

**HOWARD COUNTY COMMISSIONERS COURT**  
**AGENDA**  
**NOVEMBER 28, 2022**

The following item(s) of business will be discussed, and possible action taken in a meeting of the Howard County Commissioners' Court to be held on **Monday NOVEMBER 28, 2022. Court will begin at 3:30 P.M. in the 3rd Floor County Court Room.** Please see below for meeting location details.

**Location:** Howard County Courthouse, 300 S. Main St., Big Spring, TX 79720

**Announcement:** Anyone intending to address the Commissioners Court shall complete and turn in the designated form to County Judge. Please silence all cell phones. We continue to invite the public to participate in the meeting through the following video conference link: Facebook Live: <https://www.facebook.com/Howard-County-Info-Tech110733893888746/>

**Call to Order: REGULAR SESSION – 3:30 PM:** 3<sup>rd</sup> Floor County Court Room (3<sup>rd</sup> Floor of Howard County Courthouse)

**Citizen input for those registered to make comments-**

**1. Judge Wiseman, Howard County Judge**

- a. Discussion / Possible Action: Tax Deed(s) for Trust Properties in the City of Big Spring, Parcels:10060, 2408, 10059, & 8938
- b. Discussion / Possible Action: Appoint Phillip Reid as Trustee to Close out Affairs of the Howard County Water Control & Improvement District No. 1

**2. Sharon Adams, County Treasurer**

- a. Discussion / Possible Action: Personnel Considerations

**3. Jackie Olson, County Auditor**

- a. Discussion / Possible Action: Approve Invoices
- b. Discussion / Possible Action: Approve Purchase Requests
- c. Discussion / Possible Action: Budget Amendments
- d. Discussion / Possible Action: Presentation of Monthly Financial Reports
- e. Discussion / Possible Action: Incarceration Facility Removal Bid

**4. Stan Parker, County Sheriff**

- a. Discussion / Possible Action: Acceptance of Donation to the Sheriff's Office

**5. Brian Klinksiek, Road Engineer**

- a. Discussion / Possible Action: Roadway Maintenance Update
- b. Discussion / Possible Action: Permission to go out for Bid on RFB2023002 Sealcoat
- c. Discussion / Possible Action: Permission to go out for Bid on RFB2023003 Prime

**6. Discussion of Law Enforcement Radio System and take any necessary action.**

**7. Opportunity for mention of any items to be on the future agendas.**

Attest:



Kathryn G. Wiseman  
Howard County Judge  
Phone. 432-264-2203  
Fax. 432-264-2238



PURSUANT TO THE AUTHORITY GRANTED UNDER GOVERNMENT CODE, CHAP. 551, THE COMMISSIONERS COURT MAY CONVEN A CLOSED SESSION TO DISCUSS ANY OF THE ABOVE AGENDA ITEMS. IMMEDIATELY BEFORE ANY CLOSED SESSION, THE SPECIFIC SECTION OR SECTIONS OF GOVERNMENT CODE, CHAP. 551 THAT PROVIDES STATUTORY AUTHORITY WILL BE ANNOUNCED.

FILED at 10:02 A.M. o'clock 11/22/22  
BRENT ZITTKOPF, County Clerk, Howard County, Texas  
By [Signature] Deputy

BE IT REMEMBERED that on the 12th day of December, A.D. 2022 the Commissioner Court of Howard County met in Regular session at 3:30 PM with **KATHRYN G. WISEMAN**, County Judge as the Presiding Officer. The following members were present: **EDDILISA RAY**, Commissioner Precinct No. 1, **CRAIG BAILEY**, Commissioner Precinct No. 2, **JIMMIE LONG**, Commissioner Precinct No. 3 and **JOHN H. CLINE**, Commissioner Precinct No. 4.

Court was called to order @ 3:31 PM.

A motion was made by Commissioner Ray and seconded by Commissioner Bailey to table any action on the Process of Appointing Trustee – Phillip Reid Water Control & Improvement District No. 1 as presented by Judge Wiseman. A vote was taken and the members of the Court unanimously voted “AYES”. Motion carried.

A motion was made by Commissioner Ray and seconded by Commissioner Long to approve the Monthly Reports for November 2022 for Angela Griffin, JP1 -1, Mike Averette, JP 1-2 and Kelly Seales, JP 2 as presented by Judge Wiseman. A vote was taken and the members of the Court unanimously voted “AYES”. Motion carried.

The Court moved into Executive / Closed session @ 3:34 PM. They held the Executive / Closed sessions requested by Sheriff Stan Parker for Personnel Matters, Commissioner Bailey for Contract Negotiations and Commissioner Long for Contract Negotiations at this time, one after the other.

Court reconvened @ 4:16 PM.

A motion was made by Commissioner Long and seconded by Commissioner Bailey to extend the vacation pay rollover for an unnamed employee into next year as decided in Executive / Closed session. A vote was taken and the members of the Court unanimously voted “AYES”. Motion carried.

No action was taken on the second issue discussed in the Executive / Closed session.

A motion was made by Commissioner Long and seconded by Commissioner Ray to remove the contract with Rose of Sharon for plantation shutters and re-bid the job not requiring a bond on bids under \$100,000 decided in the Closed / Executive session. A vote was taken and the members of the Court unanimously voted “AYES”. Motion carried.

