

March 6, 2017
Jonesboro, Louisiana
www.jacksonparishpolicejury.org

The Jackson Parish Police Jury met in special session Monday, March 6, 2017, at 5:30 P.M. in the Dr. Charles H. Garrett Community Center, 182 Industrial Drive, Jonesboro, Louisiana. Members present: Todd Culpepper, Eddie Langston, Amy Magee, John McCarty, Maxie Monroe, Regina Rowe and Lynn Treadway. Also present: Darrell Avery, Assistant District Attorney.

The meeting was called to order by the president, Mr. Langston. There were no public comments.

Mr. Treadway gave the report of the Building & Grounds Committee:

“Building & Grounds
February 9, 2017

The Building & Grounds Committee met Thursday, February 9, 2017, at 12:00 P.M. in the Police Jury Meeting Room of the Jackson Parish Courthouse. Members present: Ms. Magee, Mr. McCarty and Mr. Treadway. Also present: Mr. Langston and Ms. Rowe.

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

Motion Ms. Magee seconded Mr. McCarty to prepare specifications for obtaining quotes to replace the ductwork in the Blake Building. Motion carried.

Motion Ms. Magee seconded Mr. McCarty to obtain a quotation for adding an external surveillance camera for the area around the fire escape. Motion carried.

Motion Ms. Magee seconded Mr. McCarty to obtain a cost estimate for installation of pathway lighting at the south entrance of the courthouse to the sidewalk. Motion carried.

Motion Ms. Magee seconded Mr. McCarty to recommend the placement “No Trespassing” signs on the fire escape. Motion carried.

Motion Mr. McCarty seconded Ms. Magee to recommend that the jury authorize the maintenance crew to construct a doorway in the hall leading to the rear entrance of the elevator. Motion carried.

Motion Ms. Magee seconded Mr. McCarty to formally notify all offices and personnel working in the Jackson Parish Courthouse informing all that because of concern over security, the door leading from the basement to the 1st floor of the courthouse will be closed and use of a security fob for entry into the courthouse will be required. Motion carried.

Motion Ms. Magee seconded Mr. McCarty to recommend that the jury approve the adding a rider to the jury’s insurance policy for earthquake insurance at a cost of \$505.00. Motion carried.

Motion Ms. Magee seconded Mr. McCarty to adjourn. Motion carried.”

Motion Mr. McCarty seconded Ms. Magee to approve the minutes of the February 9th Building & Grounds Committee as amended. Motion carried.

Ms. Rowe presented the report of the Personnel Committee:

“Personnel Committee
February 23, 2017

The Personnel Committee met Thursday, February 23, 2017, at 5:00 PM in the Police Jury Meeting Room of the Jackson Parish Courthouse. Members present: Ms. Magee, Ms. Monroe and Ms. Rowe. Also present: Mr. Avery, Assistant District Attorney, Mr. Langston, Mr. McCarty and Mr. Treadway.

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

The following amendment to the agenda was offered: Accept the resignation of Josh Smith from the Jackson Parish Hospital Board. There were no comments on the amendment.

Motion Ms. Magee seconded Ms. Monroe to amend the agenda to include the resignation of Josh Smith from the Jackson Parish Hospital Board. Motion carried.

Motion Ms. Monroe seconded Ms. Magee to recommend that the jury approve the request for leave without pay to Bobby Allen for 3 months. Motion carried.

Motion Ms. Monroe seconded Ms. Magee to table the request of the road superintendent for compensation for performing the responsibilities of the road permit officer. Motion carried.

Motion Ms. Monroe seconded Ms. Magee to reappoint Benjamin Bradford, Berry Dodson, Conchita Malone-Doyle, Wayne Anderson and appoint Danny Folden to the Jonesboro Fire Protection District. Motion carried.

Assistant District Attorney Darrell Avery discussed board appointments and vacancies with the committee. He stated that state statutes permit board members with expired terms to legally serve and act on behalf of the board until notified or impeached from the position.

Motion Ms. Monroe seconded Ms. Magee to recommend the reappointment Joel Burnum, James Justice, John Kavanaugh, Sylvia Pagan and Kelly Anderson to the Quitman Fire Protection District. Motion carried.

