



**HOUSTON COUNTY COMMISSIONERS COURT  
MINUTES  
REGULAR MEETING  
MARCH 14, 2023**

The Commissioners' Court of Houston County met in a regular, called meeting on March 14, 2023 in person and via zoom due to Covid, with the following members present, to wit:

Jim Lovell	County Judge	<b>PRESENT</b>
Gary Lovell	Commissioner, Precinct #1	<b>PRESENT</b>
Willie Kitchen	Commissioner, Precinct #2	<b>PRESENT</b>
Gene Stokes	Commissioner, Precinct #3	<b>PRESENT</b>
Jimmy Henderson	Commissioner, Precinct #4	<b>PRESENT</b>

County Officials/Employees in person:

Terri Meadows	County Clerk
Todd McConnell	IT
Dusten Persons	VA Officer
Laura Goolsby	District Clerk
Joel Martin	Bailiff
Jan Pigford	Administrative Assistant to the County Judge
Kris Dyches	Insurance Coordinator
Sheila Johnson	Grants Administrator
Melissa Jeter	County Auditor

County Officials/Employees by Zoom:

Brittani Womack	1 <sup>st</sup> Assistant Auditor
Laronica Wooten-Smith	Tax Assessor Collector
Randy Hargrove	Sheriff
Meagan Frizzell	911 Addressing

Media:

Greg Ritchie - Messenger  
Jan White – Courier (Zoom)

Visitors: Crockett Police Chief Clayton Smith (Houston County Youth Fair Association), Liza Clark (Executive Director of the Crockett Area Chamber of Commerce),

(1) Welcome, Invocation and Pledges:

**Judge Lovell called the meeting to order at 10:01 a.m., Commissioner Henderson led the opening prayer followed by Judge Lovell 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.) **Liza Clark, Executive Director of the Crockett Area Chamber of Commerce encouraged everyone to attend the Chamber Banquet on March 21, 2023**
- (3) Consider approval of prior Commissioners Court minutes.  
**Commissioner Lovell moved to approve the Commissioners Court Minutes from February 28, 2023. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (4) Consider approving budget amendments. **Commissioner Henderson made a motion to approve a Budget Amendment moving \$5000 from HCSO Petroleum to HCSO Supplies and DOE. Commissioner Stokes 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 Kitchen. The Motion carried 5 to 0.**
- (6) Receive information, announcements and reports from County Departments:
  - a. County Treasurers Report
  - b. County Clerk Report
  - c. District Clerk Report
  - d. Tax Assessor Collector Report
  - e. Community Service/Environmental Report**Commissioner Kitchen moved to receive the County Treasurers Report, County Clerk Report, District Clerk Report, Tax Assessor Collector Report and Community Service/Environmental Report as information. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (7) Consider approving salaries for new and/or transfer employees:
  - a. Part-time Road Hand  
**Commissioner Stokes made a motion to approve hourly pay of \$14.64 in pay grade 13 for John McKnight as Part-Time Road Hand in Precinct 2 effective 3/14/23. Commissioner Henderson seconded the motion. Commissioner Stokes amended the motion that the hourly pay should be \$12.73. Commissioner Henderson seconded the amendment. Amended motion carried 5 to 0.**
  - b. Full time Jailer  
**Commissioner Lovell made a motion to approve bi-weekly salary of \$1179.29 in pay grade 16 for Joshua Provins as Jailer-Probationary at the Houston County Jail effective 3/14/23. Commissioner Kitchen seconded. Motion carried 5 to 0.**
  - c. Veterans Services Officer **\*Judge Lovell announced this will be taken up at Item 11.**

- (8) Discuss and consider approving payment of compensatory, and vacation time for County employees and necessary budget amendments. **NONE**
- (9) Discuss and consider declaring received information as surplus inventory and approving transfers between departments. **NONE**
- (10) Receive as information County Clerk Continuing Education Certificate and Transcript for Terri Meadows. **Commissioner Kitchen made a motion to receive as information the County Clerk Continuing Education Certificate and Transcript for Terri Meadows. Commissioner Stokes seconded motion. Motion carried 5 to 0.**
- (11) Discuss and consider approving Order to appoint Houston County Veterans Service Officer. **Judge Lovell made a motion to approve the Appointment Order for Houston County Veterans Service Officer, Dusten L. Persons effective 3/20/23. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (12) Discuss and consider approving budget amendment to purchase/rent Country Pure water machine with two bottles per month in the amount of \$44.97 each for JP #1 and JP #2 offices and necessary budget amendments. **Commissioner Stokes made a motion to approve Option 2, Cooler Rental-Cold Water plus Air Temp Water at \$11.00 and a minimum of 3 bottles of water @ 8.99 each or \$26.97 for a monthly total of \$37.97 per month for JP # 1 and 2 Offices and with necessary budget amendments. Commissioner Kitchen seconded. Motion carried 5 to 0.**
- (13) Discuss and consider action on renewing the contract with Texas Association of Counties Health and Employee Benefits Pool for required Affordable Care Act Reporting and Tracking Services (ARTS) and designating the County Treasurer as the primary contact. **Commissioner Kitchen made a motion to renew the contract with Texas Association of Counties Health and Employee Benefits Pool for required Affordable Care Act Reporting and Tracking Services (ARTS) and designating the County Treasurer as the primary contact. Commissioner Lovell seconded the motion. Motion carried 5 to 0.**
- (14) Discuss and consider renewal of lease agreement between Brenda Stubblefield and Houston County Road and Bridge Precinct #4. **Commissioner Henderson made a motion to renew the lease agreement between Brenda Stubblefield and Houston County Road and Bridge Precinct #4. The lease of Property (lots 7-12 Block 32) for year 2023 is \$1500. Commissioner Kitchen seconded. Motion carried 5 to 0.**
- (15) Discuss and consider accepting the donation of \$2,000.00 from C & C Logging for improvements to County Road 3080 located in Precinct 2. **Commissioner Kitchen made a motion to accept a donation of \$2,000.00 from C & C Logging for improvements to County Road 3080 located in Precinct 2. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (16) Discuss and consider action on an application request and possible budget amendments for the Hotel Occupancy Tax Fund and Interlocal Agreement with:
- a. Crockett Area Chamber of Commerce for the Davy Crockett Festival to be held on May 13 & 14, 2023 in Davy Crockett Memorial Park. **Commissioner Lovell made a motion to approve \$2000 for the Application request with possible budget amendments for the Hotel Occupancy Tax Fund and Interlocal Agreement with Crockett Area Chamber of**

