

**REGULAR TERM
REGULAR SESSION
SEPTEMBER 23, 2025**

On this the 23rd day of September, 2025, A.D., at 9:00 a.m. the Commissioners' Court of Jackson County, Texas convened in a Regular Term, Regular Session, thereof, in the Jackson County Commissioners' Courtroom of the Jackson County Courthouse, Jackson County, Texas., with the following members of the Court present, to-wit:

Jill Sklar	County Judge
Douglas Frenzel	Comm. Pct. #1
Wayne Bubela	Comm. Pct. #2
Glenn Martin	Comm. Pct. #3
Dennis Karl	Comm. Pct. #4
Kate Respondek	County Clerk

At which time the following proceedings were had:

Invocation and Pledge

Comm. Frenzel opened the meeting with prayer and Judge Sklar led the reciting of the Pledge of Allegiance of the United States of America.

Citizens Comments-Opportunity for the public to address Commissioners' Court on non-agenda items. The Court may not comment nor deliberate on non-agenda items. (Presentations should be limited to (5) minutes)

Casey Koop, citizen of Jackson County, voiced his concern with the status/condition of County Road 311 (road and tall grass.)

Approval of Minutes and/or additions and corrections, if any.

The minutes from September 9, 2025 were submitted.

A motion was made by Comm. Bubela, seconded by Comm. Frenzel, to approve the minutes. Motion carried.

Consider budget amendments, line-item transfers and revenue certification for FY 2025 Budget, and take any necessary action.

A motion was made by Comm. Frenzel, and seconded by Comm. Martin, to approve the budget amendments, line-item transfers and revenue certification for the FY2025 Budget. Motion carried.

Clerk's Note: A copy of the amendments on file among exhibits of Commissioners' Court.

Consider Lahey Subdivision re-plat, and take any necessary action.

A motion was made by Comm. Karl, and seconded by Comm. Martin, to approve the Lahey Subdivision re-plat in Lolita. Motion carried.

Clerk's Note: A copy of the plat on file in the plat records of Jackson County.

Discuss, consider and adopt a resolution to designate authorized signatures for the Community Development Block Grant — Disaster Recovery Program (CDBG-DR) program for GLO state contract number 24-074-010-F150, and take any necessary action.

A motion was made by Comm. Martin, and seconded by Comm. Karl, to adopt a resolution to designate authorized signatures for the Community Development Block Grant — Disaster Recovery Program (CDBG-DR) program for GLO state contract number 24-074-010-F150. Motion carried.

Clerk's Note: A copy of the resolution on file among exhibits of Commissioners' Court.

APPROVED

September 23, 2025

Discuss, consider and adopt a resolution regarding Civil Rights which includes the following policies:

- a. Citizens Participation Plan and Grievance Procedures;
- b. Section 3 policy;
- c. Excessive Force Policy;
- d. Limited English Proficiency (LEP) Standards Plan;
- e. Section 504 Policy and Grievance Procedures;
- f. Code of Conduct Policy; and
- g. Fair Housing Policy.

A motion was made by Comm. Frenzel, and seconded by Comm. Bubela, to adopt a resolution regarding Civil Rights which includes policies A thru G. Motion carried.

Clerk's Note: A copy of the resolution on file among exhibits of Commissioners' Court.

Consider proclaiming April as Fair Housing Month, take any necessary action.

A motion was made by Comm. Bubela, and seconded by Comm. Frenzel, to proclaim April as Fair Housing Month. Motion carried.

Clerk's Note: A copy of the policy on file among exhibits of Commissioners' Court.

Consider 4-H County Council to declare the week of October 5-11 as National 4-H Week for Jackson County, and take any necessary action.

4-H County Council was present in Court to request for the week of October 5-11 as National 4-H week for Jackson County.

A motion was made by Comm. Bubela, and seconded by Comm. Frenzel, to declare the week of October 5-11 as National 4-H Week for Jackson County. Motion carried.

Consider Amendment #1 Health Services Agreement with Southern Health Partners, dba Vista Health Management, and take any necessary action.

A motion was made by Comm. Frenzel, and seconded by Comm. Bubela, to approve Amendment #1 Health Services Agreement with Southern Health Partners, dba Vista Health Management. Motion carried.

