



**County Judge
CHAD SIMS
Harrison County**

#1 Peter Whetstone Square, Room 314
Marshall, Texas 75670
903-935-8401
903-935-4853 Fax
Charlene Graff, Judicial Admin. Assist.

Pursuant to Chapter 551 of the Texas Government Code requiring governmental bodies to give notice of their meetings, this is to advise that a **REGULAR meeting of the Harrison County Commissioner's Court will be held at 9:00 a.m. on the 9th day of November, 2021, in the Commissioners' Courtroom at the Harrison County Historic Courthouse in Marshall, Texas**, at which time the Commissioners' Court will consider all matters pertaining to Harrison County business and grant authorization for the County Judge to execute any and all documents as may come before said Commissioner's Court for approval, including by way of information but not limitation, the following matters:

INVOCATION

PLEDGE OF ALLEGIANCE:

AMERICAN FLAG

TEXAS FLAG: "Honor the Texas Flag; I Pledge Allegiance To Thee, Texas, One State Under God, One and Indivisible"

ANNOUNCEMENTS: "VETERANS RECOGNITION – HARRISON COUNTY EMPLOYEES"

PUBLIC COMMENTS – AGENDA ITEMS ONLY

DECLARE A QUORUM PRESENT:

CALL TO ORDER:

AGENDA

A. AUDITOR:

Administrative Report: No action to be taken ----- Submission of financial reports.

1. Consideration and approval regarding Line Item Transfers.
2. Consideration and approval of payment of Regular Bills.
3. Consideration and approval of October 29, 2021 Payroll.

B. COUNTY CLERK:

1. Consideration and approval of transcribed minutes of Commissioner's Court Meeting(s) of September 28, 2021, October 15, 2021 and October 26, 2021.
2. Consideration and action regarding the approval of the Professional Services Agreement for configuration & consulting professional services fees in the with Tyler Technologies regarding the Texas SB41 updates for the County Clerk's Office to include CC Civil (\$2825), Probate (2,825) and Juvenile. (2,825) for a total of \$8,475.

C. ROAD AND BRIDGE DEPARTMENT:

Administrative Report: No action to be taken ---- concerning status of construction, maintenance and repairs of county roads, bridges and right of ways; also concerning condition of equipment.

1. Consideration and approval of personnel changes for the Harrison County Road & Bridge Department.
2. Consideration and approval of the utility applications submitted to the Harrison County Road & Bridge Department as follows:

Etex Telephone Coop	Lefever Road, CR 4509
Leigh WSC	Owen George, CR2710

3. PUBLIC HEARING – STOP SIGN PLACEMENT – PINE TREE TERRANCE, PCT. 4
4. Consideration and approval of STOP Sign Placement Order #21-107 to place a STOP Sign on Pine Tree Terrace, CR 4023, at the intersection with Memory Lane, CR 4019, Pct. 4.
5. Consideration and approval of the Preliminary Plat for the Private subdivision "Blocker Road Subdivision" near the intersection of Blocker Road North, CR 1019 and FM 2625, Pct. 1

D. SHERIFF'S DEPARTMENT:

Administrative Report: No action to be taken ----- concerning statistics reflecting law enforcement activity; execution of civil responsibilities; jail population and location of and turnover in prisoners.

1. Consideration and approval to accept a donation from Mr. David Thomas in the amount of \$100.00 which will be used by the Harrison County Sheriff's Office.
2. Consideration and approval to accept a donation from Ms. Millie Rosencrans in the amount of \$20.00 which will be used by the Harrison County Sheriff's Office.

E. MAINTENANCE DEPARTMENT: NO ADMINISTRATIVE REPORT RECEIVED

Administrative Report: No action to be taken ----- concerning repairs and maintenance performed upon county owned premises and equipment; status of ongoing projects, and information concerning planned projects.

F. INFORMATION TECHNOLOGY: NO ADMINISTRATIVE REPORT RECEIVED

Administrative Report: No action to be taken ----- concerning the status of all existing/required communication and information services and equipment, including phones, computers, audio/visual aids and security equipment.

