

December 11, 2017
Jonesboro, Louisiana
www.jacksonparishpolicejury.org

The Jackson Parish Police Jury met on Monday, December 11, 2017 at 5:00 PM in the Dr. Charles H. Garrett Community Center, 182 Industrial Drive, Jonesboro, Louisiana to conduct a public hearing to receive comments on the Punkin Center Hilltop LCDBG Block Grant. Members Present: Todd Culpepper, John McCarty, Regina Rowe, and Lynn Treadway. Absent: Eddie Langston, Amy Magee, and Maxie Monroe. Also present: Darrell Avery, Assistant District Attorney.

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

The Vice President opened the floor for public comments on Punkin Center Hilltop.

Mr. Thomas Magee with Frye Magee, LLC spoke about the \$300,000 LCDBG grant they are applying for in order to invest in a new well site for Punkin Center Hilltop. He explained that three of the four wells were down and two of the four had exceeded their expected life. The Jackson Parish Police Jury is in good standing with no sanctions and therefore we are eligible to apply for the grant.

Motion Mr. Treadway, seconded Mr. McCarty to close the public hearing. Motion carried.

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The meeting was called to order by the Vice President, Ms. Rowe.

There were no public comments.

Motion Mr. Treadway, seconded Mr. Culpepper to close the public hearing. Motion carried.

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The Jackson Parish Police Jury met on Monday, December 11, 2017 at 5:15 PM in the Dr. Charles H. Garrett Community Center, 182 Industrial Drive, Jonesboro, Louisiana to conduct a public hearing to receive comments on removing Duck Pond Road from the Parish Road System. Members Present: Todd Culpepper, John McCarty, Regina Rowe, and Lynn Treadway. Absent: Eddie Langston, Amy Magee, and Maxie Monroe. Also present: Darrell Avery, Assistant District Attorney.

The meeting was called to order by the Vice President, Ms. Rowe.

There were no public comments.

Motion Mr. Treadway, seconded Mr. Culpepper to close the public hearing. Motion carried.

December 11, 2017
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The Jackson Parish Police Jury met in regular session Monday, December 11, 2017, 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 Vice President, Ms. Rowe.

There were no public comments.

Motion Ms. Magee, seconded Ms. Monroe to approve the minutes of the November 13th, November 20th, and December 4th jury meetings, the November financial report, and the payment of all bills. Motion carried.

The Vice President called for Committee Reports.

Motion Mr. Culpepper, seconded Ms. Magee to approve the minutes of the December 7th Finance Committee meeting. Motion carried.

*Finance Committee
December 7, 2017*

The Finance Committee met Thursday, December 7, 2017, at 11:00 AM in the Police Jury Meeting Room. Members present: Mr. John McCarty, Ms. Regina Rowe and Mr. Lynn Treadway. Also present: Mr. Todd Culpepper.

The meeting was called to order by the chair, Mr. McCarty. Mr. Treadway gave the invocation and Ms. Rowe led the recitation of the Pledge of Allegiance. There were no public comments.

The Chairman recognized Mr. Ronnie Harris with Civic Source to discuss the options for adjudicated property. Ms. Rowe stated that she would like for the jury to research the amount of and locations of any adjudicated property in the parish and review the contract before making a recommendation to the jury.

The Committee discussed the options of purchasing the lot south of the Courthouse or using the Jury's property to the west of the Courthouse to build a storage building for records. Ms. Rowe asked that the Secretary-Treasurer get a survey of who will require storage and how much space they will need.

Motion Mr. Treadway, seconded Ms. Rowe to recommend temporarily re-locating the Clerk of Court records from the Nash building to the vacant offices at the Community Center. Motion carried.

The Committee discussed the current budget for the Solid Waste Department.

Motion Mr. Treadway, seconded Ms. Rowe to recommend increasing the Solid Waste Commercial Fees by \$25.00 as of February 1, 2018 and give notice to the public that this is the first increase in 16 years. Motion carried.

Motion Mr. Treadway, seconded Ms. Rowe to recommend moving the Sheriff Litter Detail cost from the Solid Waste Department to the Road Department as of 2018. Motion carried.

Motion Mr. Treadway, seconded Ms. Rowe to recommend a General Fund transfer of \$500,000 for 2018 to the Solid Waste Department for a new model bin site and to assist with the fund deficit. Motion carried.

