

THE STATE OF TEXAS

COMMISSIONER'S COURT – SEPTEMBER 9, 2019

COUNTY OF BRISCOE

On the 9<sup>th</sup> day of September, 2019, the Commissioner's Court of Briscoe County, Texas convened in Regular Session at the County Courtroom, at the Courthouse in Silverton, Texas, with the following members of the Court present to wit:

WAYNE NANCE, Judge,  
KEN WOOD, Commissioner Precinct #1,  
DANNY FRANCIS, Commissioner Precinct #3, and  
JOHN BURSON, Commissioner, Precinct #4

BENA HESTER, Clerk

with the following absent: JACK WELLMAN, Commissioner Precinct #2

Other officials present: Mary Jo Brannon, Garrett Davis, H. B. Simpson, Emily Teegardin, Mason Carter

Meeting was called to order at 9:05 a.m. by Judge Wayne Nance.

**Open Forum:** Judge Nance informed the court that TxDOT would be replacing the bridge on Mulberry Creek and showed the commissioners several options for detouring traffic during construction. Texas Lighting LLC had submitted a bid for replacing lighting fixtures. This will be on the agenda at a later time. Judge Nance also informed the court that a representative from TAC will be at the October 11<sup>th</sup> meeting to discuss a personnel policy.

Motion was made by Commissioner Francis to adopt the Elected Officials salaries as published. Second by Commissioner Wood and passed with a 4-0 vote, it is so ordered.

Motion was made by Commissioner Wood to adopt the Tax Rate of .57 per \$100 Value. Second by Commissioner Francis and passed with a 4-0 vote, it is so ordered.

Motion was made by Commissioner Francis to adopt the 2019-2020 Budget as proposed. Second by Commissioner Burson and passed with a 4-0 vote it is so ordered.

Motion was made by Commissioner Francis to approve the bond for Trichelle Roper, Deputy Tax Assessor/Collector. Second by Commissioner Wood and passed with a 4-0 vote it is so ordered.

Motion was made by Commissioner Wood to approve the County Clerk's Archive Plan for 2019-2020 as presented by Bena Hester, Clerk. Second by Commissioner Burson and passed with a 4-0 vote, it is so ordered.

**COUNTY CLERK - BRISCOE COUNTY, TEXAS**  
**2019-2020**  
**RECORDS MANAGEMENT AND PRESERVATION PLAN**

**EXECUTIVE SUMMARY**

The purpose of this document is to define the restoration and preservation, digital capture, storage, retention and management of all records belonging to the Briscoe County and District Clerk's office. It is the intent of the Briscoe County and District Clerk to follow the guidelines set by the Texas State Library and Archives Commission.

**GOAL**

The goal is to archive all recordable documents that come into the possession of the Briscoe County and District Clerk regardless of type, as efficiently as possible and to image all real estate records and court case documents to aid in search capabilities of such records.

**SCOPE**

The scope of this document includes the following:

- \*All County Clerk records filed at the Briscoe County Courthouse
- \*All District Clerk records filed at the Briscoe County Courthouse
- \*Plans to restore and preserve records with significant historical value
- \*Future plans are to improve public and governmental access and provide an archive for records that have or will be imaged.

This document addresses the restoration and preservation needs of the Briscoe County and District Clerk Records Archive. No other departments are addressed.

**SECTION ONE: RECORDS CURRENTLY IN REPOSITORY - INVENTORY**

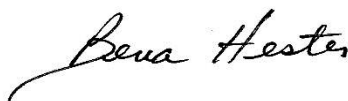
Currently the Briscoe County and District Clerk's Office holds over 250 volumes regarding real estate records, liens, military discharges, marriage licenses, birth and death records and 5000+ files that are related to civil and criminal actions which have occurred throughout the years.

**SECTION TWO: RESTORATION AND PRESERVATION - PERMANENT RECORDS**

We have discontinued recording the OPR records and court documents in books and only record and store them by electronic means, a public terminal is located in the clerk's office for searching real estate records and court documents. An off-site back up captures the images daily. Several volumes of Deed Records are imaged so this last year 12 of these were digitally indexed and imported to our documents that are located in ONYX (our recording program) and may be searched and assessed through the public terminal.

**SECTION THREE: FUTURE PLANS**

I would like to start imaging the older "Probate Records". Don't have a specific plan for this but upcoming in the future.



Briscoe County and District Clerk

Motion was made by Commissioner Burson to allow the Sheriff to purchase a new computer for the deputy's office from Farley's Tech Solutions for \$1,409.97. Expense is to be assessed from the Sheriff's Equipment and Repair Budget Line. Second by Commissioner Francis and passed with a 4-0 vote, it is so ordered.

Motion was made by Commissioner Francis to approve the Budget Amendments as presented. Second by Commissioner Wood and passed with a 4-0 vote it is so ordered.

