



## HOUSTON COUNTY COMMISSIONERS COURT MINUTES REGULAR MEETING APRIL 22, 2025

The Commissioners' Court of Houston County met in a regular, called meeting on April 22, 2025 in **person and via zoom**, with the following members present, to wit:

### The Court

Jim Lovell	County Judge	<b>PRESENT</b>
Gary Lovell	Commissioner, Precinct #1	<b>PRESENT</b>
Willie Kitchen	Commissioner, Precinct #2	<b>PRESENT</b>
Gene Stokes	Commissioner, Precinct #3	<b>PRESENT</b>
Jimmy Henderson	Commissioner, Precinct #4	<b>ABSENT</b>
Terri Meadows	County Clerk	<b>PRESENT</b>

### County Officials/Employees in person:

John Catoe	Deputy Sheriff	Present
Kris Dyches	Insurance Coordinator	Present
Melissa Jeter	County Auditor	Present
Carl Johnson	Facilities Administrator	Zoom
Sheila Johnson	Grants Administrator	Present
Wanda Jordan	Historical Commission	Present
Al Kreger	Historical Commission	Present
Ryan Martin	Chief Deputy Sheriff	Present
Kristina Massey	County Attorney	Present
Todd McConnell	IT	Present
Jan Pigford	Admin Assistant to the County Judge	Present
Darrellyn Smith	Assistant to the County Commissioners	Present
Brittani Womack	First Assistant Auditor	Zoom

### Media:

Visitors: Tiger Worsham (Perdue|Brandon), Cindy Doran (FUMC)

#### (1) Welcome, Invocation and Pledges:

**Judge Lovell called the meeting to order at 9:00 a.m. Cindy Doran, FUMC Minister voiced 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 April 8 and April 15, 2025. Commissioner Stokes seconded. Motion carried 4 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 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.**

(6) Receive information, announcements and reports from County Departments:

- a. County Treasurers Report
- b. Compensatory Report
- c. Financial Report – Auditor
- d. Historical Commission donation report (Travis Letter plaque) **No Action Taken**

**Commissioner Kitchen made a motion to receive as information the County Treasurers Report, Compensatory Report, and Financial Report – Auditor, as presented. Commissioner Lovell seconded. Motion carried 4 to 0.**

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

- a. Senior Citizen Center - Cook **Commissioner Kitchen made a motion to approve the part-time salary of Bettye Seal, Sr. Center Cook at \$14.39 an hour in Pay Grade 12, Effective April 14, 2025. Commissioner Stokes seconded. Motion carried 4 to 0.**
- b. County Clerk – Deputy Clerk 2 – **Commissioner Kitchen made a motion to approve the bi-weekly salary of Rachel Beth Brown, as full-time Deputy Clerk 2 in the County Clerk Office at \$1418.04 (includes \$18.46 allowance) in Pay Grade 16, effective April 21, 2025. 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. **Commissioner Stokes made a motion and Commissioner Lovell seconded to approve payment of compensatory, and vacation time and necessary budget amendments to Carl Smotherman, Dispatcher, in the amount of \$272.30; J'darius Pruitt, Dispatcher, in the amount of \$155.98; Dwayne Hughes, and Precinct 3 Road Hand, in the amount of \$170.85. Motion carried 4 to 0.**

(9) Discuss and consider declaring received information as surplus inventory and approving transfers between departments. **NONE**

(10) Discuss and consider accepting Adam Crain and Jason Bridges as volunteer road hand for Road and Bridge Precinct 1. **Commissioner Lovell made a motion to approve Adam Crain as volunteer road hand for Road and Bridge Precinct 1. Commissioner Stokes seconded. Motion carried 4 to 0.**