Commissioner Bailey presented a gift of \$300,000 to the Volunteer Fire Department from the ARPA Funds the County received. No action was necessary.

A motion was made by Commissioner Bailey and seconded by Commissioner Long to approve the Member Purchasing Partnership with Dell – Proposal with allows County Employees

to purchase Dell products at a discount as presented by Odis Franklin, IT Director. A vote was taken and the members of the Court unanimously voted "AYES". Motion carried.

County employees will be able to have a Microsoft Office personal account as long as they are employed by the County. It will stop when no longer employed by the County. This was presented by Odis Franklin, IT Director and no action was necessary.

A motion was made by Commissioner Bailey and seconded by Commissioner Ray to approve the required Cyber Training Program from KnowBe4 as presented by Odis Franklin, IT Director. A vote was taken and the members of the Court unanimously voted "AYES". Motion carried.

A motion was made by Commissioner Ray and seconded by Commissioner Cline to approve the Personnel Considerations as presented by Sharon Adams, Treasurer. A vote was taken and the members of the Court unanimously voted "AYES". Motion carried.

A motion was made by Commissioner Long and seconded by Commissioner Cline to approve the purchase of Personnel Concept Compliance Posters from Personnel Concepts @ \$1581.60 as presented by Sharon Adams, Treasurer. A vote was taken and the members of the Court unanimously voted "AYES". Motion carried.

A motion was made by Commissioner Ray and seconded by Commissioner Cline to approve updates to the Employee Handbook as presented by Sharon Adams, Treasurer. A vote was taken and the members of the Court unanimously voted "AYES". Motion carried.

A motion was made by Commissioner Long and seconded by Commissioner Bailey to approve the Treasurer's Monthly Payroll Report for November 2022 as presented by Sharon Adams, County Treasurer. A vote was taken and the members of the Court unanimously voted "AYES". Motion carried.

A motion was made by Commissioner Long and seconded by Commissioner Cline to approve the Invoices with a correction on page 3 for an autopsy changed from \$24500 to \$2450 plus the addition of 5 invoices from Caldwell County Chevrolet @ \$50171 for new sheriff vehicles as presented by Jackie Olson, County Auditor. A vote was taken and the members of the Court unanimously voted "AYES". Motion carried.

A motion was made by Commissioner Cline and seconded by Commissioner Long to approve the Purchase Requests as presented by Jackie Olson, County Auditor. The requests are as follows: Jail for Hot Water control valve and repair kit from TMS @ \$1059.57; Lights for District Clerk Building from BnB Electric @ approximately \$4500; County Attorney for file cabinet and Executive Chair from NBF @ \$1408; sheriff for duffel bags from 4 Imprint @

\$1767.15; Sheriff for radar speed control equipment from JWA @ \$41,578 (replaces request submitted at last meeting). A vote was taken and the members of the Court unanimously voted "AYES". Motion carried.

A motion was made by Commissioner Cline and seconded by Commissioner Ray to approve the Budget Amendments as presented by Jackie Olson, County Auditor. A vote was taken and the members of the Court unanimously voted "AYES". Motion carried.

A motion was made by Commissioner Long and seconded by Commissioner Bailey to approve the County Clerk's Monthly Report for November 2022 as presented by Brent Zitterkopf, County Clerk. A vote was taken and the members of the Court unanimously voted "AYES". Motion carried.

Brian Klinksiek, presented Roadway Maintenance updates and Grant Information to the Court. There was no paperwork given to the Clerk. No action necessary.

A motion was made by Commissioner Long and seconded by Commissioner Cline to allow going out on bid for Bid RFQ 2023001 LRA and Bid RFQ 2023002 Emulsion as presented by Brian Klinksiek, County Road Administrator. No paperwork presented to the Clerk. A vote was taken and the members of the Court unanimously voted "AYES". Motion carried.

Brian Klinksiek, County Road Administrator, thanked Judge Wiseman and Commissioners Cline and Bailey for their service to the County and help give him during their time.

Commissioners Long and Ray a presentation to Commissioner Bailey for his service to the County. Commissioner Cline was previously recognized for his service to the County during the County Employee Appreciation Luncheon. In addition, they presented Judge Wiseman with a street sign "Wiseman Way" as a thank you for her service.

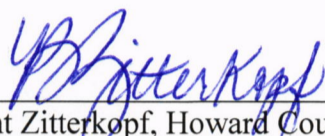
Commissioner Cline recognized Commissioner Bailey for his hard work on the radio system and towers. The South Mountain Tower was dedicated to Commissioner Bailey and presented a plaque that will be put on the building at the tower.

A motion was made by Commissioner Long and seconded by Commissioner Cline to adjourn @ 4:57 PM. A vote was taken and the members of the Court unanimously voted "AYES". Motion carried.

STATE OF TEXAS  
COUNTY OF HOWARD

I, Brent Zitterkopf, Howard County Clerk, attest that the foregoing is a true and accurate accounting of the Commissioners Court authorized proceedings for December 12, 2022.



  
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Brent Zitterkopf, Howard County Clerk  
Clerk of the Commissioners Court  
Howard County, Texas