

THE STATE OF TEXAS

COUNTY OF COKE

On this, the 24th day of November, 2025, at 9:00 a.m., the Honorable Commissioners' Court met in regular session in the usual meeting place thereof, the courthouse in Robert Lee, with the following offices of said Court being present and in attendance, to-wit:

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| Hal Spain | County Judge |
| Donald Robertson | Commissioner, Pct. #1 |
| Henry Chisholm | Commissioner, Pct. #2 |
| Kizzie Waggonner | Commissioner, Pct. #3 |
| Danny Webb | Commissioner, Pct. #4 |

and Carolla Orcutt, Clerk, when the following proceedings were had, to-wit;

The meeting opened with the pledge to the flag and prayer was offered by Commissioner Chisholm.

Judge Spain announced the presence of a quorum with all members of the court present.

CONSENT AGENDA

Commissioner Chisholm moved to approve the Consent Agenda as presented, which includes the minutes from November 10th, 2025, and November 14th, 2025, the Tax Assessor's Report, County Attorney Report, District/County Clerk Report, Trapper's report, the payment of bills, and accepting donations made for the Coke County Senior Centers. The motion was seconded by Commissioner Waggonner. Motion carried. See attachments.

**CONSIDER AND TAKE APPROPRIATE ACTION CONCERNING
EXTENSION OF WILDFIRE DISASTER DECLARATION FOR COKE COUNTY**

Commissioner Chisholm moved to approve the extension of the Wildfire Disaster Declaration through December 8th, 2025 for Coke County. The motion was seconded by Commissioner Waggonner. Motion carried. See attachment.

**CONSIDER AND TAKE APPROPRIATE ACTION CONCERNING THE BURN
BAN**

Commissioner Webb moved to lift the burn ban. The motion was seconded by Commissioner Chisholm. Motion carried.

**CONSIDER AND TAKE APPROPRIATE ACTION CONCERNING
APPROVAL/DENIAL OF A NEW FIBER OPTIC INTERNET AGREEMENT FOR
THE COURTHOUSE**

Judge Spain moved to approve a new fiber optic internet agreement through VGI for the Courthouse. The motion was seconded by Commissioner Robertson. Motion carried. See attachment.

**CONSIDER AND TAKE APPROPRIATE ACTION CONCERNING
APPROVAL/DENIAL OF LEASE AGREEMENT WITH KIRBO'S OFFICE
SYSTEMS LLC IN THE COUNTY TREASURER'S ASSISTANT OFFICE**

No action taken.

CONSIDER AND TAKE APPROPRIATE ACTION CONCERNING CHANGING THE SIGNATORY CARD AT THE ROBERT LEE STATE BANK FROM JENNIFER BURDETT TO CAROLLA ORCUTT

Commissioner Waggoner moved to approve changing the signatory card at The Robert Lee State Bank from Jennifer Burdett to Carolla Orcutt. The motion was seconded by Commissioner Chisholm. Motion carried.

CONSIDER AND TAKE APPROPRIATE ACTION CONCERNING REMOVING JENNIFER BURDETT AS A SIGNATORY FOR THE CLERK'S ACCOUNTS, AND ADDING CAROLLA ORCUTT AS A SIGNATORY FOR THESE ACCOUNTS

Commissioner Waggoner moved to approve removing Jennifer Burdett as a signatory for the Clerk's accounts and adding Carolla Orcutt as a signatory for these accounts. The motion was seconded by Commissioner Chisholm. Motion carried.

CONSIDER AND TAKE APPROPRIATE ACTION CONCERNING EXTENDING THE TERM OF DONNA WALDROP FOR ONE YEAR AS A BOARD MEMBER OF THE COKE COUNTY ESD #1

Commissioner Chisholm moved to approve extending the term of Donna Waldrop for one year as a board member for the Coke County ESD #1. The motion was seconded by Commissioner Waggoner. Motion carried.

CONSIDER AND TAKE APPROPRIATE ACTION CONCERNING ACCEPTING THE RESIGNATION OF ANDY EUBANKS AND APPOINTING JOHN KIGHT TO THE BOARD OF DIRECTORS OF THE COKE COUNTY ESD #1

Commissioner Chisholm moved to approve the resignation of Andy Eubanks and the appointment of John Kight to the board of directors of the Coke County ESD #1. The motion was seconded by Commissioner Waggoner. Motion carried.

CONSIDER AND TAKE APPROPRIATE ACTION TO AUTHORIZE THE CREATION OF AN ASSOCIATE JUDGE POSITION FOR THE 51ST DISTRICT COURT OF COKE COUNTY, TEXAS, TO BE SHARED WITH THE 119TH, 340TH, & 391ST DISTRICT COURTS

Commissioner Chisholm moved to authorize the creation of an associate judge position for the 51st District Court of Coke County, Texas, to be shared with the 119th, 340th, & 391st District Courts. The motion was seconded by Commissioner Robertson. Motion carried.

CONSIDER AND TAKE APPROPRIATE ACTION CONCERNING EXTENSION OF THE COKE COUNTY DECLARATION OF LOCAL DISASTER FOR PUBLIC HEALTH AND SAFETY EMERGENCY

Commissioner Chisholm moved to approve the extension of the Coke County Declaration of Local Disaster for Public Health and Safety Emergency through December 8th, 2025. The motion was seconded by Commissioner Robertson. Motion carried. See attachment.

CONSIDER AND TAKE APPROPRIATE ACTION CONCERNING ACCEPTING RESIGNATIONS, TERMINATIONS, TRANSFERS, NEW HIRES, ETC.

Commissioner Chisholm moved to approve accepting Sarah King as a new hire in the County Treasurer's Office. The motion was seconded by Commissioner Waggoner. Motion carried.

**CONSIDER AND TAKE APPROPRIATE ACTION CONCERNING
BUDGET AMENDMENTS AND LINE-ITEM ADJUSTMENTS**

None presented.

REPORTS

Judge Spain reported that Open House will take place on Friday, December 5th, from 8:00 a.m. until 1:00 p.m. He also reminded the court that the employee appreciation dinner will take place on Thursday, December 4th, at 6:00 p.m. at the Robert Lee Rec Hall. Judge Spain also reports that the Food Distribution will take place in Bronte on Tuesday, November 25th at 10:00 a.m.

County Treasurer Stephanie Samaniego reports that she will have to enter budget items line by line and that it will be posted by Monday, December 1st.

Commissioner Chisholm reported that Mark Moore's longevity pay was incorrect; per the discussion, none of the employees who have been employed for 3+ years received their additional \$60.00. County Treasurer Stephanie Samaniego stated that she will look into this matter and compensate those employees accordingly.

Judge Spain adjourned the meeting at 10:02 a.m.

As per HB 2931, Section 4:

I, Carolla Orcutt, County Clerk of Coke County, Texas, do hereby attest that this is an accurate accounting of the proceedings of the Commissioners' Court Meeting that met in Regular Session on November 24th, 2025.

I hereby set my hand and seal to this record, November 25th, 2025.

C. Orcutt

Carolla Orcutt, County Clerk and
Ex-Officio Clerk of Commissioners' Court

H. Spain
Hal Spain, County Judge

