



**HOUSTON COUNTY COMMISSIONERS COURT
MINUTES
REGULAR MEETING
MAY 23, 2023**

The Commissioners' Court of Houston County met in a regular, called meeting on May 23, 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
Heath Murff	Emergency Management
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
Sheila Johnson	Grants Administrator
Laronica Wooten-Smith	Tax Assessor Collector
Donna Kaspar	District Attorney
Cynthia Lum	Elections Administrator
Mike Maiden	Veteran's Officer

County Officials/Employees by Zoom:

Meagan Frizzell	9-1-1 Addressing
Ronnie Jordan	JP Precinct 2

Media:

Greg Ritchie - Newspaper

Visitors: Ray Vann (Ray T Vann and Associates), Charlene Martin (Adult Protective Services)

- (1) Welcome, Invocation and Pledges:
Judge Lovell called the meeting to order at 9:01 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 Lovell moved to approve the Commissioners Court Minutes from May 9, 2023. Commissioner Henderson seconded. Motion carried 4 to 0.

****Commissioner Kitchen joined the meeting at 9:03 a.m.**
- (4) Consider approving budget amendments. **Commissioner Lovell made a motion to approve the budget amendments as presented. 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. Treasurer's Report (not available)
 - b. Compensatory Report**Commissioner Henderson moved to receive the Compensatory Report as information. Commissioner Stokes seconded. Motion carried 5 to 0.**
***Judge Lovell mentioned Tamara (Maintenance) and the fall she took at the Courthouse, and cautioned everyone to work safely.**
- (7) Consider approving salaries for new and/or transfer employees.
 - a. Part-Time Driver for Meals on Wheels **Commissioner Kitchen made a motion to approve the salary of Jeannith Belanger of \$12.13 per hour in pay grade 12 as Part-Time Driver for Meals on Wheels effective May 23, 2023. Commissioner Stokes seconded. Motion carried 5 to 0.**
 - b. Two Part-Time Equipment Operators for Precinct 1. **Commissioner Lovell moved to approve the salary of Fred Pyeatt and Billy Riemenschneider of \$15.38 per hour in pay grade 17 as Part-Time Equipment Operator in Precinct 1 effective May 23, 2023. Commissioner Henderson seconded. Motion carried 5 to 0.**
 - c. Six month pay raise for Insurance Coordinator **Commissioner Kitchen made a motion to approve the six month pay raise of Insurance Coordinator Kris Dyches from \$1350.00 to \$1424.00 bi-weekly in pay grade 17 effective May 28, 2023. Commissioner Henderson seconded. 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) Receive as information certification from Department of Veterans Affairs presented to Michael Maiden for completion of Training, Responsibility, Involvement and Preparation of Claims (TRIP) Program. **Commissioner Kitchen made a motion to receive as information certification from Department of Veterans Affairs presented to Michael Maiden for completion of Training, Responsibility, Involvement and Preparation of Claims (TRIP) Program. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (10) Discuss and consider 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 Lovell seconded. Motion carried 5 to 0. Charlene Martin, Adult Protective Services Supervisor, was on hand to receive the Proclamation.**
- (11) Receive as information installation of pole-mounted power supply cabinets as part of the deployment of fiber based broadband service offered by Spectrum brand to be located in Precinct 2 at CR 2280, North of CR 2270. **Commissioner Kitchen made a motion to receive as information installation of pole-mounted power supply cabinets as part of the deployment of fiber based broadband service offered by Spectrum brand to be located in Precinct 2 at CR 2280, North of CR 2270. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (12) Discuss and consider approving the purchase of an upgraded Sound System thru Sound Techs for both the District Courtroom and the County Court at Law Courtroom with possible funding thru the ARPA Grant Fund and necessary budget amendments. **Commissioner Kitchen made a motion to approve the purchase of an upgraded Sound System thru Sound Techs for both the District Courtroom and the County Court at Law Courtroom and that after every effort to get at least 3 quotes had been exhausted to meet our purchasing policy that this be approved and funds are to come from ARPA with necessary budget amendments. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (13) Discuss and consider approval of a package containing resolutions, policies, proclamations and plans as required by the Texas Department of Agriculture related to TxCDBG Contract no. CDV21-0354. **Commissioner Kitchen made a motion to approve the package containing resolutions, policies, proclamations and plans as required by the Texas Department of Agriculture related to TxCDBG Contract no. CDV21-0354. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (14) Discuss and consider action on authorizing the following item through the American Rescue Plan Act (ARPA) Grant Fund and necessary budget amendments;
- a. For the purchase of a new 4 door 4WD ½ ton Pick-up for the Office of Emergency Management and Fire Marshal through advertising to accept sealed bids as required under LGC 262.023. **Commissioner Kitchen made a motion to authorize the purchase of a new 4 door 4WD ½ ton Pick-up through American Rescue Plan Act (ARPA) Grant Fund for the Office of Emergency Management and Fire Marshal through advertising to accept sealed bids as required under LGC 262.023 and necessary budget amendments. Commissioner Lovell seconded. Motion carried 5 to 0.**

