



**HOUSTON COUNTY COMMISSIONERS COURT
MINUTES
REGULAR MEETING
OCTOBER 11, 2022**

The Commissioners' Court of Houston County met in a regular, called meeting on October 11, 2022 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 (ZOOM)
Jimmy Henderson	Commissioner, Precinct #4	PRESENT

County Officials/Employees in person:

Todd McConnell	Information Technology
Jan Pigford	Administrative Assistant to County Judge
Terri Meadows	County Clerk
Sharon Luker	Administrative Assistant to the Commissioners
Brittani Womack	First Assistant County Auditor
Cynthia Lum	Elections Administrator
Janis Omelina	Treasurer
Andy Biscamp	Bailiff
Sheila Johnson	Grants Administrator
Randy Hargrove	Sheriff
Roger Dickey	Chief Deputy

County Officials/Employees by Zoom:

Jerrold Vickers	Sheriff's Office
Carl Johnson	Facilities Administrator
Laronica Wooten-Smith	Tax Assessor Collector
Carolyn Rains	District Clerk
Meagan Frizzell	9-1-1 Addressing
Daphne Session	County Attorney
Heath Murff	Emergency Management

Media:

Jan White (Zoom)	Courier
Greg Ritchie	Messenger

Visitors: None

- (1) Welcome, Invocation and Pledges:
Judge Lovell called the meeting to order at 10:01 a.m. Commissioner Henderson 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 September 27, 2022, September 30, 2022, and October 6, 2022. Commissioner Henderson seconded. Motion carried 5 to 0.
- (4) Consider approving budget amendments. **None**
- (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. Environmental Report
 - b. Community Service Report (not available)
 - c. County Clerk's Fine Report (September 2022)
 - d. District Clerk's Fine Report (September 2022)**Commissioner Henderson moved to receive available reports as information. Commissioner Kitchen seconded. Motion carried 5 to 0.**
- (7) Consider approving salaries for new and/or transfer employees:
 - a. **Commissioner Lovell made a motion to approve Abby Vickrey as Part-time Deputy Clerk in the County Clerk's Office at \$12.73 per hour, pay grade 13. Commissioner Kitchen seconded. Motion carried 5 to 0.**
 - b. **Commissioner Kitchen made a motion to approve the change in status of Patrol Sergeant Gene Osborne to Sheriff's Deputy changing the current pay from \$1,648.45 in pay grade 23 to \$1,483.61 in pay grade 20 with the \$18.46 cell phone allowance to remain the same. Commissioner Lovell 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:

- a. Road names for Buckhorn Creek Subdivision Roads in Precinct 2: Buckhorn Creek Drive, Buckhorn Creek Lane, Buckhorn Creek Trail and Lakeside Court **Commissioner Kitchen made a motion to receive as information the road names for Buckhorn Creek Subdivision Roads in precinct 2: Buckhorn Creek Drive, Buckhorn Creek Lane, Buckhorn Creek Trail and Lakeside Court. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (10) Review drought and fire danger and consider continuing burn ban for unincorporated areas of Houston County. **Commissioner Kitchen made a motion to continue the burn ban for unincorporated areas of Houston County. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (11) Discuss and consider action on authorizing the following item per the County Funded Essential Worker Premium pay order approved on September 27, 2022.
- a. Approve County funded Premium payment for essential workers who do not qualify for Essential Worker Premium Pay under the American Rescue Plan Grant and set disbursement date. **Commissioner Kitchen made a motion to approve County funded Premium payment for essential workers who do not qualify for Essential Worker Premium Pay under the American Rescue Plan Grant and to set the disbursement date on October 21, 2022. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (12) Discuss and consider action on adopting an Order for Disbursement of Salaries and Routine Expenses for FY 2023 as authorized under LGC 154.0235. **Commissioner Kitchen made a motion to adopt an Order for Disbursement of Salaries and Routine Expenses for FY 2023 as authorized under LGC 154.0235. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (13) Discuss and consider approving proposed recommendations by the Human Resource Committee:
- a. 2023 Holiday Schedule. **Commissioner Kitchen made a motion to adopt the 2023 Holiday Schedule as proposed by the HR Committee. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (14) Discuss and consider action by approving Hotel Occupancy Tax Fund Application and Interlocal Agreement for The Loft for Thomas Starkey Concert to be held on December 3, 2022. **Commissioner Kitchen made a motion to approve the request for Hotel Occupancy Tax Fund and Interlocal Agreement for \$1000 to The Loft for Thomas Starkey Concert to be held on December 3, 2022. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (15) Discuss and consider awarding bids for contract hauling of 2000 tons State Base for CR 3095 from ARPA grant funds Precinct 2. **Commissioner Kitchen made a motion to award the contract for hauling 2000 tons State Base for CR 3095 from ARPA grant funds Precinct 2 to Garry Kellum. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (16) Receive as information a Letter of Intent to Contract for Nutrition and Support Services for FY23 from DETCOG. **Commissioner Lovell made a motion to receive as information Letter of Intent to Contract for Nutrition and Support Services for FY23 from DETCOG pending the Auditor verifying the Senior Center operating amount of \$1826.19. Commissioner Kitchen seconded. Motion carried 5 to 0.**

