

The Jackson Parish Police Jury met in regular session Monday, May 14, 2018, at 5:30 PM in the Dr. Charles H. Garrett Community Center, 182 Industrial Drive, Jonesboro, Louisiana. Members present: Todd Culpepper, Amy Magee, John McCarty, Maxie Monroe, Regina Rowe, and Lynn Treadway. Absent: Eddie Langston. Also present: Darrell Avery, Assistant District Attorney.

The meeting was called to order by the President, Ms. Rowe. The invocation was given by Ms. Monroe and Mr. McCarty led the recitation of the Pledge of Allegiance.

The President opened the floor for public comments.

Ms. Sylvia Baker raised concern for the closing of the portion of Jake Anding Road in April and asked that the Road Committee re-visit the decision.

Motion Ms. Monroe, seconded Mr. Treadway to amend the agenda to discuss the removal of Jake Anding Road. Motion carried.

Motion Ms. Magee, seconded Mr. Culpepper to approve the minutes of the April 9<sup>th</sup> Jury Meeting and the payment of all bills. Motion carried.

The Jury discussed amending the employee health insurance plan to allow for Jury members to be eligible for the plan. Mr. Trae Brashear addressed the Jury on the grandfather status of the policy and the open enrollment status for the month of May. The Jury discussed not having enough information to make the change without further research.

Motion Ms. Monroe, seconded Mr. McCarty to authorize the Police Jurors to be eligible for employee health insurance and amending the current policy to include elected officials. Motion fails with Ms. Monroe and Mr. McCarty voting Yea and Mr. Culpepper, Ms. Magee, and Mr. Treadway voting Nay.

The Jury discussed having a Special Meeting later to further discuss the details of making the change with Mr. Brashear.

The President called for Committee Reports.

Motion Mr. Treadway, seconded Mr. Culpepper to approve the minutes of the April 30<sup>th</sup> Solid Waste Committee meeting. Motion carried.

*Solid Waste Committee  
April 30, 2018*

*The Solid Waste Committee met Monday, April 30, 2018 at 4:30 P.M. in the Police Jury Meeting Room of the Jackson Parish Courthouse, 500 E. Court Street, Room 301, Jonesboro, Louisiana. Members present: Mr. Eddie Langston, and Mr. Lynn Treadway. Absent: Ms. Maxie Monroe. Also present: Mr. John McCarty and Ms. Regina Rowe.*

*The meeting was called to order by Mr. Treadway. Mr. McCarty gave the invocation and Mr. Langston let the recitation of the pledge. There were no public comments.*

*Motion Mr. Langston, seconded Mr. Treadway to table the request for the purchase of welding machine from J.S. Burks & Son for the low quote of \$4,675.00. Motion carried.*

*Motion Mr. Langston, seconded Mr. Treadway to recommend the Jury purchase a truck at the lowest bid for the landfill to replace SW-105. Motion carried.*

*Motion Mr. Langston, seconded Mr. Treadway to recommend the Jury purchase dumpster bins and bottoms at the low bid of \$12,650 from Waste Quip. Motion carried.*

*Solid Waste Superintendent Robin Sessions presented the Jury with a map of current model bin sites, proposed new sites, and current roadside bins. The Jury discussed future plans to construct model bin sites and land options.*

*Motion Mr. Langston, seconded Mr. Treadway to recommend the Jury make an offer on the available land sites at the appraised price. Motion carried.*

*Motion Mr. Langston, seconded Mr. Treadway to adjourn. Motion carried.*

Motion Mr. Culpepper, seconded Mr. Treadway to approve purchasing a truck at the lowest bid for the landfill to replace SW-105. Motion carried.

Motion Mr. Treadway, seconded Ms. Monroe to approve purchasing dumpster bins and bottoms at the low bid of \$12,650 from Waste Quip. Motion carried.

Motion Ms. Monroe, seconded Mr. Treadway to authorize making an offer on the available land for model bin sites at the appraised price. Motion carried.

Motion Ms. Monroe, seconded Mr. Treadway to accept the minutes of the April 30<sup>th</sup> Personnel Committee meeting. Motion carried.

