



**HOUSTON COUNTY COMMISSIONERS COURT**  
**MINUTES**  
**REGULAR MEETING**  
**April 14, 2020**

The Commissioners' Court of Houston County met in a regular, called meeting on April 14, 2020, via **Zoom due to Covid 19**, 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 Commissioners
Melissa Jeter	Auditor
Justin Killough	S/O Chief Deputy
Roger Dickey	Emergency Management Coordinator
Bonita Newman	9-1-1 Addressing
Terri Meadows	County Clerk

Media:

Will Johnson	The Messenger
Alton Porter	Houston County Courier
Caleb Beames	KTRE

Visitors:

First United Methodist Church, Clayton Starr (Sons of the Republic of Texas), Gwendolyn Scott

- (1) Welcome, Invocation and Pledges:  
Judge Lovell called the meeting to order. Commissioner Henderson led the opening prayer.  
Judge Lovell led the Pledge of Allegiance to the American Flag and the Texas Flag.
- (2) Recognition and comments from guests:  
None

- (3) **Commissioner Lovell made a motion to approve Commissioners Court minutes from March 24, 2020. Commissioner Kitchen seconded. Motion carried 5 to 0.**
- (4) **Commissioner Kitchen made a motion to approve Budget Amendments. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (5) Consider payment of bills and expenses:
- a. Accounts payable
  - b. Fund transfers
  - c. Ratify Salary expenses
- Commissioner Kitchen 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 Henderson. The motion carried 5 to 0.**
- (6) Receive information, announcements and reports from County Departments:
- a. County Treasurer's Report
  - b. Environmental Report
  - c. Community Service **(Not Available)**
- Commissioner Kitchen made a motion to receive as information the County Treasurer's Report and the Environmental Report. Commissioner Henderson seconded. Motion carried 5 to 0.**
- Judge Lovell reminded us of the importance of the Census. He said that Ansel Bradshaw is doing a great job as the coordinator, but he believes the current virus situation is the cause for the low response to the Census.
- (7) Consider approving salaries for new and/or transfer employees:
- (a) Commissioner Lovell moved to approve a 6 month raise for Kasey Ballard, Full-time Dispatcher at the Sheriff's Office in pay grade #15 and bi-weekly salary of \$1069.75. Commissioner Kitchen seconded. Motion carried 5 to 0.**
  - (b) Commissioner Kitchen moved to approve the promotion of Jerry Kaelin to Chief Deputy at the Sheriff's Office in pay grade #21 and bi-weekly rate of \$1912.81 (continue with previously approved bi-weekly cell phone rate of \$18.46). Commissioner Lovell 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. **None**
- (9) **Commissioner Lovell made a motion and Commissioner Henderson seconded to proclaim April 21, 2020 as "San Jacinto Day" and give special recognition of the Sons of the Republic of Texas. Motion carried 5 to 0.** (As always, Clayton Starr, representative of Sons of the Republic of Texas, gave us a rousing and very interesting lesson on Texas History).
- (10) **Commissioner Kitchen made a motion to receive as information the FY 2019 submission to the Municipal Securities Rulemaking Board pursuant to SEC Rule 15c2-12. (Melissa Jeter, County Auditor, stated this is our annual continuing disclosure report). Commissioner Henderson seconded the motion. Motion carried 5 to 0.**

(11) **Judge Lovell made a motion to receive as information the reappointment of Melissa Jeter as the Houston County Auditor for the term April 16, 2020 through April 15, 2022. Commissioner Kitchen seconded. Motion carried 5 to 0.**

(12) Discuss and consider action on awarding a contract from received bids for the purchase of a pickup for Constable Precinct 1 and authorizing a Lease Purchase through Citizens National bank, designating authorized signers and necessary budget amendments. After some discussion it was determined we do not have to go out for a bid. **Commissioner Kitchen made a motion to pass on bid and Commissioner Lovell seconded. Motion carried 5 to 0.**

(13) **Commissioner Lovell moved to extend the Order Under County Judge Declaration of Local State of Disaster Due to Public Health Houston County Emergency until the next Commissioners Court Meeting. Commissioner Henderson seconded. Motion carried 5 to 0.**

(14) Discuss and consider action on awarding a contract from received bids for the purchase of a delivery van for Home Delivered Meal program and authorizing a Lease Purchase through Citizens National Bank, designating authorized signers and necessary budget amendments. **Since no bids were received Commissioner Kitchen made a motion to rescind and pursue other grant funding. Commissioner Henderson seconded. Motion carried 5 to 0.**

(15) Discuss and consider action to adopt a resolution for federal off-system bridge program administered by Texas Department of Transportation to replace or rehabilitate structurally deficient and functionally obsolete bridges located on public roads and street off the designed highway:

- a. CR 4555 at Lake Creek, #11-114-0-AA02-03-001
- b. CR 1060 at Hickory Creek Tributary, #11-114-0-AA02-20-002
- c. CR 2215 at Little Elkhart Creek, #11-114-0-AA22-15-001
- d. CR 2330 at Big Elkhart Creek, #11-114-0-AA01-20-001
- e. CR 4545 at Camp Creek, #11-114-0-AA02-10-001
- f. CR 1050 at Hickory Creek, #11-114-0-AA02-14-001
- g. CR 2120 at Little Elkhart Creek, #11-114-0-AA02-67-001
- h. CR 3585 at Wright Cree, #11-114-0-AA03-57-001

**Commissioner Lovell moved to adopt the resolution as stated above. Commissioner Henderson seconded. Motion carried 5 to 0.**

(16) Discuss and consider action on awarding a contract from received bids for:

- a. Road Materials Gas and Diesel for County Vehicle/Equipment
- b. AV Gas for County Airport

**Commissioner Kitchen made a motion to award the bid to the lowest bidder of Road Materials to Conners Crushed Stone. Commissioner Henderson seconded. Motion carried 5 to 0.**

**Commissioner Kitchen moved to award contract to Crockett Farm & Fuel for Gas and Diesel for County Vehicles/Equipment and AV Gas for County Airport. Commissioner Henderson seconded. Motion carried 5 to 0.**

(17) Discuss and consider action on a Tax Abatement Agreement with Vulcraft and creating "Vulcraft Reinvestment Zone #1" pursuant to the Houston County Tax Abatement Guidelines and Criteria for economic development. **This is not ready – PASS**

(18) **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