



98 NOV 18 AM 9 44

Barbara Middleton
BARBARA MIDDLETON
COUNTY CLERK
**NOTICE OF MEETING OF THE
COMMISSIONERS COURT OF POLK COUNTY, TEXAS**

129

Notice is hereby given that a Regular meeting of the above named Commissioners' Court will be held on Tuesday, November 24, 1998 at 10 00 a m in the County Courthouse, Livingston, Texas, at which time the following subjects will be discussed, to wit

SEE ATTACHED AGENDA

Dated Wednesday, November 18, 1998

Commissioners' Court of Polk County, Texas

By

John P. Thompson

John P. Thompson, County Judge

I, the undersigned County Clerk, do hereby certify that the above Notice of Meeting of Polk County Commissioners Court, is a true and correct copy of said Notice, and that I posted a true and correct copy of said notice in the County Courthouse of Polk County, Texas, at a place readily accessible to the general public at all times on Wednesday, November 18, 1998, and said notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting

Notice filed, Wednesday, November 18, 1998

Barbara Middleton, County Clerk

By

Barbara Middleton



COMMISSIONERS COURT AGENDA

for: TUESDAY - NOVEMBER 24, 1998 - 10:00 A.M.

CALL TO ORDER

- 1 WELCOME - Public Comments
- 2 INFORMATIONAL REPORTS
 - A Report on construction of Courthouse Gazebo (contributed by the Sidney Smith Family)
- 3 CONSIDER APPROVAL OF MINUTES for meeting of November 10, 1998

NEW BUSINESS

- 4 CONSIDER ANY/ALL NECESSARY ACTION PERTAINING TO BID #98-19 (A&B) - "SALE OF SURPLUS PROPERTY, PCT 3 & 4"
- 5 CONSIDER APPROVAL OF WASTE MANAGEMENT REQUEST FOR CONTINGENCY EXPENDITURE
- 6 CONSIDER APPROVAL OF COUNTY AUDITOR'S REQUEST FOR DEVELOPMENT OF INTERNAL AUDITOR POSITION (PART-TIME)
- 7 CONSIDER APPROVAL TO ISSUE TIME WARRANT FOR PURCHASE OF PATROL VEHICLES IN AN AMOUNT NOT TO EXCEED \$220,000 00 WITH A FOUR (4) YEAR MATURITY AT AN INTEREST RATE NOT TO EXCEED 5 30%
- 8 CONSIDER APPROVAL OF POLICY UPDATE, CORRECTING TYPOGRAPHICAL ERROR WHICH CREATES CONFLICTING STATEMENT IN SICK LEAVE POOL.

CONSENT AGENDA ITEMS

- 9 CONSIDER APPROVAL OF BUDGET AMENDMENTS
- 10 CONSIDER APPROVAL AND PAYMENT OF BILLS (by Schedule)
- 11 CONSIDER APPROVAL OF PERSONNEL ACTION FORMS

ADJOURN

STATE OF TEXAS }

DATE NOVEMBER 24 1998

COUNTY OF POLK }

"REGULAR" CALLED MEETING
Commissioner Purvis-Absent

BE IT REMEMBERED ON THIS THE 24th DAY OF NOVEMBER 1998
THE HONORABLE COMMISSIONERS COURT MET IN "REGULAR" CALLED
MEETING WITH THE FOLLOWING OFFICERS AND MEMBERS PRESENT, TO WIT

JOHN P THOMPSON COUNTY JUDGE PRESIDING

B E "Slim" SPEIGHTS COUNTY COMMISSIONER PCT#1 BOBBY SMITH, COUNTY
COMMISSIONER PCT#2, R R "Dick" HUBERT, COUNTY COMMISSIONER PCT#4,
BARBARA MIDDLETON COUNTY CLERK & BILL LAW COUNTY AUDITOR, THE
FOLLOWING AGENDA ITEMS ORDERS AND DECREES WERE DULY HAD
CONSIDERED & PASSED

- 1 WELCOME & CALLED TO ORDER BY JUDGE JOHN P THOMPSON AT 10 00 A M
REV DON WILKEY OF FIRST BAPTIST CHURCH OF ONALASKA DELIVERED
OPENING PRAYER

