



## HOUSTON COUNTY COMMISSIONERS COURT

### MINUTES

### REGULAR MEETING

### OCTOBER 8, 2024

The Commissioners' Court of Houston County met in a regular, called meeting on October 8, 2024 **in person and via zoom**, with the following members present, to wit:

#### The Court

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>
Terri Meadows	County Clerk	<b>PRESENT</b>

#### County Officials/Employees in person:

Mike Cochran	Bailiff
Kris Dyches	Insurance Coordinator
Laura Goolsby	District Clerk
Carl Johnson	Facilities Administrator
Sharon Luker	Administrative Assistant to the Commissioners
Todd McConnell	IT
Mike McCreight	JP Precinct 1
Jan Pigford	Administrative Assistant to the County Judge
Daphne Session	County Attorney
Jo Smith	Agri-Life
Red Smith	Constable Precinct 2
Brittani Womack	1 <sup>st</sup> Assistant Auditor

#### County Officials/Employees by Zoom:

Missy D'Angelo	Assistant Auditor
Meagan Frizzell	9-1-1 Addressing
Randy Hargrove	Sheriff
Melissa Jeter	County Auditor
Sheila Johnson	Grants Administrator
Mary Jordan	HCSO
Cynthia Lum	Elections Administrator
Laronica Wooten-Smith	County Tax Assessor-Collector

#### Media:

Greg Ritchie	Messenger
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Visitors: James Angerstein, Carrie Beaver (4-H), Landry Beaver (4-H), Cindy Doran (FUMC Minister), Ricky Cavender, Tobi Curless (4-H).

- (1) Welcome, Invocation and Pledges:

**Judge Lovell called the meeting to order at 9:03 a.m. Reverend Cindy Doran voiced 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 made a motion to approve the Commissioners Court minutes for September 24, 2024. 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. Community Service / Environmental Report
- b. District Clerk Report
- c. County Clerk Report
- d. Tax Assessor Report
- e. Hotel Occupancy Tax Fund Tourism Payments **(report not available)**
- f. Auditor's Report **(report not available)**

**Commissioner Lovell made a motion to receive as information the Community Service/Environmental Report, District Clerk Report, County Clerk Report, and Tax Assessor Report. Commissioner Henderson seconded. Motion carried 5 to 0.**

- (7) Consider approving salaries for new and/or transfer employees.

- a. FY 2025 Pay Scale
- b. Updated Job Description for County Judge's Court Coordinator/Admin. Assistant.
- c. Criminal Clerk for District Clerk's Office **(PASS)**
- d. Part-Time to Full -Time Truck Driver/Heavy Equipment Operator Precinct 4

**Commissioner Henderson made a motion to approve the FY 2025 Pay Scale as presented, the Updated Job Description for County Judge's Court Coordinator/Admin. Assistant, and the salary for Roy Times as Heavy Equipment Operator in Precinct 4, moving from part-time to full-time at bi-weekly salary of \$1,564.92 plus \$18.46 cell phone allowance in pay grade 17, effective October 8, 2024. 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. **Commissioner Lovell made a motion and Commissioner Kitchen seconded to approve compensatory payment to Rocky Hoch, Deputy, in the amount of \$794.84; Gordon Denman, Deputy, in the amount of \$575.54; Jerrod Vickers, HCSO Community Supervisor, in the amount of \$33.86; J'darius Pruitt, Jailer, in the amount of \$198.24; Dwayne Hughes, Pct 3 Road Hand, in the amount of \$65.46. Motion carried 5 to 0.**
- (9) Discuss and consider declaring received information as surplus inventory and approving transfers between departments. **Commissioner Henderson made a motion to receive as information the surplus inventory and approve transfers between departments. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (10) Discuss and consider proclaiming October 6 – 12, 2024 as National 4-H week. ***Landry Beavers and Tobi Curlless spoke about 4-H and what it has meant in their life. Afterwards the Commissioners Court took a picture with Landry and Tobie.* Commissioner Stokes made a motion proclaiming October 6 – 12, 2024 as National 4-H week. Commissioner Kitchen seconded. Motion carried 5 to 0.**
- (11) Ratify Disaster and Order Prohibiting Outdoor Burning issued by County Judge on October 3, 2024 and discuss and consider taking action to approve Burn Ban Order to extend through November 2, 2024. **Commissioner Stokes made a motion to ratify disaster and Order Prohibiting Outdoor Burning issued by County Judge on October 3, 2024 and approve Burn Ban Order to extend through November 2, 2024. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (12) Discuss and consider taking action on Rental and Use Policies of Houston County Community Room. **Commissioner Kitchen made a motion to adopt Rental and Use Policies of Houston County Community Room. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (13) Discuss and consider action on continuing the Houston County Spay and Neuter Program for FY 2025. **Commissioner Kitchen made a motion to continue the Houston County Spay and Neuter Program for FY 2025 and keep the same rules and money. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (14) Discuss and consider action to approve for Part Time Clerk in the Justice of Peace Pct. 1 to attend New Court Personnel Conference in August of 2025 with registration due October 22, 2024 and necessary budget amendment. **Commissioner Kitchen made a motion to table until next meeting. Commissioner Kitchen made a motion to withdraw his motion to table and moved to approve the Part Time Clerk in the Justice of Peace Pct. 1 to attend New Court Personnel Conference in August Of 2025 virtually, and approve registration fee due October 22, 2024 and necessary budget amendment. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (15) Discuss and consider approving the Bill of Sale from Mark Whitfill to Craig and Alice Jones and Airport Hanger Lease Agreement executed by Mark Whitfill for transfer to Craig and Alice Jones. **PASS**

