



**HOUSTON COUNTY COMMISSIONERS COURT
MINUTES
REGULAR MEETING
APRIL 12, 2022**

The Commissioners' Court of Houston County met in a regular, called meeting on April 12, 2022 **in person and via zoom due to Covid**, with the following members present, to wit:

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

Also present:

Sharon Luker	Administrative Assistant to the Commissioners
Jan Pigford	Administrative Assistant to County Judge
Gwen Womack	Chief Deputy County Clerk
Melissa Jeter	County Auditor
Randy Hargrove	Sheriff
Sheila Johnson	Grants Administrator
Roger Dickey	Chief Deputy Sheriff
Carl Johnson	Facilities Administrator

Media: None

Visitors:

Byron Underwood (Bane Equipment), Eunice Kitchen (Momentum Sports)

(1) Welcome, Invocation and Pledges:

Judge Lovell called the meeting to order at 9:00 a.m. and led the opening prayer followed by 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) **Commissioner Stokes moved to approve the Commissioners Court minutes from March 22, 2022 and March 31, 2022. Commissioner Henderson seconded. Motion carried 5 to 0.**

- (4) Consider approving budget amendments. **NONE**
- (5) Consider payment of bills and expenses:
- a. Accounts payable
 - b. Fund transfers
 - c. Ratify Salary expenses
- Commissioner Henderson 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 Stokes. The motion carried 5 to 0.**
- (6) Receive information, announcements and reports from County Departments:
- a. Environmental Report
 - b. Community Service Report
 - c. County Clerks Fine Report (March 2022)
- Reports not provided. Pass.**
- (7) Consider approving salaries for new and/or transfer employees:
- a. **Commissioner Lovell made the motion to approve the hiring of Sarah Alfred as Part-time Deputy Clerk in the County Clerk's Office in Pay Grade 13 at an hourly rate of \$12.01. Commissioner Kitchen seconded. Motion carried 5 to 0.**
 - b. **Commissioner Lovell made the motion to approve the hiring of Jimmy Moffett as Part-time Heavy Equipment Operator/CDL Driver in Precinct 1 in Pay Grade 17 at an hourly rate of \$15.05. Commissioner Henderson seconded. Motion carried 5 to 0.**
 - c. **Commissioner Stokes made the motion to approve the hiring of Gregg McKinney as Part-time Heavy Equipment Operator/CDL Driver in Precinct 4 in Pay Grade 17 at an hourly rate of \$15.05. Commissioner Henderson seconded. Motion carried 5 to 0.**
 - d. **Commissioner Kitchen made the motion to approve the hiring of Darrel Brown as Part-time Heavy Equipment Operator in Precinct 2 in Pay Grade 14 at an hourly rate of \$13.95. Commissioner Henderson seconded. Motion carried 5 to 0.**
 - e. **Commissioner Lovell made a motion to approve the transfer of DA's Crime Victim Coordinator, Daisy Hernandez, to Sheriff's Administrative Assistant, at bi-weekly salary of \$1279.42 and \$18.46 cell phone allowance in Pay Grade 16. Commissioner Henderson seconded. Motion carried 5 to 0.**
 - f. **Commissioner Lovell made a motion to approve the transfer of Courthouse Security Deputy, Jerrod Vickers, to Sheriff's Administrative Deputy, at bi-weekly salary of \$1410.56 in Pay Grade 18. Commissioner Henderson seconded. Motion carried 5 to 0.**
 - g. **Commissioner Stokes made the motion to approve promotion of Sheriff's Deputy, John Catoe, to Patrol Sergeant in Pay Grade 22 at a bi-weekly salary of \$1,555.15. Commissioner Henderson seconded the motion. Motion carried 5 to 0.**
- (8) **Motion made by Commissioner Kitchen to approve Probationary Cadet Deputy Employment Agreement with Gordon Denman, Jail Sergeant, and approving bi-weekly salary of \$1,124.54 in Pay Grade 15. Commissioner Henderson seconded the motion. Motion carried 5 to 0.**
- (9) **Motion made by Commissioner Kitchen to approve Probationary Cadet Deputy Employment Agreement with Kasey Ballard, Dispatcher, and approving bi-weekly salary of \$1,120.54 in Pay Grade 15. Commissioner Henderson seconded the motion. Motion carried 5 to 0.**

