

**COMMISSIONERS COURT OF UPSHUR COUNTY, TEXAS**  
**WEDNESDAY, MAY 29, 2024**  
**9:00 A.M. SPECIAL SESSION**

A Special Session of the Commissioners' Court of Upshur County, Texas was held on Wednesday, May 29, 2024 at 9:00 a.m., with the following members of the Court being present, to-wit:

Present:        Todd Tefteller – County Judge presiding,  
                 Gene Dolle – Commissioner Pct. #1  
                 Dustin Nicholson – Commissioner Pct. 2  
                 Mike Ashley – Commissioner Pct. #3,  
                 Jay W. Miller – Commissioner Pct. #4

County Judge Todd Tefteller called the meeting to order at 9:03 a.m.  
Prayer was led by Gene Dolle.

**1. Hear from department heads regarding the 2024-2025 budget. Discuss and take necessary action.**

Rachel Means and Paige Mendez with Sage presented a brief financial overview of the employee benefits health plan.

Connie Williams, Upshur County Auditor, informed the Court that currently she has the proposed budget of the general fund at \$18,324,493.00 (this does not include special requests from the department heads or employee raises). The total proposed budget is currently at \$21,154,493.00. She further informed the Court that department heads had submitted requests totaling \$225,336.00 which does not include raises.

The following department heads presented requests to the Court:

Terri Ross, Upshur County Clerk, had no special requests for additional funds and decreased her budget in the amount of \$1,292.50 from the previous budget.

Gene Dolle, Commissioner, requested that the Veterans Services Officer be moved from the grant funding to a part time employee of the County at a cost of \$8,417.63. Connie Williams also suggested that we might need to add \$1,000.00 as an education line item. Dustin Nicholson suggested that the auditor create a new department for this position and move from County Commissioners' budget.

Connie Williams also requested an additional \$4,000.00 to the Commissioners Court travel and educational expense.

Marc Nichols, Emergency Management Coordinator, requested an additional \$2,000.00 from his vehicle repair line item and spoke briefly to the Court regarding the repairs that were

needed to his vehicle.

Connie Williams spoke on behalf of Judge Dean Fowler for the proposed District Court budget. She informed the Court that his budget has actually decreased in the amount of \$1,270.00. She further informed the Court that Judge Fowler just shifted funds around from different line items.

Billy Byrd, Upshur County District Attorney, requested the Court to consider furnishing his office with a new vehicle. He informed the Court that in his 5 terms he has only had one vehicle. He submitted a quote from Stanley Ford for the purchase of a base vehicle and also a quote for \$7,000.00 of repairs to the current vehicle. The Court asked that he try to trim the cost of the new vehicle down from the proposed quote.

Nicole Hernandez, Upshur County District Clerk, had no increase in her budget but rather had a special request to eliminate a position in her office and split those funds evenly to her employees at an increase to their salaries at \$250.00 per pay check. She requested the \$6,000.00 left over to be added to her education line item.

Wyone Manes, JP Pct. 1, was present and did not have any budget request for the Court. Anthony Betterton, JP Pct. 4, was also present and did not have a budget request either. Connie Williams informed the Court that the JPs have a new dedicated fund that they can use to provide stipends to their clerks upon the Commissioners Court approval.

Lory Harle, Elections Administrator, requested an increase for the election workers to \$12.00/hour. She also requested an additional \$100.00 in her local travel line item. Connie Williams informed the Court that the increase to her budget will now be \$16,247.50.

Brandy Vick, Upshur County Treasurer, requested an increase in her office supplies and educational expense line items as well as salary increases for her and her employees. Connie Williams encouraged training for the two employees in the office and suggested to create a separate line item for the HR training.

Cynthia King, Upshur County Librarian, requested an increase in electronic resources of \$5,000.00 plus making her part time position a full time employee. She further informed the Court that the Texas State Library requires that these resources be available for their patrons. She further stated that the Texas State Library will mandate her to have 4 full time employees to receive accreditation from the State.

