



HOUSTON COUNTY COMMISSIONERS COURT
MINUTES
REGULAR MEETING
NOVEMBER 12, 2025

The Commissioners' Court of Houston County met in a regular, called meeting on November 12, 2025 **in person and via zoom**, with the following members present, to wit:

The Court

Jim Lovell	County Judge	PRESENT
Gary Lovell	Commissioner, Precinct #1	PRESENT
Willie Kitchen	Commissioner, Precinct #2	PRESENT
Gene Stokes	Commissioner, Precinct #3	ABSENT
Jimmy Henderson	Commissioner, Precinct #4	PRESENT
Terri Meadows	County Clerk	PRESENT

County Officials/Employees in person:

Kris Dyches	Insurance Coordinator	Present
Meagan Frizzell	9-1-1 Addressing	Present
Melissa Jeter	County Auditor	Present
Carl Johnson	Facilities Administrator	Zoom
Sheila Johnson	Grants Administrator	Present
Cynthia Lum	Elections Administrator	Present
Todd McConnell	IT	Present
Heath Murff	Emergency Management	Present
Jan Pigford	Assistant to County Judge	Present
Darrellyn Smith	Assistant to the County Commissioners	Present
Brittani Womack	Tax Assessor-Collector	Zoom

Media: Greg Ritchie (Zoom)

Visitors: Wade Thomas (Fiddler's Festival)

(1) Welcome, Invocation and Pledges:

Judge Lovell called the meeting to order at 9:01 a.m., Commissioner Kitchen voiced 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.) **Wade Thomas – He gave an update on the Fiddler's Festival that was held in October. He said that it was a great success, and thanked the Commissioners Court for approving the HOT Tax to help with advertising expenses.**

(3) Consider approval of prior Commissioners Court minutes. **Commissioner Lovell made a motion to approve the Commissioners Court minutes for October 28, 2025. Commissioner Henderson 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 Kitchen 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 Lovell. The Motion carried 4 to 0.

(6) Receive information, announcements and reports from County Departments:

- a. Community Service/Environmental Report
- b. District Clerk Report
- c. County Clerk Report
- d. Compensatory Report

Jan Pigford shared an announcement about the County Thanksgiving Dinner to be held on 11/21 at the Senior Center at 11:30 a.m. She also announced that the County Appreciation Dinner will be held at the First United Methodist Church Family Life Center on December 12, 2025 at 6:00 p.m.

Judge Lovell shared that Delman Orme, our Environmental Officer, was awarded a Congressional Award for his service in the military by Congressman Pete Sessions.

Commissioner Lovell made a motion to receive as information the Reports as presented. Commissioner Henderson seconded. Motion carried 4 to 0.

(7) Consider approving salaries for new and/or transfer employees. **None**

(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 and necessary budget amendments for Thomas Flowers, Jailer, in the amount of \$2,223.84. Commissioner Lovell seconded. Motion carried 4 to 0.**

(9) Discuss and consider declaring received information as surplus inventory and approving transfers between departments. **Commissioner Henderson made a motion to declare received information as surplus inventory and approving transfers between departments as presented in the packet. Commissioner Kitchen seconded. Motion carried 4 to 0.**

(10) Discuss and consider declaring surplus inventory items for auction and salvage inventory items for disposal. **Duplicate of Agenda Item 9**

(11) Discuss and consider action on authorizing:

- a. Job description for Part Time Assistant County Attorney **Commissioner Kitchen made a motion to approve the job description for Part Time Assistant County Attorney as presented. Commissioner Lovell seconded. Motion carried 4 to 0.**

- b. Set salary for PT ACA to be paid from SB22 CA Grant and Necessary Budget amendments. **Commissioner Lovell moved to approve the part-time exempt bi-weekly salary of Hugh Coleman, Assistant County Attorney, at \$1,923.08 to be paid from SB22 funds, effective October 27, 2025. Commissioner Henderson seconded. Motion carried 4 to 0.**
- c. Budget amendments for additional equipment necessary for new position. **No Action**
- d. Updating the Employee Handbook Policies to include Part Time Exempt employees. **No Action**

- (12) Discuss and consider approving amendment to road project agreement with USDA, Forest Service, National Forests & Grasslands in Texas for HC Road #1560 in Precinct 1 by providing work 1.64 miles south of FM 227 and 4.60 miles north of SH 21 to secure the integrity of the bridge and authorize Judge Lovell and Commissioner Lovell to execute the agreement. **Commissioner Lovell made a motion to approve amendment to road project agreement with USDA, Forest Service, National Forests & Grasslands in Texas for HC Road #1560 in Precinct 1 by providing work 1.64 miles south of FM 227 and 4.60 miles north of SH 21 to secure the integrity of the bridge and authorize Judge Lovell and Commissioner Lovell to execute the agreement. Commissioner Henderson seconded. Motion carried 4 to 0.**
- (13) Discuss and consider approval of a Fraud Waste and Abuse Policy for Houston County. **Commissioner Henderson moved to approve the Fraud Waste and Abuse Policy for Houston County. Commissioner Lovell seconded. Motion carried 4 to 0.**
- (14) Discuss and consider a Houston County ID Card Policy and Request Form to be Administered by Meagan Frizzell at the Houston County Emergency Management Office. **Commissioner Lovell moved to approve a Houston County ID Card Policy and Request Form to be Administered by Meagan Frizzell at the Houston County Emergency Management Office. Commissioner Kitchen seconded. Motion carried 4 to 0.**
- (15) Discuss and consider taking action to reappoint Houston County Fire Marshal. **Commissioner Henderson moved to reappoint Heath Murff, as Houston County Fire Marshal. Commissioner Lovell seconded. Motion carried 4 to 0.**
- (16) Update the court on discussions with the Texas Historical Commission and LaBiche Architectural Group to prepare a current cost estimate for the Courthouse Restoration. ***Sheila Johnson, Grants Administrator, gave the update on this project.***
- (17) Discuss and consider action on approving Interlocal Agreement for the Hotel Occupancy Tax with Houston County News, a free online program promoting local news, interviews, events and happenings of Houston County. ***Greg Ritchie, with Houston County News was present to speak to the Court about this new project that is quickly becoming very successful.*** Commissioner Lovell moved to approve Interlocal Agreement for the Hotel Occupancy Tax with Houston County News, a free online program promoting local news, interviews, events and happenings of Houston County in the amount of \$1,000.00. Commissioner Kitchen seconded. Motion carried 4 to 0.
- (18) Canvass the votes from the Constitutional Amendment Election held on November 4, 2025. ***The Court canvassed the votes***

(19)Discuss and consider Voting Entitlement numbers by entity, Ballot and the Resolution for your taxing entity to use to cast its votes for candidates to be elected to the Houston County Appraisal District Board of Directors. **Commissioner Lovell made a motion to set Voting Entitlement numbers by entity, Ballot and the Resolution for your taxing entity to use to cast its votes for candidates to be elected to the Houston County Appraisal District Board of Directors by setting Commissioner Kitchen at 1000 votes, Tod English and Tommy Lundy at 168 votes each, Brandon Bridges and Kathi Calvert at 169 votes each. Commissioner Henderson seconded. Motion carried 4 to 0.**

(20)Adjourn. **Judge Lovell made a motion for the Commissioners Court Meeting to Adjourn. The motion carried by everyone rising and leaving the meeting at 9:55 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

Date Approved: November 25, 2025