



HOUSTON COUNTY COMMISSIONERS COURT
MINUTES
REGULAR MEETING
DECEMBER 22, 2023

The Commissioners' Court of Houston County met in a regular, called meeting on December 22, 2023 **in person and via zoom**, 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
Andy Biscamp	Bailiff
Meagan Frizzell	9-1-1 Addressing
Laronica Wooten-Smith	County Tax Assessor Collector
Sheila Johnson	Grants Administrator
Carl Johnson	Facilities Administrator
Brittani Womack	First Assistant Auditor
Cynthia Lum	Elections Administrator
Janis Omelina	Treasurer

County Officials/Employees by Zoom:

Randy Hargrove	Sheriff
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Media:

Greg Ritchie (Messenger) – via zoom

Visitors:

Gene Kellum (Houston County Search & Rescue)

(1) Welcome, Invocation and Pledges:

Judge Lovell called the meeting to order at 9:00 a.m., Commissioner Kitchen 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 December 12, 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 Kitchen made a motion to approve the payment with one correction (taking the amount for signs from General Fund). Commissioner Lovell seconded. Motion carried 5 to 0. Commissioner Kitchen came back and withdrew the motion with the one correction. Commissioner Kitchen made a motion to pay all the bills and expenses for a. (Accounts payable). The motion was seconded by Commissioner Lovell. The Motion carried 5 to 0.
- (6) Receive information, announcements and reports from County Departments:
 - a. Treasurer Report **(not available)**
 - b. Compensatory Report

Commissioner Lovell moved to receive the Compensatory Report as information. Commissioner Henderson seconded. Motion carried 5 to 0.
- (7) Consider approving salaries for new and/or transfer employees.
 - a. Part-Time Deputy **Commissioner Lovell made a motion to approve the salary of Mike Cochran as Part-Time Deputy at hourly rate of \$20.13 (\$18.49 + \$1.64 SB22 Adjustment) in Pay Grade 20, Effective Date 12/22/23. Commissioner Kitchen seconded. Motion carried 5 to 0.**
 - b. Transfer Full-Time Dispatcher to Full-Time Records Clerk/Part-Time Dispatcher **Commissioner Kitchen made a motion to approve the salary of J'darius Pruitt transferring from Full-Time Dispatcher to Full-Time Records Clerk/Part-Time Dispatcher in Pay Grade 16 at bi-weekly salary of \$1321.36, Effective 12/22/23. Commissioner Stokes seconded. Motion carried 5 to 0. Commissioner Kitchen withdrew the motion because there was no change in salary due to no budget available. Commissioner Stokes seconded.**
 - c. Full-Time Dispatcher **Commissioner Henderson made a motion to approve the salary of Jessi Cunningham as Full-Time Dispatcher at a bi-weekly salary of \$1260.00 in Pay Grade 16, Effective 12/22/23. 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. **None**
- (10) Hear a presentation from Gene Kellum for the 2023 Houston County Search and Rescue Report. **Report given detailing all the activity the Houston County Search and Rescue was involved in during 2023. Mr. Kellum also shared information on additional training the group has participated in to help them be better equipped to handle some sensitive situations. The Court thanked Gene Kellum and the Houston County Search and Rescue for all that they do in Houston County.**
- (11) Discuss and consider approval by Joint Resolution the 2024 Joint Primary Election contracts between the Dem. & Rep. parties and the Houston County Elections Administrator per TEC sec 172.126. **Commissioner Lovell made a motion to approve by Joint Resolution the 2024 Joint Primary Election contracts between the Dem. & Rep. parties and the Houston County Elections Administrator per TEC sec 172.126. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (12) Discuss and consider receiving as information the addition of Private Roads in Precinct 3 to the Houston County Map.
- a. Private Road 8160
 - b. Private Road 8165
 - c. Private Road 8170
 - d. Private Road Carson Court
 - e. Private Road Lampasas Lane
 - f. Private Road Motley Way
 - g. Private Road Red River Court
- Commissioner Kitchen made a motion to receive as information the addition of Private Road 8160, Private Road 8165, Private Road 8170, Private Road Carson Court, Private Road Lampasas Lane, Private Road Motley Way, and Private Road Red River Court in Precinct 3 to the Houston County Map. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (13) Discuss and consider action to update the Grant Management Policy to include:
- a. Any grant that is to be allocated specifically to Road and Bridge Precincts to be equally divided at 25%
- After much discussion Commissioner Lovell made a motion to withdraw this action item. Commissioner Kitchen seconded. Judge Lovell announced the Court would Pass on this item.**
- (14) 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 Henderson seconded. Motion carried 5 to 0.**
- (15) Discuss and consider action on a contract with Centurion Industries, A-Lert Roof Systems Division, to install the previously bid roof system at the Houston County Armory Building. **Commissioner Kitchen made a motion to approve contract with Centurion Industries, A-Lert Roof Systems Division, to install the previously bid roof system at the Houston County Armory Building . Commissioner Henderson seconded. Motion carried 5 to 0.**

- (16) Discuss and consider action on a contract with Financial Intelligence for updated accounting software including general ledger, accounts payable, receipts, budget preparation and payroll. **Commissioner Kitchen made a motion to move forward with approving a contract with Financial Intelligence for updated accounting software including general ledger, accounts payable, receipts, budget preparation and payroll. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (17) Receive as information the TxDMV Annual Compliance Review. **Commissioner Kitchen made a motion receive as information the TxDMV Annual Compliance Review. Commissioner Henderson seconded the motion. Motion carried 5 to 0.**
- (18) Receive as information the 2024 IRS mileage rate. **Commissioner Kitchen made a motion to receive as information the 2024 IRS mileage rate of .67. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (19) Discuss and consider action on the purchase of a Komatsu Wheel Loader (8129) for Precinct 3 under Buyboard Co-Op in the amount not to exceed \$180,200.00:
- a. Approve budget amendment of \$87,500.00 in available ARPA funds to equipment purchase.
 - b. Authorize a Lease Purchase with Citizens National Bank in the amount not to exceed \$50,000.00 and necessary budget amendments.
 - c. Authorize Gene Stokes and Jim Lovell as authorized signers.
 - d. Authorize payment from available Precinct 3 equipment budget for the balance due on the Komatsu Wheel Loader.
- Commissioner Henderson made a motion to approve the purchase of a Komatsu Wheel Loader (8129) for Precinct 3 under Buyboard Co-Op in the amount not to exceed \$180,200.00; approve budget amendment of \$87,500.00 in available ARPA funds to equipment purchase; authorize a lease purchase with Citizens National Bank in the amount not to exceed \$50,000.00 and necessary budget amendments; authorize Gene Stokes and Jim Lovell as authorized signers; and authorize payment from available Precinct 3 equipment budget for the balance due on the Komatsu Wheel Loader. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (20) Discuss and consider action concerning the properties located at 415 E. Goliad Ave., Crockett, Texas, also known as Sunflower Bank and Community Bank Room:
- a. Authorize payment for purchase and payment of closing and settlement costs with necessary budget amendments.
 - b. Designate County Judge Jim Lovell as the authorized signer.
- Commissioner Kitchen made a motion to approve the following action concerning the properties located at 415 E. Goliad Ave., Crockett, Texas., also known as Sunflower Bank and Community Bank Room: Authorize payment for purchase and payment of closing and settlement costs with necessary budget amendments, and Designate County Judge Jim Lovell as the authorized signer. Commissioner Stokes seconded. Motion carried 5 to 0.**

(21)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 10:11 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