Motion Ms. Monroe seconded Ms. Magee to recommend the reappointment of Rayo Baker to the Jackson Parish Watershed Board. Motion carried.

Motion Ms. Magee seconded Ms. Monroe to accept the resignation of Josh Smith from the Jackson Parish Hospital Board. Motion carried.

Motion Ms. Magee seconded Ms. Monroe to adjourn. Motion carried.”

Motion Ms. Magee seconded Mr. Treadway to approve the minutes of the February 23rd Personnel Committee. Motion carried.

Ms. Magee presented the report of the Road Committee:

“Road Committee
February 23, 2017

The Road Committee met Thursday, February 23, 2017, at 6:00 PM in the Police Jury Meeting Room of the Jackson Parish Courthouse. Members present: Mr. Langston, Ms. Magee and Mr. Treadway. Also present: Ms. Magee, Mr. McCarty and Ms. Monroe.

The meeting was called to order by the chair, Ms. Magee.

Mr. Bobby Greer, resident of Ward 2, discussed the need for more maintenance on parish roads. He stated that roads closed by the jury were the result of a lack of maintenance.

Motion Mr. Treadway seconded Mr. Langston to recommend that the jury authorize the removal of 3 trees within the right of way on Concord Road, and upon the removal of the trees Rainer Road to be removed from the parish road system. Motion carried.

Motion Mr. Treadway seconded Mr. Langston to recommend the approval of the Letter of Request from the Town of Chatham requesting the jury’s assistance in grading and repairing Louis Street. Motion carried.

Motion Mr. Treadway seconded Mr. Langston to recommend that the jury approve the Letter of Request from the Village of Quitman for repairs to Wolverine Drive provided that a memorandum of understanding with the village is signed stating that the Village of Quitman will reimburse the jury when reimbursed by FEMA, and if the grant application is denied, the cost of repairs will be deducted from the jury’s annual appropriation until the cost of repairs is recovered. Motion carried.

Motion Mr. Langston seconded Mr. Treadway to recommend that the jury approve the Letter of Request from the Recreation Board to provide gravel and hot mix for repairs to the parking lot and a portion of the entrance to the golf course. Motion carried.

Motion Mr. Treadway seconded Mr. Langston to recommend that the jury accept the quotation of Ritchie Tree Service in the amount of \$2,500 for the removal of 3 trees on Concord Road. Motion carried.

Motion Mr. Treadway seconded Mr. Langston to table discussion of Jimbo Freeman Road. Motion carried.

Motion Mr. Langston seconded Mr. Treadway to adjourn. Motion carried.”

Motion Mr. Culpepper seconded Mr. Treadway to approve the minutes of the February 23rd Road Committee as amended and to schedule a public hearing on March 13, 2017 to receive comments from the public on proposed removal of Rainer Road from the parish road system. Motion carried.

Motion Mr. Treadway seconded Mr. Culpepper to adopt the Annual Road Capital Improvement Policy.

