



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

The Commissioners' Court of Houston County met in a regular, called meeting on March 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	PRESENT
Jimmy Henderson	Commissioner, Precinct #4	PRESENT

County Officials/Employees in person:

Terri Meadows	County Clerk
Todd McConnell	IT
Laura Goolsby	District Clerk
Sharon Luker	Administrative Assistant to the Commissioners
Melissa Jeter	County Auditor
Jan Pigford	Administrative Assistant to the County Judge
Kris Dyches	Insurance Coordinator
Sheila Johnson	Grants Administrator
Carl Johnson	Facilities Administrator

County Officials/Employees by Zoom:

Brittani Womack	1 st Assistant Auditor
Laronica Wooten-Smith	Tax Assessor Collector
Meagan Frizzell	911 Addressing
Heath Murff	Emergency Management
Cynthia Lum	Elections Administrator

Media:

Greg Ritchie - Messenger
Jan White – Courier (Zoom)

Visitors: Queen Handy (American Red Cross)

(1) Welcome, Invocation and Pledges:

Judge Lovell called the meeting to order at 10:01 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 Henderson moved to approve the Commissioners Court Minutes from March 14, 2023. Commissioner Lovell seconded. Motion carried 5 to 0.
- (4) Consider approving budget amendments. **Commissioner Kitchen made a motion to approve a Budget Amendments as presented in the packet. Commissioner Henderson 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 Stokes. The Motion carried 5 to 0.**
- (6) Receive information, announcements and reports from County Departments:
 - a. County Treasurers Report (Not Available)
 - b. Compensatory Report
 - c. Sheriff's Report**Commissioner Lovell moved to receive the Compensatory Report and the Sheriff's Report as information. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (7) Consider approving salaries for new and/or transfer employees:
 - a. Part-time Heavy Equipment Operator, Precinct 1**Commissioner Lovell made a motion to approve hourly pay of \$15.48 in pay grade 17 for Gregg McKinney as Part-Time Heavy Equipment Operator Pct. #1 effective 3/28/23. Commissioner Kitchen seconded the motion. Motion carried 5 to 0.**
- (8) Discuss and consider approving payment of compensatory, and vacation time for County employees and necessary budget amendments. **NONE**
- (9) Discuss and consider declaring received information as surplus inventory and approving transfers between departments. **NONE**
- (10) Discuss and consider accepting the following items as donation from DETCOG to Office of Emergency Management:
 - a. Dell PowerEdge T430 (GIS Server)
 - b. Trimble FeoXM Geo Explorer 2008 Series 70950-50**Commissioner Kitchen made a motion to accept the donation from DETCOG of a Dell PowerEdge T430 (GIS Server) and Trimble FeoXM Geo Explorer 2008 Series 70950-50 to**

Office of Emergency Management. Commissioner Stokes seconded motion. Motion carried 5 to 0.

(11) Discuss and consider Orders concerning the Houston County Veterans Service Officer:

- a. Resignation of current VSO
- b. Appointment of new VSO

Commissioner Kitchen made a motion to replace Dusten Persons, County Veterans Service Officer by appointing Michael Robert Maiden effective 3/28/23 as the new County Veterans Service Officer. Commissioner Stokes seconded. Motion carried 5 to 0.

(12) Consider adopting proclamation designating the month of April as "Fair Housing Month".

Commissioner Kitchen made a motion to adopt a proclamation designating the month of April as "Fair Housing Month". Commissioner Henderson seconded. Motion carried 5 to 0.

(13) Consider adopting proclamation designating the month of April as "County Government Month" and set date for County Picnic. **Commissioner Kitchen made a motion to adopt proclamation designating the month of April as "County Government Month" and set the date for County Picnic on April 28, 2023. Commissioner Lovell seconded the motion. Motion carried 5 to 0.**

(14) Consider adopting proclamation designating the month of March as "Red Cross Month".

Commissioner Lovell made a motion to adopt proclamation designating month of March as "Red Cross Month". Commissioner Stokes seconded. Motion carried 5 to 0.

(15) Discuss and consider accepting the donation of \$1,250.00 from B & N Logging, LLC for improvements to County Road 4035 located in Precinct 3. **Commissioner Stokes made a motion to accept a donation of \$1,250.00 from B & N Logging, LLC for improvements to County Road 4035 located in Precinct 3. Commissioner Henderson seconded. Motion carried 5 to 0.**

(16) Discuss and consider action on the County Depository Contract to:

- a. Renew for an additional 2 years and negotiate interest rates and terms with Citizens National Bank OR
- b. Advertise to accept bids for a contract of the deposits of County's Public Funds

Commissioner Kitchen made a motion to designate the Investment Committee to negotiate interest rates and terms with Citizens National Bank. Commissioner Henderson seconded. Motion carried 5 to 0.

