



**HOUSTON COUNTY COMMISSIONERS COURT
MINUTES
REGULAR MEETING
OCTOBER 10, 2023**

The Commissioners' Court of Houston County met in a regular, called meeting on October 10, 2023 in person and via zoom due to Covid, with the following members present, to wit:

The Court

Jim Lovell	County Judge	ABSENT
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
Sharon Luker	Administrative Assistant to the Commissioners
Melissa Jeter	County Auditor
Jan Pigford	Administrative Assistant to the County Judge
Kris Dyches	Insurance Coordinator
Laronica Wooten-Smith	County Tax Assessor Collector
Carl Johnson	Facilities Administrator
Sheila Johnson	Grants Administrator
Mike Maiden	VA Officer
Randy Hargrove	Sheriff

County Officials/Employees by Zoom:

Brittani Womack	First Assistant Auditor
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Media:

Greg Ritchie (Messenger) appeared by Zoom

Visitors:

Whitney Burrin (Director Family Crisis Center), Brittney Hiser (Family Crisis Center Legal Advocate), Kenneth Timmons (Former Angelina County Commissioner Precinct 2)

(1) Welcome, Invocation and Pledges:

Commissioner Kitchen called the meeting to order at 9:00 a.m., Commissioner Henderson gave the opening prayer followed by Commissioner Kitchen 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 Henderson moved to approve the Commissioners Court Minutes from September 26, 2023 and October 2, 2023. Commissioner Lovell seconded. Motion carried 4 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 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 Henderson. The Motion carried 4 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
 - f. Treasurer Report
- Commissioner Lovell moved to receive the Community Service/Environmental Report, District Clerk Report, County Clerk Report, Tax Assessor Report, Hotel Occupancy Tax Fund Tourism Payments Report, and the Treasurer Report as information. Commissioner Stokes seconded. Motion carried 4 to 0.**
- (7) Consider approving salaries for new and/or transfer employees.
- a. Temporary Part-Time Custodian
PASS
 - b. Full-Time Jailer
Commissioner Stokes made a motion to approve the salary of Jeff Catoe as Full-Time Jailer for Houston County Jail at a bi-weekly salary of \$1,538.46 in Pay Grade 17, effective October 10, 2023. Commissioner Henderson seconded. Motion carried 4 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 to approve payment of compensatory and vacation time for of Casey Proctor in the Sheriff's Office in the amount of \$55.91 and Ashley Stapp in the Tax Office in the amount of \$304.43 and necessary budget amendments. Commissioner Henderson seconded. Motion carried 4 to 0.**
- (9) Discuss and consider declaring received information as surplus inventory and approving transfers between departments. **NONE**

- (10) Discuss and consider adopting a Proclamation designating October as Domestic Violence Awareness Month in Houston County. **Commissioner Stokes made a motion and Commissioner Lovell seconded to adopt a Proclamation designating October as Domestic Violence Awareness Month in Houston County. Motion carried 4 to 0. Whitney Burran, Executive Director for the Family Crisis Center, and Brittney Hiser, Legal Advocate for the Family Crisis Center in Houston County were on hand to share information and statistics regarding domestic violence in Houston County. A photo was taken with Commissioners Court.**
- (11) Discuss and consider action on an application request for the Hotel Occupancy Tax Fund and Interlocal Agreement with Piney Woods Fine Arts Association for:
- a. The Peanut Festival to be held on October 19, 20 & 21, 2023 at the City Park in Grapeland, Texas *****Note, this event is not with Piney Woods Fine Arts Association as stated above (this should have been with Grapeland Chamber).*** **Commissioner Lovell made a motion to approve the application for \$3000 from the Hotel Occupancy Tax Fund and Interlocal Agreement with The Peanut Festival to be held on October 19, 20 & 21, 2023 at the City Park in Grapeland, Texas. Commissioner Henderson seconded. Motion carried 4 to 0.**
 - b. Christmas in Crockett to be held Nov. 17 & 18, 2023 in Downtown Crockett, Texas. *****Note, this event is not with Piney Woods Fine Arts Association as stated above (this should have been with Crockett Chamber).*** **Commissioner Lovell made a motion to approve the application for \$2000 from the Hotel Occupancy Tax Fund and Interlocal Agreement with Christmas in Crockett to be held on November 17 & 18, 2023 in downtown Crockett, Texas. Commissioner Henderson seconded. Motion carried 4 to 0.**
- (12) Discuss and consider action on continuing the Houston County Spay and Neuter Program. **Commissioner Lovell made a motion for the County to continue the Houston County Spay and Neuter Program. Commissioner Stokes seconded. Motion carried 4 to 0.**
- (13) Discuss and consider action to nominate candidates to fill the positions for the Houston County Appraisal District Board of Directors for 2024-2025. **Commissioner Kitchen asked for nominations. Commissioner Kitchen nominated Brandon Bridges. After no other nominations were made Commissioner Kitchen ceased the nominations.**
- (14) Discuss and consider taking action to approve Property Access & Electrical Use Agreement with:
- a. Culpepper Electric, LLC – access to the County property to install an electrical outlet for connecting Christmas lights during the Christmas season
 - b. Downtown Crockett Association and agents to install Christmas lights to County owned property around the square
- Commissioner Lovell made a motion to allow Property Access & Electrical Use Agreement with Culpepper Electric, LLC to access the County property to install an electrical outlet for connecting Christmas lights during the Christmas season and the Downtown Crockett Association and agents to install Christmas lights to County owned property around the square. Commissioner Stokes seconded. Motion carried 4 to 0.**