- (10) Discuss and approve payment of compensatory, and vacation time for County employees and necessary budget amendments. **NONE**
- (11) **Commissioner Kitchen made a motion to approve donation in the amount of \$359.97 from the Houston County Law Enforcement Association for the hotel expenses incurred by the Sheriff's Department and necessary budget amendments. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (12) **Commissioner Lovell made a motion to receive as information Declaration of Local Disaster issued on March 22, 2022 due to a series of tornadoes and severe thunderstorms on March 21, 2022 causing major property damage, power outages and storm debris. Commissioner Kitchen seconded. Motion carried 5 to 0.**
- (13) **Sheila Johnson, Grants Administrator gave a status update on the FEMA Grant DR-4223.**
- (14) **Melissa Jeter, County Auditor, gave an update on FY 2021 Disclosure financial report as required by the Municipal Securities Rulemaking Board pursuant to SEC Rule 15c2-12. Commissioner Lovell moved to receive the report as information and Commissioner Stokes seconded. Motion carried 5 to 0.**
- (15) **Commissioner Kitchen made a motion to proclaim the week of April 24 to May 1, 2022 "Soil & Water Stewardship Week." Commissioner Lovell seconded. Motion carried 5 to 0.**
- (16) Discuss and consider action on an application request of the Hotel Occupancy Tax Fund and Interlocal Agreement with:
- a. **Commissioner Kitchen made a motion to approve the Crockett Area Chamber of Commerce request for \$3,000.00 for Davy Crockett Music and Arts Festival to be held June 10-12, 2022 at the Davy Crockett Memorial Park. Commissioner Henderson seconded. Motion carried 5 to 0.**
 - b. **Commissioner Kitchen made a motion to approve the Crockett Area Chamber of Commerce request for \$2,000.00 for 41st Annual Christmas In Crockett to be held November 18-19, 2022 in Downtown Crockett, Texas. Commissioner Henderson seconded. Motion carried 5 to 0.**
 - c. **Commissioner Lovell moved to approve the request of Momentum Sports, LLC of \$3,000.00 for Davy Crockett Classic Bike Race to be held April 22-24, 2022 in Crockett, Latexo and North East Houston County. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (17) **Commissioner Kitchen moved to approve reappointment of Melissa Jeter as Houston County Auditor for the term of April 16, 2022 through April 15, 2024. Commissioner Henderson seconded the motion. Motion carried 5 to 0.**
- (18) Discuss and consider action on extending the request for qualifications for a County Employee salary survey due to lack of submissions. **Commissioner Stokes made a motion to let the request expire. Commissioner Henderson seconded. Motion carried 5 to 0.**

- (19) **Commissioner Stokes 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 Henderson seconded. Motion carried 5 to 0.**
- (20) Discuss and consider authorizing necessary action on the Special Election for Constitutional Amendments to be held May 7, 2022:
- a. Receive and publish Notice of Election.
 - b. Authorize temporary branch location be opened due to joint election with Kennard ISD.
 - c. Receive as information the list of designated deputy early voting clerk
- Commissioner Henderson made a motion authorize all the items for the Special Election. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (21) **Commissioner Henderson made a motion to authorize a lease agreement with Citizens National Bank not to exceed \$110,000 for the purchase of a new Linkbelt Excavator with attachments for Precinct 4 and the trade in of a 2005 Case Backhoe and 1986 Cat 12G Motorgrader, with necessary budget amendments. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (22) **Commissioner Henderson made a motion authorize dismantling and removal of a metal frame storage building at the Precinct 4 Barn due to unsafe conditions and disposing of the tin as scrap. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (23) **Commissioner Kitchen made a motion to approve a contract with Vyve for phone and internet service at the Houston County Precinct 2 Office Building. Commissioner Lovell seconded the motion. Motion carried 5 to 0.**
- (24) **Commissioner Henderson made a motion to purchase easement extension on CR 4555 at Lake Creek for the amount of \$5,000 to complete TXDOT bridge improvement project and necessary budget amendments. Commissioner Stokes seconded. Motion carried 5 to 0.**

(25) Judge Lovell made the motion for Commissioners Court to adjourn. Commissioner Henderson seconded. Motion carried 5 to 0.

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