

COMMISSIONERS COURT AGENDA
Tuesday, July 1, 2025
9:30 a.m.



Striving for Excellence

COMMISSIONERS COURT
Neal Franklin, County Judge
Commissioner Christina Drewry, Precinct 1
Commissioner John Moore, Precinct 2
Commissioner J Scott Herod, Precinct 3
Commissioner Ralph Caraway Sr, Precinct 4



**COUNTY OF SMITH
COMMISSIONERS COURT
200 E. Ferguson, Suite 100
Tyler, Texas 75702**

Phone: (903) 590-4605

Fax: (903) 590-4615

Pursuant to Chapter 551 of the Texas Government Code, this notice is to advise that a regular meeting of the **Smith County Commissioners Court** will be held at **9:30 a.m. on Tuesday, July 1, 2025**, in the **Smith County Commissioners Courtroom** on the 1st floor of the **Smith County Courthouse Annex**, 200 E. Ferguson, Tyler, Texas.

Questions regarding this agenda should be directed to Commissioners Court Administrative Assistant at 903-590-4605. The agenda is available on the County's website (<http://www.smith-county.com>).

**CALL TO ORDER
DECLARE A QUORUM PRESENT
DECLARE LEGAL NOTICES POSTED AND COURT DULY CALLED
INVOCATION
PLEDGE OF ALLEGIANCE**

PUBLIC COMMENT: Members of the public who have previously filled out a participation form have an opportunity to address the Commissioners Court on agenda items. The Court is unable to deliberate on non-agenda items. If you desire to request a matter on a future agenda, you may make the request to a member of Commissioners Court. Individual comments are limited to a maximum of three (3) minutes. If you wish to address the Court, obtain a public participation form at the Commissioners Court entryway and submit the completed form to a staff member before the meeting begins. Please be mindful of the Commissioners Court Rules of Procedure, Conduct and Decorum when making your comments and/or attending public meetings.

OPEN SESSION:

COURT ORDERS

COMMISSIONERS COURT

1. Consider and take necessary action to approve the reappointment of Judge Neal Franklin to the Smith County Tax Abatement Committee for a two-year term from October 1, 2024, to September 30, 2026, and authorize the county judge to sign all related documentation.
2. Consider and take necessary action to approve the reappointment of Commissioner Ralph Caraway, Sr. to the City of Tyler Reinvestment Zone #1 TIF Board for a two-year term from January 1, 2025, to January 1, 2027, and authorize the county judge to sign all related documentation.

SHERIFF'S OFFICE

3. Consider and take necessary action to approve a Memorandum of Understanding between Health Plan Freedom, Inc. ("HPF") and Smith County for administration of a Pre-Trial Inmate Insurance Program, and authorize the county judge to sign all related documentation.

RECURRING BUSINESS

ROAD AND BRIDGE

4. Consider and take necessary action to authorize the county judge to sign the Final Plat for Timber Ridge At 271, Precinct 3.
5. Receive pipe and/or utility line installation request (notice only):
 - a. County Road 2335, CenterPoint Energy, install line for service, Precinct 2,
 - b. County Road 376, CenterPoint Energy, install line for service, Precinct 4; and
 - c. County Road 378,380,384,3135,3144,3149,3175, Metronet, install fiber optic cable, Precinct 3.

AUDITOR'S OFFICE

6. Consider and take necessary action to approve and/or ratify payment of accounts, bills, payroll, transfer of funds, amendments, and health claims.

SHERIFF'S OFFICE

7. Receive report on status of Smith County jail operations, inmate population, employee overtime, and employee vacancies.

EXECUTIVE SESSION: For purposes permitted by Texas Government Code, Chapter 551, entitled Open Meetings, Sections 551.071, 551.072, 551.073, 551.074, 551.0745, 551.075, and 551.076. The Commissioners Court reserves the right to exercise its discretion and may convene in executive session as authorized by the Texas Government Code, Section 551.071, et seq., on any of the items listed on its formal or briefing agendas.

551.072 – DELIBERATION REGARDING REAL PROPERTY

8. Deliberation and consultation regarding the exchange, lease, or value of real property located in Smith County and the downtown area.

ADJOURN

SMITH COUNTY COURTHOUSE ANNEX ACCESSIBILITY STATEMENT FOR DISABLED PERSONS

This meeting site is accessible to disabled persons as follows: Entrance to the Courthouse Annex is accessible through the front entrance on the south side of the Courthouse Annex located at 200 E. Ferguson. A wheelchair ramp provides access to the front entrance. The Commissioners Courtroom is on the first floor. If any special assistance or accommodations are needed in order to attend a Commissioners Court meeting, please contact Commissioners Court staff at 903-590-4605, in advance, so accommodations can be arranged.

Date: 6/27/2025

Time: 2:00 p



NEAL FRANKLIN, COUNTY JUDGE

Posted By: Jennafer Bell

1

**SMITH COUNTY COMMISSIONERS COURT
AGENDA ITEM REQUEST FORM**

Submission Date: 6/24/2025	Submitted by: Jennafer Bell
Meeting Date: 7/1/2025	Department: Commissioners COurt
Item Requested is: <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report	
Title: Reappoint Tax Abatement Committee member	
Agenda Category: <input type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
Agenda Wording: Consider and take necessary action to approve the reappointment of Judge Neal Franklin to the Smith County Tax Abatement Committee for a two-year term from October 1, 2024, to September 30, 2026, and authorize the county judge to sign all related documentation.	
Background: Request from: Angie Hines, BA, BREC, Economic Development Coordinator 315 N. Broadway Ave. Tyler, TX 75702 Ph: (903)705-4014 Cell: (430)271-2799 Email: ahines@tedc.org	
Financial and Operational Impact:	
Attachments: Yes <input type="checkbox"/> No <input type="checkbox"/>	Is a Budget Amendment Necessary? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does Document Require Signature? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Return Signed Documents to the following:	
Name:	Email: jbell2@smith-county.com
Name:	Email: ahines@tedc.org
Name:	Email:
Name:	Email:

Note: This is the only form required for agenda requests, with the exception of backup materials or attachments. This form should be completed and emailed to Agenda@smith-county.com and include any necessary attachments. **Deadline is Wednesday at 5:00pm the week before the next scheduled Commissioners Court meeting. Please make sure the requested agenda item has been proactively vetted with the appropriate reviewing individuals and obtained their signature as reviewed.** Regular Court Meetings are at 9:30am on Tuesdays each week.

