

## Investment Officer

In accordance with Chapter 2256.005(f) of the Government Code under the Public Funds Investment Act, the governing body of an investing entity shall designate by rule, order, ordinance or resolution, as appropriate, one or more officers or employees of the entity as "investment officer" to be responsible for the investment of its funds. In the administration of the duties of an investment officer, the person designated as investment officer shall exercise the judgment and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs. Unless authorized by law, a person may not deposit, withdraw, transfer, or manage in any other manner the funds of the County.

- A. Under Sec. 116.112, Local Government Code, the Cooke County Commissioners' Court may direct the Investment Officer to withdraw any county funds deposited in a county depository that are not immediately required to pay obligations of the county and invest those funds as provided herein unless such an investment or withdrawal is prohibited by law or the withdrawal is contrary to the terms of the depository contract.
- B. Training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with Government Code Section 2256.008(c). The Investment Officer must complete this training within 12 months (or as soon as training is available) after taking office or assuming duties. A certificate indicating the completion of such training shall be provided to the Commissioners' Court upon completion of the required training.
- C. If an Investment Officer has a personal business relationship with an entity, or is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the County, the Investment Officer must file a statement disclosing that personal business interest, or relationship, with the Texas Ethics Commission and the Commissioners' Court in accordance with Government Code Section 2256.005(i)

FILED FOR RECORD

13 JAN 14 AM 11:44

REC'D BY: J. W. BROWN  
COUNTY CLERK, COOKE CO. TX

BY: J. W. BROWN

**COMMISSIONERS' COURT MINUTES OF COOKE COUNTY**  
**January 14, 2013**

Pursuant to law, the Commissioners' Court of Cooke County, Texas convened in a regular meeting on the 14th day of January, 2013, at 10:00 a.m. with the following members present:

<b>John O. Roane</b>	<b>County Judge</b>
<b>Gary Hollowell</b>	<b>Commissioner Precinct #1</b>
<b>B.C. Lemons</b>	<b>Commissioner Precinct #2</b>
<b>Alan Smith</b>	<b>Commissioner Precinct #3</b>
<b>Leon Klement</b>	<b>Commissioner Precinct #4</b>

**ORIGINAL**

1. Judge Roane called the meeting to order at 10:00 a.m. and noted Commissioner Lemons absent. John Hare, First Presbyterian Church, gave the invocation.
2. Commissioner Smith led the Pledge to the US Flag.
3. Commissioner Smith led the Pledge to the Texas Flag.
4. Consider and possibly approve the minutes of regular meeting (12-27-12). Motion by Commissioner Smith, seconded by Commissioner Klement to approve minutes of 12-27-12. Motion carried, 4-0-1 absent.
5. Receive and file for record departmental monthly reports. Commissioner Smith read into the record reports by Extension Activity Office, Constable Pct. 4, Constable Pct. 1, JP Pct. 1, County Clerk, EMS, District Clerk, and the Library.
6. Consider and possibly approve Treasurers monthly report and attached affidavits. Motion by Commissioner Smith, seconded by Commissioner Hollowell to approve the Treasurer's report with investments of \$21,733,940.74. Patty Brennan, County Treasurer, reported a bank error which did not show collateral from non interest bearing accounts which she corrected and attached to the report. Motion carried, 4-0-1, 1 absent.
7. Consent Agenda:  
The Consent Agenda includes non-controversial and routine items that the Court may act on with one single vote. The Judge or a Commissioner may pull any item from the consent agenda in order that the court discuss and act upon it individually as part of the Regular Agenda.
  - A. Consider and possibly approve FY2013 budget amendments. - Shelly Atteberry, Auditor
  - B. Consider and possibly approve monthly bills. - Shelly Atteberry, Auditor
  - C. Consider and possibly approve payroll and all related expenses. - Elizabeth Huchton, Human Resources
  - D. Pulled by Commissioner Klement. Consider and possibly approve ratifying the County Judge's signature on a contract between Cooke County and Xerox for copier services for the DPS Office for a 60 month lease. - Shelly Atteberry, Auditor