1. Consideration and approval to expend JP Technology funds for the purchase of new copiers for all the JP Offices with expenditure not to exceed \$12,000.

G. FIRE MARSHAL:

Administrative Report: No action to be taken ---- concerning status of OSSF permits; emergency management; solid waste site investigations.

H. PURCHASING:

I. HUMAN RESOURCES: NO ADMINISTRATIVE REPORT RECEIVED

Administrative Report: No action to be taken ---- concerning the status relating to personnel activities.

1. Consideration and approval of Personnel Actions as submitted by the Human Resources Department.
2. Consideration and approval of Revised Job Description for Administrative Sergeant in the Sheriff's Department.
3. Consideration and approval of revised and updated Personnel Handbook with the effective date November 9, 2021 as recommended by Texas Association of Counties.

J. TREASURER:

1. Consideration and action regarding the approval of Treasurer's Monthly Report for September, 2021 and authorization to publish on the county website pursuant to LGC Section 114.026.
2. Consideration and approval of the Harrison County Treasurer's Investment Report for September, 2021.

K. ELECTIONS: NO ADMINISTRATIVE REPORT RECEIVED

Administrative Report: No action to be taken ---- concerning the status relating to election activities.

1. CANVASS OF NOVEMBER 2, 2021 CONSTITUTIONAL AMENDMENT ELECTION AND COUNTY ASSISTANCE DISTRICT NO. 1 ELECTION.

L. NEW BUSINESS:

1. PUBLIC HEARING - REDISTRICTING HARRISON COUNTY, TEXAS - PRESENTATION BY MIKE MORRISON, CONSULTANT.
2. Consideration and action regarding the approval of the Resolution Adopting a Plan of Redistricting (attached) for Harrison County to include Precincts 1, 2, 3, 4 Commissioner's, Justices of the Peace, and Constables redistricting boundaries and the approval of the Minutes of Meeting of November 9, 2021 of the Commissioners Court of Harrison County, Texas regarding adoption of Plan of Redistricting..
3. Consideration and action regarding the approval of the Director Selection Resolution for 2022-2023 for Harrison County's Nominee of Albert Tiller to serve on the Harrison CAD Board of Directors.
4. Consideration and action regarding the approval Subject to Ratification in Open Court the financial assistance from TXDOT for runway improvements at the Harrison County airport and

the Budget Amendment from 240.695.4458.40 to airport maintenance contracts in the amount of \$70,000.

5. Consideration and action regarding the approval of the Professional Services Agreement with Tyler Technologies for EFILE configuration site visit as set forth in the agreement in the amount of \$9,965 for the District Clerk's Office.

6. Consideration and action regarding the approval of the Professional Services Agreement for configuration & consulting professional services fees with Tyler Technologies regarding the Texas SB41 configurations for DC Civil (\$2,825) and Family (\$2,825) for a total amount of \$5,850.00 for the District Clerk's Office.

7. Consideration and action regarding the approval of the Harrison County 2022 Self Funded Employee Benefit Plan to be effective January 1, 2022 as presented by George Harmon, The Nitsche Group

ADJOURN

CHAD SIMS, COUNTY JUDGE

This is to certify that at the time and date stamped hereon, the notice of a meeting, a copy of which is attached hereto, has been filed in my office, and posted on my official bulletin board in the Courthouse, as is required by Texas Government Code, Chapter 551.

Executed on: November 5, 2021

COUNTY CLERK
HARRISON COUNTY, TEXAS

(In accordance with Title III of the Americans with Disabilities Act, we invite all attendees to advise us of any special accommodations due to disability. Please submit your request as far as possible in advance of the program you wish to attend.)

