



**HOUSTON COUNTY COMMISSIONERS COURT
MINUTES
REGULAR MEETING
OCTOBER 24, 2023**

The Commissioners' Court of Houston County met in a regular, called meeting on October 24, 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
Gene Stokes	Commissioner, Precinct #3	PRESENT
Jimmy Henderson	Commissioner, Precinct #4	ABSENT

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
Carl Johnson	Facilities Administrator
Laura Goolsby	District Clerk
Red Smith	Constable Precinct 2
Daphne Session	County Attorney

County Officials/Employees by Zoom:

Brittani Womack	First Assistant Auditor
Laronica Wooten-Smith	County Tax Assessor Collector
Sheila Johnson	Grants Administrator
Jason Frizzell	Fire Marshall
Meagan Frizzell	9-1-1 Addressing

Media:

Greg Ritchie (Messenger) appeared by Zoom

Visitors:

Rand Salter (A-Lert), Jed Morris (GLS), John Angerstein (City Administrator)

(1) Welcome, Invocation and Pledges:

Judge Lovell called the meeting to order at 9:02 a.m., he gave the opening prayer followed by 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) PUBLIC HEARING **Judge Lovell opened the Public Hearing on the following at 9:04 a.m.**

Hearing on creating and designating a Reinvestment Zone currently in existence as Reinvestment Zone Number One of the City of Crockett, Texas, which was adopted by Ordinance O-08C-23 of the City Council on August 21, 2023, pursuant to the Houston County Tax Abatement Guidelines and Criteria authorized under Chapter 312, Tax Code. The reinvestment zone will be known as Reinvestment Zone Number One and is purposed to provide building for offices, manufacturing, warehousing, distribution, construction, improvements, and economic development within Houston County.

Hearing to enter a proposed Tax Abatement agreement with the City of Crockett, Houston County, and A & A Capital L.P. relating to real property at 1910 S.E. Loop 304, Crockett, Texas pursuant to the Houston County Tax Abatement Guidelines and Criteria authorized under Chapter 312, Tax Code.

Hearing to enter a proposed Tax Abatement agreement with the City of Crockett, Houston County, and Stealth Vision, L.L.C. relating to real property at 102 and 104 S. 7th Street, Crockett, Texas pursuant to the Houston County Tax Abatement Guidelines and Criteria authorized under Chapter 312, Tax Code.

(4) CLOSE PUBLIC HEARING. **Commissioner Kitchen moved to close the Public Hearing at 9:06 a.m. Commissioner Lovell seconded. Motion carried 4 to 0.**

(5) Discuss and consider action on creating and designating Reinvestment Zone Number One of the City of Crockett, Texas, which was adopted by Ordinance O-08C-23 of the City Council on August 21, 2023, as a reinvestment zone pursuant to the Houston County Tax Abatement Guidelines and Criteria authorized under Chapter 312, Tax Code. **Commissioner Kitchen made a motion to adopt the Resolution creating and designating Reinvestment Zone Number One of the City of Crockett, Texas, which was adopted by Ordinance O-08C-23 of the City Council on August 21, 2023, as a reinvestment zone pursuant to the Houston County Tax Abatement Guidelines and Criteria authorized under Chapter 312, Tax Code. Commissioner Lovell seconded. Motion carried 4 to 0.**

(6) Discuss and consider action on a Tax Abatement Agreement with the City of Crockett, Houston County, and A & A Texas Capital L.P., relating to real property at 1910 S.E. Loop 304, Crockett, Texas pursuant to the Houston County Tax Abatement Guidelines and Criteria authorized under Chapter 312, Tax Code, and for economic development. **Commissioner Lovell made a motion to approve a Tax Abatement Agreement with the City of Crockett, Houston County, and A & A Texas Capital L.P., relating to real property at 1910 S.E. Loop 304, Crockett, Texas pursuant to the Houston County Tax Abatement Guidelines and Criteria authorized under Chapter 312, Tax Code, and for economic development. Commissioner Kitchen seconded. Motion carried 4 to 0.**