(17) Discuss and consider action on advertising to accept bids for the period May 1, 2023 through April 30, 2024:

- a. Delivery of Road Materials to County Precincts Barns and Road locations. **Commissioner Lovell made a motion to approve advertising to accept bids for the period May 1, 2023 through April 30, 2024 with changes on page 9 to include minimum of 20 tons and not taking bids for bobtails. Commissioner Kitchen seconded. Motion carried 5 to 0.**
- b. Gas and Diesel for county vehicles and equipment.
- c. Airport fuel (AV Gas)

Commissioner Kitchen made a motion to advertise to accept bids for the period of May 1, 2023 through April 30, 2024 for Gas and Diesel for county vehicle and equipment AND Airport fuel (AV Gas). Commissioner Stokes seconded. Motion carried 5 to 0.

(18) Discuss and consider action on advertising to accept bids for improvements within Precinct 4 to CR 1075, 1070, 1135, 1170, 1190 and 1155 using ARPA funding::

- a. Regular Base Road Materials
- b. Delivery of Road Materials

Commissioner Kitchen made a motion to approve advertising to accept bids for improvements within precinct 4 to CR 1075, 1070, 1135, 1170, 1190 and 1155 of Regular Base Road Materials and Delivery of Road Materials using ARPA funding. Commissioner Stokes seconded. Motion carried 5 to 0.

(19) Discuss and consider action to adopt resolutions for the federal off-system bridge program administered by Texas Department of Transportation to replace or rehabilitate structurally deficient and functionally obsolete bridges located on public roads and street off the designed highway and to approve Advance Funding Agreements for:

- a. CR 4700 @ Lee Creek (NBI#11-114-0-AA01-76-002)
- b. CR 2065 @ Hurricane Bayou Relief (NBI#11-114-0-AA02-43-001)
- c. CR 2065 @ Hurricane Bayou (NBI#11-114-0-AA02-43-002)
- d. CR 4050 @ Harts Creek Tributary (NBI#11-114-0-AA03-95-001)

Commissioner Kitchen made a motion to adopt resolutions for the federal off-system bridge program administered by Texas Department of Transportation to replace or rehabilitate structurally deficient and functionally obsolete bridges located on public roads and street off the designed highway and to approve Advance Funding Agreements for:

**CR 4700 @ Lee Creek (NBI#11-114-0-AA01-76-002),
CR 2065 @ Hurricane Bayou Relief (NBI#11-114-0-AA02-43-001),
CR 2065 @ Hurricane Bayou (NBI#11-114-0-AA02-43-002),
CR 4050 @ Harts Creek Tributary (NBI#11-114-0-AA03-95-001).
Commissioner Lovell seconded. Motion carried 5 to 0.**

(20) Discuss and consider action on application requests for the Hotel Occupancy Tax Fund and agreement with:

- a. Pineywoods Fine Arts Association for the Little Texas Concert to be held on April 15, 2023 at the Crockett Civic Center. **Commissioner Kitchen made a motion to approve application request for Hotel Occupancy Tax Funds in the amount of \$1000 to Pineywoods Fine Arts Association for the Little Texas Concert to be held on April 15, 2023 at the Crockett Civic Center.**
- b. Blues in the Pines to be held at the outdoor Sallas Auditorium @ the Houston County Visitors Center 101 1st St. Crockett, Texas on April 22, 2023. **Commissioner Henderson made a motion to approve application request for Hotel Occupancy Tax Funds in the amount of \$1000 to Blues in the Pines to be held at the outdoor Sallas Auditorium @ the Houston County Visitors Center 101 1st St. Crockett, Texas on April 22, 2023. Commissioner Kitchen seconded. Motion carried 5 to 0.**

(21) Discuss and consider action on approving the updated application process and forms for distribution from the Hotel Occupancy Tax Funds. **Commissioner Lovell made a motion to approve the updated application process and forms for distribution from the Hotel Occupancy Tax Funds. Commissioner Stokes seconded. Motion carried 5 to 0.**

(22) Receive as information the FY 2022 Houston County Juvenile Probation Audit as prepared by Todd, Hamaker & Johnson. **Commissioner Lovell made a motion to receive as information the**

FY 2022 Houston County Juvenile Probation Audit as prepared by Todd, Hamaker & Johnson. Commissioner Kitchen seconded. Motion carried 5 to 0.

