

**STATE OF TEXAS
COUNTY OF BROWN**

The Brown County Commissioners Court convened in a Regular meeting on September 29, 2025, at 9:00 A.M. in the Commissioners' Courtroom, at the Brown County Courthouse, 200 South Broadway St., Brownwood, Texas.

I. DECLARE A QUORUM AND CALL MEETING TO ORDER

The meeting is recorded and can be found on the Brown County Texas website.

Judge Britton declared a Quorum and called the meeting to order.

Members of the Court present were:

SHANE BRITTON	COUNTY JUDGE
KIRK CHASTAIN	COMMISSIONER, PRECINCT NO. 1
JOEL KELTON	COMMISSIONER, PRECINCT NO. 2
DAVID REID	COMMISSIONER, PRECINCT NO. 3
LARRY TRAWEEK	COMMISSIONER, PRECINCT NO. 4

Also present:

SHARON FERGUSON	COUNTY CLERK
JENNIFER ROBISON	COUNTY AUDITOR
JENNIFER BROUGHTON	COUNTY ATTORNEY

II. PRAYER

Carol Roberts, Pastor of First United Methodist Church, Lake Brownwood, Texas, led the Court in the invocation.

III. CITIZENS COMMENTS:

All speakers will be required to adhere to the rules of procedure, conduct and decorum adopted by the Court on August 12, 2019. Any disruptive, abusive, obscene, or disrespectful behavior will be terminated immediately.) All Presentations are subject to a (5) minute time limit. Multiple person groups will be limited to one speaker.

None.

IV. BURN BAN: Consider and take appropriate action regarding the county-wide burn ban.

After discussion, no action was taken. The burn ban remains in effect.

V. EMPLOYEE CHANGES:

A. Sheriff's Department

After discussion with Chief Deputy Sheriff James Stroope, Commissioner Kelton moved that the Court authorize the following personnel changes and salaries at the Sheriff's Department:

Harold Waddle/Jailer/employed

effective 09-17-2025

Chad Hartman/Jailer/discontinued

effective 07-11-2025 ([Exhibit #1](#))

Kelli Lenzi/File Clerk/Part Time/employed

effective 09-02-2025 to be paid from Inmate Phone Fund

Jonathan Massey/File Clerk/Part Time/moved to Visitation

Clerk effective 09-02-2025 ([Exhibit #2](#))

**Jonathan Massey/Part Time Visitation Clerk/employed
effective 09-02-2025**

**Larry Saxton/Part Time Visitation Clerk/discontinued
effective 05-01-2025 ([Exhibit #3](#))**

Commissioner Reid seconded the motion, and the Court voted 5-0 to approve.

The Texas Commission On Jail Standards Jail Population Report was presented by the Sheriff's Department, for filing. ([Exhibit #4](#))

VI. RESOLUTIONS AND PRESENTATIONS:

None

VII. PUBLIC HEARINGS:

None.

VIII. BUSINESS TO BE DISCUSSED AND CONSIDERED FOR APPROVAL:

- A. Consideration and possible approval of the District Clerks Preservation and Restoration Microfiche project. Presented by Cheryl Jones, District Clerk.**

After discussion with District Clerk Cheryl Jones, Commissioner Kelton moved that the Court approve the District Clerk's Microfiche Conversion Of Case Files Project. The project will be done by Revolution Data Systems for \$34,306.24 and will be paid by the District

Clerk's Records Management Funds. Commissioner Traweek seconded the motion, and the Court voted 5-0 to approve. ([Exhibit #5](#))

B. Consideration and possible approval of the 2026 Brown County Holiday Calendar. Presented by Stephanie Upfold, County Judge's Office.

Commissioner Traweek moved that the Court approve the Brown County Employee Holiday Calendar for 2026. Commissioner Reid seconded the motion, and the Court voted 5-0 to approve. ([Exhibit #6](#))

C. Consideration and possible approval of the 2026 Brown County Commissioners Court Schedule. Presented by Stephanie Upfold, County Judge's Office.

Commissioner Chastain moved that the Court approve the Brown County Commissioner's Court Calendar for 2026. Commissioner Reid seconded the motion, and the Court voted 5-0 to approve. ([Exhibit #7](#))

D. Consideration and possible approval of the 2025-2027 Election Judges. Presented by Brenda Arp, Elections Administrator.

After discussion with Elections Administrator Brenda Arp, Commissioner Kelton moved that the Court approve Election Judges to serve from August 2025 through July 2027. Commissioner Traweek seconded the motion, and the Court voted 5-0 to approve. ([Exhibit #8](#))

Brenda Arp, Elections Administrator, also informed the Court that Brown County has been awarded the 2025 Help America Vote Act (HAVA) Election Security Sub-Grant. ([Exhibit #9](#))

E. Consideration and possible approval of authorizing Brown County to opt into the National Opioid Settlement Agreement. Presented by Danielle Platt, Grant Coordinator.

After discussion with Brown County Grant Coordinator Danielle Platt, Commissioner Kelton moved that the Court authorize Judge Britton to sign a Subdivision Participation and Release Form and a Secondary Manufacturers' Combined Subdivision Participation and Release Form to opt into the National Opioid Settlement Agreement. Commissioner Reid seconded the motion, and the Court voted 5-0 to approve.

(Exhibit #10 and Exhibit #11)

F. Consideration and possible approval of the closure or discontinuation of maintenance of CR 310.

After discussion, no action was taken.

G. Consideration and possible approval of bids for concrete repair work on three box culverts located in Precinct 2. Presented by Commissioner Joel Kelton, Pct. 2.

After discussion, no action was taken.

Judge Britton recessed the Regular Session to convene into Executive Session at 10:00 a.m.

IX. EXECUTIVE SESSION: The Commissioners' Court may convene into closed executive session in the Commissioners' Courtroom, pursuant to provisions of the Open Meetings Law, Chapter 551, Government Code, in accordance with the authority contained in the following sections:

Section 551.071-Consultation with Attorney

Section 551.074-Personnel Matters

X. Action as a result of the Executive Session.

Court may take any action deemed necessary as a result of the Executive Session.

No action was taken.

Judge Britton recessed the Executive Session to reconvene the Regular Session at 10:27 a.m.

XI. FINANCIAL

A. Payment of bills.

Commissioner Chastain moved that the claims, as presented by Brown County Auditor Jennifer Robison, be paid. Commissioner Kelton seconded the motion, and the Court voted 5-0 to approve.

[\(Exhibit #12\)](#)

XXI. Adjournment

Judge Britton adjourned the Commissioners Court at 10:27 a.m.

Agenda items may be considered, deliberated, and/or acted upon in a different order than set forth above. The Brown County Commissioners' Court reserves the right to discuss any above items in executive (closed) session whenever permitted by the Texas Open Meetings Act.



I, Sharon Ferguson, Brown County Clerk, attest that the foregoing is a true and accurate accounting of the Commissioners' Court's authorized proceedings for **September 29, 2025.**

**SHARON FERGUSON, County Clerk and Ex-Officio Member
Clerk of Commissioner's Court, Brown County, Texas**