- (7) Discuss and consider action a Tax Abatement Agreement with the City of Crockett, Houston County and Stealth Vision L.L.C., relating to real property at 102 and 104 S. 7th Street, Crockett, Texas pursuant to the Houston County Tax Abatement Guidelines and Criteria authorized under Chapter 312, Tax Code, and for economic development. **Commissioner Kitchen made a motion to approve a Tax Abatement Agreement with the City of Crockett, Houston County and Stealth Vision L.L.C., relating to real property at 102 and 104 S. 7th Street, Crockett, Texas pursuant to the Houston County Tax Abatement Guidelines and Criteria authorized under Chapter 312, Tax Code, and for economic development. Commissioner Stokes seconded.**
- (8) Consider approval of prior Commissioners Court minutes. **Commissioner Lovell made a motion to approve the Commissioners Court minutes for October 2, 2023 and October 10, 2023. Commissioner Kitchen seconded. Motion carried 4 to 0.**
- (9) Consider approving budget amendments. **NONE**
- (10) 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 Kitchen. The Motion carried 4 to 0.**
- (11) Receive information, announcements and reports from County Departments:
- a. Treasurer Report **(not available)**
 - b. Compensatory Report
- Commissioner Kitchen moved to receive the Compensatory Report as information. Commissioner Stokes seconded. Motion carried 4 to 0.**
- OTHER OFFICES: Melissa Jeter, County Auditor, handed out a report providing an update on all vehicles owned by the County. This is done yearly.**
- (12) Consider approving salaries for new and/or transfer employees.
- a. Part-time Office Clerk for Elections Office. **Commissioner Lovell made a motion to approve the salary of Kendall Adair as Part-time Elections Office Clerk at hourly wage of \$13.14 in Pay Grade 13, effective 10/19/23. Commissioner Kitchen seconded. Motion carried 4 to 0.**
 - b. Part-time Office Clerk for District Clerk. **Commissioner Stokes made a motion to approve the salary of Sheri Steadman as Part-time Assistant in the District Clerk's Office at hourly wage of \$13.14 in Pay Grade 13, effective 10/16/23. Commissioner Kitchen seconded. Motion carried 4 to 0.**
 - c. Part-time Deputy Clerk for Tax Assessor. **Commissioner Kitchen made a motion to approve the salary of Chenece Houston as Part-time Deputy Clerk in the Tax Office at hourly wage of \$15.21 in Pay Grade 16, effective 10/16/23. Commissioner Stokes seconded. Motion carried 4 to 0.**
 - d. Part-time to Full-time Deputy Clerk for Tax Assessor. **Commissioner Kitchen made a motion to approve the salary of Chenece Houston moving from Part-time Deputy Clerk to Full-time Deputy Clerk in the Tax Office at bi-weekly salary of \$1,351.44 in Pay Grade 16, effective 10/25/23. Commissioner Stokes seconded. Motion carried 4 to 0.**

- e. Part-time Custodian. **Commissioner Kitchen made a motion to approve the salary of Cynthia Lee as Part-time Custodian/Temporary at hourly wage of \$13.14 in Pay Grade 13, effective 10/23/23. Commissioner Stokes seconded. Motion carried 4 to 0.**
- f. Part-time to Full-time Deputy. **Commissioner Kitchen made a motion to approve salary of Kasey Ballard moving from Part-time Deputy Sheriff to Full-time Deputy Sheriff at \$1,730.77 bi-weekly with \$18.46 bi-weekly cell phone allowance, in Pay Grade 20, effective 10/24/23. Commissioner Stokes seconded. Motion carried 4 to 0.**
- g. Full-time Jailer. **Commissioner Lovell made a motion to approve salary of Adrian Buckner as Full-time Jailer at bi-weekly salary of \$1,538.46 in Pay Grade 17, effective 10/24/23. Commissioner Kitchen seconded. Motion carried 4 to 0.**
- h. Full-time Legal Assistant for County Attorney. **Commissioner Kitchen made a motion to approve the salary of Litzzy Cruz as Full-time Legal Assistant for County Attorney at bi-weekly salary of \$1,180.30 in Pay Grade 15, effective 10/16/23. Commissioner Stokes seconded. Motion carried 4 to 0.**

(13) Discuss and consider the Sheriff's Office request to have Salvage Vehicle 1993 Chevrolet 1500, Unit #8461 reinstated to active use. **Commissioner Lovell made a motion to reinstate Salvage Vehicle 1993 Chevrolet 1500, Unit #8461 to active use. Commissioner Kitchen seconded. Motion carried 4 to 0.**

(14) Discuss and consider approving payment from General Fund for cutting dead trees on county property near Precinct 2 Barn. **Commissioner Lovell made a motion to approve payment of \$400 from General Fund to cut down dead trees on county property near Precinct 2 Barn. Commissioner Stokes seconded. Motion carried 4 to 0.**

(15) Receive as information the District Court's Jury Plan for 2024. **Commissioner Kitchen made a motion to receive as information the District Court's Jury Plan for 2024. Commissioner Lovell seconded. Motion carried 4 to 0.**

(16) Discuss and consider taking action to rescind Property Access & Electrical Use Agreement approved on 10/10/2023 for the Christmas Light Project. **Commissioner Kitchen made a motion to rescind Property Access & Electrical Use Agreement approved on 10/10/2023 for the Christmas Light Project. Commissioner Stokes seconded. Motion carried 4 to 0.**

