

**PARISH POLICE JURY  
REGULAR MEETING  
January 14, 2019  
6:00 P.M.**

The Police Jury of Concordia Parish met this day in regular session convened. There were present the following members:

President: Jimmy Wilkinson

Members: Jerry Beatty, Carey Cook, Jimmy Jernigan,  
Joseph Parker, Sr., Adam Probst, Whest Shirley and Tommy Tiffiee

Absent: Willie Dunbar

Secretary Treasurer: Sandi T. Burley

Invocation: Mr. Jernigan

Pledge of Allegiance: Mr. Probst

Old Business: None

A motion was made by Mr. Tiffiee seconded by Mr. Probst to approve the minutes of the regular meeting of December 10, 2018 as mailed. Motion carried.

A motion was made by Mr. Shirley seconded by Mr. Cook to close the Public Hearing for the 2019 Proposed Operating Budget. Motion carried.

Ms. Burley presented the proposed amendments of the 2019 Operating Budget since publication. These were:

- A. General Fund
  - 1. Change/Combine the SHSP/EMPG Grant Receipts/Disbursements based on actuals:  
SHSP – 32,000                      EMPG - 26,000                      TOTAL - 58,000
  - 2. JP/Constable Conference Expense
  - 3. Change / Combine – Courthouse Contracts and Maintenance of Buildings/Grounds
- B. Criminal Court Fund
  - 1. Amend Transfers Out to account for 2018 transfer
  - 2. Change in amounts causes change in total transfers in/out General Fund / CCF
- C. Amend all Beginning Balances based on actual Cash Amount
- D. Correct Sales Tax Revenue

The Finance Committee had met prior to the general meeting to discuss the proposed changes. A motion was made by Mr. Shirley seconded by Mr. Probst to approve the proposed amendments as presented. Motion carried.

On a motion by Mr. Cook seconded by Mr. Shirley, Resolution 19-001 was offered to adopt the 2019 Proposed Operating Budget with the approved amendments as presented. Motion carried.

A motion was made by Mr. Parker seconded by Mr. Probst to ratify the purchase orders and bank statement reconciliations. Motion carried. The second utility billing for the Courthouse which includes the additional shed used by the Sherriff's office was discussed due to the bills averaging near a thousand dollars each month. Mr. Jernigan offered a motion seconded by Mr. Tiffie to determine the cost of relocating or restructuring the gas, water, and electric meters for the washer and dryer at the Courthouse to isolate the costs incurred to the Parish for its required usage. Motion carried.

The North Louisiana Criminalistics Commission distributed their proposed 2019 and amended 2018 budget for approval. A motion was made by Mr. Jernigan seconded by Mr. Tiffie to approve the budgets as received. Mr. Jernigan noted that they made a considerable decrease in their allocations to the "contingencies" line item for expenses in 2019.

A request was received from the Concordia Parish School Board office to provide gravel at a bus turn around at the end of Hwy 908 in Monterey. The request contained all required information in which to act upon. A motion was made by Mr. Tiffie seconded by Mr. Probst to approve the request. Motion carried with Mr. Shirley abstaining.

Requests were received from two boards for re-appointment of officers. On a motion by Mr. Tiffie seconded by Mr. Shirley the following re-appointments were made:

Concordia Recreation District #2 – Mr. John Bostic

Concordia Fire District #2 – Mrs. Jackie Pugh, Mr. Harvey Cowan, and Mr. Virgil Barnes  
Motion carried.

Mr. Wilkinson asked the Jurors to consider setting specific dates of each month for the four individual committees to meet. This would allow efficient efforts to be made to address issues, where everyone knows in advance of the meeting times and dates. No action taken.

