



**HOUSTON COUNTY COMMISSIONERS COURT
MINUTES
REGULAR MEETING
DECEMBER 13, 2022**

The Commissioners' Court of Houston County met in a regular, called meeting on December 13, 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
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
Carl Johnson	Facilities Administrator
Sheila Johnson	Grants Administrator
Cynthia Lum	Elections Administrator
Red Smith	Constable Precinct 2
Brittani Womack	First Assistant Auditor
Missy d'Angelo	Third Assistant Auditor
Kris Dyches	Insurance Administrator

County Officials/Employees by Zoom:

Laronica Wooten-Smith	Tax Assessor Collector
Randy Hargrove	Sheriff

Media:

Jan White – Houston County Courier (via Zoom), Greg Ritchie – Messenger (in person)

Visitors: Marco Hayes (Bear Hall), Byron Underwood (Bane Equipment), John Jenkins

(1) Welcome, Invocation and Pledges:

Judge Lovell called the meeting to order at 10:01 a.m., Commissioner Stokes 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.) **Marco Hayes representing Bear Hall spoke about the Hotel Occupancy Tax for an upcoming event.**
- (3) Consider approval of prior Commissioners Court minutes.
Commissioner Lovell moved to approve the Commissioners Court Minutes from November 22, 2022 and December 5, 2022. Commissioner Henderson seconded. Motion carried 5 to 0.
- (4) Consider approving budget amendments. **Commissioner Henderson made a motion to approve budget amendments as presented. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (5) Consider payment of bills and expenses:
 - a. Accounts payable
 - b. Fund transfers
 - c. Ratify Salary expenses**Commissioner Stokes 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 Henderson. The Motion carried 5 to 0.**
- (6) Receive information, announcements and reports from County Departments:
 - a. County Clerk Report
 - b. District Clerk Report
 - c. Monthly Report – Tax Assessor Collector**Commissioner Lovell moved to receive the County Clerk Report, District Clerk Report and Monthly Report – Tax Assessor Collector. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (7) Consider approving salaries for new and/or transfer employees:
 - a. **Commissioner Stokes made a motion to approve salary of Maria Reymundo (replacing Jennifer Shafer) as full time Intake Clerk in the DA's Office at \$1,101.23 bi-weekly, pay grade 13. Commissioner Henderson seconded. Motion carried 5 to 0.**
 - b. **Commissioner Lovell made a motion to approve salary of Esperanza Reyna as part time Senior Citizen Center Cook at \$12.97 per hour in pay grade 10. Commissioner Stokes seconded. Motion carried 5 to 0.**
 - c. **6 months raise for County Clerk's Deputy Clerk II (PASS)**
 - d. **Commissioner Lovell made a motion to approve salary of Terry Taylor as part time Deputy Clerk II at \$14.74 an hour in pay grade 16 from 12/5/22 to 12/12/22 and full time Deputy Clerk II (replacing Josh Provins) at \$1,275.41 bi-weekly in pay grade 16 beginning 12/13/22. Commissioner Henderson seconded. Motion carried 5 to 0.**
 - e. **Commissioner Lovell made a motion to approve salary of Alan Davis as full time Jailer-Probationary at Houston County Sheriff's Office, bi-weekly pay of \$1,179.29 in pay grade 16 and Angelo Vela as full time Courthouse Security Deputy at \$1,433.44 bi-weekly in pay grade 20 with \$18.46 cell phone allowance. 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. **Commissioner Stokes moved to approve payment of accrued vacation time in the amount of \$176.62 to Josh Provins, County Clerks Office. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (9) Discuss and consider action on paying accumulated comp time quarterly for County employees. **Commissioner Kitchen made a motion to approve payments. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (10) Discuss and consider accepting John McKnight as volunteer road hand for Road and Bride Precinct 2. **Commissioner Lovell made a motion to accept John McKnight as volunteer road hand for Road and Bride Precinct 2. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (11) Discuss and consider accepting donation to Road & Bridge Precinct #3 from Masters Timber LLC in the amount of \$1500.00 for County Road #4020. **Commissioner Stokes moved to accept donation to Road & Bridge Precinct #3 from Masters Timber LLC in the amount of \$1500.00 for County Road #4020. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (12) Discuss and consider designating the insurance coordinator as the county representative and main contact for daily matters pertaining to health benefits with county provided insurance and all other supplemental insurance programs and supplemental retirement plans. **Commissioner Lovell made a motion to designate the insurance coordinator as the county representative and main contact for daily matters pertaining to health benefits with county provided insurance and all other supplemental insurance programs and supplemental retirement plans. Commissioner Stokes seconded the motion. Motion carried 5 to 0.**
- (13) Discuss and consider designating the insurance coordinator to make data entry by enrolling and terminating employees on all county provided and supplemental insurance programs and supplemental retirement plans. **Commissioner Henderson moved to designate the insurance coordinator to make data entry by enrolling and terminating employees on all county provided and supplemental insurance programs and supplemental retirement plans. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (14) Discuss and consider authorizing purchase of the following equipment for patrol truck and necessary budget amendments for Constable Precinct 2:
- a. Fusion Interior Front Lightbar 0910
 - b. Fusion License plate bracket
 - c. 3 Fusion Surface mount Blue
 - d. 3 Feniex fusion surface mount red led light
 - e. Fusion-S 600 Lightstick
 - f. Feniex Typhoon handheld integrated siren/controller features an integrate microphone, 6 programmable outputs and 7 siren tone
 - g. Triton 100-watt siren speaker
 - h. 4 Fusion L-brackets
 - i. Installation of equipment into vehicle
 - j. 2 Install 2-piece radio unit single head remote mount
 - k. 2 NMOKUD ¾ inch thru-hole mounts 17 ft rg-58/U mobile ant mt
 - l. 2 UHF m straight RG 58 LMR – 195 Crimp
 - m. 2 144-174 MHz

