

COMMISSIONERS COURT OF UPSHUR COUNTY, TEXAS
THURSDAY, MAY 29, 2025
9:00 A.M. SPECIAL SESSION

A Special Session of the Commissioners' Court of Upshur County, Texas was held on Thursday, May 29, 2025 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

Absent: Jay W. Miller – Commissioner Pct. #4

Judge Tefteller called the meeting to order at 9:08 a.m.
Prayer was led by Commissioner Dolle.
Pledges were led by Commissioner Nicholson.

1. Hear from department heads regarding the 2025-2026 budget. Discuss and take necessary action.

Upshur County Auditor Connie Williams gave a brief overview of the projected budget. She informed the Court that she has the proposed budget of the general fund at \$19,456,823.00, not including departmental requests. The insurance fund is at \$3,130,000.00 for a combined proposed budget at \$22,586,823.00. She further stated that the proposed budget includes a \$1,800.00 pay increase for all 216 employees and elected officials.

She further informed the Court that the current available contingency (which excludes the 1.5 set aside), is \$590,000.00. She further recommended leaving \$300,000.00 available in that for the unknown leaving \$290,000.00 available for departmental requests. She said that the total departmental requests are at \$533,000.00.

Auditor Williams informed the Court that the majority of the counties provide a county stipend to the District Attorney to supplement the pay that they get from the State. She proposed a \$12,000.00/year stipend. The Court is all in favor of the stipend by a unanimous show of hands.

The following department heads presented requests to the Court:

Billy Byrd, Upshur County District Attorney, requested an additional \$1,000.00 for court costs. Commissioner Nicholson suggested adding an additional \$1,000.00 to that request. He informed the Court that there would be a Capital Murder case that would require additional expenses. He will be reaching out to the Governor for funds to help with these

additional costs. The Court is in favor by a unanimous show of hands of adding \$15,837.00 to the District Attorney budget.

Julie York, Upshur County Ag Extension Officer, presented her requests to the Court. She presented the need for office support personnel and Lisa East, part time 4-H assistant, also presented the need for office support staff. Julie York requested an additional \$500.00 to office supplies. Commissioner Nicholson recommended funding 20 hours a week for a part-time employee plus the additional \$500.00 to office supplies. The Court is in favor of adding \$18,833.00 to the Ag Extension Office budget by a unanimous show of hands. Judge Tefteller suggested to take under advisement for the possibility of making the extra position full time if funds available at the end of the budget discussion.

Terri Ross, Upshur County Clerk, had no special requests for additional funds and decreased her budget in the amount of \$500.00 from the previous budget. Auditor Williams informed the Court that there are 3 employees in the County Clerk's office who are not making the base pay amount funded by the general fund and whose salaries are supplemented with the County Clerk dedicated funds. Auditor Williams suggested that the Court consider, if funds available at the end of the budget discussion, to bring those employees up to the same base pay at an additional \$22,080.00 from the general fund plus insurance and retirement to free up the dedicated funds that the County Clerk is currently using to supplement these salaries. The Court is in favor of this proposal by a unanimous show of hands.

Judge Fowler, 115th District Judge, reduced his budget \$10,800.00. He advised the Court that he signed an Order that bumps the CPS lawyers up a little to \$90/hr for in court and \$80/hr for out of court.

County Judge Tefteller suggested that he could reduce his budget by \$10,000.00 from court appointed attorneys if needed.

Wyone Manes, JP #1 requested a raise for her employees and praised the work done to her building and thanked the Sheriff and Building Maintenance for their help. She did not request any additional funding to her budget. Auditor Williams suggested that there was dedicated funds available for the JPs to use if they wanted to increase their employees in addition to the raise from the general fund.

Lyle Potter, JP #2 requested an increase to car allowance by \$1,000.00. Commissioner Nicholson suggested giving the four JPs an additional \$1,000.00 for vehicle allowance. Judge Potter also requested an additional \$5,300.00 to his salary line item to bring in somebody to train. The Court approved by a unanimous show of hands to increase the JP budgets an additional \$4,000.00 (\$1,000.00 for each JP) for car allowance and Judge Potter's increase in his salary line item of \$6,111.48.