PUBLIC COMMENTS
NONE

2 INFORMATIONAL REPORTS

A JUDGE THOMPSON INTRODUCED DAVID FRANKLIN A CITIZEN WHO
STOPPED TO RENDER AID TO A PCT#4 ROAD & BRIDGE WORKER IN
SOUTHLAND PLANTATION LAST THURSDAY NOVEMBER 22
COMMISSIONER HUBERT COMMENDED & THANKED HIM FOR ALL HIS
ASSISTANCE

B ALVIN HOLLEY OF THE COURTHOUSE BEAUTIFICATION COMMITTEE
REPORT ON CONSTRUCTION OF "PROPOSED GAZEBO" ON THE SOUTHEAST
CORNER OF THE LAWN HE PRESENTED AN ARTIST DRAWING AND ASKED
FOR ANY PUBLIC COMMENTS CONCERNING THE PROJECT
HE SAID THE SIDNEY SMITH FAMILY FOUNDATION WILL BE A LARGE
CONTRIBUTOR OF THE FUNDING JUDGE THOMPSON RECOGNIZED OTHERS
THAT ARE SERVING ON THAT COMMITTEE

C JAY DICKSON- HOSPITAL ADMINISTRATOR INFORMED THE COURT OF
EXCELLENT RATING GIVEN BY THE JOINT COMMISSION ON HOSPITALS
HE STATED THE NEW FACILITY BEING BUILT ON THE NORTH BYPASS
WILL BE COMPLETED IN FEBRUARY YR-2000

- 3 MOTIONED BY BOBBY SMITH, SECONDED BY B E "Slim" SPEIGHTS
APPROVAL OF MINUTES FOR MEETING OF NOVEMBER 10, 1998
ALL VOTING YES

- 4 BID #98-19 (A & B) - "SALE OF SURPLUS PROPERTY PCT #3 & #4"**
A MOTIONED BY BOBBY SMITH, SECONDED BY B E "Slim" SPEIGHTS, TO AWARD SALE OF ASSORTED LENGTHS OF BRIDGE RAILING, PCT #3, TO PINTO CONSTRUCTION FOR \$1897 00, INCLUDING 10% DEPOSIT
ALL VOTING YES
B NO BIDS WERE RECEIVED FOR SURPLUS EQUIPMENT # 98-19 (B) COURT ADVISED COMMISSIONER HUBERT TO SEEK A BUYER AND NEGOTIATE SALE IN THE BEST INTEREST OF THE COUNTY
- 5 WASTE MANAGEMENT - PURCHASE OF CONTAINERS**
A MOTIONED BY BOBBY SMITH SECONDED BY R R "Dick" HUBERT TO APPROVE PURCHASE OF (4) 20 FT CONTAINERS FROM DRAGAN INDUSTRIES OF LaPORTE, TEXAS FOR A TOTAL PRICE OF \$8,780 00 THE PURCHASE WILL BE PAID FROM WASTE MANAGEMENT CONTINGENCY FUNDS
ALL VOTING YES
B MOTIONED BY BOBBY SMITH, SECONDED BY B E "Slim" SPEIGHTS TO APPROVE PURCHASE OF (1) 40 YD RECEIVER COMPACTOR CONTAINER FROM LOUISIANA CONTAINER CORPORATION FOR \$3,850 00, TO REPLACE RUSTED OUT CONTAINER NOW BEING USED THE PURCHASE WILL BE PAID FROM WASTE MANAGEMENT CONTINGENCY FUNDS
ALL VOTING YES
- 6 POLK COUNTY AUDITOR**
(A) MOTIONED BY BOBBY SMITH SECONDED BY R R "Dick" HUBERT TO APPROVE REQUEST OF COUNTY AUDITOR, JOB DESCRIPTION INTERNAL AUDITOR POSITION (PART-TIME / 30 HOURS PER WEEK)
ALL VOTING YES (SEE ATTACHED)
(B) MOTIONED BY BOBBY SMITH, SECONDED BY R R "Dick" HUBERT TO APPROVE ADDITIONAL APPROPRIATION OF FUNDS (\$5356 87) REQUIRED ON THE 1999 BUDGET (AMENDMENT) FOR NEW POSITION
ALL VOTING YES
- 7 MOTIONED BY R R "Dick" HUBERT, SECONDED BY B E "Slim" SPEIGHTS APPROVAL TO ISSUE TIME WARRANT FOR PURCHASE OF (10) SHERIFF'S DEPARTMENT PATROL VEHICLES IN AN AMOUNT NOT TO EXCEED \$ 220,000 00 WITH A FOUR (4) YEAR MATURITY AT AN INTEREST RATE NOT TO EXCEED 5 30%**
ALL VOTING YES
- 8 MOTIONED BY R R "Dick" HUBERT SECONDED BY B E "Slim" SPEIGHTS TO APPROVE POLICY UPDATE, CORRECTING TYPOGRAPHICAL ERROR WHICH CREATES CONFLICTING STATEMENT IN SICK LEAVE POOL, AND ADDING THE PREVIOUSLY APPROVED JOB DESCRIPTION FOR INTERNAL AUDITOR**
ALL VOTING YES