(23) Discuss and consider action on submitting to request building and mobile equipment renewal insurance to the Texas Association of Counties for the period July 1, 2023 through June 30, 2024. **Commissioner Henderson made a motion to approve submitting to request building and mobile equipment renewal insurance to the Texas Association of Counties for the period July 1, 2023 through June 30, 2024. Commissioner Stokes seconded. Motion carried 5 to 0.**

****Judge Lovell left the room at 11:17 a.m. and Commissioner Kitchen took over the meeting**

(24) Discuss and receive as information the FY 2022 Disclosure financial report as required by the Municipal Securities Rulemaking Board pursuant to SEC Rule 15c2-12. **Commissioner Lovell made a motion to receive as information the FY 2022 Disclosure financial report as required by the Municipal Securities Rulemaking Board pursuant to SEC Rule 15c2-12. Commissioner Henderson seconded. Discussion – Melissa Jeter, County Auditor, went through report and gave explanation and understanding and answered questions. Commissioner Kitchen called for the vote and the motion carried 4 to 0.**

(25) Receive as information the Law Enforcement Officer Standards and Education (LEOSE) Fund Allocation Revenue and expense reports for all offices for FY 2023. **Commissioner Lovell made a motion to receive as information the Law Enforcement Officer Standards and Education (LEOSDE) Fund Allocation Revenue and Expense Reports for all offices for FY 2023. Commissioner Henderson seconded. Motion carried 4 to 0.**

(26) Discuss and consider taking action to approve grant application and Resolution on the County Attorney's Office request for the FY 2024-2025 Crime Victim Services Grant through the Office of the Attorney General of Texas. **Commissioner Lovell made a motion and Commissioner Henderson seconded to approve grant application and Resolution on the County Attorney's Office request for the FY 2024-2025 Crime Victim Services Grant through the Office of the Attorney General of Texas. Motion carried 4 to 0.**

(27) Discuss and consider action on authorizing the following items through the American Rescue Plan Act (ARPA) Grant Fund and necessary budget amendments.

A. Approve purchase from Southern Computer Warehouse for (1) Dell PowerEdge R650xs Rack Server and supporting software for the Houston County IT Department * Total \$22,990.19. Commissioner Henderson made a motion to approve purchase from Southern Computer Warehouse for (1) Dell PowerEdge R650xs Rack Server and supporting software for the Houston County IT Department * Total \$22,990.19. Commissioner Stokes seconded. Motion carried 4 to 0.

B. Approve contract with Total Restoration to clean air conditioning ductwork and vents in the Old Jail and approve payment terms per contract * Total \$11,844.98. Commissioner Lovell made a motion to approve contract with Total Restoration to clean air conditioning ductwork and vents in the Old Jail and approve payment terms per contract * Total \$11,844.98. Commissioner Stokes seconded. Motion carried 4 to 0.

****Judge Lovell returned to the courtroom at 11:21 a.m.**

- C. Approve contract with Lucas Roofing to remove old smoke purge system and cap remaining penetration holes on the roof of the **Old Jail** and approve payment terms per contract * Total \$10,000.00. **Commissioner Stokes made a motion to approve contract with Lucas Roofing to remove old smoke purge system and cap remaining penetration holes on the roof of the Old Jail and approve payment terms per contract *Total \$10,000.00. Commissioner Henderson seconded. Motion carried 5 to 0.**
- D. Discuss and consider action on the selection of a company from received quotes to clean County Clerk records stored in the basement of the **Courthouse** and approve payment terms per contact. **Commissioner Henderson made a motion to approve Total Restoration to clean County Clerk Records stored in the basement of the Courthouse and approve payment terms per contract * Total \$40,325.09. Commissioner Stokes seconded. Motion carried 5 to 0.**

(28) Discuss and consider the purchase of Two (2) tables for the District Courtroom and necessary budget amendments. \$1,430.00 delivery and installation included. Quote is attached. **Commissioner Lovell made a motion to approve purchase of Two (2) tables for the District Courtroom in the amount of \$1,430.00 with delivery and installation included. Commissioner Kitchen seconded. Commissioner Lovell amended the motion to pay for this purchase through American Rescue Plan Act (ARPA) Grant Fund. Commissioner Kitchen seconded the amended motion. Carried 5 to 0.**

(29) Discuss and consider action to accept the direct share of the Opioid Settlement Allocation and designate uses with necessary budget amendments. **Commissioner Kitchen made a motion to accept the share of the Opioid Settlement Allocation and designate allocating it to the General Fund. Commissioner Henderson seconded. *Melissa Jeter, County Auditor, shared that we have currently received \$24,689.27.* 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 11:30 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