



**HOUSTON COUNTY COMMISSIONERS COURT
MINUTES
REGULAR MEETING
JULY 25, 2023**

The Commissioners' Court of Houston County met in a regular, called meeting on July 25, 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	ABSENT
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
Sharon Luker	Administrative Assistant to the Commissioners
Melissa Jeter	County Auditor
Jan Pigford	Administrative Assistant to the County Judge
Kris Dyches	Insurance Coordinator
Mike Molnes	Sheriff Office
Heath Murff	Emergency Management
Laronica Wooten-Smith	Tax Assessor-Collector
Janis Omelina	County Treasurer
Andy Biscamp	Bailiff

County Officials/Employees by Zoom:

Brittani Womack	First Assistant Auditor
Cynthia Lum	Elections Administrator
Carl Johnson	Facilities Administrator
Loyce Netardus	Treasurer's Office
Daphne Session	County Attorney
Stacy Hand	Treasurer's Office
Donna Kaspar	District Attorney

Media:

Cheril Vernon (Messenger)

Visitors:

Burl Hobson (Citizens Bank), Jennifer Smoldas (Citizens Bank), Justin Ibanez (Todd Hamaker & Johnson), John Jenkins (Citizen),

- (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.) **John Jenkins addressed the County buying downtown property.**
- (3) Consider approval of prior Commissioners Court minutes.
Commissioner Henderson moved to approve the Commissioners Court Minutes from July 11, 2023 and July 20, 2023. Commissioner Stokes seconded. Motion carried 4 to 0.
- (4) Consider approving budget amendments. **Commissioner Stokes 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 Stokes. The Motion carried 4 to 0.**
- (6) Receive information, announcements and reports from County Departments:
 - a. Community Service/Environmental Report –
 - b. County Auditor, Melissa Jeter, announced the county would be receiving the next payout of the LATCF of \$349,000 within the next week or two.
Commissioner Kitchen moved to receive the Community Service/Environmental Report as information. Commissioner Stokes seconded. Motion carried 4 to 0.
- (7) Consider approving salaries for new and/or transfer employees.
 - a. Tax Assessor Part-Time Deputy Clerk Jailer to Jail Sergeant
 - b. Tax Assessor Full-Time Deputy Clerk
Commissioner Kitchen made a motion to approve the salary of Destini S. Mancilla as Part-Time Deputy Clerk in the Tax Office, effective 7/18/23 at hourly rate of \$14.74 in Pay Grade 16 and then move to Full-Time Deputy Clerk in the Tax Office, effective 8/2/23 at a bi-weekly rate of \$1,263.03 in Pay Grade 16. Commissioner Henderson seconded. Motion carried 4 to 0.
 - c. Courthouse/Maintenance – Six Month Salary Raise **Commissioner Kitchen made a motion to approve the 6-month raise of Tamara Rath from bi-weekly rate of \$1,037.18 in Pay Grade 13 to \$1,089.04 bi-weekly in Pay Grade 13, effective July 30, 2023.**
 - d. County Clerk Full-Time Deputy Clerk II: **Commissioner Stokes made a motion to approve the salary of Sonya (Angie) Ray as Deputy Clerk II in the County Clerk's Office at bi-weekly salary of \$1,275.41 in Pay Grade 16, effective July 24, 2023. Commissioner Henderson seconded. Motion carried 4 to 0.**

- e. Senior Citizens Center Part-Time Cook: **Commissioner Kitchen made a motion to approve the salary of Elnoria Ellis as Part-Time Cook at the Senior Citizens Center, effective 7/31/23 at \$12.97 per hour in Pay Grade 12. Commissioner Henderson seconded the motion. Motion carried 4 to 0.**

- (8) Discuss and consider approving payment of compensatory, and vacation time for County Employees and necessary budget amendments. **Commissioner Kitchen made a motion to approve vacation/comp time payout of \$433.41 to Terry Taylor, County Clerk's Office. Commissioner Stokes seconded. 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 to approve the surplus/salvage inventory as presented, and the transfer of a Rolling Chair – (red) from Surplus – Airport Hangar to Juvenile Probation. Commissioner Henderson seconded. Motion carried 4 to 0.**