SUBMIT

Office Use Only
Agenda Item # _____

RESOLUTION

At a regular meeting of the Smith County Commissioners Court held at the Smith County Courthouse Annex, Tyler, Texas, at which a quorum was present, the following Resolution was adopted:

WHEREAS, the Commissioners Court of Smith County, Texas considered adopting a resolution reappointing a board member to the Smith County Tax Abatement Committee;

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners Court of Smith County, Texas hereby reappoints _____ to serve on the Smith County Tax Abatement Committee; for a term of two years beginning October 1, 2024, and ending September 30, 2026.

WITNESS OUR HANDS THIS 1st day of July, A.D. 2025

Neal Franklin
County Judge

Christina Drewry
Commissioner, Precinct 1

John Moore
Commissioner, Precinct 2

J Scott Herod
Commissioner, Precinct 3

Ralph Caraway, Sr.
Commissioner, Precinct 4

2

SMITH COUNTY COMMISSIONERS COURT

AGENDA ITEM REQUEST FORM

Submission Date: 6/18/2025	Submitted by: Jennafer Bell
Meeting Date: 7/1/2025	Department: Commissioners Court
Item Requested is: <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report	
Title: Reappoint TIF Board #1 Member	
Agenda Category: <input type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
Agenda Wording: Consider and take necessary action to reappoint Commissioner Ralph Caraway, Sr. to the City of Tyler Reinvestment Zone #1 TIF Board for a two-year term from January 1, 2025 to January 1, 2027 and authorize the county judge to sign all related documentation.	
Background: Request from: Angie Hines, BA, BREC, Economic Development Coordinator 315 N. Broadway Ave. Tyler, TX 75702 Ph: (903)705-4014 Cell: (430)271-2799 Email: ahines@tedc.org	
Financial and Operational Impact:	
Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is a Budget Amendment Necessary? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does Document Require Signature? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Return Signed Documents to the following:	
Name:	Email: jbell2@smith-county.com
Name:	Email: ahines@tedc.org
Name:	Email:
Name:	Email:

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SUBMIT

Office Use Only
Agenda Item # _____



TYLER

Economic Development Council

315 N. Broadway, Suite 300
Tyler, Texas 75702
903.593.2004 ext. 255
FAX 903.597.0699
smartinez@tedc.org
kanders@tedc.org

MEMORANDUM

TO: Smith County Commissioners Court

FROM: Scott Martinez
President/CEO

DATE: June 2, 2025

RE: Appointment of member to City of Tyler Reinvestment Zone #1
Board of Directors

BACKGROUND

An amended tax increment financing plan was approved in August 2013 to help provide financing for the Energy Center located at the Tyler Junior College West Campus. Tyler This plan is governed by a board of directors consisting of members appointed by each taxing unit in the tax increment financing reinvestment zone. The Smith County Commissioners Court appointed Ralph Caraway Sr. as its representative. Mr. Caraway's term expired on January 1, 2025.

RECOMMENDATION

As administrator for the zone, TEDC requests you to reappoint Mr. Caraway or another representative at the next meeting of the Smith County Commissioners Court. The term will be retroactive January 1, 2025 to January 1, 2027.

Please notify TEDC in writing of the action taken by the Commissioners Court.

Submitted by:

Scott Martinez
President/CEO

/ka

RESOLUTION

At a regular meeting of the Smith County Commissioners Court held at the Smith County Courthouse Annex, Tyler, Texas, at which a quorum was present, the following Resolution was adopted:

WHEREAS, the Commissioners Court of Smith County, Texas considered adopting a resolution reappointing a board member to the City of Tyler Reinvestment Zone TIF #1 Board;

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners Court of Smith County, Texas hereby reappoints _____ to serve on the City of Tyler Reinvestment Zone TIF #1 Board; for a term of two years beginning January 1, 2025, and ending January 1, 2027.

WITNESS OUR HANDS THIS 1st day of July, A.D. 2025

Neal Franklin
County Judge

Christina Drewry
Commissioner, Precinct 1

John Moore
Commissioner, Precinct 2

J Scott Herod
Commissioner, Precinct 3

Ralph Caraway, Sr.
Commissioner, Precinct 4

3

SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

Submission Date: 06/26/2027	Submitted by: Larry Smith
Meeting Date: 07/01/2025	Department: Sheriff's Office
Item Requested is: <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report	
Title: Affordable Health Care Act for Pre-trial Inmates	
Agenda Category: <input type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
Agenda Wording: Consider and take necessary action to authorize the County Judge to sign the: MOU for Affordable Health Care.	
Background: The PRE-TIIP PROGRAM offers the review of Incarcerated Pretrial inmates that qualify for the Affordable Healthcare program. Eligible inmates can be enrolled in the insurance program that provides a savings to the county jail for medications and hospitalization.	
Financial and Operational Impact: None	
Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is a Budget Amendment Necessary? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does Document Require Signature? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Return Signed Documents to the following:	
Name: Larry Smith	Email: lsmtih@smith-county.com
Name: Gary Pinkerton	Email: gpinkerton@smith-county.com
Name:	Email:
Name:	Email:

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SUBMIT

Office Use Only
Agenda Item # _____

PRE-TRIIP

Memorandum of Understanding

This Memorandum of Understanding, ("MOU") established between HealthPlan Freedom, Inc. ("HPF"), and Smith County, TX ("Facility"), collectively known as the "Parties" agree to the following;

WITNESSETH

WHEREAS, the Facility has been designated with the task of enforcing all existing state law concerning the operation and maintenance of county jails; and

An Eligible Inmate(s) is defined as an inmate in a pre-trial not yet convicted status.

HPF is an intermediary with expertise in helping individuals identify, understand and enroll in the best available health insurance option; and

HPF's PRE-TRIPP ("Program") offers to review all eligible Detention Facility pre-trial inmates for coverage by the Affordable Care Act (ACA) and to identify the best available health insurance option based on the individual's specific healthcare needs and enroll them in a plan best suited for their needs.

