



**HOUSTON COUNTY COMMISSIONERS COURT
MINUTES
REGULAR MEETING
FEBRUARY 28, 2023**

The Commissioners' Court of Houston County met in a regular, called meeting on February 28, 2023 **in person and via zoom due to Covid**, with the following members present, to wit:

Jim Lovell	County Judge	PRESENT
Gary Lovell	Commissioner, Precinct #1	PRESENT
Willie Kitchen	Commissioner, Precinct #2	PRESENT
Gene Stokes	Commissioner, Precinct #3	ABSENT
Jimmy Henderson	Commissioner, Precinct #4	ABSENT

County Officials/Employees in person:

Sharon Luker	Administrative Assistant to Commissioners
Terri Meadows	County Clerk
Melissa Jeter	County Auditor
Jan Pigford	Administrative Assistant to the County Judge
Carl Johnson	Facilities Administrator
Janis Omelina	County Treasurer
Randy Hargrove	Sheriff
Todd McConnell	IT
Laura Goolsby	District Clerk
Daphne Session	County Attorney
Kris Dyches	Insurance Coordinator
Sheila Johnson	Grants Administrator

County Officials/Employees by Zoom:

Brittani Womack	1 st Assistant Auditor
Heath Murff	Emergency Management
Laronica Wooten-Smith	Tax Assessor Collector
Jerrold Vickers	Sheriff's Office

Media:

Greg Ritchie - Messenger
Jan White – Courier (Zoom)

Visitors: None

- (1) Welcome, Invocation and Pledges:
Judge Lovell called the meeting to order at 10:00 a.m., Commissioner Lovell led 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 moved to approve the Commissioners Court Minutes from February 14, 2023. Commissioner Kitchen seconded. Motion carried 3 to 0.
- (4) Consider approving budget amendments. **Commissioner Lovell made a motion to approve the Budget Amendments as presented. Commissioner Kitchen seconded. Motion carried 3 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 Kitchen. The Motion carried 3 to 0.**
- (6) Receive information, announcements and reports from County Departments:
 - a. County Treasurers Report
 - b. Compensatory Report
 - c. Hotel Occupancy Tax Report**Commissioner Kitchen moved to receive the County Treasurers Report, Compensatory Report and Hotel Occupancy Tax Report as information. Commissioner Lovell seconded. Motion carried 3 to 0.**

**At this time Judge Lovell announced that we would take up Item 10 before taking up Item 7a

- (7) Consider approving salaries for new and/or transfer employees:
 - a. Part-time District Court Coordinator – Indigent Defense
Commissioner Kitchen made a motion to approve hourly salary of \$20.61 in pay grade 20 for Sandy Powell as Temporary Part-Time District Court Coordinator – Indigent Defense effective 2/27/23. Commissioner Lovell seconded the motion. Motion carried 3 to 0.
 - b. Sheriff's Office Promotion: Deputy to Patrol Sergeant
Commissioner Lovell made a motion to approve the salary for promotion of Mark Simon of \$1,703.14 in pay grade 23 because he moved from deputy to Patrol Sergeant effective 2/13/23. Commissioner Kitchen seconded. Motion carried 3 to 0.
 - c. Sheriff's Office Promotion: Patrol Sergeant
Commissioner Lovell made a motion to approve the salary for promotion of John Catoe from Patrol Sergeant because his current bi-weekly was below salary range and this increase to \$1,659.38 will bring him up to base pay in pay grade 23 effective 2/13/23. Commissioner Kitchen seconded. Motion carried 3 to 0.

d. Full time – Deputy

Commissioner Lovell made a motion to approve salary of \$1,582.28 in pay grade 20 for Jeff Dean as Full-time Deputy at the Houston County Sheriff's Office effective March 16, 2023. Commissioner Kitchen seconded. Motion carried 3 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 to approve payment of compensatory, and vacation time for County employees with necessary budget amendments for Alan Keith Davis, Jailer, \$491.40 and Gene Osborn, Deputy, \$1,994.68. Commissioner Lovell seconded. Motion carried 3 to 0.**
- (9) Discuss and consider declaring received information as surplus inventory and approving transfers between departments. **NONE**
- (10)**This item was taken up before Item 7:
Discuss and consider approving budget amendment to hire part-time temporary District Court Coordinator. **Commissioner Kitchen made a motion to approve a budget amendment from Contingency to new line item to hire part-time temporary District Court Coordinator during the absence of the District Court Coordinator in order to comply with Indigent Defense standards so our funding will not be affected. Commissioner Lovell seconded motion. Motion carried 3 to 0.**
- (11)Discuss and consider request for additional line Item in the Sheriff's Office Budget for Hosting Training and necessary budget amendments. **Commissioner Kitchen made a motion approve an additional line item and necessary budget amendments in the Sheriff's Office Budget for Hosting Training. Commissioner Lovell seconded. Motion carried 3 to 0.**
- (12)Discuss and consider approving budget amendment to purchase/rent Country Pure water machine with two bottles per month in the amount of \$44.97 for JP #1 lobby. **PASS**
- (13)Receive as information the Racial Profiling reports from Houston County Law Enforcement agencies. **Commissioner Kitchen made a motion to receive as information the Racial Profiling Reports from Houston County Law Enforcement Agencies. Commissioner Lovell seconded the Amended Motion. Motion carried 3 to 0.**
- (14)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) 2013 Kenworth T800 Truck VIN #9309 for **Road and Bridge Precinct 1** from Vulcraft Carrier Corp. *Total \$20,000.00. **Commissioner Lovell made a motion to approve purchase and authorize payment of (1) 2013 Kenworth T800 Truck VIN #9309 for Road and Bridge Precinct 1 from Vulcraft Carrier Corp. *Total \$20,000.00. Commissioner Kitchen seconded. Motion carried 3 to 0.**
- (b) Approve purchase and authorize payment of (1) 2006 Kenworth W900 Truck VIN #3031 for **Road and Bridge Precinct 4** from Morgan Logistic Solutions *Total \$48,000.00. **Commissioner Kitchen made a motion to approve purchase and authorize payment of (1) 2006 Kenworth W900 Truck VIN #3031 for Road and Bridge Precinct 4 from Morgan Logistic Solutions *Total \$48,000.00. Commissioner Lovell seconded. Motion carried 3 to 0.**

(15) Discuss and consider adopting a Memorandum of Understanding between Kennard ISD regarding their Police Department and the Houston County Sheriff's Office. **Commissioner Lovell made a motion to adopt a Memorandum of Understanding between Kennard ISD regarding their Police Department and the Houston County Sheriff's Office. Commissioner Kitchen seconded. Motion carried 3 to 0.**

(16) Adjourn. **Judge Lovell made a motion for the Commissioners Court Meeting to Adjourn. The motion carried by everyone rising and leaving the meeting at 10:20 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