

1. **RECOGNITION OF MINUTES:** Recognize the minutes from the December 14, 2015 and December 21, 2015 Potter County Commissioners' Court meeting.

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The December 14, 2015, and December 21, 2015, Commissioners Court meetings were so recognized.

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2. **BUDGET AMENDMENT:** To consider and act upon approving budget amendments for the 2015-2016 fiscal year. [Hood]

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MOTION was made by Commissioner Church: I move that we approve the budget amendments for the 2015-2016 fiscal year as presented.

SECOND was made by Commissioner Vaughn.

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

NOES: None.

Motion carried by 5-0 vote.

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 December 9, 2015 through December 21, 2015. [Hood]

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Judge Tanner referenced Vouchers checks Nos. 166192-166409 and wire #650-655 in the total amount of \$2,270,140.38.

MOTION was made by Commissioner Murguia: I make a motion that we accept the vouchers as presented.

SECOND was made by Commissioner Vaughn.

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

NOES: None.

Motion carried by 5-0 vote.

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, gave a monthly Treasurer's report to Commissioners' Court.

The Monthly Treasurer's Report was so recognized.

See Documentation

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

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The insurance fund report was so recognized.

See Documentation

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6. **AFFORDABLE CARE ACT:** To consider and act upon an amendment to our employee administration agreement between Potter County and CSCD to conform with provisions of the Affordable Care Act to allow for year-end reporting under existing EIN with specific language to follow. [CSCD, Holland, Hood]

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Kay Holland, Human Resources Director, gave an explanation to Commissioners' Court.

MOTION was made by Commissioner Murguia: I make a motion that we approve the recommendation as provided by our HR Director to continue with our EIN number for CSCD employees and to amend an employee administrative agreement between Potter County and CSCD.

SECOND was made by Commissioner Kelly.

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

NOES: None.

Motion carried by 5-0 vote.

See Documentation

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7. **TIMECLOCK PLUS:** To hear a report on TimeClock Plus and take any action necessary. [Holland, Murguia]

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Kay Holland, Human Resources Director, gave a TimeClock Plus report.

No action was taken on this item.

See Documentation

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8. **TAX OFFICE:** To consider and act upon tax refunds for over-payment of taxes. [Aylor, Hood]

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

MOTION was made by Judge Tanner: I make a motion that we act upon the tax refunds for over-payment of taxes for the 2015-2016 year.

SECOND was made by Commissioner Murguia.

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

NOES: None.

Motion carried by 5-0 vote.

See Documentation

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9. **SALE OF PROPERTY:** To consider and act upon the sale of property located at 210 N. Monroe Street to Leidy Noguez Fonseca for \$9,960.00 as a private sale. Payment has been received. [Aylor]

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

MOTION was made by Commissioner Murguia: I make a motion that we approve the sale of property located at 210 N. Monroe Street.

SECOND was made by Commissioner Kelly.

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

NOES: None.

Motion carried by 5-0 vote.

See Documentation

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**10. ELECTIONS:** To discuss and approve the following for the March 1 Primary Election.

- A. Order Appointing Early Voting Election Judges and Alternate Judges; Establishing Hours of Operation for the Early Voting Polling Places; and Establishing the Maximum Number of Clerks for the March 1, 2016 Primary Election;
- B. Order Appointing Early Voting Ballot Board Judge and Signature Verification Committee Judge; and Establishing the Maximum Number of Clerks for the Early Voting Ballot Board and Signature Verification Committee;
- C. Appointment of the officers for Central Counting Station for the March 1, 2016 Primary Election.
- D. To sign the letter to the Secretary of State for Potter County to achieve “successful” status as a Vote Center County in Texas.

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Melynn Huntley, Elections Administrator, gave an explanation to Commissioners’ Court.

**A.** MOTION was made by Commissioner Church: I move that we would approve the appointment of the Early Voting Election Judges and Alternate Judges, and Establish the recommended Hours of Operation for Early Voting as noon to 5 at the branch and 8 to 5 here at the Santa Fe, and Establish the Maximum Number of Clerks as stated in the paperwork.

SECOND was made by Commissioner Vaughn.

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

NOES: None.

Motion carried by 5-0 vote.

See Documentation

**B.** MOTION was made by Commissioner Vaughn: I make a motion that we approve of the Appointment of the Early Voting Ballot Board Judge and Signature Verification Committee Judge, and Establishing the Maximum Number of Clerks for the Early Voting Ballot Board and Signature Verification Committee.

SECOND was made by Commissioner Church.

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

NOES: None.

Motion carried by 5-0 vote.

See Documentation

C. MOTION was made by Commissioner Vaughn: I make a motion to approve the Appointment of the Officers for Central Counting Station for the March 1, 2016, Primary Election.

SECOND was made by Commissioner Kelly.

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

NOES: None.

Motion carried by 5-0 vote.

