

**FINANCE COMMITTEE
MINUTES OF MEETING
July 1st, 2025
3:00 P.M.**

Present: Russell Wade, Ben Bridges and Mike Holley. Absent: Curtis Moses. Also present: Glenn Hutto, Andrew Ford, Jr., Brenda Abercrombie, Danielle Harkins, Alan Ates and Chris Strickland

Mr. Wade called the meeting to order. Mr. Holley led the group in prayer.

No Public Comments were made on agenda items.

**Motion Mr. Holley, seconded by Mr. Bridges to approve the agenda with the following addition:
9 Holiday pay discussion for Transitional Work Release Inmate.**

Motion carried unanimously

**Motion Mr. Bridges, seconded by Mr. Holley to approve the minutes of the May 6th, 2025 meeting.
Motion carried unanimously.**

A brief discussion was held concerning the Justices of the Peace and Constables Training conference on September 24-25th in Shreveport. The conference does not start until noon on the 24th. The Secretary/Treasurer reported that she received a request from Lennie Smith regarding staying the night of the 23rd. The Union Parish Police Jury Travel policy states the following regarding lodging:

The cost of overnight lodging (room rate) will be reimbursed to the traveler if the authorized travel is 90 miles or more from the Union Parish Police Jury Annex; AND the conference begins prior to 8:00 AM on the subsequent date of travel.

The Committee was in agreement that the Union Parish Police Jury Travel policy would be followed and the jury would pay for one night of lodging.

Motion Mr. Holley, seconded by Mr. Bridges to recommend to the full jury to approve travel for the Justices of the Peace and Constables to attend the conference in Shreveport. Conference starts at noon on September 24th and ends on September 25th. Travel is approved for those Justices of the Peace and Constables who did not attend the conference in Lake Charles. Motion carried unanimously.

Motion Mr. Holley, seconded by Mr. Bridges to recommend to the full jury to approve a \$2,000 donation to Zion's Community Outreach Ministries for the purchase of backpacks and school supplies to be given to the needy. Motion carried unanimously.

A brief discussion was held regarding three (3) pay increases submitted by the Road and Landfill Departments. The Road Department submitted a pay increase for Larry Davis. Mr. Davis has been reclassified as a heavy equipment operator. Mr. Davis is currently making \$15 an hour and Mr. Ates is recommending his hourly wage be increased to \$16 an hour.

Motion Mr. Holley, seconded by Mr. Bridges to recommend to the full jury to approve a pay increase for Larry Davis. Mr. Davis has been promoted to a heavy equipment operator. Mr. Davis' pay will increase from \$15 to \$16 effective July 7th, 2025. Motion carried unanimously.

The Landfill Department submitted two (2) requests for pay increases. The Secretary/Treasurer was requested to get a list of Landfill employees with the type of equipment they are operating as well as a list of the laborers. **No action taken.**

A brief discussion was held regarding the amount that can be transferred from the Sales Tax Fund to the Road Maintenance Fund. This amount will be above whatever else was authorized during the 2025 budget adoption. These funds will be used for additional road maintenance. Mr. Bridges expressed concerns about getting the sales tax fund too low. Mr. Bridges said that there is equipment to purchase as well as building a new cell. **Motion Mr. Bridges, seconded by Mr. Holley to recommend to the full jury to lower the minimum balance threshold to 3.25 million (Landfill to Road). Motion carried unanimously.**

A brief discussion was held concerning putting Transitional Work Release Inmates on as full-time employees so they can receive holiday pay. Mr. Holley expressed his concerns regarding paying holiday pay for TWP workers. He stated they should not be getting holiday pay. This item is on the regular agenda. **No action taken.**

The Secretary/Treasurer presented detailed financial reports for the months of May and June. The May expense reports, overtime reports, Origin Investment statements and LAMP statement were emailed to the jurors. The June expense reports, overtime reports, Origin Investment statements and LAMP statement will be emailed soon.

The Secretary/Treasurer presented updates on various items.