THEREFORE, subject to controlling laws, rules, regulations, governing policies, and procedures, and in consideration of the mutual interests and understandings expressed herein, the Parties agree as follows:

- I. MOU TERM** - The MOU will be effective on the date the Facility provides notice (through email) agreeing to the terms and conditions contained in this MOU and shall have a term of 12 months. The term will auto-renew each year unless either party provides a written 90-day notice prior to the next renewal date. No fees will be charged to the Facility by HPF for services outlined in this MOU.
- II. SCOPE** - This MOU aims to establish a collaborative relationship between the Sheriff and the Contractor to administer the Pre-Trial Inmate Insurance Program (PRE-TRIIP).
 - a. **Responsibilities of HPF**
 - 1) HPF will work with the Facility to implement the Program to obtain health insurance for the Facility's Eligible Inmate population. Any eligible inmate enrolled in a health insurance plan should have coverage start on the first day of the month following enrollment.
 - 2) HPF will maintain compliance with all state and federal regulations governing the services provided and will notify the Facility of any changes made by governing authorities that will impact the Facility's benefit from the Program.
 - 3) HPF has a fiduciary responsibility to the individuals ('Clients') we enroll in healthcare coverage. HPF will always act in the best interest of our Clients.

b. **Responsibilities of the Sheriff**

- 1) The Facility shall ensure an Inmate(s) eligibility which is defined as an inmate in a pre-trial "not yet convicted" status. Inmates who are confined, convicted and sentenced ("incarcerated") are not eligible for traditional health insurance through the HPF Program.
- 2) The Facility agrees to store any completed Enrollment Authorization Forms (EAF) in a secure location both before and after submission to HPF and that all materials, processes, and protocols provided by HPF are considered proprietary and will be treated as per the confidential section.
- 3) Provide access to all eligible documents pertaining to the PRE-TRIPP program.

- III. **TERMINATION** - If either Party breaches this MOU, the other Party may terminate the MOU for cause. In instances of egregious conduct or other actions that may harm the non-breaching Party, the other Party may immediately terminate this MOU for cause upon ten (10) day's written notice, as described in this section. Notice shall be delivered by certified mail (return receipt requested), in person with proof of delivery, or by another delivery method whereby an original signature is obtained. A copy of the notice will also be sent electronically via email.
- IV. **CONFIDENTIALITY** - Both Parties shall ensure all staff assigned to this MOU maintain confidentiality regarding all client information. The Parties agree to keep each other's personnel and investigatory information confidential unless released in writing by the Party who owns the information.
- V. **HIPPA** - The Parties shall comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (42 U.S.C. 1320d-8) and all applicable regulations promulgated thereunder. By agreeing to this MOU, HPF certifies to their compliance with HIPAA requirements.
- VI. **INDEMNIFICATION** - Neither party shall hold the other party responsible for participation in the PRE-TRIPP program.
- VII. **EMPLOYEE STATUS** - HPF shall be considered an independent party in the performance of its duties and responsibilities under this MOU. The Facility shall neither have nor exercise any control or direction over the methods by which HPF shall perform its work and functions other than as provided herein. Nothing in this MOU is intended to, nor shall be deemed to constitute, a partnership or a joint venture between the parties.
- VIII. **COMPLIANCE WITH LAW** - The Parties shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, including but not limited to those concerning equal opportunity, non-discrimination, and accommodations.

If in agreement with the terms and conditions set forth in this MOU please have the **Sheriff** or **Jail Administrator** of the Facility respond by email acknowledging receipt, review and agreement to terms and conditions of this MOU.

4

**SMITH COUNTY COMMISSIONERS COURT
AGENDA ITEM REQUEST FORM**

Submission Date: 06/24/2025	Submitted by: KAREN NELSON
Meeting Date: 07/01/2025	Department: ROAD & BRIDGE
Item Requested is: <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report	
Title: PLAT	
Agenda Category: <input type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
Agenda Wording: Consider and take necessary action to authorize the County Judge to sign the: a. Final Plat for Timber Ridge At 271, Precinct 3	
Background:	
Financial and Operational Impact:	
Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is a Budget Amendment Necessary? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does Document Require Signature? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Return Signed Documents to the following:	
Name:	Email:
Name:	Email:
Name:	Email:
Name:	Email:

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SUBMIT

Office Use Only
Agenda Item # _____



Subdivision Name: Timber Ridge at 271
 Adjacent Road: US HW 271
 Developer: Juan Carrillo Phone: 903-805-5328
 email: Jac Trucking LLC@gmail.com Fax: _____
 Surveyor: 7 Range Surveying Phone: 903-630-2606
 email: Info@7RSurvey.com Fax: _____

Roadway Length: _____ ft. (centerline)

Item		Date and Initial when received		
		Resub/Lot Line Adjustment	No Roads	With Roads
Prior to Court Submission	Preliminary Plat (2 copies)	Not Required		
	Preliminary Plat Approved	Not Required		
	Final Plat (mylar & 3 prints)		6-17-25 S.B.	
	Plat Fee	\$25	\$100 6-17-25 S.B.	\$250
	Construction Bond (\$20 /ft.)	Not Required	Not Required	
	Testing Fee (\$1.50/ft with Curb & Gutter, \$1/ft without)	Not Required	Not Required	
	911 Clearance Letter		6-17-25 S.B.	
	Designated Rep. (Pledger) Clearance Letter	See notes below	6-17-25 S.B.	
	Tax Certificate		6-17-25 S.B.	
	Plans and Specifications (2 copies)	Not Required	Not Required	
	TCEQ Permit for Dam (if lake or pond present)			
	Flood Plain Development Permit & Fee (if required)	\$100	\$100	\$100
At Completion of Construction	Final Inspection	Not Required	Not Required	
R/W Accepted as County Road by Commissioners Court	Maintenance Bond (\$30/ft.)	Not Required	Not Required	
	County Rd Number	Not Required	Not Required	

Notes: Increase lot(s) – Pledger letter “NOT” required
 Decrease lot(s) – Pledger letter “IS” required



Smith County 911
Communications District
205 Shelley Dr
Tyler, TX 75701
(903) 566-8911

PLAT, SUBDIVISION & STREET NAME REVIEW
06-17-2025
Reviewed By: Kim Wheeler, GIS Coordinator

Timber Ridge at 271- SC 911 Addressing, no conflict

**Smith County Designated Agent
Texas Commission on Environmental Quality
On-Site Facility Enforcement Program
Permits, Inspections and Complaint Division
3800 Paluxy Dr Suite 230
Tyler, TX. 75703
903-630-4234**

June 16, 2025

**Doug Nicholson
Smith County Road and Bridge
P.O. Box 990
Tyler, TX. 75710**

**RE: Timber Ridge at 271
Sir**

As required by Title 30 TAC Chapter 285.4c (Review of Subdivision and Development Plans), Juan Carillo has submitted an application to this office is seeking approval of development planning materials for a new 2 lot subdivision from a 5.762 acre tract located at PIN# R025282 off of Hwy 271, Gladewater, Texas 75647 in Smith County, Texas.