Commissioner Stokes made a motion to authorize purchase of the following equipment for patrol truck and necessary budget amendment for the \$4,144.92 to be paid from the General Fund.

- a. **Fusion Interior Front Lightbar 0910**
- b. **Fusion License plate bracket**
- c. **3 Fusion Surface mount Blue**
- d. **3 Feniex fusion surface mount red led light**
- e. **Fusion-S 600 Lightstick**
- f. **Feniex Typhoon handheld integrated siren/controller features an integrate microphone, 6 programmable outputs and 7 siren tone**
- g. **Triton 100-watt siren speaker**
- h. **4 Fusion L-brackets**
- i. **Installation of equipment into vehicle**
- j. **2 Install 2-piece radio unit single head remote mount**
- k. **2 NMOKUD ¾ inch thru-hole mounts 17 ft rg-58/U mobile ant mt**
- l. **2 UHF m straight RG 58 LMR – 195 Crimp**
- m. **2 144-174 MHz**

Commissioner Henderson seconded. Motion carried 5 to 0.

(15) Discuss and consider action on an agreement with Vyve to provide telephone and fax services for the Emergency Management Offices. **Commissioner Kitchen made a motion to approve agreement with Vyve to provide telephone and fax services for the Emergency Management Offices. Commissioners Stokes seconded the motion. Motion carried 5 to 0.**

(16) Discuss and consider approving transfer of Fixed Asset Inventory of 2019 Chevrolet truck from Constable Precinct 2 to Community Service/Environmental Officer. **Commissioner Lovell made a motion approving transfer of Fixed Asset Inventory of 2019 Chevrolet truck from Constable Precinct 2 to Community Service/Environmental Officer. Commissioner Kitchen seconded. Motion carried 5 to 0.**

(17) Discuss and consider designating the following list of assets as salvage and approve disposal for Road & Bridge, Precinct #4:

- a. **Old portable generator sn: DSH005674 bar code #1365**
- b. **Old Steam Cleaner sn: 601-119 bar code #1368**
- c. **Window unit**
- d. **Old Husqvarna weedeater 125L**
- e. **Old Husqvarna 272 XP sn: 5170419**

Commissioner Henderson made a motion designating the following list of assets as salvage and approve disposal for Road & Bridge, Precinct #4:

- f. **Old portable generator sn: DSH005674 bar code #1365**
- g. **Old Steam Cleaner sn: 601-119 bar code #1368**
- h. **Window unit**
- i. **Old Husqvarna weedeater 125L**
- j. **Old Husqvarna 272 XP sn: 5170419**

Commissioner Stokes seconded. Motion carried 5 to 0.