- Fleet Safety Policy – Gallagher/Travelers has requested that all LRPIC Parishes adopt a Fleet Safety Policy. The policy has some great material for employees. This item was placed on the July 1st Road Agenda, but we do not have a quorum so it will be on the July 15 Special meeting agenda.
- 2026 Election Dates for the Road Renewal - April 18th, 2026 – Begin process in September of 2025; May 30, 2026 – Begin process in December 2025; November 3rd, 2026 - Begin process in April 2026; or December 12th, 2026 – Begin process in June 2026.
- Courthouse HVAC – Judges have been moved to the middle section in the Annex. The DA's office has been moved downstairs in the courthouse.
- Key fobs have been ordered – will have to reissue fobs when new ones come in.
- New Fund in Master Bank – Capital Improvement Fund.
- New Fund in Master Bank – Bridge Appropriation.
- All Police Jury Offices will be closed on Friday, July 4th for Independence Day.
- Sinking fund opened for 2025 Bonds (HVAC System).

May Financial Information

The Road Department had 122.5 hours of overtime for the month of May. Employees having over ten hours:

- | | |
|------------------|------|
| • Willie Burden | 27.5 |
| • Greg Edwards | 16 |
| • Jory Hudson | 10.5 |
| • Andy Raye | 18.5 |
| • Scott Williams | 21 |

The Landfill is showing 58.12 hours of overtime for the month of May. Most of this is due to the Landfill training and the way payroll was processed. Employees having over ten hours:

- Justin Echols 14.43

June Financial Information

June Overtime reports were included with your Revenue and Expense Reports. The Road Department had 78.75 hours of overtime for the month of June. This is down 43.75 hours from last month. Employees having over ten hours:

- Willie Burden 15.5
- Brian Nyegaard 13
- Andy Raye 16

The Landfill is showing 18.94 hours of overtime for the month of June. This is down 39.18 hours from last month. Last month included the Landfill training which is why there was a big difference. Employees having over ten hours:

- Justin Echols – 10.04

General Fund - Revenues

- Occupational License – \$27,662.37
- Interest - \$31,792.64

General Fund - Expenditures

Coroners Fee & Autopsy for the month was \$7,360. \$1,750 was for the coroner, \$4,210 for autopsy's, \$1,400 was for other parish coroners Lincoln, Caddo, Ouachita). The coroner also receives a flat \$500 a month.

JP/Constable's travel for the month of June was \$2,703.15. This was for Les Wallace (Deputy Constable), Brenen Albritton (Deputy Constable) and Josh Acree (JOP). Scotty Aulds was reimbursed in May.

The housing of juveniles for the month of June was \$13,675. This is an increase of \$6,175 from last month.

Road Maintenance

The new oil truck was delivered in June, but was paid for in July. Payment in the amount of \$339,200 will be included on next month's financials.

Equipment Repair – For the month of June \$83,916.72 was spent on equipment repair. There were several repairs done during the month of June.

- Curry's Truck Frame and Body Shop - \$34,421.65. This was for the truck that was wrecked by an employee. The insurance paid for the repair of the truck.
- Consolidated - \$18,086.84

- Various other charges - C&W, Walpole, Goldman, Ivy Redding, Doggett, Louisiana Machinery and Bruckner's.

Fund 6 – Capital Improvement - \$17,275 paid to Guth and Associates for plans/specs

Fund 13 – Sales Tax - \$294,773.12

Tipping Fees - \$235,608.03

Landfill Assurance Interest - \$41,589.62

Road Materials - \$92,673.45

There was a large payment in the amount of \$5,000 listed under CDL license. Two Landfill employees have been reimbursed their class fees for obtaining a CDL Class A license. The Personnel Policy also authorizes the reimbursement of CDL physicals every two years. The fees have increased from \$75 to \$80 per person. The jury has been reimbursing the employees \$80 due to the increase in exam fees.

A brief discussion was held regarding outstanding accounts at the Landfill and how credit applications are approved. The Secretary/Treasurer was asked to get a credit card machine at the Landfill to prevent some of the non-payment issues. The Secretary/Treasurer is in the process of drafting a policy for Landfill payments as well as a tipping fee contract.

Motion Mr. Bridges, seconded by Mr. Holley to recommend to the full jury to accept the Revenue and Expense report for the months of May and June, 2025. Motion carried unanimously.

There being no more business to come before the committee, Mr. Wade declared the meeting adjourned upon motion by Mr. Bridges and duly seconded by Mr. Holley on this the 1st day of July, 2025.

Russell Wade, Chairman
Paula Strickland, Secretary/Treasurer