(17) Discuss and consider an Interlocal Agreement with Downtown Crockett Association for Courthouse, Annex and surrounding area Business Christmas Lighting Project and necessary budget amendments from Community Development Funds. **Commissioner Kitchen made a motion to approve Interlocal Agreement with Downtown Crockett Association for Courthouse, Annex and surrounding area Business Christmas Lighting Project and necessary budget amendments from Community Development Funds. Commissioner Stokes seconded. Motion carried 4 to 0.**

****Commissioners Court took a recess from 9:44 a.m. to 9:52 a.m.**

(18) 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 Neal McCoy Concert to be held on November 17, 2023 at the Crockett Civic Center. **Commissioner Lovell made a motion to approve \$1000 from Hotel Occupancy Tax Fund and Interlocal Agreement with Piney Woods Fine Arts Association for the Neal**

McCoy Concert to be held on November 17, 2023 at the Crockett Civic Center. Commissioner Kitchen seconded. Motion carried 4 to 0.

- b. The Dallas String Quartet Christmas Show to be held on December 14, 2023 at the Crockett Civic Center. **Commissioner Lovell made a motion to approve \$1000 from Hotel Occupancy Tax Fund and Interlocal Agreement with Piney Woods Fine Arts Association for the Dallas String Quartet Christmas Show to be held on December 14, 2023 at the Crockett Civic Center. Commissioner Kitchen seconded. Motion carried 4 to 0.**

(19) Discuss and consider and accept bid results and GLS's recommendation for award of contracts for purchase and transport of base material for Houston County 2021 TDA Road Improvements – TxCDBG CDV21-0354.

Commissioner Lovell made a motion to award of the Base Bid 1 and Deductive Alternate 1D to Spring Creek Transport in the amount of \$226,248.75. Commissioner Kitchen seconded. Motion carried 4 to 0.

Commissioner Lovell made a motion to award of the Base Bid 3 and Deductive Alternate 3D to Frost Crushed Stone Co., Inc. \$61,880.00 Commissioner Kitchen seconded. Motion carried 4 to 0.

(20) Discuss and consider action to accept the FY 2024 Ramp Grant (Routine Airport Maintenance Program) from TxDOT. **Commissioner Kitchen made a motion to accept the FY 2024 Ramp Grant (Routine Airport Maintenance Program) from TxDOT. Commissioner Stokes seconded. Motion carried 4 to 0.**

(21) Discuss, consider action on authorizing the following items through the American Rescue Plan Act (ARPA) Grant Fund and necessary budget amendments:

- a. Authorize contract for pressure washing exterior and payment to prepare building for new roof for \$2,850.25. **Commissioner Lovell made a motion to authorize the contract for pressure washing exterior and payment to prepare building for new roof for \$2,850.25 through the American Rescue Plan Act (ARPA) Grant Fund and necessary budget amendments. Commissioner Kitchen seconded. Motion carried 4 to 0.**
- b. Bids received for Roof Replacement – OEM/Armory Building:
 - 1. Rebid to extend the period to receive additional proposals. **Commissioner Kitchen made a motion that we would not rebid for Roof Replacement – OEM/Armory Building. Commissioner Lovell seconded. Motion carried 4 to 0.**
 - 2. Select and approve contract from received proposal. **Commissioner Kitchen made a motion to select and approve contract with A-Lert Roof Systems from received proposal in the amount of \$221,750.00 for roof replacement – OEM/Armory Building through American Rescue Plan Act (ARPA) Grant Fund and necessary budget amendments. Commissioner Lovell seconded. Motion carried 4 to 0.**

(22) Discuss and consider action on accepting renewal quote for Liability Insurance for the Houston County Airport for the period 11/14/2023 – 11/13/2024 through Old Republic Insurance Company. **Commissioner Kitchen made a motion accept renewal quote for Liability Insurance for the Houston County Airport for the period 11/14/2023 – 11/13/2024 through Old Republic**

Insurance Company at Annual Premium of \$2,127.00. Commissioner Lovell seconded. Motion carried 4 to 0.

(23) Discuss and consider action on approving the FY 2024 Houston County Retiree Health Insurance program through 09/30/2024. **Commissioner Kitchen made a motion to approve the FY 2024 Houston County Retiree Health Insurance program through 09/30/2024. Commissioner Stokes seconded. Motion carried 4 to 0.**

(24) Discuss and consider action on adopting the FY 2024 Longevity Policy and setting disbursement date. **Commissioner Kitchen made a motion to adopt the FY 2024 Longevity Policy and set the disbursement date for December 1, 2023. Commissioner Lovell seconded the motion. Motion carried 4 to 0.**

(25) Adjourn. **Commissioner Lovell made a motion for the Commissioners Court Meeting to Adjourn. Commissioner Stokes seconded. The motion carried by everyone rising and leaving the meeting at 10:58 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