- E. Pulled by Commissioner Klement. Consider and possibly approve ratifying the County Judge's signature on a contract between Cooke County and Xerox for copier services for the County Judge's Office for a 60 month lease. - Shelly Atteberry, Auditor.**
- F. Consider and possibly approve out of state travel for Jennifer Johnson-Spence, Library Director, so that she may attend the Computers in Libraries Conference in Washington, DC from April 6 - 11, 2013. - Jennifer Johnson-Spence, Library Director**
- G. Consider and possibly approve allowing the Cooke County Library to apply for the Library Mobile Project Grant from the Texas State Library and Archives Commission. - Jennifer Johnson-Spence, Library Director**
- H. Consider and possibly approve allowing the Cooke County Library to apply for the Wal-Mart Community Grant. – Jennifer Johnson-Spence, Library Director**
- I. Notification of setting the mileage reimbursement rate for 2013. - Shelly Atteberry, Auditor**
- J. Consider and possibly approve an increase in the Cooke County Library's change fund. Shelly Atteberry, Auditor**
- K. Consider and possibly approve cell phone allowance for Chris Watson, Constable Precinct 1, James Harper, Constable Pct. 4; David Scott, Chief Deputy; Sharon Baughman, Investigator; and Shane Norie, Investigator. – Human Resources**
- L. Consider and possibly approve a contract with Bluelinegeo to conduct seismic field operations on CR345, CR 326, CR 330, and CR325. - Alan Smith, Commissioner Pct. 3**
- M. Consider and possibly approve setting a speed limit of 35mph on CR 109. - Gary Hollowell, Commissioner Pct. 1**
- N. Pulled by Commissioner Klement. Consider and possibly approve maintenance contract between Dustins Office Machines and the District Attorney's Office. - Shelly Atteberry, Auditor**
- O. Consider and possibly approve continuing vending contract with Dr. Pepper for a one year term. - Shelly Atteberry, Auditor**
- P. Consider and possibly approve the appointment of Chad Archer as Deputy Constable, Precinct 4. – Russ Harper, Constable Pct. 4**
- Q. Pulled by Judge Roane. Consider and possibly approve bond for Chad Archer, Deputy Constable, Precinct 4. – Russ Harper, Constable Pct. 4**
- R. Consider and possibly approve contract with Grayson Petroleum Company for the installation of a temporary saltwater line on CR2117. – B. C. Lemons, Commissioner, Pct. 2**
- S. Receive and file for record the certificate of course completion for the Public Information Act and the Open Meetings Act from Patty Brennan, Treasurer. - Patty Brennan, Treasurer**

- T.** Consider and possibly approve bond for Donna Felker, Assistant Treasurer. - Patty Brennan, Treasurer
- U.** Consider and possibly approve Sheriff's Office bonds. – Terry Gilbert, Sheriff
- V.** Pulled by Commissioner Hollowell. Consider and possibly approve appointing Cooke County Historical Commission Members for a two year term. – John O. Roane, County Judge
- W.** Consider and possibly approve using the land adjacent to the Cooke County Justice Center for the annual Household Hazardous Waste Collection event on April 20, 2013. - John O. Roane, County Judge
- X.** Consider and possibly approve a contract with the City of Gainesville for the installation of a water line on CR451. - Leon Klement, Commissioner Pct. 4
- Y.** Consider and possibly approve the Cooke County Annex Building electronic monitoring agreement. – Dana Sons, IT Director
- Z.** Pulled by commissioner Klement. Consider and possibly approve contract with Xerox for a five year lease on a copy machine for the Cooke County Attorney's Office. - Shelly Atteberry, Auditor
- AA.** Pulled by Commissioner Smith. Consider and possibly approve specifications and advertising for sealed bids for road aggregate (included but not limited to: flexible base (crushed rock), limestone rock asphalt pavement, chip material, and decomposed granite gravel) to be used by Cooke County for a period of 12 months, beginning March 1, 2013 up to and including February 28, 2014 with two optional one year renewals. - Shelly Atteberry, Auditor
- BB.** Consider and possibly approve the renewal of a contract with Denton Regional Medical Center for the medical care of inmates. - Shelly Atteberry, Auditor

Motion by Commissioner Klement, seconded by Commissioner Smith to approve consent agenda with the exception of D, E, N, Q, Z, V, AA. Motion carried, 4-0-1 absent.

**N.** Consider and possibly approve maintenance contract between Dustins Office Machines and the District Attorney's Office.—Shelly Atteberry, Auditor.

Motion by Commissioner Klement, seconded by Commissioner Smith to approve contract for County Attorneys office. Motion carried, 4-0+1 absent.

**E.** Consider and possibly approve ratifying the County Judge's signature on a contract between Cooke County and Xerox for copier services for the County Judge's Office for a 60 month lease.—Shelly Atteberry, Auditor. Motion by Commissioner Klement, seconded by Commissioner Hollowell to approve contract for Xerox in County Judge's office. Motion carried, 4-0-1 absent.

**D.** Consider and possibly approve ratifying the County Judge's signature on a contract between Cooke County and Xerox for copier services for copier services for the DPS Office for a 60 month lease.—Shelly Atteberry, Auditor. Motion by Commission Klement, seconded by Commissioner Smith to approve contract with Xerox for DPS office. Motion carried, 4-0-1 absent.