See Documentation

D. No action was taken on this item. Letter will be signed by Commissioners' Court and sent to the Secretary of State.

See Documentation

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**11. LOCAL GOVERNMENT CORPORATION:** To provide an update on the Local Government Corporation. [Murguia]

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Commissioner Murguia gave a Local Government Corporation update.

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**12. POTTER COUNTY BAIL BOND BOARD – DESIGNATION OF COUNTY COURT AT LAW MEMBER:** To designate the Potter County Court at Law Judge who will serve on the board for 2016. [Kemp]

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MOTION was made by Judge Tanner: I make a motion that we appoint and designate Judge Corky Roberts to be the member in 2016.

SECOND was made by Commissioner Vaughn.

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

NOES: None.

Motion carried by 5-0 vote.

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**13. ATTORNEY GENERAL OPINION KP-0047-PROHIBITION OF FIREARMS IN COUNTY BUILDINGS:** To hear a report on the Texas Attorney General's opinion on excluding firearms from county buildings and to take any action necessary. [Kemp]

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Scott Brumley, County Attorney, gave an explanation to Commissioners' Court.

MOTION was made by Judge Tanner: I make a motion we don't do anything about concealed handgun license, but on January 1, we put the new signs on the doors referring to Open Carry (30.07 sign).

SECOND was made by Commissioner Vaughn.

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

NOES: None.

Motion carried by 5-0 vote.

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

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No report was given.

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- 15. ELEVATOR MAINTENANCE CONTRACT:** To consider and act upon extending an elevator maintenance contract with ThyssenKrupp Elevators for an additional two years beginning 2/1/16 through 1/31/18. Contract terms and pricing as per TCPN Contract #R150801. [Purchasing, Ward]

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Nick Ward, Facilities Maintenance, gave an explanation to Commissioners' Court

MOTION was made by Commissioner Church: I move we extend the elevator maintenance contract with ThyssenKrupp Elevators for an additional two years.

SECOND was made by Commissioner Murguia.

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

NOES: None.

Motion carried by 5-0 vote.

See Documentation

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- 16. EQUIPMENT PURCHASE:** To consider and act upon the purchase of a communications tower for Fire Station #3 from Tower Service Company in the amount of \$44,409.37. Funds are budgeted in the 2015/2016 fiscal year. [Patrick, Purchasing]

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Jason Patrick, Information Technology Director, gave an explanation to Commissioners' Court.

MOTION was made by Commissioner Kelly: I make a motion to accept the bid of \$44,409.37 from Tower Service Company for Fire Station #3.

SECOND was made by Commissioner Vaughn.

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

NOES: None.

Motion carried by 5-0 vote.

See Documentation

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- 17. EMPLOYMENT ITEMS:** To consider and act upon the following employment items:

**A. Road and Bridge Department:**

- i. The termination of David Ferguson as Equipment Operator I effective December 11, 2015.

See Documentation

- ii. The transfer of Charles Ledbetter from Maintenance Tech to Equipment Operator I as a replacement for David Ferguson effective December 14, 2015.  
See Documentation
- iii. The hiring of Andy Wright as Maintenance Tech as a replacement for Charles Ledbetter effective December 17, 2015.  
See Documentation
- iv. The transfer of Jeff Nemoede as Maintenance Tech to Crew Leader as a replacement for Amador Jaramillo effective December 14, 2015. See Documentation
- v. The hiring of Brinten Powell as Maintenance Tech as a replacement for Jeff Nemoede effective December 17, 2015.  
[Ysaguirre] See Documentation

**B. Maintenance and Facilities:**

- i. The resignation of Charles Thrasher as Lead Groundskeeper effective January 3, 2016. [Head]  
See Documentation
- ii. The transfer of Matthew Albright as Lead Groundskeeper as a replacement for Charles Thrasher effective January 1, 2016.  
[Head] See Documentation
- iii. The transfer of Nicholas Wade Leathers as Groundskeeper I as a replacement for Matthew Albright effective January 1, 2016.  
[Head] See Documentation

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**A.** MOTION was made by Commissioner Church: I move we approve the Road & Bridge employment items (with the correction of Item Ai as retirement instead of termination).

SECOND was made by Commissioner Murguia.

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

NOES: None.

Motion carried by 5-0 vote.

**B.** MOTION was made by Commissioner Kelly: I so move.

SECOND was made by Commissioner Vaughn.

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

NOES: None.

Motion carried by 5-0 vote.

- 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 532 (85 female, 0 Childress) 82 % Felonies; 10 % Misdemeanors was given by Judge Tanner.

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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 executive session was held.

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

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No agenda items were given.

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County Judge Nancy Tanner adjourned the Potter County Commissioners' Court until 9:00 a.m., Monday, January 11, 2016, 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 29<sup>th</sup> day of December, 2015.

Julie Smith, Potter County Clerk

By: Stephnie Menke, Deputy