



**HOUSTON COUNTY COMMISSIONERS COURT  
MINUTES  
REGULAR MEETING  
APRIL 25, 2023**

The Commissioners' Court of Houston County met in a regular, called meeting on April 25, 2023 **in person and via zoom due to Covid**, with the following members present, to wit:

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

County Officials/Employees in person:

Terri Meadows	County Clerk
Todd McConnell	IT
Carl Johnson	Facilities Administrator
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
Joel Martin	Bailiff
Sarah Clark	CCL Judge
Cynthia Lum	Elections Administrator
Daphne Session	County Attorney
Sheila Johnson	Grants Administrator
Randy Hargrove	Sheriff

County Officials/Employees by Zoom:

Brittani Womack	1 <sup>st</sup> Assistant Auditor
Laronica Wooten-Smith	Tax Assessor Collector
Heath Murff	Emergency Management

Media:

Greg Ritchie - Messenger

Visitors: Jack Currie (Jack Currie Trucking)

- (1) Welcome, Invocation and Pledges:  
**Judge Lovell called the meeting to order at 9:01 a.m., he led the opening prayer followed by 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 April 11, 2023. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (4) Consider approving budget amendments. **Commissioner Kitchen made a motion to approve budget amendments as presented. Commissioner Lovell 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 Kitchen. The Motion carried 5 to 0.**
- (6) Receive information, announcements and reports from County Departments:
  - a. County Treasurers Report
  - b. Compensatory Report
  - c. Sheriff's Report**Commissioner Lovell moved to receive the County Treasurers Report, Compensatory Report, and Sheriff's Report as information. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (7) Consider approving salaries for new and/or transfer employees.
  - a. Grand Jury Clerk – Salary Modification **Commissioner Kitchen made a motion to approve 6 month raise of Kristen Wells, Grand Jury Clerk in the DA's Office raising her bi-weekly pay from \$1,343.00 to \$1,423.58 in pay grade 17 effective April 25, 2023. Commissioner Stokes seconded. Motion carried 5 to 0.**
  - b. Jailer – Full-time to Part-time **Commissioner Lovell made a motion to approve the change in pay for Alfred (AC) Rains from Jailer Full-time to Part-time and setting hourly pay at \$17.27 in pay grade 17 effective May 1, 2023. Commissioner Kitchen seconded. Motion carried 5 to 0.**
  - c. Dispatcher – Hire Part-time **Commissioner Henderson made a motion to approve Part-time pay of Sandra Rodriguez, Dispatcher, at \$14.74 an hour in pay grade 16 effective April 25, 2023. Commissioner Stokes seconded. Motion carried 5 to 0.**
  - d. Jailer – Probationary to Certified
  - e. Jailer – Probationary to Certified **Commissioner Lovell made a motion to approve the by-weekly pay increase to Ethan Miller, Jailer, from \$1,282.07 to \$1,346.17 in pay grade 17, effective April 25, 2023 and bi-weekly pay increase to Weston Reeves, Jailer, from \$1,282.07 to \$1,346.17 in pay grade 17 effective April 25, 2023. The**

**Auditor announced that Weston Reeves is already being paid at the \$1,346.17 bi-weekly. Commissioner Kitchen seconded. Motion carried 5 to 0.**

