



UPSHUR COUNTY COMMISSIONERS COURT

GILMER, TEXAS

December 10, 1984

Commissioners Court met in Regular Session with all members of the court present.

Judge Dean read the minutes of the November 26th meeting. Motion by J.W.Meadows seconded by Paul Davis to approve the minutes ad read. Motion carried.

Motion by Paul Davis seconded by J.W. Meadows to approve recending merit pay of Merkel Fatheree from Pct. #1. Commissioners Charles Still and Delmo Lawson opposed, Judge Dean broke tie with a yea vote. Motion carried.

Judge Dean opened bids on Pct. #1 County Barn bids recieved were from: Sowesco Inc, Henson Construction Co., Harder and Son, Robert Anderson, Mike Stacey, Associate Construction Speciality and Key Building Systems. Motion by Delmo Lawson seconded by J.W.Meadows to turn bids over to County Auditor for evaluation. Bids will be brought back next meeting. Motion carried.

Motion by J.W. Meadows seconded by Paul Davis to approve the repair of a bus turn around on Dahalia road. Motion carried. Copy attached.

Motion by Paul Davis seconded by J.W. Meadows to approve a Permit Application by Edna Walter to place two culvert installations within the ROW of Hare Road. Motion carried. Copy attached.

Motion by Charles Still seconded by Paul Davis to approve a Permit Application by Joe Green to place a culvert installation within the ROW of Silver Maple road. Motion carried. Copy attached.

Motion by Charles Still seconded by Delmo Lawson to approve a Permit Application by ETEX Telephone Coop. to place a buried cable within the ROW of Ironwood road. Motion carried. Copy attached

Motion by J.W. Meadows seconded by Delmo Lawson to approve a Permit Application by ETEX Telephone Coop. to place a buried cable within the ROW of Periwinkle road. Motion carried. Copy attached.

Motion by J.W. Meadows seconded by Delmo Lawson to approve a Permit Application by Bi-County Water Supply to place a water line within the ROW of Gann road. Motion carried. Copy attached.

Motion by J.W. Meadows seconded by Delmo Lawson to approve a Special road use agreement for the use of Alpine Road. Motion carried. Copy attached.

Motion by Paul Davis seconded by J.W. Meadows to approve a change fund for the District Clerk office. Motion carried.

Motion by J.W. Meadows seconded by Delmo Lawson to set payday for the month of December on the 21st. Motion carried.

Motion by J.W. Meadows seconded by Paul Davis to approve setting the new holidays for 1985. Motion carried. Copy attached.

Co. Sheriff Dale Jewkes met with the court concerning overtime pay and merit increases. Court took no action.

Motion by J.W. Meadows seconded by Paul Davis to table the payroll change of Juanell Elioff. Motion carried.

Motion by Paul Davis seconded by J.W. Meadows to approve the payroll changes of:

Mary Brunson-----	Dist Judge-----	Longevity
Richard Bullard-----	Sheriff Office-----	" "
Paula Schoon-----	" " " "-----	" "

Motion carired. Copy attached.

Heard report concerning the Library.

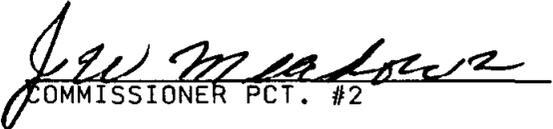
Motion by J.W. Meadows seconded by Paul Davis to put Jail planner John Guyer on the next court agenda. Motion carried.

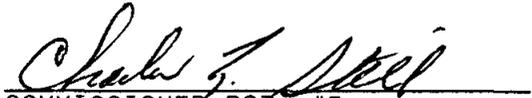
Motion by Charles Still seconded by Paul Davis to approve the payment of the unapid bills. Motion carried.

Motion by Charles Still seconded by J.W. Meadows to adjourn. Motion carried.


COUNTY JUDGE


COMMISSIONER PCT. #1


COMMISSIONER PCT. #2


COMMISSIONER PCT. #3


COMMISSIONER PCT. #4

Gilmer Public Schools

P. O. DRAWER 40

Gilmer, Texas 75644

BOB SMITH, Ed.D.
SUPERINTENDENT

TELEPHONE 843-2525

J. M. MARSHALL
BUSINESS MANAGER

December 4, 1984

Upshur County Judge Everett Dean
Upshur County Courthouse
Gilmer, Texas 75644

Dear Judge Dean:

I certify that the following location is a turn-around on
Bus Route # _____ at the home of Mrs. Tucker
whose address is Route 2, Box 207.