Clerk's Note: A copy of the agreement on file among exhibits of Commissioners' Court.

Consider flu shots for Jackson County Employees with Jackson County Hospital District, and take any necessary action.

A motion was made by Comm. Bubela, and seconded by Comm. Frenzel, to approve flu shots for Jackson County Employees with Jackson County Hospital District to be given on October 9, 2025 from 8am-10am. Motion carried.

Consider SAVNS Maintenance Grant Contract with the Office of the Attorney General (OAG) for victim notification services, and take any necessary action.

A motion was made by Comm. Bubela, and seconded by Comm. Karl, to approve the SAVNS Maintenance Grant Contract with the Office of the Attorney General (OAG) for victim notification services. Motion carried.

Clerk's Note: A copy of the contract on file among exhibits of Commissioners' Court.

Consider Nationwide 457(B) deferred Compensation plan 457(b) Governmental AA V2 Contract Number 0036792001, and take any necessary action.

A motion was made by Comm. Frenzel, and seconded by Comm. Bubela, to approve the Nationwide 457(B) deferred Compensation plan 457(b) Governmental AA V2 Contract Number 0036792001 and authorize the County Judge to sign. Motion carried.

Clerk's Note: A copy of the contract on file among exhibits of Commissioners' Court.

Consider addressing the old chairs from the Service Building Auditorium, and take any necessary action.

A motion was made by Judge Sklar, and seconded by Comm. Bubela, for the auditorium chairs to be dispersed to the Cowboy Church, the Chamber of Commerce, any County Office, a non-profit who makes contact and the remainder to recycle. Motion carried.

APPROVED

Consider reviewing proposals for county wide scanning project, and take any necessary action.

A motion was made by Judge Sklar, and seconded by Comm. Frenzel, to execute contract with DataBank for county wide scanning project including files in the County Clerk's Office, District Clerk's Office, the Tax Office and files in the jail, in an amount not to exceed \$524,570.36 and to be financed over two years. Motion carried.

Clerk's Note: A copy of the contract on file among exhibits of Commissioners' Court.

Consider issuing Bridgette Bustamante a Voyager Fleet Card and Kelsey McClennan a Citibank/US Bank card, and take any necessary action.

A motion was made by Comm. Bubela, and seconded by Comm. Karl, to issue Bridgette Bustamante a Voyager Fleet Card and Kelsey McClennan a Citibank/US Bank card. Motion carried.

Consider the request by the Jackson County Volunteer Organization Active in Disaster for a pro license on the Jackson County phone system to be utilized to support Jackson County before, during, and after a disaster, and take any necessary action.

A motion was made by Comm. Bubela, and seconded by Comm. Martin, to approve the request by the Jackson County Volunteer Organization Active in Disaster for a pro license on the Jackson County phone system to be utilized to support Jackson County before, during, and after a disaster. Motion carried.

Consider proposed Jackson County grant administration policy and procedures, and take any necessary action.

A motion was made by Judge Sklar, and seconded by Comm. Frenzel, to approve the proposed Jackson County grant administration policy and procedures. Motion carried.

Clerk's Note: A copy of the policy on file among exhibits of Commissioners' Court.

Consider discussing Jackson County Airport Capital Improvement Projects Plan through Fiscal Year 2029, and take any necessary action.

A motion was made by Comm. Frenzel, and seconded by Comm. Karl, to approve the Jackson County Airport Capital Improvement Projects Plan through Fiscal Year 2029. Motion carried.

Clerk's Note: A copy of the plan on file among exhibits of Commissioners' Court.

Receive Unaudited Financial Statements as of and for the period ending August 31, 2025.

A motion was made by Judge Sklar, seconded by Comm. Frenzel, to receive the Unaudited Financial Statements as of and for the period ending August 31, 2025. Motion carried.

Clerk's Note: A copy of the statements on file among exhibits of Commissioners' Court.

Consider Order of Election for November 4, 2025, Special Election to adopt or reject the proposed Constitutional Amendments, and take any necessary action.

A motion was made by Comm. Bubela, and seconded by Comm. Karl, to approve the Order of Election for November 4, 2025, Special Election to adopt or reject the proposed Constitutional Amendments. Motion carried.