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

Motion Ms. Monroe, seconded Mr. McCarty to approve temporarily relocating the Clerk of Court records from the Nash building to the vacant offices at the Community Center and to get a survey of how much storage spaced will be needed. Motion carried.

Motion Mr. Treadway, seconded Ms. Magee to approve increasing the Solid Waste Commercial Fees by \$25.00 as of February 1, 2018 and to give notice to the public that this is the first increase in 16 years. Motion carried.

Motion Mr. Treadway, seconded Mr. Culpepper to approve moving the Sheriff Litter Detail cost from the Solid Waste Department budget to the Road Department budget starting in 2018. Ms. Monroe asked for clarification on this recommendation and it was discussed that the Solid Waste Fund had transferred \$3.6 million to the Road Fund over the years and that the litter detail was performed in the parish road right-of-ways. Motion carried with Ms. Monroe voting "Nay."

Motion Mr. Treadway, seconded Ms. Magee to approve a General Fund transfer of \$500,000 to the Solid Waste Department for a new model bin site in 2018 and to assist with the fund deficit. Motion carried.

Motion Mr. Culpepper, seconded Ms. Monroe to accept the 2018-2020 Road Priority Lists. Motion carried.

Motion Ms. Monroe, seconded Ms. Magee to accept the November emergency/off-schedule report. Motion carried.

Motion Mr. Culpepper, seconded Ms. Monroe to accept the November Solid Waste report. Motion carried.

Motion Ms. Monroe, seconded Mr. Culpepper to accept the November OEP report. Motion carried.

The following resolution was offered by Mr. Culpepper and seconded by Mr. Treadway:

RESOLUTION AUTHORIZING SUMMITAL OF F.Y. 2018/2019 LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION, AND ENTERING INTO AGREEMENTS ASSOCIATED WITH ADMINISTRATION AND ENGINEERING SERVICES

WHEREAS, the Jackson Parish Police Jury ("Parish ") desires to submit a fiscal year 2017/2018 Louisiana Community Development Block Grant ("LCDBG") Demonstrated Needs application for Water Improvements on behalf of Punkin Center Hilltop Water System (the "Application"); and,

WHEREAS, the Parish intends to use local funds as committed by the Punkin Center Hilltop Water System to pay for engineering costs up to and including pre-agreement costs, basic engineering design, topographic surveying, project representation, construction phase services and any other engineering costs incurred by the Parish associated with the Application; and,

WHEREAS, the Parish intends to use local funds as committed by the Punkin Center Hilltop Water System to pay for administrative costs up to and including pre-agreement costs, administrative consultant fees, and any other administrative costs incurred by the Parish associated with the Application; and,

WHEREAS, the Parish desires to enter into an agreement with Riley Company of Louisiana, Inc., to perform all engineering consulting services associated with the Application, which includes assistance with developing the Application, and thereafter performing all engineering consulting services, including basic engineering design, topographic surveying, project representation, construction phase services and any other engineering costs incurred by the Parish, following a grant award; and,

WHEREAS, the Parish desires to enter into an agreement with Frye Magee, LLC (“Frye Magee”), to perform all administrative consulting services associated with the Application, which includes assistance with developing the Application, and thereafter performing all administrative consulting duties following a grant award.

NOW, THEREFORE, BE IT RESOLVED BY THE JACKSON PARISH POLICE JURY, LOUISIANA:

1. The Parish enters into an agreement with Riley Company of Louisiana, Inc. to assist with the development of the Application, and thereafter to perform all engineering consulting services, including basic engineering design, topographic surveying, project representation, construction phase services and any other engineering costs incurred by the Parish, following a grant award.
2. The Parish enters into an agreement with Frye Magee to develop and submit the Application, and thereafter to perform all administrative consulting duties following a grant award.
3. The President is authorized to execute respective agreements with Frye Magee and Riley Company of Louisiana, Inc., and to execute and submit the Application, as well as all related documents, to be on such other terms and conditions as he shall deem advisable, and to do any and all things necessary and proper to carry out this Resolution and to fulfill its objectives and purposes.
4. This Resolution shall become effective upon final adoption and signature of the President.