*Personnel Committee  
April 30, 2018*

*The Personnel Committee met Monday, April 30, 2018 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: Ms. Amy Magee and Ms. Regina Rowe. Absent: Ms. Maxie Monroe. Also present: Mr. Eddie Langston, Mr. John McCarty, and Mr. Lynn Treadway.*

*The meeting was called to order by the chair, Ms. Rowe. There were no public comments.*

*Motion Ms. Magee, seconded Ms. Rowe to amend the agenda to include recommending the appointment of Roy Barlow to the Watershed District. Motion carried.*

*Motion Ms. Magee, seconded Ms. Rowe to recommend the Jury appoint Sharon Satcher to the Jackson Parish Communication District. Motion carried.*

*Motion Ms. Magee, seconded Ms. Rowe to recommend the Jury appoint David Earl Brown to the Jackson Parish Communication District. Motion carried.*

*Motion Ms. Magee, seconded Ms. Rowe to recommend the Jury appoint Fred Tolar to the Jackson Parish Communication District. Motion carried.*

*Motion Ms. Magee, seconded Ms. Rowe to recommend the Jury appoint Joyce Amos Smith to the Jackson Parish Tourism Board. Motion carried.*

*Motion Ms. Magee, seconded Ms. Rowe to recommend the Jury appoint Vernie Meeks to the Jackson Parish Tourism Board. Motion carried.*

*Motion Ms. Magee, seconded Ms. Rowe to recommend the Jury appoint Roy Barlow to the Watershed District. Motion carried.*

*Motion Ms. Magee, seconded Ms. Rowe to table the request for time off without pay for Paul Martin until further research can be done. Motion carried.*

*Motion Ms. Magee, seconded Ms. Rowe to recommend the Jury approve the recommended candidates for the Road Department open positions. Motion carried.*

*Motion Ms. Magee, seconded Ms. Rowe to recommend the Jury send a response letter to Betty Jeffress regarding her board removal. Motion carried.*

*Motion Ms. Magee, seconded Ms. Rowe to recommend the Jury adopt the amended Purchasing Policy to coincide with the new financial software. Motion carried.*

*Motion Ms. Magee, seconded Ms. Rowe to recommend the Jury change the payroll cycle from Saturday – Friday to Sunday - Saturday. Motion carried.*

*Motion Ms. Magee, seconded Ms. Rowe to recommend the Jury change the current pay date from Thursdays to Fridays. Motion carried with Ms. Magee requesting a review of the new policy after three months.*

*Motion Ms. Magee, seconded Ms. Rowe to recommend the Jury approve a policy to allow employees to select up to five direct deposit accounts and be allowed to make no more than two account changes within a calendar year in the new financial software. Motion carried.*

*Motion Ms. Magee, seconded Ms. Rowe to table the recommended grace time and tardiness policy until a more formal policy is drafted. Motion carried.*

*Motion Ms. Magee, seconded Ms. Rowe to recommend the Jury amend the vacation and sick leave policy to make time off requests only in increments of one full hour. Motion carried.*

*Motion Ms. Magee, seconded Ms. Rowe to adjourn. Motion carried.*

Motion Ms. Monroe, seconded Ms. Magee to appoint Sharon Satcher to the Jackson Parish Communication District Board. Motion carried.

Motion Mr. Treadway, seconded Mr. Culpepper to appoint David Earl Brown to the Jackson Parish Communication District Board. Motion carried.

Motion Ms. Monroe, seconded Mr. Treadway to appoint Fred Tolar to the Jackson Parish Communication District Board. Motion carried.

Motion Ms. Monroe, seconded Mr. Treadway to appoint Joyce Amos Smith to the Jackson Parish Tourism Board. Motion carried.

Motion Mr. Treadway, seconded Ms. Monroe to appoint Vernie Meeks to the Jackson Parish Tourism Board. Motion carried.

Motion Ms. Monroe, seconded Ms. Magee to appoint Roy Barlow to the Watershed District Board. Motion carried.

Motion Ms. Monroe, seconded Ms. Magee to approve the recommended candidates for the Road Department open positions contingent upon their passing drug screenings, physicals, and other policy screenings.

