



**HOUSTON COUNTY COMMISSIONERS COURT
MINUTES
REGULAR MEETING
JUNE 27, 2023**

The Commissioners' Court of Houston County met in a regular, called meeting on June 27, 2023 in person and via zoom due to Covid, with the following members present, to wit:

The Court

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

County Officials/Employees in person:

Terri Meadows	County Clerk
Todd McConnell	IT
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
Sheila Johnson	Grants Administrator
Randy Hargrove	Sheriff
Roger Dickey	Chief Deputy
Heath Murff	Emergency Management
Daphne Session	County Attorney
Thomas Shafer	Investigator for County Attorney
Andy Biscamp	Bailiff

County Officials/Employees by Zoom:

Brittani Womack	First Assistant Auditor
Stacy Hand	Admin in Treasurer's Office
Carl Johnson	Facilities Administrator
Cynthia Lum	Elections Administrator
Mike Maiden	VA Director

Media:

Greg Ritchie - Newspaper

Visitors:

None

- (1) Welcome, Invocation and Pledges:
Judge Lovell called the meeting to order at 9:01 a.m., he 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) Consider approval of prior Commissioners Court minutes.
Commissioner Stokes moved to approve the Commissioners Court Minutes from June 13, 2023. Commissioner Henderson seconded. Motion carried 5 to 0.
- (4) Consider approving budget amendments. **Commissioner Lovell made a motion to approve the Budget Amendments as presented. Commissioner Henderson 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 Stokes. The Motion carried 5 to 0.**
- (6) Receive information, announcements and reports from County Departments:
 - a. County Treasurer Report
 - b. Compensatory Report**Commissioner Henderson moved to receive the County Treasurer Report and the Compensatory Report as information. Commissioner Stokes seconded. Motion carried 5 to 0.**

***Daphne Session, County Attorney, and Thomas Shafer, Investigator for the County Attorney, wants to thank the Commissioners Court for their new vehicle. They are loving it and utilizing it in their job.**

***Jan Pigford, Admin Assistant to County Judge, mentioned that the Mental Health Event scheduled for this afternoon has been canceled.**
- (7) Consider approving salaries for new and/or transfer employees.
 - a. Full-time Jailer: **Commissioner Lovell made a motion to approve the salary of Full-Time, Certified Jailer, Taylor Budro, at \$1,346.17 bi-weekly in Pay Grade 17, Effective June 27, 2023. Commissioner Henderson seconded. Motion carried 5 to 0.**
 - b. Dispatcher – Part-time to Full-time: **Commissioner Lovell made a motion to approve the salary of Part-time to Full-time Dispatcher, Jennefer Cruz, at \$1,179.29 bi-weekly in Pay Grade 16, Effective June 27, 2023. Commissioner Stokes seconded. Motion carried 5 to 0.**
 - c. Jailer – Probationary to Certified: **Commissioner Stokes made a motion to approve the increase in salary of Probationary Jailer to Certified Jailer, Carl Smotherman, at \$1,346.17 bi-weekly in Pay Grade 17, Effective June 27, 2023. Commissioner Henderson seconded. Motion carried 5 to 0.**

- d. Cade to Patrol Deputy: **Commissioner Lovell made a motion to approve the salary of Cadet to Patrol Deputy, Michael W. Molnes, at \$1,519.73 bi-weekly in Pay Grade 20, Effective June 27, 2023. Commissioner Stokes seconded. Motion carried 5 to 0.**
 - e. Jail Sergeant to Jail Lieutenant: **Commissioner Lovell made a motion to approve the promotion salary of Jail Sergeant to Jail Lieutenant, Donya Duke, at \$1,519.73 bi-weekly in Pay Grade 20, Effective June 18, 2023. Commissioner Henderson seconded. Motion carried 5 to 0.**
 - f. Intake Clerk – Six Month Salary Raise – **Commissioner Henderson made a motion to approve the six month raise of DA Intake Clerk, Maria Reymundo, at \$1,171.52 bi-weekly in Pay Grade 13, Effective June 27, 2023. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (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) Discuss and consider accepting the donation of \$2,000.00 from J.B. & Kathryn Sallas Charitable Foundation to the Houston County Senior Citizen’s Center. **Commissioner Lovell moved to accept the donation of \$2,000.00 from J.B. & Kathryn Sallas Charitable Foundation to the Houston County Senior Citizen’s Center. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (11) 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 3200, West of SH 21 in Houston County. **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 3200, West of SH 21 in Houston County. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (12) Discuss and consider approving Houston County Airport lease agreement, terms and amount of liability insurance coverage and property damage insurance coverage for hangar lease agreement with John Hudson. **Commissioner Lovell made a motion to approve Houston County Airport lease agreement, terms and amount of liability insurance coverage and property damage insurance coverage for hangar lease agreement with John Hudson. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (13) Discuss and consider appointing a member for the DETCOG Board of Directors for a one-year term to end on June 30, 2024. **Commissioner Henderson made a motion to reappoint Judge Jim Lovell to the DETCOG Board of Directors for a one-year term to end on June 30, 2024. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (14) Discuss and consider approving FY’ 24-25 Interlocal Agreement with DETCOG for:
- a. GIS & Next Generation 9-1-1 (NG 9-1-1) Automatic Location Information (ALI) Maintenance Services for the period of September 1, 2023 – August 31, 2025
 - b. Next Generation PSAP Services for the period of September 1, 2023 – August 31, 2025. **Commissioner Kitchen made a motion to approve FY’ 24-25 Interlocal Agreement**