Said Resolution having been read and considered by a quorum of the Jackson Parish Police Jury, a record vote was taken and the following result was had:

YEA: Todd Culpepper, Amy Magee, John McCarty, Maxie Monroe, Regina Rowe, Lynn Treadway

NAY:

ABSENT: Eddie Langston

WHEREUPON, the presiding officer declared the above Resolution duly adopted in full on this 11th day of December, 2017.

ATTEST:

Gina Thomas, Secretary Treasurer

Eddie Langston, President

Motion Ms. Monroe, seconded Mr. Culpepper to adopt and authorize the President to sign the Citizen Participation Plan for the Punkin Center Hilltop LCDBG grant. Motion carried.

Motion Mr. Culpepper, seconded Ms. Monroe to adopt and authorize the President to sign the Citizen Participation Plan Resolution for the Punkin Center Hilltop LCDBG grant. Motion carried.

Motion Mr. Treadway, seconded Ms. Monroe to accept the Procurement Policy for the Punkin Center Hilltop LCDBG grant. Motion carried.

Motion Ms. Monroe, seconded Mr. Treadway to accept the Procurement Policy Resolution for the Punkin Center Hilltop LCDBG grant. Motion carried.

Motion Mr. Culpepper, seconded Ms. Monroe to authorize the President to sign all documents associated with the LCDBG grant for Punkin Center Hilltop. Motion carried.

Motion Ms. Monroe, seconded Ms. Magee to approve the 2017 Amended Consolidated Budget. Motion carried.

The following Ordinance was offered:

Ordinance 01-1211-2017
2018 Consolidated Budget

	Actual Thru September 2017	Anticipated Thru December 2017	Final BUDGET as of 2017	Proposed BUDGET as of 2018	2018 vs. 2017 Yr. End
<u>CONSOLIDATED REVENUE:</u>					
Ad Valorem Taxes	\$77,525	\$4,289,975	\$4,367,500	\$4,377,000	0.22%
Payments in Lieu of Property Taxes	\$0	\$4,200	\$4,200	\$4,200	0.00%
General Alcohol Beverage Tax	\$4,273	\$4,727	\$9,000	\$9,000	0.00%
General Insurance Premium Tax	\$75,096	\$(96)	\$75,000	\$75,000	0.00%
General Franchise Tax/Fee (Cable)	\$3,000	\$0	\$3,000	\$3,000	0.00%
General Alcohol License Fees	\$0	\$600	\$600	\$670	11.67%
General Fire Insurance Rebate (2%)	\$71,204	\$0	\$71,204	\$70,000	-1.69%
State Public Safety - Constables/J.P.'s	\$7,187	\$4,813	\$12,000	\$12,000	0.00%
State Revenue Sharing	\$63,018	\$28,482	\$91,500	\$61,500	-32.79%
General LGAP / CWF State Grants	\$0	\$50,000	\$50,000	\$0	-100.00%
O.E.P. EMPG-GOHSEP- St of LA Grants	\$23,044	(\$44)	\$23,000	\$25,000	8.70%
Coroner's Office Fees (municipalities)	\$9,306	\$12,144	\$21,450	\$19,950	-6.99%
Severance Tax	\$354,730	\$295,270	\$650,000	\$650,000	0.00%
Off Duty Witness Fees – Sheriff	\$7,155	\$5,345	\$12,500	\$12,500	0.00%
Interest	\$93,646	\$8,904	\$102,550	\$78,550	-23.31%
Rent/Royalties	\$6,810	\$290	\$7,100	\$3,500	-50.70%
Refunds	\$24,876	\$258,124	\$283,000	\$1,500	-99.47%
General Fund Transfers	\$0	\$0	\$0	\$0	0.00%