Luana Howell, Upshur County Tax Assessor, requested an increase in bonds, contracted services, office supplies, postage, and local travel for an increase of \$7,300.00. There was discussion regarding the extra employee that might be needed with the addition of another attorney for tax collections.

Tim Barnett, Constable Pct. 1, requested an increase in office supplies, uniforms, guns and

ammunition, training, and gasoline at an increase of \$1,500.00. Tim Barnett also spoke on behalf of Pct. 3 Constable and he is requesting a training budget for his office. Judge Tefteller requested the Court to consider purchasing cameras in the amount of \$2,500.00 for crime prevention.

Julie York and Tina Rosenbalm, Upshur County Extension Officers, requested a part time 4-H assistant and an increase in travel expense. They also gave the Court a report on all of the functions that they attend and events they put on for the citizens of the County which require a large amount of travel.

Connie Williams asked the Court what change they want to make to the budget for employee raises. Judge Tefteller suggested a \$1,200.00 raise for all employees outside of SB22. Connie Williams informed the Court that she had spoken to TAC regarding the raises excluding those that have received the SB22 grant funding. Sheriff Webb was in agreement with giving those other employees in his department the \$1,200.00 raise that did not receive the SB22 raise. Jay W. Miller requested the Court to give Ruth Whiteside, Indigent Health Officer, the \$1,200.00 raise as well. Connie Williams informed the Court that the total cost of giving employees and elected officials the \$1,200.00 raise, excluding those that received the SB22 funds, would be an increase of \$207,319.00.

The Court recessed for lunch at 12:00 p.m.

The Court reconvened at 1:08 p.m.

Sheriff Larry Webb gave a presentation regarding his request for additional funds in both his jail budget and his Sheriff's department budget. He gave an overview of what they have spent and how they have funded several projects with their funds. He is requesting an increase in the department 560 budget in the amount of \$14,186.53 and an increase of \$39,250.00 to department 565 budget.

Connie Williams spoke on behalf of Gene Crutsinger, Upshur County Buildings, and informed the Court that she had spoken with both Gene Crutsinger and Kevin Crutsinger and they will actually have a decrease to their budget of \$28,000.00.

Connie Williams spoke on behalf of Phil Stegall, Upshur County Road and Bridge, and informed the Court that he was only asking for an additional amount of \$2,400.00 to provide for an employee that will require to be certified to use and operate the reclaimer.

Connie Williams discussed with the Court the current allocations that the County provides to organizations which are Lee Bardwell Gladewater Library \$1,000.00; Meals on Wheels \$2,100.00; Community Healthcore \$15,000.00; Northeast Texas Child Advocacy Center \$2,500.00; East Texas Council on Drug and Alcohol \$1,000.00; Northeast Texas Regional Mobility Authority \$2,000.00; Upshur County Literacy Program \$4,000.00; Historical Program \$2,000.00 for a total of \$29,600.00 to allocated organizations. There was a brief discussion regarding the allocation to the Upshur County Literacy Program. Kristin Culberson

informed the Court that she would be at the June meeting to speak on the program.

Connie Williams suggested to the Court that they consider salary increases for Maddie Moore and Stephanie Hendrix at an increase of \$800.00 each over and above the \$1,200.00 already proposed.

Connie Williams discussed with the Court the salaries of the County Clerk employees. She informed the Court that the County Clerk is using a substantial amount of her dedicated funds for her employees' salaries. She suggested that the Court consider next year to absorb what the County Clerk is currently using to supplement those salaries to free up her dedicated funds.

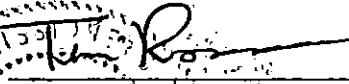
Connie Williams suggested that the Court also consider, after the courthouse renovation, getting the employees up to competitive salaries of those counties of comparable size.

Stephen Cole addressed the Court with a public comment regarding the process of expenditures and requests from the departments. He informed the Court that he is with an organization of Parent to Parent which involves working for grants for the disabled.

Motion by Mike Ashley with a second by Gene Dolle to adjourn the meeting.