This development as currently proposed, meet the minimum size of 0.50 acres for a property served by a Public Water System where OSSF's are required. Notice: Property Owners are required to submit to this office an application for a "Permit to construct" and get approval prior to installing an On-Site Sewage Facility on any of the properties. These lots will require aerobic systems due to soil classification.

I have reviewed the information submitted by Juan Carillo and his consultant Mr. Issac Ridgle an R.S. , and have determined that the plan meets the requirement of said Chapter 285.4c. The information contained in the application materials indicates that the development is suitable for use of individual on-site waste water disposal systems. Please call the above number if you have any questions.

***Robert Stanley*
Robert Stanley
Designated Representative
Smith County**

TAX CERTIFICATE FOR ACCOUNT : 100000033500031110

AD NUMBER: R025282

GF NUMBER:

CERTIFICATE NO: 13418586

COLLECTING AGENCY

Gary B. Barber
Smith County Tax Office
P.O. Box 2011
Tyler TX 75710-2011

REQUESTED BY

7 RANGE SURVEYING

TX

DATE: 6/12/2025

FEE: \$10.00

PROPERTY DESCRIPTION

ABST A0335 S EPPS|TRACT 31K

PAGE 1 OF 1

0000000 HWY 271

6 ACRES

PROPERTY OWNER

DEARION NELLIE WEBB ETAL
--TAX SALE 02-04-2025 LGBS--
% BILLY DEARION, 2301 ARMOND DR
LONGVIEW TX 756023625

THIS IS TO CERTIFY THAT, AFTER A CAREFUL CHECK OF THE RECORDS OF THE SMITH COUNTY TAX OFFICE, THE FOLLOWING DELINQUENT TAXES, PENALTIES, AND INTEREST ARE DUE ON THE DESCRIBED PROPERTY.

THE ABOVE DESCRIBED PROPERTY TAX HAS/IS RECEIVING SPECIAL APPRAISAL BASED ON ITS USE, AND ADDITIONAL ROLLBACK TAXES MAY BECOME DUE BASED ON THE PROVISIONS OF THE SPECIAL APPRAISAL. (IF APPLICABLE)

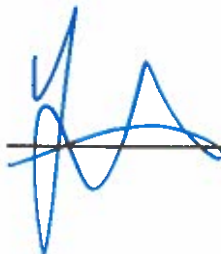
CURRENT VALUES			
LAND MKT VALUE	49,848	IMPROVEMENT:	0
AG LAND VALUE:	0	DEF HOMESTEAD:	0
APPRAISED VALUE:	49,848	LIMITED VALUE:	0
EXEMPTIONS:			
LAWSUITS:	26,619-A LGBS		

YEAR	TAX UNIT	LEVY	PEN	INT	DEF INT	ATTY	AMOUNT DUE
2024	KILGORE COLLEGE	0.00	0.00	0.00	0.00	0.00	0.00
2024	SMITH CO EMER SERV#2	0.00	0.00	0.00	0.00	0.00	0.00
2024	SMITH COUNTY	0.00	0.00	0.00	0.00	0.00	0.00
2024 SUB TOTAL							\$0.00

TOTAL CERTIFIED TAX DUE 6/2025 : \$ 0.00

ISSUED TO: 7 RANGE SURVEYING
ACCOUNT NUMBER: 100000033500031110

CERTIFIED BY:



SMITH COUNTY



OWNER'S STATEMENT:

THAT I, JUAN ANTONIO CARRILLO, AM THE OWNER OF THE PROPERTY SHOWN HEREON AND DO HEREBY CERTIFY THAT WE, THE OWNERS OF THE PROPERTY, DO HEREBY ACCEPT THIS AS ITS PLAN FOR SUBDIVIDING INTO LOTS AS SHOWN AND DEDICATE TO THE PUBLIC FOREVER THE STREETS, ALLEYS, AND EASEMENTS SHOWN HEREON.

BY: 
JUAN ANTONIO CARRILLO

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC, IN AND FOR THE STATE OF TEXAS,

THIS 12th DAY OF June 2025, 2025.

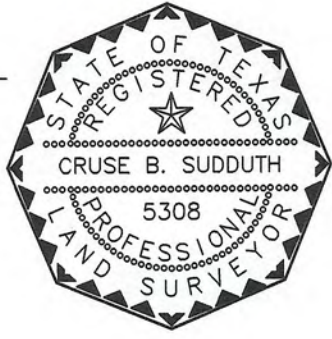
NOTARY PUBLIC

SURVEYOR'S STATEMENT:

I, CRUSE B. SUDDUTH, REGISTERED PROFESSIONAL LAND SURVEYOR NO. 5308, DO HEREBY CERTIFY THAT THE PLAT SHOWN HEREON WAS PREPARED FROM AN ACTUAL SURVEY MADE UNDER MY DIRECTION AND SUPERVISION ON THE GROUND DURING THE MONTH OF MAY, 2025.

GIVEN UNDER MY HAND AND SEAL THIS 17th DAY OF June, 2025.


CRUSE B. SUDDUTH, R.P.L.S. NO. 5308



APPROVED:

APPROVED BY THE COMMISSIONERS COURT, SMITH COUNTY, TEXAS, ON

THIS THE _____ DAY OF _____, 2025.