- f. Dispatcher – Salary Modification
  - g. Dispatcher – Salary Modification
  - h. Dispatcher – Salary Modification **Commissioner Lovell made a motion to approve the bi-weekly pay increase of Dispatchers Elizabeth Bridges, Reanna Meadows, and Brooke Steubing from \$1,176.11 to \$1,179.29 in pay grade 16 effective April 25, 2023. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (8) Accept as information the appointment and salary order for the Official Court Reporter for the Houston County Court at Law. **Commissioner Lovell made a motion to receive as information the appointment and salary order for the Official Court Reporter for the Houston County Court at Law appointing Patricia Schulz and setting the annual salary at \$67,441.61 plus longevity pay per annum. Commissioner Kitchen seconded. Motion carried 5 to 0.**
- (9) Discuss and consider approving payment of compensatory, and vacation time for County employees and necessary budget amendments. **NONE**
- (10) Discuss and consider approving Digital Imaging Agreement with Family Search International and the Houston County Clerk at no cost to the county. **Commissioner Kitchen made a motion to approve Digital Imaging Agreement with Family Search International and the Houston County Clerk at no cost to the county. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (11) Receive as information installation of pole-mounted power supply cabinets as part of the deployment of fiberbased broadband service offered by Spectrum brand to be located in Precinct 2 at:
- a. CR 2140
  - b. CR 2055 **Commissioner Kitchen made a motion to receive as information installation of pole-mounted power supply cabinets as part of the deployment of fiberbased broadband service offered by Spectrum brand to be located in Precinct 2 on CR 2140 and CR 2055. Commissioner Henderson seconded motion. Commissioner Kitchen stated that he believes this is a part of the Federal Project through ARPA funds to bring broadband to rural areas and it is the very beginning of a much larger project. Motion carried 5 to 0.**
- (12) Discuss and consider appointing a new member to the Houston County Historical Commission. **Commissioner Kitchen made a motion to approve appointment of Lee Wells as a new member to the Houston County Historical Commission. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (13) Discuss and consider accepting a donation from Steely Lumber Company of \$3,600.00 for improvements to CR 4065 in Precinct 3. **Commissioner Stokes made a motion to accept a donation from Steely Lumber Company of \$3,600.00 for improvements to CR 4065 in Precinct 3. Commissioner Kitchen seconded. Motion carried 5 to 0.**
- (14) Discuss and consider moving Precinct 8's voting precinct line to encompass the Percilla Community Church as per election code 42.031a. **Commissioner Lovell made a motion to approve moving Precinct 8's voting precinct line to encompass the Percilla Community Church as per election code 42.031a. Commissioner Kitchen seconded. Motion carried 5 to 0.**

(15) Discuss and consider accepting the donation of 35 totem poles from the Harris County Elections Administrations Surplus Inventory. They are valued at \$125.00 each when purchased new. **Commissioner Kitchen made a motion to accept the donation of 35 totem poles from the Harris County Elections Administrations Surplus Inventory; valued at \$125.00 each when purchased new. Commissioner Henderson seconded. Motion carried 5 to 0.**

(16) Discuss and consider approving payment to Lucas Roofing for repairs and necessary budget amendments:

- a. Repair leak in Southeast corner of Tax Office roof for \$2,490.00.
- b. Repair leak in Southwest corner of Annex roof for \$1,990.00.

**Commissioner Kitchen made a motion to approve payment to Lucas Roofing for repairs and necessary budget amendments to:**

**Repair leak in Southeast corner of Tax Office roof for \$2,490.00.**

**Repair leak in Southwest corner of Annex roof for \$1,990.00.**

**Commissioner Stokes seconded. Motion carried 5 to 0.**

(17) Discuss and consider authorizing the purchase of three iPad Tablets and monthly wireless service subscriptions thru AT&T for the Houston County Fire Marshal's Office and necessary budget amendments. **Commissioner Kitchen made a motion to authorize the purchase of three iPad Tablets and monthly wireless service subscriptions thru AT&T for the Houston County Fire Marshal's Office and necessary budget amendments. Commissioner Lovell seconded. Motion carried 5 to 0.**

(18) Discuss and consider action on authorizing the following items through the American Rescue Plan Act (ARPA) Grant Fund for Precinct 2 and necessary budget amendments:

- a. Approve the purchase and payment for upgraded mounted bracket equipment for the previously approved Tiger RTD50D Boom Mower total \$12,705.09. **Commissioner Lovell made a motion to authorize the purchase and payment for upgraded mounted bracket equipment for the previously approved Tiger RTD50D Boom Mower for a total of \$12,705.09 with budget amendment to be paid through the American Rescue Plan Act (ARPA) Grant Fund for Precinct 2. Commissioner Stokes seconded. Motion carried 5 to 0.**

(19) Discuss and consider action on advertising to accept bids to apply a one-course surface treatment, (Seal Coat) to Meadowview Rd., Briargrove Rd., & Creekwood Rd. in Precinct 4 using ARPA funds. **Commissioner Henderson made a motion to advertise to accept bids to apply a one-course surface treatment, (Seal Coat) to Meadowview Rd., Briargrove Rd., & Creekwood Rd. in Precinct 4 using ARPA funds. Commissioner Kitchen seconded. Motion carried 5 to 0.**

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

- a. Road Material Hauling – per loaded mile
- b. Road Material Hauling – per hour.