(16) Discuss and consider action on authorizing emergency removal of marble panels from the exterior walls of the Sunflower Bank building and necessary budget amendment. **Commissioner Kitchen made a motion to authorize emergency removal of marble panels from the exterior walls of the Sunflower Bank building and necessary budget amendment. Commissioner Henderson seconded. Motion carried 5 to 0.**

(17) Discuss and consider action to accept Grant Agreements from Texas Comptroller for:

- a. Rural Law Enforcement Salary Assistance Program for the Sheriff's Office
- b. Rural Prosecutor's Office Salary Assistance Program for the District Attorney's Office
- c. Rural Prosecutor's Office Salary Assistance Program for the County Attorney's Office

**Commissioner Stokes made a motion to accept Grant Agreements from Texas Comptroller for:**

- Rural Law Enforcement Salary Assistance Program for the Sheriff's Office**
- Rural Prosecutor's Office Salary Assistance Program for the District Attorney's Office**
- Rural Prosecutor's Office Salary Assistance Program for the County Attorney's Office**

**Commissioner Kitchen seconded. Motion carried 5 to 0.**

(18) Discuss and consider action to accept the FY 2025 SAVNS VINE Grant (Statewide Automated Victim Notification Service) No. C-01712 from the Office of the Attorney General and necessary budget amendments. **Commissioner Kitchen made a motion to accept the FY 2025 SAVNS VINE Grant (Statewide Automated Victim Notification Service) No. C-01712 from the Office of the Attorney General and necessary budget amendments. Commissioner Henderson seconded. Motion carried 5 to 0.**

(19) Discuss and consider action to accept the FY 2025 Services Agreement for the Statewide Automated Victim Notification Service with Appriss Insights, LLC to provide SAVNS to Houston County. **Commissioner Kitchen made a motion to accept the FY 2025 Services Agreement for the Statewide Automated Victim Notification Service with Appriss Insights, LLC to provide SAVNS to Houston County. Commissioner Stokes seconded. Motion carried 5 to 0.**

(20) Discuss and consider action on a Resolution to authorize the Grant Administrator to apply for the Solid Waste Program Grant FY 2025 from DETCOG to equip the Community Service Officer with equipment. **Commissioner Henderson made a motion to approve a Resolution to authorize the Grant Administrator to apply for the Solid Waste Program Grant FY 2025 from DETCOG to equip the Community Service Officer with equipment. Commissioner Stokes seconded. Motion carried 5 to 0.**

(21) Discuss and consider appointing Judge Lovell, Melissa Jeter and Sheila Johnson as the selection committee on the received Request for Proposals for the following Grant Programs:

- a. Grant Administrator for the Texas Department of Agriculture Texas Community Development Fund (TxCDBG)
- b. Grant Administrator for the Disaster Recovery Reallocation Program (DRRP)

**Commissioner Kitchen made a motion to appoint Judge Lovell, Melissa Jeter and Sheila Johnson as the selection committee on the received Request for Proposals for the following Grant Programs:**

- c. Grant Administrator for the Texas Department of Agriculture Texas Community Development Fund (TxCDBG)**
- d. Grant Administrator for the Disaster Recovery Reallocation Program (DRRP)**

**Commissioner Henderson seconded. Motion carried 5 to 0.**

- (22) Discuss and consider action on adopting an Order for Disbursement of Salaries and Routine Expenses for FY 2025 as authorized under LGC 154.0235. **Commissioner Kitchen made a motion to adopt an Order for Disbursement of Salaries and Routine Expenses for FY 2025 as authorized under LGC 154.0235. Commissioner Stokes seconded. Motion carried.**
- (23) Discuss and consider action on approving the FY 2025 Houston County Retiree Health Insurance program through 09/30/2025. **Commissioner Lovell made a motion to approve the FY 2025 Houston County Retiree Health Insurance program through 09/30/2025. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (24) Discuss and consider action on adopting the FY 2025 Longevity Policy. **Commissioner Kitchen made a motion to adopt the FY 2025 Longevity Policy. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (25) Discuss and consider awarding bids for the sale of PCT 2 vehicles:
- a. 1991 Dodge (8301)
  - b. 2007 Chevy (5575)
- PASS – NO BIDS RECEIVED**
- (26) Discuss and consider action on declaring a 2013 Kenworth T800 (9309) under Precinct 1 as surplus and authorizing the sale to the City of Grapeland under LGC263.152(a) for \$25,000.00. **Commissioner Lovell made a motion to declare a 2013 Kenworth T800 (9309) under Precinct 1 as surplus and authorizing the sale to the City of Grapeland under LGC263.152(a) for \$25,000.00. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (27) Adjourn. **Judge Lovell made a motion for the Commissioners Court Meeting to Adjourn. Commissioner Henderson seconded. The motion carried by everyone rising and leaving the meeting at 9:49 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**

**Date Approved: October 22, 2024**