

**MINUTES
POINTE COUPEE PARISH POLICE JURY
May 8, 2012**

The Pointe Coupee Parish Police Jury met in regular session at 5:00 p.m. on Tuesday, May 8, 2012, at the Courthouse Annex in New Roads, Louisiana.

President Bueche asked that Mr. Emile David, who passed away be remembered in prayer. He was the father of employee John Keith David. She gave an update on Juror Monk's condition and asked that he be remembered in prayer. Also, asked that Architect Glenn Morgan, who is ill, be remembered in prayer.

President Melanie Bueche called the meeting to order and directed Secretary Gerrie Martin to call the roll:

PRESENT: Messrs. John Pourciau, Clifford Nelson, Kyle Olinde, Cornell Dukes, Russell Young, Justin Cox, Glenn Cline, Mrs. Janet Vosburg, Mr. Kurt Jarreau and Mrs. Melanie Bueche, President.
ABSENT: Messrs. Allen Monk and Albert Dukes.

APPROVAL OF MINUTES

Motion by Mr. Pourciau and seconded by Mr. Mrs. Vosburg:

RESOLVED, That the minutes of the regular meeting of April 24, 2012, be accepted as written and be published in the official journal.

Unanimously carried.

AMEND AGENDA

Motion by Mrs. Vosburg and seconded by Mr. Nelson:

RESOLVED, That the agenda be amended for inclusion of the following:

- Renewal of group health insurance. (Claude Jarreau)

The President called for a roll call vote that resulted as follows:

YEAS: Messrs. Pourciau, Nelson, Olinde, C. Dukes, Young, Cox, Cline, Mrs. Vosburg, Mr. Jarreau and Mrs. Bueche.

NAYS: None.

ABSENT: Messrs. Monk and Dukes.

On a vote of 10-0-2, the motion carried.

EMPLOYEE ANNIVERSARY SERVICE AWARDS

Juror Young presented a service award to employee Donald "Chippy" Jarreau for his 20th anniversary of dedicated service as an employee of the Police Jury.

Juror Pourciau presented a service award to employee Alton Dailey for his 20th anniversary of dedicated service as an employee of the Police Jury.

15 MINUTES OF PUBLIC COMMENTS

There were no public comments.

DISCUSSION OF A REPLACEMENT FEE FOR DAMAGED SOLID WASTE CARTS

The Jury discussed a replacement fee for damaged solid waste carts in the parish, due to the numerous costs being spent on replacement and repairs to the carts. Public Utilities Director John Gosserand informed the Jury that neighboring parishes he contacted do not own the solid waste carts. Jurors voiced their concerns either pro or con about implementing said fee and additional cost to the customers. After

discussion, the following resolution was offered:

Motion by Mr. Pourciau and seconded by Mr. Nelson:

RESOLVED, That solid waste carts will become the property of the customers and a \$45 fee or market price be assessed for replacement carts that are not damaged by Progressive Waste Solutions, and upon request from the customers, solid waste carts (wheels and lids) will be repaired by the Police Jury, effective July 1, 2012.

The President called for a roll call vote that resulted as follows:

YEAS: Mr. Cox, Mrs. Vosburg, Messrs. Jarreau, Pourciau, Nelson, C. Dukes and Mrs. Bueche.

NAYS: Messrs. Cline, Olinde and Young.

ABSENT: Messrs. A. Dukes and Monk.

On a vote of 7-3-2, the motion carried.

A public notice will be placed in The Pointe Coupee Banner, on the Jury website, and announced on KCLF Radio Station to inform the public about the above fee for replacement carts.

Parish Administrator Bello was asked to revise the proposal and cost of the Jury providing solid waste collection service in the parish.

CONSIDERATION OF CONTRACTING ROADSIDE GRASS CUTTING

Juror Young asked the Jury for their consideration of contracting roadside grass cutting in the parish, and obtain a cost estimate report to include fuel, repairs, labor and maintenance. Parish Administrator Bello and Treasurer Mayeux reported on a cost estimate of \$250,000 - \$300,000 submitted last year. They were asked to submit a revised cost estimate report to the Jury at their next meeting for consideration to proceed with an advertisement for bids for contracting the roadside grass cutting.

RENEWAL OF GROUP HEALTH INSURANCE

Mr. Claude Jarreau of Wright & Percy Insurance, along with Mr. Henry Powell, presented a group health insurance renewal proposal from Blue Cross Blue Shield for parish employees, effective July 1, 2012.

Motion by Mr. C. Dukes and seconded by Mr. Pourciau:

RESOLVED, That the group health insurance proposal with Blue Cross Blue Shield for parish employees submitted by Wright and Percy Insurance be accepted.

Unanimously carried.

