

BOSSIER PARISH POLICE JURY
BENTON, LOUISIANA
MINUTES
April 18, 2012
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The Bossier Parish Police Jury met in regular and legal session on the 18th day of April, 2012, at 2:00 p.m., in the Police Jury Meeting Room, Bossier Parish Courthouse, Benton, Louisiana. The Vice President, Mr. Jimmy Cochran, called the meeting to order. The invocation was given by Mr. Fred Shewmake, Jr., and the pledge of allegiance was led by Mr. Sonny Cook. The Parish Secretary, Ms. Cindy Dodson, called the roll, with all members present, as follows:

Mr. Rick Avery, absent	Mr. Jerome Darby
Ms. Wanda Bennett	Mr. Wayne Hammack, absent
Mr. Glenn Benton	Mr. Mac Plummer
Mr. Bob Brotherton	Mr. Doug Rimmer
Mr. Jimmy Cochran	Mr. Fred Shewmake
Mr. Sonny Cook	Mr. Jack Skaggs

Others present were Mr. Bill Altimus, Parish Administrator; Mr. Patrick Jackson, Parish Attorney; Mr. Joe E. "Butch" Ford, Jr., Parish Engineer; Ms. Cindy Dodson, Parish Secretary.

Motion was made by Mr. Plummer, seconded by Mr. Benton, to adopt the minutes of the March 7, 2012, and the March 21, 2012, regular meetings, and the March 21, 2012, Finance Committee meeting, as published.

The Vice President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Motion was made by Mr. Darby, seconded by Mr. Plummer, to amend the agenda to add Ms. Judith Bruce and Mr. Chuck Shirley.

The Vice President called for public comment. There being none, **motion carried, with the following vote recorded:**

AYES: Ms. Bennett, Mr. Benton, Mr. Brotherton, Mr. Cochran, Mr. Cook, Mr. Darby, Mr. Plummer, Mr. Rimmer, Mr. Shewmake, Mr. Skaggs
NAYS: None
ABSTAIN: None
ABSENT: Mr. Avery, Mr. Hammack

Ms. Judith Bruce requested a letter of no objection to the selling of beer and alcohol at a special event "3rd Annual Sucker Punch Sally Rally and Music Festival Benefiting the Hillman House", to be held on May 4, 2012, from 6:00 p.m. until 12:00 a.m., and May 5, 2012, from 10:00 a.m. until 12:00 a.m., at Cash Point The Party Place, 221 Cash Point Landing, Bossier City, Bossier Parish, LA. **Motion was made by Ms. Bennett, seconded by Mr. Rimmer, to approve the request of Ms. Judith Bruce, Cash Point The Party Place, for a letter of no objection to the selling of alcohol and beer at a special event "3rd Annual Sucker Punch Sally Rally and Music Festival Benefiting the Hillman House" on May 4, 2012, from 6:00 p.m. until 12:00 a.m., and May 5, 2012, from 10:00 a.m. until 12:00 a.m., at Cash Point The Party Place, 221 Cash Point Landing, Bossier City, Bossier Parish, LA.**

The Vice President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Mr. Chuck Shirley, Mid-Valley Pipeline, advised that Mid-Valley Pipeline owns a pump station near the Red River at the west end of Stinson Road. He stated that the pumps have not been used in several years, and advised that the installation of a natural gas pipeline to the pumps is needed to begin utilizing the station. Mr. Shirley stated that CenterPoint Energy has been requested to lay the natural gas pipeline and requested clarification regarding which portion of Stinson Road is maintained by the parish. Mr. Ford stated that a map created by the Louisiana Department of Transportation and Development indicates that Stinson Road ends at the Red River, advising that there is an existing road dedication to the river but the parish has only accepted a portion of Stinson Road into its road system for permanent maintenance. He stated that parish maintenance ends at the location where brick columns have been installed by a landowner, advising that this landowner's property extends to the Red River. Mr. Ford stated that the parish has never maintained any portion of Stinson Road past these brick columns west to the Red River.

Mr. Jackson, Parish Attorney, stated that there is no public need for the parish to accept the remaining portion of Stinson Road into its road system. He further stated that since there is an existing easement dedication, Mid-Valley Pipeline may contact the landowner directly or pursue the matter civilly. Mr. Jackson offered to discuss the matter with counsel for Mid-Valley Pipeline if needed.