Auditor Williams presented the Treasurer's budget requests. The Treasurer is requesting her own pay increase of \$5,000.00/year. Auditor Williams informed the Court that the

Treasurer is also requesting pay increases/decreases for her 3 employees. She is proposing her Chief Assistant Treasurer an increase of \$2,376.00 to \$45,000.00; a decrease to her 2nd Assistant Treasurer by \$704.00 to \$40,000.00; increase her 3rd Assistant Treasurer to \$31,800.00 base pay. Auditor Williams also informed the Court that the Treasurer is also requesting an increase in her non-elected educational expense in the amount of \$444.00. Commissioners agreed to the increase of the Chief Assistant Treasurer salary of \$576.00 plus the additional \$1,800.00 across the board raise to bring her total salary to \$45,000.00. The Court approved by a unanimous show of hands for the adjustments to the salaries as mentioned plus the increase in the non-elected official educational line item.

Judge Tefteller announced that the Upshur County Treasurer is not requesting any additional funding to her budget but actually decreasing her budget in the amount of \$2,400.00. The Court approved by a unanimous show of hands.

Constable #1 James Casey presented his requests to the Court. Auditor Williams suggested an increase to the ammunition line item in the amount of \$100.00; increase to the gasoline line item of \$400.00; and an increase in the vehicle repair and maintenance line item of \$200.00. Auditor Williams suggested an increase to the Constable #1 budget of \$550.00; Constable #3 budget of \$1,400.00; and Constable #4 budget of \$1,300.00 bringing a combined total of \$3,250.00 increase to the Constables' budgets. The Court approved these requests by a unanimous show of hands.

Cynthia King, Upshur County Librarian, requested an increase of \$5,000.00 for library materials. Judge Tefteller requested that she only purchase books from this increase if approved. The Court approved an increase of \$1,500.00 for books by a unanimous show of hands.

Kevin Crutsinger, Upshur County Building Maintenance, requested a pay raise for his 2 cleaning ladies to bring up to the base pay of \$31,800.00; an increase to the uniform line item of \$200.00; and an increase to the hand tools of \$600.00. There was discussion regarding the supplies and equipment needed when the County moved back into the courthouse. Commissioner Nicholson suggested increasing the supplies in the amount of \$1,000.00 for specialty cleaning supplies for the courthouse. Kevin Crutsinger also requested certification for David Manes and the Court agreed. The Court approved the increase to the Building Maintenance budget for a total increase of \$9,227.57 by a unanimous show of hands.

Commissioner Dolle presented the requests of Bobby Baker, VA Administrator. He had requested an increase in his salary. Commissioner Dolle requested an increase of pay for the VA Administrator of \$1.00/hour. He also requested an increase in the education line item. Auditor Williams is going to look at the figures to see if they can increase it more than \$1.00 per hour and if he wants to work more days here in Upshur County. She will also look to see how much needs to be added to the education line item. His budget will be discussed after the Auditor gets more information at a later meeting.

Auditor Williams discussed the Non-departmental funds with the Court which includes insurance, liability insurance, worker's compensation, postage, audit fee, and four contingency line items (courthouse contingency renovation match, capital murder, capital improvement). Auditor Williams went on to discuss allocations that the County gives to non-profit organizations which she has budgeted as follows: \$1,000.00 to the Gladewater library; \$2,100.00 to Meals on Wheels; \$15,000.00 to Sabine Valley MHMR; \$2,500.00 to CASA; \$1,000.00 to the East Texas Council on Alcoholism; \$2,000.00 to the Northeast Texas Regional Mobility Authority; \$4,000.00 to the literacy program; and \$2,000.00 to the Historical Commission. Judge Tefteller asked to take under advisement the possibility of helping to fix the windows for the Historical Commission at the museum.

Auditor Williams praised Ruth Whiteside for her administration of the indigent health fund and how much money she has saved the County. Commissioner Miller had requested an hourly raise for Ms. Whiteside. The Court approved the hourly pay raise as requested.

The Court recessed for lunch at 11:40 a.m.
The Court reconvened at 1:10 p.m.

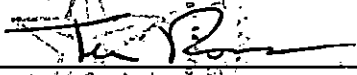
Sheriff Larry Webb gave a presentation regarding his request for additional funds in both his jail budget and his Sheriff's department budget. He gave an overview of what they have spent and how they have funded several projects with their funds. He is requesting an increase in the department 560 budget in the amount of \$34,096.09 and an increase of \$105,733.44 to department 565 budget. There was discussion regarding the addition of two extra Court security officers when the County moves back into the courthouse. Sheriff Webb presented his proposals of using these officers for transport when not needed at the courthouse. After presentation and discussion, the Court agreed on the budget requests and the addition of the two Court security officers by a unanimous show of hands.

