

SPECIAL MEETING UNION PARISH POLICE JURY

**Farmerville, Louisiana
December 30th, 2024**

The Union Parish Police Jury met this date in special session in the Police Jury meeting room, Courthouse Annex, Farmerville, Louisiana with the following present: Curtis Moses, Nathan Pilgreen, Michael Holley, Glenn Hutto, Ben Bridges, Russell Wade, Jeremy Hobbs and A.J. Ford, Jr. Absent: Brenda Abercrombie. Also present was James Buckley, Assistant District Attorney. The President called the session to order and welcomed all guests. Mr. Ford offered the invocation and Mr. Pilgreen led the group in the Pledge of Allegiance to the Flag.

President Hutto welcomed everyone to the meeting. President Hutto asked if anyone in the audience would like to register for public comment. At this time the public was given the opportunity to comment on any item shown on the agenda. Mr. Pilgreen welcomed Mr. Hutto back. Mr. Hobbs inquired why the meeting was being held so early and why the election of officers was being done at a Special Meeting. Mr. Holley addressed the public and said he wanted to clarify that the jurors do not get paid for attending a Special Meeting.

Motion Mr. Pilgreen, seconded by Mr. Ford and declared adopted by unanimous vote of the Jury to approve the agenda as written.

The Secretary/Treasurer announced that the 2024 Union Parish Police Jury Amended Operating Budget was presented on December 3rd, 2024. The Secretary/Treasurer stated that all of the appropriations have been made. The appropriations are as follows:

- Landfill to General to Road \$3,475,000
- Landfill to General to Airport \$43,000
- Landfill to Collections \$1,355,000

Motion Mr. Pilgreen, seconded by Mr. Bridges to amend the 2024 budgets as presented below. Motion carried unanimously. The 2024 revised final consolidated budgets are:

GENERAL FUND

Beginning Fund Balance	1,419,129.00
Revenues and Other Sources	5,713,779.00
Expenses and Other Uses	-5,553,174.00
Ending Fund Balance	1,579,734.00

ROAD MAINTENANCE

Beginning Fund Balance	986,488.00
Revenues and Other Sources	4,812,085.00
Expenses and Other Uses	-4,777,685.00
Ending Fund Balance	1,020,888.00

ROAD CONSTRUCTION

Beginning Fund Balance	1,788,071.00
Revenues and Other Sources	3,794,433.00
Expenses and Other Uses	-4,245,104.00
Ending Fund Balance	1,337,400.00

LIBRARY

Beginning Fund Balance	1,371,428.00
Revenues and Other Sources	526,199.00
Expenses and Other Uses	-572,960.00
Ending Fund Balance	1,324,667.00

UNEMPLOYMENT

Beginning Fund Balance	1,034.00
Revenues and Other Sources	2,223.00
Expenses and Other Uses	-2,223.00
Ending Fund Balance	1,034.00

AIRPORT

Beginning Fund Balance	-1,607.00
Revenues and Other Sources	86,925.00
Expenses and Other Uses	-80,180.00
Ending Fund Balance	5,138.00

OFF-DUTY OFFICER WITNESS FEES

Beginning Fund Balance	26,206.00
Revenues and Other Sources	3,546.00
Expenses and Other Uses	-550.00
Ending Fund Balance	29,202.00

DETENTION CENTER

Beginning Fund Balance	864,113.00
Revenues and Other Sources	3,096,130.00
Expenses and Other Uses	-3,161,435.00
Ending Fund Balance	798,808.00

HEALTH UNIT

Beginning Fund Balance	370,174.00
Revenues and Other Sources	114,544.00
Expenses and Other Uses	-117,204.00
Ending Fund Balance	367,514.00

SALES TAX - LANDFILL

Beginning Fund Balance	16,046,989.00
Revenues and Other Sources	6,614,520.00
Expenses and Other Uses	-7,733,450.00
Ending Fund Balance	14,928,059.00

UNION PARISH LITTER COURT

Beginning Fund Balance	11,428.00
Revenues and Other Sources	11,526.00
Expenses and Other Uses	-10,034.00
Ending Fund Balance	12,920.00

UNION PARISH COMM DIST

Beginning Fund Balance	226,212.00
Revenues and Other Sources	351,755.00
Expenses and Other Uses	-373,102.00
Ending Fund Balance	204,865.00

COLLECTIONS - SALES TAX

Beginning Fund Balance	50,575.00
Revenues and Other Sources	1,355,000.00
Expenses and Other Uses	-1,377,985.00
Ending Fund Balance	27,590.00

