

COMMISSIONERS' COURT DOCKET, DECEMBER 8, 2003
REGULAR SESSION

THE STATE OF TEXAS
COUNTY OF MONTGOMERY

Be it remembered that on this the 8th day of December, 2003, the Honorable Commissioners' Court of Montgomery County, Texas, was duly convened in a Regular Session in the Commissioners' Courtroom of the Montgomery County Courthouse Annex, Conroe, Texas, with the following Members of the Court present:

County Judge, Alan "Barb" Sadler
Commissioner, Precinct 1, Mike Meador
Commissioner, Precinct 2, Craig Doyal
Commissioner, Precinct 3, Ed Chance
Commissioner, Precinct 4, Ed Rinehart
Also - Alice Drake, County Clerk's Office

INVOCATION GIVEN BY COMMISSIONER CRAIG DOYAL

PLEDGE OF ALLEGIANCE RECITED BY EVERYONE PRESENT

1. COMMISSIONERS' COURT AGENDA APPROVED

Motion by Commissioner Meador, seconded by Commissioner Doyal, to approve Commissioners' Court Agenda for discussion and necessary action. Motion carried.

AGENDA ITEM 6A - EMPLOYEE OF THE MONTH - DEPUTY CHARLOTE HAMM, was selected as "Employee of the Month" for the month of December, 2003. Constable Hill read the nominating letter and Ms. Hamm was presented with a plaque and a gift certificate from the Committee.

2. MINUTES APPROVED - COMMISSIONERS' COURT MINUTES - COUNTY CLERK

Motion by Commissioner Doyal, seconded by Commissioner Chance, to approve Commissioners' Court Minutes for November 24, 2003, as presented by the County Clerk. Motion carried.

3. CONSENT AGENDA APPROVED - AGENDA ITEMS 8A THROUGH 8H

Motion by Commissioner Meador,, seconded by Commissioner Doyal, to approve the Consent Agenda, as follows:

COUNTY AUDITOR - AGENDA ITEMS 8A

a. ACCOUNTS approved, as submitted by the County Auditor.

b. BUDGET AMENDMENTS approved, as follows:

BUDGET AMENDMENTS - FY-2003

1. Commissioner, Pct. #2 - to adjust line items
2. Commissioner, Pct. #2 - to adjust line items
3. Commissioner, Pct. #3 - to recognize and to allocate reimbursement from WJPA
4. Commissioner, Pct. #4 - to recognize and to allocate value of donation from Brian Wiggins
5. Constable, Pct. #5 - to adjust line items
6. Non-Departmental - to transfer funds to cover shortage

BUDGET AMENDMENTS - FY-2004

1. Bail Bond Board - to transfer funds to set up restricted budget
 2. County Clerk - to adjust line items
 3. District Attorney - to recognize/allocate juror donation
 4. Jail - to adjust line items
 5. Risk Management - to recognize and to allocate reimbursement for damage to Unit 607
 6. Tax Assessor/Collector - to transfer funds to cover PO#24501342
- c. OFFICIALS' FEES REPORT accepted, for the month of September 2003, as presented by the Tax Assessor/Collector.

COUNTY TREASURER - AGENDA ITEMS 8B

- a. WEEKLY INVESTMENT REPORT approved, for the week of November 17 through November 21, 2003, as per Report on file.

AGENDA ITEM 8B2 - WEEKLY INVESTMENT REPORT FOR THE WEEK OF DECEMBER 1 THROUGH DECEMBER 5, 2003

- b. PLEDGES AND/OR RELEASE OF SECURITIES approved, as follows:
1. PLEDGE OF SECURITY - Woodforest Bank - cusip #912828BS8 - par value \$5,000,000.00
 2. RELEASE OF SECURITY - Woodforest Bank - cusip #31359MHL4 - par value \$5,000,000.00
 3. RELEASE OF SECURITY - Woodforest Bank - cusip #31359MSQ7 - par value \$5,000,000.00
- c. FINANCIAL REPORT approved, for the month of September, 2003, as per Report on file.

