



**HOUSTON COUNTY COMMISSIONERS COURT
MINUTES
REGULAR MEETING
JULY 12, 2022**

The Commissioners' Court of Houston County met in a regular, called meeting on July 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	ABSENT
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
Carl Johnson	Facilities Administrator
Randy Hargrove	Sheriff
Sheila Johnson	Grants Administrator
Heath Murff	Emergency Management
Sharon Luker	Administrative Assistant to the Commissioners
Red Smith	Constable Precinct 2
Melissa Jeter	County Auditor
Andy Biscamp	Bailiff
Janis Omelina	County Treasurer
Roger Dickey	Chief Deputy Sheriff
Kasey Ballard	Sheriff Office Deputy
Gordon Denman	Sheriff Office Deputy

County Officials/Employees by Zoom:

Carolyn Rains	District Clerk
Laura Goolsby	Office Manager/DA's Office
Brittani Womack	First Assistant County Auditor
Donna Kaspar	District Attorney
Cindy Lum	Elections Administrator
Daphne Session	County Attorney
Bob Thurber	KSA Engineers
Jerrod Vickers	Administrative Deputy at S/O

Media:

Will Johnson (Zoom) Messenger

Visitors:

Donavan Mahan (citizen), Michelle Mahan (citizen), David Neumann (TxDOT), Kim Johnson (Todd, Hamaker & Johnson)

- (1) Welcome, Invocation and Pledges:
Judge Lovell called the meeting to order at 9:01 a.m. Judge Lovell led the opening prayer followed by 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.) **David Neumann with TxDOT spoke concerning the bridge project going on in Houston County. He said he will be here and available to answer any questions.**

- (3) Consider approval of prior Commissioners Court minutes.
Commissioner Henderson moved to approve the Commissioners Court Minutes from June 28, 2022 and July 1, 2022. Commissioner Stokes seconded. Motion carried 4 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 4 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 (June 2022)
 - d. District Clerk's Fee Report (June 2022)Sheriff Hargrove introduced the first graduate of the Cadet Program through our Sheriff's Office – Kasey Ballard.
Commissioner Stokes moved to receive the reports and announcements from the County Departments as information. Commissioner Henderson seconded. Motion carried 4 to 0.

- (7) Consider approving salaries for new and/or transfer employees:
Commissioner Stokes made a motion to approve the following salaries for new and/or transfer employees. Commissioner Henderson seconded. Motion carried 4 to 0.
 - a. **Carl Johnson, 6 month raise, Facilities Administrator, \$1,890.28 bi-weekly in Pay Grade 23 and correct cell phone allowance to \$23.08 from \$18.46.**
 - b. **Willie Johnston, full time heavy equipment operator in Precinct 2, \$1,343.39 bi-weekly in Pay Grade 17.**

- c. **Justin Jansky, part time heavy equipment operator in Precinct 2, \$15.50 per hour in pay grade 17.**
- d. **Michael W. Molnes, 6 month raise, Jail Lt, \$1,307.29 bi-weekly in Pay Grade 18.**
- e. **Jennefer Cruz, 6 month raise, Dispatcher, \$1,112.54 bi-weekly in Pay Grade 15.**
- f. **Charles Martin, 6 month raise, Dispatcher, \$1,112.54 bi-weekly in Pay Grade 15.**
- g. **Weston Reeves, 6 month raise, Jailer, \$1,112.54 bi-weekly in Pay Grade 15.**
- h. **Vantralisa Jones, 6 month raise, Jailer, \$1,112.54 bi-weekly in Pay Grade 15.**
- i. **Jovondrick Williams, 6 month raise, Jailer \$1,112.54 bi-weekly in Pay Grade 15.**
- j. **Mathew Graham, 6 month raise, Jailer \$1,112.54 bi-weekly in pay Grade 15.**
- k. **James Ryan Hutcherson, 6 month raise, Patrol Deputy, \$1,352.30 bi-weekly in Pay Grade 19.**
- l. **Mathew Van Egmond, 6 month raise, Patrol Deputy, \$1,419.92 bi-weekly in Pay Grade 19.**
- m. **Jerrod Vickers, Administrative Deputy, 6 month raise, \$1,481.09 bi-weekly in Pay Grade 18.**

(8) Discuss and consider approving payment of compensatory, and vacation time for County employees and necessary budget amendments. **Commissioner Kitchen made a motion to approve payment of compensatory, and vacation time for the following County Employees and necessary budget amendments. Commissioner Stokes seconded. Motion carried 4 to 0.**

- a. **Robert D. King, Estate of \$1,683.20**
- b. **Neatis Montgomery \$686.80**
- c. **Dakota Hammock \$350.81**

(9) Ratify Declaration of Disaster and Order prohibiting outdoor burning issued by County Judge on June 22, 2022 and extend until July 26, 2022. **Commissioner Henderson made a motion to ratify Declaration of Disaster and Order prohibiting outdoor burning issued by County Judge on June 22, 2022 and extend until July 26, 2022. Commissioner Stokes seconded. Motion carried 4 to 0.**

(10) Discuss and consider advertising for bids for purchase and hauling of 2000 tons oil sand for CR 2145 from ARPA grant funds for Precinct 2. **Commissioner Kitchen made a motion to combine Agenda Item 10 and 11 and advertise for bids for purchase and hauling of 2000 tons oil sand for CR 2145 from ARPA grant funds for Precinct 2 and advertise for bids for purchase and hauling of 2500 tons oil sand for CR 2120 from ARPA grant funds for Precinct 2. Commissioner Stokes seconded. Motion carried 4 to 0.**