COUNTY JUDGE

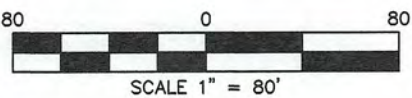
PLAT RECORDED IN CABINET _____, SLIDE _____

DATE RECORDED: _____

GENERAL NOTES:

1. SELLING A PORTION OF THIS ADDITION BY METES AND BOUNDS IS A VIOLATION OF COUNTY & CITY REGULATIONS AND STATE LAW AND IS SUBJECT TO FINES AND WITHHOLDING OF UTILITIES AND BUILDING PERMITS.
2. THIS ADDITION LIES IN ZONE "X" AS SHOWN ON FIRM PANEL 48423C0150C, EFFECTIVE DATE: 9/25/2008 & FIRM PANEL 48423C0300C EFFECTIVE DATE 9/25/2008.
3. BEARINGS ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, TEXAS NORTH CENTRAL ZONE 4202, N.A.D. 1983.
4. ALL LOT CORNERS ARE MARKED WITH A 1/2" IRON ROD UNLESS OTHERWISE NOTED.
5. ACCESS TO US HWY 271 TO BE IN ACCORDANCE WITH TXDOT ACCESS MANAGEMENT AND COUNTY ORDINANCE.
6. THE PURPOSE OF THIS PLAT IS TO SUBDIVIDE A 6.00 ACRE TRACT INTO 2 EQUAL LOTS. LOT 1 WILL HAVE ACCESS TO US HIGHWAY 271 VIA A TXDOT APPROVED DRIVEWAY AND LOT 2 WILL HAVE ACCESS TO COUNTY ROAD 366.
7. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF AN ABSTRACT OF TITLE. THERE MAY BE EASEMENTS OR OTHER MATTERS OF RECORD NOT SHOWN. AT THE TIME OF THE SURVEY, THERE WAS NO ATTEMPT MADE TO LOCATE ANY UNDERGROUND PIPELINES OR UTILITIES.

Vesting Information
Juan Antonio Carrillo
Called 6.00 Acres
Doc. No. 202501010122



DRAWN BY: C.D.B CHECKED BY: ACJ FILE NO. 2505052 DATE: 6/3/2025



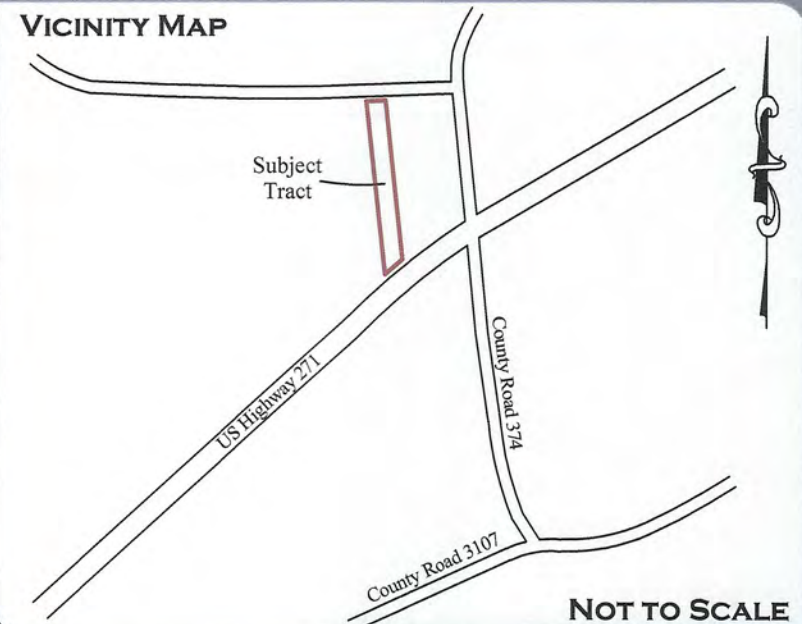
7 RANGE SURVEYING
401 E. Front St. Suite 231 Tyler, Tx 75702
Office - (903) 630-2606
TBPELS Firm No. 10194919

SYMBOL LEGEND

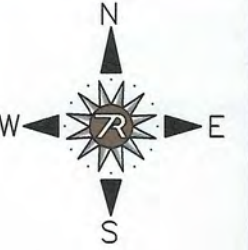
- 1/2" Iron Rod Set
- 1/2" Iron Rod Found
- *Unless otherwise noted

CURVE	DELTA ANGLE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	1°35'44"	7356.39'	204.84'	S 48°54'07" W	204.84'

VICINITY MAP



NOT TO SCALE



DRAFT

C.R. 366

Michael A. Stevenson
Called 1 Acre
Volume 5010, Page 308

Norris Keith Francis
and Judy Lane Francis
Residue of a
Called 2 Acres
Volume 1521, Page 223

0.200 Acre R.O.W.
Dedication

60' R.O.W.

Haywood McNeely and
Mozell A. McNeely
Doc. No. 202201037198

Lot 2
2.881 Acres

T.W. Miller
Called 10.35 Acres
Volume 1501, Page 636

Ismael Reyes
Called 10.62 Acres
Doc. No. 2012-00040484

Lot 1
2.881 Acres

US Highway 271 Variable Width R.O.W.

FINAL PLAT
TIMBER RIDGE AT 271
S. EPPS SURVEY, A-335
SMITH COUNTY, TEXAS

5

**SMITH COUNTY COMMISSIONERS COURT
AGENDA ITEM REQUEST FORM**

Submission Date: 06/24/2025	Submitted by: KAREN NELSON
Meeting Date: 07/01/2025	Department: ROAD & BRIDGE
Item Requested is: <input type="checkbox"/> For Action/Consideration <input checked="" type="checkbox"/> For Discussion/Report	
Title: UTILITY PERMIT	
Agenda Category: <input checked="" type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
Agenda Wording: Receive pipe and/or utility line installation request (notice only): a. County Road 2335, CenterPoint Energy, install line for service, Precinct 2, b. County Road 376, CenterPoint Energy, install line for service, Precinct 4; and c. County Road 378,380,384,3135,3144,3149,3175, Metronet, install fiber optic cable, Precinct 3	
Background:	
Financial and Operational Impact:	
Attachments: Yes <input type="checkbox"/> No <input type="checkbox"/>	Is a Budget Amendment Necessary? Yes <input type="checkbox"/> No <input type="checkbox"/>
Does Document Require Signature? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Return Signed Documents to the following:	
Name:	Email:
Name:	Email:
Name:	Email:
Name:	Email:

Note: This is the only form required for agenda requests, with the exception of backup materials or attachments. This form should be completed and emailed to Agenda@smith-county.com and include any necessary attachments. **Deadline is Wednesday at 5:00pm the week before the next scheduled Commissioners Court meeting. Please make sure the requested agenda item has been proactively vetted with the appropriate reviewing individuals and obtained their signature as reviewed.** Regular Court Meetings are at 9:30am on Tuesdays each week.

