



**ANDREA CARDENAS**  
*AUSTIN COUNTY CLERK*

265 N. CHESLEY ST., STE. 7  
BELLVILLE, TEXAS 77418

PH: 979-227-3144  
FAX: 979-865-0336

**COMMISSIONERS COURT MINUTES**

**June 24, 2024** Austin County Commissioners Court met in the 2<sup>nd</sup> floor Courtroom at the Austin County Courthouse with the following present:

Tim Lapham, County Judge  
Mark Lamp, Commissioner, Precinct 1  
Robert "Bobby" Rinn, Commissioner, Precinct 2  
Chip Reed, Commissioner Reed, Precinct 4  
Kimberly Benjamin, Deputy Clerk

Commissioner Cerny absent.

**9:00 A.M. OPENING**  
**CALL TO ORDER**  
**INVOCATION**  
**PLEDGES OF ALLEGIANCE**  
**ROLL CALL AND CERTIFICATION OF QUORUM**

*Motion to Approve: Commissioner Reed, 2<sup>nd</sup> Commissioner Rinn, passed (3-0)*  
**Order #24-165**

**1. Petitions or Requests from the Public.**

Per Sheriff Brandes, glad we received rain.

**2. Discussion regarding distribution of DA's SB22 funding.**

Brandy Robinson (Assistant District Attorney), District Attorney's Office has received \$175, 000 in grant funds for salaries. May request Court to approve salary increase for 2023 – 2024 fiscal year. Grant does allow reimbursement of prior approved salary increases. Will request Court to approve retroactive raises for 2023-2024 fiscal year to ensure grant is being used appropriately. Funds need to be used by end of 2023-2024 fiscal year or District Attorney's Office will lose grant funds.

Per Judge Lapham, two positions were created for the District Attorney's Office and monies were allocated. Will need to subtract salary amounts. Remaining salary balance will need to be used as a supplement.

Per Brandy Robinson (Assistant District Attorney), District Attorney's office has met with Billy Doherty (County Auditor) to discuss County reimbursements for salary increases already given; contributions to retirement and FICA; monies paid into filled positions, and remaining balance to be disbursed. District Attorney's office will present salary amounts at next Commissioner's Court.

- 3. Discussion to declare the following S.O. vehicles as surplus and action as appropriate:**
  - a. 2011 Chevrolet Tahoe, VIN 1GNLC2E01BR57926**
  - b. 2017 Ford F-150, VIN 1FTEW1CF4HKD20450**

Per Sergeant Donald Darracq (Sheriff's Department), request to declare two vehicles as surplus. Will hold for 30 days then take to local auction.

*Motion to Declare: Commissioner Reed, 2<sup>nd</sup> Commissioner Rinn, passed (3-0)*  
**Order #24-166**

- 4. Discussion and action as appropriate regarding purchase of 4 electronic ticket writers and associated components with remaining S.O. SB22 funds.**

Per Sergeant Donald Darracq (Sheriff's Department), Sheriff's Office has been working with Auditor's Office to use remaining SB22 funds. Request approval to purchase four ticket writers and software (\$15,644 + \$2,040 license fee). License fee is an annual recurring fee to be paid from future SB22 funds.

*Motion to Purchase: Commissioner Rinn, 2<sup>nd</sup> Commissioner Lamp, passed (3-0)*  
**Order #24-167**

- 5. Consideration and action to change property tax exemption rates.**

Per Judge Lapham, County needs to adjust the Homestead Exemption Rates. Current rate is 2% on one rate and 1% on others. All rates should be the same.

Approve to change Homestead Exemptions to 2% on all three rates and change Over Age 65 Exemption from \$7,000 to \$25,000.

*Motion to Approve: Commissioner Lamp, 2<sup>nd</sup> Commissioner Reed, passed (3-0)*  
**Order #24-168**

- 6. Consideration and action to authorize advertisement for bid proposals:**
  - a. Road Material/Gravel**
  - b. Hauling**
  - c. Asphalts, Liquid Asphalt, Emulsion and Dust Control**
  - d. Corrugated Culverts**
  - e. HDPE Culvert Pipe**
  - f. Concrete/Cement**
  - g. Fuel (Gasoline & Diesel)**



#### **h. Surface Treatments, Asphalt Laydown & Asphalt Milling**

Per Shannon Hanath (Road and Bridge Administrative Assistant), need to advertise in newspaper bid proposals will be due August 15, 2024 in the Road & Bridge Office by 4:00 p.m. All bids will be opened and read during Commissioner's Court at 9:00 a.m. on August 26, 2024.

Commissioner Lamp requests to go out for bids on concrete crushing project.

Commissioner Reed and Judge Lapham agree to create a line item for the concrete crushing project and will revisit.

*Motion to Approve: Commissioner Lamp, 2<sup>nd</sup> Commissioner Rinn, passed (3-0)*

**Order #24-169**

#### **7. Discussion and action to approve solicitation for request for qualifications for acquisition services for sectors 2 and 3 of the GLO CDBG-MIT Allen's Creek Drainage Improvements Project, contract #22-085-007-D235**

Per Commissioner Reed, contract requires County to obtain qualifications for acquisitions services. Recommends documentation be sent to Road and Bridge Office by July 18, 2024 at 3:00 p.m.

Approve solicitation for request for qualifications for acquisition services.