State Road	\$139,283	\$100,717	\$240,000	\$200,000	-16.67%
Road/Asphalt Sales Tax Receipts (.4%)	\$476,639	\$423,361	\$900,000	\$800,000	-11.11%
Library Fines	\$0	\$30,000	\$30,000	\$30,000	0.00%
Grants	\$54,020	\$4,730	\$58,750	\$302,500	414.89%
Solid Waste Sales Tax Receipts (.6%)	\$714,960	\$485,040	\$1,200,000	\$1,200,000	0.00%
Fees Charged	\$113,860	(\$71,860)	\$42,000	\$38,500	-8.33%
Sale of Scrap	\$520	\$4,480	\$5,000	\$1,000	-80.00%
Solid Waste Comm. Collection Fees	\$104,989	\$21,011	\$126,000	\$141,000	11.90%
Recycling Revenue	\$41,903	\$11,097	\$53,000	\$45,000	-15.09%
Gen. Community Center - Rental Fees	\$7,920	\$1,980	\$9,900	\$8,000	-19.19%
Fed SHSP Grant (Homeland Security)	\$1,649	\$28,351	\$30,000	\$31,768	5.89%
UCC Building Code Permit Fees	\$3,350	\$650	\$4,000	\$4,000	0.00%
Livestock Pavilion & Riding Arena	\$0	\$0	\$0	\$0	0.00%
Other Revenue	\$0	\$27,775	\$27,775	\$0	-100.00%
TOTAL REVENUE	\$2,479,963	\$6,030,066	\$8,510,029	\$8,205,238	-3.58%

CONSOLIDATED EXPENDITURES:

Police Jury	\$102,941	\$41,059	\$144,000	\$143,500	-0.35%
Publications and Dues	\$12,900	\$6,100	\$19,000	\$19,000	0.00%
District Court	\$175	\$1,825	\$2,000	\$2,000	0.00%
District Attorney	\$62,770	\$48,430	\$111,200	\$109,200	-1.80%
Clerk of Court	\$10,409	\$4,591	\$15,000	\$15,000	0.00%
Coroner's Office	\$45,518	\$37,482	\$83,000	\$79,000	-4.82%
JPs/Constables	\$23,482	\$9,018	\$32,500	\$32,500	0.00%
Registrar of Voters	\$15,944	\$4,156	\$20,100	\$21,100	4.98%
Elections	\$0	\$25,000	\$25,000	\$10,000	-60.00%
General Finance	\$164,242	\$78,258	\$242,500	\$316,000	30.31%
Insurance (Hlth/Liab/Veh/Wrk Comp)	\$597,726	\$147,174	\$744,900	\$743,300	-0.21%
Land/Building	\$0	\$0	\$0	\$100,000	0.00%
General Building	\$235,945	\$132,455	\$368,400	\$325,400	-11.67%
Community Center	\$13,796	\$16,404	\$30,200	\$30,200	0.00%
Road Permit Office (Rights-of-Way)	\$191	\$9	\$200	\$0	-100.00%
Sheriff/Jail	\$344,551	\$249,499	\$594,000	\$619,000	4.21%
Fire Protection	\$71,204	\$296	\$71,500	\$70,000	-2.10%
O.E.P.	\$16,804	\$8,396	\$25,200	\$25,150	-0.20%
Retirement/Pension Deductions	\$181,739	\$305,061	\$486,800	\$499,300	2.57%
LGAP / CWF State Grants	\$0	\$50,000	\$50,000	\$300,000	-100.00%
Veterans Affairs	\$5,580	\$220	\$5,800	\$6,000	3.45%
County Agent	\$21,793	\$2,907	\$24,700	\$24,700	0.00%
Audit/Contingency/ Reapportionment	\$36,450	\$6,050	\$42,500	\$40,000	-5.88%
Watershed District Appropriation	\$9,690	\$0	\$9,690	\$0	-100.00%
Certificates of Indebtedness	\$290,904	\$24,096	\$315,000	\$315,000	0.00%
Road: Op/Maintenance	\$1,126,017	\$486,483	\$1,612,500	\$1,562,131	-3.12%
Road: Asphalt	\$625,368	\$1,215,132	\$1,840,500	\$1,874,250	1.83%
Solid Waste	\$1,002,144	\$458,856	\$1,461,000	\$1,349,500	-7.63%
Library	\$709,818	\$337,282	\$1,047,100	\$1,555,500	48.55%
Health Unit	\$77,868	\$34,882	\$112,750	\$121,750	7.98%
Capital Outlay	\$17,205	\$206,795	\$224,000	\$0	-100.00%
Jackson Parish Heritage Museum	\$7,500	\$0	\$7,500	\$7,500	0.00%
Federal Grants (O.E.P. - SHSP)	\$28,195	\$3,119	\$31,314	\$30,268	-3.34%
Municipal Appropriations	\$50,000	\$22,500	\$72,500	\$50,000	-31.03%
SPARTA Commission	\$1,200	\$0	\$1,200	\$1,250	4.17%