Dahlia Road (Bess Tucker)
We will appreciate any improvement that you may be able to
make at this location.

Sincerely,



Ronnie Stanley
Transportation Director

RS:um

PERMIT APPLICATION FOR
USE OF UPSHUR COUNTY RIGHT OF WAY

TO: THE UPSHUR COUNTY COMMISSIONERS COURT
COUNTY OF UPSHUR
GILMER, TEXAS

PRECINCT _____
DATE December 5, 1984

Formal notice is hereby given that Edna I. Walters
whose principal address is Rt. 7 Box 832, Gilmer, Texas 75644
does propose to place a 2 culvert installations
within the ROW of County Road Hare Road
as follows:

725-6347

The location and description of the proposed lines or appertenances is more fully shown by three (3) copies of drawings attached to this application.

All work will be as directed by the County Commissioner or his designate in full accordance with Upshur County Road & Bridge Department policies and specifications.

Proposed construction will begin, if approved, on or after _____ day of _____, 19____.

NAME Raymond D. [Signature]
TITLE _____
ADDRESS _____

[Large handwritten signature]
12-10-84

PERMIT APPLICATION FOR
USE OF UPSHUR COUNTY RIGHT OF WAY

TO: THE UPSHUR COUNTY COMMISSIONERS COURT
COUNTY OF UPSHUR
GILMER, TEXAS

PRECINCT 3

DATE December 1, 1984

Formal notice is hereby given that Joe E. Green
whose principal address is 608 Madeline, Gilmer, Texas
does propose to place a culvert installation
within the ROW of County Road Silver Maple Road
as follows:

The location and description of the proposed lines or appertenances is more fully shown by three (3) copies of drawings attached to this application.

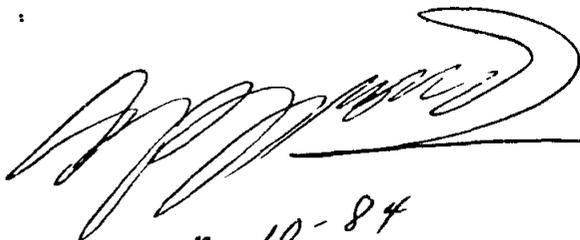
All work will be as directed by the County Commissioner or his designate in full accordance with Upshur County Road & Bridge Department policies and specifications.

Proposed construction will begin, if approved, on or after _____ day of _____, 19____.

NAME 

TITLE _____

ADDRESS _____


12-10-84

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PERMIT APPLICATION FOR
USE OF UPSHUR COUNTY RIGHT OF WAY

Date 11-29-84

TO: THE UPSHUR COUNTY COMMISSIONERS COURT
COUNTY OF UPSHUR
GILMER, TEXAS

Formal notice is hereby given that Etex Telephone Cooperative, Inc.
whose principal address is P. O. Box 130, Gilmer, Texas 75644
does propose to place a buried telephone cable
within the RCW of County Road (s) IRONWOOD

in Precinct # 3 as follows:

*To place underground Telephone Cable on
above mentioned Road - and also to make
Road crossing.*