*Motion to Approve: Commissioner Reed, 2<sup>nd</sup> Commissioner Lamp, passed (3-0)*

**Order #24-170**

#### **8. Discussion and action to award contract to Stouffer and Associates for appraisal services for Sector 1 (Sealy) of the GLO CDBG-MIT Allen's Creek Drainage Improvements Project, contract #22-085-007-D235**

Per Shannon Hanath (Road and Bridge Administrative Assistant), Langford Community Management Services received 2 appraisal quotes and recommends to award project to Stouffer and Associates for \$25,750.00 with a 5-6 weeks timeline.

*Motion to Approve: Commissioner Reed, 2<sup>nd</sup> Commissioner Rinn, passed (3-0)*

**Order #24-171**

#### **9. CONSENT AGENDA - Items listed are of routine nature and may be acted on in a single motion unless requested otherwise by member of Commissioners Court.**

##### **a. Consideration and action to accept the following donation to the Austin County Library System per local government code 81.032**

##### **i. West End Library**

**1. \$100**

##### **ii. Knox Memorial Library**

**1. \$50**

**2. \$100**

- 3. \$100
- 4. \$200
- b. Consideration and action to authorize a one-time variance from Subdivision Regulations to divide a 2-acre tract into two 1-acre tracts on Lezak Rd., Pct. 4.
- c. Consideration and action to approve Required Schooling Application for Travis Koehn, District Attorney to be held in Galveston, Texas September 17-20, 2024.

*Motion to Approve: Commissioner Reed, 2<sup>nd</sup> Commissioner Lamp, passed (3-0)*  
**Order #24-172**

**10. Budgetary and Financial Claims - action as appropriate.**  
**a. Payment of Claims**

Billy Doherty (County Auditor) inquired if County will pay Miller Josey and Schmidt Funeral Home or void checks.

Per Billy Doherty (County Auditor), County issues payments to funeral homes once Justice of the Peace signs off on invoice. There are no signed contracts or local agreements with local funeral homes. Suggests entering into a contract or inter-local agreement between County and Mortuaries. TAC (Texas Association of Counties) Legal advised Billy to issue payments to funeral homes for services provided.

Per Judge Lapham, County should only be held responsible for bill when a Justice of the Peace requests an autopsy.

Commissioner Reed suggests having a discussion and policy in place with local mortuaries.

Miller Josey Mortuary sent letter to Auditor's Office requesting compensation by County. They were dispatched by Sheriff's Department.

Judge Lapham advised County Auditor to void checks from system and invite mortuaries to next Commissioner's Court to discuss responsibility of payment. If payments are approved, County will issue check.

Total = \$1,012,213.75

Approve Payment of Claims.

*Motion to Approve: Commissioner Rinn, 2<sup>nd</sup> Commissioner Lamp, passed (3-0)*  
**Order #24-173**

**b. Fund Transfers**

Per Billy Doherty (County Auditor), from June 11, 2024 through June 24, 2024 County has expensed \$1,012,213.75. Actual disbursement for the General Fund is \$539,877.82.

Total = \$539,877.82

*Motion to Approve: Commissioner Reed, 2<sup>nd</sup> Commissioner Lamp, passed (3-0)*  
**Order #24-174**

- c. Budget Amendments**
- d. County Auditor's Review of finances**

Per Billy Doherty (County Auditor), within budgetary constraints.

- e. County Treasurer**
  - i. Payroll and Escrow Report – 06.14.2024**

*Motion to Approve: Commissioner Lamp, 2<sup>nd</sup> Commissioner Rinn, passed (3-0)*  
**Order #24-175**

- 11. Written end-of-the month reports submitted by County Offices.**
  - a. Criminal Court, Civil Court, Family Court, Statutory Court – May 2024**
  - b. Library – May 2024**
  - c. TxDMV – May 2024**
  - d. AgriLife – May 2024**

*Motion to Accept: Commissioner Lamp, 2<sup>nd</sup> Commissioner Rinn, passed (3-0)*  
**Order #24-176**

Court recessed at 10:00 a.m.

- 12. EXECUTIVE SESSION**
  - In accordance with Texas Local Government Code §551.071, §551.125 and §551.129, a closed meeting will be held concerning the following items:**
    - a. Real Estate Matter**

Court reconvened at 10:15 a.m.

- 13. Action as appropriate on Executive Session**

No action.



**14. Commissioners Court Inquiry.**

*Motion to Adjourn: Commissioner Reed, 2<sup>nd</sup> Commissioner Rinn, passed (3-0).  
Order #24-177*

Court adjourned at 10:17 a.m.

**ALL SUPPORTING DOCUMENTS ON FILE WITH COUNTY CLERK AS PROVIDED BY  
COMMISSIONERS COURT**

**I, Andrea Cardenas, Austin County Clerk, attest to the minutes of the Commissioners  
Court proceedings for June 24, 2024.**

Date: July 9, 2024  
Andrea Cardenas, Austin County Clerk  
Clerk of Commissioners Court  
Austin County, Texas  
By: Kimberly Benjamin  
Kimberly Benjamin, Deputy Clerk



**FILED**

**2024 JUL -9 AM 11:02**

*Andrea Cardenas*  
**6**OUNTY CLERK  
AUSTIN COUNTY CLERK