

**PARISH POLICE JURY
REGULAR MEETING
March 11, 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, Willie Dunbar,
Jimmy Jernigan, Joseph Parker, Sr., Adam Probst,
Whest Shirley and Tommy Tiffie

Absent:

Secretary Treasurer: Sandi T. Burley

Invocation: Mr. Cook

Pledge of Allegiance: Mr. Beatty

Old Business: None

A motion was made by Mr. Parker seconded by Mr. Beatty to approve the minutes of the regular meeting of February 25, 2019 as mailed. Motion carried.

On a motion by Mr. Beatty seconded by Mr. Parker, Resolution 19-003 was offered to approve the policies as listed and passed unanimously. (See Addendum)

On a motion by Mr. Probst seconded by Mr. Parker, Resolution 19-004 was offered to approve the revised handbook to include updated policies and procedures included the recommended practices, required training, and guidelines for reporting sexual harassment. Motion passed unanimously. (See Addendum)

On a motion by Mr. Dunbar seconded by Mr. Tiffie, Resolution 19-005 was offered to approve the Louisiana Compliance Questionnaire as part of the LLA requirements for audit completion. Motion passed unanimously. (See Addendum)

A motion was made by Mr. Shirley seconded by Mr. Cook to ratify all purchase orders, bank statements, and financials as presented. Motion passed unanimously.

A letter of request and hold harmless agreement was received from the Concordia Parish School board for more gravel needed at the school bus turn around on Sage Road in Vidalia. Motion carried unanimously with Mr. Shirley abstaining.

The Concordia Parish Police Jury received the award letter for the LGAP (Louisiana Government Assistance Program) grant requested for purchasing of a bulldozer. A motion was made by Mr. Tiffie seconded by Mr. Beatty for President Wilkinson to sign and execute the contract between the Division of Administration and Concordia Parish Police Jury for the funding. Motion passed unanimously.

Parish projects were discussed.

The Brushy Bayou project is waiting on 404 and 408 permitting from USACE. Revisions to funding allocations are waiting approval from FEMA for wetland mitigation to Phase I in order to proceed with the wetland mitigation process and ultimately final completion of the 404 permit. Mr. Brant Jones of JKS stated that the DOTD specifications for the Luke Martin Bridge are still being revised. A revised BCA (benefit cost analysis) has been conducted by GOHSEP to warrant additional funding needed for Phase II. The BCA is being revised for a calculation error for fund allocations in Phase I. The calculation error will not place the project over the maximum potential funding provided by the BCA.

Denmon Engineering has completed the re-design of the Washington Heights project. Advertising for new bids with the revised design are currently being sought through proper advertisement. A pre-bid meeting has not been scheduled, however the bid opening will be held April 16, 2019 at 11 am in the Concordia Parish Police Jury meeting room.

The Courtroom Renovation project is waiting on final design approval from the FP&C office. Once the design is approved, we will be able to move forward with the bidding process for services and materials.

Discussion of further work needed on north end of the Vidalia Canal was held. Mr. Dunbar asked Mr. Pugh what provisions were being made to schedule the work. Mr. Pugh explained that the slope of the north end of the canal does not allow for the usage of the heavy equipment due to the steep banks and narrow easements in which to access the canal. Mr. Pugh will look into options in which to access the canal so that proper maintenance can be conducted.

Under ordinance violations, Mr. Dunbar discussed property that had previously been cited on Freeman Road. Ms. Burley confirmed that the delivery confirmation of registered letter with proper notification had been received. The occupant has signed and received for the notice sent. Mr. Dunbar discussed with Mr. Pugh proper equipment needed to clean up the area and potential hazards on the property. Mr. Dunbar also discussed several properties that he had discussed with the Town of Vidalia within the town's limits. The properties are located on Canal Street, Maple Street, and Bee Street. Discussion ensued regarding notice the Parish had received about the adjudicated property on Canal Street being deemed blighted. The Parish has properly attended meetings supported by the notice and provided the documentation to the Town of Vidalia on the matter. No action was taken by the Jurors on the other properties as the Parish has not received any notice for concerns to address.