(11) Discuss and consider advertising for bids for purchase and hauling of 2500 tons oil sand for CR 2120 from ARPA grant funds for Precinct 2. **See motion in Agenda Item 10.**

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

- a. **Purchase Linkbelt Excavator for Precinct 3 through HGAC purchasing cooperative contract from George P. Band, Inc. in the amount of \$187,396.31. Commissioner Stokes made a motion to purchase Linkbelt Excavator for Precinct 3 through HGAC purchasing cooperative contract from George P. Band, Inc. in the amount of \$187,396.31. Commissioner Kitchen seconded. Motion carried 4 to 0.**
- b. **Purchase Bottom Dump Trailer for Precinct 3 from Lonestar Truck Group in the amount of \$46,250. Commissioner Stokes made a motion to purchase Bottom Dump Trailer for**

Precinct 3 from Brazos Trailers, LLC in the amount of \$37,350.00. Commissioner Henderson seconded. Motion carried 4 to 0.

- c. Purchase 41 ExpressVote machines with case, installation and warranty to increase available machines per voting precinct for the November 2022 election in the amount of \$166,624.00. **Commissioner Kitchen made a motion and Commissioner Henderson seconded to purchase 41 ExpressVote machines with case, installation and warranty to increase available machines per voting precinct for the November 2022 election in the amount of \$166,624.00. Motion carried 4 to 0**
- d. Review quotes for Radio Repeaters and necessary dispatch tower upgrades to improve law enforcement/fire department radio reception in the Ratcliff and Lovelady areas and include on ARPA project list, replacing Weldon area; recently installed by ESD 2. **Commissioner Kitchen made a motion to approve Radio Repeaters for Ratcliff and Lovelady and include on ARPA project list, replacing Weldon area; recently installed by ESD 2. Commissioner Stokes seconded. Motion carried 4 to 0.**
- e. Remove generator budget allowance for Courthouse and Annex due to Courthouse Renovation, Texas Historical Commission procedures, etc. Move budget to Armory renovation budget. **Commissioner Kitchen made a motion to remove generator budget allowance for Courthouse and Annex due to Courthouse Renovation, Texas Historical Commission procedures, etc. Move budget to Armory renovation budget. Commissioner Stokes seconded. Motion carried 4 to 0.**

(13) Discuss and consider approving agreement with Tommy Lundy giving Precinct 3 access to enter property to remove 200 cubic yards of road base that has been donated to County for improvement to CR 3450. **Commissioner Kitchen made a motion to approve agreement with Tommy Lundy giving Precinct 3 access to enter property to remove 200 cubic yards of road base that has been donated to County for improvement to CR 3450. Commissioner Stokes seconded. Motion carried 4 to 0.**

(14) Discuss and consider action on a contract to upgrade the inventory software Fixed Asset Management Program (FAMP) through RCI to 11.1 and necessary budget amendments. **Commissioner Kitchen moved to approve contract to upgrade the inventory software Fixed Asset Management Program (FAMP) through RCI to 11.1 and necessary budget amendments. Commissioner Henderson seconded. Motion carried 4 to 0.**

(15) Discuss and consider action on negotiating a contract from received Requests for Qualifications for Engineers. **Commissioner Kitchen made a motion appoint Judge Jim Lovell to negotiate a contract with KSA Engineers. They are the only company that responded to Requests for Qualification for Engineers. Commissioner Stokes seconded. Motion carried 4 to 0.**

(16) Discuss and consider action on an application request of the Hotel Occupancy Tax Fund and Interlocal Agreement with The Loft of Crockett for the Hayden Haddock Band Event to be held September 10, 2022. **Commissioner Henderson made a motion to approve application request of the Hotel Occupancy Tax Fund and Interlocal Agreement with The Loft of Crockett for the Hayden Haddock Band Event to be held September 10, 2022 for \$1,000. Commissioner Stokes seconded. Motion carried 4 to 0.**

(17) Discuss and consider action on accepting the FY 2021 Houston County audit report as prepared by Todd, Hamaker and Johnson. **Commissioner Henderson made a motion to accept the FY**

2021 Houston County audit report as prepared by Todd, Hamaker and Johnson and presented by Kim Johnson. Commissioner Stokes seconded. Motion carried 4 to 0.

(18) Discuss and consider action on a contract with Vyve Business Solutions for the hosted phones and internet services at the Houston County Justice Center. **Commissioner Kitchen made a motion to approve a contract with Vyve Business Solutions for the hosted phones and internet services at the Houston County Justice Center. Commissioner Stokes seconded. Motion carried 4 to 0.**

(19) Hear presentation of upcoming projects from Paul and Steve Schobert from Integrity Technology Services. **Paul and Steve were not available, but Melissa Jeter, County Auditor, shared that beginning August 1, 2022 our email will require a 2 factor authentication. She further stated that this is in our contract with TAC on the Office 365 email upgrade. She mentioned whether or not Commissioners Court needed to adopt a policy or if the contract is enough.**

(20) Adjourn
Before adjourning Sheriff Hargrove took a minute to introduce the second graduating cadet from the Houston County Cadet School, Gordon Denman.

Judge Lovell made the motion for Commissioners Court to adjourn. Commissioner Henderson seconded. Motion carried 4 to 0. Court adjourned at 10:25 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