Motion carried 5-0. Unanimous vote in favor. Meeting adjourned at 3:02 p.m.

ATTEST:

  
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TERRI ROSS, UPSHUR COUNTY CLERK

Attendance sheet placed into minutes for recording purposes only.

Bills previously approved placed into minutes for recording purposes only.

Jury payroll placed into minutes for recording purposes only.

**COMMISSIONERS COURT OF UPSHUR COUNTY, TEXAS**  
**FRIDAY, MAY 31, 2024**  
**10:00 A.M. REGULAR SESSION**

A regular meeting of the Commissioners' Court of Upshur County, Texas was held on Friday, May 31, 2024 at 10:00 a.m., with the following members of the Court being present, to-wit:

Present:        Todd Tefteller – County Judge presiding,  
                    Gene Dolle – Commissioner Pct. #1  
                    Dustin Nicholson – Commissioner Pct. #2  
                    Mike Ashley – Commissioner Pct. #3  
                    Jay W. Miller – Commissioner Pct. #4

Judge Tefteller called the regular meeting to order at 10:02 a.m.

**1. Invocation and Pledges**

Prayer was led by Gene Dolle.

Pledges to the U.S. & Texas flags led by Dustin Nicholson.

**2. Citizen comments.    None**

**3. Consider and take action on approval of:**

- A. The minutes of previous meetings;**
- B. Payroll changes;**
- C. Payroll;**
- D. Budget amendments;**
- E. Accounts Payable;**
- F. Accept for recording: Auditor reports; Treasurer reports; Bonds; Oaths; Deputations; Certificates; State and County Taxes Summary; refund of overpayment or erroneous tax payments in excess of \$2500.00; and applications for use of Upshur County roads and rights-of way and permit requests.**

Dustin Nicholson requested that matters 3B and 3C be discussed in closed session.

Motion by Dustin Nicholson with a second by Mike Ashley to approve items 3A, 3D, 3E, and 3F. Motion carried 5-0. Unanimous vote in favor.

(SEE ATTACHED)

**4. Discuss and take action to approve the Upshur County Investment Policy for 2023-2024.**

Motion by Mike Ashley with a second by Jay W. Miller to approve the Upshur County Investment Policy for 2023-2024. Motion carried 5-0. Unanimous vote in favor.

**5. Discuss and take action to appoint Upshur County Sick Leave Pool Board members.**

Motion by Jay W. Miller with a second by Dustin Nicholson to re-appoint Brittany Bunn to a two year term to the Upshur County Sick Leave Pool. Motion carried 5-0. Unanimous vote in favor.

**6. Discuss and take action on how the Commissioners Court will handle Emergency situations.**

Jay W. Miller spoke with TAC regarding a matter wherein the County Judge approved an item without calling an emergency meeting. Jay W. Miller stated the statute from the Local Government Code regarding emergency meetings and the required one hour posting requirement. Jay W. Miller requested that he be involved in the future and that an emergency meeting be called and posted when needed. County Judge Tefteller had a question regarding the monetary requirement for a special called meeting. Connie Williams, Upshur County Auditor, suggested that the first priority when an emergency arises to contact all of the commissioners and arrange a meeting within a reasonable amount of time regarding the emergency and if a quorum is unable to be done then the County Judge could make the final decision. After discussion, the County Judge stated the motion to vote on as follows: Should an emergency expenditure arise of an expenditure in excess of \$5,000.00, the County Judge shall reach out to all commissioners and arrange an emergency meeting with given notice. If a quorum cannot be had then the decision would default to the County Judge with approval from the County Auditor. Motion by Mike Ashley with a second by Jay W. Miller to approve the motion as stated. Motion carried 5-0. Unanimous vote in favor.

**7. Hear from Road & Bridge Administrator with an update of the County roads in each precinct.**

Lisa Tefteller was present from the Road and Bridge Department to give an update on the work being done on the roads in the County. She informed the Court that they are packing in all areas. They have overlaid a spot in Barton Springs and on Walrus Road. They are mowing and trying to pick up a lot of the trees that are down from the storm. They have mixed two loads of oil at the pug mill that is used for packing.