- (15) Discuss and consider approving the agreement between Houston County Tax Office and the TxDMV to lease two additional RTS Workstations in the amount of \$718.00 annually. **Commissioner Lovell made a motion to approve the agreement between Houston County Tax Office and the TxDMV to lease two additional RTS Workstations in the amount of \$718.00 annually. Commissioner Stokes seconded. Motion carried 4 to 0.**
- (16) Discuss, consider and authorize the Grant Administrator to apply for the DETCOG Solid Waste Grant Program with the Funds to be used for the Environmental Officer/Community Service Department. **Commissioner Henderson made a motion to authorize the Grant Administrator to apply for the DETCOG Solid Waste Grant Program with the Funds to be used for the Environmental Officer/Community Service Department. Commissioner Henderson seconded. Motion carried 4 to 0.**
- (17) Discuss and consider action to accept the Airport Rescue Plan Act for \$13,000 from the American Rescue Plan Act of 2021 through the Texas Department of Transportation. **Commissioner Henderson made a motion accept the Airport Rescue Plan Act for \$13,000 from the American Rescue Plan Act of 2021 through the Texas Department of Transportation. Commissioner Lovell seconded. Motion carried 4 to 0.**
- (18) Discuss and consider action to accept the Airport Coronavirus Relief Grant for \$32,000 from the CRRSA Act through the Texas Department of Transportation. **Commissioner Henderson made a motion to accept the Airport Coronavirus Relief Grant for \$32,000 from the CRRSA Act through the Texas Department of Transportation. Commissioner Stokes seconded. Motion carried 4 to 0.**
- (19) Discuss and consider approving company to make repairs to the roof in the Auditor's and the Facility Administrator's offices from received proposals. **Commissioner Lovell made a motion to approve Lucas Roofing & Gutters to make repairs to the roof in the Auditor's and the Facility Administrator's offices from received proposals. Commissioner Henderson seconded the motion. Motion carried 4 to 0.**
- (20) Discuss and consider action on authorizing the following items through the American Rescue Plan Act (ARPA) Grant Fund for the Houston County Sheriff's Office and necessary budget amendments totaling \$149,807.76.
- a. 2 – 2023 Dodge Durango's
 - b. 1 – 2023 Ram 1500 4X4
 - c. 3 – Kenwood NX5700 Radios
 - d. 3 – Lights & Siren Control w/Speakers
- Commissioner Lovell made a motion to authorize the purchase of 2 – 2023 Dodge Durango's, 1 – 2023 Ram 1500 4X4, 3 – Kenwood NX5700 Radios, and 3 – Lights & Siren Control w/Speakers through the American Rescue Plan Act (ARPA) Grant Fund for the Houston County Sheriff's Office and necessary budget amendments totaling \$149,807.76. Commissioner Stokes seconded. Motion carried 4 to 0.**
- (21) Discuss and consider approving the annual subscription for VETPRO Panoramic User Software Inc. for the Veteran's Services Office. **Commissioner Henderson made a motion to approve the annual subscription for VETPRO Panoramic User Software Inc. for the Veteran's Services Office. Commissioner Lovell seconded. Motion carried 4 to 0.**

