

THE STATE OF TEXAS
COUNTY OF HUTCHINSON

On this 5th day of August 2024, A.D., the Commissioners Court met in a Special Session with the following members present to wit:

Cindy Irwin	County Judge
Gary Alexander	Commissioner Precinct #1
Dwight Kirksey	Commissioner Precinct #2 left at 11:45 a.m.
Ben Bentley	Commissioner Precinct #3
Chris Prock	Commissioner Precinct #4
Kelly Ratliff	County Clerk & Ex-Officio Clerk of Commissioners Court

CALL TO ORDER FOR SPECIAL SESSION

Judge Irwin called the meeting to order at 9:30 a.m.

PUBLIC COMMENT; 5 MINUTES PER PERSON (WITH SIGNED PARTICIPATION FORM)

None at this time.

CONSIDER AND/OR APPROVE INTERLOCAL AGREEMENT WITH HANSFORD COUNTY FOR SEAL COATING

Gary Alexander made the motion to approve the above stated agenda item, seconded by Chris Prock. All voted aye and the motion carried unanimously.

CONSIDER AND/OR APPROVE EARLY VOTING BALLOT BOARD, JUDGES, ALTERNANTE JUDGES AND CENTRAL COUNTING STATION STAFF FOR THE GENERAL ELECTION, NOVEMBER 5, 2024

Dwight Kirksey made the motion to approve the above stated agenda item, seconded by Gary Alexander. All voted aye and the motion carried unanimously

BUDGET WORKSHOP FOR 2024-2025 BUDGET

County Clerk/Elections. Kelly Ratliff, County Clerk, requested payroll changes to Salary, Deputies line item to increase 2 employees from Deputy II positions to Deputy I. Commissioner Kirksey asked if with this promotion to Deputy I would they receive the countywide raise if approved. Lesha Krieg, Auditor said typically yes. Commissioner Prock asked if an office normally has 2 Deputy I positions, and Mrs. Ratliff answered no but as discussed previously she wanted to have a Deputy I work with elections and a Deputy I over other office functions. She also requested an increase to her Training and Education line item for Jenny Ligon to attend Court Assistant Training. No further questions. Elections, Mrs. Ratliff explained some of the remaining budget balances due to no runoff election this year. She requested an increase of \$2,500.00 for the Equipment line item due to battery replacement for the ExpressVote machines. She also requested the Computer Exp. line item of \$1,000.00 be removed.

District Clerk. Tammy McBrayer, District Clerk, requested an increase of \$1,500.00 to Box Rent & Postage line item due to increase in postage and mailing out so many judgements and jury summons. She also requested payroll changes to Salary, Deputies line item to increase 1 Deputy II to Deputy I and 3 Deputy III to Deputy II positions. She also requested to remove the Legal Fees line item and Medical Exp. line item.

Tax Assessor/Collector. Carrie Kimmell, Tax Assessor, requested an increase of \$4,000.00 to Office Supplies line item and it was recommended an increase of \$1,000.00 and she is ok with that. Increase of \$2,000.00 to Postage. Increase in Bond line item of \$3,550.00 for Carrie's Bond. Appraisal District line item updated.

Treasurer. Amy Back, Treasurer, requested to put the Office Equipment & Repair line item back down to \$1,000.00. She requested an increase of \$500.00 to Computer Support & Maint for 5% increase in software. Increase of \$500.00 for Training and Education line item for Incode training for Kim Garcia.

Auditor. Lesha Krieg, Auditor, requested an increase of \$1,000.00 to the Training and Education line item for both Auditor and Assistant to attend Sprint & Fall conference. Increase of \$500.00 to Computer Support & Maint. line item for upgrading both office computers. Increase of \$6,350.00 for 5% increase in software and purchase of Project Accounting module with Incode.

Information Technology. Russell Rhea, IT Supervisor, reported his budget has gone down as a total. Reduction of \$5,000.00 to Computer Support and Maint. line item. The Sparklight contract is up and could increase but he is not sure yet. He would like to reduce his Office Supplies line item to \$100.00. Judge Irwin wanted to reconsider Glayde taking the county pickup home so if he gets called out, he is not using his own vehicle. There are times IT is needed outside of regular working hours. If this is considered the Fuel line item would need to be increased. After discussion they agree to increase the Fuel line item to \$3,000.00. They will have a Policy Committee meeting to decide how call outs will be handled and present to the Commissioners Court.

