



HOUSTON COUNTY COMMISSIONERS COURT

MINUTES

REGULAR MEETING

DECEMBER 23, 2024

The Commissioners' Court of Houston County met in a regular, called meeting on December 23, 2024 **in person and via zoom**, with the following members present, to wit:

The Court

Jim Lovell	County Judge	PRESENT
Gary Lovell	Commissioner, Precinct #1	ABSENT
Willie Kitchen	Commissioner, Precinct #2	PRESENT
Gene Stokes	Commissioner, Precinct #3	PRESENT
Jimmy Henderson	Commissioner, Precinct #4	PRESENT
Terri Meadows	County Clerk	PRESENT

County Officials/Employees in person:

Andy Biscamp	Bailiff
Kris Dyches	Insurance Coordinator
Laura Goolsby	District Clerk
Sheila Johnson	Grants Administrator
Joel Martin	Bailiff
Kristina Massey	Assistant DA
Todd McConnell	IT
Jan Pigford	Administrative Assistant to the County Judge
Daphne Session	County Attorney
Darrellyn Smith	Assistant to the County Commissioners
Red Smith	Constable Pct 2
Brittani Womack	1 st Assistant Auditor

County Officials/Employees by Zoom:

Missy D'Angelo	Assistant County Auditor
Meagan Frizzell	9-1-1 Addressing
Cynthia Lum	Elections Administrator
Laronica Wooten-Smith	Tax-Assessor Collector

Media:

Visitors: James Angerstein

(1) Welcome, Invocation and Pledges:

Judge Lovell called the meeting to order at 9:00 a.m. He voiced the opening prayer followed by leading the Pledge to the American Flag and the Texas Flag.

- (2) Recognition and comments from guests. (For informational purposes only, with no deliberation and no action taken, except that the Court may discuss whether to include any matter on a future agenda for deliberation and/or action.) **None**
- (3) Consider approval of prior Commissioners Court minutes. **Commissioner Kitchen made a motion to approve the Commissioners Court minutes for December 10, 2024. Commissioner Stokes seconded. Motion carried 4 to 0.**
- (4) Consider approving budget amendments. **Commissioner Kitchen made a motion to approve the Budget Amendments as presented. Commissioner Henderson seconded. Motion carried 4 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 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 4 to 0.**
- (6) Receive information, announcements and reports from County Departments:
- a. County Treasurer's Report
 - b. Compensatory Report
 - c. Financial Report – Auditor
 - d. Tax Assessor Report
- Commissioner Henderson made a motion to receive as information the County Treasurer's Report, Compensatory Report, and Tax Assessor Report (Financial Report not provided). Commissioner Kitchen seconded. Motion carried 4 to 0.**
- (7) Consider approving salaries for new and/or transfer employees.
- a. Acceptance of updated job descriptions for County Attorney's Office – **Commissioner Kitchen made a motion to accept the updated job descriptions in the County Attorney's Office for Investigator, Office Manager, and Victim Assistance Coordinator as presented. Commissioner Henderson seconded. Motion carried 4 to 0.**
 - b. County Attorney - Investigator
 - c. County Attorney – Victims Assistance Coordinator
 - d. County Attorney – Office Manager
- Commissioner Kitchen made a motion to approve the following salaries: Tracy Whitehead moving from Investigator-District Attorney to Investigator-County Attorney keeping the bi-weekly pay at \$2,374.34 and cell phone allowance at \$18.46 in Pay Grade 21 effective 1/1/2025; Kristen Wells from District Attorney-Grand Jury Clerk/Victim Assistant Coordinator to County Attorney-Victim Assistance Coordinator at same bi-weekly pay of \$1,600.15 and cell phone allowance of \$18.46 in Pay Grade 17 effective 1/1/2025; and Maria Reymundo from District Attorney Legal Assistant/Clerk to County Attorney-Office Manager at the bi-weekly pay of \$1,530.02 in Pay Grade 18 effective 1/1/2025. Commissioner Henderson seconded. Motion carried 4 to 0.**