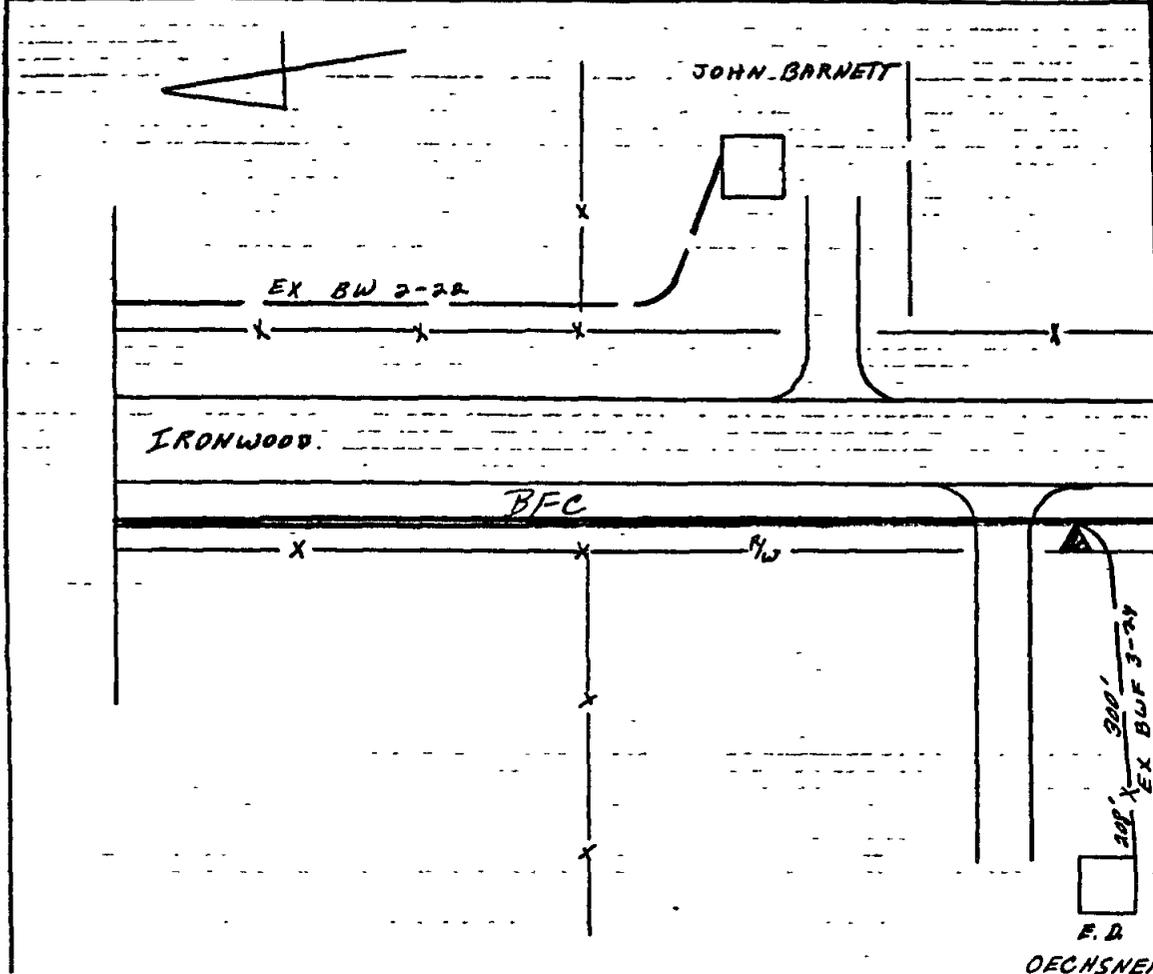
The location and description of the proposed lines or appertenances is
more fully shown by two (2) copies of drawings attached to this application.
All work will be as directed by the County Commissioner or his designate in
full accordance with Upshur County Road & Bridge Department policies and
specifications.

Proposed construction will begin, if approved, on or after 29th day
of Nov 19 84.

*Approved
12-10-84*

Firm Etex Telephone Coop
By Jessie Mitchell
Title Right of Way Agt
Address Box 130
Gilmer, Texas 75644

DATE REVISED	STAKED BY <i>BS</i>	ENGINEER
	DATE <i>11-20-84</i>	
	COUNTY <i>UPSHUR</i>	
EASEMENT APPROVED BY:	PLACED IN SERVICE	PROJECT



PED. NO.	BA	BDF	BD	BD	BG	BG	BM	BM	BM	BFC
	<i>4</i>	<i>2</i>								<i>12-</i>
<i>17-2</i>		<i>1</i>								
<i>17-3</i>	<i>1</i>	<i>1</i>								
	<i>1</i>	<i>2</i>								

DECHSNER

PERMIT APPLICATION FOR
USE OF UPSHUR COUNTY RIGHT OF WAY

Date 11-29-84

TO: THE UPSHUR COUNTY COMMISSIONERS COURT
COUNTY OF UPSHUR
GILMER, TEXAS

Formal notice is hereby given that Etex Telephone Cooperative, Inc.
whose principal address is P. O. Box 130, Gilmer, Texas 75644
does propose to place a buried telephone cable
within the RCW of County Road (s) PERIWINKLE

in Precinct # 2 as follows:

*To place underground cable on above mentioned
Road and to make Road crossing -*

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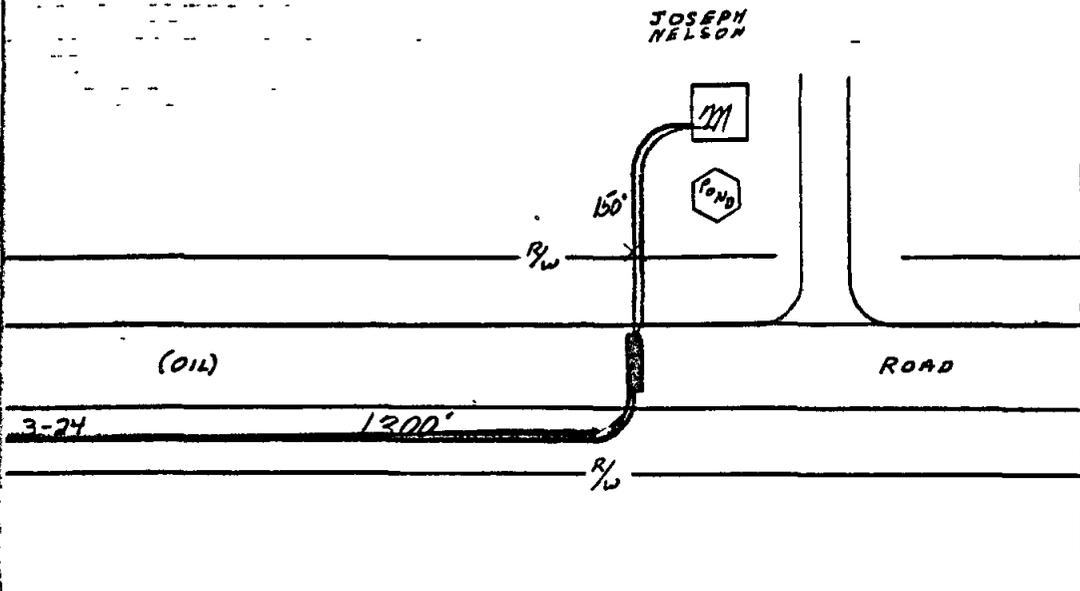
The location and description of the proposed lines or appertenences is more fully shown by two (2) copies of drawings attached to this application. All work will be as directed by the County Commissioner or his designate in full accordance with Upshur County Road & Bridge Department policies and specifications.

Proposed construction will begin, if approved, on or after 29th day of November 19 84.

Approved
12-10-84

Firm Eley Telephone Coop
By Tommy Mitchell
Title Right of Way Agent
Address Box 130
Gilmer, Texas 75644

STAKING SHEET AND PLANT RECORD	ROUTE <i>B7P</i>	PAGE NO.	
	BURIED PLANT		SHEET <i>4A OF 4</i>
	ETEX TELEPHONE <i>CO-OP</i>		MAP REF.
EXCHANGE <i>BETTIE</i>	WORK ORDER <i>3477</i>		



IN	BFC	BJF				BWF 3-24	SUB. NO.	SEB 3-24	SEK	PI
96'						2,200'				
						1,300'		150'		
96'						1,300'		150'		

PERMIT APPLICATION FOR
USE OF UPSHUR COUNTY RIGHT OF WAY

TO: THE UPSHUR COUNTY COMMISSIONERS COURT
COUNTY OF UPSHUR
GULMER, TEXAS

12

Formal notice is hereby given that Bi-County Water Supply Corp.
whose principal address is P. O. Box 86, Pittsburg, Texas 75686
does propose to place a 2 inch water pipe line
within the ROW of County Road Gann Road

as follows:

We propose to Ditch at a proper depth across this road or
street at Mr. M. J. Gann's place and install a 2 inch water
line within a 3 inch incasement pipe to serve Mr. Gann water.

The location and description of the proposed lines or
apertences is more fully shown by three ($\frac{1}{2}$) copies of
drawings attached to this application.

All work will be as directed by the County Commissioner or
his designate in full accordance with Upshur County Road &
Bridge Department policies and specifications.

Proposed construction will begin, if approved, on or after
10th day of December, 19 84.