Pinebelt MPAA - YES Program	\$20,000	\$0	\$20,000	\$15,000	-25.00%
Trailblazers, Inc.	\$1,200	\$0	\$1,200	\$1,200	0.00%
Livestock Pavilion & Riding Arena	\$53,820	\$1,180	\$55,000	\$0	-100.00%
North LA Economic Partnership	\$11,031	\$469	\$11,500	\$2,500	-78.26%
Tourism	\$12,064	\$1,936	\$14,000	\$12,500	-10.71%
Gate City Sewer District	\$0	\$0	\$0	\$0	0.00%
Court Fees	\$7,941	\$4,559	\$12,500	\$12,500	0.00%
Off Duty Witness Fees	\$8,950	\$3,550	\$12,500	\$12,500	0.00%
Special Road Program	\$0	\$0	\$0	\$0	0.00%
Total Other Expenditures	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$6,025,075	\$3,975,179	\$10,000,254	\$10,453,699	4.53%
CASH BALANCE – January 1 st	\$11,450,012	\$11,450,012	\$11,450,012	\$13,504,899	17.95%
CASH BALANCE – December 31 st	\$7,904,900	\$13,504,899	\$9,959,787	\$11,256,438	13.02%

Motion Mr. Culpepper, seconded Ms. Magee to adopt Ordinance 01-1211-2017 for the 2018 Consolidated Budget. Motion carried by unanimous vote.
This Ordinance was adopted this 11th day of December, 2017.

Motion Mr. Culpepper, seconded Ms. Monroe to accept the 2018 Insurance Quotation of The Lincoln Agency for Worker’s Compensation, Liability, Auto, Property, Crime, and Inland Marine in the amount of \$211,754.01. Motion carried.

Motion Mr. Treadway, seconded Ms. Monroe to accept all 2018 material bids. Motion carried.

Motion Ms. Monroe, seconded Mr. Treadway to remove Duck Pond Road from the Parish Road System. Motion carried with Mr. McCarty voting “Nay.”

Motion Ms. Monroe, seconded Mr. Treadway to authorize the cancellation of the FCC licenses for surplus radios. Motion carried.

Motion Ms. Magee, seconded Mr. McCarty to table the appointment to the Ward 4 Fire District. Motion carried.

Motion Ms. Monroe, seconded Ms. Magee to approve the following purchase orders for 2018 state contracts:

<u>Vendor:</u>	<u>Amount:</u>	<u>Dept/Fund:</u>	<u>Item:</u>
Ruston Tractor	\$51,425.77	Road	2018 Kabota M5-091 Tractor
Ruston Tractor	\$14,705.60	Road	3810 Flex-wing rotary cutter
Ruston Rock-It	\$70,000	Road	2,000 (approx.) tons pit run, delivered

Motion carried.

Motion Mr. Culpepper, seconded Ms. Monroe to declare December 26th 2017 and January 2nd 2018 as a Police Jury holidays in accordance with the state declared holidays. Motion carried.

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

<u>Vendor:</u>	<u>Amount:</u>	<u>Dept/Fund:</u>	<u>Item:</u>
Occupational Research Asses.	\$1,170.00	Coroner	Annual MDILog Usage Fees
Consolidated Truck Party	\$2,200.00	Solid Waste	Find and repair electrical short

J.S. Burks & Son	\$500.00	Solid Waste	Pump for fuel pump
Dodge Company	\$415.20	Coroner	First call cot cover 24 maxx
KTD Enterprises, Inc.	\$1,200	Road	Fast measure – OBD-II
Jonesboro Glass & Mirror	\$510.38	General	Rekeyed locks, replaced deadbolt, keys
Office Depot	\$524.99	Coroner	Sentry safe – water & fire proof
Office Depot	\$1,500	General	Year-end filing and storage supplies
HL Electric	\$2,500	General	Install 10 LED walk packs at Health Unit
Dreher Contracting	\$2,225.00	Road	1 load of cold mix
The Charlie Edwards Co.	\$2,100.00	Capital	labor/parts/install - radios
A.G.-Con Equipment Co.	\$2,218.00	Road	blades
Louisiana CAT	\$8,000	Road	G16 & G18 replacement parts

Motion carried.

Motion Ms. Monroe, seconded Mr. Culpepper to table the election of 2018 officers. Motion carried.

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