Under the Secretary/Treasurer's report, Ms. Burley discussed the Tier 3 report distributed to the Juror's. Deadline for completion and submission is May 15th. Ms. Burley made the Jurors aware that the annual audit will be conducted in house from March 25-27; she will be in LLA training in Monroe on March 19th; and Secretary of State Archive Training on March 28th. A millage workshop is being hosted by Catahoula and Concordia Parish's Assessor's office on March 14th at the Hwy 15 community room. Ms. Burley asked for all Jurors to consider projects that would qualify for LCDBG grant funding

for 2019-2020. Only one open grant is allowed at a time; however the Washington Heights project should be completed by the time awarding begins for new projects to be considered.

A motion was made by Mr. Beatty seconded by Mr. Shirley to approve the following occupational license:

- Reid's Lawn Service – New Business – Bryan Reid – 116 North Grove, Vidalia
- 88's Auto Repair – Relocated New Business – Ronnie Riley – 133 McMillian Rd, Ferriday
- Jolla Home Improvement – New Business – George Jolla III – 136 Skipper Dr, Ferriday

Motion carried.

A motion was made by Mr. Jernigan seconded by Mr. Tiffie to approve the following Superintendent's Work Orders:

35 yards of washrock on Archer Road; 7 yards of washrock on Evans; 37 yards of washrock on Ames Road; 57.50 tons of limestone on Forrest Road; 281.19 tons of limestone on Slocum Levee Road; and 97.2 tons of 610 for stockpile on the Parish yard.

Mr. Dunbar asked Mr. Pugh to look at repairs needed on Freeman Road when the weather and time permitted. Motion carried.

Work orders issued and completed by the barn since the last meeting were distributed for review. No action taken by the Jurors.

Mr. Wilkinson opened the meeting to address any correspondence. Mr. Wilkinson discussed the potential for federal grant funding for repairs and work needed at the Old Courthouse. A historic board must be created so that the Parish may receive certification as a "Certified Local Government" in which to qualify for the funding. He has spoken with Ms. Amanda Taylor about helping with the board and received much enthusiasm. Mr. Wilkinson also addressed the Jurors to begin considering the negotiation and bid process for solid waste as the current contract was for two years with the option to renew for another two years.

Mr. Parker received a letter from the Village of Clayton, Mayor Josephine Washington requesting for assistance in road grading and filling in pot holes on Griffin, Washington, Galloway, and Miranda Circle. A hold harmless was included in the request. A motion was made by Mr. Parker seconded by Mr. Jernigan to approve the request citing when the barn has the opportunity to address the request and scheduling on Fridays when the barn is normally closed.

Mr. Parker asked if the Parish office had received notification of a board member resignation and recommendation from the Concordia Parish Sewer Board. No notification had been received.

Also distributed to the Jurors were: Concordia Waterworks #1 – 1/15 meeting minutes; Riverland Hospital – 2/26 meeting minutes, 3/7 agenda; Lake St. John Waterworks 2/25 meeting minutes; Recreation District #1 – 1/17 and 2/21 meeting minutes, 3/7 agenda

There being no further business, Mr. Parker made a motion seconded by Mr. Dunbar to adjourn the meeting. Motion carried.

Sandi T. Burley, Secretary / Treasurer

RESOLUTION NO. 19-003

RESOLUTION APPROVING POLICIES (LISTED BELOW) OF THE CONCORDIA PARISH POLICE JURY TO COINCIDE WITH THE GUIDELINES OF “BEST PRACTICES” ISSUED BY THE LOUISIANA LEGISLATIVE AUDITORS

WHEREAS, the Concordia Parish Police Jury Personnel Committee met on and March 5, 2019 to review each policy presented; and

WHEREAS, the Legislative Auditor requires the Concordia Parish Police Jury to provide policies, guidelines, and regulations to implement “best practices”; and

WHEREAS, the Concordia Parish Police Jury Personnel Committee has reviewed and recommends for approval the following policies and supplemental forms where applicable:

Accounting Practices; Asset Management; Budget Practices;
Credit Card Policy; Financial Reporting; Fuel Management; Payroll;
Public Works Administration (Include Parish Transportation Act);
and Purchasing Guidelines

WHEREAS, the Concordia Parish Police Jury hereby adopts the policies listed to coincide with the Louisiana Legislative Auditor’s “Best Practices”; and

WHEREAS, all staff are responsible for adhering to these policies and shall read and attest to the understanding and implementation of the policies; and

THEREFORE, BE IT RESOLVED, that the Concordia Parish Police Jury convened in regular session on March 11, 2019 and hereby approves the polices listed as part of the Parish’s official policies and procedures.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: 9

NAYS: 0

ABSENT:0

And the resolution was declared adopted this 11th day of March, 2019.