Bi-County Water Supply Corp.

NAME Freeman Phillips

Freeman Phillips

TITLE Manager

ADDRESS P. O. Box 86, Pittsburg, Texas
75686

[Signature]
12-10-84

VOL. 25 PG. 96
Bi-County Water Supply Corp.
P. O. Box 86
Pittsburg, Texas 75686

for / M. J. Gann



SPECIAL ROAD USE AGREEMENT CONTRACT

THE STATE OF TEXAS |
COUNTY OF UPSHUR | KNOW ALL MEN BY THESE PRESENTS

The undersigned, Jackie Stegall, hereinafter referred to as First Party, enters into and makes an agreement with Upshur County Commissioner of Precinct No. 2, Upshur County, Texas, and in order to get material to market it is necessary to use a portion of Upshur County roads located in Precinct No. 2, over which Commissioner has jurisdiction and obligation to maintain in good repair and both parties being aware of possible damage to said roads as a result of hauling on and over same enter into the following agreement.

1.

First Party agrees to use only that section of (describe road) Alpine Road
Lupine Road

2.

First Party agrees to use its vehicles in such a manner as not to block or interfere with other traffic on said road so that said road will be open to travel by the public at all times.

3.

First Party agrees to grade, maintain and otherwise repair said road using its own equipment, labor and materials, if any needed, during the duration of time that First Party is removing gravel from its lands located in Precinct No. 2, Upshur County.

4.

First Party agrees to put said road back into the same condition as it was prior to the commencement of hauling operations on the part of First Party.

5.

First Party agrees to post surety bond in the amount of _____ to Upshur County Commissioners Court to insure performance of agreement.

6.

Nothing herein shall be construed as a waiver by the Commissioner of the authority granted him by Article 6716, V.A.C.S., but the rights and authority granted the Commissioner by the terms of Article 6716, V.A.C.S. are expressly reserved by the Commissioner in the event First Party fails to abide by the conditions above set forth.

WITNESS our hands this the 10 day of December A.D. 19 87.

Jackie Stegall
FIRST PARTY
Route 1 Box 313
Big Sandy, Tex 75755

James H. Deane
COUNTY JUDGE

Robbie Lawson
COMMISSIONER #1

J.W. Meadows
COMMISSIONER #2

Charles L. Hill
COMMISSIONER #3

James W. [Signature]
COMMISSIONER #4



HORACE A. RAY
DISTRICT CLERK
115TH DISTRICT COURT
UPSHUR COUNTY
December 6, 1984

PHONE 843-3083

P. O. BOX 960
GILMER, TEXAS
75644

THE HONORABLE COMMISSIONERS OF UPSHUR COUNTY

Re: CHANGE FUND for the District Clerk of Upshur County

I request permission to begin and maintain a CHANGE FUND.

Attached to this request, please see a copy of the law relating to the CHANGE FUND.

We are required to make change several times a day, especially for child support payments, we at that time have to leave our office and go to other offices in the courthouse seeking change. This is an inconvenience to everyone concerned.

I am requesting your permission to obtain \$100.00 in change, this will be handled in accordance to the Procedures set out in the attached law. This change will be kept in a locked box in our office safe.

Thank you for your consideration in this matter.

Horace A. Ray
Horace A. Ray
District Clerk
Upshur County

HAR/ag

Paul Davis, Commissioner

SUBJECT: Petty Cash and Change Funds	PROCEDURE NO.	510-30-1
	EFFECTIVE DATE	10-1-80
	SUPERSEDES NOS.	

Page 1 of 3

PURPOSE: To describe a procedure for the creation and management of petty cash and change funds.

DISCUSSION: Almost every governmental entity finds it necessary to make small cash disbursements quickly and without prior notice. The most common examples of such situations are when a small purchase is made to complete a project already in progress, or when a county office makes change for a customer in connection with the collection of payments due to the county. Since the preparation of a check often is a lengthy process, a means of making such small immediate disbursements is desirable. To this end, petty cash and change funds are often maintained.

Although they perform a similar function in providing a ready supply of cash for miscellaneous purposes, a distinction must be made between petty cash and change funds. Petty cash consists of a sum of money set aside for making small cash purchases on a contingency basis. On the other hand, a change fund is maintained for making change for customers. Generally, change funds should not be used for petty cash purposes.