**Q. No action**

**Z. Consider and possibly approve contract with Xerox for a five year lease on a copy machine for the County Attorney's Office.—Shelly Atteberry, Auditor. Motion by Commissioner Smith, seconded by Commissioner Klement to approve contract with Dustin's Office Supply for copier for County Attorney's Office. Motion carried, 4-0-1 absent.**

**AA . Consider and possibly approve specifications and advertising for sealed bids for road aggregate (included but not limited to: flexible base (crushed rock), limestone rock asphalt pavement, chip material, and decomposed granite gravel) to be used by Cooke County for a period of 12 months, beginning March 1, 2013 up to and including February 28, 2014 with two optional one year renewals. - Shelly Atteberry, Auditor. Motion by Commissioner Smith, seconded by Commissioner Klement taking transportation out of specifications. Motion carried, 4-0-1 absent.**

**V. Consider and possibly approve appointing Cooke County Historical Commissioner Members for a two year term.—John O. Roane, County Judge. Motion by Judge Roane, seconded by Commissioner Smith to approve the two year term. Motion carried, 4-0-1 absent. Members found in packet.**

**8. Public comments on non-agenda items.—John O. Roane, County Judge. L. D. Clark spoke on The Great Hanging.**

**9. Consider and possibly approve a proclamation honoring Dr. Martin Luther King, Jr.—John O. Roane. Motion by Judge Roane, seconded by Commissioner Smith to approve the proclamation. Motion carried, 4-0-1 absent.**

**10. Consider and possibly approve a proclamation honoring Glenn Cler, Road Maintenance Technician and Heavy Equipment Operator for over 21 years of faithful service to the citizens of Cooke County.—Alan Smith, Commissioner Pct. 3. Motion by Commissioner Smith, seconded by Judge Roane to approve proclamation. Motion carried, 4-0-1 absent.**

**11. Recognition of County Clerk's Office continued success winning 2012 Exemplary Five Star Award at the Department of State Health Services Annual Conference in December 2012.—Rebecca Lawson, County Clerk. Judge Roane read the Five Star Award.**

**12. Consider and possibly approve appointment of a Cooke County Investment Officer.—Patty Brennan, County Treasurer. Motion by Commissioner Klement, seconded by Commissioner Hollowell to appoint Patty Brennan as Cooke County Investment Officer. Motion carried, 4-0-1 absent.**

**13. Consider and possibly approve allowing Indian Creek VFD to utilize CCEMS' old extrication tools.—Kevin Grant, EMS Director. Motion by Commissioner Smith, seconded by Commissioner Klement to approve Indian Creek utilizing the extrication tools. Motion carried, 4-0-1.**

**14. Consider and possibly approve actions concerning a county wide burn ban.—Ray Fletcher, EMC/Fire Marshal. No action.**

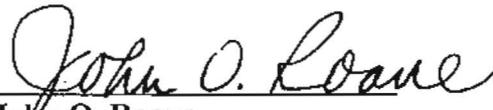
15. Consider and possibly approve actions concerning the remodeling of Cooke County Facilities.—Gary Hollowell, Commissioner Pct. 1. No action.
16. Consider and possibly approve change orders for the Cooke County Annex project.—Gary Hollowell, Commissioner Pct. 1. Motion by Commissioner Hollowell, seconded by Commissioner Klement to approve 5 change orders totaling approximately \$12,000 for the Cooke County Annex. Motion carried, 4-0-1 absent.
17. Consider and possibly approve actions concerning the construction of the Cooke County EMS Station—John O. Roane, County Judge. No action.
18. Consider and possibly approve change orders for the Cooke County Restoration project.—John O. Roane, County Judge. No action.
19. Consider and possibly approve change orders for the Cooke County Courthouse Restoration Project.—John O. Roane, County Judge. No action.
20. Discussion of future agenda items among members of the court.—John O. Roane, County Judge. No action.
21. Executive Session: 11:15 a.m. In compliance with the Texas Open Meetings Act, Chapter 551, Government Code, Vernon's Texas Codes, Annotated.
  1. Personnel matters (551.074)
    - a. County Attorney's Office
22. Reconvene regular meeting at 11:35 a.m.
23. Consider and possibly approve redistribution of state supplement funds.—Edmund Zielinski. Motion by Commissioner Hollowell, seconded by Commissioner Klement to approve redistribution of state funds. Motion carried, 4-0-1 absent.
24. Consider and possibly approve the reclassification of a position within the County Attorney's Office.—Edmund Zielinski. Motion by Commissioner Hollowell, seconded by Commissioner Smith to approve reclassification of a position in the County Attorney's Office. Motion carried, 4-0-1 absent.
25. Adjourn. Motion by Judge Roane, seconded by Commissioner Hollowell to adjourn. Motion carried, 4-0-1 absent.

  
\_\_\_\_\_  
Gary Hollowell  
Commissioner, Precinct 1

\_\_\_\_\_  
B.C. Lemons  
Commissioner, Precinct 2

  
\_\_\_\_\_  
Alan Smith  
Commissioner, Precinct 3

  
\_\_\_\_\_  
Leon Klement  
Commissioner, Precinct 4

  
\_\_\_\_\_  
John O. Roane  
Cooke County Judge

Attest:   
\_\_\_\_\_  
Rebecca Lawson  
County Clerk