



**HOUSTON COUNTY COMMISSIONERS COURT  
MINUTES  
REGULAR MEETING  
FEBRUARY 11, 2020**

The Commissioners' Court of Houston County met in a regular, called meeting on February 11, 2020 with the following members present, to wit:

Jim Lovell	County Judge
Gary Lovell	Commissioner, Precinct #1
Willie Kitchen	Commissioner, Precinct #2
Pat Perry	Commissioner, Precinct #3
Jimmy Henderson	Commissioner, Precinct #4

Also present:

Jan Pigford	Administrative Assistant to the County Judge
Sharon Luker	Assistant to the County Commissioners
Melissa Jeter	Auditor
Justin Killough	Chief Deputy-S/O
Cynthia Lum	Elections Administrator
Daphne Session	County Attorney
Terri Meadows	Houston County Clerk

Media:

Alton Porter	Houston County Courier
Will Johnson	The Messenger

Visitors: Thomas Gilson, Melaney Morris (USDA - Rural Development), Ann Walker (PWFAA), Tami Barugh

- (1) Welcome, Invocation and Pledges:  
Judge Lovell called the meeting to order. Commissioner Lovell gave the opening prayer. Judge Lovell led the Pledge of Allegiance to the American Flag and the Texas Flag.
- (2) Recognition and comments from guests:  
Judge Lovell recognized the guests and asked if there were any comments. None
- (3) Commissioner Lovell made a motion to approve the Commissioners Court minutes from January 28, 2020. Commissioner Henderson seconded the motion. Motion carried 5 to 0.

(4) Considering approving budget amendments. There were none.

(5) Consider payment of bills and expenses:

- a. Accounts payable
- b. Fund transfers
- c. Ratify Salary expenses

**Commissioner Lovell made a motion to pay all of the bills and expenses for a. (Accounts payable), b. (Fund transfers), and c. (Ratify Salary expenses). The motion was seconded by Commissioner Kitchen. The motion carried 5 to 0.**

(6) Receive information, announcements and reports from County Departments:

- a. Environmental Report
- b. Community Service Report (not available)

**Commissioner Kitchen made a motion to receive as information the Environmental Report. Commissioner Lovell seconded. Motion carried 5 to 0.**

**County Office announcements/information included:**

1. **Judge Lovell mentioned that he was in a meeting with TXDot recently.**
2. **Commissioner Kitchen shared that there is some equipment that needs to be advertised and sold and he said if there are any others that have equipment to get rid of let him know and they could put in the same ad.**
3. **Jan Pigford mentioned the healthy county program and encouraged more participation.**

(7) Consider approving salaries for new and/or transfer employees:

- a. Approve the hiring of Sarah Boyd as Administrative Assistant to DPS at pay grade #14 and bi-weekly salary of \$1025.18.
- b. Approve the hiring of Angela Gross as part time A/P Clerk in the Auditor's Office at pay grade #13 and hourly salary of \$13.28.

Commissioner Perry moved to approve these new hires. Commissioner Henderson seconded. Motion carried 5 to 0.

(8) Discuss and consider approving payment of compensatory, vacation and holiday time for County employees and necessary budget amendments. **There were none.**

(9) Discuss and consider taking action to make handbook changes from recommendations from Human Resource Committee:

- a. Vacation Policy
- b. Time-sheet

Commissioner Kitchen moved to approve the vacation policy and time-sheet policy changes. Commissioner Lovell seconded. Motion carried 5 to 0.

(10) Commissioner Lovell moved to accept 100 tons of salvage concrete (bridge on FM 227) from Helmcamp Materials LTD for Precinct 1. Commissioner Henderson seconded the motion. Motion carried 5 to 0.

(11) Commissioner Kitchen made a motion to accept the donation of TCL Smart TV to HC Senior Citizens Center from Dennis Ivey. Commissioner Lovell seconded. Motion carried 5 to 0.

- (12) Commissioner Kitchen made a motion to accept a donation of furnishings totaling \$2578.14 from Project Beloved for an interview room at the Sheriff's Office to be used county-wide by law enforcement for crime victim interviews. Commissioner Henderson seconded. Motion carried 5 to 0.
- (13) Commissioner Perry made a motion to approve early voting in Lovelady and Grapeland for the Primary Election for February 27 and 28, 2020. Commissioner Lovell seconded. Motion carried 5 to 0.
- (14) Discuss and consider taking action on petition received from Registered Voters requesting to hold additional early voting to be held during the time period of February 18 through February 28, 2020 at the Grapeland, Texas polling place at First United Methodist Church and at Lovelady, Texas polling place Community Center Building Two in accordance with §85.006 of the Texas Election Code. **No action required; approved in Item 13.**
- (15) Discuss and consider taking action to approve contract between Houston County and the Department of Public Safety in accordance with Texas Government Code 2167 and Texas Transportation Code Chapter 521 for office space for DPS Driver License and THP (Texas Highway Patrol) located at 112 E Houston Avenue, Crockett, TX. **Pass at this time per Judge Lovell**
- (16) Commissioner Kitchen made a motion to approve the Interlocal Agreement with Trinity County for housing inmates within the Houston County Jail. Commissioner Lovell seconded. Motion carried 5 to 0.
- (17) Discuss and consider action on advertising to accept Request for Proposals (RFP) for administrative consultants to assist the County in pre-award and post-award grant management services including the preparation of FEMA Public Assistance (PA) grants if funded by FEMA through Texas Division of Emergency Management and other funding opportunities that may become available to Houston County. **Commissioner Kitchen made a motion to authorize advertising for these services. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (18) Discuss and consider action on registering with the Texas Association of Counties to provide Cyber security training to all required county officials and employees as mandated under HC 3834 and designating Administrators. **Judge Lovell, Nathan Turner (IT), Brittani Womack, Cathy Minchew, and Jan Pigford will register as administrators. Commissioner Kitchen made a motion to register with TAC to provide this service. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (19) Commissioner Kitchen made a motion to approve Hotel Occupancy Tax of \$2000 for Topview Sports Inc Davy Crockett Classic bike race February 8-9, 2020. Commissioner Lovell seconded. Motion carried 5 to 0.

Commissioner Kitchen made a motion to approve Hotel Occupancy Tax of \$1000 for Pineywoods Fine Art Association for One Night in Memphis, February 22, 2020. Commissioner Henderson seconded. Motion carried 5 to 0.

(20)Commissioner Kitchen moved to receive the annual racial profiling report as information from Law Enforcement Agencies. Commissioner Henderson seconded. Motion carried 5 to 0.

(21)Melaney Morris with the USDA Rural Development gave a presentation on available programs and grants. She said we could see the applications on line.

(22)Judge Lovell moved to adjourn the Meeting. Commissioner Kitchen seconded. Motion carried 5 to 0. The meeting was adjourned.

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Jim Lovell, County Judge

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Gary Lovell, Commissioner, Precinct #1

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Willie Kitchen, Commissioner, Precinct #2

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Pat Perry, Commissioner, Precinct #3

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Jimmy Henderson, Commissioner, Precinct #4

Attest:

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Terri Meadows, County Clerk