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COMMISSIONERS COURT MINUTES

September 23, 2019, Austin County Commissioners Court met in the Basement Meeting Room at the Austin County Courthouse with the following present:

Tim Lapham, County Judge
Mark Lamp, Commissioner Precinct, 1
Robert "Bobby" Rinn, Commissioner, Precinct 2
Randy Reichardt, Commissioner, Precinct 3
Chip Reed, Commissioner, Precinct 4
Andrea Cardenas, Deputy County Clerk

9:01 A.M. OPENING

CALL TO ORDER

INVOCATION

PLEDGES OF ALLEGIANCE

ROLL CALL AND CERTIFICATION OF QUORUM

CONSIDERATION/ADOPTION OF AGENDA

Amend agenda by removing item #4 and item #27b.

Motion to Adopt: Commissioner Reed, 2nd Commissioner Lamp, passed (4-0).
Order #19-333

1. Petitions or Requests from the Public.

James Schroeder spoke with regard to safety of the public travelling roads in Precinct 1. Concerned with his property on Peters-San Peter Road in Precinct 3.

2. Discussion and action to set property tax rate for 2019-2020 Fiscal Year Budget.

- a. **General Maintenance**
- b. **Special Road and Bridge Tax**
- c. **Farm-To-Market Lateral Roads Tax**
- d. **Debt Service Tax**

General Maintenance - .038560
F/M & Lateral - .08110

Road and Bridge Special - .06720
Debt Requirement - .03033
Total = .56423

Per Commissioner Rinn, he opposes the tax rate because of the way the Road and Bridge funds are allocated.

*Motion to Approve: Commissioner Reichardt, 2nd Commissioner Lamp, passed (3-1).
Commissioner Lamp – For, Commissioner Rinn – Against, Commissioner Reichardt – For,
Commissioner Reed – For.*
Order #19-334

3. Discussion regarding County Wide Burn Ban and action as appropriate.

Burn Ban on until next Court date.

*Motion to Approve: Commissioner Lamp, 2nd Commissioner Rinn, passed (3-1).
Commissioner Reichardt opposed.*
Order #19-335

5. Presentation by San Felipe de Austin State Historic Site Operations by Bryan McAuley.

Donate \$5,000 to San Felipe de Austin State Historic Site Operations from 101-54888-128 Economic Development.

Motion to Approve: Commissioner Reichardt, 2nd Commissioner Reed, passed (4-0).
Order #19-336

6. Presentation by Extension Agent Kailyn Capps – 4H & Youth Development quarterly interpretation.

7. Discussion and action as appropriate regarding building projects and financing.

a. S.O./Jail

Demolition work taking longer than expected. Having difficulty cutting into the steel making it take more time.

b. Justice Center

Still no decision from TXDOT. May need to look for another location. Will need a decision soon.

c. EMS

Subcontractor meeting held last Friday. Bids are due first week of October.

d. Road and Bridge

Per Commissioner Lamp, waiting on specs for a County building.

8. Discussion and action regarding the 2020 Sheriff and Constable Fee Schedule for Austin County.

No changes.

Motion to Approve: Commissioner Reichardt, 2nd Commissioner Reed, passed (4-0).
Order #19-337

9. Consideration and action to authorize inter-local agreement for Emergency Medical Services with City of Industry.

Motion to Approve: Commissioner Rinn, 2nd Commissioner Lamp, passed (4-0).
Order #19-338

10. Consideration and action to authorize advertisement for bid proposals:
a. Back haul – Industry Location

Advertise for bids. Due October 11, 2019 by 4:00 p.m., open on October 14, 2019.

Motion to Approve: Commissioner Rinn, 2nd Commissioner Reed, passed (4-0).
Order #19-339

11. Consideration and action to approve the contract services for Austin County Health Authority with Dr. Don Bosse for Fiscal Year 2019-2020.

Increase of \$1,000.00 per month above the regular rate per month already in place.

Motion to Approve: Commissioner Reichardt, 2nd Commissioner Rinn, passed (4-0).
Order #19-340

12. Consideration and action to approve the contract for services for Austin County Veterans with W. G. (Bill) Farrell for Fiscal Year 2019-2020.

Motion to Approve: Commissioner Lamp, 2nd Commissioner Rinn, passed (4-0).
Order #19-341

13. Discussion and action to approve 2019-2020 Compensation Order.

Changes made:

Sheriff's Department:
Sheriff - \$65,355.00
Chief Deputy - \$59,837.00

Jail Captain - \$56,997.00

Juvenile Probation:

\$10,000 taken from Juvenile Officer position and moved to housing and other items for Juvenile Probation Department. Juvenile Probation had four Juvenile Probation Officers, now have three.

\$1,000.00 increase to each of the three Probation Officer positions as they will take on more responsibilities. Will not hire another Probation Officer at this time.