- Operator: Jimmy Dorsey
- Operator: Venessa Giambrone
- Utility: Ronnie Qualls
- Utility: Randall Wayne Mason

Motion carried.

Mr. Culpepper left the meeting.

Motion Mr. Treadway, seconded Mr. McCarty to authorize the President to send a response letter to Betty Jeffress on behalf of the Jury regarding her board removal. Motion carried.

Motion Ms. Magee, seconded Mr. Treadway to adopt the amended Purchasing and Disbursements Policy effective with the conversion to the new financial software. Motion carried.

Motion Mr. Treadway, seconded Ms. Monroe to authorize changing the payroll cycle from Saturday thru Friday to Sunday thru Saturday effective with the conversion to the new financial software. Motion carried.

Motion Mr. Treadway, seconded Ms. Magee to authorize changing the current pay date from Thursdays to Fridays effective with the conversion to the new financial software. Motion carried.

Motion Mr. Treadway, seconded Ms. Monroe to approve a policy to allow employees to select up to five direct deposit accounts and be allowed to make no more than two account changes within a calendar year effective with the conversion to the new financial software. Motion carried.

Motion Mr. Treadway, seconded Ms. Monroe to amend the vacation and sick leave policy to make time off requests only in increments of one full hour effective with the conversion to the new financial software. Motion carried.

Motion Ms. Magee, seconded Ms. Monroe to accept the minutes of the May 3<sup>rd</sup> Road Committee meeting. Motion carried.

*Road Committee*

*May 3, 2018*

*The Road Committee met Thursday, May 3, 2018 at 12:15 PM in the Police Jury Meeting Room of the Jackson Parish Courthouse, 500 E. Court Street, Room 301, Jonesboro, Louisiana. Members present: Mr. Todd Culpepper, Mr. Eddie Langston, and Ms. Amy Magee. Also present: Mr. John McCarty, Ms. Regina Rowe, and Mr. Lynn Treadway*

*The meeting was called to order by the Chair, Ms. Magee. Mr. Culpepper gave the invocation and Mr. Langston led the recitation of the pledge.*

*The Chair called for public comments.*

*Mr. Ray Daughtry from WestRock spoke about the options the Police Jury has in regards to road damage from logging trucks and how the Louisiana Forestry Association can be a tool for identifying the responsible parties and collecting damage reimbursements.*

*Motion Mr. Langston, seconded Mr. Culpepper to recommend the Jury approve a Claycrete demonstration on a selected road including soil samples, testing, and materials. Motion carried.*

*Motion Mr. Culpepper, seconded Mr. Langston to recommend the Jury authorize advertising for the 2018 Road Program. Motion carried.*

*Motion Mr. Langston, seconded Mr. Culpepper to recommend the Jury send a response letter to Anthony Stevenson regarding the requested speed bumps on Stevenson Road. Motion carried.*

*Motion Mr. Culpepper, seconded Mr. Langston to recommend the Jury authorize the Parish Engineer to review and estimate a cost on Keppler Creek Road. Motion carried.*

*The Committee discussed the documentation performed for issuing Road Permits.*

*The Committee discussed the maintenance to be performed on Dani Drive, Templeton Road, and Zoar Road.*

*Motion Mr. Culpepper, seconded Mr. Langston to recommend the Jury approve the drafted Sandbag Policy and send to the OEP Director and Jury President for their review. Motion carried.*

*Motion Mr. Langston, seconded Mr. Culpepper to recommend the Jury send a response letter to the Town of Chatham approving their request, but stipulating that they must either pay for the materials, or the amount will be deducted from any annual appropriations. Motion carried.*

*Motion Mr. Culpepper, seconded Ms. Magee to adjourn. Motion carried.*

Motion Ms. Magee, seconded Ms. Monroe to approve a Claycrete demonstration on a selected road including soil samples, testing, and materials. Motion carried.

Motion Mr. Treadway, seconded Ms. Monroe to authorize advertising for the 2018 Road Program. Motion carried.

Motion Mr. Treadway, seconded Ms. Monroe to authorize sending a response letter to Anthony Stevenson regarding the requested speed bumps and on Stevenson Road. Motion carried.

Motion Mr. Treadway, seconded Ms. Magee to authorize the Parish Engineer to review and estimate a cost on Keppler Creek Road. Motion carried.