Auditor Williams advised the Court that Commissioner Nicholson, Commissioner Dolle, and herself had met with the Road and Bridge department and listened to the employees and their concerns. She went on to say that their number one importance was salaries and the second concern was the equipment. Auditor Williams informed the Court that there was an additional \$36,000 in the Road and Bridge budget from a position that was never filled and which Phil Stegall, Road and Bridge Administrator, is going to eliminate that position. Auditor Williams informed the Court that Mr. Stegall is requesting that the \$36,000.00 be given to the 36 employees for an increase in their salary at \$1,000.00 each. This would give them an additional \$1,000.00 plus the \$1,800.00 across the board raise. Auditor Williams reminded the Court that the employees can also get an additional amount for certification pay. Phil Stegall requested 2 new certifications for reclaimer certification and 2 new certifications for tree master certifications. Commissioner Nicholson commented that he would like to see 4 additional motor grader certificates for a total of 8. Commissioner Nicholson commented that he would also like to see an additional increase of \$20,000.00 for oil dirt. There was discussion regarding the request for additional equipment.


Commissioner Nicholson agrees that the Court should approve the lease of mowers with an agreement that the payments come out of the following years budget. Auditor Williams suggested the Court to approve a cash payment for 4 dump trucks at \$480,000.00 and a single wheel packer at \$70,000.00 to come out of savings. The Court agreed with the Auditor's proposals by a unanimous show of hands.

Judge Tefteller praised Kristin Culberson, his Court Coordinator, and requested a raise of her salary to bring her base salary up to \$45,000.00 plus the additional \$1,800.00 across the board raise. The Court approved with a unanimous show of hands.

Motion by Commissioner Ashley with a second by Commissioner Dolle to adjourn the meeting. The meeting adjourned at 2:45 p.m.

ATTEST


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 30, 2025

10:00 A.M. REGULAR SESSION

A regular meeting of the Commissioners' Court of Upshur County, Texas was held on Friday, May 30, 2025 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

Absent: Jay W. Miller – Commissioner Pct. #4

Judge Tefteller called the regular meeting to order at 10:03 a.m.

1. Invocation and Pledges

Prayer was led by Commissioner Dolle.

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

2. Citizen comments. No comments.

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 report; Treasurer report; Bonds; Oaths; Deputations; Certificates; State and County Taxes Summary (March 2025, April 2025); refund of overpayment or erroneous tax payments in excess of \$2500.00; Appointment of Upshur County Auditor; Certification and Order for Appointment of Additional Assistant County Auditor; Emergency Services District No. 2 Financial Statements and Independent Auditor's Report as of September 30, 2024; and, applications for use of Upshur County roads and rights-of way and permit requests.**

Judge Tefteller announced that he granted the Upshur County ESD #1 a thirty (30) day extension for turning in their audit. Commissioner Nicholson made a motion with a second by Commissioner Dolle to approve items 3A-F. Motion carried 4-0.

Unanimous vote in favor.

(SEE ATTACHED)

4. Hear any updates and discuss and take necessary action concerning the Round XII Courthouse Grant Renovation.

Judge Leward LeFleur was present to update the Court regarding the status of the Courthouse renovation. Upon the request of Judge Tefteller, he went over what to expect prior to moving back into the courthouse.

5. Discuss and take action to approve an Interlocal Cooperation Agreement between Nacogdoches County and Upshur County to house Nacogdoches County Inmates in Upshur County Jail.

Sheriff Webb announced that this Interlocal Cooperation Agreement has already been approved by Nacogdoches County. Motion by Commissioner Ashley with a second by Commissioner Dolle to approve the Interlocal Cooperation Agreement between Nacogdoches County and Upshur County to house Nacogdoches County inmates in Upshur County Jail and to authorize Judge Tefteller to sign said Agreement. Motion carried 4-0. Unanimous vote in favor.

6. Discuss and take action to approve entering into a Contract for Medical Services between Upshur County and Jason Moulton, D.O. as Medical Director for Upshur County Jail, effective July 1, 2025.

Sheriff Webb advised the Court that Dr. Buller retired several years ago from general practice. He has been the medical director over the jail since around 1995. The Sheriff has been looking into changing up the way they have been doing things with the addition of zoom meetings and conferences. They approached Dr. Moulton, who recently moved into the area. The contract will increase \$1,000.00 a month. He further advised the Court that the inmates can be seen and labs drawn at his office here in Gilmer, saving them from going to the emergency room. Motion by Commissioner Nicholson with a second by Commissioner Dolle to approve entering into a Contract for Medical Services between Upshur County and Jason Moulton, D.O. as Medical Director for Upshur County Jail, effective July 1, 2025. Motion carried 4-0. Unanimous vote in favor.