Airport. Baltazar Medrano, Airport Manager, requested no changes. Lesha Krieg, Auditor, reduced Receipts (revenue fund) line item to \$400,000.00 due to lower sales. Reduced Fuel for Resale line item to \$300,000.00 and reduced Federal tax on Fuel line item to \$30,000.00 due to lower sales. She said he can do a budget amendment if the sales increase. After discussion it was decided to charge the Airport Manager \$200.00 rent that would go in the Airport House (revenue) line item and responsible for the utilities as had been done in the past. Craig Jones, County Attorney is working on a contract for the Airport Manager living in the house. The Treasurer will look into deducting that \$200.00 rent out of his paycheck. Commissioner Kirksey will have the counties Septic Inspector Jeremy Bland look at the septic to make sure everything is ok with it.

Museum. Clay Renick, Museum Director – Not present. Lesha Krieg, Auditor, spoke on the recommended changes such as increasing Pt. Time Salaries line item due to being under budget last time. Increase of \$2,634.00 in Office Supplies line item for new chairs. She also reduced all Utilities line items down due to cost coming down. Commissioner Prock requested the Building Maintenance line item be increased to \$15,000.00. He presented a quote to resurface the front deck and paint as well as check for rotted wood for \$9,800.00. It was suggested to put it in this budget instead of using ARP funds.

Library. Nancy Criswell, Library Director, requested an increase of \$3,000.00 in the Part Time line item this increases part time from \$9.50 to \$12.50 an hour. Increase of \$50.00 in Postage line item. Increase of \$1,000.00 in Equipment line item for new chairs and padded floor mat. She also presented increases to the Computer Fees line item and Cataloging Cost line item due to software increases.

Juvenile Probation. – Jeremy Sharp, Director – Not present, will present August 12, 2024.

Adult Probation. Jennifer Rhoden, Director – Not present, Auditor said everything stayed the same as the previous year.

County Extension Agent. Rachele Oeleis, Extension Agent, has no problem with Recommended Budget and did provide explanation for each requested line item increase.

Maintenance. Commissioner Prock will present next week since he is waiting to receive quotes for this year and next year's projects at the Borger Library such as paint, stucco work etc. and there are also some safety concerns with outdoor structural issues. He should have the quotes by next week. Commissioner Bentley requested an increase of \$5,000.00 in Maint. & Equip. Courthouse line item going from \$85,000.00 to \$90,000.00. He also increased Capital Imp Crt. Hse line item to \$125,000.00 due to ARP funds being gone next year. Lesha added a Maint & Equip Stinnett Annex line item with \$2,000.00 in it. Judge Irwin got one RFQ for architect/engineer back. She will reach out for more information. It was suggested to make a Stinnett Annex Renovation line item with a starting amount in it. There was lengthy discussion on what that building and parking area could be used for. Lesha suggested establishing a Capital Improvements fund and adding a portion of the surplus each year to build it up for a big project. Commissioner Bentley mentioned

the southside steps outside of the Courthouse need repair at some point with Capital Improvement Courthouse. Commissioner Bentley suggested making the outside of the Stinnett Annex look presentable, installing heating and air, the basics at this time. They suggested \$20,000.00 to go into Capital Improvement Stinnett Annex and agreed.

Non-Departmental. Judge Irwin reported the increase in TIRZ funding line item. Commissioner Prock mentioned a meeting with the TIRZ Board regarding this. Reduced Legal Fees line item to zero. Auditing line item needs to be increased to \$28,200.00 after receiving engagement letter. Insurance increased due to premium increase. Reduced State Court Costs due to changes in procedures for collections paid to different entities. The contingency line item left at \$500,000.00 but it was discussed to increase to \$750,000.00 due to not having ARP funds anymore and with deductibles going up to \$100,000.00 for windstorm events. After discussion they decided to leave the Contingency line item at \$500,000.00.

County Welfare. Judge Irwin, County Judge, no changes.