SUBMIT

Office Use Only
Agenda Item # _____



APPLICATION FOR PERMIT FOR THE INSTALLATION
PIPE AND/OR UTILITY LINES WITHIN A COUNTY MAINTAINED
RIGHT OF WAY OR EASEMENT

Smith County Road & Bridge Department

P.O.Box 990

Tyler, Texas 75710

1. Applicant: Aldemar Renteria

Date: 06/19/2025

Company Name (if different): CenterPoint Energy

Phone: _____

Address: 1111 Louisiana St ,
Houston, TX

Fax: _____

Zip: 77002

24/7 Contact Name: Zain Saeed

Phone: 832-653-1421

Contractor: _____

Phone: _____

Bonding Company: _____

Phone: _____

2. Franchise Holder: _____

Phone: _____

3. Franchise Contact: _____

Phone: _____

4. Location (if applicable, length of installation in feet): Propose install 100' of 1" PLA SERVICE IP for total of 100' at
4118 Morningside Dr (CR 376) via bore.

5. Type of work, location, and description of the proposed line and appurtenances is shown by 3 copies of drawings attached to this application. The line will be constructed and maintained on the County right-of-way as directed by the Road Administrator/Engineer in accordance with SMITH COUNTY specifications.

6. Describe all traffic controls or warning devices anticipated for this project: We will utilize TXDOT
TCP (see attacement).

7. Proposed start date: 06/25/2025

Completion date: 09/25/2025

It is expressly understood that the SMITH COUNTY Commissioners Court does not purport, herby, to grant and right, claim, title, or easement in or upon this county road; and it is further understood that in the future should for any reason SMITH COUNTY should need to work, improve, relocate, widen, increase, add to or in any manner change the structure of this right-of-way, this line, if affected, will be moved under the direction of the SMITH COUNTY Road Administrator/Engineer and shall be relocated at the complete expense of the owner.

All work on the county right-of-way shall be performed in accordance with the Road Administrator/Engineer's instructions. The installation shall not damage any part of the road way.

Specific instructions and conditions are as follows:

1. All underground lines are to be installed a minimum of 36 inches below flow line of the adjacent drainage or borrow ditch.
2. All buried lines carrying an electrical current, or electronic or optical signal shall have yellow plastic tape at least two inches in width, buried a minimum of twelve inches above such lines.
3. Lines crossing under surfaced roads and under surfaced cross roads with in the right-of-way shall be placed by boring. Boring shall extend from crown line to crown line.
4. All lines under roads carrying pressure in excess of 50psi shall be enclosed in satisfactory casing extending from right-of-way line to right-of-way line. Pipe used for casing may be any type approved by the Road Administrator and shall be capable of supporting the roadbed and traffic loads and shall be constructed such that there is no leakage through the casing, carrier pipe, joints or couplings. (Lines installed 48 inches or greater below flow line encasement is not required.)

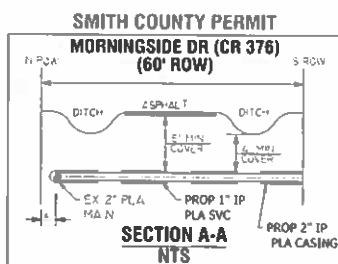
5. No lines are to be installed under or within 50 ft. of either end of a bridge. No lines shall be placed in a culvert or within 10 ft. of the closest point of same.
6. Parallel lines will be installed as near the right-of-way as is possible and no parallel line will be installed in the roadbed or between the drainage ditch and roadbed without special permission of the Road Administrator/Engineer.
7. Overhead lines will have a minimum clearance of 18 ft. above the road surface at point of crossing.
8. The cost of any repairs to road surface, roadbed, structures or other right-of-way features as a result of this instillation will be borne by the owner of this line.
9. At least one half of the traveled portion of the road must be open to traffic at all times.
10. This permit is permissive, is subject to the public right of travel on and access to the right-of-way, and may not be assigned.
11. The applicant shall secure all other necessary or required permits, licenses, or approvals before starting work.
12. Signs and traffic controls shall comply with the current edition of the Manual on Uniform Traffic Control Devices, as approved by the Texas Department of Transportation.
13. All work shall conform to the design standards and specifications of the County.
14. Restoration of the right-of-way is required and shall be completed within 30 days of the completed work within the right-of-way.
15. Right-of-Way surfaces shall be cleaned before the end of each day's work. All catch basins, culverts or other improvements affected by any deposits of dirt, mud, rock, debris, or other material shall be cleaned daily or as specified by the County.
16. The applicant shall provide proof of Insurance.
17. The applicant shall be responsible for all utility locates.
18. All residents or businesses affected by any scheduled maintenance causing road closure, or interruption of any utility service shall be notified forty-eight (48) hours prior to any work. Emergency situations are exempt.
19. Petrochemical or other hydrocarbon pipelines: Does this pipeline fall under the Texas Rail Road Commission (flowlines). Yes _____ No ☒

20. **Final Inspection: All permits must have a final inspection once work is complete. Please call (903)590-4801 to schedule a final inspection.**

Indemnification: By accepting this permit, the Applicant shall assume all risks and hazards incidental to it use of County right-of-way under this permit and hold harmless the County of SMITH, its officers, employees and agents from any claim arising out of applicants' performance under this permit.

Applicants Signature: Aldemar Renteria Date: 06/19/2025

Approved: Amb
Smith County Road Administrator/Engineer



**APPLICATION FOR PERMIT FOR THE INSTALLATION
PIPE AND/OR UTILITY LINES WITHIN A COUNTY MAINTAINED
RIGHT OF WAY OR EASEMENT**
Smith County Road & Bridge Department
135 SSE Loop 323
Tyler, Texas 75702

1. Applicant: Metronet Date: 6/20/2025
Company Name (if different): _____ Phone: 812-916-1792
Address: 3701 Communications Way, Evansville IN Fax: _____
47715 Zip: _____
24/7 Contact Name: Shannon Brown Phone: 812-916-1462
Contractor: TBD Phone: TBD
Bonding Company: _____ Phone: _____
2. Franchise Holder: _____ Phone: _____
3. Franchise Contact: _____ Phone: _____

4. Location (if applicable, length of installation in feet): COUNTY ROAD 384, COUNTY ROAD 380, HOLIDAY HILLS ROAD,
HOBBS ROAD, COUNTRY ESTATES DRIVE, MOUNT VERNON STREET

5. Type of work, location, and description of the proposed line and appurtenances is shown by 3 copies of drawings attached to this application. The line will be constructed and maintained on the County right-of-way as directed by the Road Administrator/Engineer in accordance with SMITH COUNTY specifications.

6. Describe all traffic controls or warning devices anticipated for this project: _____

Possible TCP's to be used are included with drawings. Contractor to provide more information prior to construction.

