



MINUTES

WALLER COUNTY COMMISSIONERS COURT REGULAR SESSION WEDNESDAY – MAY 1, 2024

BE IT REMEMBERED that the Honorable Commissioner's Court of Waller County, Texas, met in **REGULAR SESSION** on Wednesday, the 1st day of May 2024 at its meeting place at the Waller County Joe Kuciemba Annex, Hempstead, Texas.

CALL TO ORDER

The meeting was called to order by Waller County Judge Trey Duhon at 9:03 a.m. with the following members of the Court present to-wit:

Carbett "Trey" J. Duhon III, County Judge
John A. Amsler, Commissioner Precinct 1
Walter Smith, Commissioner Precinct 2
Kendric D. Jones, Commissioner Precinct 3
Justin Beckendorff, Commissioner Precinct 4
Debbie Hollan, County Clerk

Delivery of Invocation by: Commissioner Amsler

Pledge to the American Flag and Texas Flag led by: Commissioner Beckendorff

Commissioner Jones made motion to approve agenda, seconded by Commissioner Amsler.

Motion carried by 5-0 vote.

Judge Trey Duhon – Yes

Commissioner Amsler – Yes
Commissioner Jones – Yes

Commissioner Smith – Yes
Commissioner Beckendorff – Yes

PUBLIC COMMENT

1. Larry Parr
2. James Flynt

CONSENT AGENDA

Items identified within the Consent Agenda are of a routine nature and will be passed with one vote without being discussed separately. If a member of the court or public requests that a particular item be discussed, that agenda item will be pulled from the Consent Agenda and discussed as part of the regular agenda at the appropriate time. One vote will approve the remaining items on the Consent Agenda.

2. Approval of Minutes – April 24, 2024 Regular Session
3. Request by County Treasurer for approval of Payroll disbursements.
4. Request by County Tax Assessor Collector to approve refunds in excess of \$500.00 in accordance with section 31.11 Texas Tax Code.
5. Request by County Auditor to approve official documents and all monthly reports.

6. Request by County Engineer to purchase a 2024 Tradesman 6.4L Crew Cab through Buyboard, a State Purchasing Cooperative, replacing total loss unit #70. Funds to be paid from line item 110-530-581100 [Construction Equipment].
7. Request by County Engineer to approve Final Plat of Sunterra Corner Store in Precinct 3.
8. Request by County Engineer for Final Acceptance of Twinwood Business Park Phase 2 and accept the roads for County maintenance.
9. Request by County Engineer to approve Final Plat of Safrin Jordan Ranch in Precinct 4.
10. Approve Maple Park General Plan.
11. Request by County Auditor to approve and/or ratify Accounts Payable.
12. Request to approve payment on the following:
5,200.00 for Invoice # 1334 to Fort Bend Medical Examiner from line item 125-423-540702 [Autopsy].
13. \$6,958.45 for Invoice #306660 to Innovative Communication Systems from line item# 125-411-542501 [Telephone/Equip & Svc].
14. \$1,983.95 for Invoice # 0000028 to King Architectural Consulting Services from line item # 604-604-545405 [Professional Services].
15. \$1,175.00 for Invoice dated April 10, 2024, and \$1,125.00 for Invoice dated April 5, 2024 for a total of \$2,300.00 to Schmidt Funeral Home from line item# 125-423-540705 [Transport to Morgue].
16. \$35,622.72 for Invoice # 157550 to Smarsh Inc. from line item 125-411-542505 [County Cell Phone].

Motion to approve Consent Agent made by Commissioner Jones, seconded by Commissioner Beckendorff.

Motion carried by 5-0 vote.

Judge Trey Duhon – Yes

Commissioner Amsler

– Yes

Commissioner Smith

– Yes

Commissioner Jones

– Yes

Commissioner Beckendorff

– Yes

PRESENTATION

17. **Presentation** by Heather Stautmeister from Family Ties.

No action required.

18. Approve Agreement with Family Ties and payment of \$15,000.00 as allocated in the 2024 Budget. Funds to be paid from line item 125-411-547311 [Family Ties].

