THE STATE OF TEXAS \* COMMISSIONERS COURT

COUNTY OF KENEDY \* OF KENEDY COUNTY, TEXAS

On the 19th day of January, 2024, at 1:30 o'clock p.m., a special meeting of the Commissioners Court of Kenedy County, Texas, was held in the Kenedy County Courthouse.

**Commissioners present:**

Charles E. Burns, County Judge

Joe Recio, Commissioner, Precinct No. 1

Sarita Armstrong-Hixon, Commissioner, Precinct No. 3

Jose Salazar, Commissioner, Precinct No. 4

**Also present:**

Veronica Vela, County & District Clerk

Cynthia Salinas, County Treasurer

Allison Strauss, County Attorney

Leo Villarreal, Administrative Assistant

JP Patricia Fain

JP Jana Norrell

JP Cecilia Schulz

Stephanie Garza, Elections Administrator

Capt. Eddie Cruz

Kirsten Mendez

Corey Martinez

**Absent**:

Israel Vela, Jr., Commissioner, Precinct No. 2

JP Jerry Miller

Grace Salinas, Administrative Secretary

Irma Longoria, County Tax Assessor/Collector

Sheriff Ramon Salinas

1. **Judge Burns Calls the Meeting to Order**

Judge Charles E. Burns called the meeting to order at 1:35 p.m.

1. **Pledge of Allegiance**.

Judge Charles E. Burns led the audience in the Pledge of Allegiance.

1. **Receive Public Comments**.

No public comments were made.

1. **Discuss & Act on Michelle Martinez’s Contract for Strategic Funding Administrator/ Grant Services for the Sheriff’s Office.**

Judge Charles E. Burns informed the Commissioners Court of the need to consider approving Michelle Martinez’s contract for Strategic Funding Administrator/Grant Services for the Sheriff’s Office.

Commissioner Sarita Armstrong-Hixon moved and Commissioner Joe Recio seconded the motion; the motion was unanimously passed that Michelle Martinez’s contract for Strategic Funding Administrator/Grant Services for the Sheriff’s Office be approved as presented.

1. **Discuss & Act on Approving the 2024 Allocations to the Coastal Bend Regional Water Planning Group for Administrative Expenses Associated with Senate Bill 1 in the amount of $54.53.**

Judge Charles E. Burns informed the Commissioners Court of the need to consider approving the 2024 Allocations to the Coastal Bend Regional Water Planning Group for Administrative Expenses associated with Senate Bill 1 in the amount of $54.53.

Commissioner Sarita Armstrong-Hixon moved and Commissioner Joe Recio seconded the motion; the motion was unanimously passed that the 2024 Allocations to the Coastal Bend Regional Water Planning Group for Administrative Expenses associated with Senate Bill 1 be paid in the amount of $54.53.

1. **Discuss & Act on the Quote from Munoz Trucking for Topsoil.**

Judge Charles E. Burns informed the Commissioners Court of the need to consider approving Munoz Trucking’s $2,800.00 quote for topsoil for the Justice of the Peace building yard.

Commissioner Sarita Armstrong-Hixon moved and Commissioner Joe Recio seconded the motion; the motion was unanimously passed that Munoz Trucking’s $2800 quote for topsoil for the Justice of the Peace building lot be approved.

1. **Discuss & Act on Declaring these four Generators, Model #0055020, Serial #5043524; Model #G0071720, Serial # 3006194032; Model #10927910100, Serial #2102282; and Model #0052430, Serial #4841751, to Have Salvage Value Only**.

Judge Charles E. Burns informed the Commissioners Court of the need to consider declaring the following four generators to have salvage value only:

Model #0055020, Serial #5043524

Model #G0071720, Serial # 3006194032

Model #10927910100, Serial #2102282

Model #0052430, Serial #4841751

Commissioner Sarita Armstrong-Hixon moved and Commissioner Joe Recio seconded the motion; the motion was unanimously passed that the following four generators to have salvage value only:

Model #0055020, Serial #5043524

Model #G0071720, Serial # 3006194032

Model #10927910100, Serial #2102282

Model #0052430, Serial #4841751

1. **Discuss & Act on Senate Bill 22 As it Relates to the County Attorney Office.**

Allison Strauss, County Attorney, informed the Commissioners Court that Senate Bill 22 provided for a $100,000 grant for county attorneys to use for salaries in the County Attorney’s office and could be used to pay the county attorney, assistant attorney or an investigator.

