

STATE OF TEXAS §  
COUNTY OF POLK §

DATE: September 9, 2025  
REGULAR MEETING  
ALL PRESENT

**COMMISSIONER'S COURT  
AGENDA POSTING # 2025 - 036**

**Call to Order. \* Invocation \* Pledges of Allegiance**

Be it remembered on this the 9th day of September 2025, the Honorable Commissioners Court met in "REGULAR" called meeting with the following officers and members present, to wit;

Honorable Sydney Murphy – County Judge presiding,  
Guylene Robertson – Commissioner Pct #1,  
Mark DuBose – Commissioner Pct #2,  
Milton Purvis – Commissioner Pct #3,  
Jerry Cassity - Commissioner Pct #4,  
Cassie Simmons – Deputy County Clerk and  
Louis Ploth – County Auditor.

WELCOMED & CALLED TO ORDER AT 10:00 AM BY JUDGE SYDNEY MURPHY.

- INVOCATION LED BY LINDELL MITCHELL OF LIVINGSTON CHURCH OF CHRIST.
- PLEDGES TO U.S. & TEXAS FLAGS LED BY CASSIE SIMMONS.

**Public Comments**

Billy Lambeth provided an update on the goose report at lakeside village.

**Informational Reports**

1. PROCLAMATION RECOGNIZING SEPTEMBER 2025 AS SUICIDE PREVENTION AWARENESS MONTH.
2. UPDATE FROM THE POLK COUNTY WELLNESS COMMITTEE REGARDING MENTAL HEALTH WELLNESS WORKSHOP FOR COUNTY EMPLOYEES.  
The Wellness Committee is hosting TAC for a Mental Health Awareness Workshop for county employees on September 25th. Presentations will be held at Dunbar, and all employees are invited to attend.
3. YEARLY REPORT FROM INFORMATION TECHNOLOGIES.

**Old Business**

4. CONSIDER ANY/ALL NECESSARY ACTION REGARDING ANNUAL BIDS FOR PURCHASE OF:
  - A. BID #2026-01.08, #2026-02.08, #2026-03.08, AND #2026-04.08  
MOTIONED BY MILT PURVIS, SECONDED BY GUYLENE ROBERTSON, TO ACCEPT BID.  
VOTES NO: 0  
VOTES YES: 5  
VOTES RESULT: CARRIED

**New Business - Consent Agenda**

MOTIONED BY GUYLENE ROBERTSON, SECONDED BY JERRY CASSITY, TO APPROVE THE CONSENT AGENDA AS FOLLOWS: (ALL VOTING YES)

5. APPROVE MINUTES OF PREVIOUS MEETING: August 26, 2025 (Regular Session)

6. APPROVE SCHEDULES OF BILLS.

DATE	AMOUNT	FUND	CHECK #
8/21/2025	152,832.00	Grants	ACH 035/1314/ACH 010/312219
8/22/2025	44,112.80	Grants	ACH 035/1315/ACH 010/312239-312248
8/27/2025	114,813.75	General	ACH 4736,4737,4738
8/27/2025	8,000.00	Historical Commission	1670
8/28/2025	14.77	General	312293
8/29/2025	155,500.71	General	ACH 4728,4725,4726,4727, 4733,4734,4735,4729,4731, 4732
8/29/2025	7,654.73	General	312320-312324
9/1/2025	27,150.59	General	312327-312331
9/3/2025	369.95	Grants	ACH 035/1316
9/9/2025	410,023.93	General	312332-312408
<b>TOTAL:</b>	<b>920,473.23</b>		

7. APPROVE ORDER DESIGNATING SURPLUS PROPERTY.

The Exhibit reflects various items no longer in use by the Maintenance Department.

8. APPROVE ORDER DESIGNATING OUTDATED AND UNLOCATED ASSETS AS SURPLUS PROPERTY FOR THE PURPOSE OF INVENTORY RECONCILIATION.

The Exhibit reflects various items no longer in use by the Maintenance Department and General Operations.

9. RECEIVE AND RECORD PERSONNEL ACTION FORMS SUBMITTED BY ELECTED OFFICIALS SINCE LAST MEETING.

10. RECEIVE AND RECORD DISTRICT JUDGES' ORDER OF RE-APPOINTMENT AND OATH OF LOUIS PLOTH AS COUNTY AUDITOR FOR POLK COUNTY, EFFECTIVE SEPTEMBER 18, 2025.