Revised policies were distributed to the Jurors for review and approval. Modifications were made to existing policies to comply with update Louisiana Legislative Auditor Agreed-Upon Procedures. Under a motion by Mr. Shirley seconded by Mr. Probst, the adoption of Resolution 19-002 was made to implement the following changes in policies:

1. Procedures for Hiring a New Employee – corrected title of Personnel Clerk
  2. Accounting Practices –
    - Addition of how mail is handled
    - Changes in requisition procedures due to review by Secretary / Treasurer and then the initialing of final bank statements by two persons of the Finance Committee.
    - Updating of debt service, item 4, Road Reserve Funds can only be placed in treasury bonds, not certificates of deposits
    - Handling of debt allocations
    - Addition of handling invoices received after ninety days from occurrence
  3. Bank Account Monitoring
    - Updating of how reconciliations are handled
  4. Financial Management – addition of Office Assistant opens mail
- Motion carried.

Drainage and road issues of the Parish due to the recent heavy rainfall were discussed. Mr. Parker discussed a request from a constituent of the Parish inquiring of the operating procedures for the Wild Cow weir managed by the Corp of Engineers. Mr. Jernigan and Mr. Tiffie shared their knowledge and experience from prior rainfalls on how the weir is operated. A motion was made by Mr. Parker seconded by Mr. Shirley to send a letter to the Corp asking for information on operating procedures to share with the concerned constituent. Motion carried.

Updates on open grant projects in the Parish were reviewed as follows:

Brushy Bayou – USACE has the information for 404 and 408 permits. The Parish and GOHSEP are waiting for FEMA to transfer funds from Phase II back to Phase I to proceed with wetland delineation to support the permitting process. Updates to designs and specifications are in progress for the DOTD for the off system bridge planned for Luke Martin Road.

Courtroom Renovations – Attempts have been made to obtain a status update from the Baton Rouge office for the approval of plans, specs, and costs. All information was submitted for review and approval in October. To date, no response to our requests for status updates has been received.

Washington Heights – Bids were received and opened in December for awarding construction of the project. One bid was received that surpassed the allotted amount. Denmon Engineering is required to revise the design of the project in order to submit the project out for re-bidding. Approximately 60-90 days are needed to process a re-design, advertise for new bids, and awarding of the contract.

Ordinance violations for the Parish were discussed. Ms. Burley updated the Jurors with open violations from 2018. All notices for these violations expired at the end of the year per the ordinance. Any violations cited in the prior year will have to be re-cited in 2019 for compliancy. Jurors were asked to review the list and present any updates at the next meeting.

Ms. Burley gave her Secretary/Treasurer's report by reminding the Jurors of the annual Police Jury Conference in February and sharing the election dates and qualifying period for 2019.

There were no alcohol permits or occupational licenses submitted for approval.

Under the Superintendent's Work Orders, Mr. Pugh discussed the need for two large culverts. Mr. Wilkinson asked Mr. Pugh to look into other options to see if they provided a more cost efficient option. On a motion by Mr. Jernigan seconded by Mr. Tiffie the following materials were approved for purchase: 24" x 36' asphalt coated culvert for Doty Road; 15" x 30' galvanized culvert for Luneau Drive; and 18" x 28' galvanized culvert for Bodark. Motion carried.

Work orders for the Parish were distributed to the Jurors for review. Mr. Parker asked Mr. Pugh to look into fixing an area on Bayou Drive where a resident could not access their driveway. Mr. Parker asked to place reclaim and remove a buildup of rock and mud from the area where Concordia Water Works had made repairs to water lines.

Under correspondence, Mr. Parker read a letter received from the Village of Clayton for requests for road grading and asphalt repairs. A motion was made by Mr. Parker seconded by Mr. Shirley to send a letter asking for a hold harmless clause and include estimated labor and material costs for approval before the request could be considered. Motion carried.

Also under correspondence the following were distributed:

Lake St John Water Works – 12/19/18 minutes; Fire District #2 12/11 regular meeting agenda, 12/17/18 special meeting agenda, and 11/13/18 regular meeting minutes; Recreation District #3 12/3/18 minutes; and Concordia Water Works 11/20/18 minutes.

There being no further business to discuss, a motion was made by Mr. Tiffie seconded by Mr. Probst to adjourn. Motion carried.

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Sandi T. Burley, Secretary / Treasurer