### ORDER

#### BUDGET AMENDMENTS 2018-2019

It is hereby ordered by the Commissioners' Court of Briscoe County that the 2018-2019 Budget be amended as follows:

Amendment #	Increase	Decrease	Amount	Dept. Head
1	DUES & FEES	PRISONER CARE	\$800.58	W. N.
2	ELECTION EXPENSE	PRISONER CARE	\$680.31	W. N.
3	SHERIFF AUTO PURCHASE	DEPUTY SALARY	\$1,321.32	G. D.
4	EXTENSION OFFICE SUP	EXTENSION MISC	\$31.89	W. N.
5	DISTRICT COURT EXP	INTERPRETER	\$156.15	W. N.
6	PCT 2 SEMINAR	PCT 2 EQUIPMENT	\$804.16	J. W.

Approved this 9th day of September, 2019.

/s/ Wayne Nance

Approved Commissioners' Court

/s/ Bena Hester

□  
Attest County  
Clerk

Motion was made by Commissioner Burson to approve the following work order. Second by Commissioner Wood and passed with a 4-0 vote it is so ordered.

Danny Francis – Precinct #3

Motion was made by Commissioner Burson to accept the following monthly reports. Second by Commissioner Wood and passed with a 4-0 vote it is so ordered.

Mary Jo Brannon, Treasurer  
H. B. Simpson, J. P. #1  
Dale Ramsey, J. P. #1  
Bena Hester – Clerk

Jon Etta Ziegler, Tax A/C  
Garrett Davis, Sheriff  
Theresa Clinton– Appraiser  
Mason Carter – CEA-Ag

Motion was made by Commissioner Francis to accept the Treasurer Office Holder Report for August 2019. Second by Commissioner Wood and passed with a 4-0 vote, it is so ordered.

**TREASURER'S OFFICE HOLDER REPORT**

BRISCOE COUNTY

September 3, 2019

Tax Assessor-Collector	\$8,604.59
County & District Clerk	\$3,894.57
Justice of the Peace, Prec. 1	\$5,246.40
Justice of the Peace, Prec. 2	\$2,782.00
Sheriff	\$49.50
Precinct 2	\$375.15
Precinct 3	\$58.33
Precinct 4	\$500.00

{THE STATE OF TEXAS}

{COUNTY OF BRISCOE}

Before me, the undersigned authority, on this day personally appeared Mary Jo Brannon, County Treasurer of Briscoe County, who being by me duly sworn, upon oath, says that the within and foregoing report is true and correct.

\_\_\_\_\_  
 Mary Jo Brannon, Briscoe County  
 Treasurer

Sworn to and subscribed before me, this 3rd day of September, 2019.

\_\_\_\_\_  
 Bena Hester, Briscoe County Clerk

Motion was made by Commissioner Burson to sign the Commissioner's Court Affidavit for August 2019. Second by Commissioner Francis and passed with a 4-0 vote, it is so ordered.

**COMMISSIONERS' COURT AFFIDAVIT**

In compliance with Section 114.026 of the Local Government Code, the Commissioners' Court of Briscoe County on this date has compared and examined the Monthly Report of Mary Jo Brannon, Briscoe County Treasurer. Every account is reported as required by Section 114.026

Local Government Code and the Commissioners' inspection was made in accordance with Section 114.026 of the Local Government Code.

**MONTHLY REPORT FOR AUGUST 2019**

FUND	BALANCE	RECEIPTS	DISBURSED	END BALANCE
Gen Fund	\$1,666,125.77	\$ 22,175.03	\$ 74,739.16	\$ 1,613,561.64
Jury Fund	\$ 55,844.63	\$ 926.98	\$ -	\$ 56,771.61
Prect 1	\$ 199,624.33	\$ 2,635.72	\$ 13,975.96	\$ 188,284.09
Prect 2	\$ 146,585.25	\$ 3,221.71	\$ 14,628.88	\$ 135,178.08
Prect 3	\$ 119,172.41	\$ 2,694.05	\$ 14,717.54	\$ 107,148.92
Prect 4	\$ 54,173.86	\$ 2,924.88	\$ 12,654.56	\$ 44,444.18
*Other Funds	\$ 92,552.70	\$ 2,171.27	\$ 40.00	\$ 94,683.97

Total \$2,334,078.95 \$ 36,749.64 \$ 130,756.10 \$ 2,240,072.49

\*Balances of Other Funds that have stipulations by law as how they may be spent, and may not be included in other fund's balances.

In this regular session of Commissioners' Court of Briscoe County, the requirements of Section 114.026 Subsection C of the Local Government Code have been met and \$2,240,072.49 remains in the custody of Mary Jo Brannon, Briscoe County Treasurer.

Approved in open court this the 9th day of September 2019.

Wayne Nance, County Judge

Ken Wood, Commissioner Precinct 1

Jack Wellman, Commissioner Precinct 2

Danny Francis, Commissioner Precinct 3

John Burson, Commissioner Precinct 4

Motion was made by Commissioner Burson to pay the monthly invoices as presented. Second by Commissioner Wood and passed with a 4-0 vote, it is so ordered.

Motion was made by Commissioner Burson to pay the salaries and line items. Second by Commissioner Francis and passed with a 4-0 vote it is so ordered.

Motion was made by Commissioner Burson to adjourn. Second by Commissioner Wood and passed with a 4-0 vote, it is so ordered. Adjourned at 11:15 a.m.

County Clerk, Briscoe County, Texas