- (22) Discuss and consider action on a Used Glider Haul Truck for Precinct 3:
- a. Awarding a contract for the purchase from received bids. **Commissioner Stokes made a motion to award the contract for the purchase of a 2017 Peterbilt Glider Haul Truck for Precinct 3 to Bobby Gene Conner III in the amount of \$140,000. Commissioner Henderson seconded. Motion carried 4 to 0.**
 - b. Authorizing payment from ARPA and LATCF funds. **Commissioner Stokes made a motion to authorize payment of \$75,102.37 from ARPA Funding and \$34,607.27 from LATCF Funding toward purchase of the 2017 Peterbilt Glider Haul Truck for Precinct 3. Commissioner Henderson seconded. Motion carried 4 to 0.**
 - c. Authorizing a lease purchase agreement for the balance due in the amount of no more than \$31,000 through Citizen's National Bank. **Commissioner Lovell made a motion to authorize a lease purchase agreement for the balance due in the amount of no more than \$31,000 through Citizen's National Bank for the purchase of the 2017 Peterbilt Glider Haul Truck for Precinct 3 and to Authorize Commissioner Stokes and Judge Lovell as signers on the lease purchase agreement. Commissioner Stokes seconded. Motion carried 4 to 0.**
- (23) Discuss and consider action on a Resolution approving execution of renewing the equipment lease purchase agreement with Cadence Equipment Finance, a Division of Cadence Bank for a 2024 Mack Granite Tractor/Truck with OX Body for \$165,368.28 with guaranteed buyback program and designating Commissioner Willie Kitchen as authorized signer. **A motion was made by Commissioner Lovell, seconded by Commissioner Stokes to approve a Resolution approving execution of renewing the equipment lease purchase agreement with Cadence Equipment Finance, a Division of Cadence Bank for a 2024 Mack Granite Tractor/Truck with OX Body for \$165,368.28 with guaranteed buyback program and designating Commissioner Willie Kitchen as authorized signer. Commissioner Stokes seconded. Motion carried 4 to 0. (even though this was approved this was not able to be signed after Court and will be presented to Commissioners Court at the next meeting)**
- (24) Discuss and consider approving the agreement between Houston County Sheriff's Office and Turn Key Health for Inmate Medical Services for 2023-2024 in the amount of \$19,314.32. **Commissioner Lovell made a motion to approve the agreement between Houston County Sheriff's Office and Turn Key Health for Inmate Medical Services for 2023-2024 in the amount of \$19,314.32 per month for 70 hours per week, and annual cost of \$231,771.84. Commissioner Stokes seconded. Motion carried 4 to 0.**
- (25) Receive as information FY 2023 Seizure and Forfeiture Audit Reports for District Attorney, County Attorney, Sheriff's Department and Constables Precinct 1 and Precinct 2. **Commissioner Lovell made a motion receive as information FY 2023 Seizure and Forfeiture Audit Reports for District Attorney, County Attorney, Sheriff's Department and Constables Precinct 1 and Precinct 2. Commissioner Henderson seconded. Motion carried 4 to 0.**
- (26) Discuss and consider action on budget amendment concerning the Houston County Appraisal District adopted budget for FY 2024 and the District's 2024 Operating and Collection Budget Shares. **Commissioner Henderson made a motion to approve a budget amendment from contingency for the shortfall of \$29,558.21 concerning the Houston County Appraisal District adopted budget for FY 2024 and the District's 2024 Operating and Collection Budget Shares. Commissioner Stokes seconded. Motion carried 4 to 0.**

(27) Receive as information the FY 2023 Houston County Jail Inmate Housing revenue and expense details and daily costs rate. **Commissioner Henderson made a motion to receive as information the FY 2023 Houston County Jail Inmate Housing revenue and expense details and daily costs rate. Commissioner Stokes seconded. Motion carried 4 to 0.**

(28) Discuss and consider action on adopting an Order for Disbursement of Salaries and Routine Expenses for FY 2024 as authorized under LGC 154.0235. **Commissioner Lovell made a motion to adopt an Order for Disbursement of Salaries and Routine Expenses for FY 2024 as authorized under LGC 154.0235. Commissioner Henderson seconded. Motion carried 4 to 0.**

(29) Discuss and consider action on approving quote with SecureTech for replacement of control panel to WAVE Plus wireless receiver system in Courthouse. **Commissioner Henderson made a motion to approve the quote of \$8,755.00 with SecureTech for replacement of control panel for WAVE Plus wireless receiver system in the Courthouse and the funds will be paid from Courthouse Security. Commissioner Stokes seconded. Motion carried 4 to 0.**

(30) Adjourn. **Commissioner Kitchen made a motion for the Commissioners Court Meeting to Adjourn. Commissioner Henderson seconded. The motion carried by everyone rising and leaving the meeting at 10:19 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