

KIMBLE COUNTY COMMISSIONERS COURT
CALLED MEETING – APRIL 18, 2023 @ 1:30 PM

The Honorable Commissioners Court met on the above date and time in the County Courtroom at 501 Main Street, Junction, TX 76849. The following minutes were taken with regard to that meeting and are reflected below as accurately and to the best of my ability below:

COURT PRESENT:

Commissioner Precinct 1 Brayden Schulze
Commissioner Precinct 2 Kelly Simon
Commissioner Precinct 3 Dennis Dunagan
Commissioner Precinct 4 Kenneth Hoffman (appeared later)
County Judge Hal A. Rose
County/District Clerk Karen E. Page (Kendra Powers Deputy Clerk)

ELECTED OFFICIALS PRESENT:

County Attorney Andrew Heap

VISITORS: SEE ATTACHED LIST (If Applicable)

AGENDA ITEMS:

1. Call to order.

a. County Judge Hal Rose called the meeting to order at 1:34pm

2. Convene meeting and establish quorum.

a. Quorum was established with County Judge and all commissioners present

3. Public comments are welcome. Please limit comments to five minutes or less.

a. No public comments

4. Consideration, discussion and possible action on job descriptions for the County Road and Bridge Department and related employment matters.

a. Discussion regarding resignation letter received from Stephen Simmons

b. Motion to accept Stephen Simmons resignation with great reluctance and gratitude for years of service made by Commissioner Simon, second by Commissioner Schulze, all in favor, motion carries

c. Conversation moves to road and bridge job description, Judge Rose presents job description document he prepare using samples from other counties.

- d. Motion to accept and approve the Kimble County Job Description prepared by Judge Rose for Road and Bridge applicants made by Commissioner Schulze, second by Commissioner Dunagan, all in favor, motion carries
- e. Motion to post job description in local paper as well as Menard, San Angelo and Mason made by Commissioner Hoffman, second by Commissioner Schulze, all in favor, motion carries

5. Consideration and approval of bills, accounts, and authorization to pay bills and accounts for Kimble County.

- a. Motion to approve and pay bills made by Commissioner Hoffman, second by Commissioner Simon, all in favor, motion carries

6. Consideration, discussion, and possible action regarding amendment of the budget to conform to authorized revenues and expenditures.

- a. Motion to amend the budget under Order #CC-2023-04 made by Commissioner Hoffman, second by Commissioner Dunagan, all in favor, motion carries

7. Adjournment.

- a. Motion to adjourn made by Commissioner Simon, second by Commissioner Dunagan, all in favor, motion carries. Meeting adjourned at 3:48pm

There being no further business, Court adjourned this 18th day of April, 2023

/S/ HAL A ROSE

Hal A. Rose, Kimble County Judge

Attest: /S/ KAREN E. PAGE

Karen E. Page, County Clerk

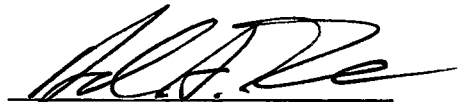
KIMBLE COUNTY CALLED COMMISSIONERS COURT MEETING

Notice is hereby given that the Kimble County Commissioners Court will convene for a called meeting in the County Courtroom of the Kimble County Courthouse, 501 Main Street, Junction, Texas 76849, at 1:30 p.m. on Tuesday, April 18, 2023

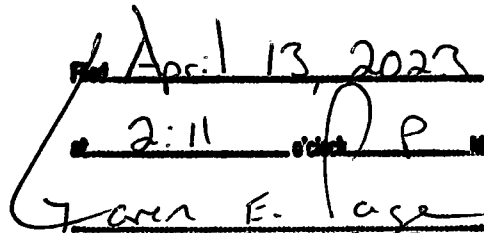
AGENDA

1. Call to order.
2. Convene meeting and establish quorum.
3. Public comments are welcome. Please limit comments to five minutes or less.
4. Consideration, discussion and possible action on job descriptions for the County Road and Bridge Department and related employment matters.
5. Consideration and approval of bills, accounts, and authorization to pay bills and accounts for Kimble County.
6. Consideration, discussion, and possible action regarding amendment of the budget to conform to authorized revenues and expenditures.
7. Adjournment.

This notice is given and posted pursuant to the Texas Open Meetings Act, Title 5, Chapters 551 and 552, Texas Government Code.