**REGULAR MEETING OF THE COMMISSIONERS' COURT
HELD IN THE HISTORIC HARRISON COUNTY COURTHOUSE
MARSHALL, TEXAS
THIS THE 9TH DAY OF NOVEMBER, 2021**

BE IT REMEMBERED that at 9:00 a.m. on the 9th of November, 2021 Regular Session in the Commissioners' Courtroom in the Historic Harrison County Courthouse in Marshall, Texas, for the purpose of transacting any and all business that may lawfully be brought before the same:

Invocation was led by County Judge Chad Sims.

Pledge of Allegiance:

American Flag

Texas Flag: "Honor the Texas Flag; I Pledge Allegiance to Thee, Texas, One State under God, One and Indivisible"

The following were present:

Chad Sims,	County Judge
William Hatfield,	Commissioner, Precinct #1
Zephaniah Timmins,	Commissioner, Precinct #2
Phillip Mauldin,	Commissioner, Precinct #3 Not Present
Jay Ebarb,	Commissioner, Precinct #4 Zoom
Liz James,	County Clerk
Becky Haynes,	County Auditor

ANNOUNCEMENTS: "VETERANS RECOGNITION – HARRISON COUNTY EMPLOYEES.

Judge Chad Sims read the names of the Veterans working for Harrison County.

Daryll Bailey, (Navy) Bob Cole, (Air Force) Denise Lee, (Army) Thomas Speir, (Navy) Robert Perkins, (Army) Josh Mercer, (Navy) Dustin Townsend, (Air Force) Phillip Shelton, (Army) Levi Bell, (Marine) Rocco Bruno, (Army) Ron England, (Marines) Jerry Hain, (Marines) Kenneth Hines, (Army) Clint Mathers, (Army/Air Force) Janssen Maranto, (Marines) Nelson Valle, (Marines) Olando Washington, (Marines) Kerry Easley, (Army) Linda Hargrove, (Air Force) Danny Adams, (Army) Jesse Brown, (Army) Marvin Wilcots. Army

Declare A Quorum Present:

When the following were heard and the following Orders passed:

Call to Order by the County Judge, Chad Sims, at 9:06 a.m.

ITEM A: County Auditor:

Administrative Report: No action to be taken --Submission of financial reports.

Auditor Becky Haynes will be making one correction on page one in the last column for the fund balance; it should read September 30th, not August 31st. Auditor will be getting a corrected copy to the County Clerk.

Motioned by Comm. Timmins
Seconded by Comm. Ebarb
All members voting in favor
Motion carried unanimously (4-0)
Order #2021-395

1. IT IS ORDERED by the Commissioners' Court of Harrison County, Texas to approve Line Item Transfers. Exhibit A-1

Motioned by Comm. Hatfield
Seconded by Comm. Timmins
All members voting in favor
Motion carried unanimously (4-0)
Order #2021-396

2. IT IS ORDERED by the Commissioners' Court of Harrison County, Texas to approve Payment of Regular Bills. Exhibit A-2

Motioned by Comm. Ebarb
Seconded by Comm. Timmins
All members voting in favor
Motion carried unanimously (4-0)
Order #2021-397

3. IT IS ORDERED by the Commissioners' Court of Harrison County, Texas to approve the October 29, 2021 County Payroll as submitted. Exhibit A-3

ITEM B: County Clerk:

Motioned by Comm. Timmins
Seconded by Comm. Ebarb
All members voting in favor
Motion carried unanimously (4-0)
Order #2021-398

1. IT IS ORDERED by the Commissioners' Court of Harrison County, Texas to approve the minutes of Commissioner's Court Meeting(s) for September 28, 2021 and October 15, 2021 and October 26, 2021. Exhibit B-1

Motioned by Comm. Hatfield
Seconded by Comm. Ebarb
All members voting in favor
Motion carried unanimously (4-0)
Order #2021-399

2. IT IS ORDERED by the Commissioners' Court of Harrison County, Texas to approve the Professional Services Agreement for configuration & consulting professional services, fees with Tyler Technologies regarding the Texas SB41 updates for the County Clerk's Office to include CC Civil (\$2825), Probate (\$2825), and Juvenile (\$2825) for a total of \$8475. Exhibit B-2