9 MOTIONED BY BOBBY SMITH, SECONDED BY R R "Dick" HUBERT
TO APPROVE BUDGET AMENDMENTS #98-21 AND #99-04
ALL VOTING YES (SEE ATTACHED)

10 MOTIONED BY BOBBY SMITH, SECONDED BY B E "Slim" SPEIGHTS
APPROVAL AND PAYMENT OF BILLS (By schedule) PLUS ADDENDUMS
ALL VOTING YES (SEE ATTACHED)

DATE	AMOUNT	CHECK NUMBERS
11-10 98	1 384 44	180
11-12 98	- 5 664 97	135054 - Voided check
11-12-98	51 427 52	Electronic Transfer
11 12-98	36 989 38	136182 - 136210
11-12 98	26 474 43	136211 - 136216
11-12-98	268 219 32	136217 - 136227
11 13-98	7 026 90	136228 - 136232
11-13 98	9 519 40	136233 - 136319
11-13-98	17 375 20	136320 - 136410
11-18 98	119 564 22	136411 - 136563
11-18 98	30 495 86	136564 - 136590
11-18-98	- 255 00	136216 Voided Check
11-19-98	14,776 17	Electronic Transfers
11-19-98	49 359 44	136591 & 136592
11-23-98	- 50 00	135787 Voided Check
11-24-98	9,860 60	(Revised)Addendum To appear on future Schedule

11 MOTIONED BY R R "Dick" HUBERT, SECONDED BY B E "Slim" SPEIGHTS
APPROVAL OF PERSONNEL ACTION FORMS (with noted additions)
ALL VOTING YES (SEE ATTACHED)

12 MOTIONED BY R R "Dick" HUBERT, SECONDED BY BOBBY SMITH, APPROVAL
TO ADVERTISE FOR BIDS FOR THE PURCHASE OF ONE (1) NEW OR USED

4WD LOADER/BACKHOE, PRECINCT #3
ALL VOTING YES

- 13 MOTIONED BY BOBBY SMITH, SECONDED BY R R "Dick" HUBERT, APPROVAL OF ORDER DESIGNATING SURPLUS PROPERTY (ROAD & BRIDGE EQUIPMENT PCT#3)
ALL VOTING YES
- 14 MOTIONED BY BOBBY SMITH, SECONDED BY B E "Slim" SPEIGHTS, APPROVAL TO ADVERTISE FOR SALE OF USED EQUIPMENT - ROAD & BRIDGE PCT#3, (One 1986 Case 580L Backhoe and One 1986 Kobelco LK400 Rubber Tire Loader)
ALL VOTING YES
- 15 MOTIONED BY R R "Dick" HUBERT, SECONDED BY B E "Slim" SPEIGHTS, APPROVE AUTHORIZATION TO ADVERTISE FOR REMOVAL AND SALE OF TIMBER ON PURCHASED RIGHT-OF-WAY BIG THICKET LAKE ESTATES ROAD/BRIDGE PROJECT TCDP 703150 ALL BIDDERS MUST HAVE PROOF OF LIABILITY INSURANCE COVERAGE
ALL VOTING YES
- 16 MOTIONED BY R R "Dick" HUBERT SECONDED BY B E "Slim" SPEIGHTS TO ADJOURN COURT THIS 24th DAY OF NOVEMBER 1998, AT 10 35 A M
ALL VOTING YES



JOHN P THOMPSON, COUNTY JUDGE

ATTEST



BARBARA MIDDLETON, COUNTY CLERK

Item #6

Job Description. INTERNAL AUDITOR

CLASS NO 303

EEOC CATEGORY Professional

PAY GROUP 15

FSLA Exempt

SUMMARY OF POSITION

Performs internal audits of county departments as scheduled and directed by County Auditor
Prepares work papers for standard and special request audits of county departments and funds
Prepares draft copy of report for review with department head and assists County Auditor in
preparation and distribution of final reports Assists County Auditor and Assistant Auditor in
preparation of year-end financial statements and Comprehensive Annual Financial Report.

