**1. APPROVAL OF MINUTES**: Approval of the minutes from the March 25th, 2013, Potter County Commissioners’ Court meeting.

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MOTION was made by Commissioner Church: I move we approve the minutes as presented.

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. QUARTERLY BUDGET COMPARISON:** To consider and act upon a review of the current budget in comparison with the budget at the same time last year and to take any action necessary. [Murguia, Hood]

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Quarterly Budget Comparison report was recognized by Commissioners’ Court. See Documentation

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**3. 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 21st, 2013, through April 3rd, 2013. [Hood]

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Commissioner Vaughn referenced Vouchers checks nos. 147729-147999 and wire #180-186 in the total amount of $2,059,491.94.

MOTION was made by Judge Ware: I approve.

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

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Kay Holland, Human Resources Director, gave brief report to Commissioners’ Court.

Insurance Report so recognized. See Documentation

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**5. FINANCIAL REPORT**: To recognize the Comprehensive Annual Financial Report for the fiscal year that ended September 30, 2012. [Hood]

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Financial Report so recognized. See Documentation

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**6. RECOGNITION OF RETIREMENT**: To recognize the retirement of Sharon Page, Purchasing Agent, effective 4/30/13.

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Sharon Page was presented a Certificate of Retirement by Commissioners’ Court.

Retirement so recognized. See Documentation

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**7. POTTER COUNTY PURCHASING AGENT:** To recognize the appointment of David Harder as the Potter County Purchasing Agent following the retirement of Sharon Page, effective May 1, 2013. [Council of Judges]

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Appointment of Purchasing Agent so recognized.

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**8. RECOGNITION OF CERTIFICATE OF COMPLETION**: To recognize the Certificate of Completion of educational requirements for 2012 for Commissioner Precinct Two. [Murguia]

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Certificate of Completion so recognized. See Documentation

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**9. RECOGNITION OF CERTIFICATE OF COMPLETION:** To recognize the Certificate of Completion of the Open Meetings Act and Public Information Act for Potter County Tax Assessor/Collector. [Aylor]

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Certificate of Completion so recognized. See Documentation

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**10. INSURANCE PREMIUMS:** To hear a report on insurance premiums for the period of April 30, 2013 through April 29, 2014, from Insurance Agent, Steve Lapp. To recognize the report and approve payment of invoices. [Page, Lapp]

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Steve Lapp, Willis of Texas, gave a report on insurance premiums to Commissioners’ Court.

MOTION was made by Commissioner Kelly: I so move to approve.

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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**11. 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 and Commissioner Kelly presented report to Commissioners’ Court.

 See Documentation

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**12. RESOLUTION-CHILD ABUSE PREVENTION AWARENESS MONTH:** To consider and act upon a Resolution declaring the month of April Potter County Child Abuse Prevention and Awareness Month. [Ingram]

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Ms. Ingram, Potter County Child Abuse Prevention, appeared before Commissioners’ Court thanking them for the opportunity to be considered.

Commissioner Vaughn read resolution aloud to Commissioners’ Court.

MOTION was made by Commissioner Church: I move we accept this resolution as presented.

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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**13. TAX OFFICE-CONTRACT FOR PAYMENT SERVICES; RETURN CHECK FEE:**

 A. To consider and act upon approving contracts with Certified Payments for credit card and ACH payments in the Tax Office, and to authorize Sherri Aylor to sign the contracts on behalf of the County, and to give notice of the cancellation of existing contracts.

 B. To authorize the Tax Office to increase the fee for a returned check from $25.00 to $30.00 to match the amount collected in other county offices. [Aylor]

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Sherri Aylor, Tax Assessor/Collector, gave an explanation to Commissioners’ Court.

**A**. MOTION was made by Commissioner Church: I move we approve the contract with Certified Payments for credit card and ACH payments for the Tax Office.

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

**B**. MOTION was made by Commissioner Kelly: I make a motion to increase the fee from
$25 to $30.

SECOND was made by Commissioner Church.

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

NOES: None.

Motion carried by 5-0 vote.

**14. RECORDS MANAGEMENT**: To hear a report from Sandra Hanna, Records Management director, on the operations of the Records Management Department. [Church]

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**15. LOCAL DATA ADVISORY BOARD:** To consider and act upon a recommendation from the Local Data Advisory Board to issue an RFP for the services of a Data/Information Systems Consultant to make recommendations for modernizing/improving the county’s information/data systems and take any action necessary. [Overstreet]

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Wade Overstreet, County Attorney’s Office and LDAB Representative, gave an explanation to Commissioners’ Court.

Roland Davis, Information Technology, spoke before Commissioners’ Court.

Caroline Woodburn, District Clerk and Julie Smith, County Clerk spoke in regards to this item.

Passed.

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**16. JUSTICE COURT TECHNOLOGY FUND**: To consider and act upon using the justice court technology fund to pay for emergency replacement of a computer monitor for JP3. [Jackson, Hood]

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

MOTION was made by Commissioner Kelly: I make a motion to approve this purchase (in the amount of $164.99).

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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**17. SANTA FE BUILDING CHILLER**: To consider and act upon the expenditure of $30,047.16 to refinish chiller condensers. To approve a budget transfer from Contingency into the Santa Fe Building repair and maintenance account. [Head, Harder]

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MOTION was made by Commissioner Murguia: I make a motion that we approve the expenditure of $30,047.16 to refinish the chiller condensers, to come from the Contingency Fund.

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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**18. EQUIPMENT DONATION**: To consider and act upon accepting a donated 1992 Ford fire truck from the City of Amarillo to the Fire Rescue Department and to take any other action necessary. [Lake, Harder]

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Chief Richard Lake, Fire Rescue, made request to Commissioners’ Court.