ITEM C: Road and Bridge Department:

Administrative Report: ---Luke Davis, Harrison County Road Administrator, presented a report concerning the status of construction, maintenance and repairs of county roads, bridges and right of ways, also concerning condition of equipment. Exhibit C

Motioned by Comm. Timmins
Seconded by Comm. Ebarb
All members voting in favor
Motion carried unanimously (4-0)
Order #2021-400

1. IT IS ORDERED by the Commissioners' Court of Harrison County, Texas to approve the personnel changes for the Harrison County Road & Bridge Department. Exhibit C-1

Motioned by Comm. Timmins
Seconded by Comm. Ebarb
All members voting in favor
Motion carried unanimously (4-0)
Order #2021-401

2. IT IS ORDERED by the Commissioners' Court of Harrison County, Texas to approve the utility applications submitted to the Harrison County Road & Bridge Departments as follows:
Exhibit C-2

Etex Telephone Coop
Leigh WSC

Lefever Road, CR 4509
Owen George, CR 2710

Public meeting open at 9:20 A.M.

3. PUBLIC HEARING- STOP SIGN PLACEMENT-PINE TREE TERRANCE PCT. 4
Exhibit C-2

Public meeting closed at 9:21 A.M.

Motioned by Comm. Ebarb
Seconded by Comm. Timmins
All members voting in favor
Motion carried unanimously (4-0)
Order #2021-402

4. IT IS ORDERED by the Commissioners' Court of Harrison County, Texas to approve the Stop sign placement Order #21-107 to place a stop Sign on Pine Tree Terrace, CR 4023, at the intersection with Memory Lane, CR 4019, Pct. 4. Exhibit C-4

Motioned by Comm. Timmins
Seconded by Comm. Hatfield
All members voting in favor
Motion carried unanimously (4-0)
Order #2021-403

5. IT IS ORDERED by the Commissioners' Court of Harrison County, Texas to approve the Preliminary Plat for the Private subdivision "Blocker Road Subdivision" near the intersection of Blocker Road North, CR 1019 and FM 2625, Pct. 2. Exhibit C-4

Judge Sims made correction in open court that agenda should read Precinct 2, not, Precinct 1.

ITEM D: Sheriff Department:

Administrative Report: Sheriff Fletcher gave report concerning statistics reflecting law enforcement activity, execution of civil responsibilities, jail population and location of and turnover in prisoners. October 6, 2021 to November 2, 2021 Exhibit D

Total Calls 2460 Criminal Reports (CID) 59

Arrest HCSO 99 (figure includes Deputies & booking Jailers)

Traffic Citations Issued 78 Mental 4

**Transport/Warrants Office 31 Transports
4142 Mileage**

Civil Process: Legal Documents Received 133

**Served: 18 Personal Service
20 Indictment Precepts served in Jail
13 Tax Postings
28 CCL/DC Postings
1 Harrison Central Appraisal District Tax Sales**

0 Harrison Central Appraisal District Tax Sales (Tues., October 5, 2021)

Total Served 80

**Juror Notices 1000
Grand Juror Notices 200
11-3-2021 @ 9:44 A.M. Jail Population: 259**

**10-6-2021 TO 11-2-2021 Contract Inmate Billing Out of County & Federal:
Marion (0) U.S. Marshal (24) Total 24**

Motioned by Comm. Ebarb
Seconded by Comm. Timmins
All members voting in favor
Motion carried unanimously (4-0)
Order #2021-404

1. IT IS ORDERED by the Commissioners' Court of Harrison County, Texas to approve and accept a donation from Mr. David Thomas in the amount of \$100.00 which will be used by the Harrison County Sheriff's Office. Exhibit D-1

Motioned by Comm. Timmins
Seconded by Comm. Hatfield
All members voting in favor
Motion carried unanimously (4-0)
Order #2021-405