(18) Discuss and consider action on approving an interlocal agreement with OMNIA Partners for membership and participation in the cooperative purchasing program II. **Commissioner Lovell made a motion approving an interlocal agreement with OMNIA Partners for membership and**

participation in the cooperative purchasing program II. Commissioner Stokes and Commissioner Kitchen seconded the motion simultaneously. Motion carried 5 to 0.

(19) Receive as information Summary Appraisal Report on inventory and valuation of certain designated assets of Houston County from AssetWorks retained by Texas Association of Counties Risk Management Pool. **Commissioner Lovell made a motion to receive as information Summary Appraisal Report on inventory and valuation of certain designated assets of Houston County from AssetWorks retained by Texas Association of Counties Risk Management Pool. Commissioner Kitchen seconded. Motion carried 5 to 0.**

(20) Discuss and consider approving expenditures for educational conferences for Newly Elected Officials. **Commissioner Kitchen moved to approve expenditures for educational conferences for Newly Elected Officials. Commissioner Stokes seconded. Motion carried 5 to 0.**

(21) Discuss and consider authorizing the Grant Administrator and the County Auditor to submit a request for payment on behalf of Houston County for Houston County's allocation of the Local Assistance and Tribal Consistency Fund (LATCF). **Commissioner Stokes made a motion to authorize the Grant Administrator and the County Auditor to submit a request for payment on behalf of Houston County for Houston County's allocation of the Local Assistance and Tribal Consistency Fund (LATCF). Commissioner Kitchen seconded. Motion carried 5 to 0.**

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

- a. Purchase for Road & Bridge Precinct 4 from Diamond Mowers / George P. Bane Inc. under Buy Board Contract #611-20: Diamond Boom Mower with John Deere 6105E s/n 1PO6105EPN625052 & Diamond DBM-C-N s/n 40503 TOTAL \$157,956.90

Commissioner Henderson made a motion to authorize the following items through the American Rescue Plan Act (ARPA) Grant Fund and necessary budget amendments:

Purchase for Road & Bridge Precinct 4 from Diamond Mowers / George P. Bane Inc. under Buy Board Contract #611-20: Diamond Boom Mower with John Deere 6105E s/n 1PO6105EPN625052 & Diamond DBM-C-N s/n 40503 TOTAL \$157,956.90.

Commissioner Stokes seconded. Motion carried 5 to 0.

(23) Discuss and consider declaring Sheriff's Office vehicles as salvage and approval for disposal:

- a. 2015 Chevrolet 1500 Unit #9609
- b. 1993 Chevrolet pickup Unit #8461
- c. 2008 Chevrolet 4X4 truck Unit #4814

Commissioner Kitchen made a motion declaring the following Sheriff's Office vehicles as salvage and approval for disposal:

2015 Chevrolet 1500 Unit #9609

1993 Chevrolet pickup Unit #8461

2008 Chevrolet 4X4 truck Unit #4814

Commissioner Lovell seconded. Motion carried 5 to 0.

(24) Discuss and consider approving non-exempt license plate for unmarked patrol unit #2235.

Commissioner Kitchen made a motion approving non-exempt license plate for unmarked patrol unit #2235. Commissioner Lovell seconded. Motion carried 5 to 0.

(25) Discuss and consider approval for repairs for lighting on Justice Center. **PASS to get additional bids.**

(26) Discuss and consider approving payment to Lucas Roofing in the amount of \$6980.00 for repairs to Courthouse roof and necessary budget amendments. **Judge Lovell made a motion to approve contract and payment, after inspection, to Lucas Roofing in the amount of \$6980.00 for repairs to Courthouse roof and necessary budget amendments. Commissioner Lovell seconded. Motion carried 5 to 0.**

(27) Adjourn. **Judge Lovell made a motion for the Commissioners Court Meeting to Adjourn at 10:36 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