



HOUSTON COUNTY COMMISSIONERS COURT
MINUTES
REGULAR MEETING
FEBRUARY 13, 2024

The Commissioners' Court of Houston County met in a regular, called meeting on February 13, 2024 **in person and via zoom**, 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:

Andy Biscamp	Bailiff
Kris Dyches	Insurance Coordinator
Laura Goolsby	District Clerk
Randy Hargrove	Sheriff
Carl Johnson	Facilities Administrator
Sheila Johnson	Grants Administrator
Sharon Luker	Administrative Assistant to the Commissioners
Todd McConnell	IT
Terri Meadows	County Clerk
Mike Molnes	Sheriff's Office
Heath Murff	Emergency Management
Jan Pigford	Administrative Assistant to the County Judge
Daphne Session	County Attorney
Laronica Wooten-Smith	County Tax Assessor Collector
Red Smith	Constable Precinct 2
Matthew Van Egmond	Sheriff's Office
Brittani Womack	1 st Assistant Auditor

County Officials/Employees by Zoom:

Meagan Frizzell	9-1-1 Addressing
Belinda Hinson	2 nd Assistant Auditor
Cynthia Lum	Elections Administrator

Media:

Greg Ritchie (Messenger)
Anastasia Ritchie

Visitors:

Clayton Starr (Sons of the Republic), Ruenette Starr, James Angerstein, Jo Denman (Scrumptious Fried Pies), Glenn Petty (Radio Tower), George Bane (George P. Bane, Inc)

- (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.) **Greg Ritchie with The Messenger invited everyone to attend the Meet the Candidate Forum for local candidates to be held on 2/22/24 at the Crockett Civic Center.**
- (3) Consider approval of prior Commissioners Court minutes. **Commissioner Lovell made a motion to approve the Commissioners Court minutes for January 23, 2024. Commissioner Stokes seconded. Motion carried 4 to 0.**
- (4) Consider approving budget amendments. **Commissioner Lovell made a motion to approve the Budget Amendments as presented. Commissioner Henderson seconded. Motion carried 4 to 0.**
- (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 Lovell. 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**Commissioner Stokes moved to receive the Community Service/Environmental Report, District Clerk Report, County Clerk Report, and Tax Assessor Report as information. Commissioner Lovell seconded. Motion carried 4 to 0.**
****Sheriff Hargrove shared information on a new program at the Sheriff Office called Owner Applied Number Program, and handed out pamphlets.***
- (7) Consider approving salaries for new and/or transfer employees.
 - a. Full-time Jailer **Commissioner Stokes made a motion to approve the salary for Jaycob Elliott, as Full-time Jailer at bi-weekly pay of \$1,538.46 in Pay Grade 17, effective 2/13/24. Commissioner Henderson seconded. Motion carried 4 to 0.**
 - b. Part-time Assistant Auditor – AP **Commissioner Henderson made a motion to approve**

salary of Sarah Bergman as Part-time Assistant Auditor – AP at hourly wage of \$15.97 in Pay Grade 17, effective 2/12/24. Commissioner Stokes seconded. Motion carried 4 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 Henderson made a motion to declare received information as surplus inventory and approve transfers between departments. Commissioner Stokes seconded. Motion carried 4 to 0.**
- (10) Consider approving Probationary Cadet Deputy Employment Agreement with Weston Reeves, Jailer and approving the salary for the transfer effective Feb. 20, 2024. **Commissioner Lovell made a motion to approve Probationary Cadet Employment Agreement with Weston Reeves, Jailer and approve the salary for the transfer effective February 20, 2024. Commissioner Stokes seconded. Motion carried 4 to 0. Commissioner Lovell amended the motion to include that the salary will come from Courthouse Security. Commissioner Stokes seconded the amendment. Motion carried 4 to 0.**
- (11) Receive as information the Certificate of Completion awarded to Laura Goolsby, District Clerk, for completing the required 20 hours of Continuing Education for 2023 as prescribed in Section 51.605 of the Texas Government Code. **Commissioner Henderson made a motion to receive as information the Certificate of Completion awarded to Laura Goolsby, District Clerk, for completing the required 20 hours of Continuing Education for 2023 as prescribed in Section 51.605 of the Texas Government Code. Commissioner Stokes seconded. Motion carried 4 to 0.**
- (12) Consider adopting proclamation for Sons of the Republic celebrating Texas Independence Day. **Clayton Starr was on hand to give us Part 1 of a history lesson and said that we will have to come back on San Jacinto day for Part 2. Commissioner Stokes made a motion to adopt a proclamation for Sons of the Republic celebrating Texas Independence Day. Commissioner Henderson seconded. Motion carried 4 to 0.**
- (13) Discuss and consider approving a contract with Jessie Harrison and accepting a donation of 420 yards of clay/fill dirt for improvements to various County Roads located in Precinct 4. **Commissioner Henderson made a motion approve a contract with Jessie Harrison and accept a donation of 420 yards of clay/fill dirt for improvements to various County Roads located in Precinct 4. Commissioner Lovell seconded. Motion carried 4 to 0.**
- (14) Discuss and consider accepting a financial donation from Big Creek Operating Company LLC for improvements to CR 2210 in Precinct 2. **Commissioner Kitchen made a motion to accept a financial donation from Big Creek Operating Company LLC for improvements to CR 2210 in Precinct 2. Commissioner Henderson seconded. Motion carried 4 to 0.**
- (15) Discuss and consider a Cash/Change Fund increase of \$300.00 to the Houston County Tax Office for 2 new work stations added and necessary budget amendments. **Commissioner Lovell made a motion to approve a Cash/Change Fund increase of \$300.00 to the Houston County Tax Office for 2 new work stations added and necessary budget amendments. Commissioner Henderson seconded. Motion carried 4 to 0.**

