



HOUSTON COUNTY COMMISSIONERS COURT

MINUTES

REGULAR MEETING

JUNE 25, 2024

The Commissioners' Court of Houston County met in a regular, called meeting on June 25, 2024 **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
Terri Meadows	County Clerk	PRESENT

County Officials/Employees in person:

Kris Dyches	Insurance Coordinator
Melissa Jeter	County Auditor
Sheila Johnson	Grants Administrator
Sharon Luker	Administrative Assistant to the Commissioners
Todd McConnell	IT
Mike Molnes	Investigator HCSO
Heath Murff	Emergency Management
Jan Pigford	Administrative Assistant to the County Judge
Martha Jackson	HCSO Jail Administrator

County Officials/Employees by Zoom:

Laronica Wooten-Smith	County Tax Assessor-Collector
Brittani Womack	1 st Assistant Auditor

Media: Greg Ritchie - Messenger

Visitors: Toni Kay Harrelson (Public – Animal Control)

(1) Welcome, Invocation and Pledges:

Judge Lovell called the meeting to order at 9:00 a.m. Commissioner Kitchen gave the Invocation 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.) **Toni Harrelson addressed the Court about the need for Animal Control in the County.**

- (3) Consider approval of prior Commissioners Court minutes. **Commissioner Lovell made a motion to approve the Commissioners Court minutes for June 11, 2024. 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. County Treasurers Report (not available)
- b. Compensatory Report
- c. Financial Report – Auditor (not available)

Commissioner Kitchen moved to receive the Compensatory Report as information. Commissioner Lovell seconded. Motion carried 5 to 0.

- (7) Consider approving salaries for new and/or transfer employees.

- a. Part-time Dispatcher - **Commissioner Lovell made a motion to approve the salary of Brooke Steubing as Part-time Dispatcher replacing Elizabeth Bridges, at the hourly rate of \$16.25 in Pay Grade 16, effective June 25, 2024. Commissioner Henderson seconded. Motion carried 5 to 0.**
- b. Full-time Deputy – **Commissioner Lovell made a motion to approve the salary of Ruben Nava as Full-time Deputy at the HCSO at the bi-weekly rate of \$1,749.23 in Pay Grade 20, effective June 25, 2024. Commissioner Kitchen seconded. Motion carried 5 to 0.**
- c. Part-time County Clerk – Should be Full-time Deputy Clerk – **Commissioner Lovell made a motion to approve the promotion of Stephanie Yorgensen from Part-time Deputy Clerk to Full-time Deputy Clerk II at a bi-weekly salary of \$1,364.69 in Pay Grade 16, effective July 1, 2024. Commissioner Kitchen seconded. Motion carried 5 to 0.**
- d. Part-time equipment operator – Precinct 1 – **Commissioner Lovell made a motion to approve the salary of Jim Bishop as Part-time Equipment Operator in Precinct 1 at hourly pay for \$17.50 in Pay Grade 14, effective June 25, 2024. Commissioner Kitchen seconded. Motion carried 5 to 0.**
- e. Part-time heavy equipment operator CDL – Precinct 1 – **Commissioner Lovell made a motion to approve the salary of Gregg McKinney as Part-time Heavy Equipment Operator CDL in Precinct 1 at hourly rate of \$18.37 in Pay Grade 17, effective June 25, 2024. Commissioner Henderson seconded. Motion carried 5 to 0.**
- f. Part-time road hand Precinct 2 – **Commissioner Kitchen made a motion to approve the salary of Joseph Ray Porter, Jr. as Part-time Road Hand in Precinct 2 at hourly**

rate of \$14.50 in Pay Grade 13, effective June 25, 2024. Commissioner Henderson seconded. Motion carried 5 to 0.

- (8) Discuss and consider approving payment of compensatory, and vacation time for County employees and necessary budget amendments. **Commissioner Kitchen made a motion and Commissioner Henderson seconded to approve compensatory payment to Jerrod Vickers, Comm Supervisor, in the amount of \$558.61; Adrian Buckner, Jailer, in the amount of \$516.66; Jennefer Cruz, Dispatcher, in the amount of \$189.24; Dustin Brown, Jailer, in the amount of \$624.36; Matthew Van Egmond, Deputy, in the amount of \$932.24; J'Darius Pruitt, Dispatcher in the amount of \$198.24; Donya Due, Jailer, in the amount of \$109.10; Jaycob Elliott, Jailer, in the amount of \$134.18; Theresa Hayes, Jailer, in the amount of \$291.75; Johnny Romo, Jailer, in the amount of \$271.65; Thomas Phillips, Jailer, in the amount of \$271.80; James Lowery, Jailer, in the amount of \$1,837.62; Kade Almelda, Jailer, in the amount of \$4,273.96; and Angie Ray, County Clerk's Office, in the amount of \$347.17. Motion carried 5 to 0.**
- (9) Discuss and consider declaring received information as surplus inventory and approving transfers between departments. **None**
- (10) Discuss and consider enrollment of County employees for Cybersecurity Training and necessary budget amendments. **Commissioner Lovell made a motion to approve enrollment of County employees for Cybersecurity Training and necessary budget amendments. Commissioner Kitchen seconded. Motion carried 5 to 0.**
- (11) Discuss and consider action on authorizing the following items through the Local Assistance and Tribal Consistency Fund Grant Fund and necessary budget amendments:
- a. Approve purchase and authorize payment of (1) 1019 Ford F250 Super Duty Regular Cab XLT Pickup for Road and Bridge Precinct 4 from John Floyd Cole Jr. – Total \$27,500.00
- Commissioner Henderson made a motion to approve and authorize the purchase of (1) 1019 Ford F250 Super Duty Regular Cab XLT Pickup for Road and Bridge Precinct 4 from John Floyd Cole Jr. – Total \$27,500.00 through the Local Assistance and Tribal Consistency Fund Grant Fund and necessary budget amendments. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (12) Discuss and consider action on renewing policies with Texas Association of Counties for employee Health, Life and Supplemental Insurance for FY 2025. **Commissioner Kitchen made a motion to go with the Renewal Rates on the Texas Association of Counties for Employee Health, Life and Supplemental Insurance for FY 2025 - Plan 4000NG with Rx Option 4A NG at a monthly rate, per employee, of \$884.78. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (13) Discuss and consider action on renewing the liability and auto coverage insurance with the Texas Association Counties Risk management Pool for the period 10/01/2024 through 10/01/2025. **Commissioner Lovell made a motion to renew the liability and auto coverage insurance with the Texas Association Counties Risk management Pool for the period 10/01/2024 through 10/01/2025. Commissioner Henderson seconded. Motion carried 5 to 0.**