TAX ASSESSOR/COLLECTOR - AGENDA ITEM 8C

- a. CHANGES acknowledged, to the November 2003 Supplemental Consolidated Taxroll, as per Report on file.
- b. TAX COLLECTION REPORT approved, for the month ending November 30, 2003, for Montgomery County and all entities collected by the County, as per Report on file.

PURCHASING DEPARTMENT - AGENDA ITEMS 8D

- a. AUTHORIZATION TO ADVERTISE FOR BIDS AND/OR PROPOSALS, as follows:
1. Engineering and Environmental studies services for FM2978 from Spring Creek to FM1488 and McCaleb Rd. from FM2854 to SH105 - Pct. #1 and Pct. #2
 2. Construction of traffic signalization and pavement modifications at Research Forest Dr. and Shadowbend Place, - Pct. #3
- b. ALSO, to acknowledge the following Bids/Proposals, opened by the Purchasing Department:
1. Vehicle Brake Parts - Various Precincts - Project #2004-0006 (bids opened 11-25-03)

2. RFP New Personal Computers and Accessories - Various Departments - Project #2004-0010 (bids opened 11-25-03)
 3. RFP Fleet Maintenance Software - Various Departments - Project #2004-0011 (bids opened 11-25-03)
 4. RFP/Q to obtain services to build a forensic facility and provide a medical examiner - Various Justice of the Peace -Project #20204-0012 (bids opened 11-25-03)
 5. RFP office, computer, paper supplies, and accessories with on-line ordering capabilities - Various Departments - Project #2004-0009 (bids opened 11-26-03)
 6. Purchase of new uniform polo style shirts and tee shirts - Law Enforcement Center - Project #2004-0008 - (bids opened 12-02-03)
- c. RENEWAL CONTRACT approved, as follows:
1. Campbell Concrete & Materials L.P. (PO#2003450) - for portland cement concrete class "A" (5 sack) Various Precincts
- d. REQUEST approved, to create an "X" P.O. for PO#2004049 to Eagle Truck Parts, Sales & Service and PO#2004050 to Mustang Tractor & Equipment Co. - Pct. #4
- e. CHANGE ORDER #6 approved, PO#2002297 - to Gaylord Bros, Inc., to provide changes noted in Memo dated December 8, 2003, for library specialty supplies, on file.
- f. PERFORMANCE BOND accepted, from Smith and Company, in the amount of \$50,000.00, covering roadway repairs/patching, traffic striping and various maintenance for various precincts, as per Bond on file.

COMMISSIONER, PRECINCT #1 - AGENDA ITEMS 8E

- a. PUBLIC HEARING DATE SET, for December 22, 2003, to consider setting a speed limit of 30 mph for Newton Circle in Newton Acres, as per Notice on file.

COMMISSIONER, PRECINCT #2 - AGENDA ITEMS 8E2

- a. FINAL PLAT approved, for Tejas Creek, Section 3, consisting of 10.420 acres, 39 lots, as per Plat on file.
- b. FINAL PLAT approved, for Village of Alden Bridge, Section 101, consisting of 2.266 acres, as per Plat on file.
- c. PUBLIC HEARING DATE SET, for December 22, 2003, to consider placement of stop signs on Mohrhuson Road at East and West approach to Missouri Pacific Railroad, as per Study on file.
- d. ORDER approved, to acknowledge receipt of Replacement to Letter of Credit No. 238 Modification, for the account of Crown Oaks, Section 4, as per Order on file.

COMMISSIONER, PRECINCT #3 - AGENDA ITEMS 8E3

- a. AGREEMENT approved, between Montgomery County and Midway Spring Trails Partners, L.P., for any repair or replacement of any portion of county road right-of-way improvements which are located over and across pipeline easement on 40.3288 acres of land, in Spring Trails Subdivision, Section 5, as per Order on file.
- b. FINAL PLAT approved, for Spring Trails, Section 5, consisting of 40.3288 acres, 120 lots, as per Plat on file.
- c. FINAL PLAT approved, for The Woodlands, Village of Sterling Ridge Subdivision, Section 36, consisting of 27.43 acres, 44 lots, as per Plat on file.
- d. ROADS accepted, in Rayford Ridge Subdivision, Section 1, into the one year maintenance period, consisting of 2,922.45 l.f., .55 miles, effective December 8, 2003, as per Request on file.