HUD SECTION 8

Beginning Fund Balance	115,232.00
Revenues and Other Sources	849,361.00
Expenses and Other Uses	-787,680.00
Ending Fund Balance	176,913.00

HOMELAND SECURITY

Beginning Fund Balance	58.10
Revenues and Other Sources	60,000.00
Expenses and Other Uses	-60,000.00
Ending Fund Balance	58.10

ARPA

Beginning Fund Balance	467,753.83
Revenues and Other Sources	0.00
Expenses and Other Uses	-467,753.83
Ending Fund Balance	0.00

Motion Mr. Pilgreen, seconded by Mr. Bridges to open a public hearing on the 2025 budgets. Motion carried with Hobbs voting not to go into a public hearing to discuss the budgets. President Hutto declared a public hearing in session to discuss the 2025 budgets. President Hutto asked if there were any comments from the public. There were no comments. Motion Mr. Bridges, seconded by Mr. Wade to close the public hearing. Motion carried by unanimous roll call vote of the jury.

The Secretary/Treasurer reported that in accordance with La R.S.39:1306 a notice had appeared in the official journal stating that the budget was available for public inspection. There have been no requests from the public to review the budget. The complete line-item budget is posted on the police jury's website with a link on the opening page. The Secretary/Treasurer stated that all statutory requirements have been met. **Motion Mr. Wade, seconded by Mr. Holley to adopt the 2025 consolidated budgets as presented below. Motion carried unanimously.**

2025 CONSOLIDATED BUDGET

GENERAL FUND

Beginning Fund Balance	1,599,827.00
Revenues and Other Sources	6,542,700.00
Expenses and Other Uses	-6,486,823.00
Ending Fund Balance	1,655,704.00

ROAD MAINTENANCE

Beginning Fund Balance	1,081,259.00
Revenues and Other Sources	4,949,850.00
Expenses and Other Uses	-4,867,976.00
Ending Fund Balance	1,163,133.00

ROAD CONSTRUCTION

Beginning Fund Balance	1,353,418.00
Revenues and Other Sources	996,000.00
Expenses and Other Uses	-751,000.00
Ending Fund Balance	1,598,418.00

LIBRARY

Beginning Fund Balance	1,320,733.00
Revenues and Other Sources	514,498.00
Expenses and Other Uses	-702,220.00
Ending Fund Balance	1,133,011.00

UNEMPLOYMENT

Beginning Fund Balance	1,034.00
Revenues and Other Sources	2,223.00
Expenses and Other Uses	-2,223.00
Ending Fund Balance	1,034.00

AIRPORT

Beginning Fund Balance	4,062.00
Revenues and Other Sources	78,000.00
Expenses and Other Uses	-78,600.00
Ending Fund Balance	3,462.00

OFF-DUTY OFFICER WITNESS FEES

Beginning Fund Balance	29,201.00
Revenues and Other Sources	4,500.00
Expenses and Other Uses	-1,500.00
Ending Fund Balance	32,201.00

DETENTION CENTER

Beginning Fund Balance	824,399.00
Revenues and Other Sources	3,600,500.00
Expenses and Other Uses	-3,595,545.00
Ending Fund Balance	829,354.00

HEALTH UNIT

Beginning Fund Balance	395,565.00
Revenues and Other Sources	15,000.00
Expenses and Other Uses	-124,056.00
Ending Fund Balance	286,509.00

SALES TAX - LANDFILL

Beginning Fund Balance	14,803,814.00
Revenues and Other Sources	6,695,000.00
Expenses and Other Uses	-9,364,704.00
Ending Fund Balance	12,134,110.00

UNION PARISH LITTER COURT

Beginning Fund Balance	12,019.00
Revenues and Other Sources	20,000.00
Expenses and Other Uses	-15,600.00
Ending Fund Balance	16,419.00

UNION PARISH COMM DIST

Beginning Fund Balance	197,616.00
Revenues and Other Sources	437,000.00
Expenses and Other Uses	-425,650.00
Ending Fund Balance	208,966.00

COLLECTIONS - SALES TAX

Beginning Fund Balance	33,271.00
Revenues and Other Sources	1,700,000.00
Expenses and Other Uses	-1,608,000.00
Ending Fund Balance	125,271.00

HUD SECTION 8

Beginning Fund Balance	177,116.00
Revenues and Other Sources	855,594.00
Expenses and Other Uses	-794,123.00
Ending Fund Balance	238,587.00

HOMELAND SECURITY

Beginning Fund Balance	58.10
Revenues and Other Sources	60,000.00
Expenses and Other Uses	-60,000.00
Ending Fund Balance	58.10

ARPA

Beginning Fund Balance	0.00
Revenues and Other Sources	0.00
Expenses and Other Uses	0.00
Ending Fund Balance	0.00

Motion Mr. Holley, seconded by Mr. Ford to approve the Louisiana Compliance Questionnaire and authorize the President and Secretary Treasurer to execute all necessary documents. Motion carried unanimously.