Motion made by Commissioner Jones, seconded by Commissioner Beckendorff.

Motion carried by 5-0 vote.

Judge Trey Duhon – Yes

Commissioner Amsler

– Yes

Commissioner Smith

– Yes

Commissioner Jones

– Yes

Commissioner Beckendorff

– Yes

COUNTY ENGINEER

19. Approve variance request to the Waller County Flood Damage Prevention Ordinance for property located at 36474 County Line Road, Brookshire (Pct. 4).

Motion made by Commissioner Jones, seconded by Commissioner Beckendorff.

Motion carried by 5-0 vote.

Judge Trey Duhon – Yes	Commissioner Amsler – Yes	Commissioner Smith – Yes
	Commissioner Jones – Yes	Commissioner Beckendorff – Yes

20. Approve Grange Development Agreement.

Motion made by Commissioner Jones, seconded by Commissioner Beckendorff.

Motion carried by 5-0 vote.

Judge Trey Duhon – Yes	Commissioner Amsler – Yes	Commissioner Smith – Yes
	Commissioner Jones – Yes	Commissioner Beckendorff – Yes

21. ~~Approve Riverway Farms Development Agreement.~~ **Item WITHDRAWN.**

22. Approve the Infrastructure Development Plan of Thompson Road RV Park in Precinct 2.

Motion made by Commissioner Jones, seconded by Commissioner Beckendorff.

Commissioner Beckendorff made motion to table, seconded by Commissioner Jones.

Motion carried by 5-0 vote. **Item TABLED.**

Judge Trey Duhon – Yes	Commissioner Amsler – Yes	Commissioner Smith – Yes
	Commissioner Jones – Yes	Commissioner Beckendorff – Yes

COMMISSIONER, PRECINCT 4

23. Discussion of take home vehicle for Commissioner Beckendorff.

No action required.

SHERIFF

24. Publicly **open** sealed bids submitted for Sheriff's Office fleet vehicles (RFP #240403-21).

The following bids were submitted and opened by the Court:

1. Received April 30, 2024 at 11:09 a.m. from Legacy Brothers out of Georgia
2. Received April 17, 2024 at 10:47 a.m. from Caldwell Country Chevy
3. Received April 25, 2024 at 11:41 a.m. from Sames Laredo Chevrolet

DIRECTOR OF POLICY & ADMINISTRATION

25. **Discussion** on FY25 Budget. *No action required.*

IT DEPARTMENT

26. **Present** Incident / After Action Report regarding County E-mail.

No action required.

TAX ASSESSOR-COLLECTOR

27. Approve renewal of Maintenance Agreement with Precision Printing and Office Supply on Toshiba E-Studio 3505 AC copier for 24 months at a monthly base cost of \$80.00. Funds to be paid from line item 125-438-581813 [Copier-Printer].

Motion made by Commissioner Jones, seconded by Commissioner Beckendorff.

Motion carried by 5-0 vote.

Judge Trey Duhon – Yes	Commissioner Amsler – Yes	Commissioner Smith – Yes
	Commissioner Jones – Yes	Commissioner Beckendorff – Yes

TREASURER

28. Review and approve list of departmental take home vehicles.

Motion made by Commissioner Jones, seconded by Commissioner Beckendorff.

Motion carried by 5-0 vote.

<i>Judge Trey Duhon</i> – Yes	<i>Commissioner Amsler</i>	– Yes	<i>Commissioner Smith</i>	– Yes
	<i>Commissioner Jones</i>	– Yes	<i>Commissioner Beckendorff</i>	– Yes

29. Approve amendments to the 2024 Salary Order for the creation of Sheriff-Vehicle Maintenance Department.

Motion made by Commissioner Jones, seconded by Commissioner Beckendorff.

Commissioner Beckendorff made motion to table, seconded by Commissioner Jones.

