

The regular meeting of the East Feliciana Parish Police Jury was called to order on September 2, 2025, at 6:00 P.M. by Police Jury President Louis Kent. Opening prayer was offered by President Kent and the Pledge of Allegiance was then led by Juror Jason McCray.

The roll was called by Secretary Treasurer and the following jurors were present: Juror Dexter Armstead, Juror Kristin Chasteen, Juror Kyle Fleniken, President Louis Kent, Juror Jason McCray, Juror Keith Mills, Juror Richard Oliveaux, and Vice President Chrissie O'Quin. Juror Michael Cheatham was absent.

A motion was made by Keith Mills, seconded by Juror Jason McCray to approve the agenda and move the visitors up. This motion passed unanimously without comment.

A motion was made by Keith Mills, seconded by Juror Richard Oliveaux to adopt the minutes of the August 18, 2025 regular meeting. This motion passed unanimously without comment.

A motion was made Juror Keith Mills. Seconded by vice President Chrissie O'Quin to adopt 2025 millage rates. Motion passed unanimously.

RESOLUTION

BE IT RESOLVED, that the following millage(s) are hereby levied on the 2025 tax roll on all property subject to taxation by Parish of East Feliciana:

MILLAGE

HEALTH UNIT	3.000 mills
AUDUBON REGIONAL LIBRARY	2.500 mills
EXEMPTED MUNICIPALITIES	1.380 mills
GENERAL ALIMONY	2.770 mills

BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of EAST FELICIANA, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2025, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

The foregoing resolution was read in full, the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

YEAS: 8
NAYS: 0
ABSTAINED: 0
ABSENT: 1

A motion was made by Juror Jason McCray, seconded by Juror Keith Mills to approve advertisement to fill upcoming vacancy on Planning & Zoning Commission. Motion passed

A motion was made by Juror Jason McCray, seconded by Vice President Chrissie O'Quin to rescind August 4, 2025 motion to award bid for Parish Engineering Services to Forte & Tablada.

A motion was made by Vice President Chrissie O'Quin, seconded by Juror Keith Mills to approve RFQ advertisement for Hazard Mitigation and Engineering Services. Motion passed

Item to Discuss permitting and possible litigation (Executive Session) was tabled

A motion was made by Juror Dexter Armstead, seconded by Juror Kristin Chasteen to adopt Employee Grace Period Policy. Motion passed

GRACE PERIOD POLICY (Adopted 9.2.2025)

Punches that occur after the assigned start time of up to seven-minutes will be rounded back to the full hour. For example, if a scheduled start time is 7:00 a.m., and an employee punches in at 7:07, the start time will be rounded back to 7:00 a.m. If an employee punches in at 7:08 or later, the start time will be rounded to 7:15. The same practice will occur at the end of an employees' shift. A supervisor may allow up to a seven-minute grace period upon rare occasions, when an employee has been unavoidably detained or must leave early. However, a pattern of late punch in or early punch outs will not be tolerated and will be considered abuse of time. A pattern is defined as more than three early or late punches (more than seven minutes) in a 30-day period.

A motion was made by Juror Jason McCray, seconded by Juror Keith Mills to approve 90-day evaluation and increase in pay for Deputy Director Shon Smith to step 3. Motion passed

A motion was made by Juror Keith Mills, seconded by Juror Kristin Chasteen to remove Sick & Annual Part-time Employee Leave Accrual Policy from Police Jury Personnel Manual. Motion passed

Part Time Employees

Prorated on number of days worked per year as follows:
Three (3) days a week (156 days yearly) = 62% or seven (7) hours per year
Two (2) days a week (104 days yearly) = 40% or five (5) hours per year
Five (5) days per month (60 days yearly) = 23% or three (3) hours per year

Part Time Employees

Leave is prorated according to the number of days worked:
Three (3) days a week (156 days yearly) = 62% or seven (7) hours per year
Two (2) days a week (104 days yearly) = 40% or five (5) hours per year
Five (5) days per month (60 days yearly) = 23% or three (3) hours per year

A motion was made by Juror Kyle Fleniken, seconded by Juror Keith Mills to approve monthly invoices. Motion passed

Administrative Comments/Treasurer Reports were as follows:

- Thank you card from Mrs. Ginger Hunt

- Rural Water Commission voting
- Informed the Jury that the process to hire a replacement for a new Accounting Clerk has begun
- Informed the Jury of the great turn out for this year's WIC Breastfeeding Baby Shower

Homeland Security Director Updates

- Weather Updates
- Amite River Basin Commission will meet at 10am on September 9 at the State Capitol

A motion was made Juror Kristin Chasteen, seconded by Juror Dexter Armstead to accept Planning & Zoning Commission recommendation to approve items (a), (b), (c), (d), (f) and (g) under Planning & Zoning Commission.

- (a) Recommend approval for Freda Jathal Holmes White, Iris Jean White Holmes & Joe Louis Holmes, ET AL map showing a Family Partition of a 49.8 acre Tract being the remaining portion of the west ½ of Lot 7 & Lot 8 into a 48.8 acre Tract being the remaining portion of the west ½ of Lot 7 & Lot 8 and Lot A & Lot B Located in Sections 4, T4S-R2E, East G.L.D East Feliciana Parish, Louisiana.
- (b) Recommend approval for Todd Marse, ET UX map showing exchange of property between Tracts 2-C-1 & 2-D-1 Located in Sections 86, T2S-R2E, East G.L.D East Feliciana Parish, Louisiana.
- (c) Recommend approval for Terri Jo Easterly map showing the subdivision of parcel E-2 into Parcels E-2-A and E-2-B (Leslie Landry Tract) Located in Sections 15 & 77, T2S-R1E, East G.L.D East Feliciana Parish, Louisiana.
- (d) Recommend approval for Beechgrove Estates map showing the showing the subdivision of the remaining portion of Lot 5 Located in Sections 61, T2S-R2E, East G.L.D East Feliciana Parish, Louisiana.
- (f) Recommend approval for Cody Countryman map showing a servitude relocation for Tracts 4-C-11-A, 4-C-11-B, and 4-C-12 located in Section 66, T-3-S, R-3-E, G.L.D., East Feliciana Parish, Louisiana.
- (g) Recommend approval for Barbara McElwee Kilbourne map showing the Family Partition of Lot 1-J 8.99 Acres into Lots 1=J-1, 1-J-2, 1-J-3, 1-J-4, 1-J-5 & 1-J-6 located in Section 79, T1S-R2E, G.L.D., East Feliciana Parish, Louisiana.

Public Comments were as follows:

- JR Rouchon addressed the Jury with concerns of filling the Accounting Clerk position
- JR Rouchon addressed the Jury with concerns of letters being sent to Parish Manager applicants that the position will not be filled at this time
- Jeff Williams informed the Jury that two papers containing the laws relating to permitting state owned property
- Marc Browing gave an update on the FARRM Arena

A motion was made by Juror Keith Mills to adjourn

Yamesha Harris, Parish Secretary

Louis Kent, Police Jury President