**1. APPROVAL OF MINUTES**: Approval of the minutes from the March 11th, 2013, Potter County Commissioners’ Court meeting.

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MOTION was made by Judge Ware: I approve.

SECOND was made by Commissioner Murguia.

AYES: Commissioners Kelly, Murguia, Church, Vaughn and Judge Ware.

NOES: None.

Motion carried by 5-0 vote.

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**2. VOUCHERS**: To consider and act upon the approval of the payment of vouchers processed by the County Auditor’s office for the period of March 7th, 2013, through March 20th, 2013. [Hood]

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Commissioner Church referenced Vouchers checks Nos. 147450-147728 and wire #176-179 in the total amount of $2,025,147.76.

MOTION was made by Commissioner Vaughn: I move to approve the vouchers as presented.

SECOND for discussion was made by Commissioner Murguia.

AYES: Commissioners Kelly, Murguia, Church, Vaughn and Judge Ware.

NOES: None.

Motion carried by 5-0 vote. See Documentation

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**3. INSURANCE REPORT**: To recognize the insurance report. [Holland]

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Insurance report so recognized. See Documentation

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**4. TREASURER’S REPORT**: To recognize the monthly Treasurer’s Report. [Jennings]

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Leann Jennings, Treasurer, presented a report to Commissioners’ Court and invited Commissioners’ Court to attend a meeting with the State Comptroller on May 24, 2013,

10:00 a.m. – 6:00 p.m. in the Santa Fe Building Auditorium.

Treasurer’s report so recognized. See Documentation

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**5. RECOGNITION OF RESIGNATION**: To recognize the resignation of Shawn Gill, IT Director, effective 3/29/13.

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Resignation so recognized. Certificate of appreciation presented to Shawn Gill by Commissioners’ Court.

**6. INFORMATION TECHNOLOGIES-DIRECTOR:** To establish a committee to solicit and screen candidates for the position of IT Director, and establish the tasks of the committee, and to take other action as necessary. [Murguia]

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Commissioner Murguia suggested a hiring committee comprised of Commissioner Murguia, Commissioner Kelly, Kay Holland, Human Resources Director, Wade Overstreet, County Attorney’s Office, Kerry Hood, Auditor, and the possibility of bringing in an IT consultant.

MOTION was made by Commissioner Vaughn: I move that the Court approve the establishment of the appointment of an IT committee comprised of the members Commissioner Murguia stated.

SECOND was made by Commissioner Murguia.

AYES: Commissioners Kelly, Murguia, Church, and Vaughn.

NOES: Judge Ware.

Motion carried by 4-1 vote.

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**7. POTTER COUNTY EMPLOYEE HANDBOOK-TRAVEL POLICY**: To consider an amendment to the County’s travel policy to increase the allowable reimbursement for personal vehicle use if the vehicle is needed for towing or hauling. [Murguia]

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SECOND was made by Commissioner Vaughn.

AYES: Commissioners Kelly, Murguia, Church, Vaughn and Judge Ware.

NOES: None.

Motion carried by 5-0 vote.

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**8. POTTER COUNTY GOVERNMENT DAY:** To hear a report on the planning of the 1st Annual Potter County Government Day and to take any action necessary. [Murguia, Kelly, Social Club]

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Commissioner Murguia presented a report to Commissioners’ Court.

No action taken. See Documentation

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**9. POTTER COUNTY AGRILIFE EXTENSION**: To introduce the new Cooperative Extension Family and Consumer Science Agent, Lizabeth Gresham and to hear a report on agriculture and natural resources program activity. [Boughen]

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Brandon Boughen, Extension Agent, introduced Lizabeth Gresham, and gave an activity report to Commissioners’ Court.

Lizabeth Gresham, Cooperative Extension Agent, spoke briefly to Commissioners’ Court.

**10. ELECTIONS ADMINISTRATOR-SERVICE CONTRACTS**: To recognize the Bushland ISD, Highland Park ISD and River Road ISD Election Services Contract for the May 11, 2013 General Election. [Mathes]

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Knoxie Mathes, Elections Administrator, gave explanation to Commissioners’ Court.

Election service contracts so recognized. See Documentation

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**11. RESTRICTIONS ON SMOKING ON COUNTY PROPERTY**: To consider and act upon issuing notice to county personnel regarding smoking restrictions, and to take other action necessary. [Kemp]

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MOTION was made by Commissioner Vaughn: I move to concur with the County Attorney’s office and the HR Department as stated in regards to include the document with the handbook completion.