Change title of Coordinator to Administrative Assistant.

County Judge:

Administrative Assistant - \$13.17

Administrative Assistant (budgeted at 24 hrs per week) - \$16.00

County Court at Law:

Court Reporter – \$19.23

Court Administrator combined with Court Reporter for a total of \$38.47.

County Auditor:

County Auditor - \$67,520.00

Statutorily the County Auditor's salary should match the County Judge's salary. Last four years, County Auditor has not followed this statute and received less pay.

County Treasurer:

Deputy Treasurer – Part time (1040 hrs/year) - \$16.00

This position is split with County Judge's Administrative Assistant (budgeted at 24 hrs week).

Sheriff's Department:

Captain and Lieutenants budgeted at 80 hours per pay period. Investigators and Patrol budgeted at 86 hours per pay period. Jail Captain and Chief Deputy are exempt. If Patrol Department and Sergeant work more than 86 hours per pay period, they receive comp time.

Dispatchers budgeted at 84 hours per period. Dispatchers have already received a substantial salary increase.

Change title of Part-time Switchboard Operator to Administrative Assistant.

Justice of the Peace, Precinct 4:
Court Clerk (32 hours) - \$15.30

*Motion to Approve: Commissioner Lamp, 2nd Commissioner Reichardt, passed (3-1).
Commissioner Rinn opposed.
Order #19-342*

Court recessed at 11:19 a.m.

Court reconvened at 11:31 a.m.

14. Discussion regarding job descriptions for any and all positions within the county and action as appropriate.

Auditor requests elected officials to provide job descriptions for each position.

Per Commissioner Reichardt, Auditor will send a note to elected officials requesting job descriptions be sent to Human Resources.

15. Discussion regarding effective date of Personal Action Forms and action as appropriate.

Personal Action Forms effective October 1, 2019.

Raises effective October 1, 2019.

*Motion to Approve: Commissioner Reed, 2nd Commissioner Rinn, passed (4-0).
Order #19-343*

16. Discussion and action to hire Beyer and Company to do a Financial Audit for the Fiscal Year ending September 30, 2019.

*Motion to Approve: Commissioner Reichardt, 2nd Commissioner Rinn, passed (4-0).
Order #19-344*

17. Consideration and action to approve Election Services Contract between The City of Wallis and Austin County Election Official, Kim Rinn.

*Motion to Approve: Commissioner Reichardt, 2nd Commissioner Reed, passed (4-0).
Order #19-345*

- 18. Consideration and action to declare barcode scanners, cable and bracket as surplus. (Elections Office).**

Return scanners for a full credit.

Motion to Declare: Commissioner Lamp, 2nd Commissioner Reed, passed (4-0).
Order #19-346

- 19. Consideration and action to approve purchase of (5) Express Vote Ballot Marking Devices and (8) Printers.**

Pays from election equipment rental.

Motion to Approve: Commissioner Reichardt, 2nd Commissioner Reed, passed (4-0).
Order #19-347

- 20. Consideration and action to approve and sign interlocal agreements as budgeted for Fiscal year 2019-2020, to serve Austin County Citizens:**
- a. Colorado Valley Transit, Inc.**
 - b. Combined Community Action**
 - c. Fire Fighters Association**
 - d. Focusing Families**
 - e. USDA Soil/Water Conservation Service**
 - f. Texana**
 - g. Youth and Family Services**

Motion to Approve: Commissioner Reichardt, 2nd Commissioner Reed, passed (4-0).
Order #19-348

- 21. Consideration and action to adopt resolution regarding off system bridge replacement on:**
- a. Kiemsteadt Road**
 - b. Grubbs Road**
 - c. Nelius Road**
 - d. Woodley Road**

Motion to Adopt: Commissioner Lamp, 2nd Commissioner Reichardt, passed (4-0).
Order #19-349

- 22. Consideration and action to adopt resolution for amending the agreement for the bridge project located at Mill Creek Road over Mill Creek.**

Motion to Adopt: Commissioner Lamp, 2nd Commissioner Reed, passed (4-0).
Order #19-350

- 23. Discussion and action to approve Service Agreements(s) to Conduct Drug and Health Screenings for Austin County:**

- a. **Bellville Medical Center**
- b. **Sealy Medical Clinics**

Motion to Approve: Commissioner Rinn, 2nd Commissioner Lamp, passed (4-0).
Order #19-351

- 24. Discussion regarding purchase of computer, software, and upgraded memory for Justice of the Peace, Pct 4 office and action as appropriate.**

Pay from 176-55754-557 – Justice Court Tech Fund JP #4

Motion to Approve: Commissioner Reed, 2nd Commissioner Rinn, passed (4-0).
Order #19-352

- 25. Consideration and action to approve updated Personal Action Form.**

Approve Personnel Action Form.

