet the specifications as found in the

latest edition of LADOTD "Louisiana Standard Specifications for Roads and Bridges,". No pipe diameter of less than fifteen (15") inches may be installed within any right-of-way without prior approval of the Parish Engineer.

- (3) All bridges shall be a minimum of twenty-eight (28) feet wide, measured guard rail to guard rail, and shall meet the specifications of LADOTD "Louisiana Standard Specifications for Roads and Bridges", latest edition, for concrete decking with pre-cast concrete piling.
- k) <u>Road or Street Names:</u> The following conditions and guidelines shall be adhered to in naming roads or streets in the parish:
 - (1) All parish street or road names are the responsibility of the police jury in the parish.
 - (2) Names of proposed roads shall not duplicate existing road names irrespective of the suffix used. Road names shall be assigned by the Jackson Parish E-911 Office prior to final acceptance. It is the responsibility of the builder of the new road to obtain E-911 approval of the road name.
 - (3) After adoption of a street/road name it may not be changed.
 - (4) Complete street/road names shall be no greater than fifteen (15) spaces to accommodate placement on street/road signs.
 - (5) Private drives that are at least one-quarter mile long or longer or have more than one residence facing the street/road shall be named.
 - (6) State and federal highways shall, in all areas outside of municipalities, use their numbers in lieu of names.
 - (7) Private street/roads that are named shall have a street/road sign conforming to the specifications of the police jury.
 - (8) The naming of private streets/roads shall in no way be construed to be an acceptance of private streets/roads into the parish road system. The maintenance and general upkeep or private streets/roads is the responsibility of the owners of such roads. The naming of a private street/road does not guarantee nor suggest that emergency vehicles will be able to negotiate these streets/roads. The police jury assumes no liability for these private streets/roads.
- l) Posting Designated Street or Road Addresses: The owner or occupant or person in charge of any house or building to which a number has been assigned will be notified in writing by the parish communications district as to their assigned property number. Property numbers shall be displayed within sixty (60) days of written notification of passage of this section. It shall be the duty of such owner or occupant or person in charge thereof upon affixing a new number to remove any different number which might be mistaken for or confused with, the number assigned to such street/road. Each resident of Jackson Parish shall, upon notification, display

structure numbers in the following manner:

- (1) House numbers shall be at least four (4) inches in height.
- (2) House numbers shall be set on a background of contrasting color.
- (3) When a house is such a distance from the road that house numbers cannot be seen or read, or when view of the house is blocked by trees or shrubs, the house numbers shall be on a sign attached to a post, tree, fence or gate beside the driveway readable from both directions.
- (4) On a corner lot, the house number shall be on the mailbox as well as on the house.
- (5) In rural areas the house number shall be on the mailbox as well as on the house.
- (6) House numbers shall be illuminated or made of a reflective material that is easily visible at night.
- (7) House numbers shall be in plain block number rather than script.
- (8) Apartment owners/managers and mobile home park owners/managers of single or complex units shall display lot or apartment numbers in the same manner as listed above. It shall be the responsibility of these owners/managers to notify their tenants of their correct addresses.
- (9) Commercial store fronts having glass walls shall adhere to the size and reflective characteristics set out in this section but may have numbers painted on them.
- m) Official Addresses: It shall be unlawful for any public utility providing electric, gas, water or telephone service to any property or structure located in Jackson Parish, Louisiana, to introduce or provide such utility service to any such location or structure unless the owner, builder, developer, or occupant thereof provides said public utility with satisfactory proof that he or she has obtained an official address from the director of the Jackson Parish E-911 office. Before the director of the Jackson Parish E-911 office can provide an owner, builder, developer or occupant of property or structure located in Jackson Parish, Louisiana with an official address, said owner, builder, developer, or occupant of said property must demonstrate to the satisfaction of the director of the Jackson Parish E-911 office that he or she has complied with the rules and regulations of the Federal Emergency Management Agency National Flood Insurance Program.

Section 8. Public use and service areas.