Motion was made by Mr. Benton, seconded by Mr. Rimmer, to authorize the advertising for bids for the following projects for the Consolidated Waterworks/Sewerage District No. 1, Parish of Bossier, bid dates to be determined at a later date:

- 1) Wastewater Collection System, Contract No. 1, Project No. 2012-373.**
- 2) Wastewater Collection System, Contract No. 2, Project No. 2012-374.**
- 3) Wastewater Collection System, Contract No. 3, Project No. 2012-375.**

The Vice President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Ms. Dodson announced the public hearing to consider approval of the plat of the proposed development of Cypress Bend Garden District Subdivision, Unit No. 3A, being a resubdivision of Lot 89, Cypress Bend Garden District Subdivision, Unit No. 3, located in Section 20, Township 19 North, Range 13 West, Bossier Parish, LA.

Ms. Michan Holbrook, Coyle Engineering Co., stated that one large lot is being divided into three lots.

There being no opposition, **motion was made by Mr. Skaggs, seconded by Mr. Brotherton, to approve the**

plat of the proposed development of Cypress Bend Garden District Subdivision, Unit No. 3A, being a resubdivision of Lot 89, Cypress Bend Garden District Subdivision, Unit No. 3, located in Section 20, Township 19 North, Range 13 West, Bossier Parish, LA.

The Vice President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Mr. Doug Rimmer, Chairman of the Library Board of Control, reported on a meeting of that committee, advising that he and Mr. Brotherton were present. Ms. Bennett was absent. Mr. Rimmer reported that Mr. Delbert Terry, Bossier Parish Library Director, was also present. Other jurors present were Mr. Hammack, Mr. Plummer, Mr. Avery, and Mr. Shewmake.

Mr. Rimmer stated that resumes were received from two persons interested in appointment to the Bossier Parish Library Board of Control to fill a vacancy created by the recent resignation of Mr. Bob Wynn. He stated that after review of each resume, it is the recommendation of the committee that Mr. Tom Carlton be appointed to the Bossier Parish Library Board of Control to fill the unexpired term of Mr. Bob Wynn.

Mr. Rimmer reported that the board also discussed possible locations for a proposed new library in south Bossier Parish.

Motion was made by Mr. Rimmer, seconded by Mr. Brotherton, to accept the recommendation of the Library Board of Control Committee and approve the appointment of Mr. Tom Carlton to the Bossier Parish Library Board of Control to fill the unexpired term of Mr. Bob Wynn, term to expire October 1, 2015.

The Vice President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Mr. Shewmake advised that after a review of resumes from persons interested in appointment to the Bossier City-Parish MPC Board of Directors, it is recommended that Mr. Mark Montgomery be nominated for joint appointment with the City of Bossier City. **Motion was made by Mr. Rimmer, seconded by Mr. Brotherton, to nominate Mr. Mark Montgomery as the police jury's recommendation for appointment to the Bossier City-Parish Metropolitan Planning Commission Board of Directors, and to notify members of the Bossier City Council and Bossier City Mayor Lo Walker of Mr. Montgomery's nomination.**

The Vice President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Motion was made by Mr. Cook, seconded by Mr. Rimmer, to ratify the establishment of a 45 mile per hour speed limit on Bolinger Cutoff Road in north Bossier Parish.

The Vice President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

ORDINANCE NO. 4427

AN ORDINANCE REGULATING THE SPEED OF VEHICLES ON BOLINGER CUTOFF ROAD LOCATED IN SECTION 34, TOWNSHIP 23 NORTH, RANGE 13 WEST, BOSSIER PARISH, LOUISIANA, AND PROVIDING THE PENALTIES FOR VIOLATION THEREOF.

SECTION 1. BE IT ORDAINED by the Bossier Parish Police Jury in regular and legal session convened on this 18th day of April, 2012, that from and after the effective date of this ordinance, it shall be unlawful for any person to operate or drive a vehicle upon Bolinger Cutoff Road located off Highway 3 in Section 34, Township 23 North, Range 13 West, Bossier Parish, Louisiana, in excess of forty-five (45) miles per hour.

BE IT FURTHER ORDAINED, etc., that any person found guilty of violating the provisions of this ordinance shall be fined a sum not to exceed Five Hundred and no/100 Dollars (\$500.00), or imprisoned for not more than thirty (30) days, or both.

SECTION 2. BE IT FURTHER ORDAINED, etc., that all ordinances or parts of ordinances in conflict herewith are hereby repealed.

The ordinance was offered by Mr. Cook, seconded by Mr. Rimmer. Upon unanimous vote, it was duly adopted on this 18th day of April, 2012.