ORGANIZATIONAL RELATIONSHIPS

- 1 Reports to County Auditor
- 2 Directs This is non-supervisory position
- 3 Other Has contact with all county departments, employees and external auditors

EXAMPLES OF WORK

Develop work papers during the audit that documents the work done Papers should contain
the objective, scope and results of the audit

Consider materiality levels

Review internal controls

Perform tests of compliance

Perform substantive tests

Hold exit conference and review the reportable conditions

Draft preliminary copy of the audit report

Deliver the preliminary draft of the audit report and communicate the findings and
recommendations

CLASS NO 302 (continued)

Other important Duties

- Determine the audited office's statutory duties,
- Review officeholder's statutory authority,
- Determine non-statutory duties performed in the office and
- Identify preliminary areas of risk

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of generally accepted accounting practices and principles, current office practices and procedures, state laws and statutes pertaining to records and accounting procedures required in maintaining and auditing statutory county offices, and computerized accounting systems

Skills to operate office machines and computers in performing routine and complex mathematical calculations, spreadsheet and word processing functions accurately and efficiently

Ability to learn departmental policies, rules, regulations and procedures, adopt and apply established methods and procedures to varied accounting transactions, complete and prepare accurate reports and statements of moderate complexity with minimum supervision, enter and retrieve data, establish and maintain effective working relationships with other county employees and external auditors, make sound decisions, and maintain appropriate necessary certifications

QUALIFICATION REQUIREMENTS

A Bachelors Degree in accounting, finance, or related field, plus four years of related experience, at least two years of which were as an accountant

CERTIFICATES AND LICENSES REQUIRED.

Certified Public Accountant or satisfactory completion of parts of the CPA examination preferred

X9

POLK COUNTY
By: Bill Law County Auditor

BUDGET REVISION
#98-21

November 24 1998

(FY-98)

Fund Account	Description	Increase	Decrease	Comments	Original Budget	Amended Budget	Net Change
010-400-204	Workers Compensation	24 43	24 43	To adjust for auditor error in unempl exp calculation for FY 1998	217 34	192 91	24 43
010-400-206	Unemployment Insurance				263 87	262 42	1 45
010-271-000	Fund Balance		2 000 00	Additional election worker expense	527 536 62	525 536 62	2 000 00
010-403-494	Election Expense	2 000 00			22 000 00	25 226 17	3 226 17
010-450-202	Group Insurance		8 76	To record actual expense for FY 1998	22 943 76	22 935 00	-8 76
010-450-203	Retirement	8 76			8 782 16	8 790 92	8 76
010-409-420	Telephone		4 500 00	To cover additional Indigent Health Care exp	60 000 00	59 256 00	744 00
010-409-490	Auto Insurance		1 700 00		52 058 00	53 758 00	1 700 00
010-630-404	Indigent Health Care	6 200 00			450 000 00	632 240 00	182 240 00
010-691-405	Autopsies	1 200 00		To cover costs of outstanding autopsy	25 000 00	14 530 00	10 470 00
010-691-490	Miscellaneous		1 200 00		5 000 00	1 970 00	3 030 00
010-340-558	Constable Pct 4 Serving Fees	-675 00		To record fees paid after Constable on county salary	745 00	1 420 00	-675 00
010-554 558	Filing Fees	675 00			745 00	1 420 00	675 00
010-665-202	Group Insurance	145 49		To adjust for auditor error in unemp exp calculation for FY 1998	3 277 68	2 887 19	390 49
010-665-206	Unemployment Insurance		145 49		97 40	242 89	145 49
010-695-420	Telephone		1 000 00	To cover miscellaneous medical costs for jail personnel	3 600 00	2 600 00	1 000 00
010-695-394	Safety Supplies	1 000 00			10 000 00	16 525 00	6 525 00
015-623-423	Mobile Phones/ Pagers		500 00	To cover additional expense	4 968 00	3 968 00	1 000 00
015-623-456	Parts/Repairs	500 00			83 558 00	137 368 52	53 810 52
	Total	11 078 68	11 078 68				

Approved By: 
Date: 11/24/98

Filed for Record
11-24-98
Barbara M. [Signature]