Motion carried by 4-1 vote. **Item TABLED.**

<i>Judge Trey Duhon</i> – No	<i>Commissioner Amsler</i>	– Yes	<i>Commissioner Smith</i>	– Yes
	<i>Commissioner Jones</i>	– Yes	<i>Commissioner Beckendorff</i>	– Yes

AUDITOR

30. **Spread** upon the minutes the Annual Financial Report for Fiscal Year 2023.

No action required.

FIRE MARSHAL

31. Accept donation of Coolers from Igloo Corporation that have been labeled for destruction.

Motion made by Commissioner Jones, seconded by Commissioner Beckendorff.

Judge Duhon made motion to amend to accept donation of coolers from Igloo Corporation valued at \$13,516.14 that have been labeled for destruction, seconded by Commissioner Beckendorff.

Amendment carried by 5-0 vote.

<i>Judge Trey Duhon</i> – Yes	<i>Commissioner Amsler</i>	– Yes	<i>Commissioner Smith</i>	– Yes
	<i>Commissioner Jones</i>	– Yes	<i>Commissioner Beckendorff</i>	– Yes

Amended Motion carried by 5-0 vote.

<i>Judge Trey Duhon</i> – Yes	<i>Commissioner Amsler</i>	– Yes	<i>Commissioner Smith</i>	– Yes
	<i>Commissioner Jones</i>	– Yes	<i>Commissioner Beckendorff</i>	– Yes

32. Accept funding from Tomball Regional Health Foundation in the amount of \$20,000.00 to purchase AEDs for Waller County First Responder vehicles.

Motion made by Commissioner Jones, seconded by Commissioner Beckendorff.

Motion carried by 5-0 vote.

<i>Judge Trey Duhon</i> – Yes	<i>Commissioner Amsler</i>	– Yes	<i>Commissioner Smith</i>	– Yes
	<i>Commissioner Jones</i>	– Yes	<i>Commissioner Beckendorff</i>	– Yes

33. Accept donation of Crime Scene tape in the amount of 4,500.00 from Waller County Crime Stoppers to be distributed to Waller County Law Enforcement Agencies.

Motion made by Commissioner Jones, seconded by Commissioner Beckendorff.

Motion carried by 5-0 vote.

<i>Judge Trey Duhon</i> – Yes	<i>Commissioner Amsler</i>	– Yes	<i>Commissioner Smith</i>	– Yes
	<i>Commissioner Jones</i>	– Yes	<i>Commissioner Beckendorff</i>	– Yes

GRANT MANAGER

34. Approve Proclamation designating April as Fair Housing Month.

Motion made by Commissioner Beckendorff, seconded by Commissioner Jones.

Motion carried by 5-0 vote.

<i>Judge Trey Duhon</i> – Yes	<i>Commissioner Amsler</i> – Yes	<i>Commissioner Smith</i> – Yes
	<i>Commissioner Jones</i> – Yes	<i>Commissioner Beckendorff</i> – Yes

35. Approve adoption of a Resolution to designate authorized signatories for the Community Development Block Grant-MITIGATION PROGRAM (CDBG-MIT) Program for GLO State Contract Numbers 24-065-015-E172 and 24-065-016-E173.

Motion made by Commissioner Jones, seconded by Commissioner Beckendorff.

Motion carried by 5-0 vote.

<i>Judge Trey Duhon</i> – Yes	<i>Commissioner Amsler</i> – Yes	<i>Commissioner Smith</i> – Yes
	<i>Commissioner Jones</i> – Yes	<i>Commissioner Beckendorff</i> – Yes

36. Approve adoption of a Resolution to designate authorized signatories for the Local Hazard Mitigation Plans Program for GLO State Contract Number 22-130-043-E436.

Motion made by Commissioner Jones, seconded by Commissioner Beckendorff.

Motion carried by 5-0 vote.

<i>Judge Trey Duhon</i> – Yes	<i>Commissioner Amsler</i> – Yes	<i>Commissioner Smith</i> – Yes
	<i>Commissioner Jones</i> – Yes	<i>Commissioner Beckendorff</i> – Yes

37. Approve adoption of a Resolution regarding Civil Rights which includes the following policies: (1) Citizen Participation Plan and Grievance Procedures; (2) Section 3 Policy; (3) Excessive Force Policy; (4) Limited English Proficiency (LEP) Standard Plan; (5) Section 504 Policy and Grievance Procedures; (6) Code of Conduct Policy; and (7) Fair Housing Policy.

