



HOUSTON COUNTY COMMISSIONERS COURT MINUTES REGULAR MEETING MAY 13, 2025

The Commissioners' Court of Houston County met in a regular, called meeting on May 13, 2025 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:

James Angerstein	Tax Assessor-Collector	Present
Missy D'Angelo	Assistant Auditor	Zoom
Kris Dyches	Insurance Coordinator	Present
Meagan Frizzell	9-1-1 Addressing	Present
Laura Goolsby	District Clerk	Present
Melissa Jeter	County Auditor	Present
Carl Johnson	Facilities Administrator	Present
Sheila Johnson	Grants Administrator	Present
Ryan Martin	Chief Deputy Sheriff	Present
Kristina Massey	County Attorney	Present
Todd McConnell	IT	Present
Heath Murff	Emergency Management	Present
Jan Pigford	Admin Assistant to the County Judge	Present
Daphne Session	District Attorney	Zoom
Darrellyn Smith	Assistant to the County Commissioners	Present
Terrell McKnight	Maintenance Supervisor	Present

<u>Media:</u> Greg Ritchie	Messenger	Zoom
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Visitors: Patrick McArthur Perdue | Brandon, Maria Musgrove (Zoom), Jennifer Stagg, Susan Tietz (Item 20)

(1) Welcome, Invocation and Pledges:

Judge Lovell called the meeting to order at 9:00 a.m. Commissioner Kitchen 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 Henderson made a motion to approve the Commissioners Court minutes for April 22, 2025. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (4) Consider approving budget amendments. **Commissioner Henderson made a motion to approve the budget amendments as presented. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (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 Henderson. The Motion carried 5 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 Lovell made a motion to receive as information the Community Service/Environmental Report, District Clerk Report, County Clerk Report, and Tax Assessor Report as presented. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (7) Consider approving salaries for new and/or transfer employees.
- a. Precinct 3 – CDL Driver **Commissioner Stokes made a motion to approve the part-time salary of Rickey L Cavender, Precinct 3 CDL Driver, at \$18.37 an hour in Pay Grade 17, Effective May 13, 2025. Commissioner Henderson seconded. Motion carried 5 to 0.**
 - b. Sheriff's Office - Jailer – **Commissioner Lovell made a motion to approve the bi-weekly salary of Zackary Reed, as full-time Jailer in the Houston County Jail, replacing Adrian Buckner, at \$1626.92 (includes \$100.92 supplement) in Pay Grade 19, effective May 13, 2025. 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. **Commissioner Henderson made a motion and Commissioner Stokes seconded to approve payment of compensatory, and vacation time and necessary budget amendments to Jaidan Jones, Dispatcher, in the amount of \$385.35; J'darius Pruitt, Dispatcher, in the amount of \$495.45; Dwayne Hughes, Precinct 3 Road Hand, in the amount of \$563.81; Thomas Phillips, Jailer, in the amount of \$330.39; Ashley Fennell, Jailer, in the amount of \$3,146.67; and Tresa Masters, Jailer, in the amount of \$1,189.69. Motion carried 5 to 0.**