10

POLK COUNTY
By Bill Law County Auditor

BUDGET REVISION
#99-04

(FY 99)
November 24 1998

Fund Account	Description	Increase	Decrease	Comments	Original Budget	Amended Budget	Net Change
010-271-000	Fund Balance		5356 87	To appropriate funds for reclassified position for part time internal auditor if approved by Commissioner's Court	7 500 00	12 179 70	4 679 70
010-495-108	Salary/Part time	4 679 70			7 997 27	8 355 27	358 00
010-495-201	Social Security	358 00			6 303 68	6 585 87	282 19
010-495-203	Retirement	282 19			193 65	202 32	8 67
010-495-204	Workers Comp Insurance	8 67			632 46	660 77	28 31
010-495-206	Unemployment Insurance	28 31					
Total		5 356 87	5 356 87				

Approved By: *[Signature]*
Date 11/24/98

*Filed for record
11-24-98
[Signature]*

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
092 AVAILABLE SCHOOL FUND ACCT	1 384 44
TOTAL OF ALL FUNDS	1 384 44

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT

V H LAW

COUNTY AUDITOR

JOHN THOMPSON

COUNTY JUDGE

[Signature]

[Signature]

2

John R. Thompson

CHECK # 135054

BANK ~UT MAIN 11/12/1998 \$5,664.97
 *** VOID *** VOID *** VOID *** VOID *** VOID *** VOID *** VOID ***
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 ***** 664 97

DESIGN GRAPHICS
 5800 HWY 190 W STE 102
 LIVINGSTON TX 77351

CHECK # 135054

310-207-6995 GENERAL FUND 210 675.00
 010 543 485 GENERAL FUND MAP BD 2 494.99
 010 543 485 GENERAL FUND MAP BD 2 494.98
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F198

SCHEDULE OF BILLS & FUNDS

FUND	DESCRIPTION	DISBURSEMENTS
010	GENERAL FUND	32 281 73
015	ROAD & BRIDGE ACN	4 532 65
051	AGING DEPT	175 00
TOTAL OF ALL FUNDS		36 989 38

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT

W H LAW

W H Law

COUNTY AUDITOR

JOHN THOMPSON

COUNTY JUDGE

John W. Thompson

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	1 240 00
015 ROAD & BRIDGE ADM	25 234 43
TOTAL OF ALL FUNDS	26 474 43

EX 199


THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT


W H LAY

COUNTY AUDITOR

JOHN THOMPSON

COUNTY JUDGE



COUNTY AUDITOR


COUNTY JUDGE

COPY

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	90 404 84
015 ROAD & BRIDGE ADM	27 584 27
027 SECURITY FUND	1 024 06
028 POLK COUNTY HISTORICAL LUMH	241 38
032 ENVIRONMENTAL SERVICES	8 384 54
048 DISTRICT ATTY SPECIAL FUND	380 63
051 AGING DEPT	5 893 43
061 DEBT SERVICE FUND	103 113 78
093 CO CLERK RECORDS NIGHT FUND	4 413 85
101 ADULT SUPERVISION	16 415 56
104 DTP - CSR	144 07
108 CSR - SURVEILLANCE	1 348 22
109 SPECIALIZED CASELOAD COP	909 25
184 JUVENILE PROBATION	2 427 03
185 CCAP - JUVENILE PROBATION	5 034 41
TOTAL OF ALL FUNDS	268 219 32

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT

V H LAV

COUNTY AUDITOR

JOHN THOMPSON

COUNTY JUDGE

[Signature]

F2999

SCHEDULE OF BILLS BY FUND

FUND	DESCRIPTION	DISBURSEMENTS
010	GENERAL FUND	6 420 59
015	ROAD & BRIDGE ADM	403 14
032	ENVIRONMENTAL SERVICES	203 17
TOTAL OF ALL FUNDS		7 026 90

FY98

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT

U H LAW

COUNTY AUDITOR

JOHN THOMPSON

COUNTY JUDGE

John H. Thompson

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	9 519 40
TOTAL OF ALL FUNDS	9 519 40

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT

V H LAV

COUNTY AUDITOR

JOHN THOMPSON

COUNTY JUDGE

[Signature]

[Signature]