PARISH ADMINISTRATOR'S REPORT:

Parish Administrator Bello gave an update on repairs needed to the pump in Pecan Acres Subdivision at New Roads and cost estimates are being obtained to perform repairs, due to human error by an employee.

Motion by Mr. Pourciau and seconded by Mr. Cline:

RESOLVED, That the Parish Administrator be authorized to advertise for bids in the official journal for the purchase of a brush cutter.

Unanimously carried.

Motion by Mr. Cline and seconded by Mr. Olinde:

RESOLVED, That the low proposal in the amount of \$5,700.00 submitted by Barrios Construction, LLC to provide the labor and equipment to repair a bridge on property of Mr. Claude Jumonville be accepted; and be it

RESOLVED further, That the low proposal in the amount of \$1,500.00 submitted by Steib's Dozer & Backhoe Services, LLC to provide the labor and equipment to repair a bridge on property of Mr. John Smith be accepted.

Unanimously carried.

APPROVE INVOICES FOR PROVIDENCE TECHNICAL SERVICES FOR THE LRA--CDBG HOUSING REHABILITATION PROGRAM, CHUSTZ ELECTRIC FOR SCHOOL BOARD GENERATORS FOR LRA--CDBG PROGRAM AND MOUGEOT ARCHITECTURE, LLC FOR SHERIFF'S OFFICE WORK RELEASE PROGRAM - PHASE 2 NEW BUILDING

Motion by Mr. Cox and seconded by Mr. Young:

RESOLVED, That invoices totaling \$46,550.00 submitted by Providence Technical Services for professional services for the Minor Home Repair Project for the LRA--CDBG Ike/Gustav Disaster Recovery Program be approved for payment; and be it

RESOLVED further, That an invoice in the amount of \$134,248.30 submitted by Chustz Electric for the School Board Generators Project for the LRA--CDBG Ike/Gustav Disaster Recovery Program be approved for payment; and be it

RESOLVED further, That an invoice in the amount of \$7,350.00 submitted by Mougeot Architecture, LLC for professional design services for the Sheriff's Office Work Release Program - Phase 2 New Buildings be approved for payment.

Unanimously carried.

RESOLUTION--ADDING NEW SITES TO LWIN SYSTEM

Motion by Mr. Cox and seconded by Mrs. Vosburg:

WHEREAS, the Pointe Coupee Parish Police Jury has allocated Disaster Recovery (CDBG-DR) funds for improvements to the Emergency Communications Network servicing the Parish; and

WHEREAS, it has been determined in the best interest of providing reliable and improved emergency communications that the Parish include new communication equipment sites within the Louisiana Wireless Information Network (LWIN); and

WHEREAS, after careful evaluation of the most effective locations for adding new sites to the LWIN, the following sites have been determined to be new sites that should be requested to be added to the network:

- New Roads Dispatch Site: Three (3) MCC7500 Console Positions
- Livonia RF Site: Twelve (12) GTR8000 Repeaters

NOW THEREFORE BE IT RESOLVED, that the Parish formally is hereby requesting of the Statewide Interoperability Executive Committee (SIEC) that the New Roads and Livonia Sites be added to the LWIN system; and

BE IT FURTHER RESOLVED, that in addition to requesting the above listed new sites to be added to the LWIN system; the Parish intends to expand the Sage Hill Site from 9 to 12 channels; the Ramah Site from 9 to 12 channels; and the Parker Road Site from 8 to 12 channels; and

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the SIEC, to the Parish contract provider, Motorola, and to the CDBG Project Coordinator and to the Pointe Coupee Parish Sheriff.

Unanimously carried.

INTRODUCTION OF ORDINANCE TO ACQUIRE FULL OWNERSHIP OF ADJUDICATED PROPERTY

Motion by Mr. Nelson and seconded by Mr. C. Dukes:

**NOTICE OF INTRODUCTION OF ORDINANCE
AND OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the following proposed ordinance has been introduced before the Pointe Coupee Parish Police Jury and that a public hearing will be held relative thereto at 5 o'clock p.m., Tuesday, May 22, 2012 at the Police Jury Meeting Room, Courthouse Annex, 160 East Main Street, New Roads, Louisiana, after which said ordinance may be considered for adoption:

AN ORDINANCE

To declare the intent of the Pointe Coupee Parish Police Jury to acquire a full ownership interest in certain adjudicated property.