**Commerce for the Davy Crockett Festival to be held on May 13 & 14, 2023 in Davy Crockett Memorial Park. Commissioner Henderson seconded. Motion carried 5 to 0.**

- b. **Houston County Fair & Livestock Show for the 2023 HC Fair & Youth Livestock Show Exhibitor & Buyer Appreciation Concerts to be held on 3/25/23 – 4/1/23 at the Porth Ag Arena & Crockett Civic Center. Commissioner Lovell made a motion to approve \$3000 for the Application request with possible budget amendments for the Hotel Occupancy Tax Fund and Interlocal Agreement with Houston County Fair & Livestock Show for the 2023 HC Fair & Youth Livestock Show Exhibitor & Buyer Appreciation Concerts to be held on 3/25/23 – 4/1/23 at the Porth Ag Arena & Crockett Civic Center. Commissioner Kitchen seconded. Motion carried 5 to 0.**

(17) Discuss and consider approving Houston County Event and display permit for Houston County Child Welfare Board and Kalin's Center for Flag Raising Ceremony to be held on April 14, 2023 for Child Abuse Awareness Month. **Commissioner Henderson made a motion to approve Houston County Event and display permit for Houston County Child Welfare Board and Kalin's Center for Flag Raising Ceremony to be held on April 14, 2023 for Child Abuse Awareness Month. Commissioner Stokes seconded. Motion carried 5 to 0.**

(18) Discuss and consider action on authorizing the following items through the American Rescue Plan Act (ARPA) Grant Fund and necessary budget amendments:

- a. **Approve purchase and authorize payment to MAW Contracting LLC for (1) 2015 Dynaweld Platform Trailer Sr#5356 for Road and Bridge Precinct 3 \*Total \$25,000.00. Commissioner Stokes made a motion to approve purchase and authorize payment of \$25,000.00 through the American Rescue Plan Act (ARPA) Grant Fund and necessary budget amendments to MAW Contracting LLC for (1) 2015 Dynaweld Platform Trailer Sr#5356 for Road and Bridge Precinct 3. Commissioner Henderson seconded. Motion carried 5 to 0.**

(19) Discuss and consider action on renewing and/or consolidating lease purchase agreements with Citizens National Bank maturing March 23 for:

- a. **Precinct 1 for the purchase of a 2018 140k Cat Motorgrader in the amount of \$122,359.74**
- b. **Precinct 2 for the purchase of a 2018 140k Cat Motorgrader in the amount of \$122,359.74**
- c. **Precinct 2 for the purchase of a 2018 140k Cat Motorgrader in the amount of \$253,252.00**

**Commissioner Lovell made a motion to consolidate lease purchase agreements with Citizens National Bank and Commissioner Kitchen seconded. Commissioner Lovell amended the motion to Authorize the renewal of lease purchase for Precinct 1 (39924-00) with Citizens National Bank for a term of 5 years in the amount of \$122,359.74 (\$24,471.95/yr principal), the authorized signers are Gary Lovell and Jim Lovell, collateral is the 2018 140k Cat Motorgrader & CD in amount of LP; and Authorize the renewal and consolidation of lease purchases for Precinct 2 (39925-00 & 42762-00) with Citizens National Bank with a down payment of \$25,323.20 towards 42762-00 for a term of 5 years (with an additional 5 years at the end of first term) in the amount of \$350,268.54 (\$35,026.85/yr principal) (\$122,359.74 + \$253,232.00 - \$25,323.20) and authorize Willie Kitchen and Jim Lovell as signers and use collateral of the (2) 2018 140k Cat Motorgraders & CD in amount of LP. Commissioner Kitchen seconded the amended motion. Amended motion carried 5 to 0.**

(20)**Closed executive session** as authorized by Texas Government Code §551.072 to discuss the county's potential purchase, lease, sale, or exchange of real estate and/or the value of the real estate and contemplated litigation per Texas Local Government Code §551.071. **The Commissioners Court convened in Closed Executive Session at 10:36 a.m. Judge Lovell called the regular session of Commissioners Court back into Open Session at 11:22 a.m.**

(21)Adjourn. **Judge Lovell made a motion for the Commissioners Court Meeting to Adjourn. The motion carried by everyone rising and leaving the meeting at 11:22 a.m.**

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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