AGENDA ITEM 8E3E - ROADS ACCEPTED IN VILLAGE OF STERLING RIDGE, SECTION 31 - DEFERRED

- e. ORDER approved, for street construction, repair and maintenance, on N. Tranquil Path, in accordance with an Interlocal Agreement dated May 10, 1993, as per Order on file.
- f. ORDER approved, to partially rescind Motion #3 (8E3K), from the October 20, 2003 Court Minutes, to reflect payment to Jimmy Allen Schumacher and wife Rita in the amount of \$15,129.14 rather than \$19,850.83, for the purchase of Partial 18, in connection with the Hanna Road Widening Project, as per Order on file.
- g. ORDER approved, to authorize the purchase and payment of Parcel 18, from Jimmy Allen and wife Rita Schumacher, for \$15,129.14, in connection with the Hanna Road widening project, as per Order on file.

COMMISSIONER, PRECINCT #4 - AGENDA ITEM 8E4

- a. MOTION RESCINDED - Motion #35 - November 10, 2003 Court Session, to reflect "No Change in the Present Speed Limit which is set for 20 mph throughout the Gleneagles Subdivision", as per Request on file.
- b. PUBLIC HEARING DATE SET, for December 22, 2003, to consider the placement of stop signs on all intersecting roads along East River Road, Harvest Acres Subdivision, that do not have existing stop signs, as per Study on file.
- c. PUBLIC HEARING DATE SET, for December 22, 2003, to lower the speed limit to 30 mph for East River Road in Harvest Acres Subdivision from U.S. 59 to Liberty County Line, as per Study on file.
- d. ORDER approved, to authorize the purchase of right-of-way from Judy M. Howard, Farmerville, La., in the amount of \$5,473.00, for the F.M. Highway 1314 widening project, as per Order on file.

- e. ORDER approved, to acknowledge receipt of a check in the amount of \$38.00, for reimbursement of overcharge by First Surety Title Company, in connection with the FM1314 widening project, as per Order on file.
- f. ORDER approved, to authorize payment of Special Commissioners' Award and Payment of Special Commissioners' Fees, for Parcel 44, in connection with the lawsuit styled: The State of Texas and Montgomery County vs. Mary T. Stepp, et al, Cause No. 03-08-05940-CV, as follows:
 - 1. \$13,188.00 into the Registry of the Court for the benefit and use of the property owners named in the eminent domain proceedings.
 - 2. Also, to pay the following Special Commissioners, appointed in said proceedings, \$350.00 each to J. D. Blanton, Christopher K. Chapman and Eugene E. Hargett, Jr.

as per Order on file.

PRECINCT #2 AND #4 - AGENDA ITEM 8E5

- a. REAPPOINTMENT approved, for Harvey Yaw and Arne Olsen to serve on the Board of Commissioners for Emergency Service District No. 4, (EMS), beginning January 1, 2004, through December 31, 2005, as per Request on file.
- f. DISTRICT CLERK - AGENDA ITEM 8F
 - a. DEPUTATION approved, for Valerie Shriver, Deputy District Clerk, as per Deputation on file.
- g. RISK MANAGEMENT - AGENDA ITEMS 8G
 - a. CLAIM SETTLEMENTS approved, for the following Claims:
 - 1. Rueben Allen Haynes for property damages in the amount of \$1,122.44, as authorized by the County Attorney.
 - 2. Tammy Rex property damage which occurred on 10/13/03, in the amount of \$118.69, payable to Able Glass, as authorized by the County Attorney.

as per Request on file.

