



HOUSTON COUNTY COMMISSIONERS COURT
MINUTES
REGULAR MEETING
APRIL 26, 2022

The Commissioners' Court of Houston County met in a regular, called meeting on April 12, 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
Sharon Luker	Administrative Assistant to the Commissioners
Jan Pigford	Administrative Assistant to County Judge
Terri Meadows	County Clerk
Randy Hargrove	Sheriff
Sheila Johnson	Grants Administrator
Randy Hargrove	Sheriff

County Officials/Employees by Zoom:

Melissa Jeter	County Auditor
Donna Kaspar	District Attorney
Brittani Womack	First Assistant Auditor
Heath Murff	Emergency Management

Media:

Will Johnson (Zoom)	Messenger
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Visitors:

Jack Currie (Jack Currie Trucking), Slade Phillips (Vulcraft), Chad Minton (Vulcraft), Ethan Owens (Vulcraft), Jerome Simpson (Vulcraft), Jake Shaw (Vulcraft), Ansel Bradshaw (Bulldog Vending)

(1) Welcome, Invocation and Pledges:

Judge Lovell called the meeting to order at 9:00 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.) **None**
- (3) Consider approval of prior Commissioners Court minutes.
Commissioner Lovell moved to approve the Commissioners Court minutes from April 12, 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 Henderson 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 Treasurer's Report
 - b. Compensatory Report
 - c. Environmental Report
 - d. County Clerk's Monthly Fine Report
 - e. District Clerk's Monthly Fine Report
- Commissioner Lovell made a motion to receive all the above reports as information. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (7) Consider approving salaries for new and/or transfer employees:
- a. **Commissioner Kitchen made the motion to approve the hiring of Jennifer Shafer as Intake-Discovery Clerk in the District Attorney's Office in Pay Grade 13 at bi-weekly salary of \$1105.21. Commissioner Henderson seconded. Motion carried 5 to 0.**
 - b. **Commissioner Lovell made the motion to approve the promotion of Arnita Cavendar from Intake/Discovery Clerk to Grand Jury Clerk/Crime Victim Coordinator in the DA's Office in Pay Grade 17 and a bi-weekly salary of \$1307.34. Commissioner Kitchen seconded. Motion carried 5 to 0.**
 - c. Full Time Jailer
 - d. Full Time Jailer
- Commissioner Henderson made the motion to approve the hiring of Carl Smotherman and Robert Miller as Full Time Jailers at the Sheriff's Office at a bi-weekly salary of \$1059.56 in pay grade 15. Commissioner Stokes seconded. Motion carried 5 to 0.**
- e. **Commissioner Lovell made a motion to approve the hiring of Fred Pyeatt as Part Time Equipment Operator in Precinct 1, at an hourly rate of \$13.75 in Pay Grade 14. Commissioner Kitchen seconded. Motion carried 5 to 0.**

- (8) Discuss and consider approving payment of compensatory, and vacation time for County employees and necessary budget amendments. **Motion by Commissioner Kitchen to approve the payment for vacation and compensatory time to Mary Jordan in the amount of \$1427.21. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (9) Discuss and consider declaring Tuesday, April 25, 2022 as “Vulcraft Day” with Proclamation of appreciation for assistance during recent tornado.
Ansel Bradshaw spoke about the tornado and how Vulcraft assigned employees to assist different areas that received damage in clean up. He bragged on the employees that assisted with the clean up and Vulcraft for bringing their own equipment, fuel, and even rented equipment – all at their own expense. Ansel also wanted to recognize the company for the help and contributions in the community that most people are not aware that take place all through the year. A picture was taken with Commissioners Court presenting the Proclamation to the employees representing Vulcraft: Slade Phillips, Chad Minton, Ethan Owens, Jerome Simpson, and Jake Shaw.
- (10) Discuss and consider approving HC Premises Use Policy for “National Day of Prayer” to be held on May 5, 2022 at noon on the HC Courthouse steps.
Commissioner Kitchen made a motion to approve the HC Premises Use Policy for “National Day of Prayer”. Commissioner Stokes seconded. Motion carried 5 to 0.
- (11) Hear presentation for Alcohol and Drug Abuse Council Program for “PADRES” Parenting Awareness and Drug Risk Education available for Houston County. **There was no representative present.**
- (12) Discuss and consider approving to accept donation for \$5000 from Tommy Johnson, C & C Logging for improvements to CR 2120 in Precinct 2.
Commissioner Kitchen moved to receive the donation and Commissioner Lovell seconded. Motion carried 5 to 0.
- (13) Discuss and consider approving to accept donation for \$400 from Zeke & Stephanie Damuth for improvements to Marina Road AE in Precinct 2.
Commissioner Kitchen made a motion to accept the \$400 donation from Zeke & Stephanie Damuth. Commissioner Henderson seconded. Motion carried 5 to 0.
- (14) Discuss and consider action to approve a revision of the Houston County Grant Management Policy and the Houston County Grant Request Form.
Commissioner Kitchen made the motion to approve the revision of the Houston County Grant Management Policy and the Houston County Grant Request Form to include Sheila Johnson, Grants Administrator. Commissioner Lovell seconded. Motion carried 5 to 0.
- (15) Discuss and consider approving orders allowing retail fireworks permit holders to sell fireworks to the public in celebration Memorial Day.
Commissioner Kitchen moved to approve the sale of fireworks to the public in celebration of Memorial Day. Commissioner Stokes seconded the motion. Motion carried 5 to 0.
- (16) Discuss and consider action on renewing the aviation support and maintenance services with DBT Transportation Services for the Airport AWOS system.