Sheriff Webb further advised the Court that he sent a certified letter to Dr. Buller giving him a 30 day notice to end the contract at the end of June, 2025. The Court gave a vote of thanks and appreciation to Dr. Buller for 26 years of serving the County and also in that he never asked for an increase.

7. Discuss and take action on the disbursement of available school funds.

Judge Tefteller announced that Treasurer Brandy Vick had suggested that the Court allocate \$400,000.00 to be disbursed to the Upshur County schools from the available school funds for the school year 2024-2025. There is \$462,238.00 on hand and she is recommending

that the Court disburse \$400,000.00. The actual disbursements will not be available until they get their numbers from the schools. Motion by Commissioner Nicholson with a second by Commissioner Ashley to approve disbursing \$400,000.00 of available school funds to the schools and distribute it per diem to be put into the record at the next meeting of the actual breakdown. Motion carried 4-0. Unanimous vote in favor.

Judge Tefteller recessed the Regular Agenda and opened the Regular Session Addendum at 10:30 a.m.

1. Discuss and take action to select a vendor to replace HVAC units at the Tax Office.

Auditor Williams informed the Court that they have had several issues with the current unit with flooding and that they have had to file insurance claims. Kevin Crutsinger, Building Maintenance, informed the Court that he had reached out to several vendors who are all state approved vendors. The quotes he has are for complete units. In an attempt to save money, Kevin Crutsinger announced that he and the inmates can do the demo work and scrap the units and put that money back into the general fund. He also informed the Court that he can save the condensers and store if needed in the future somewhere. The quotes he has are from Payne Mechanical Services in the amount of \$54,975.00 and ETR in the amount of \$64,000.00. The ETR quote was put into separate quotes for \$47,700.00 for the units and \$16,300.00 to Integrity Services of East Texas for electrical services. Mr. Crutsinger went on to say that Payne Mechanical Services is not replacing any of the copper line sets, thermostats, or thermostat sensors. There was discussion regarding the dates to close the tax office while the electrical is shut down. Commissioner Nicholson suggested possibly doing the work the week of June 18th. Kevin Crutsinger made a recommendation to the Court to use ETR to replace all equipment to be paid out of contingency. Motion by Commissioner Nicholson with a second by Commissioner Dolle to approve the recommendation of the Building Maintenance Administrator and go with the quote from ETR. Motion carried 4-0. Unanimous vote in favor.

8. 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));

A,B Section 551.072 (deliberation regarding real property);

A,B,C,D Section 551.0725 (deliberation and discussion of contracts being negotiated);

_____ Section 551.073 (deliberation about gifts and donations);

_____ 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. Consideration of contract with Nacogdoches County to house inmates.**
- D. Consideration of contract for jail doctor with Jason Moulton, D.O.**

The Court went into **CLOSED SESSION** at 10:43 a.m.

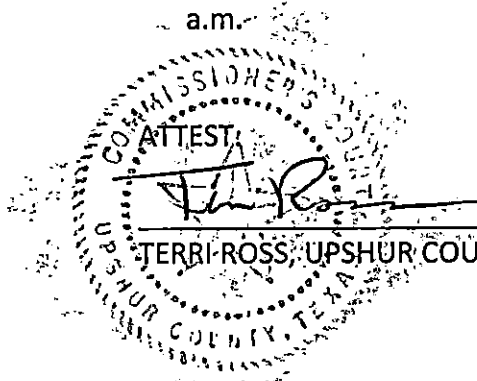
- 9. The Court will re-convene into open session and take any action necessary as a result of Executive Session.**

The Court reconvened into **OPEN SESSION** at 10:55 a.m.

Motion by Commissioner Nicholson with a second by Commissioner Dolle to purchase furniture for the courthouse in the amount of \$57,389.00 with the Texas Correctional Industries. Motion carried 4-0. Unanimous vote in favor.

10. Adjourn.

Motion by Commissioner Dolle with a second by Commissioner Nicholson to adjourn the meeting. Motion carried 4-0. Unanimous vote in favor. Meeting adjourned at 10:59 a.m.

The seal of Upshur County, Texas, is circular with a dotted border. Inside the border, the words "COMMISSIONER'S OFFICE" are at the top, "ATTEST" is in the center, and "UPSHUR COUNTY, TEXAS" is at the bottom. A signature is written across the seal.

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.