PARKS DEPARTMENT - AGENDA ITEM 8H

- a. USE AGREEMENT ratified, for CRB Gifts to use the Administration Building Lobby, as per Request on file. Motion carried.

END OF CONSENT AGENDA



4. PURCHASE APPROVED - MEMORIAL SPACES - COUNTY JUDGE

Motion by Judge Sadler, seconded by Commissioner Meador, to approve the purchase of ten (10) memorial spaces from Conroe Memorial Cemetery for indigent burials. Motion carried. (no paperwork)

5. REAPPOINTMENT APPROVED - CITY OF CONROE TIRZ BOARD - COUNTY JUDGE

Motion by Judge Sadler, seconded by Commissioner Meador, to reappoint Steve Hailey to serve on as Director of the City of Conroe TIRZ Board, as per Request on file. Motion carried.

AGENDA ITEM 9C - USAGE OF THE OLD MONTGOMERY COUNTY YOUTH SERVICES BUILDING, 313 E. AVE. G., CONROE, TEXAS - DEFERRED.

AGENDA ITEM 9D - APPOINT AN AT-LARGE VACANCY ON THE LIBRARY BOARD, WILLIAM BROOKE HAMILTON, JR., WOODLANDS, TEXAS - DEFERRED

6. REQUEST APPROVED - LETTER OF INTENT - PURCHASE OF DIGITAL AERIAL IMAGERY - COMMUNICATION INFORMATION SERVICES

Motion by Commissioner Meador, seconded by Commissioner Change, to approve the execution of a Letter of Intent to H-GAC, stating Montgomery County will participate in the cost sharing of expenses up to \$5,000.00, for the purchase of Digital Aerial Imagery of Montgomery County, as per Request on file. Motion carried. (no Letter of Intent submitted)

7. POLICY APPROVED - MARKETING POLICY FOR NOVELTIES - LONE STAR EXECUTIVE AIRPORT

Motion by Commissioner Chance, seconded by Commissioner Rinehart, to approve the Lone Star Executive Airport Marketing Policy for Novelties, as submitted. Motion carried.

8. REQUEST APPROVED - CERTIFICATES OF OBLIGATION SALE - ELECTIONS CENTRAL

Motion by Commissioner Meador, seconded by Judge Sadler, to consider the sale of \$375,000.00, Certificates of Obligation, for Elections Building Remodeling per 2003-04 budget hearings. Motion carried.

9. REQUEST APPROVED - EARLY VOTING LOCATIONS - ELECTIONS CENTRAL

Motion by Commissioner Rinehart, seconded by Commissioner Meador, to designate early voting locations for March 9, 2004, Primary Elections and November 2, 2004, General Election. Motion carried. (no paperwork)

10. REQUEST APPROVED - MASTERS CERTIFICATE PAY - SHERIFF'S DEPARTMENT

Motion by Commissioner Chance, seconded by Commissioner Meador, to approve the Masters Certificate pay of \$3,600.00, for Deputy Jeffrey Chadney. Deputy Chadney was quoted a salary of \$37,600.00, which did not include his certification pay when he began working at the Sheriff's Department on December 8, 2003, as per Request on file. Motion carried.

11. DONATION ACCEPTED - GMC SUBURBAN - SHERIFF'S DEPARTMENT

Motion by Commissioner Meador, seconded by Commissioner Chance, to accept the donation of one (1) 1999 GMC Suburban from the Montgomery County Hospital District. Estimated value is \$5,000.00, as per Request on file. Motion carried.

12. FUNDING APPROVED - PROBATIONARY SALARY INCREASE - SHERIFF'S DEPARTMENT

Motion by Commissioner Meador, seconded by Commissioner Doyal, to approve the funding for probationary salary increase for the 2004 budget year, as per Request on file. Motion carried.

13. REQUEST APPROVED - PURCHASE NEW COMPUTER EQUIPMENT - JUSTICE OF THE PEACE, PCT. #4

Motion by Commissioner Doyal, seconded by Commissioner Rinehart, to authorize the use of \$28,910.85 from the technology fund to purchase new computer equipment to upgrade the computers in the JP's office, as per Request on file. Motion carried.