Motion to Approve: Commissioner Lamp, 2nd Commissioner Rinn, passed (4-0).
Order #19-353

- 26. Consideration and action to approve updated Time Sheet:**

- a. **General County Employees**
- b. **Sheriff Deputies: 101-51104-113**
- c. **Sheriff Department: 101-51105-113**
- d. **Sheriff Jail: 101-51104-114**
- e. **Sheriff Dispatch: 101-51106-113**
- f. **EMS**
- g. **Road & Bridge**

Add Sheriff Department Dispatch Supervisor.

Other Time removed from the time sheet.

Postpone to make further update the time sheet.

Motion to Postpone: Commissioner Lamp, 2nd Commissioner Rinn, passed (4-0).
Order #19-354

- 27. CONSENT AGENDA – Items listed are of routine nature and may be acted on in a single motion unless requested otherwise by member of Commissioners Court.**

- a. **Approval of Minutes**
 - i. **August 19, 2019**
 - ii. **August 26, 2019**
 - iii. **September 03, 2019**
 - iv. **September 09, 2019**

- c. **Consideration and action to appoint 2020 Houston-Galveston Area Council Board of Directors General Assembly:**
 - i. **Tim Lapham Board of Directors Representative**
 - ii. **Randy Reichardt Alternate General Assembly**
- d. **Consideration and action to accept a \$200.00 donation to the Austin County Sheriff's Office from The City of Brazos Country, per Local Government Code 81.032.**
- e. **Consideration and action to authorize hardship variance for County Auditor's Office Employee to carry over 40 hours of unused vacation.**
- f. **Consideration and action to accept Chapter 59, Forfeiture Report, Constable, Precinct 4**

Pull a.iv. and e.

Motion to Approve: Commissioner Reed, 2nd Commissioner Rinn, passed (4-0).
Order #19-355

a.iv. September 9, 2019 minutes on page 2 under Item #2 last sentence change the word bridge to building.

Motion to Approve: Commissioner Reed, 2nd Commissioner Rinn, passed (4-0).
Order #19-356

e. Use vacation by November 1, 2019.

Motion to Approve: Commissioner Reed, 2nd Commissioner Rinn, passed (4-0).
Order #19-357

28. Budgetary and Financial Claims – action as appropriate.
a. Payment of Claims

Motion to Approve: Commissioner Reichardt, 2nd Commissioner Rinn, passed (4-0).
Order #19-358

b. Budget Amendments

#58 – Line item adjustments for 110 Dept. #59 – Budgeting to Bond Projects. #60 – Line item adjustments for Dept 116. #61 – Line item adjustments for Dept. 101. #62 – Line item adjustments for Dept 102. #63 – Line item adjustments for Dept 104. #64 – Line item adjustments for Dept 105. #65 – Line item adjustments for Dept 106. #66 – Line item adjustments for Dept 107. #67 – Line item adjustments for Dept 109. #68 – Line item adjustments for GF Depts. #69 – Line item adjustments for 200/128. #70 – Line item adjustments for 200/401. #71 – Line item adjustments for 200/404. #72 – Line item adjustments for F300 Depts.

c. County Auditor's Review of Finances

Per Billy Doherty (County Auditor), 12% remaining in Budget.

d. County Treasurer

i. Payroll and Escrow Report

1. 09.13.19

*Motion to Approve: Commissioner Rinn, 2nd Commissioner Reed, passed (4-0).
Order #19-359*

29. Written end-of-the month reports submitted by County Offices.

- a. District Court Criminal – August 2019
- b. District Court Civil – August 2019
- c. County Court Family – August 2019
- d. Justice of the Peace, Precinct 2 – August 2019
- e. Jail Population – August 2019
- f. Texas Department of Motor Vehicles – August 2019
- g. OSSF – August 2019
- h. Extension CEA/FCH – August 2019
- i. Extension CEA/AG – August 2019

*Motion to Accept: Commissioner Lamp, 2nd Commissioner Rinn, passed (4-0).
Order #19-360*

30. Commissioners Court Inquiry.

*Motion to Adjourn: Commissioner Reed, 2nd Commissioner Lamp, passed (4-0).
Order #19-361*

Court adjourned at 12:15 p.m.

**ALL SUPPORTING DOCUMENTS ON FILE WITH COUNTY CLERK AS
PROVIDED BY COMMISSIONERS COURT**

**I, Carrie Gregor, Austin County Clerk, attest to the minutes of the Commissioners
Court proceedings for September 23, 2019.**

Date: October 3, 2019

Carrie Gregor

**Carrie Gregor, Austin County Clerk
Clerk of Commissioners Court
Austin County, Texas
By: Andrea Cardenas, Deputy**

FILED

2019 OCT -3 AM 9: 22

Carrie Gregor
COUNTY CLERK
AUSTIN COUNTY, TEXAS

