



**HOUSTON COUNTY COMMISSIONERS COURT
MINUTES
REGULAR MEETING
MAY 9, 2023**

The Commissioners' Court of Houston County met in a regular, called meeting on May 9, 2023 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

County Officials/Employees in person:

Terri Meadows	County Clerk
Todd McConnell	IT
Carl Johnson	Facilities Administrator
Laura Goolsby	District Clerk
Sharon Luker	Administrative Assistant to the Commissioners
Melissa Jeter	County Auditor
Jan Pigford	Administrative Assistant to the County Judge
Kris Dyches	Insurance Coordinator
Joel Martin	Bailiff
Sheila Johnson	Grants Administrator
Heath Murff	Emergency Management

County Officials/Employees by Zoom:

Daphne Session	County Attorney
Randy Hargrove	Sheriff
Meagan Frizzell	9-1-1 Addressing
Brittani Womack	1 st Assistant Auditor
Laronica Wooten-Smith	Tax Assessor Collector
Jason Frizzell	Fire Marshal

Media:

Greg Ritchie - Newspaper

Visitors: None

- (1) Welcome, Invocation and Pledges:
Judge Lovell called the meeting to order at 9:00 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.) **NONE**
- (3) Consider approval of prior Commissioners Court minutes.
Commissioner Lovell moved to approve the Commissioners Court Minutes from April 25, 2023 and May 4, 2023. 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 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 Lovell. The Motion carried 5 to 0.**
- (6) Receive information, announcements and reports from County Departments:
 - a. County Clerk Report
 - b. District Clerk Report
 - c. Tax Assessor Collector Report
 - d. Community Service/Environmental Report**Commissioner Henderson moved to receive the County Clerk Report, District Clerk Report, Tax Assessor Collector Report and Community Service/Environmental Report as information. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (7) Consider approving salaries for new and/or transfer employees. **NONE**
- (8) Discuss and consider approving payment of compensatory, and vacation time for County Employees and necessary budget amendments. **Commissioner Henderson made a motion to approve payment of compensatory, and vacation time and necessary budget amendments for Alexis Frias – Dispatcher - \$778.22 and Jennifer Aulds - CCL Reporter - \$1,187.71. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (9) Discuss and consider action on renewing the aviation support and maintenance services with DBT Transportation Services for the Airport AWOS System. **Commissioner Lovell made a motion and Commissioner Henderson seconded the motion to approve renewing the aviation support and maintenance services with DBT Transportation Services for the Airport AWOS System. After some discussion Commissioner Lovell made a motion to withdraw his motion and Commissioner Henderson seconded to withdraw the motion. Commissioner Kitchen made a motion to approve renewing the aviation support and maintenance services**

with DBT Transportation Services for the Airport AWOS System pending the County Attorneys review. Commissioner Lovell seconded. Motion carried 5 to 0.

(10)Receive as information installation of pole-mounted power supply cabinets as part of the deployment of fiber based broadband service offered by Spectrum brand to be located in Precinct 2 at CR 2235. **Commissioner Kitchen made a motion to receive as information installation of pole-mounted power supply cabinets as part of the deployment of fiber based broadband service offered by Spectrum brand to be located in Precinct 2 at CR 2235. Commissioner Lovell seconded. Motion carried 5 to 0.**

(11)Discuss and consider receiving as information the ARPA Compliance Report for obligations and expenses thru March 31, 2023. **Commissioner Kitchen made a motion to receive as the ARPA Compliance Report for obligations and expenses thru March 31, 2023. Commissioner Henderson seconded. Motion carried 5 to 0.**

(12)Discuss and consider receiving as information the addition of road names to the Houston County Map for the Northview Ranch Subdivision located on FM 2712 in Precinct 3.

- a. Northview Trail
- b. Clearlake Lane
- c. Live Oak Court

Commissioner Stokes made a motion to receiving as information the addition of road names to the Houston County Map for the Northview Ranch Subdivision located on FM 2712 in Precinct 3. These are Private Roads and shall remain Private Roads.

- Northview Trail**
- Clearlake Lane**
- Live Oak Court**

Commissioner Lovell seconded. Motion carried 5 to 0.