14. REQUEST APPROVED - DEPARTMENT REORGANIZATION - CUSTODIAL SERVICES

Motion by Commissioner Rinehart, seconded by Commissioner Meador, to approve the department reorganization, as submitted on Payroll Change Requests forms. Motion carried.

15. REQUEST APPROVED - REPLACE VACATED POSITION - CUSTODIAL SERVICES

Motion by Commissioner Meador, seconded by Commissioner Doyal, to approve the replacement of vacated lead custodian position with a floor custodian position. Motion carried.

16. AMENDMENT APPROVED - CONTRACT FOR SERVICES - COUNTY AUDITOR

Motion by Commissioner Chance, seconded by Commissioner Rinehart, to approve the addition to Contract for Services with Bond Logistix, Inc., to provide Arbitrage Rebate Calculations, as per addition on file. Motion carried.

17. REQUESTS APPROVED - DISTRICT COURT REPORTER SERVICE FUNDS - COUNTY AUDITOR

Motion by Commissioner Chance, seconded by Commissioner Meador, to approve the following Requests for funds from Court Reporter Service Fund:

- a. 9th District Court - \$3,414.00
- b. 284th District Court - \$6,599.00

Motion carried.

18. GRANT AWARD ACCEPTED - CRIMINAL JUSTICE DIVISION - DRUG COURT

Motion by Commissioner Doyal, seconded by Commissioner Chance, to accept the grant for the Drug Court for FY2004, from the Criminal Justice Division of the Governor's Office, as per paperwork on file. Motion carried.

19. RECOMMENDATIONS AND CONTRACTS APPROVED - LAWN MAINTENANCE - PURCHASING DEPARTMENT

Motion by Commissioner Chance, seconded by Commissioner Meador, to award the bids, (opened October 3, 2003), for lawn maintenance service to Frazier Lawn Service and Circle M Lawn Service, as per Contracts on file. Motion carried.

AGENDA ITEM 17A2, 4, 6, 7, 8, & 9 - RECOMMENDATIONS AND CONTRACTS - VARIOUS DEPARTMENTS - DEFERRED

20. RECOMMENDATIONS AND CONTRACTS APPROVED - DEMOLITION OF HANGAR - AIRPORT

Motion by Commissioner Meador, seconded by Commissioner Doyal, to award the bids, (opened November 21, 2003), for the demolition and removal of hangar, to Vanco Abatement and Demolition Corp., as per Contracts on file. Motion carried.

21. RECOMMENDATION AND CONTRACT APPROVED - PERSONAL COMPUTERS AND ACCESSORIES - VARIOUS DEPARTMENTS

Motion by Commissioner Chance, seconded by Commissioner Meador, to award the Proposal, (opened November 25, 2003), for new personal computers and accessories to Tarpon Technology, Inc., as per Contract on file. Motion carried.

22. PROFESSIONAL SERVICE AGREEMENT APPROVED - TEXAS ENERGY ENGINEERING SERVICES, INC. (TEESI) - PURCHASING DEPARTMENT

Motion by Commissioner Chance, seconded by Commissioner Doyal, to approve the Professional Services Agreement for implementing LoanStar Program with Texas Energy Engineering Services, Inc. (TEESI), as per Agreement on file. Motion carried.

23. RESOLUTIONS AND ORDERS APPROVED - VARIOUS CLAIMS - COUNTY ATTORNEY

Motion by Commissioner Meador, seconded by Commissioner Chance, to approve the following Resolutions and Orders, as submitted by the County Attorney:

- a. Resolution and Order to authorize the County Attorney to incur expenses as necessary for the defense in Cause #H-03-5474-CV, Socrates G. Lopez vs. Guy Williams, et al
- b. Resolution and Order to authorize the County Attorney to incur expenses as necessary for the defense in Cause #03-04-02541-CV, Purselley vs. Montgomery County
- c. Resolution and Order to authorize the County Attorney to incur expenses as necessary for the defense in Cause #03-05-03925-CV, Arvon Caruthers, et al vs. Montgomery County
- d. Resolution and Order to authorize the County Attorney to incur expenses as necessary for the defense in Cause #03-08-06262-CV, Tullos, et al vs. Montgomery County

- e. Resolution and Order to authorize the County Attorney to incur expenses as necessary for the defense in Cause #03-11-08168-CV, Louis Solana vs. Montgomery County

as per Resolutions and Orders on file. Motion carried.