- (11) Receive as information the 2024-2025 Law Enforcement Officer Standards and Education Funds (LEOSE) revenue and expense review. ***Melissa Jeter, County Auditor, went over this report with the Commissioners Court*** Commissioner Kitchen made a motion to receive as information the 2024-2025 Law Enforcement Officer Standards and Education Funds (LEOSE) revenue and expense review. Motion carried 4 to 0.
- (12) Discuss and consider approving event permit (HC Courthouse grounds) and Proclamation declaring National Day of Prayer on May 1, 2025 as requested by Houston County Ministerial Association. **Commissioner Kitchen made a motion to approve event permit (HC Courthouse grounds) and Proclamation declaring National Day of Prayer on May 1, 2025 as requested by Houston County Ministerial Association. Commissioner Lovell seconded. Motion carried 4 to 0.**
- (13) Discuss and consider adding Erin Martin to the Houston County Historical Commission 2025-2026 member roster. ***Al Kreger, Historical Commission, told the court what an asset Erin Martin has been to their office and urged them to approve her for the member roster.*** Commissioner Lovell made a motion to approve adding Erin Martin to the Houston County Historical Commission 2025-2026 member roster. Commissioner Stokes seconded. Motion carried 4 to 0.
- (14) Discuss and consider approving Memorandum of Understanding Concerning Communication and Coordination between Houston County Sheriff's Office and the following:
- a. Latexo Independent School District Police Department
  - b. Crockett Independent School District Police Department
  - c. Grapeland Independent School District Police Department
  - d. Kennard Independent School District Police Department
- Chief Deputy Ryan Martin addressed this agenda item to the Commissioners Court. He said they are still working on some things with Latexo ISD and asked that their Memorandum not be approved at this time.*** Commissioner Kitchen made a motion to approve the Memorandum of Understanding Concerning Communication and Coordination between Houston County Sheriff's Office and Crockett Independent School District Police Department, Grapeland Independent School District Police Department, and Kennard Independent School District Police Department and further moved to table approving Latexo Independent School District Police Department at this time. Commissioner Stokes seconded. Motion carried 4 to 0.
- (15) Discuss and consider approving Donation of \$322.00 from Dwayne Rogers Logging for CR 1620. **Commissioner Lovell made a motion to approve Donation of \$322.00 from Dwayne Rogers Logging for CR 1620. Commissioner Kitchen seconded. Motion carried 4 to 0.**
- (16) Discuss and consider action on awarding a contract from received bids for:
- a. Road Material – Annual Contract
- Commissioner Stokes made a motion to award a contract for ALL bids received for road material – annual contract. Commissioner Kitchen seconded. Motion carried 4 to 0.**
- (17) Discuss and consider action on amending the Texas Association of Counties Health Insurance policy for COBRA Administration. ***\*\*Kris Dyches, Insurance Coordinator told the Court that this is just a formality.*** Commissioner Kitchen made a motion to approve amending the Texas Association of Counties Health Insurance policy for COBRA Administration. Commissioner Lovell seconded. Motion carried 4 to 0.

(18) Discuss and consider approving request from Sheriff's Office to receive standard license plates on the following vehicles:

- a. Unit #0228 G132208 2025 CHEV (Sheriff)
- b. Unit #9545 Z139545 2007 (CID U/C)

**\*\*Chief Deputy Ryan Martin said these are to be unmarked vehicles and need regular license plates. Commissioner Lovell made a motion to approve request from Sheriff's Office to receive standard license plates on the following vehicles: Unit #0228 G132208 2025 CHEV (Sheriff) and Unit #9545 Z139545 2007 (CID U/C). Commissioner Henderson seconded. Motion carried 4 to 0.**

(19) Discuss and consider approving the Sheriff's Office to apply for and use the following STEP grants (a TxDOT program to enhance roadway safety) at no cost to the county:

- a. Operation Slow Down – 2 Weeks in June
- b. Operation Click IT or Ticket – 2 weeks in June
- c. Comprehensive 2026 – 1 year from October 1-September 30

**\*\*Sheila Johnson, Grants Administrator, talked about these grants. After some discussion it was decided that the Court would only take action on Item b. Sheila said that the County part of the grant they are voting on will be \$477.68. Commissioner Stokes made a motion to approve the Sheriff's Office to apply for and use STEP grants (a TxDOT program to enhance roadway safety) for the Operation Click IT or Ticket at a cost of \$477.68 to the county. Commissioner Kitchen and Commissioner Lovell seconded simultaneously. Motion carried 4 to 0.**

(20) Adjourn. **Judge Lovell made a motion for the Commissioners Court Meeting to Adjourn. The motion carried by everyone rising and leaving the meeting at 9:21 a.m.**

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Jim Lovell, County Judge

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Gary Lovell, Commissioner, Precinct #1

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Willie Kitchen, Commissioner, Precinct #2

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Gene Stokes, Commissioner, Precinct #3

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Jimmy Henderson, Commissioner, Precinct #4

Attest:

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Terri Meadows, County Clerk

Date Approved: May 13, 2025