7. Proposed start date: 6/27/2025 Completion date: 12/27/2025

It is expressly understood that the SMITH COUNTY Commissioners Court does not purport, hereby, to grant and right, claim, title, or easement in or upon this county road; and it is further understood that in the future should for any reason SMITH COUNTY should need to work, improve, relocate, widen, increase, add to or in any manner change the structure of this right-of-way, this line, if affected, will be moved under the direction of the SMITH COUNTY Road Administrator/Engineer and shall be relocated at the complete expense of the owner.

All work on the county right-of-way shall be performed in accordance with the Road Administrator/Engineer's instructions. The installation shall not damage any part of the road way.

Specific instructions and conditions are as follows:

1. **All underground lines are to be installed a minimum of 36 inches below flow line of the adjacent drainage or borrow ditch.**
2. **All buried lines carrying an electrical current, or electronic or optical signal shall have yellow plastic tape at least two inches in width, buried a minimum of twelve inches above such lines.**
3. Lines crossing under surfaced roads and under surfaced cross roads with in the right-of-way shall be placed by boring. Boring shall extend from crown line to crown line.
4. All lines under roads carrying pressure in excess of 50psi shall be enclosed in satisfactory casing extending from right-of-way line to right-of-way line. Pipe used for casing may be any type approved by the Road Administrator and shall be capable of supporting the roadbed and traffic loads and shall be constructed such that there is no leakage through the casing, carrier pipe, joints or couplings. (Lines installed 48 inches or greater below flow line encasement is not required.)

5. No lines are to be installed under or within 50 ft. of either end of a bridge. No lines shall be placed in a culvert or within 10 ft. of the closest point of same.
6. Parallel lines will be installed as near the right-of-way as is possible and no parallel line will be installed in the roadbed or between the drainage ditch and roadbed without special permission of the Road Administrator/Engineer.
7. Overhead lines will have a minimum clearance of 18 ft. above the road surface at point of crossing.
8. The cost of any repairs to road surface, roadbed, structures or other right-of-way features as a result of this installation will be borne by the owner of this line.
9. At least one half of the traveled portion of the road must be open to traffic at all times.
10. This permit is permissive, is subject to the public right of travel on and access to the right-of-way, and may not be assigned.
11. The applicant shall secure all other necessary or required permits, licenses, or approvals before starting work.
12. Signs and traffic controls shall comply with the current edition of the Manual on Uniform Traffic Control Devices, as approved by the Texas Department of Transportation.
13. All work shall conform to the design standards and specifications of the County.
14. Restoration of the right-of-way is required and shall be completed within 30 days of the completed work within the right-of-way.
15. Right-of-Way surfaces shall be cleaned before the end of each day's work. All catch basins, culverts or other improvements affected by any deposits of dirt, mud, rock, debris, or other material shall be cleaned daily or as specified by the County.
16. The applicant shall provide proof of Insurance.
17. The applicant shall be responsible for all utility locates.
18. All residents or businesses affected by any scheduled maintenance causing road closure, or interruption of any utility service shall be notified forty-eight (48) hours prior to any work. Emergency situations are exempt.
19. Petrochemical or other hydrocarbon pipelines: Does this pipeline fall under the Texas Rail Road Commission (flowlines). Yes _____ No ☒ _____

20. Final Inspection: All permits must have a final inspection once work is complete. Please call (903)590-4801 to schedule a final inspection.

Indemnification: By accepting this permit, the Applicant shall assume all risks and hazards incidental to its use of County right-of-way under this permit and hold harmless the County of SMITH, its officers, employees and agents from any claim arising out of applicants' performance under this permit.

Applicants Signature: _____ Date: 6/20/2025

Approved:  _____
Smith County Road Administrator/Engineer

TYLR.02.002
FTTH PROJECT



AREA MAP



**5524 BEE CAVES RD, SUITE C-1
AUSTIN TX 78746
PHONE: (512) 328-2461
www.wilcomm.com**

SMITH COUNTY PERMIT DRAWINGS

DATE: 6/20/2025



**ONE-CALL NOTIFICATION SYSTEM
CALL BEFORE YOU DIG!
1-800-545-6005**



DRAWING INDEX	SHEET
COVER SHEET	01
CONSTRUCTION PLANS	02-18
TYPICAL DETAILS	T1-T13

CONTACT INFORMATION	
PRIMARY CONTACT (NAME):	SHANNON BROWN
PHONE:	(812) 916-1462
EMAIL:	SHANNON.BROWN@METRONET.COM
ADDITIONAL CONTACT (NAME):	NICK WILLIAMS
PHONE:	(512) 328-2461
EMAIL:	NICK.WILLIAMS@WILCO.COM





APPLICATION FOR PERMIT FOR THE INSTALLATION
PIPE AND/OR UTILITY LINES WITHIN A COUNTY MAINTAINED
RIGHT OF WAY OR EASEMENT

Smith County Road & Bridge Department
P.O.Box 990
Tyler, Texas 75710

1. Applicant: Aldemar Renteria Date: 06/03/2025
Company Name (if different): CenterPoint Energy Phone: 713-207-4624
Address: 1111 Louisiana St Fax: _____
Houston, TX 77002 Zip: 77002
24/7 Contact Name: Kevin Chavez Phone: 409-782-0346
Contractor: _____ Phone: _____
Bonding Company: _____ Phone: _____
2. Franchise Holder: _____ Phone: _____
3. Franchise Contact: _____ Phone: _____
4. Location (if applicable, length of installation in feet): Propose install 100' of 1" PLA Service IP and 500' of 2" PLA Main IP
gas line via bore at 10768 CR 2335 (see drawing for reference).
5. Type of work, location, and description of the proposed line and appurtenances is shown by 3
copies of drawings attached to this application. The line will be constructed and maintained on the
County right-of-way as directed by the Road Administrator/Engineer in accordance with SMITH
COUNTY specifications.
6. Describe all traffic controls or warning devices anticipated for this project: See attached TCP to be
utilized for project.

7. Proposed start date: 06/16/2025 Completion date: 09/16/2025

It is expressly understood that the SMITH COUNTY Commissioners Court does not purport, hereby, to grant and right, claim, title, or easement in or upon this county road; and it is further understood that in the future should for any reason SMITH COUNTY should need to work, improve, relocate, widen, increase, add to or in any manner change the structure of this right-of-way, this line, if affected, will be moved under the direction of the SMITH COUNTY Road Administrator/Engineer and shall be relocated at the complete expense of the owner.