Motion Mr. Bridges, seconded by Mr. Ford to approve the audit engagement for Bosch and Stham to perform audits on the financials and AUPs for the Union Parish Police Jury, Union Parish Detention Center and the Landfill Financial Assurance Fund for the year 2024.

Motion Mr. Wade, seconded by Mr. Bridges to approve the audit engagement with Kenneth Folden & Company to oversee the financial statements and notes for the 2024 audits. Motion carried unanimously.

Mr. Hutto conducted the election for the 2025 President of the Union Parish Police Jury. Motion made by Mr. Holley, seconded by Mr. Pilgreen to nominate Glenn Hutto. No other nominations were made. Motion made by Mr. Bridges, seconded by Mr. Pilgreen to close the nominations. Mr. Hutto declared the nominations closed for President. A Roll Call vote was taken.

District 1	Hutto
District 2	Hutto
District 3	Hutto
District 4	Hutto
District 5	Hutto
District 6	Hutto
District 7	Hutto
District 8	Absent
District 9	Hutto

President Hutto was declared the President for the year 2025.

President Hutto conducted the election for the 2025 Vice-President of the Union Parish Police Jury. Motion Mr. Bridges, seconded by Mr. Pilgreen to nominate Mike Holley. No other nominations were made. Motion by Mr. Bridges, seconded by Mr. Holley to close the nominations. Mr. Hutto declared the nominations closed for Vice-President. A Roll Call vote was taken.

District 1	No for Holley
District 2	Holley
District 3	Holley
District 4	Holley
District 5	Holley
District 6	Holley
District 7	Abstain
District 8	Absent
District 9	Holley

The Secretary/Treasurer calculated the votes and concluded that Mr. Holley received six (6) votes; one (1) no vote; one (1) abstain and one (1) absent. President Hutto declared Mike Holley as Vice-President for the year 2025.

The following ordinance was introduced by Mr. Bridges and seconded by Mr. Pilgreen:



**UNION PARISH POLICE JURY
ORDINANCE # 971**

**AN ORDINANCE PROVIDING FOR THE MERGER OF CERTAIN VOTING
PRECINCTS PURSUANT TO L.A.R.S. 18:532.1**

WHEREAS, the Union Parish Police Jury is required to maintain polling places in said Parish; and

WHEREAS, **precinct 25** has less than 300 active registered voters; and

WHEREAS, **precinct 25** creates additional expenses for the citizens of Union Parish; and

WHEREAS, Louisiana State Law allows for the merging of certain precincts; and

WHEREAS, the following precincts merged to reduce the cost of elections in Union Parish:

**Precinct 17
(includes Precincts 17 & 25)**

The point of beginning being the intersection of Wells Road and State Route 15; thence, northwesterly on State Route 15 to the shoreline of Lake D'arbonne; thence, in an easterly direction along the shoreline of Lake D'arbonne to Spillway Road boat ramp; thence, southeasterly on Spillway Road boat ramp to Spillway Road; thence, southwesterly on Spillway Road to Ruggs Bluff Road; thence, southwesterly on Ruggs Bluff Road to Albritton Road; thence, westerly on Albritton Road to Mosleys Bluff Road; thence, westerly on Mosleys Bluff Road to Allen Mann Road; thence, northwesterly on Allen Mann Road to Bobbie Cox Road; thence, southwesterly on Bobbie Cox Road to State Route 15; thence, southeasterly on State Route 15 to Kelley Road; thence, westerly on Kelley Road to Downsville Road; thence, southerly on Downsville Road to Pittman Road; thence, westerly and northerly on Pittman Road to Carroll Brasher Road; thence, westerly on Carrol Brasher Road to Butch Pardue Road; thence, southwesterly on Butch Pardue Road to the southern boundary of Union Parish; thence, westerly along the southern boundary of Union Parish to Cypress Creek; thence, northerly along Cypress Creek to Holmesville Road; thence, easterly on Holmesville Road to Silmon Road; thence, northerly and easterly on Silmon Road to Wells Road; thence, easterly on Wells Road back to

the point of beginning.