Commissioner Sarita Armstrong-Hixon moved and Commissioner Joe Recio seconded the motion; the motion was unanimously passed that Allison Strauss, County Attorney, is authorized to apply for the $100,000.00 grant pursuant to Senate Bill 22.

1. **Discuss & Act on Kenedy County Clerk’s employee, Alicia Garcia, Salary for 2024, to be Budgeted Effective January 1, 2024.**

Veronica Vela, County/District Clerk informed the Commissioners Court of the need to approve Alicia Garcia’s salary to the 2024 budgeted amount of $48,680.12 effective January 1, 2024.

Commissioner Sarita Armstrong-Hixon moved and Commissioner Joe Recio seconded the motion; the motion was unanimously passed that Alicia Garcia’s salary be approved as per the 2024 budgeted amount of $48,680.12 effective January 1, 2024.

1. **Consent Agenda:**

**(A) Approve Meal Expenses for Denise Gutierrez to Attend the 2024 Healthy Boot Camp in Round Rock, Texas on February 7-9, 2024. ($160.00 within budget)**

**(B) Approve Travel Expenses for Joe Recio to Attend the 2024 Healthy Boot Camp in Round Rock, Texas on February 7-9, 2024. ($968.98 within budget)**

**Approve Meal Expenses for Alicia Garcia to Attend the 2024 Healthy Boot Camp in Round Rock, Texas on February 7-9, 2024 ($160.00 within budget)**

Judge Charles E. Burns informed the Commissioners Court that the following employees and public officials needed to attend the below seminars/conferences and be advanced/reimbursed their expenses provided that proper receipts are given.

Name: Denise Gutierrez

Seminar: 2024 Healthy Boot Camp

Place: Round Rock, Texas

Date: February 7-9, 2024

Amount: $160.00

Name: Joe Recio

Seminar: 2024 Healthy Boot Camp

Place: Round Rock, Texas

Date: February 7-9, 2024

Amount: $968.98

Name: Alicia Garcia

Seminar: 2024 Healthy Boot Camp

Place: Round Rock, Texas

Date: February 7-9, 2024

Amount: $160.00

Commissioner Sarita Armstrong-Hixon moved and Commissioner Joe Recio seconded the motion; the motion was unanimously passed that the above employees/public officials attend the above seminars/conferences and be advanced/reimbursed the costs thereof provided proper receipts are given.

1. **Discuss & Act on Payment of Bills.**

Judge Charles E. Burns informed the Commissioners Court of the need to pay the bills presented.

Commissioner Sarita Armstrong-Hixon moved and Commissioner Joe Recio seconded the motion; the motion was unanimously passed that the bills be paid as presented.

1. **Discuss & Act on Changes to Personnel Handbook Regarding Beginning Salaries, Retirement Procedures and Pay Scale.**

Judge Charles E. Burns informed the Commissioners Court of the need to consider amending the Personnel Handbook regarding beginning salaries, retirement procedures and pay scale.

Commissioner Sarita Armstrong-Hixon moved and Commissioner Joe Recio seconded the motion; the motion was unanimously passed that a Judge Charles E. Burns, Allison Strauss, Cynthia Salinas and Judge Patti Fain be appointed to the Handbook Committee to consider amending the Personnel Handbook regarding beginning salaries, retirement procedure and pay scales.

1. **EXECUTIVE SESSION: TEXAS GOVERNMENT CODE, § 551.071, § 551.072, § 551.073, § 551.074- PERSONNEL – Kirsten Mendez**

Judge Charles E. Burns called the Executive Session to order at 2:45 p.m.

**14. Open Session: Discuss & Act on Items Addressed in Executive Session.**

Judge Charles E. Burns called the Open Session to order at 3:17 p.m.

Commissioner Sarita Armstrong-Hixon moved and Commissioner Joe Recio seconded the motion; the motion was unanimously passed that Kirsten Mendez’s introductory salary be $50,000.00 and after six months, consider increasing her salary to the full budgeted salary amount.

**15. Adjournment**

There being no further business at this time to come before the Commissioners Court, Commissioner Sarita Armstrong-Hixon moved and Commissioner Joe Recio seconded the motion; the motion was unanimously passed that the Commissioners Court be adjourned at Sarita Armstrong-Hixon moved and Commissioner Joe Recio3:19 p.m.

Charles E. Burns\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Charles E. Burns, County Judge

ATTESTED BY:

/s/ Veronica Vela\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Veronica Vela, Clerk of Commissioners Court