- 24. SUB-RECIPIENT AGREEMENT APPROVED - DISASTER PREPAREDNESS - EMERGENCY MANAGEMENT

Motion by Commissioner Chance, seconded by Commissioner Doyal, to approve the Sub-Recipient Agreement for purchase of supplies and equipment to enhance Emergency Management and Disaster Preparedness in Montgomery County, with the assistance of the Woodlands Fire Department. Also, to authorize the County Judge to sign said Agreement, as per Agreement on file. Motion carried.

- 25. INTERLOCAL AGREEMENT APPROVED - POLICE SERVICES - SHERIFF'S DEPARTMENT

Motion by Commissioner Doyal, seconded by Commissioner Meador, to approve the Interlocal Cooperation Agreement for provisions of police services to allow expansion of Magnolia Police jurisdictional limits to include Magnolia City Hall location. Also, to authorize the County Judge to sign said Agreement, as per Agreement on file. Motion carried.

- 26. SPEED LIMIT APPROVED - SULLIVAN ROAD - PRECINCT #4

Motion by Commissioner Rinehart, seconded by Commissioner Chance, to approve a speed limit of 30 mph for the entire length of Sullivan Road, as per Notice on file. Motion carried.

- 27. RESOLUTION APPROVED - WOODLANDS PARKWAY - PRECINCT #3

Motion by Commissioner Chance, seconded by Commissioner Doyal, to approve a Resolution to accept a portion of Woodlands Parkway as a public road which has not already been accepted as a public road, as per Resolution on file. Motion carried.

- 28. STREET NAME CHANGE APPROVED - EDITH'S LANE - PRECINCT #4

Motion by Commissioner Rinehart, seconded by Commissioner Chance, to rename Smith Lane to Edith's Lane, as per Notice on file. Motion carried.

- 29. REAPPOINTMENTS APPROVED - MONTGOMERY COUNTY EMERGENCY SERVICE DISTRICT #12

Motion by Commissioner Rinehart, seconded by Commissioner Doyal, to approve the reappointments of the following:

- Mike Armstrong - two year term
- Leonard McDonald - two year term
- Glenn Bell - two year term

as per Appointments on file. Motion carried.

EXECUTIVE SESSION

The Court recessed into Executive Session in the County Judge's Chambers to discuss matters Pursuant to one or more of the following Provisions of the Texas Government Code, to-wit: Chapter 551, Sub-Chapter D; Articles 551.071, 551.072, 551.073, 551.074, 551.075, 551.076, 551.084 and

551.087

1. Consider and Discuss Foster vs. Montgomery County, et al (Section 551.071)

COURT RECONVENED WITH ALL MEMBERS OF THE COURT PRESENT

30. PAYROLL CHANGE REQUESTS APPROVED - HUMAN RESOURCES

Motion by Commissioner Chance, seconded by Commissioner Meador, to approve the following Payroll Change Requests:

request of Animal Control to place Melvin Vassar, Animal Control Officer, (replacement for Christopher Bess), effective December 1, 2003

request of Collections to place Maria Cubero, Collection Specialist, (replacement for Stacy Morgan), effective December 1, 2003

request of Commissioner, Pct. #3 to layoff Rhonda Clark, Mosquito Sprayer/Part-time, effective November 21, 2003

request of Commissioner, Pct. #3 to correct the auto allowance for Rebecca Cottingham, effective December 6, 2003

request of Commissioner, Pct. #3 to layoff Steven Hodel, Mosquito Sprayer/Part-time, effective November 21, 2003

