

THE COMMISSIONERS' COURT OF ARCHER COUNTY, TEXAS

met in Regular Session on Monday, April 13, 2020 at 10:00 a.m. The public was allowed access via teleconference.

Those present:

Randall C. Jackson
Richard Shelley
Darin Wolf
Pat Martin, III
Darryl Lightfoot
Karren Winter

County Judge
Commissioner Prec. 1
Commissioner Prec. 2
Commissioner Prec. 3
Commissioner Prec. 4
County Clerk

Patricia Vieth
Shane Wright
Brett Hoff
Joe Aulds
David Levy
Dawn Vieth
Paul O. Wylie, Jr.
Staci Beesinger

Treasurer
EMC
Constable Prec. 1
Justice of the Peace, Prec. 1
County Attorney
Treasurer
Auditor
Sheriff

A. CALL TO ORDER:

Greeting, Roll Call and Determination of Quorum
Pledge of Allegiance to the United States and Texas Flags
Registration of Attendees by the County Court Clerk

The meeting was called to order by Randall C. Jackson, and a quorum was noted.

B. Approve Final Agenda.

Item #12 was struck from the Action Agenda due to no action being required.

ORDER TO APPROVE FINAL AGENDA

The motion was made by Darin Wolf and seconded by Darryl Lightfoot to approve the Final Agenda. Voting yes 1-2-3-4-Judge

C. PUBLIC COMMENTS, MISCELLANEOUS REPORTS, DISCUSSIONS OR PRESENTATIONS AGENDA:

Public Comments: **No public comments from callers via teleconference.**

Patricia Vieth discussed a grant received for FEMA projects.

Patricia Vieth reported that TAC was requiring cybersecurity training for all County employees with County emails or operated County owned computers. David Levy discussed a scam email he received that looked like it was from TAC.

Randall C. Jackson discussed telephone conferences and ZOOM conference meeting because of COVID-19.

Randall C. Jackson reported that the Governor had extended the guidelines for Texas concerning COVID-19.

Randall C. Jackson gave an update on State COVID-19: There are 116 Counties with Shelter in Place Orders, Archer County is not one of those. Archer County has zero cases reported at this time.

D. ACTION AGENDA:

- 1. Approve departmental reports.

ORDER APPROVING REPORTS

The motion was made by Darryl Lightfoot and seconded by Darin Wolf to approve departmental reports: **Treasurer; Indigent Health; County Agent; Sheriff.** Voting yes 1-2-3-4-Judge

2. Approve vouchers for payment.

ORDER APPROVING VOUCHERS

The motion was made by Richard Shelley and seconded by Pat Martin, III to approve vouchers for payment. Voting yes 1-2-3-4-Judge

3. Approve line item transfers. **No action taken.**
4. Approve Education Certificates.

ORDER APPROVING CERTIFICATES

The motion was made by Randall C. Jackson and seconded by Darryl Lightfoot to approve education certificates: **David Levy**. Voting yes 1-2-3-4-Judge

5. Approve Publisher's Certificates.

ORDER APPROVING CERTIFICATES

The motion was made by Pat Martin, III and seconded by Darin Wolf to approve publisher's certificates. Voting yes 1-2-3-4-Judge

6. Approve Minutes from previous month –March, 2020.

ORDER TO APPROVE MINUTES

The motion was made by Pat Martin, III and seconded by Darryl Lightfoot to approve minutes from March, 2020. Voting yes 1-2-3-4-Judge

7. Special Budget Amendment to certify revenues.

ORDER TO APPROVE BUDGET AMENDMENT

The motion was made by Richard Shelley and seconded by Darin Wolf to approve special budget amendment. Voting yes 1-2-3-4-Judge

Department – Account	Account Name	Increase	Decrease
021.0310.1275	Grant Exp. Reimbursements	30,192.65	
021.0310.1275	Grant Exp. Reimbursements	15,646.73	
021.0400.0336	Road Base Materials	<u>45,839.41</u>	
		91,678.79	

8. Consider and/or approve Audit Report for fiscal year ending September 30, 2019 as presented by Edgin, Parkman, Fleming & Fleming, PC. **Randall C. Jackson discussed audit that was sent in from Edgin, Parkman, Fleming & Fleming. Paul O. Wylie, Jr. reported that the issues that were found have all been corrected.**

ORDER TO APPROVE AUDIT REPORT

The motion was made by Pat Martin, III and seconded by Richard Shelley to approve fiscal year ending September 30, 2019 as presented by Edgin, Parkman, Fleming & Fleming, PC. Voting yes 1-2-3-4-Judge