Motion Ms. Monroe, seconded Ms. Magee to approve the drafted Sandbag Policy and send to the OEP Director and Jury President for their review. Motion carried.

Motion Ms. Magee, seconded Mr. McCarty to authorize sending a response letter to the Town of Chatham. Motion carried.

Motion Ms. Monroe, seconded Ms. Magee to accept the minutes of the May 3<sup>rd</sup> Building & Grounds Committee meeting. Motion carried.

*Building & Grounds Committee  
May 3, 2018*

*The Building & Grounds Committee met Thursday, May 3, 2018 at 12:30 PM in the Police Jury Meeting Room of the Jackson Parish Courthouse, 500 E. Court Street, Room 301, Jonesboro, Louisiana. Members present: Mr. Lynn Treadway, Ms. Amy Magee, and Mr. John McCarty. Also present: Ms. Regina Rowe.*

*The meeting was called to order by the Chair, Mr. Treadway.*

*The Chair called for public comments.*

*Maintenance Supervisor Bubba Anderson spoke about the treatment plans for the Courthouse lawn.*

*Motion Ms. Magee, seconded Mr. McCarty to amend the agenda to include recommendations for the storage building at the Community Center. Motion carried.*

*Motion Ms. Magee, seconded Mr. McCarty to recommend the Jury accept the bid of \$14,650 from Dodson Enterprises for painting and repairing damages and wall textures for the third floor of the Courthouse. Motion carried.*

*Motion Mr. McCarty, seconded Ms. Magee to recommend the Jury furnish supplies and request a crew of trusties to paint the exterior of the Jackson Parish Heritage Museum. Motion carried.*

*Motion Mr. McCarty, seconded Ms. Magee to recommend the Jury request bids on a 30' x 60' building insulated with heating and air with segregated areas for storage of multiple departments. Motion carried.*

*Mr. Bubba Anderson updated the Committee with the continued repairs and future plans regarding the Courthouse air handling units and the chiller repairs.*

*Motion Ms. Magee, seconded Mr. Treadway to recommend the Jury request bids on replacing the #2 air handling unit. Motion carried.*

*Motion Ms. Magee, seconded Mr. McCarty to recommend the Jury request bids on repairs for the chiller unit. Motion carried.*

*Motion Ms. Magee, seconded Mr. Treadway to adjourn. Motion carried.*

Motion Mr. Treadway, seconded Ms. Monroe to accept the bid of \$14,650 from Dodson Enterprises for painting and repairing damages and wall textures for the third floor of the Courthouse. Motion carried.

Motion Mr. Treadway, seconded Ms. Monroe to authorize furnishing supplies and requesting a crew of trusties to paint the exterior of the Jackson Parish Heritage Museum. Motion carried.

Motion Mr. Treadway, seconded Ms. Magee to authorize requesting bids on a 30' x 60' building insulated with heating and air with segregated areas for storage of multiple departments. Motion carried.

Motion Mr. Treadway, seconded Ms. Monroe to authorize requesting bids on replacing the #2 air handling unit. Motion carried.

Motion Mr. Treadway, seconded Ms. Monroe to authorize requesting bids on repairs for the chiller unit. Motion carried.

The President called for monthly reports.

Mr. Paul Riley presented the Engineer's Report and stated that the bidding for the 2018 Road Program would take place on June 28<sup>th</sup>.

Motion Ms. Magee, seconded Mr. Treadway to accept the April report. Motion carried.

Mr. Jody Stuckey presented the Road Superintendent's Report and briefed the Jury on the estimated cost and work done for tree removals due to storms.  
Motion Ms. Monroe, seconded Ms. Magee to accept the April Emergency/Off-Schedule Report. Motion Carried.

Mr. Robin Sessions presented the Solid Waste Superintendent's Report and updated the Jury on the status of the land appraisals for new model bin sites.  
Motion Ms. Monroe, seconded Ms. Magee to accept the April report. Motion carried.

Mr. Mark Treadway presented the Emergency Preparedness Director's Report.  
Motion Ms. Monroe, seconded Mr. Treadway to accept the April OEP report. Motion carried.

