



**HOUSTON COUNTY COMMISSIONERS COURT  
MINUTES  
REGULAR MEETING  
APRIL 9, 2019**

The Commissioners' Court of Houston County met in a regular, called meeting on April 9, 2019 with the following members present, to wit:

Jim Lovell	County Judge
Gary Lovell	Commissioner, Precinct #1
Willie Kitchen	Commissioner, Precinct #2
Pat Perry	Commissioner, Precinct #3
Jimmy Henderson	Commissioner, Precinct #4

Also present:

Sharon Luker	Assistant to the County Commissioners
Jan Pigford	Administrative Assistant to the County Judge
Brittani Womack	First Assistant Houston County Auditor
Daphne Session	Houston County Attorney
Michael Molnes	Sheriff's Office (Chief Bailiff)
Clyde Black	Justice of the Peace Precinct #1
Donna Kaspar	District Attorney
Red Smith	Constable Precinct #2
Terri Meadows	Houston County Clerk

Media:

Will Johnson	Grapeland Messenger
Alton Porter	Houston County Courier

Visitors: Gwendolyn Scott, Kaylie Henderson (Kennard High School Student), Miranda Peacock (Kennard High School Student), Seth Li (Kennard High School Student), Clayton Starr (Sons of the Republic), Tony Oliver, Sr., and Karen Lenderman

(1) Welcome, Invocation and Pledges:

Judge Lovell called the meeting to order and offered up the opening prayer. Judge Lovell led the Pledge of Allegiance to the American Flag and the Texas Flag.

(2) Recognition and comments from guests:

Judge Lovell recognized the guests and asked if there were any comments. There were none.

- (3) Consider approval of prior Commissioners Court Minutes:  
Commissioner Kitchen made a motion to approve the Commissioners Court minutes from March 26, 2019. Commissioner Henderson seconded the motion. Motion carried 5 to 0.
- (4) Consider approving budget amendments:  
There were no budget amendments.
- (5) Consider payment of bills and expenses:  
a. Accounts payable  
b. Fund transfers  
c. Ratify Salary expenses  
Commissioner Kitchen made a motion to pay the bills and expenses. The motion was seconded by Commissioner Lovell. The motion carried 5 to 0.
- (6) Receive information, announcements and reports from County Departments:  
a. County Treasurer's Report  
b. Environmental Report  
c. Community Service Report presented by Constable Red Smith  
d. Tony with Johnson Controls/C & C Air Conditioning announced the need to close the courthouse by 4:00 p.m. on April 11, 2019 so they could bring the crane in to continue work on the a/c system.  
Commissioner Lovell moved to receive as information, Commissioner Kitchen seconded. Motion carried 5 to 0.
- (7) Consider approving salaries for new and/or transfer employees:  
a. Bailiff Deputy  
A motion was made by Commissioner Kitchen to approve the salary and hiring of Louis Fawcett to Full-Time Bailiff Deputy at a bi-weekly salary of \$1018.81 in pay grade 15. Commissioner Lovell seconded the motion. Motion carried 5 to 0.  
b. Intake Clerk for District Attorney's Office  
A motion was made by Commissioner Kitchen and seconded by Commissioner Lovell to approve the salary and hiring of Arnita Cavendar as Full-Time Intake Clerk in the District Attorney's Office at pay grade 13 and a bi-weekly salary of \$955.24. The motion carried 5 to 0.
- (8) Discuss and consider approving payment of compensatory, vacation and holiday time for previous County employees and necessary budget amendments.  
There were none at this time.
- (9) Discuss and consider approving County Attorney's Office continued access to Google Calendar.  
County Attorney Daphne Session asked Commissioners' Court to approve her request because this is a necessary tool that allows her office to access the calendar at work or on their phones so they can keep up to date with their office scheduling.  
Commissioner Kitchen made a motion to approve the continued access of Google Calendar in the County Attorney's Office. Commissioner Lovell seconded. Motion carried 5 to 0.

- (10) Consider adopting proclamation declaring May as Elder Abuse Prevention Awareness Month. Commissioner Kitchen moved to table because the committee is not prepared to go forward at this time. Commissioner Lovell seconded the motion. Motion carried 5 to 0.
- (11) Consider proclaiming April 21, 2019 as "San Jacinto Day" and special recognition of the Sons of the Republic of Texas. Clayton Starr, representative for the Sons of the Republic gave a very moving speech about the Battle of San Jacinto. At the conclusion of his speech Commissioner Kitchen moved to sign the Official Proclamation proclaiming April 21, 2019 as "San Jacinto Day". Commissioner Henderson seconded the motion. Motion carried 5 to 0.
- (12) Discuss and consider action on updating the Employee Handbook policies for Vacation and Holidays. Upon departure from the County an employee will only be allowed payment for a maximum of 40 hours of vacation, anything on the books over that amount will not be paid. We need to encourage our people to use their vacation time. Motion made by Commissioner Kitchen, Commissioner Lovell seconded the motion. Motion carried 5 to 0.
- (13) Discuss and consider action on rebidding a contract for the purchase of a truck for the Constable Precinct 2 due to no valid bids received. Commissioner Kitchen made a motion to rebid the contract. Commissioner Lovell seconded. Motion carried 5 to 0.
- (14) Discuss and consider changing date for first meeting of May Commissioners Court due to conflict with North and East Commissioners and Judges Association Conference. Jan Pigford, Administrative Assistant to the County Judge suggested moving the date up to May 10, 2019 at 10:00 a.m. Commissioner Lovell made a motion to move Commissioners Court from May 14, 2019 up to May 10, 2019. Commissioner Kitchen seconded. Motion carried 5 to 0.
- (15) Discuss and consider action on designating County Treasurer Janis Omelina and Chief Deputy Loyce Netardus as authorized users for the Texas Association of Counties Health and Employee Benefits Pool for Houston County. Commissioner Kitchen made a motion to designate these as authorized users. Commissioner Henderson seconded the motion. Motion carried 5 to 0.
- (16) Accept as information Houston County Appraisal District 2018 Annual Audit. Commissioner Kitchen made a motion to receive as information the Annual Audit of the Houston County Appraisal District, Commissioner Lovell seconded the motion. Motion carried 5 to 0.
- (17) Discuss and consider action on accepting the Continuing Disclosure Report for FY2018 as prepared by Hilltop Securities. First Assistant Auditor, Brittani Womack, spoke a little about this report and after the information was presented: Commissioner Kitchen made a motion to accept the report. Commissioner Henderson seconded. Motion carried 5 to 0.

(18)Accept as information change to polling location in Precinct 12 and take action to approve list of judges for the May 4, 2019 Election.

Election Administrator, Cynthia Lum, advised one of the locations was not available and that the polling place needed to be moved to New Energy Church.

Commissioner Kitchen moved to approve the change in polling location. Commissioner Lovell seconded the motion. Motion carried 5 to 0.

(19)Adjourn:

Commissioner Kitchen made the motion to adjourn. Commissioner Lovell seconded. Motion carried with everyone standing.

The meeting was adjourned.

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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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Pat Perry, Commissioner, Precinct #3

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Jimmy Henderson, Commissioner, Precinct #4

Attest:

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Terri Meadows, County Clerk