

**FINANCE COMMITTEE
MINUTES OF MEETING**

May 12th, 2026

2:00 P.M.

Present: Russell Wade, Ben Bridges, Curtis Moses, and Mike Holley. Absent: None. Also present: Nathan Pilgreen, Glenn Hutto, Brenda Abercrombie, A.J. Ford, Jr., Danielle Harkins, Tommy Carr, Deidra Adair and various other members from the Children's Coalition for Northeast Louisiana.

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

No Public Comments were made on agenda items.

Motion Mr. Moses, seconded by Mr. Bridges to approve the agenda as written. Motion carried unanimously.

Motion Mr. Holley, seconded by Mr. Moses to approve the minutes of the April 14th, 2026 meeting. Motion carried unanimously.

Presentation from The Children's Coalition regarding request for \$125,000 in opioid funds.

The Children's Coalition for Northeast Louisiana emailed a proposal on May 4th regarding a request for \$125,000. The funds would be used for Signs of Suicide Program (\$75,000) and a Truancy Program (\$50,000).

Deidra Adair, Executive Director, addressed the Committee and introduced members of her team. Each team member introduced themselves and gave a brief overview of how the program worked.

Once the presentation was concluded, Mr. Wade thanked the Children's Coalition for their proposal. He stated that the Police Jury is responsible for these funds and that the use of the funds must comply with the guidelines set forth by the Louisiana Opioid Abatement Task Force. He asked that the Coalition complete a packet obtained from the Police Jury Association's Legal counsel and return to the Secretary/Treasurer. **No action taken.**

Secretary/Treasurer Report

The Secretary/Treasurer presented the Revenue and Expense report for the month of April to the Finance Committee. All jurors received the following via email as well as a paper copy in their packet:

- Revenue and Expense Report for the month of April which shows a budget to actual comparison
- Road and Landfill overtime reports – these are the only departments that have overtime
- LNB Investment statements
- LAMP Investment account

The Secretary/Treasurer reported on the following:

- Resolution on agenda for millage
- Employee vacation policy issue (employee called Mr. Holley)
- Betty Street Community Center Roof project
- Chamber Banquet – May 28th
- HUD
- LGAP Excavator funds have not been received – Email follow up was sent Monday
- Road Department Overtime – 61 hours
- Landfill Department Overtime – 16.86 hours
- Ad Valorem tax for funds
- Interest payments
- Coroner's fee
- Lisa Ford, Court reporter for Judge Hampton, started May 1st which will create an increase in expenses for the General Fund
- Expenditures for various funds
- Juveniles
- Detention Center
- Library
- LNB Investment statements

Mrs. Strickland gave a detailed breakdown of the revenue received by the Road Maintenance and Road Construction funds from property taxes and discussed the negative impact on the Police Jury budget if the tax does not pass.

As of May 12, 2026, the Road Maintenance Fund has received \$1,373,104.09 in ad valorem tax revenue, along with a small amount of funding from the State of Louisiana. As of today, expenditures for Road Maintenance total \$2,042,367.44. Additionally, the Landfill Fund transferred \$1,000,000.00 into the Road Maintenance Fund to help cover expenses.

Mrs. Strickland noted that the purchase of two motor graders this year had a significant impact on the Road Maintenance budget.

As of today, the following amounts have been transferred from the Landfill Fund to various funds and appropriations:

- Road Maintenance — \$1,000,000.00
- Bridge Fund Appropriation — \$25,000.00
- HVAC Appropriation — \$85,445.29
- Landfill Appropriation — \$450,000.00

The Secretary/Treasurer also discussed the upcoming construction of a new landfill cell. The construction phase is expected to cost in excess of two million dollars. Due to the significant cost associated with the new cell, all available Landfill funds will be dedicated toward the project,

making it extremely difficult to continue transferring funds to the Road Maintenance Department.

Mrs. Strickland stated that construction of the new landfill cell is necessary and that it is currently unclear how much funding, if any, will be available to transfer to the Road Department in the future.

Mrs. Strickland also highlighted the number of litter tickets written during the month of April. Constable Scotty Aulds continues to be the only constable, to Mrs. Strickland's knowledge, actively issuing litter citations.

Currently, when a litter ticket is written by a constable, the revenue generated from the ticket is split between the constable and the Justice of the Peace. It was noted that issuing additional tickets would be financially beneficial to both the constable and the Justice of the Peace.

Mr. Bridges stated that the Highway 15 site continues to be an eyesore. The Secretary/Treasurer was asked to inquire about the potential cost of hiring someone specifically to issue litter citations.

Motion Mr. Bridges, seconded by Mr. Holley to adopt the April Financial Report as presented. Motion carried unanimously.

A discussion was held regarding the HVAC engineering invoices submitted by Aillet, Fenner, Jolly & McClelland, Inc. Mrs. Strickland stated that this item had previously been discussed at last month's Finance Committee meeting. Prior to approval of the invoices, she was asked to provide additional information regarding the charges.

Mrs. Strickland explained that Guth and Associates submitted a lump-sum engineering proposal totaling \$69,100.00 for the Union Parish Courthouse HVAC Replacement Project. Guth and Associates received two payments of \$17,275.00 each, for a total of \$34,550.00, leaving a remaining balance of \$34,550.00 to be paid to Aillet, Fenner, Jolly & McClelland, Inc.