11. APPROVE CONSTABLE PRECINCT 3, KEVIN BURMAN REQUEST TO REMOVE JEREMY ALLEN AS RESERVE DEPUTY CONSTABLE.

12. AUTHORIZE DISTRICT ATTORNEY SHELLY SITTON TO ENTER INTO A NON-TERMINAL AGREEMENT WITH THE CITY OF LIVINGSTON POLICE DEPARTMENT.
13. AUTHORIZE DISTRICT ATTORNEY SHELLY SITTON TO ENTER INTO A NON-TERMINAL AGREEMENT WITH THE TEXAS DEPARTMENT OF PUBLIC SAFETY.
14. APPROVE JOINT CONTRACT FOR ELECTION SERVICES WITH CITY OF LIVINGSTON FOR THE COUNTY'S PROVISION OF ELECTION EQUIPMENT AND SERVICES FOR THE NOVEMBER 4, 2025 GENERAL ELECTION, AS RECOMMENDED BY THE COUNTY CLERK.
15. APPROVE RENEWAL AGREEMENT WITH INTEGRATED DATA SERVICES FOR COUNTY CLERK'S IMAGING SOFTWARE MAINTENANCE FOR FY2026.
16. APPROVE AGREEMENTS WITH THE POLK COUNTY CHAMBER OF COMMERCE, POLK COUNTY HIGHER EDUCATION AND TECHNOLOGY FOUNDATION, AND THE POLK COUNTY HISTORICAL COMMISSION FOR THE QUARTERLY DISTRIBUTION OF HOTEL OCCUPANCY TAX FUNDS, EFFECTIVE OCTOBER 1, 2025.
17. APPROVE A 12-MONTH RENEWAL OF THE PRE-POSITIONED CONTRACTS WITH KDF ENTERPRISES (PRIMARY) AND DRC EMERGENCY SERVICES (SECONDARY) FOR DISASTER DEBRIS REMOVAL, REDUCTION, DISPOSAL, AND OTHER DEBRIS-RELATED SERVICES, CONTINGENT UPON MUTUAL AGREEMENT IN ACCORDANCE WITH THE TERMS OF THE EXISTING CONTRACTS.
18. APPROVE ORDER SETTING JUROR REIMBURSEMENT FOR FY2026.
19. APPROVE PERMITS REQUEST FOR PETTY CASH IN THE AMOUNT OF \$150.
20. APPROVE USE OF \$29,106.69 FROM INFORMATION TECHNOLOGY CAPITAL OUTLAY REPAIR/REPLACE IT EQUIPMENT (BUDGETED FUNDS) FOR THE PURCHASE AND INSTALLATION OF SIX FIREWALLS.

**New Business - Regular Agenda**

21. CONSIDER RESOLUTION APPROVING ISSUANCE BY THE COLORADO HEALTH FACILITIES AUTHORITY (COHFA) OF TAX EXEMPT BONDS (THE COHFA BONDS) TO FINANCE AND REFINANCE CERTAIN PROJECTS FOR MEMORIAL HEALTH SYSTEM OF EAST TEXAS.  
MOTIONED BY MILT PURVIS, SECONDED BY MARK DUBOSE, TO APPROVE RESOLUTION.  
VOTES NO: 0  
VOTES YES: 5  
VOTES RESULT: CARRIED
22. CONSIDER APPROVAL OF PERSONNEL MATTERS, AS FOLLOWS:
  - A. PERSONNEL ACTION FORM REQUESTS SUBMITTED BY DEPARTMENT HEADS SINCE LAST MEETING AND REVIEW OF ANY AUTHORIZED EMERGENCY HIRING. JUDGE MURPHY NOTED THERE WERE NO EMERGENCY HIRES. MOTIONED BY JERRY CASSITY, SECONDED BY MARK DUBOSE, TO APPROVE.

VOTES NO: 0  
VOTES YES: 5  
VOTES RESULT: CARRIED

B. UPDATE TO PERSONNEL MANAGEMENT SYSTEM BOOK 1 AND BOOK 2.

Judge Murphy discussed the proposed changes. The changes to Book 1 include establishing an HR Advisory Committee, Defining Clothing Allowance, revisions to the Work Schedule and Time Reporting section to eliminate "straight comp time" and establish "exempt credit hours" (non-compensable) and "law enforcement credit hours" (compensable), clarifying the Holidays Worked benefit, establishing disaster pay during emergency closings for essential employees, and establishing pay policy for those employees that are "engaged to wait" and "waiting to be engaged". The changes to Book 2 include updating the job descriptions for Purchasing & Procurement Coordinator, Aging Services Director, Veteran Services Director and Social Services Director, to consolidate those departments as discussed during FY2026 budget development.