SECOND was made by Commissioner Murguia.

AYES: Commissioners Kelly, Murguia, Church, Vaughn and Judge Ware.

NOES: None.

Motion carried by 5-0 vote. See Documentation

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**12. JUSTICE TECHNOLOGY FUND:** To consider and act upon the purchase of a Sharp 60” flat screen TV and mounting accessories for the courtroom at JP#3. [Jackson, Page]

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Gary Jackson, Justice of Peace Pct. 3, made request to Commissioners’ Court.

MOTION was made by Commissioner Kelly: I make a motion to approve the purchase of the 60” TV for Judge Jackson.

SECOND was made by Commissioner Vaughn.

AYES: Commissioners Kelly, Church, Vaughn and Judge Ware.

NOES: Commissioner Murguia.

Motion carried by 4-1 vote.

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**13. AWARD FORMAL BID #1067-13 ROAD MATERIAL AGGREGATE**: To consider and act upon the award of aggregate road material to Texas Sand and Gravel Company as primary vendor and LS Sand and Gravel as secondary vendor. [Page]

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MOTION was made by Commissioner Vaughn: I so move.

SECOND was made by Judge Ware.

AYES: Commissioners Kelly, Murguia, Church, Vaughn and Judge Ware.

NOES: None.

Motion carried by 5-0 vote. See Documentation

**14. EMPLOYEE UNIFORMS**: To consider and act upon approving Uniform service contract from G & K Services through the Buyboard interlocal agreement. [Harder]

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David Harder, Purchasing, presented request to Commissioners’ Court.

Brett Lopez, G & K Services, spoke before Commissioners’ Court.

MOTION was made by Judge Ware: I so move.

SECOND was made by Commissioner Kelly.

AYES: Commissioners Kelly, Murguia, Church, Vaughn and Judge Ware.

NOES: None.

Motion carried by 5-0 vote. See Documentation

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**15. POTTER COUNTY PROJECTS:** To hear a report on various Potter County Projects and to take any action necessary. [Head]

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Mike Head, Facilities Maintenance Director, gave the County Projects report to Commissioners’ Court.

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**16. EMPLOYMENT ITEMS**: To consider and act upon the following employment item:

**A. INFORMATION TECHNOLOGY:** The resignation of Shawn Gill, IT Director, effective 3/29/13. See Documentation

**B. ROAD & BRIDGE:** The discharge of Willie McKinnon, Maint. Tech, effective 3/14/13. See Documentation

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MOTION was made by Judge Ware: I move to approve.

SECOND was made by Commissioner Murguia.

AYES: Commissioners Murguia, Church, Vaughn and Judge Ware.

NOES: Commissioner Kelly.

Motion carried by 4-1 vote.

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**17. EXECUTIVE SESSION-PENDING LITIGATION:**

a. To hold an executive session to consult with the county attorney regarding the settlement of liquidated damage and retainage claims with Journeyman Construction on the Potter County Courthouse project, pursuant to Texas Government Code, Section 551.071 allowing a governmental body to conduct a private consultation with its attorney about a settlement offer.

b. To take any action appropriate after the executive session.

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Commissioners’ Court went into Executive Session at 10:30 a.m. and returned to Open Session at 11: 05 a.m. No action was taken in Executive Session.

No action was taken in Open Session.

**18. JAIL REPORT**: To hear a report on the Potter County Detention Center and to take any action necessary.

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Jail population of 442 was given by Commissioner Church, Judge Pro Tem.

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**19. COUNTY INSURANCE ITEMS**: To consider and act upon any insurance claims, accidents, etc. against the county.

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No Insurance items were presented.

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**20.** **EXECUTIVE SESSION**: To hold an executive session, if necessary, on the above agenda items as allowed by Chapter 551, Texas Government Code.

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No additional Executive Session was needed.

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**21. AGENDA ITEMS**: To receive agenda items for the next Commissioners’ Court.

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A draft of the budget calendar will be presented for discussion at the next Commissioners’ Court meeting on April 8, 2013. See Documentation

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Commissioner Church, Judge Pro Tem, adjourned the Potter County Commissioner=s Court until 9:00 a.m., Monday, April 8, 2013, in the Potter County Commissioners= Courtroom at 500 S. Fillmore, Room 106, Amarillo, Texas.

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I attest that the above proceedings are the true and correct notes/minutes taken in my capacity as ex-official for the Commissioners’ Court of Potter County.

Signed this the 25th day of March, 2013.

Julie Smith, Potter County Clerk

By: Stephnie Menke , Deputy