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6. Parallel lines will be installed as near the right-of-way as is possible and no parallel line will be installed in the roadbed or between the drainage ditch and roadbed without special permission of the Road Administrator/Engineer.
7. Overhead lines will have a minimum clearance of 18 ft. above the road surface at point of crossing.
8. The cost of any repairs to road surface, roadbed, structures or other right-of-way features as a result of this installation will be borne by the owner of this line.
9. At least one half of the traveled portion of the road must be open to traffic at all times.
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11. The applicant shall secure all other necessary or required permits, licenses, or approvals before starting work.
12. Signs and traffic controls shall comply with the current edition of the Manual on Uniform Traffic Control Devices, as approved by the Texas Department of Transportation.
13. All work shall conform to the design standards and specifications of the County.
14. Restoration of the right-of-way is required and shall be completed within 30 days of the completed work within the right-of-way.
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16. The applicant shall provide proof of Insurance.
17. The applicant shall be responsible for all utility locates.
18. All residents or businesses affected by any scheduled maintenance causing road closure, or interruption of any utility service shall be notified forty-eight (48) hours prior to any work. Emergency situations are exempt.
19. Petrochemical or other hydrocarbon pipelines: Does this pipeline fall under the Texas Rail Road Commission (flowlines). Yes _____ No ☒ _____

20. Final Inspection: All permits must have a final inspection once work is complete. Please call (903)590-4801 to schedule a final inspection.

Indemnification: By accepting this permit, the Applicant shall assume all risks and hazards incidental to its use of County right-of-way under this permit and hold harmless the County of SMITH, its officers, employees and agents from any claim arising out of applicants' performance under this permit.

Applicants Signature: Aldemar Renteria Date: 06/03/2025

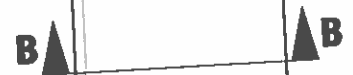
Approved: 
Smith County Road Administrator/Engineer



10768 CR 2335
PROP 500' OF 1" IP PLA SVC



3'

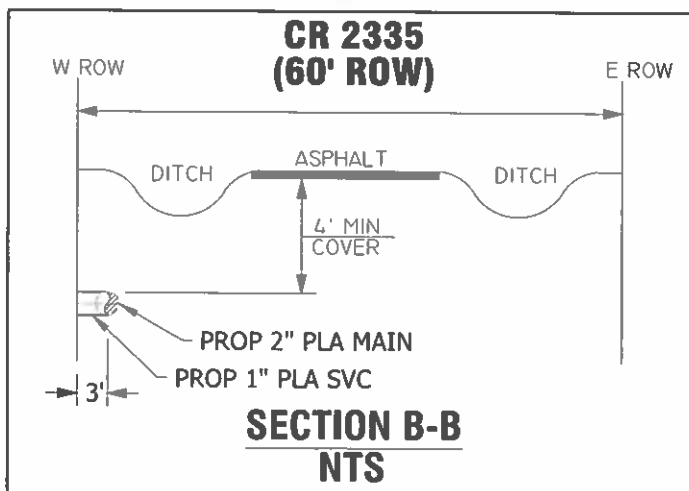


PROP 500' OF 2" IP PLA

**CR 2335
(60' ROW)**

3'

SMITH COUNTY PERMIT



6

SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

Submission Date:	Submitted by: Jennafer Bell
Meeting Date: Weekly	Department: Auditor
Item Requested is: <input type="checkbox"/> For Action/Consideration <input checked="" type="checkbox"/> For Discussion/Report	
Title: Weekly Bill Pay	
Agenda Category: <input type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
Agenda Wording: Consider and take necessary action to approve and/or ratify payment of accounts, bills, payroll, transfer of funds, amendments, and health claims.	
Background:	
Financial and Operational Impact:	
Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is a Budget Amendment Necessary? Yes <input type="checkbox"/> No <input type="checkbox"/>
Does Document Require Signature? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Return Signed Documents to the following:	
Name:	Email:
Name:	Email:
Name:	Email:
Name:	Email:

Note: This is the only form required for agenda requests, with the exception of backup materials or attachments. This form should be completed and emailed to Agenda@smith-county.com and include any necessary attachments. **Deadline is Tuesday at 5:00pm a week before the next scheduled Commissioners Court meeting. Please make sure the requested agenda item has been proactively vetted with the appropriate reviewing individuals and obtained their signature as reviewed.** Regular Court Meetings are at 9:30am on Tuesdays each week.

SUBMIT

Office Use Only
Agenda Item # _____

7

SMITH COUNTY COMMISSIONERS COURT

AGENDA ITEM REQUEST FORM

Submission Date:	Submitted by: Jennafer Bell
Meeting Date:	Department: Sheriff Office
Item Requested is: <input type="checkbox"/> For Action/Consideration <input checked="" type="checkbox"/> For Discussion/Report	
Title: Smith County Jail Update	
Agenda Category: <input type="radio"/> Briefing Session <input checked="" type="radio"/> Recurring Business <input type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
Agenda Wording: Receive report on status of Smith County jail operations, inmate population, employee overtime, and employee vacancies.	
Background: See attached.	
Financial and Operational Impact: NA	
Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is a Budget Amendment Necessary? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does Document Require Signature? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Return Signed Documents to the following:	
Name:	Email:
Name:	Email:
Name:	Email:
Name:	Email:

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SUBMIT

Office Use Only
Agenda Item # _____

8

**SMITH COUNTY COMMISSIONERS COURT
AGENDA ITEM REQUEST FORM**

Submission Date: 6/25/2025	Submitted by: Jennafer Bell
Meeting Date: 7/1/2025	Department: Commissioners Court
Item Requested is: <input type="checkbox"/> For Action/Consideration <input checked="" type="checkbox"/> For Discussion/Report	
Title: 551.072 – DELIBERATION REGARDING REAL PROPERTY	
Agenda Category: <input type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input checked="" type="radio"/> Executive Session	
Agenda Wording: 551.072 – DELIBERATION REGARDING REAL PROPERTY Deliberation and consultation regarding the exchange, lease, or value of real property located in Smith County and the downtown area.	
Background:	
Financial and Operational Impact:	
Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Is a Budget Amendment Necessary? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does Document Require Signature? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Return Signed Documents to the following:	
Name:	Email:
Name:	Email:
Name:	Email:
Name:	Email:

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SUBMIT

Office Use Only
Agenda Item # _____