Sheriff. With written formal support from Sheriff Blaik Kemp - Jerry Langwell, EMC, Chief Trahan, Captain Hajjar and Captain Sepulveda presented the Sheriff budget and Jail budget. He is requesting an increase of \$4,000.00 to the Uniform Upkeep line item to include uniform services from Harvesters Cleaners. Requested increase of \$1,200.00 to Cell Phone line item as the Captains do not have a cell phone allowance and they are our divisional leaders. Reduction in Lab Analysis Fee line item as it has not been used in a long time. Increase of \$5,350.00 for Dispatch line item due to contract, there is a post warranty increase along with a 3.36% CPI adjustment. Increase of \$200.00 for Bond line item to add a notary at the Sheriff's Office. Reduction of \$10,000.00 to Equipment line item due to ordering vehicles fully equipped and to assist with the uniform increase. Reduction of \$48,000.00 to Squad Cars line item due to recent purchase of four new vehicles, along with replacement of two in the last budget cycle, has put the department on better track for rotation. This year, we plan to purchase one additional vehicle leaving 2 vehicles at the law enforcement milage for next budget. Video Camera line item – Captain Hajjar gave information on Axon camera system and software for Sheriff Deputies. After discussion of all options, it was agreed to increase the Video Camera line item \$21,000.00 making it \$47,000.00 for the next 5 years should provide the budget for the all-car cameras, body cameras, installation, maintenance and software agreed on. They will have Craig Jones, County Attorney review the contract and present it to Commissioners Court August 12, 2024, and will also have to be presented due to "Lame Duck" policy. Mr. Langwell also presented one additional request to increase the Computer Support & Maint. line item by \$2,500.00 due to the new fingerprint machine that was purchased requiring a maintenance agreement. **Jail.** Requested an increase of \$6,000.00 to the Uniform Upkeep line item to fall in line with the patrol deputies through Harvester Cleaners. He also requested an increase of \$5,000.00 to Prisoners Medical Exp. line item making it a total of \$20,000.00 trying to keep it close to an average of the last four years even on the lower end. It was suggested to keep it at \$15,000.00 and move Contingency if needed. After discussion they agreed to the \$5,000.00 increase. Captain Sepulveda reduced Inmate Housing line item by \$10,000.00. Captain Sepulveda suggested making Inmate meals at topic for next Committee Meeting to evaluate the \$10.00 allowance when transporting an inmate.

Senate Bill 22 Salary Stipend. Jerry Langwell, EMC presented a power point that has been made part of the minutes. Discussion on Step Advancement.

Discussion was had on possible Stipend for K9 Officer and revision of K9 Sheriff's Office Policy to include this. Agreed to add K9 Stiped under Sheriff Dept Payroll of \$5,500.00.

Other topics Lesha Krieg, Auditor wanted to discuss:

SB22 for prosecutors – They apply for their SB22 funds to be used for payroll supplements. The Commissioners Court needs to decide if the SB22 employees will receive the annual raise as well. She went over the Recommended Budget for Special Revenue Funds that are made part of the minutes along with the Recommended Budget for Departments. Special Revenue Fund increase requested by Judge Mosely to increase the State/National Conference line item to \$14,000.00.

Judge Irwin wanted to discuss the proposal presented July 29, 2024, by Angelica Hartranft, Constable Pct. 2. request for a salary increase. After discussion they will leave her salary as is at this time.

Discussion on County Raises, they did review the raise history and no new revenue rate. The tax rate now is \$0.54.50. The no new revenue rate is \$0.535367 this could slightly change. After discussion they would like to set the proposed tax rate at the De Minimus rate \$.55 and then can come down. Judge Irwin also wanted to discuss deputy clerks receiving promotions in tiers do they also receive the countywide raise and the answer is yes. They also discussed if the SB22 payroll supplement employees receive the countywide raise and yes the raise would be applied to their base salary. They are reviewing budget scenarios with county raises for review. They asked Lesha for new numbers for a lower tax rate such as \$.525 and \$.53 with raise scenarios for further review.

CONSIDER AND/OR APPROVE MOTION TO ADJOURN

Gary Alexander made a motion to adjourn, seconded by Ben Bentley. All voted aye and the motion carried unanimously. Adjourned at 12:57 p.m.



Cindy Irwin
CINDY IRWIN – COUNTY JUDGE

ATTEST:

Kelly Ratliff
KELLY RATLIFF – COUNTY CLERK