request of Commissioner, Pct. #3 to layoff Patrick Korhonen, Mosquito Sprayer/Part-time, effective November 21, 2003

request of Commissioner, Pct. #4 to place Paula Cade, Secretary, on an annual auto allowance, effective December 6, 2003

request of Custodial Services to promote Debra Armilla from Custodial Secretary to Office Manager, effective December 6, 2003

request of Custodial Services to promote Jacqueline Felder from Lead Custodian to Operations Manager, (replacement for Rose Marie Mash), effective December 6, 2003

request of District Attorney to place Megan Kehoe, Assistant District Attorney, on payroll, (replacement for Susan Hudson), effective December 8, 2003

request of District Clerk to place Valerie Saldana, Court Assistant, (replacement for Janet Fearrington/Holly Underwood), effective December 1, 2003

request of Elections Administrator to place Sandra R. Barnett, Temporary Voters Registration Clerk, effective December 6, 2003

request of Elections Administrator to place Lucinda McGee, Temporary Voters Registration Clerk, effective December 6, 2003

request of Juvenile Probation Director to place April Meador, Detention Officer, from Part-time to Full-time, (replacement for Vanessa Casner), effective December 6, 2003

request of Juvenile Probation to accept the resignation of Jayce Joseph Politoski, Juvenile Probation Officer, effective November 21, 2003, with 77.00 vacation hours due and 35.75 comp hours due

request of Library Director to place Sarah Dyson, Shelving Clerk, (replacement for Frieda Brown), effective November 24, 2003

request of Library Director to place Melissa Licon, Library Director, (replacement for Patricia Johnson), effective December 1, 2003

request of Library Director to accept the resignation of Gena Regh, Shelving Clerk, effective November 15, 2003

request of Library Director to place Katherine Spencer, Shelving Clerk, (replacement for Mary Welsch), effective December 1, 2003

request of Library Director to increase the salary of Steve N. Warren, Jr., Library Assistant, II, effective January 6, 2004, due to probation period completed

request of Sheriff's Department to place Jeffrey Chadney, District III, Patrol Deputy, (replacement for Tracy Wade), effective December 8, 2003

request of Sheriff's Department to place James Reed, Jail Maintenance, on payroll, effective December 15, 2003 - returning from military leave

request of Sheriff's Department to place Johnathan Ed West, District I, Patrol Deputy, (replacement for Nicholas Martolano), effective December 13, 2003

request of Tax Assessor/Collector to increase the salary of Arlita Fleming, Deputy Specialist I, effective December 1, 2003

request of Tax Assessor/Collector to place Lisa Hurst, Deputy Specialist I, (replacement for Jody Shanks), on payroll, effective December 8, 2003

request of Tax Assessor/Collector to place Ryan McKinnies, Deputy Specialist I, (replacement for Verna Raglin), on payroll, effective December 1, 2003

request of County Treasurer to transfer Wanda Griffith from Senior General Ledger Assistant to Payroll Accountant, (replacement for Joann Matthews), effective December 6, 2003

request of County Treasurer to accept the retirement of Jo Ann Matthews, Payroll Accountant, effective December 31, 2003, with 114.73920 vacation hours due

request of County Treasurer to place Jo Ann Matthews, Payroll Accountant, on payroll, effective January 5, 2004

as per Payroll Change Requests on file. Motion carried.

31. REQUEST APPROVED - SALARY ADMINISTRATION RULES - HUMAN RESOURCES

Motion by Commissioner Chance, seconded by Judge Sadler, to approve the Salary Administration Rules. Motion carried. (no paperwork)

32. COURT ADJOURNS

Motion by Commissioner Meador, seconded by Commissioner Rinehart, to adjourn this Session of Commissioners' Court. Motion carried.

The above and foregoing Commissioners' Court Minutes were read and approved by the Court.

ATTEST:

Mark Turnbull, County Clerk
and Ex-Officio Clerk
Commissioners' Court
Montgomery County, Texas

BY: _____
County Clerk

County Judge