EX 199

SCHEDULE OF BILLS BY FUND

FUND	DESCRIPTION	DISBURSEMENTS
010	GENERAL FUND	11 734 04
015	ROAD & BRIDGE ADM	1 011 48
032	ENVIRONMENTAL SERVICES	274 20
049	DISTRICT ATTY HOT CHECK FUND	100 00
051	AGING DEPT	168 65
061	DEBT SERVICE FUND	3 338 00
088	JUDICIARY FUND	728 83
TOTAL OF ALL FUNDS		17 375 20

7199

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT

W H LAW

W H Law

COUNTY AUDITOR

JOHN THOMPSON

COUNTY JUDGE

John Thompson

SCHEDULE OF BILLS B FUND

FUND	DESCRIPTION	DISBURSEMENTS
010	GENERAL FUND	51 587 10
015	ROAD & BRIDGE ADH	29 101 65
032	ENVIRONMENTAL SERVICES	24 453 41
040	LAW LIBRARY FUND	529 10
049	DISTRICT ATTY HOT CHECK FUND	973 88
051	AGING DEPT	8 500 70
061	DEBT SERVICE FUND	3 668 35
094	COUNTY RECORDS MGMT FUND	920 03
TOTAL OF ALL FUNDS		119 564 22

FY99

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT

V H LAW

M.H. Law

COUNTY AUDITOR

JOHN THOMPSON

COUNTY JUDGE

John P. Thompson

SCHEDULE OF BILLS BY FUND

FUND	DESCRIPTION	DISBURSEMENTS
010	GENERAL FUND	27 337 50
015	ROAD & BRIDGE ADM	867 79
027	SECURITY FUND	40
028	POLK COUNTY HISTORICAL COM	14 11
032	ENVIRONMENTAL SERVICES	580 50
040	LAW LIBRARY FUND	576 73
048	DISTRICT ATTY SPECIAL FUND	22 14
049	DISTRICT ATTY HOT CHECK FUND	294 34
051	AGING DEPT	802 35
TOTAL OF ALL FUNDS		30 495 86

FY98

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT

W H LAV

COUNTY AUDITOR

JOHN THOMPSON

COUNTY JUDGE

[Signature]

[Signature]

CHECK # 136216

BANK - J MAIN 11/18/1998 \$255 00
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*****255 00

16TH ANNUAL CO. TAX ASSESSOR
COLLECTORS SEMINAR
JACQUE HAND DRAWER H-1
COLLEGE STATION TX 77844-1236

CHECK # 136216

310-503-427 GENERAL FUND
010 499 427 GENERAL FUND
010 499 427 GENERAL FUND

REGIST 85 00
REGIST 85 00
REGIST 85 00

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Call 11/24/99 cc

SCHEDULE OF BILLS BY FUND

FUND	DESCRIPTION	DISBURSEMENTS
010	GENERAL FUND	30 392 62
015	ROAD & BRIDGE ADM	12 066 54
027	SECURITY FUND	143 81
028	POLK COUNTY HISTORICAL COMM	51 21
032	ENVIRONMENTAL SERVICES	1 689 07
051	AGING DEPT	4 646 41
101	ADULT SUPERVISION	369 78
TOTAL OF ALL FUNDS		49 359 44

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT

V H LAW

COUNTY AUDITOR

JOHN THOMPSON

COUNTY JUDGE

[Signature]

[Signature]

F199

CHECK # 135787

BANK ACC- MAIN 11/23/1998 \$50 00
 *** VOID *** VOID *** VOID *** VOID *** VOID *** VOID ***
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 *****50 00

CONSTABLE ANDRE INGRAM
 415 TEXAS AVE
 PALESTINE TX 75801

CHECK # 135787

010-325-801 GENERAL FUND SC0422 50 00
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DATE NOVEMBER 11 1998 THROUGH NOVEMBER 24 1998