NOW THEREFORE BE IT ORDAINED by the Union Parish Police Jury in legal session convened this 30th day of December, 2024 that this ordinance be adopted on motion by Mr. Bridges and duly seconded by Mr. Pilgreen with the following vote:

YEAS: Moses, Pilgreen, Holley, Hutto, Bridges, Wade, Hobbs and Ford

NAYS: None

ABSTAINED: None

ABSENT: Abercrombie

WHEREUPON, the ordinance was declared adopted on the 30th day of December, 2024.

s/ Paula H. Strickland
PAULA H. STRICKLAND
SECRETARY-TREASURER
UNION PARISH POLICE JURY

s/ Glenn Hutto
GLENN HUTTO
PRESIDENT
UNION PARISH POLICE JURY

Motion Mr. Moses, seconded by Mr. Ford to approve the 2025 budget for the North Louisiana Crime Laboratory. Motion carried unanimously.

Motion Mr. Holley, seconded by Mr. Wade to hire Bruce Carpenter for full-time employment at the Road Department with his time being counted back to his original hire date of September 23rd, 2024. His full-time status is effective December 30th, 2024 and at that time he is eligible for all police jury benefits including retirement, insurance, vacation, sick leave and holiday pay. Motion carried unanimously.

Veronica Evans, Union Parish Section 8 Director, presented a report to the jury. Mrs. Evans stated that the agency collects utility rates to provide an updated allowance for Tenant Furnished Utilities and other services for Union Parish. The process involves collecting necessary data from electric, gas and water companies, which service Union Parish in order to compute the utility allowance schedules for single family houses, mobile homes and apartments. The procedure takes place annually to determine if it is necessary to adjust allowances and records retained in files. If a ten percent (10%) variance is determined compared to the previous year rates, a new study is completed.

Motion Mr. Moses, seconded by Mr. Ford to adopt the updated Utility Allowance for Single Family Homes, Apartments and Mobile Home rates as presented. New rates will become effective January 1st, 2025. Motion carried unanimously.

Motion Mr. Hobbs, seconded by Mr. Bridges to re-appoint Alice Bailey, Mike Finkbeiner and Beth Green as directors on the Rocky Branch/Crossroads Fire District Board for a two-year term beginning January 1st, 2025 and ending December 31st, 2026. Motion carried unanimously.

Motion Mr. Moses, seconded by Mr. Ford to approve the following applications for beer and liquor licenses for the year 2025 pending all necessary documents/paperwork are received and authorize the President to execute all necessary documents. Motion carried unanimously.

- **DG Louisiana, LLC (Dollar General – Spearsville)**
- **Wilderness Acres**

Motion Mr. Wade, seconded by Mr. Pilgreen to amend the Union Parish Police Jury Personnel Policy:

PROBATION

Every person entering Parish service under these policy provisions shall be required to successfully complete a probationary period of three (3) months of active employment. (Effective 6/7/21) Supervisors shall use the probationary period to closely observe and evaluate the work and fitness of employees and to encourage adjustment to their jobs and the Parish service. Supervisors shall retain only those employees who meet acceptable standards during the probationary period. At the discretion of management, the probationary period may be extended. As with any employee, a probationary employee may be separated at any time during the probationary period when, in the judgment of the supervisor, the employee's fitness and/or quality of work are not such as to merit continuation in the job. A Supervisor's determination may be overridden by the Police Jury (December 30th, 2024).

TERMINATION of employment

The Superintendent has the authority to use disciplinary action when he deems it necessary. A Supervisor's determination may be overridden by the Police Jury (December 30th, 2024).

Motion carried unanimously.

Motion Mr. Bridges, seconded by Mr. Wade to adopt a Public Records Policy. Motion carried unanimously.

Motion Mr. Bridges, seconded by Mr. Moses to authorize travel for the Class A Operators to attend the Louisiana Environmental Conference in Lafayette on March 19th – March 21st, 2025. Motion carried unanimously.

Recommendations from the Finance Committee

Mr. Wade stated that the Finance Committee met earlier at 8:30 AM and have two recommendations.

Motion Mr. Wade, seconded by Mr. Pilgreen to set aside \$25,000 quarterly for bridge repairs. The amount shall not exceed \$100,000 annually and this amount will be kept in a separate account. Motion carried unanimously.

Motion Mr. Wade, seconded by Mr. Pilgreen to solicit proposals from local banks and LAMP regarding interest rates. Motion carried unanimously.

In accordance with Ordinance 549, time for public comment was given. There were no public comments.

There being no further business to come before the Jury, the President declared the meeting adjourned upon motion by Mr. Bridges, seconded by Mr. Ford on this the 30th day of December, 2024.

s/ Paula H. Strickland

Paula H. Strickland
Secretary/Treasurer
Union Parish Police Jury

s/ Glenn Hutto

Glenn Hutto
President
Union Parish Police Jury