MOTION was made by Commissioner Church: I move that we accept the donation of the 1992 Ford fire truck from the City of Amarillo to the Potter County Fire Department.

SECOND was made by Commissioner Kelly.

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

NOES: None.

Motion carried by 5-0 vote.

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**19. SANTA FE BUILDING REMODEL**: To consider and act upon approving option B to remodel Santa Fe building for relocation of Justice of the Peace #1 and Elections. [Head, Page]

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Mike Head, Facilities Maintenance Director, and Debbie Horn, Justice of Peace #1, gave explanation to Commissioners’ Court.

MOTION was made by Commissioner Church: I move we accept Option B of the courtroom remodel for JP1 and Elections.

SECOND was made by Judge Ware.

AYES: Commissioners Kelly, Church, and Vaughn.

NOES: Commissioner Murguia and Judge Ware.

Motion carried by 3-2 vote. See Documentation

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**20. 2013-2014 BUDGET:** To approve the calendar for preparation, review and adopting the 2013-2014 budget. [Hood]

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County Auditor, Kerry Hood, will revise the 2013-2014 budget calendar to reflect the suggested changes made by Commissioners’ Court.

Tabled until next Commissioners’ Court meeting – 4/22/13.

 See Documentation

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**21. 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 County Projects report to Commissioners’ Court. Mike asked for Commissioners to consider the following items:

 See Documentation

**G. COUNTY COURTHOUSE SHERIFF DEPARTMENT NORTH BUILDING ENTRY SECURITY CONCERN:**

MOTION was made by Commissioner Murguia: I make a motion to approve proceeding with product specifications for the non-glare material and to allow Mike to lead those discussion points for the Court.

SECOND was made by Commissioner Vaughn.

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

NOES: None.

Motion carried by 5-0 vote. See Documentation

**H. COUNTY CLERK WALL MODIFICATIONS ROOMS 213 & 214:**

MOTION was made by Commissioner Kelly: I make a motion to approve Item H, County Clerk modifications for Room 213 & 214.

SECOND was made by Commissioner Vaughn.

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

NOES: None.

Motion carried by 5-0 vote. See Documentation

**I. COUNTY COURTHOUSE ACOUSTIC PROBLEMS:**

MOTION was made by Commissioner Church: I move to approve addressing the concerns regarding poor acoustics in the Courthouse.

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

**J. COUNTY COURTHOUSE INSTALLATION OF AREA RUGS BENEATH FURNITURE:**

MOTION was made by Commissioner Murguia: I make a motion that we approve starting to identify project scope of including carpet squares and bringing back to Court all recommendations for acoustic issues.

SECOND was made by Commissioner Vaughn.

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

NOES: Judge Ware.

Motion carried by 4-1 vote.

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

**A. ROAD & BRIDGE**: The employment of Teddy Moody, Summer Mower, effective 4/1/13. See Documentation

**B. ROAD & BRIDGE**: The salary increase for Eddie Esparza, Maint. Tech. effective 4/1/13. See Documentation

**C. ROAD & BRIDGE**: The salary increase for Sebastin Ysaguirre, Operations Manager, effective 4/1/13. See Documentation

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**A**. MOTION was made by Commissioner Murguia: I make a motion that we approve the employment of Teddy Moody, Summer Mower.

SECOND was made by Commissioner Kelly.

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

NOES: None.

Motion carried by 5-0 vote.

**B & C**. MOTION was made by Commissioner Church: I move that we approve these items.

SECOND was made by Judge Ware.

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

NOES: Commissioner Murguia.

Motion carried by 4-1 vote. See Documentation

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**23. EXECUTIVE SESSION-EMPLOYMENT-INFORMATION TECHNOLOGY DEPARTMENT:**

A. To hold an executive session to discuss the appointment of an Interim Director for the Information Technology Department, pending the hiring of a new director, discuss hiring process and candidate selection pursuant to Texas Government Code, Section 551.074, authorizing a closed session to deliberate the appointment or employment of a public officer or employee.

B. To take appropriate action after the executive session. [Murguia, Kemp, Overstreet]

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Commissioners’ Court went into Executive Session at 11:55 a.m. and returned to Open Session at 12:30 p.m. No action was taken in Executive Session.

Commissioner Vaughn, Judge Pro Tem, called for a vote to: Receive and accept Roland Davis as the IT head until the hiring process is completed by the Court.

MOTION was made by Commissioner Kelly. I make a motion to approve Mr. Davis as Interim.

SECOND was made by Judge Ware.

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

NOES: None.

Motion carried by 5-0 vote.

Commissioner Vaughn, Judge Pro Tem, called for a vote to: Have an IT Consultant to be on the committee to help in the discovery and the process listing of what the items are, what the needs are for this County in a permanent IT position head for that department at $75.00 an hour subject to the assurance of the County Attorney that there are no legal impediments.

MOTION was made by Commissioner Vaughn: I so move.

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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**24. 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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Dave Kemp, Assistant County Attorney, advised that no Executive Session was needed in regards to this item.

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**25. 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 471 was given by Commissioner Vaughn, Judge Pro Tem.

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

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No Insurance items presented.

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**27.** **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 held.

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

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Next Commissioners’ Court, April 22, 2013, will be held at Santa Fe Building, 11th Floor Auditorium.

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Commissioner Vaughn, Judge Pro Tem, adjourned the Potter County Commissioner=s Court until 9:00 a.m., Monday, April 22, 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 8th day of April, 2013.

 Julie Smith, Potter County Clerk

 By: Stephnie Menke , Deputy