

**COMMISSIONERS' COURT  
REGULAR MEETING  
August 12, 2013**

**Notice is hereby given that the Titus County Commissioners' Court met in a regular meeting on Monday, August 12, 2013 at 9:00 a.m. in the Titus County Courtroom, with the following members present:**

Judge Brian P. Lee	County Judge
Al Riddle	Commissioner Precinct 1
Mike Fields	Commissioner Precinct 2
Phillip Hinton	Commissioner Precinct 3
Thomas Hockaday	Commissioner Precinct 4
Carl Johnson	County Auditor
Dianne Norris	County Clerk
Sheryl Preddy	County Treasurer
Tim Ingram	County Sheriff
Clevie Johnson	Constable Precinct 2

**Public Attending Meeting**

Norma Narramore	Gerry Evenwel	Troy Sellers
David Horton	Steve Austin TCHC/CVSO	Janice R. Chism
Ray Holloway	Leonard Rockwell	Barbara Bruechner
Rex McGee	Chris Basham	Lou Antonelli
Carolyn Norman	Joyce Simpson	

**Invocation: Judge Lee**

**Pledge of Allegiance: Judge Lee**

- 1. Public comments and/or requests for information on non-agenda items in accordance with Section 551.042, Texas Open Meetings Act (Listen to audio track 1 and/or see video)**

Steve Austin, Veterans Service Officer, gave an update on the In-Line Memorial donations. Thus far, \$800.00 has been turned in leaving a balance of \$200.00 needed for the monument.

- 2. Consider and Possibly Approve Minutes from July 22, 2013 Special Meeting of the Commissioner Court. (Listen to audio track 1 and/or see video)**

Motion made by Commissioner Hinton and seconded by Commissioner Hockaday to approve minutes from July 22, 2013 Special Meeting of the Commissioners Court.  
Motion passed unanimously.

- 3. Consider and Possibly Approve Recommendations from Chris Basham regarding Remodel of Annex, Ratliff Building and Riddle Street Building (Listen to audio track 1 and/or see video)**

Chris Basham from Engage came before the court to present his recommendations for the remodeling of the Annex, Ratliff Building and Riddle Street Building. At this time, he does not think that a new building will be needed as was discussed at a previous meeting. Mr. Basham presented four (4) recommended alternatives which were discussed in length. **(See Attachment #01)**

Motion was made by Commissioner Hockaday and seconded by Commissioner Riddle to approve Floor Plan A and the Floor Plan to combining the Elections and Tax offices in the Ratliff Building. Motion passed four to one with Commissioner Fields voting nay.

Mr. Basham then asked if he could get permission to start demolition in the existing vacant Witt buildings in order to determine a better cost analysis and budget for the renovation. Motion was made by Commissioner Hockaday and seconded by Commission Hinton granting Chris Basham the authority to begin the process of finding local contractors in order to start the demolition process.

**4. Consider and Possibly Take Action on Use, Lease or Sale of Riddle Street Building  
(Listen to audio track 1 and/or see video)**

Motion was made by Commissioner Hockaday and seconded by Commissioner Hinton to approve pursuing the lease option of the Riddle Street building with the understanding that no long term commitment could be made until decided on by the court. Motion passed unanimously.

**5. Consider and Possibly Approve the Sale of the West One-Half Lot 1A, Block 41, Crawford Addition, City of Talco, that was previously Unsold at the September 2008 Tax Sale (Listen to audio track 1 and/or see video)**

Motion was made by Commissioner Hinton and seconded by Commissioner Hockaday to approve the sale of the West One-Half Lot 1A, Block 41, Crawford Addition, City of Talco, that was previously unsold at the September, 2008 Tax Sale to the Rivercrest ISD for \$3000.00. Motion passed unanimously. **(See Attachment #02)**

**6. Consider and Possibly Approve Authorizing Commissioner Fields to Provide Equipment and Labor to Make Road Repairs in Winfield Related to Damage Caused by Unloading of Trains Carrying Loop Related Materials (Listen to audio track 1 and/or see video)**

Commissioner Fields informed the court that the County had a Mutual Aid Agreement with the City of Winfield to aid and assist. This is land that was acquired by the City of Winfield a few years ago. Blackland Railroad will pay for the cost of all material. John Mark Cobern, County Attorney, sees no problem with providing equipment and labor to make these road repairs.

Motion was made by Commissioner Fields and seconded by Commissioner Hockaday to approve authorizing Commissioner Fields to assist Winfield by providing equipment and labor in conjunction with Blackland Railroad for the cost of material to make road repairs related to damage caused by unloading of trains carrying loop related materials. Motion passed unanimously.