Motion made by Commissioner Jones, seconded by Commissioner Beckendorff.

Motion carried by 5-0 vote.

<i>Judge Trey Duhon</i> – Yes	<i>Commissioner Amsler</i> – Yes	<i>Commissioner Smith</i> – Yes
	<i>Commissioner Jones</i> – Yes	<i>Commissioner Beckendorff</i> – Yes

MAINTENANCE

38. ~~Award Bid for two 2024 F-350 Chassis DRW 4x4 Crew Cabs for Maintenance Department Fleet Vehicles (RFP # 240220-25). Funds to be paid from line item 125-442-581400 [Vehicle]. Item WITHDRAWN.~~

39. Approve purchase of two 2024 John Deere Z930M Z-Track Lawn mowers from Ag & Turf 9819 Highway 6, Navasota Texas in the amount of \$16,106.16. Funds to be paid from line item 125-442-581700 [Equipment].

Motion made by Commissioner Jones, seconded by Commissioner Beckendorff.

Motion carried by 5-0 vote.

<i>Judge Trey Duhon</i> – Yes	<i>Commissioner Amsler</i> – Yes	<i>Commissioner Smith</i> – Yes
	<i>Commissioner Jones</i> – Yes	<i>Commissioner Beckendorff</i> – Yes

MISCELLANEOUS

40. Approve contract with Husch Blackwell for outside counsel services for mobility bond projects.

Motion made by Commissioner Jones, seconded by Commissioner Beckendorff.

Motion carried by 5-0 vote.

Judge Trey Duhon – Yes

Commissioner Amsler – Yes
Commissioner Jones – Yes

Commissioner Smith – Yes
Commissioner Beckendorff – Yes

- 41. ~~Approve deliberation of business and financial issues in executive session based on determination and recommendation from the District Attorney's Office that deliberation in an open meeting regarding business and financial issues related to the purchase, exchange, lease, or value of real properties would have a detrimental effect on the position of the County in negotiations with third persons. Item WITHDRAWN.~~
- 42. ~~Approve deliberation of business and financial issues in executive session based on determination and recommendation from the District Attorney's Office that deliberation in an open meeting regarding business and financial issues related to contract negotiations for it would have a detrimental effect on the position of the County in negotiations with third persons. Item WITHDRAWN.~~

EXECUTIVE SESSION

- 43. Consultation with District Attorney and outside counsel pursuant to Government Code Section 551.071.
Court convened to Executive Session at 11:51 a.m.
Court reconvened from Executive Session at 12:12 p.m.
- 44. ~~Deliberate business and financial issues related to the purchase, exchange, lease or value of real properties pursuant to Government Code Sections 551.072 and 551.0725. Item WITHDRAWN.~~
- 45. ~~Deliberate business and financial issues related to contract negotiations pursuant to Government Code 551.0725. Item WITHDRAWN.~~
- 46. ~~Reconvene in Open Session to take any action necessary on matters discussed in Executive Session. Item WITHDRAWN.~~

ADJOURN MEETING

Motion to **adjourn** meeting by Commissioner Amsler, seconded by Commissioner Jones

Motion carried by 5-0 vote.

Judge Trey Duhon – Yes

Commissioner Amsler – Yes
Commissioner Jones – Yes

Commissioner Smith – Yes
Commissioner Beckendorff – Yes

Meeting was **ADJOURNED** at 12:13 p.m.

I **ATTEST** that the above proceedings are the true and correct minutes taken in my capacity as Ex-Officio for the Commissioners' Court of Waller County.



Debbie Hollan

Debbie Hollan
Waller County Clerk

APPROVED this the 15th day of May 2024.

Justin Beckendorff

Commissioner Justin Beckendorff
Presiding Judge