



HOUSTON COUNTY COMMISSIONERS COURT

MINUTES

REGULAR MEETING

MAY 27, 2025

The Commissioners' Court of Houston County met in a regular, called meeting on May 27, 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	ABSENT
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
Zak Bengé	Sheriff	Present
Missy D'Angelo	Assistant Auditor	Zoom
Kris Dyches	Insurance Coordinator	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
Heath Murff	Emergency Management	Zoom
Jan Pigford	Admin Assistant to the County Judge	Present
Darrellyn Smith	Assistant to the County Commissioners	Present
Mike Cochran	Bailiff	Present

<u>Media:</u> Greg Ritchie	Messenger	Zoom
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Visitors: Charlene Martin (Adult Protective Services)

(1) Welcome, Invocation and Pledges:

Judge Lovell called the meeting to order at 9:01 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 May 13, 2025 and May 16, 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 Kitchen 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 4 to 0.

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

- a. County Treasurers Report
- b. Compensatory Report
- c. Financial Report – Auditor **(Not Available)**

Commissioner Stokes made a motion to receive as information the County Treasurer's Report and the Compensatory Report as presented. Commissioner Kitchen seconded. Motion carried 4 to 0.

Other County Reports: Melissa Jeter, County Auditor, reminded the Court that the Tax Note will be paid off in 2026 and this would be the time to look at updating buildings and renovations for the County.

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

a. County Clerk I – County Clerk II **Commissioner Henderson made a motion to approve the promotion of Kayla Walker, Deputy Clerk I to Deputy Clerk II in the County Clerks Office, at \$1,327.12 bi-weekly in Pay Grade 16, Effective May 27, 2025. Commissioner Stokes seconded. Motion carried 4 to 0.**

b. Sheriff's Office - 3 new Jailers – **Commissioner Kitchen made a motion to approve the bi-weekly salary of Kathren Burran, William Hague, and Lane Agan, as full-time Jailers in the Houston County Jail, replacing Adrian Buckner, Ashley Fennell, and Tresa Masters-Spikes, at \$1,538.46 (includes \$250.58 supplement) in Pay Grade 17, effective June 2, 2025. Commissioner Stokes seconded. Motion carried 4 to 0.**

- c. Sheriff Office – 1 new Dispatcher
- d. Sheriff Office – Dispatcher to Jailer
- e. Sheriff Office – Dispatcher – Replacement
- f. Sheriff Office – 4 Dispatcher – 6 month Raise

Commissioner Stokes made a motion to approve c-f as follows: Jonathon Castillo as full-time Dispatcher at the HCSO at bi-weekly salary of \$1,310.47 in Pay Grade 16, replacing Alycia Gonzalez effective June 2, 2025; Lacy Ortiz-Moreau as full-time Jailer at the HCSO at bi-weekly salary of \$1,538.46 (includes \$260.58 supplement) in Pay Grade 17, transfer from Dispatcher to Jailer replacing Kane Leos, effective June 2, 2025; Rebecca San Miguel as full-time

Dispatcher at HCSO at bi-weekly salary of \$1,310.47 in Pay Grade 16, replacing Lacy Ortiz-Morau, effective June 2, 2025; approve 6 month raise for Aneisha Cooksey as full-time Dispatcher at HCSO at bi-weekly salary of \$1,323.00 in Pay Grade 16, effective June 2, 2025; approve 6 month raise for Jaclyn Thomas as full-time Dispatcher at HCSO at bi-weekly salary of \$1,323.00 in Pay Grade 16, effective June 2, 2025; approve 6 month raise for Hunter Ballard as full-time (payroll form did not include position) at HCSO at bi-weekly salary of \$1,626.92 (includes \$100.92 supplement), in Pay Grade 17, effective May 27, 2025; approve 6 month raise for Thomas Flowers (payroll form did not include position) at HCSO at bi-weekly salary of \$1,626.92 (includes \$100.92 supplement), in Pay Grade 17, effective May 27, 2025. Commissioner Kitchen seconded. Motion carried 4 to 0.

g. Precinct One – Heavy Equip/CDL part time Commissioner Kitchen made a motion to approve salary of Roger Dickey as Part-Time Heavy Equipment/CDL Driver in Precinct 1 at hourly pay of \$18.37 in Pay Grade 17, effective May 27, 2025. Commissioner Henderson 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 Kitchen made a motion and Commissioner Henderson seconded to approve payment of compensatory, and vacation time and necessary budget amendments to Jaidan Jones, Dispatcher, in the amount of \$165.15; Michael W. Molnes, Deputy, in the amount of \$412.92; Dwayne Hughes, Precinct 3 Road Hand, in the amount of \$700.49; Jaycob Elliott, Jailer, in the amount of \$1,615.08; Carl Smotherman, Jailer, in the amount of \$291.75; Donya Duke, Lt. Jailer, in the amount of \$2,668.80; and Lacy Moreau Ortiz, Dispatcher, in the amount of \$180.18. 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 approving adopting proclamation declaring June as Elder Abuse Prevention Awareness Month. **Commissioner Kitchen made a motion to adopt a proclamation declaring June as Elder Abuse Prevention Awareness Month. Commissioner Stokes seconded. Motion carried 4 to 0. Charlene Martin, Executive Director for Houston/Trinity County Adult Protective Services was present to give a brief report. She reported that in 2024 in Texas there were 123,852 reports of Elder Abuse. In Houston County there were 96 investigations and 77 were found to be valid.**
- (11) Discuss and consider action on approving payment of Elected Attorneys and their Assistant Attorneys State Bar of Texas Membership fees. **Commissioner Kitchen made a motion to approve payment of Elected Attorneys and their Assistant Attorneys State Bar of Texas Membership fees not to exceed \$1200. Commissioner Henderson seconded. Motion carried 4 to 0.**
- (12) Discuss and consider approving orders allowing retail fireworks permit holder to sell fireworks to the public in celebration of Fourth of July Fireworks beginning June 24, 2025 and ending midnight July 4th 2025. **Commissioner Stokes made a motion to approve orders allowing retail fireworks permit holders to sell fireworks to the public in celebration of Fourth of July beginning June 24, 2025 and ending midnight July 4th 2025. Commissioner Henderson seconded. Motion carried 4 to 0.**