Hal A. Rose, County Judge



Karen E. Page, County Clerk, Kimble County, Texas

LETTER OF RESIGNATION

Stephen Simmons

Road and Bridge Supervisor

April,13 2023

Kimble County Road and Bridge

Attn: County Commissioners

501 Main St

Junction Texas 76849

Dear County Commissioners

Please accept this as formal notice of my resignation of Road and Bridge Supervisor at Kimble County Road and Bridge, effective (2) weeks from today, making my last day of employment April,27 2023

After careful consideration, I have made the decision to resign in order Pursue another Career opportunity. Working for Kimble County Road and Bridge has been a wonderful experience that has afforded me many valuable opportunities' to learn and grow, and I am grateful to have been part of the organization.

I wish Kimble County Road and Bridge continued growth and improvement.

Sincerely, Stephen Simmons

KIMBLE COUNTY JOB DESCRIPTION

Class No: 201
Department: Road and Bridge
FLSA Status: Nonexempt
Pay Group: 16
Approved Date:

Job Title: Supervisor (R&B)
Reports To: County Commissioners Court
EEOC Category: Skilled Craft Workers
Prepared/Revised Date: April 2023

SUMMARY

Assesses condition of, and plans maintenance and repair of, county roads, ditches, and culverts; trains, assists as needed and supervises Equipment Operators' work performance and performs repairs as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Inspects county roads, ditches, and culverts for needed maintenance

Ensures appropriate supply of supplies and equipment

Listens to citizen complaints and responds appropriately, including inspecting roads and determining appropriate course of action

As required operates various equipment for county road maintenance and construction projects; drives trucks; and assist with road repair.

Provides monthly written report to Commissioners Court regarding but not limited to completed projects, ongoing projects, potential projects, problem areas, constituent concerns, etc. As otherwise directed by Commissioners Court.

SUPERVISORY RESPONSIBILITIES

Supervises Equipment Operators, including assigning and reviewing work, conducting performance reviews, and recommending personnel actions. Applies safety standards to prevent hazards; maintains good communication, works effectively and cooperatively with commissioners, co-workers and the general public.

QUALIFICATIONS

To perform this job successfully, an individual must be to perform each essential duty satisfactorily.

EDUCATION and/or EXPERIENCE

High School graduation or its equivalent, plus at least three years of experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

KNOWLEDGE OF

Safe operation of the equipment; provisions of the Texas Motor Vehicle Code relating to operation of such motorized equipment; and principles of supervisory management.

SKILL/ABILITY TO

Organize and prioritize tasks to be assigned and completed; analyze and evaluate overall safety of equipment and personnel relating to road construction and maintenance; assess road conditions; operate

equipment; service and make minor repairs on equipment; supervise work of others, recognizing problems and recommending solutions; estimate materials and labor costs for projects; assist others in properly operating equipment; tolerate outside working conditions, including exposure to adverse weather conditions.

CERTIFICATES, LICENSES, REGISTRATIONS

Commercial Driver's License and/or Texas driver's license applicable to job responsibilities. Must maintain a good driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to move and remain in a stationary position at least 50% of the time; constantly operate powerful equipment that cause vibrations; must be able to communicate and exchange accurate information. The employee must frequently position self to perform essential functions. The employee must frequently move objects weighing up to 20 pounds, such as tools and equipment, and must occasionally move objects weighing up to 100 pounds or more such as culvert/blades. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually loud.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee's Signature

Date

Treasurer's Department Signature

Date

COUNTY OF KIMBLE §
STATE OF TEXAS §

CC-2023-04

ORDER AMENDING BUDGET FOR 2023

WHEREAS, Section 111.010(c) of the Texas Local Government Code provides that the commissioners court of a county, by order, may amend the budget to transfer an amount budgeted for one item to another budgeted item without authorizing an emergency expenditure; and,


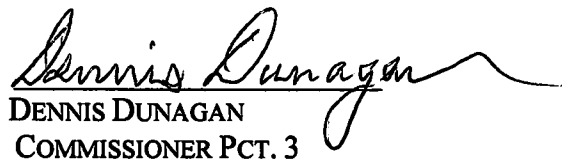

WHEREAS, the Kimble County Commissioners Court has received revenues and made expenditures in the period since the last Commissioners Court meeting and during this meeting that may require amendment of the 2023 budget.

BE IT THEREFORE ORDERED that the 2023 budget is hereby amended to conform to revenues and expenditures authorized and approved by the Court in this meeting.

ORDERED this the 18th day of April, 2023.



HAL A. ROSE
COUNTY JUDGE


BRAYDEN SCHULZE
COMMISSIONER PCT. 1
KELLY SIMON
COMMISSIONER PCT. 2
DENNIS DUNAGAN
COMMISSIONER PCT. 3
KENNETH HOFFMAN
COMMISSIONER PCT. 4

ATTEST:


KAREN PAGE, County Clerk
Lendia Lewis, Deputy Clerk