Commissioner Lovell made a motion to renew the aviation support and maintenance services with DBT Transportation Services for the Airport AWOS system. Commissioner Henderson seconded. Motion carried 5 to 0.

(17) Discuss and accept donation of food items from Perdue Brandon Fielder Collins & Mott for the annual county employee appreciation luncheon.

Commissioner Kitchen made a motion to accept the donation of food items from Perdue Brandon Fielder Collins & Mott for the annual county employee appreciation luncheon. Commissioner Lovell seconded. Motion carried 5 to 0.

(18) Discuss and consider approving bonds:

- a. the employees of the Sheriff, County Clerk, District Clerk, Treasurer, County Attorney, Auditor and District Attorney offices
- b. County Auditor Bond

Commissioner Lovell made a motion to approve the bonds as listed. Commissioner Kitchen seconded. Motion carried 5 to 0.

(19) 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
- c. Gas and Diesel - Bulk fuel delivery to Precincts
- d. Gas and Diesel - At the pump for Sheriff, Constables and other authorized departments
- e. AVGas for County Airport

a and b. Commissioner Lovell made a motion to award Garry Kellum Trucking the contract for Road Material Hauling per load and per mile in Precinct 1. Commissioner Kitchen seconded. Motion carried 5 to 0.

Commissioner Kitchen made a motion to award Womack Trucking the contract for Road Material Hauling per load and per mile in Precinct 2. Commissioner Henderson seconded. Motion carried 5 to 0.

Commissioner Stokes made a motion to award Womack Trucking the contract for Road Material Hauling per load and per mile in Precinct 3. (Because there were two bids the same this was decided by drawing straws.) Commissioner Henderson seconded. Motion carried 5 to 0.

Commissioner Henderson made a motion to award Womack Trucking the contract for Road Material Hauling per load and per mile in Precinct 4. Commissioner Stokes seconded. Motion carried 5 to 0.

c. Commissioner Kitchen made a motion and Commissioner Lovell seconded to award Crockett Farm & Fuel the contract for Gas and Diesel – Bulk fuel delivery to Precincts. Motion carried 5 to 0.

d. Commissioner Kitchen made a motion and Commissioner Lovell seconded to award Crockett Farm & Fuel the contract for Gas and Diesel – At the pump for Sheriff, Constables and other authorized departments. Motion carried 5 to 0.

- e. **Commissioner Kitchen moved to award Crockett Farm & Fuel the contract for AVGas for County Airport. Commissioner Henderson seconded. Motion carried 5 to 0.**

(20) Discuss and consider action on the property insurance renewal submission with Texas Association of Counties.

Commissioner Kitchen made a motion to approve property insurance renewal submission with Texas Association of Counties. Commissioner Lovell seconded the motion. Motion carried 5 to 0.

(21) Adjourn

Judge Lovell made the motion for Commissioners Court to adjourn. Commissioner Henderson seconded. Motion carried 5 to 0. Court adjourned at 9:38 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