- a) <u>Easements For Utilities:</u> Except where utility service alleys are provided with a minimum width of fifteen (15) feet for this purpose, the police jury will require street rights-of-way widths sufficient to include installation, operation and maintenance of poles, wires, conduits, storm and sanitary sewers, gas, water, or other utility lines on each side of any existing or proposed public street or road right-of-way.
- b) Dedication to Public Use: There shall be no reserve strips except those which are conveyed to

the government having jurisdiction.

c) Easements For Locating And Servicing Of Rural Refuse Containers: In all subdivisions accepted by the parish police jury subsequent to the effective date of this ordinance and in the event of any additional development in existing subdivisions, if determined necessary by the collection and solid waste superintendent and parish engineer, the developer shall provide an easement to the police jury, its successors or assigns, for the locating and servicing of rural refuse containers, which easement shall be convenient, accessible and available to the public and shall contain sufficient area as determined by the collection and solid waste superintendent and parish engineer so as to serve the needs of the subdivision and the servicing of said containers by the parish police jury, its agents and/or employees.

Section 9. Mailboxes.

- (a) No mailbox or newspaper delivery box will be allowed to exist on parish right of way if it interferes with the safety of the traveling public or the function, maintenance, or operation of the highway system.
- (b) Mailboxes shall be located on the right-hand side of the roadway in the direction of the delivery route except on one way streets where they may be placed on the left-hand side.
- (c) The bottom of the box shall be set at an elevation established by the U. S. Postal Service, usually between three (3) feet six (6) inches and four (4) feet above the roadway surface.
- (d) On rural roads, the roadside face of the mailbox shall be offset from the edge of the traveled way a minimum distance of four (4) feet. On curb and gutter streets, the roadside face of the mailbox shall be set back from the face of the curb a distance between six (6) inches and twelve (12) inches.
- (e) Any mailbox that is found to violate the intent of this regulation shall be removed by the postal patron upon notification by the police jury. At the discretion of the police jury, based on an assessment of hazard to the public, the patron will be granted thirty (30) days to remove an unacceptable mailbox. After the specified removal period has expired, the unacceptable mailbox will be removed by the parish at the postal patron's expense and replaced by the postal patron to the acceptable standards set forth by the American Association of State Highway and Transportation Officials as may be amended from time to time.
- (f) Any newly constructed mailboxes shall comply with the standards for erection of mailboxes set by the American Association of State Highway and Transportation officials as may be amended from time to time.
- (g) This section strictly forbids the construction of any obstruction (brick mailboxes, brick columns, concrete abutments, etc.) on parish road rights of way.

ARTICLE III. PROCEDURE AND STANDARDS FOR PLAT APPROVAL

DIVISION 1. GENERALLY

Section 10. Preliminary plat approval.

- (a) To prevent undue hardship on the subdivider through possible required plat revisions, a preliminary plat shall first be submitted to the police jury through its Parish Engineer in duplicate and shall give the following information, where applicable:
 - (1) The plat shall show the proposed subdivision and any other adjacent land owned by the subdivider that may affect the design of the subdivision.
 - (2) The subdivision name, the names and addresses of the owners and of the designers of the plat, who shall be a registered land surveyor in the State of Louisiana.
 - (3) Date, declination of north point, and scale (not less than one [1] inch equals [200] feet).
 - (4) The location of existing and platted property lines, streets, buildings, watercourses, railroads, sewers, bridges, culverts, drainpipes, water mains, and any public utility or other easements, both on the land subdivided and on the adjoining land; the names of adjacent subdivisions and the names and addresses of record owners of adjoining parcels of unsubdivided land as they appear on the current tax records.
 - (5) The street layout for the entire area shown on the preliminary plat. The names, location, widths, and other dimensions of proposed streets, alleys, easements, rural refuse container easements, parks, and other open spaces, reservations, lot lines and building lines for the proposed subdivision.
 - (6) Statement of proposed street improvements, including contour map where terrain might affect the location of streets; and profiles of all streets showing natural and finished grades drawn to a scale of not less than one (1) inch equals one hundred (100) feet horizontal and one (1) inch equals twenty (20) feet vertical when required by the police jury.
 - (7) Preliminary sketch plans or proposed utility layouts (sewer, water, gas and electricity), showing feasible connections where possible, to existing and proposed utility systems.
 - (8) All drainage structures in the subdivision. They shall be designed considering all the area shown on the preliminary plat and any other areas that have natural drainage into the subdivision, and shall be approved by the police jury or its representative.
 - (9) All lots shall be numbered consecutively in a new subdivision. On re-subdivision of an existing subdivision, all lots shall be lettered. All lot lines shall show accurate dimensions in feet and hundredths, and with angles related to street and cross walkway lines.
 - (10) The developer must comply with the local flood plan ordinance.
- (b) Upon receipt of this preliminary plat, the police jury or its authorized representative shall, if deemed necessary, transmit said plat to any interested parish or state department or agency for review and recommendations in relation to specific service problems. The approval of the

