

March 20, 2006
Jonesboro, Louisiana
www.jacksonparishpolicejury.org

The Jackson Parish Police Jury met in special session Monday, March 20, 2006, at 12:00 PM in the Jackson Parish Community Center located at 182 Industrial Drive, Jonesboro, Louisiana. Members present: Mr. Carl Atkins, Mr. Eddie Langston, Mr. Darrell Magee, Mr. Nathaniel Zeno, Jr., Mr. Leslie Thompson, Dr. Charles Garrett and Mr. Troy Smith.

The meeting was called to order by the president, Mr. Zeno. Mr. Magee gave the invocation and Mr. Thompson led the recitation of the pledge of allegiance.

Ms. Emma Jones requested that the jury place additional gravel on Vernon-Eros Road. There were no other public comments.

Motion Mr. Smith seconded Mr. Thompson to accept the resignation of Lea Anna Neatherland from the Jackson Parish Recreation District Board.

Yeas: 1, 3, 4, 5, 6, 7

Abstaining: 2

Motion carried

Motion Mr. Langston seconded Mr. Smith to appoint Kevin Reeves to fill the unexpired term of Lea Anna Neatherland to the Jackson Parish Recreation District Board with an expiration date of March 21, 2009. Motion carried

Motion Mr. Atkins seconded Mr. Magee to approve the expenditure of \$1,254.50 to Routed Art Signs for entrance sign at the new road maintenance facility on Fitzpatrick Road. Motion carried.

Motion Mr. Smith seconded Dr. Garrett to amend the Jackson Parish Personnel Policy Manual to include:

PROCEDURAL POLICY AUTHORIZATION TO SIGN CHECKS

The purpose of the Authorization to Sign Checks Policy is to assure the continuity of operations of the Jackson Parish Police Jury in the prolonged absence of the secretary-treasurer from the jury office.

The proposed policy is to provide procedures for the scheduled routine requirements of:

1. Payment of scheduled accounts payable invoices
2. Payment of scheduled payroll checks and accompanying mandatory payroll deductions.

Signature of Accounts Payables Checks:

A/P checks are issued on a scheduled basis of the 10th and 25th of each month. In the event of the absence of the secretary-treasurer on the scheduled dates for payment, the accounts payables checks that are prepared by the Payables Clerk/Bookkeeper will require the signature of the Payroll Clerk and the payables clerk/bookkeeper.

The Payroll Clerk prepares necessary mandatory payroll accounts payables deductions (i.e. insurance premiums, credit union deductions, garnishments, child support, and 457b deductions). These checks that are prepared by the clerk shall be signed by the bookkeeper and payroll clerk.

Any unscheduled payment of an accounts payable invoice shall require the signature of authorization of the president prior to issuance of an unscheduled payment. If the president is unavailable, the signature of the vice-president shall be required prior to issuance of an unscheduled payment. If the president or vice-president is unavailable, the signature of the chairman of the finance committee shall be required prior to issuance of an unscheduled payment.

The payables clerk/bookkeeper shall prepare a list of unscheduled payments made in the absence of the secretary-treasurer and shall be provided to the secretary-treasurer and the jurors for review. A copy shall be placed in the Auditor's File for their review during their regular audit of the jury.

Signature of Payroll Checks:

Payroll checks are issued on the following schedule:

Weekly	Thursday of each month
Semi-Monthly	15 th and last working day of each month
Monthly	25 th day of each month

Payroll checks prepared by the payroll clerk shall be signed by payables clerk/bookkeeper and the payroll clerk.

Yeas: 1, 2, 3, 4, 5, 6, 7

Nays: None

Abstain: None

Absent: None

Motion carried.

Motion Mr. Thompson seconded Mr. Smith to employ the following in the solid waste department as recommended by the solid waste superintendent:

Randy Hayes (CDL Driver) – probationary employee at \$8.00 per hour

Marcus Jackson – temporary employee at \$6.00 per hour

Motion carried.

Motion Mr. Atkins seconded Mr. Langston to amend the agenda to include employment in the road department. Motion carried.

Motion Mr. Atkins seconded Dr. Garrett to employ Todd Lamkin as a probationary driver at \$9.39 per hour in the road department as recommended by the road superintendent. Motion carried.

Motion Mr. Thompson seconded Dr. Garrett to approve the purchase requisitions:

Lab Safety Supply	\$11,919.07	HSOEP (Federal)
Ecology Services	\$ 400.00	Solid Waste
Ag-Con	\$ 365.00	Asphalt
Ag-Con	\$ 550.00	Asphalt
Dreher	\$25,000.00	Asphalt
Lowe's	\$ 399.00	Solid Waste

Motion carried.

Motion Mr. Atkins seconded Dr. Garrett to adopt the revised 2006 Road Program (with alternate bid) as presented by the president:

<u>Road</u>	<u>Priority List</u>
Brooks Chapel	Blacktop Major (1)
Ed Barnes	Blacktop Major (2)
Sugar Creek	Blacktop Major (3)
Sweetwater	Blacktop Medium (1)
Pleasant Grove	Blacktop Medium (2)
Tisdale	Blacktop Medium (3)
Country Club	Blacktop Minor (1)
Woodsway	Gravel Major (1)
Colby Jean (Bid as Alternate 1)	Gravel Major (2)

Yeas: 1, 3, 4, 6, 7

Nays: 2, 5

Absent: None

Abstaining: None

Motion carried.

Mr. Langston left the meeting.

Mr. James Bradford requested that the jury consider an exemption from local sales tax on manufacturing equipment and machinery in the parish.

Motion Mr. Smith seconded Mr. Thompson to refer the exemption from local sales tax on manufacturing equipment and machinery to the finance committee for study and recommendation. Motion carried.

Motion Mr. Atkins seconded Mr. Thompson to amend the agenda to discuss water meters on parish facilities operating in Jonesboro. Motion carried.

Motion Mr. Atkins seconded Mr. Thompson to authorize the expenditure of funds for the installation of back-flow preventers on water meters at the courthouse and community center in accordance with requirements of the Town of Jonesboro. Motion carried.

Motion Mr. Smith seconded Mr. Thompson to amend the agenda to discuss the parish subdivision ordinance. Motion carried.

Motion Mr. Magee seconded Mr. Atkins to amend the agenda to discuss the purchase of crushed asphalt. Motion carried.

Motion Mr. Atkins seconded Mr. Smith to authorize the purchase the following allocation of reclaimed asphalt for 2006 at bid price:

\$150,000 – Asphalt Maintenance Fund

\$150,000 – Capital Outlay Fund

Motion carried.

Motion Mr. Thompson seconded Mr. Smith to adjourn. Motion carried.