**7. Consider and Possibly Approve Titus County Hazard Mitigation Plan as Prepared by Don Shipp, Mitigation Planner with ATCOG (Listen to audio track 1 and/or see video)**

Motion was made by Commissioner Hinton and seconded by Commission Hockaday to approve the Titus County Hazard Mitigation Plan as prepared by Don Shipp, Mitigation Planner with ATCOG and a Resolution between the County of Titus and the Cities of Mt Pleasant, Miller's Cove, Talco and Winfield adopting and approving said Mitigation Action Plan and mutually appointing a Hazard Mitigation Coordinator. Motion passed unanimously. **(See Attachment #03)**

A CD rom can be found in the County Judge's office referencing this Mitigation Plan.

**8. Consider and Possibly Approve County Clerk's Request for an Increase in the Archive Fee and the Records Management Fee from \$5.00 to \$10.00 per HB 1513, Section 51.317 and Section 118.011 of the Local Government Code (Listen to audio track 1 and/or see video)**

Dianne Norris, County Clerk, came before the court requesting the maximum \$10 increase in the Archive and Records Management Fee stating that the 83<sup>rd</sup> Regular Legislative Session resulted in the passing of HB 1513 which allows the County Clerk to increase these fees in order to get records preserved. This is a one-time request which expires in six (6) years. **(See Attachment #04)**

Motion made by Commissioner Riddle and seconded by Commissioner Hockaday to approve County Clerk's Request for an Increase in the Archive Fee and the Records Management Fee from \$5.00 to \$10.00 per HB 1513, Section 51.317 and Section 118.011 of the Local Government Code. Motion passed four to one with Judge Lee voting nay.

**9. Discuss County Policy Related to Per Diem Rates Adopted August 1, 2008 (Listen to audio track 1 and/or see video)**

Judge Lee opened the discussion by reading a copy of the Travel Policy regarding per diem which was passed during the July 28, 2008 Commissioners' Court. The per diem was set to \$40.00/day for overnight travel and \$20.00 per day for travel not requiring overnight stay effective as of August 1, 2008. It was determined that the per diem rate for travel not requiring overnight stay was due to Clevie Johnson and Debra Abston which had previously been denied during Commissioners Court meetings on June 24, 2013 and July 22, 2013. No action was taken as this was just a discussion item. **(See Attachment #05)**

**10. Consider and Possibly Approve Moving Commissioners' Court from Monday, September 9 to Friday, September 6 (Listen to audio track 1 and/or see video)**

Motion was made by Commissioner Fields and seconded by Commissioner Hockaday to approve moving Commissioners' Court from Monday, September 9 to Friday, September 6 due to Judge Lee being out of town on September 9, 2013. Motion passed unanimously.

**11. Consider and Possibly Approve Election Judges and Alternate for 2013/2014 Cycle (Listen to audio track a and/or see video)**

Elections Administrator, Leonard Rockwell, presented the list of Election Judges and Alternate for 2013/2014, (See Attachment #06)

Motion made by Commissioner Hockaday and seconded by Commissioner Hinton to approve Election Judges and Alternate for 2013/2014 Cycle per attached. Motion passed unanimously.

**12. Consider and Possibly Approve Consolidation of Precincts for the November 5, 2013 Election (Listen to audio track 1 and/or see video)**

Mr. Rockwell presented the proposed consolidation of Precincts for the November 5, 2013 Constitutional Amendment Election. (See Attachment #07)

Motion was made by Commissioner Hockaday and seconded by Commissioner Hinton to approve Consolidation of Precincts for the November 5, 2013 Election. Motion passed unanimously

Leonard Rockwell, Elections Administrator, informed the court of the new law requiring a photo Government issued ID and that information should match on the Voter's Registration Card and Government issued ID.

**13. Consider and Possibly Approve Travel and Seminars for Titus County Employees and Elected Officials (Listen to audio track 1 and/or see video)**

Motion was made by Commissioner Fields and seconded by Commissioner Hinton to approve travel and seminars for Titus County Employees and Elected Officials. Motion passed unanimously. (See Attachment #08)

**14. Approve Oral and Written Reports of County Officials (Listen to audio track 1 and/or see video)**

Motion was made by Commissioner Hinton and seconded by Commissioner Fields to approve Oral and Written reports of County Officials. Motion passed unanimously. (See Attachment #09)

**15. Consider and Possibly Approve Treasurer's Report (Listen to audio track 1 and/or see video)**

Motion was made by Commissioner Hinton and seconded by Commissioner Fields to approve Treasurer's Report. Motion passed unanimously. (See Attachment #10)

**16. Approve Budget Amendments (Listen to audio track 1 and/or see video)**

Motion was made by Commissioner Hinton and seconded by Commissioner Hockaday to approve Budget Amendments #30 and #31. Motion passed unanimously. (See Attachment #11)

**17. Sign Pay Orders and Approve Payments (Listen to audio track 1 and/or see video)**

Motion was made by Commissioner Hockaday and seconded by Commissioner Fields to sign pay orders and approve payments. Motion passed unanimously. (See Attachment #12)

**18. Closing Comments by County Judge and Commissioners, if any (Listen to audio track 1 and/or see video)**

Judge Lee thanked those in attendance for their patience on approving the remodeling of the Annex.