preliminary plat shall not be deemed final acceptance but rather an expression of approval of the layout as submitted on the preliminary plat; such approval shall not be noted on the preliminary plat. One (1) copy of the preliminary plat shall be retained in the files of the police jury.

DIVISION 2. IMPROVEMENTS

Section 11. Required.

The improvements listed hereinafter in this division shall be designed and constructed under the supervision of a competent, licensed civil engineer, currently registered in the State of Louisiana, and shall be installed prior to approval of the final plans which shall be submitted on eleven inch by seventeen inch sheets and marked clearly as "FINAL, 'AS BUILT' PLANS", and the same shall bear a certification signed by the design/construction engineer stating that the said improvements have been designed and constructed in accordance with this ordinance and other referenced requirements and standards. Two (2) full sets of said plan shall be furnished to the Clerk of Court of the Parish of Jackson, Louisiana and two (2) full sets shall be furnished for the files of the police jury. It is further provided that, in lieu of the completed installation of these improvements a bond may be accepted as provided in section 19(b)(2) of this ordinance.

Section 12. Street improvements.

Street improvements shall comply with the requirements set forth in Article II, Section 7 of this ordinance.

Section 13. Sewers.

- (a) If the subdivision is located where a public sanitary sewer is accessible, the subdivider shall connect with such sanitary sewer and provide adequate sewer lines accessible to each lot. Sewer connections and subdivision sewer systems shall comply with the regulations of the state board of health, and shall be constructed under the supervision of and approved by the parish health officer and the authorized representative of the parish. No sewer or effluent from any treatment facility will be discharged onto road right-of-way.
- (b) If no sanitary sewer is accessible, sewage disposal facilities shall be approved by and constructed under the supervision of the parish health unit. The plat shall carry the notation that such means of sewage disposal shall be constructed according to the specifications of, and under the supervision of the parish health unit.
- (c) If mechanical sewer plants are used, the discharge from such plants will not be allowed on road right-of-way.
- (d) Under no circumstances should sewer discharge lines of any type or field lines be allowed on road right of way or be allowed to discharge onto road right of way or any ditch located on any such road right-of-way.
- (e) The Plat of Subdivision shall carry the notation that the subdivision is in compliance with all provisions of this section.

Section 14. Water Supply.

If the subdivision is located where a public water supply is accessible, the subdivider shall connect with water supply approved by the parish health unit and the authorized representative of the parish and make it available for each lot within the subdivided area.

Section 15. Drainage.

Drainage improvements shall comply with the requirements set forth in Article II, Section 7 of this ordinance.

Section 16. Traffic signs.

Traffic signs are to be furnished and installed by the developer before the subdivision is approved by the police jury or parish engineer or opened to the public. All acceptable and required devices shall conform to the LADOTD "Standard Specifications for Roads and Bridges", latest edition, and in accordance with the Louisiana Manual on Uniform Traffic Control Devices, or as may be amended and in accordance with latest AASHTO Standards.

Section 17. Infrastructure.

All utility improvements such as poles, wires, conduits, storm and sanitary sewers, gas, water or other utility lines must be placed in the space allocated within street right-of ways or utility easements.

DIVISION 3. FINAL PLAT

Section 18. Generally.