**Item #1 on the Regular Session Addendum:**

**1. Discuss and take action to approve the Sheriff's office using eSchedule for their scheduling and time keeping application.**

Sheriff Webb explained to the Court that this software is a scheduling software that will help his department to better track overtime and comp time and also scheduling. He further informed the Court that the fee is an annual fee of \$6,100.00. Lt. Ferguson also informed the Court that this could also be used county-wide for an additional approximate fee of \$2,400.00. Maddie Moore, HR Officer, was present and also agreed that this software

would be easier for her to keep track of comp time for the Sheriff's employees. Lt. Ferguson went into detail of how the software will work. Dustin Nicholson questioned how the Sheriff intended to pay for this. Connie Williams informed the Court that the Sheriff had agreed to pay ½ of the cost from his commissary account. Motion by Dustin Nicholson with a second by Gene Dolle to approve the Sheriff's office using eSchedule for their scheduling and time keeping application. Motion carried 5-0. Unanimous vote in favor.

**8. Hear any updates and discuss and take necessary action concerning the Round XII Courthouse Grant Renovation and/or the Courthouse employee relocation during the renovation.**

Lisa Tefteller, Road and Bridge Department, spoke in regards to the dumping out at Road and Bridge. She asked that the contractor notify her when they schedule dumping. Dustin Nicholson advised her that they would get with Leward Lefleur to notify Stoddard that he needs to contact her when they schedule dumping.

**9. The Court will/may go into CLOSED SESSION under Texas Open Meetings Act, Texas Government Code, Chapter 551 as indicated:**

\_\_\_\_\_ Section 551.071 (consultation with attorney(s));

\_\_\_\_\_ Section 551.072 (deliberation regarding real property);

A,B, \_\_\_\_\_ Section 551.0725 (deliberation and discussion of contracts being negotiated);

\_\_\_\_\_ Section 551.073 (deliberation about gifts and donations);

C \_\_\_\_\_ Section 551.074 and 551.0745 (personnel matters);

\_\_\_\_\_ Section 551.076 (deliberation about security audits or security devices).

**TO WIT:**

- A. Consideration of the Round XII Project administration in reference to the Courthouse Renovation.**
- B. Consideration of Round XII Renovation Funding and ARPA Grant requirements consistent therewith.**
- C. Discuss personnel appointments.**

The Court went into **CLOSED SESSION** at 10:34 a.m.

The Court went out of **CLOSED SESSION** at 11:34 a.m.

**10. The Court will re-convene into open session and take any action necessary as a result of Executive Session.**

The Court reconvened into **OPEN SESSION** at 11:36 a.m.

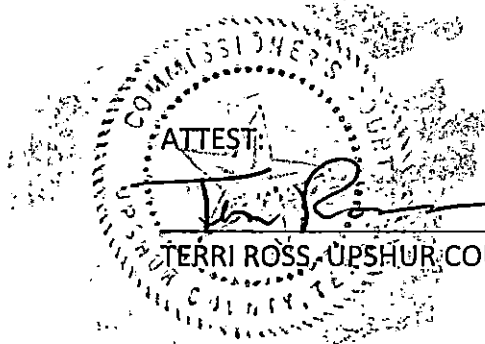
**3. Consider and take action on approval of:**

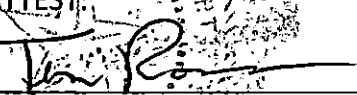
- B. Payroll changes;**
- C. Payroll.**

Gene Dolle made a motion with a second by Dustin Nicholson to approve items 3B and 3C. Motion carried 5-0. Unanimous vote in favor.

**11. Adjourn.**

Motion by Gene Dolle with a second by Jay W. Miller to adjourn the meeting. Motion carried 5-0. Unanimous vote in favor. Meeting adjourned at 11:38 a.m.



ATTEST:  
  
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TERRI ROSS, UPSHUR COUNTY CLERK

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