**Commissioner Henderson made a motion to consider a and b together for Contract period May 1, 2023 – April 30, 2024 and award Bidder #1 Garry Kellum Trucking to Precinct 1 and Precinct 3 Hauling/Delivery Rate per mile 0.1855, Rate per hour \$115.00 AND Bidder # 5 Womack Trucking to Precinct 2 Rate per mile 0.21, Rate per hour \$100.00 AND Bidder #5 Womack Trucking to Precinct 4 Rate per mile 0.18, Rate per hour \$100.00. Commissioner Lovell seconded the motion. Motion carried 5 to 0.**

- c. Gas & Diesel – Bulk fuel delivery to Precincts and Environmental Officer
- d. Gas & Diesel – At the pump for County authorized fleet.
- e. AV Gas for County Airport

**Commissioner Lovell made a motion to consider c, d, and e together and award Crockett Farm and Fuel the contract for May 1, 2023 – April 30, 2024 : the Gas & Diesel – Bulk fuel delivery to Precinct Barns and Environmental Officer tank - Mark up: \$0.44/gallon (OPIS Direct Costs \$1,957.16), Bulk diesel delivered to Precinct Barns and Environmental Officer tank (Off Road – HS) - Mark Up: \$0.24/gallon (OPIS Direct Costs \$1,957.16), Bulk diesel delivered to Precinct Barns and Environmental Officer tank (On Road – LS) - Mark up: \$0.44/gallon (OPIS Direct Costs \$1,957.16). Gas and Diesel – At the pump for County authorized fleet at Mark up: \$0.44/gallon (OPIS Direct Costs \$1,957.16). AV Fuel – Houston County Airport Gas low lead 100 Aviation Fuel: Price at Terminal \$3.351, Mark up: \$0.115/gallon, Taxes Required: .3959, Total: \$3.861 (OPIS Direct Costs \$1,957.16). Commissioner Kitchen seconded the motion. Motion carried 5 to 0.**

- f. Road Material for Precinct 4 ARPA road project.
- g. Road Material Hauling per hour and per loaded mile for Precinct 4 ARPA road project.

**Commissioner Henderson made a motion to reject the bid for road material for Precinct 4 ARPA road project and road material hauling per hour and per loaded mile for Precinct 4 ARPA road project and go out again for bids. Commissioner Kitchen seconded the motion. Motion carried 5 to 0.**

(21) Discuss and consider action on contracts for departments at the Houston County Armory Building:

- a. Adding a contract with Vyve for internet access for Emergency Management and 911 addressing.
- b. Canceling contract with Vyve for cable access for Emergency Management.
- c. Canceling contract with Windstream for phone services previously transferred to Vyve and internet service still in service for Emergency Management 911 addressing.

**Commissioner Kitchen made a motion to add a contract with Vyve for internet access for Emergency Management and 911 addressing, cancel contract with Vyve for cable access for Emergency Management, and cancel contract with Windstream for phone services previously transferred to Vyve and internet service still in service for Emergency Management and 911 addressing. Commissioner Henderson seconded. Motion carried 5 to 0.**

(22) Discuss and consider action on advertising to accept proposals for County Employee and County Retiree health insurance. **Commissioner Stokes made a motion to advertise to accept proposals for County Employee and County Retiree health insurance. Commissioner Henderson seconded. Motion carried 5 to 0.**

(23) Discuss and consider approval of a security agreement to be utilized on a case by case basis as necessary to provide security services to assist the Houston County Sheriff's Office and Jail and necessary budget amendments.

- a. Badgehire Security Services
- b. Rollkall
- c. Off Duty Officer, Inc.

**Commissioner Kitchen made a motion to approve a security agreement with Badgehire Security Services, as suggested by Sheriff Hargrove, to be utilized on a case by case basis as necessary, to provide security services to assist the Houston County Sheriff's Office and Jail**

**with necessary budget amendments, and if Sheriff's Office Deputies are hired off-duty they will not drive county vehicles to the job. Commissioner Lovell seconded. Motion carried 5 to 0.**

**(24)Adjourn. Judge Lovell made a motion for the Commissioners Court Meeting to Adjourn. The motion carried by everyone rising and leaving the meeting at 10:02 a.m.**

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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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Gene Stokes, Commissioner, Precinct #3

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Jimmy Henderson, Commissioner, Precinct #4

Attest:

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Terri Meadows, County Clerk