BE IT ORDAINED by the Police Jury of the Parish of Pointe Coupee, Louisiana:

Section 1. The following described property was adjudicated to the Pointe Coupee Parish Police Jury by tax sale dated June 10, 1992, filed and recorded under Entry No. 53 of Conveyance Book 367, records of Pointe Coupee Parish, Louisiana, viz:

“A certain tract or parcel of ground, with all buildings and improvements thereon, situated in the City of New Roads, Parish of Pointe Coupee, State of Louisiana, and being known and designated as Lot #3 of Square #6 of the Second Addition to Morningside Subdivision, all as fully shown on a map of survey made by A. G. Munding, C.E. dated October 23, 1943, recorded under Entry No. 3590 of Conveyance Book “U”, records of Pointe Coupee Parish, Louisiana. Said Lot #3 of Square #6 having a front of fifty; (50) feet on Lejeune Street (now known as Morningside Street) by a depth between parallel lines of one hundred twenty (120) feet and is bounded now or formerly on the East by said street, North by Lot #4 of said Square #6, West by land of L. V. Pourciau, South by Lot #2 of Square #6.”

Section 2. The Pointe Coupee Parish Police Jury intends to acquire a full ownership interest in the above described property pursuant to La. R.S. 47:2236(A), et seq.

Section 3. If any section, part, paragraph, sentence or clause of this ordinance should be declared invalid or unenforceable, such invalidity or defect shall not affect the remaining sections, paragraphs, parts, sentences, or clauses hereof and, to this end, the several provisions hereof are declared to be severable.

Section 4. All ordinances or parts thereof in conflict herewith are hereby repealed.

Unanimously carried.

APPOINTMENT OF A MEMBER TO THE HOUSING ORGANIZATION FOR JUROR DIST. 9

Motion by Mrs. Vosburg and seconded by Mr. Cox:

RESOLVED, That Ms. Jean Brazelton be appointed to serve as a member of the Pointe Coupee Community Housing Development Organization, Inc. to represent Police Juror District 9.

Unanimously carried.

COMMITTEE REPORTS:

PERSONNEL COMMITTEE

The minutes of the Personnel Committee meeting held May 1, 2012, were mailed to each Juror for their review. Chairman Cox presented the following recommendations of the Personnel Committee for approval of the Jury:

Motion by Mrs. Vosburg and seconded by Mr. Jarreau:

RESOLVED, That the Secretary be authorized to post a Position Vacancy Announcement for one (1) week for a Public Works Director and if no response is received from employees, that the Secretary be authorized to advertise in the official journal for the position of Public Works Director for two (2) weeks; and be it

RESOLVED further, That a revised Performance Appraisal form be adopted to include the omission of the Career Development Worksheet, points scale, recommendation for raise comment, and inclusion of employee's comments and a signature line for the Personnel Committee Chairman; and be it

RESOLVED further, That the Parish Administrator be allowed an additional two (2) weeks, until June 30, 2012, for completion of the Performance Appraisals; and be it

RESOLVED further, That Section 5.7: Expense Reimbursement of the Police Jury Personnel Policy Manual be amended to include the following:

Arrangements for transportation, lodging or registration fees that have cancellation or change penalties shall be carefully monitored by the parish. If cancellation/change occurs due to direction by the Parish Administrator, the parish will cover the penalty cost. If the cancellation/change occurs due to the employee's personal request or obligations, the employee will be required to pay any penalties and/or amounts lost by the parish as a result of the cancellation/change. Exceptions shall be made when a traveler is unable to travel because of hospitalization, serious sickness or death of self or an immediate family member or when the Parish Administrator certifies that the reason for the employee's absence was legitimate and authorized; and be it

RESOLVED further, That Section 5.7: Expense Reimbursement of the Police Jury Personnel Policy Manual be amended to include employees will be allowed lodging expense if a conference, etc. is more than 60 miles from the Police Jury Office, and the mileage starting and ending reference point is the Police Jury Office; and be it

RESOLVED further, That two (2) work release employees be hired as Laborers beginning May 16, 2012 thru September 30, 2012, and will evaluate to determine if the time needs to be extended, at a rate of \$8.00 per hour, 40 hours per week; and be it

RESOLVED, That the Secretary be authorized to post a Position Vacancy Announcement for one (1) week for an Equipment Operator II and if no response is received from employees, the Secretary be authorized to advertise in the official journal for two (2) weeks; and be it

RESOLVED further, That one (1) work release employee be hired as a Tractor Driver beginning May 16, 2012 thru September 30, 2012, and will evaluate to determine if the time needs to be extended, at a rate of \$8.00 per hour, 40 hours per week; and be it

RESOLVED further, That the proposal in the amount **not to exceed** \$7,500.00 submitted by Faulk & Winkler, LLC to design an Internal Control and Procedures Policy be accepted; and be it

RESOLVED further, That Treasurer Becky Mayeux be authorized to present a "prior month" financial report at the Police Jury meetings on the fourth Tuesday of each month beginning May 22, 2012.

Unanimously carried.

Motion by Mr. Pourciau and seconded by Mr. C. Dukes, the meeting adjourned at 6:40 p.m.

Gerrie P. Martin
Secretary

Melanie L. Bueche
President

