



HOUSTON COUNTY COMMISSIONERS COURT
MINUTES
REGULAR MEETING
NOVEMBER 28, 2023

The Commissioners' Court of Houston County met in a regular, called meeting on November 28, 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	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
Laura Goolsby	District Clerk
Heath Murff	Emergency Management
Andy Biscamp	Bailiff
Randy Hargrove	Sheriff
Daphne Session	County Attorney

County Officials/Employees by Zoom:

Brittani Womack	First Assistant Auditor
Laronica Wooten-Smith	County Tax Assessor Collector
Cynthia Lum	Elections Administrator

Media:

Greg Ritchie (Messenger), Anastasia Ritchie

Visitors:

Whitney Burran (Family Crisis Center), Brittney Hiser (Family Crisis Center), Stephen Easley (HC Amateur RC), Glenn Petty (HC Amateur RC), Van Sims (HC Amateur RC), Butch Patton

(1) Welcome, Invocation and Pledges:

Judge Lovell called the meeting to order at 9:00 a.m., Commissioner Henderson gave 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 November 14, 2023 and November 16, 2023. 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. Treasurer Report
 - b. Compensatory Report**Commissioner Lovell moved to receive the Treasurer Report and the Compensatory Report as information. Commissioner Henderson seconded. Motion carried 5 to 0.**

OTHER OFFICES: Judge Lovell reminded everyone about the Employee Appreciation Dinner to be held 12/1/23 at Frontier Camp.

- (7) Consider approving salaries for new and/or transfer employees.
 - a. Part-Time Heavy Equipment Operator w/CDL for Precinct 2. **Commissioner Kitchen made a motion to approve the salary of Billy Hoch as Part-time Heavy Equipment Operator w/CDL in Precinct 2 at hourly pay of \$17.39 in Pay Grade 17, effective 11/28/23. Commissioner Henderson seconded. Motion carried 5 to 0.**
 - b. Part-Time Heavy Equipment Operator for Precinct 1. **Commissioner Lovell made a motion to approve the salary of Billy Baker as Part-time Heavy Equipment Operator in Precinct 1 at hourly pay of \$17.07 in Pay Grade 17, effective 11/28/23. 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. **Commissioner Kitchen made a motion to receive as information surplus inventory and approve transfers between departments as presented. Commissioner Henderson seconded. Motion carried 5 to 0.**

- (10) Discuss and consider action on authorizing the disposal of items unsold from recent surplus auction, per LGC 263.152(3). **Commissioner Lovell made a motion to authorize the disposal of items unsold from recent surplus auction, per LGC 263.152(3). Commissioner Kitchen seconded. Motion carried 5 to 0.**
- (11) Consider approving Frank Womack as a Volunteer Precinct 1 Heavy Equipment Operator. **Commissioner Lovell made a motion to approve Frank Womack as a Volunteer Precinct 1 Heavy Equipment Operator. Commissioner Kitchen seconded. Motion carried 5 to 0**
- (12) Hear a presentation from Houston County Sexual Assault Response Team (SART) recapping their progress over the last two years. **Whitney Burran, from the Family Crisis Center, gave an overview of the past 2 years.**
- (13) Discuss and consider approving the presentation of the Decommissioned Radio Tower (#536167) to Houston County Office of Emergency Management from Texas Parks and Wildlife Department. **Glenn Petty from the Houston County Amateur Radio Club gave a presentation disclosing the terms that need to be agreed to in the lease. On the recommendation of Daphne Session, County Attorney, Commissioner Stokes recommended to pass on this item at this time. Commissioner Henderson seconded the recommendation. No vote necessary.**
- (14) Discuss and consider action on Memorandum of Understanding between Houston County Search and Rescue and Houston County, designating the Office of Emergency Management as the overseeing department. **Commissioner Kitchen made a motion to approve the Memorandum of Understanding between Houston County Search and Rescue and Houston County, designating the Office of Emergency Management as the overseeing department. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (15) Discuss and consider approving Interlocal Agreement between Lovelady I.S.D. and Precinct 3. **Commissioner Stokes made a motion to approve Interlocal Agreement between Lovelady I.S.D. and Precinct 3. Commissioner Kitchen seconded. Motion carried 5 to 0.**
- (16) Discuss and consider action on renewing the following bonds:
- a. Elections Administrator
 - b. County Clerk Employee Blanket Bond
 - c. District Clerk Employee Blanket Bond
 - d. County Treasurer Employee Blanket Bond
 - e. County Auditor Employee Blanket Bond
 - f. County Attorney Employee Blanket Bond
 - g. County Fire Marshal
- Commissioner Kitchen made a motion to renew the bonds of Elections Administrator, County Clerk Employee Blanket Bond, District Clerk Employee Blanket Bond, County Treasurer Employee Blanket Bond, County Auditor Employee Blanket Bond, County Attorney Employee Blanket Bond, and County Fire Marshal. Commissioner Henderson seconded the motion. Motion carried 5 to 0.**

(17)Adjourn. **Judge Lovell made a motion for the Commissioners Court Meeting to Adjourn. Commissioner Kitchen seconded. The motion carried by everyone rising and leaving the meeting at 9:31 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