



**HOUSTON COUNTY COMMISSIONERS COURT  
MINUTES  
REGULAR MEETING  
MAY 11, 2021**

The Commissioners' Court of Houston County met in a regular, called meeting on May 11, 2021, in person and via zoom due to Covid, with the following members present, to wit:

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

Also present:

Jan Pigford	Administrative Assistant to the County Judge
Sharon Luker	Assistant to the Commissioners
Janis Omelina	Treasurer (Zoom)
Heath Murff	Emergency Management Coordinator (Zoom)
Melissa Jeter	County Auditor
Jennifer Kulms	9-1-1 Addressing (Zoom)
Brittani Womack	First Assistant Auditor (Zoom)
Cynthia Lum	Elections Administrator
Daphne Session	County Attorney
Sheila Johnson	Grants Administrator (Zoom)
Terri Meadows	County Clerk

Media:

Alton Porter	Houston County Courier
Will Johnson	The Messenger (Zoom)

Visitors:

Stuart Cooke (Representative from Enviremed), Sharon Berry, Rhonda Brown (HoCo Hospital District), Dina Pipes (HoCo Hospital District)

(1) Welcome, Invocation and Pledges:

Judge Lovell called the meeting to order. Commissioner Lovell led the opening prayer.

Following the prayer Judge Lovell led the Pledge to the American flag and to the Texas Flag.

- (2) Recognition and comments from guests: Stuart Cooke from Enviremed spoke to Commissioners Court about an organic enzyme product they produce that is for use on dirt roads. The product creates a hard surface road. He passed around samples of what the road looks like after the product is used. Citizen of Houston County, Sharon Berry, followed Mr. Cooke and encouraged the Commissioners Court to visit with Mr. Cooke about the product.
- (3) **Commissioner Henderson moved to approve the Commissioners Court minutes from April 27, 2021. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (4) Consider approving budget amendments. **Commissioner Henderson made the motion to approve budget amendments and Commissioner Kitchen seconded. Motion carried 5 to 0.**
- (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 the bills and expenses for a. (Accounts payable), b. (Fund transfers), and c. (Ratify Salary expenses). The motion was seconded by Commissioner Henderson. The motion carried 5 to 0.**
- (6) Receive information, announcements and reports from County Departments:
- a. Environmental Report (**Not available**)
  - b. Community Service Report (**Not available**)
- \*\*In other office reports:**
- **Brittani Womack reminded us all that it is time to complete our annual cybersecurity training. The link has been sent to our emails and we must complete it by June 14, 2021.**
  - **Cynthia Lum announced Election Vendors came and gave a demonstration of the election equipment. The Election Board should be meeting to consider options to present to the Commissioners Court for the purchase of new election equipment.**
  - **Melissa Jeter announced we received balance due from Coronavirus Relief Fund that was approved last year and she offered Kudos to Brittani Womack for tackling that grant and getting it all submitted.**
- (7) Consider approving salaries for new and/or transfer employees:
- (a) **Commissioner Lovell made a motion and Commissioner Kitchen seconded to approve the Promotion of Michael W Molnes to Jail Lieutenant for the HCSO in the amount of \$1,179.40 bi-weekly and a bi-weekly cell phone allowance of \$18.46, Pay Grade 18 effective 5/11/2021. Motion carried 5 to 0.**
  - (b) **Commissioner Lovell moved to approve Gregory Ard as Full-time Jailer for the HCSO in the amount of \$1018.81 bi-weekly in Pay Grade 15 effective 5/11/2021; Thomas Phillips as Full-time Jailer for the HCSO in the amount of \$1018.81 bi-weekly in Pay Grade 15 effective 5/12/2021; Courtney Benavides as Part-time Temporary Certified Jailer for the HCSO at an hourly rate of \$13.37 in Pay Grade 16 effective 5/12/2021. Commissioner Stokes seconded. Motion carried 5 to 0.**
  - (c) **Commissioner Kitchen made a motion to approve 3%-6 month raise for Sarah Shafer, DPS Admin Assistant moving her bi-weekly pay from \$1025.18 to \$1055.94 bi-weekly in Pay Grade 14 effective 5/11/2021. Commissioner Henderson seconded. Motion carried 5 to 0.**

- (8) Discuss and consider approving payment of compensatory, and vacation time for County employees and necessary budget amendments. **Commissioner Kitchen made a motion to approve payment with the correction made by Houston County Treasurer Janis Omelina to S. Barnett's amount to the following employees of the HCSO: S. Barnett \$114.12; M. Millican \$1277.94; D. Brown \$200.55; J. Hallmark \$200.55 for a total payment of \$1793.16. Commissioner Lovell seconded this motion. Motion carried 5 to 0.**
- (9) **Commissioner Lovell made a motion to approve mutual aid assistance agreement with Nacogdoches Police Department. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (10) **Commissioner Kitchen made a motion and Commissioner Stokes seconded approve a uniform policy for Precinct 2 Road and Bridge Employees with a correction of striking/omitting the last sentence under "ordering uniforms". Motion carried 5 to 0.**
- (11) **Commissioner Kitchen made a motion to approve Customer Service Agreement with UniFirst with the Addendum to be included and pending signature of UniFirst for Houston County Pct. 2 Uniforms. Commissioner Lovell seconded the motion. Motion carried 5 to 0.**
- (12) **Commissioner Kitchen made a motion to replace Sick Pool Committee Members: Susie Hammond, Employee Law Enforcement will be replaced with Martha Jackson; Laronica Smith, Employee Courthouse & Annex will be replaced with Gwen Womack and Dina Herrera, Treasurer is replaced with Janis Omelina. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (13) **Commissioner Kitchen made a motion to adopt 2021 Proclamation Declaring May as Elder Abuse Prevention Month. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (14) **Commissioner Henderson made a motion and Commissioner Lovell seconded the motion to accept a donation from Marion L. Wink of 420 cubic yards of fill dirt road material and authorizing removal from owner's property for use by Precinct 4. Motion carried 5 to 0.**
- (15) **Commissioner Henderson moved to authorize Private Road 5175 be added to the Houston County Map. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (16) **Commissioner Stokes made a motion to award a contract on received bids on hauling of road materials for Precinct 3 to Bid #2 from Garry Kellum. Commissioner Kitchen seconded. Motion carried 5 to 0.**
- (17) **Commissioner Kitchen made a motion to declare a 1995 GMC Sierra VIN: 552458 as salvage and advertising for bids for Precinct 2 and Commissioner Stokes seconded. Motion carried 5 to 0.**
- (18) **Commissioner Stokes made the motion to declare a 2003 Ford 1-150 VIN: A75096 as salvage and advertising for bids for Precinct 3. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (19) **Closed executive session as authorized by Texas Government Code §551.071 for a consultation with the County Attorney about contemplated litigation, a settlement offer, claims, legal**

issues, potential liabilities, or other matters for which the attorney's duties to the client under the Texas State Bar Disciplinary Rules of Professional Conduct conflicts with the Open Meetings Act. **Entered Closed Meeting at 10:45 a.m.**

(20) Reconvened Regular meeting at 11:15 a.m.

(21) **Commissioner Lovell made a motion to accept partial reimbursement from Houston County Hospital District in the amount of \$150,000 to be paid by May 24, 2021 for Ambulance Contract payment. Commissioner Kitchen seconded. Motion carried 5 to 0.**

(22) **Judge Lovell made the motion to adjourn. Commissioner Kitchen seconded. Motion carried 5 to 0.**

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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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Gene Stokes, Commissioner, Precinct #3

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Jimmy Henderson, Commissioner, Precinct #4

Attest:

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Terri Meadows, County Clerk