CINDY A. DODSON
PARISH SECRETARY

RICK AVERY, PRESIDENT
BOSSIER PARISH POLICE JURY

Mr. Altimus presented a resolution adopted by the Caddo Parish Commission supporting Caddo Parish's application for a Capital Outlay request for the purpose of lighting, painting and expansion to four-lane of the Jimmie Davis Bridge in Caddo Parish. He advised that Senator Barrow Peacock is seeking funding for these improvements, and recommended that Bossier Parish send a letter to Senator Peacock advising him that the police jury is in favor of seeking funds for the requested improvements. **Motion was made by Mr. Shewmake, seconded by Mr. Benton, to authorize a letter to Senator Barrow Peacock advising him that the Bossier Parish Police Jury is in favor of efforts to obtain Capital Outlay funds for the purpose of lighting, painting and expansion to four-lane of the Jimmie Davis Bridge in Caddo Parish.**

The Vice President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Motion was made by Ms. Bennett, seconded by Mr. Plummer, to ratify the appointment of Mr. Charles Glover and Mr. Gary Hubbard as board members for the Cyber Innovation Center.

The Vice President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Mr. Altimus advised that in 1963, the police jury entered into a lease agreement with a property owner to lease a portion of land in the Mott area off Kilgore Road to locate a voting precinct polling place. He stated that the parish built a small cinderblock building on the leased property, and that the voting precinct polling location has been abandoned for many years by the parish. Mr. Altimus stated that the lease provides that the property owner has the privilege of buying the building at a price to be negotiated between the property owner and the parish, or the parish may remove the building

in its entirety at the parish's expense, should an agreement for the purchase price not be reached. He stated that the property owner has requested use of the building for storage and recommended that the building be sold to the property owner for the price of \$1.00. After further discussion, **motion was made by Mr. Plummer, seconded by Mr. Rimmer, to approve the sale of a small building previously used as a voting precinct polling place in Mott to the property owner for a price of \$1.00 in accordance with a lease agreement signed October 1, 1963, and to authorize the execution of documents as needed.**

The Vice President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

RESOLUTION

BE IT RESOLVED by the Bossier Parish Police Jury in regular and legal session on this 18th day of April, 2012, that William Altimus, Parish Administrator, be and is hereby authorized to execute on behalf of the Bossier Parish Police Jury, a Letter Agreement in connection with the sale of a small building previously used as a voting precinct polling place in Mott, to the property owner for a price of \$1.00 in accordance with a lease agreement signed October 1, 1963.

The resolution was offered by Mr. Plummer, seconded by Mr. Rimmer. Upon vote, it was duly adopted on this 18th day of April, 2012.

CINDY A. DODSON
PARISH SECRETARY

RICK AVERY, PRESIDENT
BOSSIER PARISH POLICE JURY

Motion was made by Mr. Benton, seconded by Mr. Brotherton, to approve a request from the Town of Haughton for use of the parish grappler truck for the annual clean-up day in Haughton on May 12, 2012.

The Vice President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Mr. Butch Ford, Parish Engineer, advised that standing water due to drainage problems on Forest Grove Lane in Country Place Subdivision has caused deterioration problems. He advised of a proposal from Fenner Consulting, LLC, for soil report and surveying services, and recommended that the proposal be accepted.

Motion was made by Mr. Benton, seconded by Mr. Shewmake, to accept the proposal of Fenner Consulting, LLC, in the amount of \$9,500, for soil report and surveying services in connection with drainage problems on Forest Grove Lane in Country Place Subdivision, and to authorize the President to execute any and all documents or contracts in connection with the proposal.

The Vice President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

RESOLUTION

BE IT RESOLVED by the Bossier Parish Police Jury in regular and legal session on this 18th day of April, 2012, that Rick Avery, President, be and is hereby authorized to execute on behalf of the Bossier Parish Police Jury, any and all documents or contracts in connection with the proposal of Fenner Consulting, LLC, in the amount of \$9,500, for soil report and surveying services for drainage issues on Forest Grove Lane in Country Place Subdivision.

The resolution was offered by Mr. Benton, seconded by Mr. Shewmake. Upon unanimous vote, it was duly adopted on this 18th day of April, 2012.

CINDY A. DODSON
PARISH SECRETARY

RICK AVERY, PRESIDENT
BOSSIER PARISH POLICE JURY

Mr. Altimus presented a letter from the Louisiana Society of Professional Surveyors, District 04, extending their appreciation for Bossier Parish's assistance in establishing Survey Control Monuments in Bossier Parish. He stated that it is the consensus of the LSPS that the establishment of additional monuments is not necessary due to the availability of GPS technology.