with DETCOG for: a. GIS & Next Generation 9-1-1 (NG 9-1-1) Automatic Location Information (ALI) Maintenance Services for the period of September 1, 2023 – August 31, 2025 and b. Next Generation PSAP Services for the period of September 1, 2023 – August 31, 2025. Commissioner Stokes seconded. Motion carried 5 to 0.

- (15) Discuss and consider taking action on authorizing through the American Rescue Plan Act (ARPA) Grant Fund and necessary budget amendments for the purchase of a new 4-door 4WD half-ton pickup for the Office of Emergency Management/Fire Marshal from received bids. **Commissioner Lovell made a motion to authorize through the American Rescue Plan Act (ARPA) Grant Fund and necessary budget amendments for the purchase of a new 4-door 4WD half-ton pickup for the Office of Emergency Management/Fire Marshal from received bids; awarding the bid to Bidder #2 Cutshaw Chevrolet at a purchase price of \$50,500. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (16) Discuss and consider taking action on authorizing through the American Rescue Plan Act (ARPA) Grant Fund and necessary budget amendments for the awarding a contract for a seal coat application to Meadowview Rd, Briargrove Rd and Creekwood Road in Precinct 4 from received bids. **Commissioner Henderson made a motion to authorize award of contract for a seal coat application to Waters Construction through the American Rescue Plan Act (ARPA) Grant Fund and necessary budget amendments to Meadowview Rd, Briargrove Rd and Creekwood Road in Precinct 4 from received bids. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (17) Discuss and consider action on Houston County's election to receive the payment from the U.S. Forest Service under the SRS Act State payments for timber receipts for FY 2023. **Commissioner Kitchen made a motion on Houston County's election to receive the payment from the U.S. Forest Service under the SRS Act State payments for timber receipts for FY 2023 by designating 85% to Title I, 8% to Title II, and 7% to Title III. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (18) Discuss and receive as information updated indigent defense fee schedules for court appointed attorneys, including misdemeanor, felony, juvenile and capital murder cases. **Commissioner Lovell made a motion to receive as information updated indigent defense fee schedules for court appointed attorneys, including misdemeanor, felony, juvenile and capital murder cases. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (19) Discuss and consider approving recommendations from Human Resource Committee for the Employee Handbook Sick Pool Section to change Administrator from Human Resource Coordinator to County Treasurer. **Commissioner Stokes made a motion to approve recommendations from Human Resource Committee for the Employee Handbook Sick Pool Section to change Administrator from Human Resource Coordinator to County Treasurer. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (20) Consider approval of request to State Comptroller for refund of unclaimed capital credits received from electric cooperatives in accordance with §381.004 of the Texas Local Government Code. **Commissioner Henderson made a motion to request to State Comptroller for refund of unclaimed capital credits received from electric cooperatives in accordance with §381.004 of the Texas Local Government Code. Commissioner Lovell seconded. Motion carried 5 to 0.**

- (21) Closed Executive Session pursuant to Texas Government Code §551.076, Executive Session for deliberation regarding security devices. **The Court went into Executive Session at 9:47 a.m.**
- (22) Reconvene. **The Court reconvened into Open Session at 10:19 a.m.**
- (23) Discuss and consider action on an Order exempting the purchase and installation of a new security camera and monitoring system at the Houston County Justice Center and Jail from competitive bidding as authorized under Section 262.024 9a) (2) of the Texas Local Government Code. **Commissioner Stokes made a motion to approve Order exempting the purchase and installation of a new security camera and monitoring system at the Houston County Justice Center and Jail from competitive bidding as authorized under Section 262.024 9a) (2) of the Texas Local Government Code. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (24) Discuss and consider action on authorizing a contract for the purchase and installation of a new security camera and monitoring system at the Houston County Justice Center and Jail through the American Rescue Plan Act (ARPA) Grant Fund and necessary budget amendments. **Commissioner Lovell made a motion to authorize a contract with Full Armor Security & Technologies for the purchase and installation of a new security camera and monitoring system at the Houston County Justice Center and Jail through the American Rescue Plan Act (ARPA) Grant Fund and necessary budget amendments. Commissioner Henderson seconded the motion. Motion carried 5 to 0.**
- (25) Adjourn. **Judge Lovell made a motion for the Commissioners Court Meeting to Adjourn. The motion carried by everyone rising and leaving the meeting at 10:22 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