2. IT IS ORDERED by the Commissioners' Court of Harrison County, Texas to approve and accept a donation from Ms. Millie Rosencrans in the amount of \$20.00 which will be used by the Harrison County Sheriff's Office. Exhibit D-2

ITEM E: Maintenance Department: No Report Submitted

F: Information Technology:

Motioned by Comm. Timmins
Seconded by Comm. Hatfield
All members voting in favor
Motion carried unanimously (4-0)
Order #2021-406

1. IT IS ORDERED by the Commissioners' Court of Harrison County, Texas to approve JP Technology funds for the purchase of new copiers for all the JP Offices with expenditure not to exceed \$12,000. Exhibit F-1

ITEM G: Fire Marshal: Duana Couch

Administrative Report: No action to be taken. ----- Concerning on-site sewer facilities activity summary. 10-01-2021 to 10-31-2021. Exhibit G

Complaints	3	Notice of Violations	1
Citations	0	Inspections	18
Utility Hookups	23		
1- Single Family Permit Fee		32=	\$ 11,160.00
Commercial/Multifamily Permit Fee		02=	\$ 1,120.00
Subdivision Review		2=	\$ 100.00
Insufficient Check Fee		0=	\$ 50.00
Total Money Collected			\$ 12,740.00

Fire Marshall D. J. Coach made correction in open court to change Commercial/Multifamily Permit Fee from 1 to 2.

Dispatched Calls:	145	Office Calls	185
Citations:	02	Inspections:	11
Fire reports requested	08	Fire cases recorded	08
Illegal Dumping Cases	14	Pick up order tickets for litter	06

Litter picked up (cubic feet)

Fire Marshal	2,681
Adult Probation	1,250
Willoughby	625
Sheriff	<u>1,250</u>
Team Total CF	5,806

Fire Marshall D. J. Coach made correction in open court to change Commercial/Multifamily Permit Fee from 1 to 2.

ITEM H: Purchasing: No Items Submitted

ITEM I: Human Resources:

Motioned by Comm. Timmins
 Seconded by Comm. Hatfield
 All members voting in favor
 Motion carried unanimously (4-0)
 Order #2021-407

1. IT IS ORDERED by the Commissioners' Court of Harrison County, Texas to approve to Personnel Actions as submitted by the Human Resources Department. Exhibit I-1

Motioned by Comm. Hatfield
 Seconded by Comm. Timmins
 All members voting in favor
 Motion carried unanimously (4-0)
 Order #2021-408

2. IT IS ORDERED by the Commissioners' Court of Harrison County, Texas to approve the revised Job description for Administrative Sergeant in the Sheriff's Department. Exhibit I-2

Motioned by Comm. Ebarb
Seconded by Comm. Hatfield
All members voting in favor
Motion carried unanimously (4-0)
Order #2021-409

3. IT IS ORDERED by the Commissioners' Court of Harrison County, Texas to approve the revised and updated Personnel Handbook with the effective date November 9, 2021 as recommended by Texas Association of Counties. Exhibit I-3

ITEM J: Treasurer:

Motioned by Comm. Timmins
Seconded by Comm. Ebarb
All members voting in favor
Motion carried unanimously (4-0)
Order #2021-410

1. IT IS ORDERED by the Commissioners' Court of Harrison County, Texas to approve County Treasurer's Monthly Report for September, 2021 and authorization to publish on the county website pursuant to LGX Section 114.026. Exhibit J-1

Motioned by Comm. Ebarb
Seconded by Comm. Timmins
All members voting in favor
Motion carried unanimously (4-0)
Order #2021-411

2. IT IS ORDERED by the Commissioners' Court of Harrison County, Texas to approve County Treasurers Investment Report for September 2021. Exhibit J-2

County Treasurer Sherry Rushing made a correction in open court on the Investment report for the yearly interest total. Exhibit J-2 submitted first was \$253,795.75. Corrected Exhibit J-2 to \$232,037.99

ITEM K: Elections:

Motioned by Comm. Timmins
Seconded by Comm. Hatfield
All members voting in favor
Motion carried unanimously (4-0)
Order #2021-412

1. IT IS ORDERED by the Commissioners' Court of Harrison County, Texas to approve the Canvass of November 2, 2021 Constitutional Amendment Election and County assistance District No.1 Election. Exhibit K-1

Recessed @ 9:45 A.M.