Commissioner DuBose expressed that the county should not take away the benefit of paying out holiday pay upon separation. Judge Murphy clarified that the current policy and previous policy did not include payment of holiday time upon separation, and so that should never have been paid out to begin with. The intended benefit is to provide employees with the day off to celebrate the holiday with family members, and that the policy was previously updated to ensure that those employees that must work the holiday would be paid double for doing so. Those employees that accrue holiday hours have 12 months from the time it is accrued to take that time off.

Commissioner DuBose also expressed concern about the consolidation of Purchasing & Procurement with Grants & Contracts and the Veterans Services and Aging Services with Social Services.

MOTIONED BY GUYLENE ROBERTSON, SECONDED BY NONE, TO APPROVE.

VOTES NO: 0  
VOTES YES: 0

VOTES RESULT: FAILED

MOTIONED BY MILT PURVIS, SECONDED BY JERRY CASSITY, TO TABLE.

VOTES NO: 1  
VOTES YES: 4

VOTES RESULT: CARRIED

23. CONSIDER REQUESTS FOR REVISIONS AND AMENDMENTS TO THE BUDGET, AS FOLLOWS:

A. FY2025 BUDGET REVISIONS AND AMENDMENTS AND FY2026 AMENDMENTS, AS PRESENTED BY THE COUNTY AUDITOR'S OFFICE;

MOTIONED BY MARK DUBOSE, SECONDED BY JERRY CASSITY, TO APPROVE.

VOTES NO: 0  
VOTES YES: 5

VOTES RESULT: CARRIED

24. CONSIDER REQUESTS FOR CAPITAL PURCHASES TO BE PAID FROM GENERAL FUND BALANCE AND INCLUDED ON THE FY2026 REIMBURSEMENT RESOLUTION FOR YEAR-END ISSUANCE OF LEGALLY AUTHORIZED DEBT, AS FOLLOWS;

- A. AFTER-MARKET EQUIPMENT INSTALLED BY TEXAS FLEET OUTFITTERS ON NINE LEASED VEHICLES FOR THE SHERIFF'S OFFICE, IN THE AMOUNT OF \$207,587.40.  
MOTIONED BY MILT PURVIS, SECONDED BY GUYLENE ROBERTSON, TO APPROVE.  
VOTES NO: 0  
VOTES YES: 5  
VOTES RESULT: CARRIED
- B. AFTER-MARKET EQUIPMENT INSTALLED BY TEXAS FLEET OUTFITTERS ON LEASED VEHICLE FOR CONSTABLE PRECINCT 1, IN THE AMOUNT OF \$14,657.62.  
MOTIONED BY GUYLENE ROBERTSON, SECONDED BY MARK DUBOSE, TO APPROVE.  
VOTES NO: 0  
VOTES YES: 5  
VOTES RESULT: CARRIED
- C. CABINETS AND SHELVING FOR COUNTY CLERK LAND RECORDS PURCHASED FROM DATUM STORAGE SOLUTIONS IN THE AMOUNT OF \$69,516.02.  
MOTIONED BY MILT PURVIS, SECONDED BY JERRY CASSITY, TO APPROVE.  
VOTES NO: 0  
VOTES YES: 5  
VOTES RESULT: CARRIED
25. CONSIDER APPROVAL TO ADVERTISE BID #2026-11 FOR THE PURCHASE OF TWO (2) PICKUP TRUCKS FOR ROAD AND BRIDGE PRECINCT 2, TO BE PAID FROM ROAD AND BRIDGE PRECINCT 2 FY2026 BUDGET.  
MOTIONED BY MARK DUBOSE, SECONDED BY MILT PURVIS, TO APPROVE.  
VOTES NO: 0  
VOTES YES: 5  
VOTES RESULT: CARRIED
26. CONSIDER NOMINATIONS, BY RESOLUTION, FOR POLK CENTRAL APPRAISAL DISTRICT BOARD MEMBERS FOR THE 2026/2027 TERM.  
MOTIONED BY JERRY CASSITY, SECONDED BY GUYLENE ROBERTSON, TO APPROVE RESOLUTION NOMINATING THE CURRENT MEMBERS, INCLUDING MIKE NETTLES, TOM CURRAN, DAN ELLIS, PAUL DAVID EVANS, AND STEVE HULLIHEN, TO CONTINUE TO SERVE.  
VOTES NO: 0  
VOTES YES: 5  
VOTES RESULT: CARRIED
27. DISCUSS AND TAKE ANY/ALL NECESSARY ACTION ON CONSTRUCTION BIDS RECEIVED ON THE GENERAL LAND OFFICE COMMUNITY DEVELOPMENT BLOCK GRANT HOUSING AND URBAN DEVELOPMENT MOST IMPACTED AND DISTRESSED WATER INFRASTRUCTURE PROJECTS, AS FOLLOWS :
- A. GLO CONTRACT NO. 24-065-044-E536  
This GLO Contract covers the water infrastructure upgrades for Leggett WSC, Shiloh Ridge WSC, and Soda WSC. As construction costs have increased since the funding was initially awarded, Shiloh Ridge WSC and Soda WSC have both opted to cut their original projects and