The amount of currency in petty cash and change funds is variable, depending on the authorization of the Commissioners Court. However, the intent of such funds is for use in small, irregular transactions, and for this reason, they generally should be maintained at the lowest practical level. In the case of change funds, State law prescribes upper limits. Commissioners Courts in counties of 600,000 population or under (based on the most recent Federal Census) may establish change funds of up to \$100.00 for each county official collecting public funds for the county (V.A.C.S. Art. 1630c). In counties of more than 600,000 population, there is no legal limit to the fund, but the amount must be approved by the County Auditor (V.A.C.S., 1630b). In general, petty cash should follow similar guidelines, and as noted in the procedures below, a limit on the amount of purchases for which the reserve can be used also should be established.

The primary advantage of petty cash and change funds is their flexibility; however, because of this flexibility, special care should be exercised in their creation and maintenance. Of course, the county officer (or his or her deputy) for which the reserve is created is directly responsible for funds under his or her control. The county finance officer should, however, make certain that proper procedures for the handling of cash are known and, to the extent possible, should see that such procedures are followed by all county officials and employees.

SUBJECT: Petty Cash and Change Funds

PROCEDURE NO. 510-30-1

EFFECTIVE DATE 10-1-80

Page 2 of 3

SUPERSEDES NOs.

To clarify the terminology used in connection with petty cash and change funds, it should be noted that these cash reserves are not "funds" in the sense the word normally is used in governmental accounting. The word "fund" in this case is used as a matter of convention. In reality, petty cash and change funds are asset accounts of the General Fund from which they are drawn.

PROCEDURES: Creating the Petty Cash or Change Fund

1. To create the fund, issue a check for the amount of the fund in the name of the officer or cashier responsible for the fund.
2. Turn over check or cash in equivalent amount to the officer or cashier in return for a receipt.
3. Maintain the fund in a single, secured location. Generally, only the responsible officer or cashier or specially designated deputy should be allowed access to the fund cash.
4. For a petty cash fund, the total amount disbursed for goods and/or services at any time should not exceed a low/upper limit, usually \$5-10.

Disbursements from Petty Cash

1. Prior to requesting reimbursement for a petty cash purchase, the employee making the request should complete a petty cash voucher as evidence of the transaction (510-Exh-5).
2. Upon receiving a request for reimbursement from the petty cash fund, the petty cash custodian should:
 - a. Compare the voucher with attached sales receipt and other documentation to insure accuracy.
 - b. Check to see that voucher is completed in ink.
 - c. Verify approval signature.
 - d. If voucher is satisfactory, disburse approved petty cash amount.
 - e. Place petty cash vouchers and documentation in the petty cash drawer.

SUBJECT: Petty Cash and Change Funds	PROCEDURE NO.	510-30-1
	EFFECTIVE DATE	10-1-80
	SUPERSEDES NOs.	

Page 3 of 3

- When the available cash in the fund has been reduced to the point that routine requirements cannot be met--and always at the end of the month--submit a request for reimbursement of petty cash according to Procedure 510-20-3.

Managing a Change Fund

- Make change as necessary.
- Count and verify the change fund at the end of each day. The dollar amount in the change fund after receipts are removed must equal the authorized amount of the fund.

Control of Petty Cash and Change Funds

- Maintain fund amounts at the lowest level possible.
- Replenish petty cash only after following the verification and approval procedures outlined in Procedure 510-20-3.
- Under no circumstances should a petty cash or change fund be commingled with personal funds of a county official or employee, nor should they be used to make advances to officials or employees.
- Record and deposit receipts from vending machines and other miscellaneous services like other revenue. Do not commingle these amounts with petty cash or change funds.
- Someone other than the person responsible for handling petty cash should inspect, approve, date, initial, and mark each petty cash voucher "paid" to prevent reuse.
- Unannounced reconciliations of petty cash and change funds should be made on a non-regular basis to insure the integrity of each such fund.