- e. County Clerk's Office – Six months pay raise for Deputy Clerk 2 – **Commissioner Kitchen made a motion approve 6 month pay raise for Stephanie Yorgensen, Full-time Deputy Clerk 2 in the County Clerk's Office, moving her salary from \$1,364.69 bi-weekly to \$1,419.28 and continue the \$18.46 cell phone allowance in Pay Grade 16 effective 1/1/2025. Commissioner Stokes seconded. Motion carried 4 to 0.**
 - f. District Attorney – Investigator
 - g. District Attorney – Assistant District Attorney
 - h. District Attorney – Office Manager
 - i. District Attorney-Legal/Office Assistant
- Commissioner Kitchen made a motion to approve the following salaries: Thomas Shafer moving from County Attorney Investigator/VAC to District Attorney Investigator at bi-weekly salary of \$2,505.87 in Pay Grade 21 effective 1/1/2025; Lawson Hamilton moving from Assistant County Attorney to Assistant District Attorney at bi-weekly pay of \$2,961.53 in Pay Grade 32 effective 1/1/2025; Rita Rodriguez moving from County Attorney-Office Manager to District Attorney-Office Manager at bi-weekly pay of \$1,941.27 in Pay Grade 18 effective 1/1/2025; and Litzzy Cruz from County Attorney-Legal Assistant to District Attorney-Legal Assistant at bi-weekly pay of \$1,477.95 in Pay Grade 15 effective 1/1/2025. Commissioner Stokes seconded. Motion carried 4 to 0.**
- (8) Discuss and consider approving payment of compensatory, and vacation time for County employees and necessary budget amendments. **Commissioner Henderson made a motion and Commissioner Kitchen seconded to approve compensatory payment to Jerrod Vickers, Comm Super, in the amount of \$28.08; Jaidan Jones, Dispatcher, in the amount of \$209.76; and J'darius Pruitt, Dispatcher, in the amount of \$209.76. Motion carried 4 to 0.**
- (9) Discuss and consider declaring received information as surplus inventory and approving transfers between departments. **Commissioner Kitchen made a motion and Commissioner Stokes seconded to declare received information as surplus inventory and approve transfers between departments. Motion carried 4 to 0.**
- (10) Discuss and consider accepting donation in the amount of \$1500.00 from Clint and Sharon Wheeler for improvements to County Road 4537 in Precinct 4. **Commissioner Henderson made a motion to accept the donation in the amount of \$1500.00 from Clint and Sharon Wheeler for improvements to County Road 4537 in Precinct 4. Commissioner Kitchen seconded. Motion carried 4 to 0.**
- (11) Discuss and consider action on applications for the Hotel Occupancy Tax Fund and agreements for:
- a. Piney Wood Fine Arts Association for the Shenandoah Band performance at the Crockett Civic Center on January 24, 2025.
 - b. Piney Woods Fine Arts Association for the Yacht Rock Concert to be held on February 22, 2025.
- Commissioner Henderson made a motion to approve the Hotel Occupancy Tax Fund and Agreements for: \$1000 for Piney Wood Fine Arts Association for the Shenandoah Band performance at the Crockett Civic Center on January 24, 2025 and \$1000 for Piney Woods Fine Arts Association for the Yacht Rock Concert to be held on February 22, 2025. Commissioner Stokes seconded. Motion carried 4 to 0**

- (12) Discuss and consider action on authorizing the following items through the Local Assistance and Tribal Consistency Fund Grant Fund and necessary budget amendments on designating specific FY 2025 operating expenses for Road and Bridge Precinct 4 as eligible for the LATCF Grant. Repairs on 2016 Chevy Sr #2345 - \$3,078.14. **Commissioner Henderson made a motion to authorize through the Local Assistance and Tribal Consistency Fund Grant Fund and necessary budget amendments on designating specific FY 2025 operating expenses for Road and Bridge Precinct 4 as eligible for the LATCF Grant repairs on 2016 Chevy Sr #2345 - \$3,078.14. Commissioner Stokes seconded. Motion carried 4 to 0.**
- (13) Discuss and consider action on authorizing a lease purchase agreement with Citizens National Bank for the purchase of 2025 Brazos 40' Pit Boss Belly Dump for Precinct 1 in an amount not to exceed \$38,000.00, collateralized with CD and necessary budget amendments. **Commissioner Kitchen made a motion to authorize a lease purchase agreement with Citizens National Bank for the purchase of 2025 Brazos 40' Pit Boss Belly Dump for Precinct 1 in an amount not to exceed \$38,000.00, collateralized with CD and necessary budget amendments. Commissioner Stokes seconded. Motion carried 4 to 0.**
- (14) Discuss and consider action on accepting the total loss offer from the Texas Association of Counties Risk Management for the 2007 Mack truck (6462), and necessary budget amendment. **Commissioner Kitchen made a motion to accept the total loss offer from the Texas Association of Counties Risk Management for the 2007 Mack truck (6462), and necessary budget amendment. Commissioner Stokes seconded. Motion carried 4 to 0.**
- (15) Discuss and consider approving Spectrum to install Fiber Optics along the following County Roads in Precinct #3 as part of their deployment of fiber-based broadband and other services to residents of Houston County:
- a. CR's 4035, 4037, 4025, 4160
 - b. CR's 4140 & 4045
 - c. CR 4505 in Precinct 3 & 4
 - d. CR's 3420 & 4020
 - e. CR's 4020 & 4025
 - f. CR's 4065 & 4200
 - g. CR 4050
 - h. CR 4025
 - i. CR's 3315 & 4015
- Commissioner Stokes made a motion to approve Spectrum to install Fiber Optics along County Roads 4035, 4037, 4025, 4160, 4140, 4045, 4505 (in Precinct 3 & 4), 3420, 4020, 4025, 4065, 4200, 4050, 3315 and 4015 in Precinct #3 as part of their deployment of fiber-based broadband and other services to residents of Houston County. Commissioner Henderson seconded. Motion carried 4 to 0.**
- (16) **Closed executive session** as authorized by Texas Government Code §551.071 for a consultation with the attorney for the county and legal representatives about pending 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.

***The Commissioners Court moved into Closed Executive Session at 9:18 a.m. and reconvened in open court at 9:37 a.m.**

(17)Adjourn. **Judge Lovell made a motion for the Commissioners Court Meeting to Adjourn. Commissioner Kitchen seconded. The motion carried by everyone rising and leaving the meeting at 9:37 a.m.**

Jim Lovell, County Judge

Gary Lovell, Commissioner, Precinct #1

Willie Kitchen, Commissioner, Precinct #2

Gene Stokes, Commissioner, Precinct #3

Jimmy Henderson, Commissioner, Precinct #4

Attest:

Terri Meadows, County Clerk

Date Approved: January 14, 2025