Mr. Altimus advised that unveiling of the Louisiana Bicentennial Quilt will be held on Thursday, April 26, 2012, at the Louisiana State Archives in Baton Rouge from 5:00 p.m. until 7:00 p.m. The quilt is made up of quilting pieces from each parish in the state.

Mr. Butch Ford, Parish Engineer, reported that Bellevue Road is now open to two lanes and advised that the project is approximately six months ahead of schedule.

Mr. Ford provided an update on the Arthur Ray Teague Parkway Extension Project.

Mr. Ford advised that the City of Bossier City has approved \$1 million for the proposed South Bossier Park project, and that a utility meeting is scheduled next week. He stated that millings from the Bellevue Road project will be used for the parking lot at the proposed park.

Mr. Ford provided an update on the fencing and lighting project at the Lawson Bo Brandon Sports Complex, formally known as the Princeton Sports Complex.

Mr. Ronnie Andrews, Public Works Director, presented an update on activities of the highway department and on several road and drainage projects in the parish. He stated that 1.1 miles of the 2012 Road Overlay Program are now complete.

Mr. Andrews advised that a sign has been placed at the site of the Arthur Ray Teague Parkway Improvements Project, indicating that this is a project of the Bossier Parish Police Jury.

Mr. Cochran advised of complaints regarding potholes on Kingston Road near St. Charles Court Subdivision. Mr. Andrews is to review this matter.

Mr. Skaggs presented a letter of appreciation from Benton Middle School for the police jury's assistance in providing discretionary funds for the purchase of a new school sign.

Mr. Rimmer presented a letter of appreciation from Platt Elementary School for the police jury's assistance in providing discretionary funds for the purchase of new playground equipment.

Mr. Brotherton presented a letter of appreciation from Haughton High School for the police jury's assistance in providing discretionary funds for the purchase of track warm-up uniforms for the girls' and boys' track teams.

Ms. Bennett extended congratulations to Mr. Darby for his induction into the Bossier High School Hall of Fame.

Mr. Darby presented a letter of appreciation from Bossier High School for all the police jury has done for the school during the 2011-2012 school year.

Mr. Jackson, Parish Attorney, discussed the matter of a complaint regarding an alleged dog kennel operation at 113 Cypress Lake Circle, advising that it has been determined that 113 Cypress Lake Circle is located outside the jurisdiction of the Benton-Parish MPC and there are no zoning regulations. He stated that the premises have been inspected by parish animal control and the operation is in compliance with parish regulations. Mr. Jackson stated that the owner has applied to the parish for an animal handling establishment permit, and recommended that the permit be granted. Mr. Jackson stated that it is the responsibility of the Homeowners Association for Cypress Lake East Subdivision, Unit No. 3, to determine if the owner of property at 113 Cypress Lake Circle is in violation of subdivision covenants.

After discussion, it was the consensus of the police jury to authorize the issuance of a permit as requested by the homeowner at 113 Cypress Lake Circle, in accordance with Section 14-4, Animal Handling Establishments, of the Bossier Parish Code of Ordinances.

Finance Committee Meeting – April 18, 2012, 1:30 p.m.

The Finance Committee of the Bossier Parish Police Jury met on this 18th day of April, 2012, at 1:30 p.m., in the Police Jury Meeting Room, Bossier Parish Courthouse, Benton, Louisiana, with Mr. Avery absent.

Motion was made by Mr. Hammack, seconded by Mr. Rimmer, to approve payment of accounts payable invoices in the amount of \$10,972.44 for the Johnny Gray Jones Youth Shelter for the month of March, 2012, as follows:

Emergency Power Systems	\$ 125.00
Area Wide	\$ 240.00
Bobby Brannon Heating & Air Conditioning	\$ 756.00
Bobby Brannon Heating & Air Conditioning	\$7,315.00
Cannon Services, Inc.	\$2,438.47
Jayroes Hardware & Garden	\$ 22.97
Randy Schuler's Repair, LLC	\$ 75.00

The Chairman called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Motion was made by Mr. Hammack, seconded by Mr. Benton, to approve payment of all other accounts payable invoices for the month of March, 2012.

The Chairman called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Mr. Shewmake, Chairman of the Policy and Procedures Committee, reported on a meeting of that committee, advising that he, Ms. Bennett, Mr. Brotherton, and Mr. Plummer were present. Mr. Darby was absent. He stated that Mr. Avery and Mr. Altimus were also present.