(13)Discuss and consider approving the purchase of two External Defibrillators, (AED's) and Cabinets to be installed on the 2nd floor of the Courthouse and Justice of the Peace Precinct 2 office and necessary budget amendments. **Commissioner Kitchen made a motion to approve the purchase of two External Defibrillators, (AED's) and Cabinets to be installed on the 2nd floor of the Courthouse and Justice of the Peace Precinct 2 office and necessary budget amendments from General Fund. Commissioner Stokes seconded. Motion carried 5 to 0.**

(14)Discuss and consider approving payment terms to A-Affordable to repair roof and other needed exterior repairs of Senior Citizen Center for \$4,700.00 and necessary budget amendments. **Commissioner Lovell made a motion to approve payment terms to A-Affordable to repair roof and other needed exterior repairs of Senior Citizen Center for \$4,700.00 and necessary budget amendments. Commissioner Kitchen seconded. Motion carried 5 to 0.**

(15)Discuss and consider approving agreement for Electronic Recording Procedures for Land/Deed Records through Simplifile in the County Clerk Office at no cost to the County. **Commissioner Kitchen made a motion to approve agreement for Electronic Recording Procedures for Land/Deed Records through Simplifile in the County Clerk Office at no cost to the County. Commissioner Stokes seconded. Motion carried 5 to 0.**

- (16) Discuss and consider approving requested renovations, furniture & storage shelves for the County Clerk Office space (East and West) inside the County Courthouse to prepare for the relocation of Employees and necessary budget amendments.
- a. Glass with speaker in doorway (West Side) Saucier's Glass & Mirror for \$880.00.
 - b. Repair and paint damaged walls (East & West) Piney Woods Painting \$7000.00
 - c. Reset entry code on Kaba lock on East Side to match entry code on West Side. Crockett Lock and Key; \$170.00.
 - d. New flooring on East Side Knox Furniture and Flooring \$2,600.00.
 - e. Fax line on East Side Sentry \$690.00.
 - f. New material on counter tops for the bookcase shelving on East Side. Bid to come.
 - g. 2 – Realspace 35" W Steel 5-Shelf Black Cabinets total \$546.40
 - h. 2 – Realspace Broadstreet 65" W U-Shaped Desk total \$851.50
 - i. 4 – OD Brand Cash Box total \$95.96
 - j. 3 – WorkPro 42" W Lateral 4 Drawer File Cabinets total \$1,725.36
 - k. 2 – Heavy Duty Open Shelving total \$111.98
 - l. 1 – Fireproof Safe for Vitals/Financials total \$549.99
 - m. 5 – Tempur-Pedic Ergonomic Fabric Swivel Desk Charis total \$2,149.95
 - n. 8 – Customer Chairs to assist people from desks (no counter) total \$287.92
- Grand Total - \$17,659.06

Commissioner Stokes made a motion to approve the following renovations and purchases for the County Clerk Office space inside the County Courthouse and approve budget amendment from Contingency:

- a. **Glass with speaker in doorway (West Side) Saucier's Glass & Mirror for \$880.00.**
 - b. **Repair and paint damaged walls (East & West) Piney Woods Painting \$7000.00**
 - c. **Reset entry code on Kaba lock on East Side to match entry code on West Side. Crockett Lock and Key; \$170.00.**
 - d. **New flooring on East Side Knox Furniture and Flooring \$2,600.00.**
 - e. **Fax line on East Side Sentry \$690.00.**
 - f. **New material on counter tops for the bookcase shelving on East Side. Bid to come.**
 - g. **2 – Realspace 35" W Steel 5-Shelf Black Cabinets total \$546.40**
 - h. **2 – Realspace Broadstreet 65" W U-Shaped Desk total \$851.50**
 - i. **2 – WorkPro 42" W Lateral 4 Drawer File Cabinets total \$1,150.24**
 - j. **1 – Fireproof Safe for Vitals/Financials total \$549.99**
 - k. **5 – Tempur-Pedic Ergonomic Fabric Swivel Desk Charis total \$2,149.95**
 - l. **8 – Customer Chairs to assist people from desks (no counter) total \$287.92**
- Grand Total - \$16,876.00**

Commissioner Kitchen seconded. Motion carried 5 to 0.

- (17) Discuss and consider action on advertising to accept bids for the purchase of a new 4 door 4WD ¾ ton Pickup to have a reserve vehicle during emergencies for the Office of the Houston County Emergency Management and Fire Marshal. **Commissioner Kitchen made a motion to PASS on advertising to accept bids for the purchase of a new 4 door 4WD ¾ ton Pickup to have a reserve vehicle during emergencies for the Office of the Houston County Emergency Management and Fire Marshal. Commissioner Lovell seconded. Motion carried 5 to 0.**

(18)Adjourn. **Judge Lovell made a motion for the Commissioners Court Meeting to Adjourn. The motion carried by everyone rising and leaving the meeting at 9:54 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