The final plat shall be submitted to the police jury on twenty-four inch by thirty-six inch paper, and two (2) eleven inch by seventeen inch copies to be submitted to the clerk of court for filing and unless this is done within one year of the police jury approval of the preliminary plat, such approval shall lapse. The Parish Engineer of the police jury shall check the plats for compliance with the approved preliminary plat and requirements of this ordinance and shall report his findings and recommendations to the police jury.

Section 19. Prerequisites for approval.

- (a) It is the intent of this ordinance that the sale of building lots should be contingent upon at least a minimum of public improvements being made with the dedicated streets of the plat, as follows:
 - (1) Where new roads are to be accepted into the Jackson Parish road system as public roads, improvements shall be installed in compliance with Article II, Section 7 (j) of this ordinance;
 - (2) Where new roads are to remain private and therefore not eligible for acceptance into the Jackson Parish road system, installation of an all-weather driving surface capable of

conveying traffic during all weather conditions is required. For subdivisions where roads are to remain private and therefore not accepted for maintenance by the Jackson Parish Police Jury a statement to that effect shall be listed on the final plat.

- (3) Sufficient storm drains and storm drainage features to adequately drain the roads; and
- (4) Water and sanitary sewer mains when these facilities are required or practicable. Where no water, sewer or other public utilities are planned or required a statement to that effect shall be listed on the final plat.
- (b) The above should be installed to the size and quality acceptable to the police jury. With the foregoing in mind, the police jury will consider approval of the final plat only after receipt of:
 - (1) Certification by the parish engineer that all improvements have been installed in accordance with these regulations, or
 - (2) Certification by the parish engineer that a bond has been posted available to the parish in sufficient amount to assure the completion of the required improvements.

Section 20. Contents.

The final plat shall show the following:

- (1) Township, range and section in which the subdivision is located. If section corner, township, line or range line falls within the subdivision, it shall be shown;
- (2) Primary control points, or descriptions and "ties" to such control points to which all dimensions, angles, bearings and similar data on the plat shall be referred;
- (3) Tract boundary lines, right of way lines of streets, easements and other right of way and property lines, dimensions, bearings or defection angles, and radii, arcs, and central angles of all curves;
- (4) Names and right of way width of each street or other right of way;
- (5) Location, dimension, and purpose of any easement;
- (6) Number to identify each lot or site;
- (7) Addresses assigned by E-911 Office or Jackson Parish Communications District;
- (8) Purpose for which sites, other than residential lots are dedicated or reserved;
- (9) Minimum building setback line on all lots and other sites;
- (10) Any areas which have been subject to flood within a period of ten (10) years prior to date of final plat or any areas shown to be in a flood plain according to the latest Jackson Parish flood hazard boundary maps.

- (11) Location and description of monuments;
- (12) Names of record owners of adjoining unplatted land;
- (13) Reference to recorded subdivision plats of adjoining platted land by record name, date and number;
- (14) Certification by Louisiana registered land surveyor certifying to accuracy of survey and plat;
- (15) Certification of compliance by local health authority;
- (16) Statement by owner dedicating streets, right of way, utility easements and any sites for public uses;
- (17) Statement by owner listing all restrictions and other limiting statements required in this ordinance;
- (18) Statement by owner if new roads are to remain private and therefore not eligible for acceptance into the Jackson Parish road system.
- (19) Title, scale, declination of north and date; and
- (20) Certificate of approval by the police jury.

Section 21. Distribution of copies after approval.

Upon approval of the plat the original drawings shall be returned to the subdivider; and one copy retained in the files of the clerk of court and two (2) copies retained in the files of the police jury.

ARTICLE IV. MOBILE HOME PARKS AND MULTI-FAMILY DWELLINGS

Section 22.

No mobile home park, trailer park, or multi-family dwelling may be developed or constructed in Jackson Parish, Louisiana until the mobile home park, trailer park, or multi-family dwelling owner or developer secures approval from the local health authority of the method of sewage treatment and disposal and the public water supply servicing said mobile home park or multi-family dwelling.