Clerk's Note: A copy of the Order on file among exhibits of Commissioners' Court.

Consider Order of Appointment for Election Judges and Alternates, and take any necessary action.

Agenda item passed.

Consider approving contract between the County Clerk's Office and Jackson County-County Wide Drainage (JCCWD) for the November 4, 2025 election, and take any necessary action.

A motion was made by Comm. Bubela, and seconded by Comm. Frenzel, to approve the contract between the County Clerk's Office and Jackson County-County Wide Drainage (JCCWD) for the November 4, 2025 election. Motion carried.

Clerk's Note: A copy of the contract on file among exhibits of Commissioners' Court.

APPROVED

Consider Treasurers’ Report for month of August, and take any necessary action.

Mary Horton, Treasurer, submitted the Treasurer’s Report for the month of August to the Court.

A motion was made by Comm. Martin, and seconded by Comm. Karl, to approve the Treasurer’s report. Motion carried.

Clerk’s Note: A copy of the report on file among exhibits of Commissioners’ Court.

Consider Payment of County and Precinct bills and court orders.

It was noted that there were no court orders.

A motion was made by Comm. Bubela, and seconded by Comm. Frenzel, to pay the County and Precinct bills and court order. Motion carried.

Consider payroll changes, if any, and take any necessary action.

A motion was made by Comm. Frenzel, and seconded by Comm. Martin to approve the payroll changes. Motion carried.

***COMMISSIONERS’
COURT
PAYROLL
CHANGES
September 23, 2025***

<u>NAME</u>	<u>DEPARTMENT</u>	<u>TYPE OF CHANGE</u>	<u>HOURLY FROM:</u>	<u>HOURLY TO:</u>	<u>EFFECTIVE DATE</u>
Griffin, Sharon	Treasurer	Part time	\$0.00	\$12.50	09/23/2025
Campbell, Travis	Sheriff	Part time	\$0.00	\$28.37	10/10/2025
Campbell, Travis	Sheriff	Full time	\$28.37	\$28.37	10/11/2025
	SB22-Rural LE				
	Salary Assistance	Peace Officer			
Campbell, Travis	Grant	certification, Intermediate	\$0.00	\$0.26	10/11/2025
<u>NAME</u>	<u>DEPARTMENT</u>	<u>TYPE OF CHANGE</u>	<u>BI- WEEKLY FROM:</u>	<u>BI- WEEKLY TO:</u>	<u>EFFECTIVE DATE</u>
Campbell, Travis	Commissary Telephone	Full time	\$0.00	\$11.53	10/11/2025

Consider agreement between Jackson County and Grantworks, Inc. for grant administration in regards to CDBG-DR Contract 24-074-010-F150, and take any necessary action.

A motion was made by Judge Sklar, and seconded by Comm. Frenzel, to approve the agreement between Jackson County and Grantworks, Inc. for grant administration in regards to CDBG-DR Contract 24-074-010-F150. Motion carried.

Clerk’s Note: A copy of the agreement on file among exhibits of Commissioners’ Court.

Consider agreement with CivilCorp, an ESP Company, for engineering services with regards to CDBG-DR Contract 24-074-010-F150, and take any necessary action.

A motion was made by Comm. Frenzel, and seconded by Comm. Martin, to approve the agreement with CivilCorp, an ESP Company, for engineering services with regards to CDBG-DR Contract 24-074-010-F150. Motion carried.

Clerk’s Note: A copy of the agreement on file among exhibits of Commissioners’ Court.

Receive various county reports, news and information.

Tara Timberlake gave update on fire detector issues in the jail.

Reminder for Supervisor Training on October 14th.

Reminder for County Clean-up at the transfer Station on October 4th.

ADJOURNMENT

A motion was made by Comm. Bubela, seconded by Comm. Karl to adjourn at 10:03 a.m.

Meeting ADJOURNED

APPROVED

APPROVED this the 14th day of October 2025.

Jill Sklar
County Judge

ATTEST:

Katherine M. Respondek, County Clerk
And Ex-Officio Clerk of the Commissioners’
Court of Jackson County, Texas

APPROVED