

**COMMISSIONERS COURT OF UPSHUR COUNTY, TEXAS  
FRIDAY, SEPTEMBER 30, 2016  
9:00 AM REGULAR SESSION**

**Commissioners met in regular session with all members present.**

**1. Invocation and Pledges.**

Prayer said by Paula Gentry

**2. Consider and take action on approval of:**

**A. The minutes of previous meeting:**

Motion to approve the minutes of previous meeting made by Frank Berka

Second by Mike Spencer

Paula Gentry, Don Gross, Frank Berka and Mike Spencer voted for.

Motion approved. (Minutes of meeting held on September 15th)

**B. Payroll changes:**

Motion to approve payroll changes made by Mike Spencer

Second by Don Gross

Paula Gentry, Don Gross, Frank Berka and Mike Spencer voted for.

Motion approved.

Copies attached.

**C. Payroll:**

Motion to approve payroll made by Mike Spencer

Second by Don Gross            Frank Berka abstained

Paula Gentry, Don Gross and Mike Spencer voted for

Motion approved.

Copy attached.

**D. Budget amendments:**

Motion to approve budget amendments made by Don Gross

Second by Mike Spencer

Paula Gentry, Don Gross, Frank Berka and Mike Spencer voted for

Motion approved.

Copy attached.

**E. Accounts payable:**

**Bills Previously Paid:**

Motion to approve accounts payable made by Frank Berka

Second by Mike Spencer

Paula Gentry, Don Gross, Frank Berka and Mike Spencer voted for.

Motion approved.

Copy attached.

**F. Accept for recording: Auditor reports; Treasurer reports; Bonds; Oaths; Deputations; Certificates; State and County Taxes Summary; State Case Registry and Local Customer Service Cooperative Agreement between The Office of the Attorney General of the State of Texas and Upshur County, Texas; and applications for use of Upshur County roads and rights-of-way and permit requests.**

Motion to record all documents listed above made by Mike Spencer

Second by Don Gross

Paula Gentry, Don Gross, Frank Berka and Mike Spencer voted for

Motion approved.

Copies attached.

**3. Hear from members of the Upshur County Historical Commission.**

The Court heard from a member of the Upshur County Historical Commission. Gwen Jewett gave an account of the different projects they are involved in, how they are assisting different groups and said they are trying to get the word out about the Upshur County Museum. No action necessary.

- 4. Discuss and take action to authorize the following:**
- A. The County Judge to enter into a contract with Amazing Grants, Inc. for grant management services for the County's 2016 Texas Community Development Block Grant #7216469.;**
  - B. The County Judge to enter into a contract with Hayes Engineering, Inc. for project engineering for the County's 2016;**
  - C. A Resolution designating individuals as authorized signators for the County's 2016 TxCDBG grant #7216469 and execute Authorized Signatories Designation Form;**
  - D. Appoint Melinda Smith as the Labor Standards Officer for TxCDBG #7216469;**
  - E. Approve Civil Rights and Fair Housing policies, procedures and resolutions for the grant as required by the Texas Department of Agriculture, including: Civil Rights Resolution, Citizen Participation Plan and Complaint Procedures, Section 3 Resolution and Policy, Excessive Force Resolution and Policy, Limited English Proficiency Plan, Section 504 Resolution and Grievance Procedures, Fair Housing Resolution and Policy, Fair Housing Month Proclamation and authorization of publication of required notices and fair housing public service announcement; and,**
  - F. The County Judge to execute Initial Acquisition Report reporting no acquisition.**

Motion to approve items A-F listed above made by Paula Gentry

Second by Don Gross

Paula Gentry, Don Gross, Frank Berka and Mike Spencer voted for.

Motion approved.

Copies attached.

- 5. Discuss and take action to set Sheriff's and Constables' fees for 2017.**

Motion to change the service in excess of 4 hours to 2 hours at \$35.00 per hour made by Don Gross

Second by Paula Gentry

Paula Gentry, Don Gross, Frank Berka and Mike Spencer voted for

Motion approved.

**6. Discuss and take action to approve a Resolution Authorizing County Grant for Meals on Wheels Ministry.**

Motion to approve Resolution for the Meals on Wheels made by Frank Berka

Second by Mike Spencer

Paula Gentry, Don Gross, Frank Berka and Mike Spencer voted for

Motion approved.

Copy attached.

**7. Discuss and take action to authorize the following with reference to the Library:**

**A. Approve the paint colors for the children's area, new large print area and new family place area;**

**B. Approve the construction of the new "Family Place Area" which will be paid for by "The Friends of the Upshur County Library"; and,**

**C. Approve the closure of the Library during the construction, painting and reconfiguration of the Library.**

Motion to authorize Librarian to get approval from the City of Gilmer for the construction project and allow the construction project so long as it does not interfere with the voting on November 8<sup>th</sup>, and the maintenance department looks over the plans and gives their approval and then bring it back before the Commissioner's made by Mike Spencer

Second by Frank Berka

Paula Gentry, Don Gross, Frank Berka and Mike Spencer voted for.

Motion approved.

**8. Discuss and take action to set policy on Law Enforcement Certification Pay.**

Motion to approve the change in policy on the Law Enforcement Certification Pay made by Paula Gentry

Second by Mike Spencer

Paula Gentry, Don Gross, Frank Berka and Mike Spencer voted for

Motion approved.

**9. Discuss and take action on policy for County employee leave time pay at termination of employment.**

No action taken.

- 10. Discuss and take action to request that the County Auditor conduct the required annual audit of the Sheriff's office, District Attorney's office and Constable Pct. 2 of all seized and/or forfeited property under Code of Criminal Procedure Chapter 59.**

Motion to request the Auditor to do the above mentioned audits made by Paula Gentry  
Second by Don Gross  
Paula Gentry, Don Gross, Frank Berka and Mike Spencer voted for  
Motion approved.

- 11. Discuss and take action to amend travel policy.**

Motion to approve the travel policy with changes made by Mike Spencer  
Second by Paula Gentry  
Paula Gentry, Don Gross, Frank Berka and Mike Spencer voted for.  
Motion approved.

- 12. Discuss and take action to approve the County membership in the State of Texas CO-OP program and payment of the membership fee.**

Motion to approve the membership in the State of Texas CO-OP program and pay the membership fee today (September 30, 2016) made by Don Gross  
Second by Paula Gentry  
Paula Gentry, Don Gross, Frank Berka and Mike Spencer voted for.  
Motion approved.  
Copy attached.

- 13. Adjourn.**



Attest: Terri Ross, Upshur County Clerk

Attendance sheet placed into minutes for recording purposes only.

Bills previously approved placed into minutes for recording purposes only.

Jury payroll placed into minutes for recording purposes only.