**19. ADJOURN (Listen to audio track 1 and/or see video)**

Motion was made by Commissioner Hockaday and seconded by Commissioner Hinton to adjourn. Motion passed unanimously.



**COMMISSIONERS' COURT  
SPECIAL MEETING  
December 23, 2013**

Notice is hereby given that the Titus County Commissioners' Court met in a Special meeting on Monday, December 23, 2013 at 6:00 p.m. in the Titus County Courtroom, with the following members present:

Brian P. Lee	County Judge
Al Riddle	Commissioner Precinct 1
Mike Fields	Commissioner Precinct 2
Phillip Hinton	Commissioner Precinct 3 - Absent
Thomas Hockaday	Commissioner Precinct 4
Dianne Norris	County Clerk
Sheryl Preddy	County Treasurer
Carl Johnson	County Auditor - Absent
Tim Ingram	County Sheriff

**Public Attending Meeting:**

Kay Holloway	Rex McGee	Gerry Evenwel
Judy Lee	Lauren Lee	Randy Reed
David Horton	Chris Basham	Lisa Riddle
Rodney Glenn	Nigel Christopher	Leonard Rockwell
Christie Davis	Carolyn Norman	Joyce Simpson

**Invocation: Commissioner Mike Fields**

**Pledge of Allegiance: Judge Brian Lee**

- 1. PUBLIC COMMENTS AND/OR REQUESTS FOR INFORMATION ON NON-AGENDA ITEMS IN ACCORDANCE WITH SECTION 551.042, TEXAS OPEN MEETINGS ACT (Listen to audio track 1 and/or see video)**

None

- 2. CONSIDER AND POSSIBLY APPROVE MINUTES FROM DECEMBER 9, 2013 REGULAR MEETING OF THE COMMISSIONERS' COURT (Listen to audio track 1 and/or see video)**

Motion was made by Commissioner Hockaday and seconded by Commissioner Fields to approve minutes from December 9, 2013 regular meeting of the Commissioners' Court. Motion passed unanimously.

- 3. STATUS REPORT ON TITUS COUNTY PASS THROUGH PROJECTS (Listen to audio track 1 and/or see video)**

See attached report from Pate Transportation. (See Attachment #01)

- 4. CONSIDER AND POSSIBLY APPROVE A PLAN TO REMODEL AND ADJUST RENT ON THE RIDDLE STREET BUILDING ON BEHALF OF THE TENANT, WORKFORCE SOLUTIONS OF NORTHEAST TEXAS (Listen to audio track 1 and/or see video)**

Randy Reed, Interim Executive Director of Workforce Solutions of Northeast Texas, brought the court up to date on what is going on with the Riddle Street building and possible agreement of an extension of lease on a long term basis if certain updates and modifications are made. Some of these are required because they are a State agency and others by the American Disabilities Act (ADA). Price range has been discussed to recoup the cost that Titus County spends by increasing monthly lease to Workforce Solutions of Northeast Texas. Judge Lee, Chris Basham and Carl Johnson have met together and come up with a proposed chart showing what to expect the monthly lease to be for each dollar spent on remodeling. (See Attachment #02)

Chris Basham, who provides architectural services for the County, gave his proposal on how to proceed. He went through some of the changes thus reducing the estimated cost from \$129,962 to approximately \$90,000.00. (See Attachment #03) This would increase their monthly lease to \$3300.00 per month. Workforce Solutions has already spent \$29,000.00 on installing fiber optic cable and data update.

Motion was made by Commissioner Hockaday and seconded by Judge Lee to enter into a three (3) year lease and offer three (3) three-year options that would adjust according to the Consumer Price Index; have a budget of approximately \$90,000.00 which could be adjusted upwards by Workforce Solutions if they need to spend a little bit more money to get what they need; turn over the project to Chris Basham who would arrange for bids to flow through James Webster's office and have someone who would be overseer of the project on a day-to-day basis. Motion passed three to one with Commissioner Riddle voting nay.

**5. CONSIDER AND POSSIBLY TAKE ACTION ON RECOMMENDATIONS FROM CHRIS BASHAM REGARDING CONSTRUCTION PROJECTS AT RIDDLE STREET BUILDING, ELECTIONS ADMINISTRATION OFFICE AND/OR COURTHOUSE ANNEX (Listen to audio track 1 and/or see video)**

Chris Basham passed out a package outlining the renovations to the Ratliff Building to be occupied by the Elections Administration, Tax Office and Vehicle Registration. He then proceeded to the Southside Square Buildings which would house a new courtroom along with the old courtroom; judicial offices; District Clerk and Adult Probation. **(See Attachment #04)**

Motion was made by Commissioner Riddle and seconded by Commissioner Hockaday to approve the general conceptual plan of the use of these two buildings and to approve the demolition of the empty Annex space after the completion of the asbestos removal. Motion passed unanimously.