- (17) Discuss and consider action on User Agreement with the Texas Department of Public Safety to provide driver records for insurance verifications. **Commissioner Kitchen moved to approve the User Agreement with the Texas Department of Public Safety to provide driver records for insurance verifications. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (18) Discuss and consider action on a subscription service agreement with QT Pod, LLC for the M4000 Self-Serve Terminal at the Houston County Airport. **Commissioner Lovell made a motion to approve the subscription service agreement with QT Pod, LLC for the M4000 Self-Serve Terminal at the Houston County Airport. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (19) Discuss and consider action on a gateway agreement for governmental entities with U.S. Bank for credit card transactions at the self-serve av-gas fuel terminal at the Houston County Airport. **Commissioner Kitchen made a motion to approve gateway agreement for governmental entities with U.S. Bank for credit card transactions at the self-serve av-gas fuel terminal at the Houston County Airport. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (20) Discuss and consider action on establishing the Houston County Spay and Neuter program and with procedures and budget. **Commissioner Kitchen made a motion to approve establishing the Houston County Spay and Neuter program and with procedures and budget. There will be no monthly limit, vouchers will be available until the \$5000 set aside for this project is gone. Limit one voucher per household. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (21) Receive as information FY2022 Seizure and Forfeiture Audit Reports for District Attorney, County Attorney, Sheriff's Department, Constable Precinct 1 and Precinct 2. **Commissioner Kitchen made a motion to receive as information FY2022 Seizure and Forfeiture Audit Reports for District Attorney, County Attorney, Sheriff's Department, Constable Precinct 1 and Precinct 2. Commissioner Henderson seconded. Motion carried 4 to 0.**
- (22) Discuss and consider approving amounts for juror pay. **Commissioner Kitchen made a motion to approve amounts for juror pay as presented. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (23) Accept as information Houston County Appraisal District proposed budget for FY2023 and the District's 2023 Operating and Collection Budget Shares. **Commissioner Kitchen made a motion to receive as information Houston County Appraisal District proposed budget for FY2023 and the District's 2023 Operating and Collection Budget Shares. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (24) Discuss and consider the purchase of JPX Pepper Gun intermediate weapons and included training for the Houston County Sheriff's Office. **Commissioner Kitchen made a motion to approve the purchase of JPX Pepper Gun intermediate weapons from BC Knight Enterprises at a one-time expense of \$17,465.00 with included training for the Houston County Sheriff's Office. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (25) Discuss and consider approving non-exempt license plates for un-marked patrol unit #4696. **Commissioner Henderson made a motion to approve non-exempt license plates for un-marked patrol unit #4696 with necessary budget amendment from contingency. Commissioner Kitchen seconded. Motion carried 5 to 0.**

- (26) Discuss and consider authorizing vendor to repair and replace boiler at Houston County Justice Center. **Commissioner Kitchen moved to authorize vendor to repair and replace boiler pump and flush the system at Houston County Justice Center, and approve budget amendment from contingency. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (27) Discuss and consider authorizing vendor to insulate boiler at Houston County Justice Center. **Commissioner Kitchen made a motion to authorize vendor to insulate boiler at Houston County Justice Center, and approve budget amendment from contingency. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (28) Discuss and consider action to authorize the renewal maintenance contract with Vista Com from 11/1/2022 until 10/31/2023 in the amount of \$6243.00 for the Houston County Sheriff's office dispatch call center. **Commissioner Kitchen made a motion to authorize the renewal maintenance contract with Vista Com from 11/1/2022 until 10/31/2023 in the amount of \$6243.00 for the Houston County Sheriff's office dispatch call center. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (29) Discuss and consider action on a contract with Vyve Business Services for 4 additional phones/seats for the Houston County Justice Center (Dispatch). **Commissioner Henderson made a motion to contract with Vyve Business Services for 4 additional phones/seats for the Houston County Justice Center (Dispatch). Commissioner Lovell seconded. Motion carried 5 to 0.**
- (30) Adjourn. **Judge Lovell made a motion for the Commissioners Court Meeting to Adjourn at 11:00 a.m. Commissioner Kitchen seconded. Motion carried 5 to 0.**

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