- (14) Discuss and consider purchase of new replacement items for the kitchen at the Houston County Jail and necessary budget amendments. **Commissioner Stokes made a motion to approve the purchase of new prep tables with sinks through Trex Restaurant Equipment at a cost of \$5,980.09. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (15) Discuss and consider action on advertising to accept bids for road materials. **Commissioner Lovell made a motion to advertise to accept bids for road materials. Commissioner Stokes seconded. After some discussion about the types of road materials to include in the bid packet Commissioner Lovell rescinded his motion and Commissioner Stokes rescinded his second. No action was taken on this item.**
- (16) Discuss and consider action on advertising to accept bids for the transportation of road materials using an end dump trailer. **No action was taken on this item**
- (17) 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 Kitchen made a motion 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 Lovell seconded to table. Motion carried 5 to 0.**
- (18) Discuss and consider action on approving a contract between Houston County and the Department of Public Safety in accordance with Texas Government Code 2167 and Texas Transportation Code Chapter 521 for office space for DPS Driver License and the THP (Texas Highway Patrol) located at 112 E. Houston Avenue, Crockett, Texas. **Commissioner Lovell made a motion to approve a contract between Houston County and the Department of Public Safety in accordance with Texas Government Code 2167 and Texas Transportation Code Chapter 521 for office space for DPS Driver License and the THP (Texas Highway Patrol) located at 112 E. Houston Avenue, Crockett, Texas. Commissioner Kitchen seconded. Motion carried 5 to 0.**
- (19) Discuss and consider approving John Clark as a Volunteer for Precinct 1. **Commissioner Lovell made a motion and Commissioner Henderson seconded to approve John Clark as a Volunteer for Precinct 1. Motion carried 5 to 0.**
- (20) Receive as information the Tax Abatement and Incentives between the City of Crockett, Texas, Houston County, Texas, and A&A Texas Capital, L.P. **Commissioner Henderson made a motion to receive as information the Tax Abatement and Incentives between the City of Crockett, Texas, Houston County, Texas, and A&A Texas Capital, L.P. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (21) Discuss and consider approving dates and locations for County Wide Trash Cleanup for 2024. **Commissioner Lovell made a motion and Commissioner Henderson seconded to approve dates and locations for County Wide Trash Cleanup for 2024:**

**Precinct 1 and 2 will be on June 29, 2024 at Pinewoods Sanitation Transfer Station
Precinct 3 will be on July 13, 2024 at Precinct 3 Barn
Precinct 4 will be on July 20, 2024 at Precinct 4 Barn.**

Motion carried 5 to 0

(22) Discuss and consider action to approve installation of Fiber Optic along County Roads as part of their deployment of fiber based broadband and other services to residents of Houston County. Services will be offered under the Spectrum brand to be located in Precinct 1, Precinct 2 and Precinct 4.

- a. CR 1585 W OF CR 1580
- b. CR 1580 W OF SH 21
- c. CR 1585 W OF CR 1580
- d. CR 1815 W OF US 287/SH 19
- e. CR 1805 S OF FM 2663
- f. CR 1835 E OF CR 1830
- g. CR 1825 N OF FM 2663
- h. CR 2120 E OF US 287/SH 19
- i. CR 2124 E OF US 287/SH 19
- j. CR 2131 N OF FM 2160
- k. CR 1075 N OF SH 7
- l. CR 1070 W OF CR 1075

Commissioner Kitchen made a motion to approve installation of Fiber Optic along County Roads as part of their deployment of fiber based broadband and other services to residents of Houston County. Services will be offered under the Spectrum brand to be located in Precinct 1, Precinct 2 and Precinct 4.

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- k. **CR 1075 N OF SH 7**
- l. **CR 1070 W OF CR 1075**

Commissioner Lovell seconded. Motion carried 5 to 0.

(23)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 10:00 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: July 9, 2024