REFERENCE: Procedure 510-20-3 Cash Reimbursements

FORM: 510-Exh-5 Petty Cash Voucher

HOLIDAYS FOR 1985

New Year's Day	Tuesday	January 1
Washington's Birthday	Monday	February 18
Good Friday	Friday	April 5
Memorial Day	Monday	May 27
Independence Day	Thursday	July 4
Labor Day	Monday	September 2
Yamboree	Thursday & Friday	October 17-18
Thanksgiving	Thursday & Friday	November 28-29
Christmas	Tuesday & Wednesday	December 24-25

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) IN YOUR RECORDS TO TAKE

EFFECT 12-1-84
(DATE & TIME)

EMPLOYEE Paula Schoon

SOCIAL SECURITY NO _____ CLOCK NO. 175

101. 25- PG. 104

THE CHANGE(S)

<input checked="" type="checkbox"/> CHECK ALL APPLICABLE BOXES	FROM	TO
<input type="checkbox"/> DEPARTMENT		
<input type="checkbox"/> JOB		
<input type="checkbox"/> SHIFT		
<input type="checkbox"/> RATE		
<input checked="" type="checkbox"/> Longevity	48.00/yr.	96.00/yr.

REASON FOR THE CHANGE(S)

- HIRED
- RE HIRED
- PROMOTION
- DEMOTION
- TRANSFER
- MERIT INCREASE
- UNION SCALE
- PROBATIONARY PERIOD COMPLETED
- LENGTH OF SERVICE INCREASE
- RE EVALUATION OF EXISTING JOB
- RESIGNATION
- RETIREMENT
- LAYOFF
- DISCHARGE

LEAVE OF ABSENCE FROM _____ (DATE) UNTIL _____ (DATE)

OTHER (EXPLAIN) _____

CHANGE AUTHORIZED BY [Signature] DATE 12-6-84

CHANGE APPROVED BY _____ DATE _____

PLEASE ENTER THE FOLLOWING CHANGE(S) IN YOUR RECORDS TO TAKE

EFFECT 12-1-84
(DATE & TIME)

EMPLOYEE Mary Brunson

SOCIAL SECURITY NO. _____ CLOCK NO. 113

THE CHANGE(S)

<input checked="" type="checkbox"/> CHECK ALL APPLICABLE BOXES	FROM	TO
<input type="checkbox"/> DEPARTMENT		
<input type="checkbox"/> JOB		
<input type="checkbox"/> SHIFT		
<input type="checkbox"/> RATE		
<input checked="" type="checkbox"/> Longevity	48.00/yr.	96.00/yr.

REASON FOR THE CHANGE(S)

- HIRED
- RE HIRED
- PROMOTION
- DEMOTION
- TRANSFER
- MERIT INCREASE
- UNION SCALE
- PROBATIONARY PERIOD COMPLETED
- LENGTH OF SERVICE INCREASE
- RE-EVALUATION OF EXISTING JOB
- RESIGNATION
- RETIREMENT
- LAYOFF
- DISCHARGE

LEAVE OF ABSENCE FROM _____ (DATE) UNTIL _____ (DATE)

OTHER (EXPLAIN) _____

CHANGE AUTHORIZED BY *[Signature]* DATE _____

CHANGE APPROVED BY _____ DATE _____

PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) IN YOUR RECORDS TO TAKE

EFFECT 12-1-84
(DATE & TIME)

EMPLOYEE Richard Bullard

SOCIAL SECURITY NO _____ CLOCK NO 116

VUL 25 No. 106

THE CHANGE(S)

<input checked="" type="checkbox"/> CHECK ALL APPLICABLE BOXES	FROM	TO
<input type="checkbox"/> DEPARTMENT		
<input type="checkbox"/> JOB		
<input type="checkbox"/> SHIFT		
<input type="checkbox"/> RATE		
<input checked="" type="checkbox"/> Longevity	288.00/yr.	312.00/yr.

REASON FOR THE CHANGE(S)

- HIRED
- RE HIRED
- PROMOTION
- DEMOTION
- TRANSFER
- MERIT INCREASE
- UNION SCALE
- PROBATIONARY PERIOD COMPLETED
- LENGTH OF SERVICE INCREASE
- RE EVALUATION OF EXISTING JOB
- RESIGNATION
- RETIREMENT
- LAYOFF
- DISCHARGE

LEAVE OF ABSENCE FROM _____ (DATE) UNTIL _____ (DATE)

OTHER (EXPLAIN) _____

CHANGE AUTHORIZED BY [Signature] DATE 12-6-84

CHANGE APPROVED BY _____ DATE _____