- (13) Discuss and consider Entrust solution Group (Spectrum) to install 108' fiber optic cable along the South side of CR 1515 from SH 21 to first pole via directional bore. **Commissioner Stokes made a motion to approve Entrust solution Group (Spectrum) to install 108' fiber optic cable along the South side of CR 1515 from SH 21 to first pole via directional bore. Commissioner Henderson seconded. Motion carried 4 to 0.**
- (14) Discuss and consider Entrust Solution Group (Spectrum) to install 1,146' of fiber optic cable in 2" HDPE Conduit via Direction bore CR 3395 West of SH 19 and 1,266' of fiber optic cable in 2" & 4" HDPE Conduit via directional bore CR 3410 West of SH 19. **Commissioner Lovell made a motion approve Entrust Solution Group (Spectrum) to install 1,146' of fiber optic cable in 2" HDPE Conduit via directional bore CR 3395 West of SH 19 and 1,266' of fiber optic cable in 2" & 4" HDPE Conduit via directional bore CR 3410 West of SH 19. Commissioner Stokes seconded. Motion carried 4 to 0.**
- (15) Discuss and consider Entrust Solution Group (Spectrum) to install 6,791' of fiber optic cable through 2" & 4" HDPE Conduit via directional bore in the ROW includes 3 road crossings CR 1050 North of SH-7 and to install 7,063' of fiber optic cable through 2" HDPE Conduit via directional Bore in the ROW for CR 1060 North of SH-7. **Commissioner Henderson made a motion to approve Entrust Solution Group (Spectrum) to install 6,791' of fiber optic cable through 2" & 4" HDPE Conduit via directional bore in the ROW includes 3 road crossings CR 1050 North of SH-7 and to install 7,063' of fiber optic cable through 2" HDPE Conduit via directional bore in the ROW for CR 1060 North of SH-7. Commissioner Stokes seconded. Motion carried 4 to 0.**
- (16) Discuss and consider changing July 22, 2025 Commissioner Court date due to North and East Texas County Judges and Commissioners Conference. **Commissioner Kitchen made a motion to change the July 22, 2025 Commissioner Court due to North and East Texas County Judges and Commissioners Conference to July 18, 2025. Commissioner Stokes seconded. Motion carried 4 to 0.**
- (17) Discuss and consider approving Memorandum of Understanding Concerning Communication and Coordination between Houston County Sheriff's Office for the Latexo 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 Latexo Independent School District Police Department. Commissioner Henderson seconded. Motion carried 4 to 0.**
- (18) Discuss and consider approving dates and locations for County Wide Trash Cleanup for 2025. **Commissioner Kitchen made a motion to approve County Wide Trash Cleanup for 2025 as follows: Precinct 1 & 2 at the Transfer Station July 5, 2025, Precinct 3 at their Precinct Yard July 12, 2025, and Precinct 4 at their Precinct Yard July 19, 2025. Commissioner Stokes and Commissioner Henderson seconded. Motion carried 4 to 0.**
- (19) Discuss and consider action on replacing damaged roof at the Houston County Senior Center from received quotes and necessary budget amendments and payment to vendor as specified in accepted quote. **Commissioner Kitchen made a motion to approve Lucas Roofing to replace damaged roof at the Houston County Senior Center at a cost of \$23,990.00 with a budget amendment to make payment from Permanent Improvement Funds to vendor as specified in accepted quote. Commissioner Henderson seconded. Motion carried 4 to 0.**

- (20) Discuss and consider action on adopting an ADA Accessibility Policy and appointing and ADA/Section 504 Coordinator. **Judge Lovell made a motion to adopt an ADA Accessibility Policy and appoint our Grants Administrator, Sheila Johnson, as ADA/Section 504 Coordinator. Commissioner Kitchen seconded. Motion carried 4 to 0.**
- (21) Discuss and consider action on adopting a Title VI/nondiscrimination policy and assurances for county services provided and appointing Title VI Coordinator. **Commissioner Kitchen made a motion to approve adopting a Title VI/nondiscrimination policy and assurances for county services provided and appoint Grants Administrator, Sheila Johnson, as Title VI Coordinator. Commissioner Henderson seconded. Motion carried 4 to 0.**
- (22) Discuss and consider action on renewing the membership with Anderson-Houston Soil & Water Conservation District #421. **No Action Taken**
- (23) Discuss and consider allowing Houston County Electric Cooperative to bore under CR 3610 located in Precinct #3 to extend power line. **Commissioner Stokes made a motion to allow Houston County Electric Cooperative to bore under CR 3610 located in Precinct #3 to extend power line. Commissioner Henderson seconded. Motion carried 4 to 0.**
- (24) 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 9:34 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: June 10, 2025