- (16) Discuss and consider action on application requests for the Hotel Occupancy Tax Fund and Agreement with Piney Woods Fine Arts for:
- a. The Hotel California Concert to be held on Feb. 16, 2024 at the Crockett Civic Center.
 - b. The Pure Prairie League Concert to be held on Mar. 23, 2024 at the Crockett Civic Center.
- Commissioner Lovell made a motion to approve \$1000 each from the Hotel Occupancy Tax Fund and enter Agreement with Piney Woods Fine Arts for the Hotel California Concert to be held on February 16, 2024 and the Pure Prairie League Concert to be held on March 23, 2024. Both events to be held at the Crockett Civic Center. Commissioner Stokes seconded. Motion carried 4 to 0.**
- (17) Discuss and consider action on application requests for the Hotel Occupancy Tax Fund and Agreement with Scrumptious Fried Pies & Pastries/Crockett Community Empowerment for the 3rd Annual Pop Up Market to be held on March 30, 2024 at the Davy Crockett Pavilion.
- Commissioner Henderson made a motion to approve \$1000 from the Hotel Occupancy Tax Fund and enter Agreement with Scrumptious Fried Pies & Pastries/Crockett Community Empowerment for the 3rd Annual Pop Up Market to be held on March 30, 2024 at the Davy Crockett Pavilion. Commissioner Stokes seconded. Motion carried 4 to 0.**
- (18) Discuss and consider action on application requests for the Hotel Occupancy Tax Fund and Agreement with Crockett Lions Club for the Crockett Lions Club Rodeo to be held on May 9-11, 2024 at the Porth Ag Arena in Crockett, Texas. **Commissioner Henderson made a motion to approve \$3000 from the Hotel Occupancy Tax Fund and enter Agreement with Crockett Lions Club for the Crockett Lions Club Rodeo to be held on May 9-11, 2024 at the Porth Ag Arena in Crockett, Texas. Commissioner Stokes seconded. Motion carried 4 to 0.**
- (19) 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 was present to speak about this project.* Commissioner Lovell made a motion to approve the presentation of the Decommissioned Radio Tower (#536167) to Houston County Office of Emergency Management from Texas Parks and Wildlife Department. Commissioner Stokes seconded. Motion carried 4 to 0.**
- (20) Discuss and consider approving the agreement with Kathy Rains as specified in the Letter of Intent dated December 8, 2023 pertaining to the Decommissioned Radio Tower (#536167) and attached building. **Commissioner Henderson made a motion to approve the agreement with Kathy Rains as specified in the Letter of Intent dated December 8, 2023 pertaining to the Decommissioned Radio Tower (#536167) and attached building. Commissioner Stokes seconded. Motion carried 4 to 0.**
- (21) Receive as information the Data Extraction Letters directing iDocket to extract our data and provide it to our new Case Management System, LGS. **Commissioner Henderson made a motion to receive as information the Data Extraction Letters directing iDocket to extract our data and provide it to our new Case Management System Provider, LGS. Commissioner Stokes seconded. Motion carried 4 to 0.**
- (22) Discuss and consider action on canceling the contract with iDocket for Case Management, LGS software utilized by the County Clerk, County Judge, County Court at Law, County Attorney, District Clerk, District Attorney and District Judge's and authorize the County Judge to sign the

notice of intent not to renew. ****Terri Meadows, County Clerk, made some clarification to this agenda item. Commissioner Lovell made a motion to approve canceling the contract with iDocket for case management software utilized by the County Clerk, County Judge, County Court at Law, County Attorney, District Clerk, District Attorney, and District Judges, being replaced by LGS and authorize the County Judge to sign the notice of intent not to renew. Commissioner Henderson seconded. Motion carried 4 to 0.***