**6. CONSIDER AND POSSIBLY APPROVE THE PURCHASE AND INSTALLATION OF A FLAT SCREEN TV FOR COURTROOM B IN THE ANNEX TO BE PAID FOR OUT OF THE INDIGENT DEFENSE FUND (Listen to audio track 1 and/or see video)**

Motion was made by Commissioner Fields and seconded by Commissioner Hockaday to approve the purchase and installation of a flat screen TV for Courtroom B in the Annex to be paid for out of the Indigent Defense Fund. Motion passed unanimously.

**7. DISCUSS AND POSSIBLY TAKE ACTION ON DRIVER'S LICENSE QUALIFICATIONS FOR COUNTY EMPLOYEES (Listen to audio track 1 and/or see video)**

Motion was made by Commissioner Riddle and seconded by Judge Lee to require any County employee to be appropriately licensed to drive any CDL vehicle by the end of January, 2014. Motion passed unanimously.

**8. CONSIDER AND POSSIBLY APPROVE REIMBURSING THE STATE FOR UNUSED REVOLVING LOAN FUNDS CURRENTLY HELD BY THE COUNTY IN ACCORDANCE WITH STATE REQUIREMENT (Listen to audio track 1 and/or see video)**

Motion was made by Judge Lee and seconded by Commissioner Hockaday to return the money the State has asked for leaving us with approximately \$238,000.00 to continue to utilize and loan out to any businesses that may apply. Motion passed unanimously.

**9. CONSIDER AND POSSIBLY APPROVE THE PREPARATION OF AN APPLICATION FOR THE 2014-15 STEP GRANT FOR DWI ENFORCEMENT (Listen to audio track 1 and/or see video)**

Motion was made by Commissioner Riddle and seconded by Commissioner Fields to approve the preparation of an application for the 2014-15 STEP Grant for DWI Enforcement. Motion passed unanimously.

**10. CONSIDER AND POSSIBLY APPROVE A RENEWAL OF THE CONTRACT WITH KAYBRO TECHNOLOGIES FOR INFORMATION TECHNOLOGY SERVICES FOR THE COUNTY (Listen to audio track 1 and/or see video)**

This was approved last year and we are now in the middle of a two-year Contract.

**11. CONSIDER AND POSSIBLY APPROVE TRAVEL AND SEMINARS FOR TITUS COUNTY EMPLOYEES AND ELECTED OFFICIALS (Listen to audio track 1 and/or see video)**

Motion was made by Commissioner Fields and seconded by Commissioner Riddle to approve travel and seminars for Titus County employees and elected officials. Motion passed unanimously. (See Attachment #05)

**12. APPROVE ORAL AND WRITTEN REPORTS OF COUNTY OFFICIALS (Listen to audio track 1 and/or see video)**

Motion was made by Commissioner Hockaday and seconded by Commissioner Fields to approve oral and written reports of County Officials. Motion passed unanimously (See Attachment #06)

**13. CONSIDER AND POSSIBLY APPROVE TREASURER'S REPORT (Listen to audio track 1 and/or see video)**

Motion was made by Commissioner Hockaday and seconded by Commissioner Riddle to approve Treasurer's Report. Motion passed unanimously. (See Attachment #07)

**14. APPROVE BUDGET AMENDMENTS (Listen to audio track 1 and/or see video)**

There were no Budget Amendments.

**15. SIGN PAY ORDERS AND APPROVE PAYMENTS (Listen to audio track 1 and/or see video)**

Motion was made by Commissioner Hockaday and seconded by Judge Lee to sign pay orders and approve payments. Motion passed unanimously. (See Attachment #08)

**16. CLOSING COMMENTS BY COUNTY JUDGE AND COMMISSIONERS, IF ANY (Listen to audio track 1 and/or see video)**

There were no closing comments.

**17. COUNTY JUDGE REQUESTS AN EXECUTIVE SESSION PURSUANT TO TEXAS GOVERNMENT CODE SECTION 551.072 REGARDING A NEGOTIATED CONTRACT, LEASE OR VALUE OF REAL PROPERTY AND POSSIBLE ACTION IN OPEN SESSION THEREAFTER (Listen to audio track 1 and/or see video)**

There was not an Executive Session due to the Attorney from Tyler unable to be here.

**ADJOURN**

Motion was made by Commissioner Fields and seconded by Commissioner Hockaday to adjourn. Motion passed unanimously.