DATE NOVEMBER 11 1998 THROUGH NOVEMBER 24 1998

NO	EMPLOYEE NAME	DEPT	JOB CLASSIFICATION	TYPE OF EMPLOYEE	SALARY GROUP	ACTION
(1)	CALVIN BISHOP	WASTE MGT	#904 COLLECTION STATION ATTN	LABOR POOL	UNCLASSIFIED \$5.28	RESIGNED FROM POOL ONLY EFFECTIVE 11/11/98
(2)	DAVID BATES	WASTE MGT	#108 HEAVY EQUIPMENT OPER	REGULAR FULL TIME	141 \$19,151.42	UNEMPLOYED EFFECTIVE 11/25/98
(3)	WILLIAM COLBURN	WASTE MGT	#904 COLLECTION STATION ATT	LABOR POOL	UNCLASSIFIED \$5.28	MOVING TO REGULAR PART TIME SAME WAGES EFFECTIVE 11/11/98
(4)	THOMAS (JIMMIE) LEAH	WASTE MGT	#104 COLLECTION PLANT ATTN	LABOR POOL	UNCL. \$5.28	MOVED TO REGULAR PART TIME SAME WAGES EFFECTIVE 11/11/98
(5)	LEAH LUTES	WASTE MGT	#104 COLLECTION PLANT ATTN	LABOR POOL	UNCL. \$8.15	REEMPLOYED EFFECTIVE 11/11/98
(6)	RICHARD PAGE	WASTE MGT	#108 HEAVY EQUIPMENT OPER	REGULAR FULL TIME	141 \$19,151.42	RE HIRE EFFECTIVE 11/11/98
(7)	JOHN ISAACS	COURTY EXTENSION	#102 SECRETARY	REGULAR FULL TIME	83 \$18,117.43	TRANSFER TO PERSONNEL (SAME STATUS) EFFECTIVE 11/23/98
(8)	MARTIN LEE	WASTE MGT	#103 LANDFILL CLERK	LABOR POOL	104(1) \$7.76	RE HIRE EFFECTIVE 11/23/98
(9)	JENNIFER LEE	WASTE MGT	#105 COLLECTION STATION ATTN	LABOR POOL	UNCL. \$7.76	RE HIRE EFFECTIVE 11/23/98
(10)	DAVIDA BRITTON	COURTY EXTENSION	#102 SECRETARY	REGULAR FULL TIME	81 15,336.82	RE HIRE EFFECTIVE 11/23/98
(11)	MARK BRUNNER	DISTRICT ATTORNEY	#1822 ASSISTANT D.A.	REGULAR FULL TIME	271 \$37,308.88	RE HIRE EFFECTIVE 11/23/98
(12)	PAMELA WALKER	DISTRICT ATTORNEY	#1822 ASSISTANT D.A.	REGULAR FULL TIME	276 \$42,245.13	RE HIRE EFFECTIVE 11/23/98
(13)	SANDRA PERCE	DISTRICT ATTORNEY	#1043 TELECOMMUNICATION OPER	LABOR POOL	141(1) \$8.15	RE HIRE EFFECTIVE 11/23/98
(14)	PAMELA MATTAG	DISTRICT CLERKS	#107 BOOKKEEPER	REGULAR FULL TIME	141 \$16,843.97	RE HIRE EFFECTIVE 11/23/98

ADDITIONAL ADDITION ADDITION ADDITION

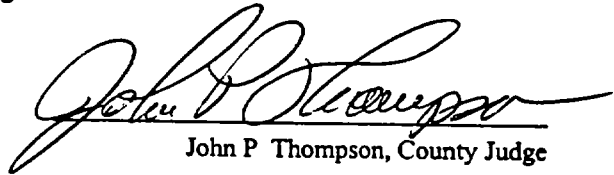


ORDER
OF THE POLK COUNTY COMMISSIONERS COURT
 Designating "Surplus Property" for disposal

WHEREAS, in a regularly called meeting of the Polk County Commissioners Court on November 24, 1998, the following items were determined to be "Surplus property", as defined by Local Government Code, Chapter 263 Subchapter D, Section 263 151,

Department	Item Description	Serial# / VIN	Polk Asset #
Road & Bridge, Pct 3	1986 Case 580SE Backhoe	17026332	15-623 1409
(same)	1986 Kobelco Loader	RAA01149	15-623 5163

THEREFORE, the aforementioned items are hereby designated as Surplus Property of the County and shall be offered for sale by competitive bidding

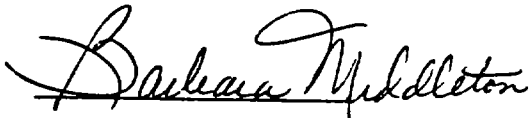

 John P. Thompson, County Judge

CERTIFICATE OF THE COUNTY CLERK

The undersigned, being the County Clerk of Polk County, Texas, does hereby certify that this ORDER was duly adopted by the Commissioners Court for Polk County on November 24, 1998

IN WITNESS WHEREOF, I have affixed my signature and the official seal of the Polk County Commissioners Court to this certification.

(Seal)


 Barbara Middleton, County Clerk
 Polk County, Texas