- (15) Discuss and consider taking action to approve the Allergan Texas Settlement and execute the Settlement participation and release forms regarding settlement offers in the matter of Texas opioid multi-district litigation for the County in the matter of County of Houston v. Purdue Pharma L.P. et al. ***Donna Kaspar, District Attorney spoke briefly about this and said the pay-out is scheduled to be \$9400.00 and there will be another settlement in the future that she will apply for.*** Commissioner Kitchen made a motion to approve the Allergan Texas Settlement and execute the Settlement participation and release forms regarding settlement offers in the matter of Texas opioid multi-district litigation for the County in the matter of County of Houston v. Purdue Pharma L.P. et al. Commissioner Stokes seconded. Motion carried 5 to 0.
- (16) Discuss and consider accepting the donation from Masters Timber, L.L.C. in the amount of \$6,000.00 for improvements to CR 1050, CR 1060 and CR 1065 in Precinct 4. **Commissioner Henderson made a motion to accept the donation from Masters Timber, L.L.C. in the amount of \$6,000.00 for improvements to CR 1050, CR 1060 and CR 1065 in Precinct 4. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (17) Receive as information and discuss the Texas Association of Counties 2023-2024 Property Insurance coverage renewal policy. **Commissioner Kitchen made a motion to receive as information the Texas Association of Counties 2023-2024 Property Insurance coverage renewal policy. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (18) Discuss and consider accepting a donation of Rebar valued at \$4,500.00 from Nucor Steel for shop building in Precinct 1. **Commissioner Lovell made a motion to accept a donation of Rebar valued at \$4,500.00 from Nucor Steel for shop building in Precinct 1. Commissioner Kitchen seconded. Motion carried 5 to 0.**
- (19) Discuss and consider action awarding a contract from received bids for road material for Precinct 4 ARPA Road Project. **Frost and Conner's tied so the Court will need to draw. Frost was the green straw and Conner's was the white straw. Commissioner Henderson made a motion to award the contract to Frost (as their straw was drawn) for road material for Precinct 4 and pay for this from ARPA Funds. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (20) Discuss and consider action on awarding a contract from received bids for ready mixed 3500 psi crushed rock concrete with delivery for Precinct 1. **Commissioner Lovell stated we need to PASS on this because no bids were received. Requisition process will be used for this purchase.**
- (21) Discuss and consider action on amended contract with Vyve Business Services to move the fax line from the JP Precinct 2 office from the Courthouse to their new office located at 110 E. Houston Ave. **Commissioner Kitchen made a motion to approve amended contract with Vyve Business Services to move the fax line from the JP Precinct 2 office from the Courthouse to their new office located at 110 E. Houston Ave. Commissioner Lovell seconded. Motion carried 5 to 0.**

**The Court recessed at 9:45 for a brief break

**The Court reconvened at 10:00 a.m. for the Department Heads/Elected Officials Meeting.

Several topics were discussed:

Safety in the workplace
Security in the Annex
Elections Administration Office Location
Letter of Intent and the Bank Building

(22)Adjourn. **Judge Lovell made a motion for the Commissioners Court Meeting to Adjourn. The motion carried by everyone rising and leaving the meeting at 10:30 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