Ms. Gina Thomas presented the Financial Report with discussion on year-to-date actual vs. budget and updated the Jury on the status of the financial software and timeclock system conversion.  
Motion Ms. Monroe, seconded Ms. Magee to accept the April report. Motion carried.

Mr. Robert "Bubba" Anderson presented the Maintenance Report and discussed the status of the air handling units and chiller systems at the Courthouse.  
Motion Ms. Monroe, seconded Ms. Magee to accept the April report. Motion carried.

Motion Ms. Monroe, seconded Ms. Magee to authorize the purchase of \$2,099.95 for remaining 5 filing cabinets for Clerk of Court storage. Motion carried.

Motion Ms. Monroe, seconded Ms. Magee to approve Juror attendance to the NACO Exposition Conference July 13<sup>th</sup> -16<sup>th</sup> in Nashville, TN. Motion carried.

Motion Ms. Magee, seconded Mr. Treadway to approve the request from the LSU Ag Center for Community Center usage on the following dates:

- June 4: 4-H University Practice day 9-5:00p.m.
- June 5 : JP 4-H Foundation meeting 5:30-6:30 ( foyer area only)
- June 14-15: 4-H Performing Arts Camp- 9am-Noon
- July: 10-12-4-H Kids in Kitchen Camp: 9am-Noon
- August 7th: 4-H Jr. Leader Meeting 5p.m-6:30 p.m.

The Jury discussed approving these requests for three months at a time so that the LSU Ag Center had enough notice to make their arrangements.

Motion carried.

Motion Ms. Monroe, seconded Mr. Treadway to approve the request from the OEP Director for use of the Community Center on June 20<sup>th</sup> for the OEP Region 8 Director's Meeting. Motion carried.

Motion Mr. McCarty, seconded Mr. Treadway to authorize the President to sign an 89 year lease with the Ward 3 Fire District for the property in Chatham to be used as a training facility for \$1.00/year. Motion carried.

The following nuisance complaints were presented in the Jury packets:

Property owner W.D. Lewter will be notified of a Nuisance Ordinance violation for the property of 2234 Country Road, Jonesboro, LA 71251

Property owner R.L. & Jessie Mae Axton will be notified of a Nuisance Ordinance violation for the property of 529 Homer Sisemore Road, Ruston, LA 71270.

The Jury discussed the removal of 2.1 miles from the south end of Jake Anding Road up to Olive Grove Road during the April 10<sup>th</sup> Regular Jury meeting.

Motion Mr. Treadway, seconded Ms. Monroe to have the Road Committee develop a Road Removal Policy.  
Motion carried.

Motion Mr. Tredway, seconded Mr. McCarty to approve the following purchase orders:

<u>Vendor:</u>	<u>Amount:</u>	<u>Dept/Fund:</u>	<u>Item:</u>
Hi-Tech	\$1,398.90	Road	Laptop & Office Professional
Hi-Tech	\$3,567.51	Solid Waste	Desktop computer & software
Harris Local Government	\$632.00	General	Payroll & AP check stock
Benson Environmental	\$700.00	Solid Waste	tires
Consolidated Truck Parts	\$10,000.00	Solid Waste	Pull and repair transmission in compact truck
JPS Equipment Rental	\$7,520.00	Road	9 wheel pneumatic roller (3 month rental)
Louisiana CAT	\$4,209.98	Road	Drive GP/freight/shipping for R61 mini excav.
Wilson Culverts	\$4,884.00	Road	Polymer culverts (Zoar Road asphalt)
Coastal Culverts	\$2,485.20	Road	Polymer culverts (Zoar Road asphalt)
Co-Heir Drainage	\$660.00	Road	12" x 40 HDPE (120 ft) (Hammett Rd & stock)
Amethyst	\$23,320.00	Road	212 T laid by machine – hot mix (Lamkin Rd)
Ruston Rock-It LLC	\$22,500.00	Road	500 T A-stone (ditch wash out)
Consolidated Truck Parts	\$15,000.00	Solid Waste	pulled, rebuilt, & replaced transmission

Motion carried.

Motion Mr. Treadway, seconded Ms. Monroe to adjourn. Motion carried.