Leggett has declined to move forward with their project, thus reallocating funds to the other two projects.

MOTIONED BY GUYLENE ROBERTSON, SECONDED BY JERRY CASSITY, TO AWARD THE CONTRACT FOR PACKAGES "B" FOR SHILOH RIDGE WSC AND "C" FOR SODA WSC/WITH ADDITIVE ALTERNATE TO DUPLICHAIR CONTRACTORS IN THE AMOUNT OF \$560,600.

VOTES NO: 0

VOTES YES: 5

VOTES RESULT: CARRIED

B. GLO CONTRACT NO. 24-065-045-E537

This GLO Contract covers the water infrastructure upgrades for Dallardsville Segno WSC and Damascus-Stryker WSC. As construction costs have increased since the funding was initially awarded, Dallardsville Segno WSC has declined to move forward with their project, thus reallocating funds to Damascus-Stryker WSC.

MOTIONED BY MILT PURVIS, SECONDED BY MARK DUBOSE, TO AWARD THE CONTRACT FOR PACKAGE "B" FOR DAMASCUS-STRYKER WSC (BASE BID ONLY) TO DUPLICHAIR CONTRACTORS IN THE AMOUNT OF \$403,500.

VOTES NO: 0

VOTES YES: 5

VOTES RESULT: CARRIED

28. DISCUSS SENATE BILL 1173, WHICH HAS LIFTED THE REQUIREMENT FOR COMPETITIVE BIDS FROM \$50,000 TO \$100,000, AND CONSIDER ANY/ALL NECESSARY ACTION RELATED TO THE POLK COUNTY PURCHASING POLICY. MOTIONED BY JERRY CASSITY, SECONDED BY MILT PURVIS, TO APPROVE A MODIFICATION OF POLICY TO INCREASE THE COMPETITIVE BID THRESHOLD TO \$100,000.

VOTES NO: 0

VOTES YES: 5

VOTES RESULT: CARRIED

29. DISCUSS AND CONSIDER ANY/ALL NECESSARY ACTION RELATING TO THE DISTRIBUTION OF DISCRETIONARY SALARY POOL FUNDS.

Judge Murphy notified the Court that the cost to increase each corrections officer (including direct supervisors) and telecommunications operator position by two steps as previously discussed is \$88,000. This is sufficient to allow all incoming hires in these positions to begin at step 3.

MOTIONED BY MILT PURVIS, SECONDED BY JERRY CASSITY, TO APPROVE THE 2-STEP INCREASE FOR THESE POSITIONS, PROVIDE 25% OF THE REMAINING FUNDS TO EACH THE JAIL AND THE SHERIFF, AND TO SPLIT THE REMAINING 50% PROPORTIONATELY BETWEEN ALL OTHER DEPARTMENTS SUPPORTED BY THE GENERAL FUND.

VOTES NO: 0

VOTES YES: 5

VOTES RESULT: CARRIED

**Adjourn**

MOTIONED BY MILT PURVIS, SECONDED BY JERRY CASSITY, TO ADJOURN AT 11:20 AM.

VOTES NO: 0

VOTES YES: 5  
VOTES RESULT: CARRIED

\_\_\_\_\_  
SYDNEY MURPHY, COUNTY JUDGE

ATTEST:

\_\_\_\_\_  
SCHELANA HOCK, COUNTY CLERK

BY: \_\_\_\_\_  
CASSIE SIMMONS, DEPUTY CLERK