- (9) Discuss and consider declaring received information as surplus inventory and approving transfers between departments. **Commissioner Kitchen made a motion to receive as information the surplus inventory and approving transfers between departments as presented. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (10) Discuss and consider approving orders allowing retail fireworks permit holders to sell fireworks to the public in celebration of the Memorial Day holiday beginning May 24, 2025 and ending at midnight May 26, 2025. **Commissioner Lovell made a motion to approve Orders allowing retail fireworks permit holders to sell fireworks to the public in celebration of the Memorial Day holiday beginning May 24, 2025 and ending at midnight May 26, 2025. Commissioner Henderson and Commissioner Kitchen seconded. Motion carried 5 to 0.**
- (11) Discuss and consider action on applying for the unclaimed capital credits received from electric cooperative as authorized under LGC 381.004. **Commissioner Kitchen made a motion to approve applying for the unclaimed capital credits received from electric cooperative as authorized under LGC 381.004. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (12) Discuss and consider approving Memorandum of Understanding Concerning Communication and Coordination between Houston County Sheriff's Office for the Lovelady Independent School District Police Department. **Commissioner Stokes made a motion to approve Memorandum of Understanding Concerning Communication and Coordination between Houston County Sheriff's Office for the Lovelady Independent School District Police Department. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (13) Discuss and consider action on an application and interlocal agreement to the Hotel Occupancy Tax Fund for the following:
- a. Houston County 4-H Shooting Sports 2025 4-H Whizbang Event May 3.
 - b. Piney Woods Fine Arts Association Drive-In Concerts in the Davy Crockett Memorial Park each Friday in June 2025.
- Commissioner Henderson made a motion to approve interlocal agreement from the Hotel Occupancy Tax Fund for: (a) Houston County 4-H Shooting Sports 2025 4-H Whizbang Event May 3 and (b) Piney Woods Fine Arts Association Drive-In Concerts in the Davy Crockett Memorial Park each Friday in June 2025. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (14) Discuss and consider accepting a Participation Entities Service Agreement with SylogisGov, Inc. to provide victim notification software for the Texas' Statewide Automated Victim Notification Service (SAVNS) program. **Commissioner Lovell made a motion to accept a Participation Entities Service Agreement with SylogisGov, Inc. to provide victim notification software for the Texas' Statewide Automated Victim Notification Service (SAVNS) program. Commissioner Kitchen seconded. Motion carried 5 to 0.**
- (15) Receive as information the final grant projects listing:
- a. American Rescue Plan Assistance Grant (ARPA)
 - b. Local Assistance & Tribal Consistency Grant (LATCF)
- Commissioner Henderson made a motion to receive as information the final grant projects listing for (a) American Rescue Plan Assistance Grant (ARPA) and (b) Local Assistance & Tribal Consistency Grant. Commissioner Kitchen seconded. Motion carried 5 to 0.**

(16) Discuss and consider adopting Order requiring Bidder Registration at Tax Sales as provided by sec. 34.011 of the Texas Property Tax Code. **Commissioner Henderson made a motion to adopt Order requiring Bidder Registration at Tax Sales as provided by sec. 34.011 of the Texas Property Tax Code. Commissioner Stokes seconded. Motion carried 5 to 0.**

(17) Discuss and consider action on approving payment of Elected Attorneys and their Assistant Attorneys State Bar of Texas Membership fees. ***No action taken. Bring back on next Commissioners Court.***

(18) Discuss and consider approving Systems-ID Maker Infinity Dual Side w/LCD-Starter kit for employee identification badge and necessary budget amendments. **Commissioner Kitchen made a motion to approve purchase of Systems-ID Maker Infinity Dual Side w/LCD-Starter kit from IDville for employee identification badge and necessary budget amendments. Commissioner Stokes seconded. Motion carried 5 to 0.**

(19) Discuss and consider approving Entrust Solutions Group (Spectrum) to install:

- a. 536' LF Fiber Optics via directional bore on CR 1855 North of FM 227 in Precinct 1
- b. 33' LF Fiber Optics through a directional bore on CR 1860 North of FM 227 in Precinct 1
- c. 6327' of Fiber Optics through conduit via directional bore on CR 4035 in Precinct 3

Commissioner Lovell made a motion to approve Entrust Solutions Group (Spectrum) to install: (a) 536' LF Fiber Optics via directional bore on CR 1855 North of FM 227 in Precinct 1, (b) 33' LF Fiber Optics through a directional bore on CR 1860 North of FM 227 in Precinct 1, and (c) 6327' of Fiber Optics through conduit via directional bore on CR 4035 in Precinct 3. Commissioner Stokes seconded. Motion carried 5 to 0.