**JIMMY WILKINSON, PRESIDENT
CONCORDIA PARISH POLICE JURY**

**SANDI T. BURLEY, SECRETARY/TREASURER
CONCORDIA PARISH POLICE JURY**

RESOLUTION NO. 19-004

RESOLUTION APPROVING THE EMPLOYEE HANDBOOK OF THE CONCORDIA PARISH POLICE JURY AND ABIDING WITH THE GUIDELINES SET FORTH

WHEREAS, the Concordia Parish Police Jury Personnel Committee met on February 7, 2019 and March 5, 2019 to review the Employee Handbook; and

WHEREAS, the Concordia Parish Police Jury Personnel Committee has reviewed and recommends for approval the Employee Handbook and supplemental forms; and

WHEREAS, all staff are responsible for adhering to these policies and shall read and attest to the understanding and implementation of the policies outlined in the Employee Handbook; and

THEREFORE, BE IT RESOLVED that the Concordia Parish Police Jury convened in regular session on March 11, 2019 and hereby approves the Employee Handbook as part of the Parish's official policies and procedures.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: 9

NAYS: 0

ABSENT:0

And the resolution was declared adopted this 11th day of March, 2019.

**JIMMY WILKINSON, PRESIDENT
CONCORDIA PARISH POLICE JURY**

**SANDI T. BURLEY, SECRETARY/TREASURER
CONCORDIA PARISH POLICE JURY**

RESOLUTION NO. 19-005

RESOLUTION APPROVING THE LOUISIANA COMPLIANCE QUESTIONNAIRE AS PART OF THE LEGISLATIVE AUDITOR'S REQUIREMENT FOR COMPLETION OF AUDITS; AND AUTHORIZING THE PARISH PRESIDENT TO SIGN, EXECUTE AND ADMINISTER ANY AND ALL RELEVANT DOCUMENTS.

WHEREAS, the Concordia Parish Police Jury has hired the accounting firm of Pinell & Martinez, LLC to perform the 2018 financial audit of the Concordia Parish Police Jury; and

WHEREAS, the Legislative Auditor requires the Louisiana Compliance Questionnaire to be completed and signed as part of the audit submittal; and

WHEREAS, the Concordia Parish Police Jury, in conjunction with the consultation with Pinell & Martinez, LLC, has completed the Louisiana Compliance Questionnaire; and

WHEREAS, it is recommended that the Police Jury does hereby approve the Louisiana Compliance Questionnaire as part of the Legislative Auditor's requirement for completion of audits; and authorizes the Parish President to sign, execute and administer any and all relevant documents.

THEREFORE, BE IT RESOLVED, that the Concordia Parish Police Jury convened in regular session on March 11, 2019 and hereby approves the Louisiana Compliance Questionnaire as part of the Legislative Auditor's requirement for completion of audits; and authorizes the Parish President to sign, execute and administer any and all relevant documents.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be forwarded to: the Auditing Firm of Pinell & Martinez, LLC 308 South Tyler Street, Ste 2, Covington, LA 70433;

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: 9

NAYS: 0

ABSENT:0

And the resolution was declared adopted this 11th day of March, 2019.

**JIMMY WILKINSON, PRESIDENT
CONCORDIA PARISH POLICE JURY**

**SANDI T. BURLEY, SECRETARY/TREASURER
CONCORDIA PARISH POLICE JURY**

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I, Sandi T. Burley, Secretary / Treasurer for the Concordia Parish Police Jury, do hereby certify that the foregoing is a true and correct copy of Resolution No. 19-005, adopted by a quorum of the Concordia Parish Police Jury in regular session on March 11, 2019.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS 11TH DAY OF MARCH, 2019.

SANDI T. BURLEY, SECRETARY / TREASURER
CONCORDIA PARISH POLICE JURY