9. Accept the Interlocal Agreement between Lubbock County, Texas and Archer County, Texas in reference to *The Regional Public Defender for Capital Cases*. **Randall C. Jackson discussed the interlocal agreement between Lubbock County and Archer County.**

ORDER ACCEPTING INTERLOCAL AGREEMENT

The motion was made by Randall C. Jackson and seconded by Richard Shelley to approve interlocal agreement between Lubbock County, Texas and Archer County, Texas, in reference to the Regional Public Defender for Capital Cases. Voting yes 1-2-3-4-Judge

10. Accept 2019 Annual Report from the Holliday Public Library. **Randall C. Jackson discussed the 2019 annual report from the Holliday Public Library.**

ORDER ACCEPTING REPORT

The motion was made by Darryl Lightfoot and seconded by Richard Shelley to accept the 2019 annual report from the Holliday Public Library. Voting yes 1-2-3-4-Judge

11. Consider and/or approve Software & Hardware Contract presented by Pritchard & Abbott, Inc. Dawn Vieth discussed the software & hardware contract.

ORDER APPROVING CONTRACT

The motion was made by Darin Wolf and seconded by Pat Martin, III to approve software & hardware contract presented by Pritchard & Abbott, Inc. Voting yes 1-2-3-4-Judge

12. Consider and/or take action on advertising 1984 Mack truck on Gov.Deals. Precinct 2. **Removed.**

13. Discuss and/or take action on hiring a Part-time or Full-time employee for Precinct 2. **Darin Wolf discussed needing to hire a part-time or full-time employee for Precinct 2.**

ORDER TO ADVERTISE TO HIRE EMPLOYEE

The motion was made by Darin Wolf and seconded by Richard Shelley to advertise to hire a part-time/full-time employee for Monday, April 27, 2020 at 10:00 a.m. for Precinct 2. Voting yes 1-2-3-4-Judge

14. Discuss and/or take action on County Road Grants. **Randall C. Jackson discussed grants for County roads. Allison Bass & Associates has offered to do the grant process on behalf of Archer County at a cost of 5% of grants received. Darryl Lightfoot discussed grant guidelines.**

ORDER TO TABLE APPLYING FOR GRANTS

The motion was made by Richard Shelley and seconded by Darin Wolf to table applying for County Road grants. Voting yes 1-2-3-4-Judge

15. Discuss and/or take action on *Standard Operating Procedures* for the Courthouse, Annex, and County Properties. **Randall C. Jackson discussed current procedures the Courthouse, Annex and all County Properties were using at the present time. Jackson requests there not be a change to the current procedures at this time.**

ORDER APPROVING PROCEDURE

The motion was made by Randall C. Jackson and seconded by Richard Shelley to approve Standard Operating Procedures for the Courthouse, Annex and County Properties as approved on March 23, 2020. Voting yes 1-2-3-4-judge

16. Discuss and/or take action on a countywide *Shelter in Place Order*. **Darryl Lightfoot discussed following the state guidelines. Randall C. Jackson discussed the pros and cons of a shelter in place policy. Staci Beesinger reported there had not been any more incidents than usual because of the pandemic, she doesn't think at this time a shelter in place would be necessary. No action taken.**
17. Discuss and/or take action on Covid-19 policy for Archer County Employees. **Randall C. Jackson discussed Covid-19 policy. Jackson asked the Court to convene into executive session.**

18. Adjourn into Executive Session.

ORDER TO ADJOURN INTO EXECUTIVE SESSION

The motion was made by Darryl Lightfoot and seconded by Darin Wolf to adjourn into executive session. Voting yes 1-2-3-4-Judge

Executive Session convened at 10:37 a.m.

Executive Session adjourned at 12:03 pm

19. Executive Session.

ORDER TO ADJOURN EXECUTIVE SESSION

The motion was made by Richard Shelley and seconded by Pat Martin, III to adjourn from executive session. Voting yes 1-2-3-4-Judge

After coming out of executive session the Court approved the following order:

ORDER APPROVING POLICY

The motion was made by Darryl Lightfoot and seconded by Richard Shelley to approve Covid-19 policy for Archer County Employees effective April 13, 2020 until December 31, 2020. Voting yes 1-2-3-4-Judge

Having no further business to consider, the Court adjourned at 12:06 p.m.

I, Karren Winter, County Clerk of Archer County, and Ex-Officio Clerk of the Commissioners Court, Archer County, Texas do hereby certify that the foregoing Commissioners Court Minutes are a true and correct record of the proceedings.

ATTEST: *Karren Winter*

Karren Winter, Archer County Clerk