(20) Hear presentation by Susan Tietz and Maria Angel with the Texas Historical Commission regarding the Houston County Courthouse. ****Susan Tietz was present to speak about the Texas Historical Commission Grant process. She talked about the grant process itself and what is involved once the grant is secured. She told us that since the grant began in 1999 there are 78 fully restored Courthouses in Texas and that all but 2 are fully functioning as a Courthouse.***

****The Commissioners Court took a brief recess from 10:05 a.m. to 10:12 a.m.**

(21) Discuss and consider approving the reserved parking around the courthouse for one elected prosecutor spot (District Attorney) be changed to reserved parking designated for law enforcement or to remain as a regular public parking spot. **Commissioner Kitchen made a motion to return the reserved parking spot around the courthouse for one elected prosecutor (District Attorney) back to a regular public parking spot. Commissioner Stokes seconded. Motion carried 5 to 0.**

(22) Discuss and consider accepting donations for the Houston County Sheriff Offices:

- a. Accept Anonymous donation from resident in the amount of \$2,500.00
- b. Binoculars (22), fingerprint kits (12), and scope (1) from Law Enforcement Association
- c. Accept anonymous donation of 5 sets of side rails for patrol vehicles.

Commissioner Lovell made a motion to accept donations for the Houston County Sheriff Offices: (a) anonymous donation from resident in the amount of \$2,500.00, (b) 22 Binoculars, 12 Fingerprint Kits, and 1 scope from Law Enforcement Association, and (c) anonymous

donation of 5 sets of side rails for patrol vehicles. Commissioner Kitchen seconded. Motion carried 5 to 0.

(23) Discuss and consider action on renewing the aviation support and maintenance services with DBT Transportation Services for the Airport AWOS System. **Commissioner Henderson made a motion to approve renewal of the aviation support and maintenance services with DBT Transportation Services for the Airport AWOS System. Commissioner Lovell seconded. Motion carried 5 to 0.**

(24) Discuss and consider action to repair/replace damaged flooring in the Tax Office and necessary budget amendments. **Commissioner Kitchen made a motion to approve repairing/replacing damaged flooring in the Tax Office and necessary budget amendments. Commissioner Lovell seconded. Motion carried 5 to 0.**

(25) Discuss and consider action on awarding a contract from received bids for:

- a. Road Material – Annual Contract – ***No action – previously taken care of***
- b. Depository Contract – **Commissioner Kitchen made a motion and Commissioner Lovell Seconded to accept the recommendation of the committee to go with Citizens National Bank for the Depository Contract. Motion carried 5 to 0.**

(26) Discuss and consider action on advertising to accept FY 2026 Requests for Proposals for:

- a. County provided Employee Group Medical Insurance **Commissioner Kitchen made a motion to approve advertising to accept FY 2026 requests for proposals for County provided Employee Group Medical Insurance. Commissioner Henderson seconded. Motion carried 5 to 0.**
- b. County provided Retiree Medical Insurance. **Commissioner Kitchen made a motion to approve advertising to accept FY 2026 requests for proposals for County provided Retiree Medical Insurance. Commissioner Lovell seconded. Motion carried 5 to 0.**
- c. County provided employee Group Life Insurance and Voluntary Supplemental Life Insurance. **Commissioner Kitchen made a motion to approve advertising to accept FY 2026 requests for proposals for County provide Employee Group Life Insurance and Voluntary Supplemental Life Insurance. Commissioner Lovell seconded. Motion carried 5 to 0.**

(27) Discuss and consider approving placement of Outdoor Drop-Box for tax payments and vehicle registration renewals to be located at the rear of the Tax Office in the County Parking lot. (Map and box specs. Attached). **Commissioner Stokes made a motion to approve placement of Outdoor Drop-Box for tax payments and vehicle registration renewals to be located at the rear of the Tax Office in the County Parking lot. Commissioner Henderson seconded. Motion carried 5 to 0.**

(28) Discuss and consider action on an assumption contract for credit card processing at the Houston County Airport Fueling Station with World Fuel Services, previously Epic Card Services. **Commissioner Henderson made a motion to approve an assumption contract for credit card processing at the Houston County Airport Fueling Station with World Fuel Services, previously Epic Card Services. Commissioner Stokes seconded. Motion carried 5 to 0.**

(29) Receive as information the estimated appraisal values from the Houston County Appraisal District for FY 2026. **Commissioner Kitchen made a motion to receive as information the**

**estimated appraisal values from the Houston County Appraisal District for FY 2026.
Commissioner Stokes seconded. Motion carried 5 to 0.**

**(30)Adjourn. Judge Lovell made a motion for the Commissioners Court Meeting to Adjourn. The
motion carried by everyone rising and leaving the meeting at 10:28 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: May 27, 2025