(23) Discuss and consider approving the purchase of overhead doors to replace the sally port doors at the Aging Services, (old jail), from Parks Overhead Door of Kennard for \$8,750.00 and necessary budget amendments. **Commissioner Lovell made a motion to approve the purchase of overhead doors to replace the Sally Port Doors at the Aging Services, (old jail), from Parks Overhead Door of Kennard for \$8,750.00 and necessary budget amendments. Commissioner Henderson seconded. Motion carried 4 to 0.**

(24) Discuss and consider action on authorizing the following through the American Rescue Plan Act (ARPA) and the Local Assistance and Tribal Consistency Fund (LATCF) Grant funds and necessary budget amendments for Precinct 4:

- a. Approving the purchase of a New Holland C345 Compact Track Loader under Buy-Board contract 685-22 for \$126,302.87 and payment to George P. Bane, Inc.
- b. Approving the purchase of a Diamond DMR072 Brush Cutter under Buy-Board contract 706-23 for \$10,255.34 and payment to Diamond Mowers.

Commissioner Henderson made a motion to authorize a budget amendment for Precinct 4 from American Rescue Plan Act (ARPA) and Local Assistance and Tribal Consistency Fund (LATCF) Grant Funds for the purchase of (a) New Holland C345 Compact Track Loader under Buy-Board contract 685-22 for \$126,302.87 and make payment to George P. Bane, Inc. AND (b) Diamond DMR072 Brush Cutter under By-Board contract 706-23 for \$10,255.34, and make this payment to Diamond Mowers. Commissioner Stokes seconded. Motion carried 4 to 0.

(25) Discuss and consider approving the repair of the HVAC units at the Houston County Jail by Ferrara's Heating and Air Conditioning in the amount of \$10,010 and necessary budget amendments. **No action taken on this item because the Sheriff's Office did not have the 3 bids required under the County Policy.**

(26) Discuss and consider accepting Amendments to the FY24 contract for DFPS Title IV-E Legal services.

- a. Amendment #4 – change Contract Manager and contact information
- b. Amendment #5 – change Uniform Terms and Conditions

Commissioner Stokes made a motion to accept Amendments to the FY24 contract for DFPS Title IV-E Legal services: (a) Amendment #4 – change Contract Manager and contact information. (b) Amendment #5 – change Uniform Terms and Conditions. Commissioner Henderson seconded. Motion carried 4 to 0.

(27) Discuss and consider approving Agreements between Grapeland Independent School District Police Department and the Houston County Sheriff's Office:

- a. Non-Terminal Agency Agreement
- b. Memorandum of Understanding Agreement

Commissioner Lovell moved to approve the agreements between the Grapeland Independent School District Police Department and the Houston County Sheriff's Office for

the (a)Non-Terminal Agency Agreement and (b)Memorandum of Understanding Agreement. Commissioner Henderson seconded the motion. Motion carried 4 to 0.

(28)Discuss and consider action approving Resolutions in support of the Federal Off-System Bridge Program administered by the Texas Dept. of Transportation to replace or rehabilitate bridges at these locations:

- a. CR 1175 Precinct 4
- b. CR 1170 Precinct 4
- c. CR 4505 Precinct 4
- d. CR 3500 Precinct 3
- e. CR 3610 Precinct 3
- f. CR 4030 Precinct 3

Commissioner Henderson made a motion to approve Resolutions in support of the Off-System Bridge Program administered by the Texas Department of Transportation to replace or rehabilitate bridges at CR 1175 Precinct 4, CR 1170 Precinct 4, CR 4505 Precinct 4, CR 3500 Precinct 3, CR 3610 Precinct 3, and CR 4030 Precinct 3. Commissioner Stokes seconded. Motion carried 4 to 0.

(29)Discuss and consider action on the Audit Engagement letter for FY 2023 with Todd, Hamaker and Johnson for the County’s annual financial audit and report. **Commissioner Stokes made a motion to approve the Audit Engagement letter for FY 2023 with Todd, Hamaker and Johnson for the County’s annual financial audit and report. Commissioner Henderson 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 9:50 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

Date Approved: February 27, 2024