Mrs. Strickland further stated that AFJ&M had submitted their invoices to an incorrect email address, resulting in the invoices not being received until after completion of the project. After speaking with John Wilson of Guth and Associates and reviewing the contract documentation, Mrs. Strickland stated that the Union Parish Police Jury does owe the remaining funds to Aillet, Fenner, Jolly & McClelland, Inc. **Motion Mr. Bridges, seconded by Mr. Moses to recommend to the full jury to pay invoices from Aillet, Fenner, Jolly & McClelland, Inc. totaling \$34,550. Motion carried unanimously.**

A brief discussion was held regarding the Health Unit Fund. Mrs. Strickland reported that the Health Unit Fund has a \$0.00 fund balance and a transfer is needed for that fund. The LNB investment account has \$226,443.57. **Motion Mr. Bridges, seconded by Mr. Moses to recommend to the full jury to authorize the Secretary/Treasurer to transfer \$75,000 from LNB Investment Account to Origin and place in the Master Account for the Health Unit Fund. Motion carried unanimously.**

A brief discussion was held regarding the closing reception for NACO's Annual Conference. Union Parish has been asked to assist with the closing reception. The conference is in New Orleans. The set up is on July 19th, reception is on July 20th and the clean-up is July 21st in New Orleans. **Motion Mr. Moses, seconded by Mr. Bridges to recommend to the full jury to approve travel for jurors and staff to attend the NACO closing reception; assist with set up and clean-up. Motion carried unanimously.**

A lengthy discussion was held regarding the Boot Policy which was adopted on April 14th, 2026. All employees have signed the boot policy and acknowledged that they will wear the safety boots/shoes provided by the Jury. There have been multiple complaints from employees that the selection at Thomas Nursery is not good and the boots they purchased hurt their feet. The policy states the following:

- Proper footwear must be worn during the work day and during call outs. Proper footwear is defined as approved safety-rated footwear. Certified Safety Boot Vouchers will be distributed once a year. Safety boots/shoes can be purchased in an amount up to \$200 at Thomas Nursery. The vouchers are non-transferable and not redeemable for cash.

Mr. Bridges suggested that the employees be allowed to purchase safety boot/shoes at a place of their choice, but they must provide a receipt for reimbursement. The Secretary/Treasurer said the reimbursement process can be very simple, but the employees will not be reimbursed for tax. Employees will be given a voucher once a year and that voucher can still be redeemed at Thomas Nursery if they wish to do so. Vouchers will be issued in late December. **Motion Mr. Bridges, seconded by Mr. Holley to recommend to the full jury to amend the boot policy with the following language:**

- In the event an employee wishes to purchase safety boots or shoes from a vendor other than the approved provider, the employee may do so for an amount not to exceed \$200.00. Reimbursement will be limited to the cost of the safety boots or shoes only. Employees will not be reimbursed for sales tax or any additional items purchased. To receive reimbursement, the employee must submit the original receipt, Union Parish Police Jury voucher, and a Union Parish Police Jury Reimbursement Form. Employees will also provide documentation to verify that the footwear purchased meets required safety rating standards.

Motion carried unanimously.

A lengthy discussion was held regarding the Road Policy Procedures. The Jury adopted a Road Policy in 2025, but the policy did not include what procedures would be followed when spending the funds.

Mr. Wade drafted a proposed "Road Policy Procedures" which was emailed to everyone. After it was emailed, there were a couple of revisions. The Road Policy document details what percentages of funding that hard surface and unpaved roads will receive. Mr. Wade stated that this is a start and can be reviewed and changed at any time.

Motion Mr. Holley, seconded by Mr. Bridges to recommend to the full jury to adopt the Road Policy Procedures below:

**UNION PARISH POLICE JURY
ROAD PROCEDURES
Effective 5-12-26**

Upon passage of the UPPJ Road Consolidated Road Tax of 12 mils, the jury will open a separate account to keep tax funds separate. The majority of the funds will be received by January 31st and at that time, transfers can be made as needed. These funds will be divided among the districts based on the mileage of roads in each district. Hard surface or blacktop roads will receive 83.33% of the funding and unpaved roads will receive 16.66% of the funding. Each district must maintain a minimum of 10% of their funding at all times for unforeseen emergencies such as culvert failures or washed-out roadways. In the event of a natural disaster the district may receive funding from the Road Maintenance Fund. The amount to be used for priority roads will be no less than 50% of the Ad Valorem tax funds collected.

All surface material such as, but not limited to, hot mix, chip seal, MC30, AC10, and clay gravel or pit run will come from the districts funding. However, in extreme cases, soil stabilizing agents such as lime or soil cement may be funded from the Road Maintenance Fund.

Each district will follow the priority list set up by the engineer as required by law as it pertains to his or her district. Culverts, bridges, and drainage work will be funded by the collective Road Maintenance Fund. Funding for final cover to complete the culvert replacement will come from the district to which it pertains. All day-to-day maintenance such as, but not limited to, pothole patching, bush hogging, side booming, signage, and overall general maintenance will come from the Road Maintenance Fund.

In the event of a road failure requiring repair, hot mix, or chip seal work, the Engineer and/or Road Superintendent will evaluate the road to determine the appropriate corrective action. Any reevaluation of a priority road shall affect only the district in which the road is located and shall not impact other districts.

Funding for shoulder repairs that may require additional material to be added will come from the district in which it pertains. Work to be done to a road that reaches the top of the priority list in a given district will be a collaboration between the engineer, road superintendent, and the juror that represents the district. It must satisfy the meaning of construction as defined in the Union Parish Police Jury Road Policy adopted on July 15th, 2025. Roads may be broken into segments and repaired over the course of years as jurors see fit due to funding issues or other obligations in his or her district such as a secondary road or an overlay road that is due to be done. This policy may be modified from time to time as juries see fit.

The Road Department Administrative Assistant will maintain a spreadsheet for each district. Any questions regarding district balances should be directed to the Road Department. The Road Department will maintain documentation of expenditures for each district and ensure that the

information is readily available. Jurors will be notified when their district balance reaches the 10% mark. **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. Moses on this the 12th day of May, 2026.

Russell Wade, Chairman
Paula Strickland, Secretary/Treasurer