- (10) Receive as information resignation letter from Tasha Brent, Texas A&M Agrilife Extension Agent Family & Community Health. **Commissioner Kitchen moved to receive as information resignation letter from Tasha Brent, Texas A&M Agrilife Extension Agent Family & Community Health. Commissioner Henderson seconded. Motion carried 4 to 0.**

- (11) Ratify Disaster Declaration and Order Prohibiting Outdoor Burning issued by County Judge on July 19, 2023 and consider adopting Order for Burn Ban. **Commissioner Kitchen made a motion to ratify Disaster Declaration and Order Prohibiting Outdoor Burning issued by County Judge on July 19, 2023 and adopt Order for Burn Ban. Commissioner Henderson seconded. Motion carried 4 to 0.**

- (12) Discuss and consider accepting the donation from the Texas Department of Public Safety of four Stalker Radar Units to the Houston County Sheriff's Office to be installed in Houston County Patrol Units. **Commissioner Henderson made a motion to accept the donation from the Texas Department of Public Safety of four Stalker Radar Units to the Houston County Sheriff's Office to be installed in Houston County Patrol Units. Commissioner Stokes seconded. Motion carried 4 to 0.**

- (13) Discuss and consider approving contract and designate funding source with GPS Insight for GPS asset tracking devices for County heavy equipment and machinery and establishing policy requirements. **PASS PENING FURTHER INFORMATION**

- (14) Discuss and consider action on ratifying a contract with Hargrove-Neel, Inc. to repair the walk-in freezer at the Houston County Jail and necessary budget amendments. **Commissioner Henderson made a motion to ratify the contract with Hargrove-Neel, Inc. to repair the walk-in freezer at the Houston County Jail and approve a budget amendment to move \$6,000 from General Fund to Contingency. Commissioner Stokes seconded. Motion carried 4 to 0.**

- (15) Discuss and consider approving the purchase of equipment from received quotes, designate funding source and necessary budget amendments to outfit the 2023 Chevy Silverado in the Houston County Emergency Management Office. **Commissioner Kitchen made a motion to approve the purchase of equipment from NALCOM in the amount of \$14,484.29 to outfit the**

2023 Chevy Silverado in the Houston County Emergency Management Office and designate that the funds come from ARPA. Commissioner Henderson seconded. Motion carried 4 to 0.

- (16) Discuss and consider accepting Opioid Settlement Agreements with Walgreens, CVS, and Walmart and authorize County Judge to sign order authorizing approval on behalf of Houston County. **Commissioner Kitchen made a motion accept Opioid Settlement Agreements with Walgreens, CVS, and Walmart and authorize County Judge to sign order authorizing approval on behalf of Houston County. Commissioner Henderson seconded. The Auditor said the amounts awarded to Houston County: \$20,964.00 + \$11,752.00 + \$22,820 = \$55,536. Motion carried 4 to 0.**
- (17) Discuss and consider action on extending the depository agreement until July 31, 2025 with Citizens National Bank. **Commissioner Kitchen moved to extend the depository agreement with Citizens National Bank until July 31, 2025. Commissioner Henderson seconded. Motion carried 4 to 0.**
- (18) Discuss and accept the Houston County FYE September 30, 2022 Financial Audit report as presented by Todd, Hamaker and Johnson. **Commissioner Kitchen made a motion to accept the Houston County FYE September 30, 2022 Financial Audit report as presented by Todd, Hamaker and Johnson. Commissioner Stokes seconded. Motion carried 4 to 0.**
- (19) Discuss and accept the certified appraisal roll from the Houston County Appraisal District and the total appraised, assessed and taxable values as calculated by the Tax Assessor-Collector. **Commissioner Henderson made a motion to accept the certified appraisal roll from the Houston County Appraisal District and the total appraised, assessed and taxable values as calculated by the Tax Assessor-Collector. Commissioner Kitchen seconded. Motion carried 4 to 0.**
- (20) Discuss and consider action on designating Laronica Smith, Houston County Tax Assessor-Collector, to calculate the no-new-revenue and voter-approval tax rate for 2023 tax year. **Commissioner Kitchen made a motion to designate Laronica Smith, Houston County Tax Assessor-Collector, to calculate the no-new-revenue and voter-approval tax rate for 2023 tax year. Commissioner Henderson seconded. Motion carried 4 to 0.**

(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 9:59 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