JACKSON PARISH POLICE JURY
ANNUAL ROAD CAPITAL IMPROVEMENTS POLICY
ADOPTED
March 6, 2017
FOR YEARS 2018, 2019, AND 2020

1. Every three years the Parish will, using the priority rating scheme approved by the Police Jury, assign a priority rating number to each Parish road or section of Road.
2. Two groups of priority rating lists will be compiled every third year. One group will apply to existing gravel roads or oil roads which are to receive gravel, surface treatment, asphaltic concrete or a cracked fuel oil treatment; the other group will apply to capital improvements for existing asphalt or concrete roads. The existing gravel group is split up into two categories, gravel list and oil road list. Oil roads are roads that have been constructed by Parish personnel using the cracked fuel oil process. Existing blacktop roads are split up into three categories, major, minor, and overlay. The overlay list will primarily consist of roads which had been chip sealed, overlaid, or reconstructed in previous road programs (1999 to present). Only roads that need minor repairs and/or maintenance in the opinion of the Engineer will be on this list. Existing blacktop roads that were not constructed or overlaid in previous road programs, but, in the opinion of the Engineer, need only minor repairs or maintenance can be included in the overlay list. Roads that need more than minor patching, leveling, chip seal, or Asphalt overlay in the opinion of the Engineer, will be placed on one of the other two existing blacktop lists. Major blacktop consists of blacktop roads with an ADT greater than 50. Minor blacktop consists of roads with an ADT less than 50.
3. The Police Jury will, each year, based upon available funding and need annually, designate the division and amount of funds to be used for hard surfacing existing gravel roads or oil roads and for existing hard surface roads. The Police Jury will also, each year, determine the amount of funds to be used for each of the five lists.
4. In order to more equally distribute capital improvements projects throughout the parish because of limited funds, no more than One mile of new hard surface or oil road will be constructed on any one road in any one year on any existing gravel road or oil road and no more than two miles will be constructed on any one road in any one year on any existing hard surface road. The mileage limitation can be increased by the Police Jury if required to reach a desired stopping point, upon Engineer's recommendation. This increase can include portions of the road which are on different lists.
5. Except on roads constructed by Parish personnel using the cracked fuel oil process or by placing rock, whenever possible, no new hard surface road will be constructed unless there is right-of-way available for a two-lane road (60' minimum). For purposes of this determination, the driving surface of any new hard surface road shall be a minimum of eighteen feet wide. Engineers recommendation can reduce that width. In event a road (Gravel Major or Gravel Minor) has a high enough priority for funding and does not have sufficient width for hard surfacing, then such road will be skipped on the priority list to the next road of sufficient width for two-laning unless the road is to be done by Parish personnel using the cracked fuel oil process or by placing rock. A road on the existing oil road list can be treated like an existing hard surfaced road or a gravel road. If Right of Way is required in order to construct the road

with a 60' wide Right of Way, the Parish can spend the first year acquiring Right of Ways, clearing and grubbing, and having utilities moved and then perform the actual construction of the road the following year.

6. The Parish recognizes that there is also a priority list for bridges to be replaced with state funding under the Federal Off-System Bridge and Rehabilitation Program or under other state or federal funding. Furthermore, it is recognized that during construction of such bridges, parish roads are closed until completion of construction. Accordingly, existing gravel roads on which bridges are to be replaced can be skipped for hard surfacing in any year for which a bridge is scheduled for replacement.
7. Because of the number of parish roads, it is recognized that many roads will have the same engineering priority number. In such case, all roads having the same priority rating number will be prioritized by the Police Jury on the basis of geographical fairness, funding availability and benefit to the public.
8. For any existing gravel road which connects to an existing asphalt or concrete road, new asphalt surfacing will begin at the existing asphalt connection. In event other requirements of this policy prohibit this procedure, such as insufficient right-of-way for a two lane road, then the road will be skipped on the priority list until all requirements of this policy allow the new asphalt surfacing or unless the road is scheduled to be constructed by Parish personnel using the cracked fuel oil process.
9. This policy applies only to self-generated parish funds and to the State Road Fund funds. Any special project for which State, Federal, or out-side funding is earmarked will not be a part of this procedure, and any such road can be skipped on the priority list pending construction by such designated funding.

Motion carried.

Motion Ms. Magee seconded Mr. McCarty to transfer all functions of the Parish Road Permit Officer to the Parish Road Department's location. Motion carried.

Motion Mr. Culpepper seconded Mr. McCarty to refer the issue of costs associated with clearing rights of way on new roads taken into the parish road system to the road committee. Motion carried.

Motion Mr. Culpepper seconded Ms. Rowe to approve the purchase orders.

Ritchie Tree Service	\$2,500.00	Road
Norred Fire Systems	\$414.00	Solid Waste
Monroe Spring & Brake	\$800.00	Road

Motion carried.

Motion Mr. Culpepper seconded Ms. Monroe to adopt the following Policies and Procedures.

Parish Organizational Chart

Code of Conduct for jurors, officers, employees or agents of the jury

Procurement Procedures

Policy for contracting services

Financial Reporting Policy

Purchasing & Disbursement Policy

Bank Reconciliation Policy

Travel & Expense Reimbursement Policy

Motion carried.

Motion Mr. Culpepper seconded Mr. Treadway to adjourn. Motion carried.