Reconvened @ 9:51 A.M.

ITEM L: New Business

Public Hearing Opened @ 9:51 A.M.

**1. PUBLIC HEARING – REDISTRICTING HARRISON COUNTY, TEXAS
PRESENTATION BY MIKE MORRISON CONSULTANT. Exhibit L-1**

Public Hearing Closed @ 10:21 A.M.

Motioned by Comm. Hatfield
Seconded by Comm. Timmins
All members voting in favor
Motion carried unanimously (4-0)
Order #2021-413

2. IT IS ORDERED by the Commissioners' Court of Harrison County, Texas to approve the Resolution Adopting a plan of Redistricting (attached) for Harrison County to include Precincts 1, 2, 3, 4 Commissioner's, Justices of the Peace, and Constables redistricting boundaries and the approval of the Minutes of Meeting of November 9, 2021 of Commissioners Court of Harrison County, Texas regarding adoption of Plan of Redistricting. Exhibit L-2

Motioned by Comm. Hatfield
Seconded by Comm. Ebarb
All members voting in favor
Motion carried unanimously (4-0)
Order #2021-414

3. IT IS ORDERED by the Commissioners' Court of Harrison County, Texas to approve the Director Section Resolution for 2022-2023 for Harrison County's Nominee of Albert Tiller to serve on the Harrison CAD Board of Directors. Exhibit L-3

Motioned by Comm. Timmins
Seconded by Comm. Hatfield
All members voting in favor
Motion carried unanimously (4-0)
Order #2021-415

4. IT IS ORDERED by the Commissioners' Court of Harrison County, Texas to approve, subject to the ratification in Open court, the financial assistance from TXDOT for runway improvements at the Harrison County airport and the Budget Amendment from 240.695.4458.40 to airport maintenance contracts in the amount of \$70,000. Exhibit L-4

Motioned by Comm. Timmins
Seconded by Comm. Hatfield
All members voting in favor
Motion carried unanimously (4-0)
Order #2021-416

5. IT IS ORDERED by the Commissioners' Court of Harrison County, Texas to approve the Professional Services Agreement with Tyler Technologies for EFILE configuration site visit as set forth in the agreement in the amount of \$9,965 for the District Clerk's Office. Exhibit L-5

Motioned by Comm. Hatfield
Seconded by Comm. Timmins
All members voting in favor
Motion carried unanimously (4-0)
Order #2021-417

6. IT IS ORDERED by the Commissioners' Court of Harrison County, Texas to approve the Professional Services Agreement for configuration & consulting professional services fees with Tyler Technologies regarding the Texas SB41 configurations for DC Civil (2,825) and Family (2,825) for a total amount of \$5,850.00 for the District Clerks Office. Exhibit L-6

Motioned by Comm. Timmins
Seconded by Comm. Ebarb
All members voting in favor
Motion carried unanimously (4-0)
Order #2021-418

7. IT IS ORDERED by the Commissioners' Court of Harrison County, Texas to approve the Harrison County 2022 Self-Funded Employee Benefit Plan to be effective January 1, 2022 as presented by George Harmon, The Nitsche Group. Exhibit L-7

ADJOURNMENT:

With no further business to come before the Court for consideration and action, the motion was made by Commissioner Timmins and seconded by Commissioner Hatfield to adjourn the meeting. Motion carried unanimously (4-0). Meeting adjourned at 10:51 A.M.

ATTEST:



**Elizabeth James, County Clerk
Harrison County, Texas**

APPROVED:



**Chad Sims, County Judge
Harrison County, Texas**

Minutes approved on 12-7-2021.