Mr. Shewmake stated that in accordance with current policy and procedures regulations, the existing employee salary schedule does not contain provisions for a step increase for employees with 15 or more years of employment. He stated that the committee recommends that the Policy and Procedures Manual be amended to remove the 15-year cap on the number of years an employee is eligible for a merit increase.

Mr. Shewmake stated that adjustments to the current salary schedule will be reviewed for consideration during 2013 budget proceedings.

Motion was made by Mr. Shewmake, seconded by Mr. Brotherton, to accept the recommendation of the Policy and Procedures Committee and approve an amendment to Policy 240 of the Bossier Parish Police Jury Policy and Procedures Manual, "Performance Evaluations and Merit Increases", to remove reference to step "P", said policy amendment to be effective immediately.

The Chairman called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Policy 240 of the Bossier Parish Police Jury Policy and Procedures Manual is hereby amended to read as follows:

240 PERFORMANCE EVALUATIONS AND MERIT INCREASES

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive approaches for meeting goals. Special written performance appraisals may be conducted by your supervisor at any time to advise you of the existence of performance or disciplinary problems. If you have questions about how you're doing, or what can be done to help you strengthen performance, please ask your supervisor to visit with you in private.

Each year, on the employee's anniversary date, the employee's supervisor will prepare an "annual" job performance evaluation. If the annual evaluation is acceptable or higher, the supervisor may recommend an increase to the next step on the salary schedule.

A supervisor may deny a merit increase and re-evaluate the employee at a later date. If an employee receives a late merit increase because of a denial, their anniversary date does not change nor are they entitled to retroactive pay.

Upon the approval of the Administrator, an employee may be given a two-step increase if recommended by his/her supervisor.

Mr. Jack Skaggs requested that the request from Airline High School for discretionary funds for the purchase of a covered hitting facility for the girls' softball program be removed from the agenda at this time, for consideration at a later date. Mr. Skaggs is to review this request further.

Motion was made by Mr. Skaggs, seconded by Mr. Rimmer, to remove the request from Airline High School for discretionary funds for the purchase of a covered hitting facility for the girls' softball program from the agenda at this time, for consideration at a later date.

The Chairman called for public comment. There being none, **votes were cast and the motion carried unanimously.**

There was discussion of a request for travel expenses for the Curtis Elementary School Destination Imagination Team to attend the Global Competition in Knoxville, TN from May 23rd through May 27th. Mr. Skaggs stated that he has also received a request from Parkway High School for assistance with travel expenses for this event, and that there may be additional schools requesting assistance. Ms. Sonja Bailes, Bossier Parish School Board, was in the audience and offered to provide the jury a list of all school teams attending this event, and the approximate cost for travel expenses.

Motion was made by Mr. Skaggs, seconded by Mr. Rimmer, to table the request for discretionary funds for travel expenses for the Curtis Elementary School Destination Imagination Team to attend the Global Competition in Knoxville, TN from May 23rd to May 27th, to be considered at the May 2, 2012, regular meeting.

The Chairman called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Motion was made by Mr. Darby, seconded by Mr. Shewmake, that Mr. Darby and Mr. Shewmake will contribute discretionary funds in the amount of \$300 each, for a total of \$600, to Central Park Elementary for Teacher Appreciation Week.

The Chairman called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Mr. Altimus presented a request from the Shreveport Airport Authority for funds in the amount of \$25,000 for United Airlines to initiate new non-stop jet service at Shreveport Regional Airport. He stated that the Shreveport Airport Authority is seeking commitments from additional supporters for the addition of a new western hub city connection with non-stop, daily jet service through United Airlines.

Mr. Billy Montgomery, Bossier Parish representative on the Northwest Louisiana Air Service Task Force, advised that adding a new hub connection at the Shreveport Regional Airport is a critical component to the airport's plan for improving airline services and creating lower airfare rates. He stated that Shreveport Regional Airport is ranked number one as having the highest airfare rates in the United States, and that the airport loses approximately 100 potential flyers per day due to its high airfare rates. After further discussion, **motion was made by Ms. Bennett, seconded by Mr. Rimmer, to approve an expenditure of \$25,000 to the Shreveport Airport Authority for United Airlines to initiate non-stop jet services at Shreveport Regional Airport.**

The Chairman called for public comment. There being none, **votes were cast and the motion carried unanimously.**

The Finance Committee was adjourned by the Chairman.

There being no further business to come before the Bossier Parish Police Jury in regular and legal session on this 18th day of April, 2012, the meeting was adjourned by the Vice President at 3:08 p.m.

CINDY A. DODSON
PARISH SECRETARY

RICK AVERY, PRESIDENT
BOSSIER PARISH POLICE JURY