Mobile home parks and trailer parks shall be constructed in accordance with the following minimum standards:

(1) Individual mobile home or trailer sites may be leased or rented but not subdivided for sale. Any mobile home park or trailer park in which lots or parcels are to be sold are considered to be subdivisions and must comply with those provisions of this ordinance relating to subdivisions.

- (2) Maximum density shall be six (6) mobile home sites per acre.
- (3) Minimum lot size shall be seventy (70) foot front by one hundred (100) foot depth.
- (4) Each mobile home or trailer park site shall be provided with a sanitary sewer connection and each mobile home park shall be provided with a collection and treatment system and public water supply in compliance with the standards, rules, and regulations of the State Health Department.
- (5) Each mobile home park or trailer park developer or owner shall provide a refuse container site all in accordance with the Refuse Container Agreement as provided by the Jackson Parish Police Jury. The Jackson Parish Solid Waste Superintendent shall determine the size and number of rural refuse containers to be placed at each mobile home park or trailer park.

Multi-family dwellings; including, but not limited to apartments, duplexes and group homes shall be provided with a collection and treatment system and public water supply in compliance with the standards, rules and regulations of the State Health Department.

In the event the Jackson Parish Solid Waste Superintendent deems it necessary and appropriate, a multi-family dwelling developer or owner shall also provide a refuse container site in accordance with the Refuse Container Agreement as provided by the Jackson Parish Police Jury. The size and number of such rural refuse containers shall be determined by the Jackson Parish Solid Waste Superintendent.

ARTICLE V. ENFORCEMENT

Section 23. Penalties and remedies for violation of this ordinance.

- (a) Penalty: Any individual, partnership, firm or corporation that violates the terms and conditions of this ordinance, other than Sections 6, 13 and 14 shall, upon conviction by a court of competent jurisdiction, be fined not more than five hundred dollars (\$500.00) or imprisoned for not more than thirty (30) days, or both, at the discretion of the court, and each violation shall be considered a separate offense. The violation of any provisions of Section 6, Section 13 or Section 14 of this ordinance relating to sewage collection, treatment and disposal and/or public water supplies shall be punishable by a fine of one hundred dollars (\$100.00), provided that each day a violation exists shall constitute a separate offense.
- (b) Penalties For Transferring Lots In Unapproved Subdivisions: Whoever, being the owner or agent of the owner of any land located within the subdivision, transfers or sells or agrees to sell any land by reference to or exhibition of or by other use of plat of a subdivision before such plat has been approved by the police jury and filed in the office of the clerk of court shall pay a penalty of five hundred dollars (\$500.00) for each lot or parcel so transferred or sold or agreed or negotiated to be sold, and the description of such lot or parcel by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring shall not exempt the transaction from such penalties or from the remedies herein provided. The police jury may enjoin such transferal or sale or agreement by suit or injunction brought in any court of competent jurisdiction or may recover the penalty by civil action in any court of competent jurisdiction.

ARTICLE VI: SEVERANCE CLAUSE

Should any portion, items, applications or sections of this ordinance be held invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions, items, applications or sections of this ordinance which can be given effect without the invalid provisions, items, applications or sections and to this end the provisions of this ordinance are hereby declared severable.

The above ordinance was read and as read, considered section by section and finally adopted as a whole by the following vote:

YEAS: Mr. Culpepper, Mr. McCarty, Ms. Rowe, Mr. Treadway

NAYS: Mr. Langston, Ms. Magee

ABSENT: Ms. Monroe

WHEREUPON said ordinance was declared adopted on this 10th day of July, 2017 at Jonesboro, Jackson Parish, Louisiana.

ATTEST:

CERTIFICATE

I, KENNETH O. PARDUE, the undersigned Secretary of the Jackson Parish Police Jury declare that the above and foregoing is a true and correct copy of an ordinance adopted by the Jury at a regular meeting held on the 10^{th} day of July, 2017 at which a quorum was present and voting.

Jonesboro, Louisiana, on this 10th day of July, 2017.

_/s/ Kenneth O. Pardue
KENNETH O. PARDUE, SECRETARY