

State of Texas  
County of Panola

On this [22nd day of August, 2016](#), the Commissioners' Court of Panola County, Texas met in a Special Meeting of the Court at 9:00 AM in the District Courtroom of said County with the following members of the Court present:

LeeAnn Jones	County Judge
Ronnie LaGrone	Commissioner, Precinct #1
John Gradberg	Commissioner, Precinct #2
Frank R. Langley, Jr	Commissioner, Precinct #3
Dale LaGrone	Commissioner, Precinct #4

And none was absent, constituting a quorum of the Court. Also attending were Bobbie Davis, County Clerk, and Vicki Heinkel, Administrative Assistant to the County Judge. Attached to and made a part of these minutes is a list of other [attendees](#) and the office or organization that each represents. The following proceedings were held at this meeting:

**PRAYER:** Commissioner Ronnie LaGrone gave the prayer.

**OPEN MEETING:**

1. **CITIZEN COMMENTS:**

There were no citizen comments.

2. **COMMISSIONERS' REPORTS:**

There were no Commissioners' Reports.

3. **COUNTY JUDGE'S REPORT:**

Judge LeeAnn Jones reminded those present of the Fiscal Year 2017 Budget Hearing, to be held at 1:00 PM today.

4. **CONSENT ITEMS:**

**PERSONNEL**

- a. To record the termination of Nici Thomas as a Deputy Clerk with the Panola County Clerk's Office effective August 5, 2016 at 8:30 AM.

**ROAD & BRIDGE**

- a. None

**MISCELLANEOUS**

- a. To record the Texas County and District Retirement System Plan Agreement for Plan Year 2017 as previously authorized by the Panola County Commissioners' Court on August 8, 2016.

- b. To record Statement of Officer and Oath of Office forms for Clarissa Monreal, Panola County Part-Time Tax Assessor-Collector Deputy Clerk.
- c. To approve and record the Panola County Fraud Policy and Procedures County Indigent Health Care Program (CIHCP).
- d. To ratify and record Contract No. 7216026 for the 2016 Small Town Environment Program (STEP) Fund award between Panola County and the Texas Department of Agriculture (TDA).

#### **REQUESTS FOR CONFERENCE ATTENDANCE**

- a. To approve and record a Request for Attendance at a Conference form(s) for the following Panola County elected official(s)/employee(s): Panola County Tax Assessor-Collector Debbie Crawford.

Commissioner Ronnie LaGrone moved and Commissioner Frank R. Langley, Jr. seconded the motion to approve all the Consent Items. The motion passed unanimously.

A COPY OF EACH LETTER, AMENDMENT, REQUEST, AND/OR BOND IS ATTACHED TO AND MADE A PART OF MINUTES.

- 5. Commissioner Dale LaGrone moved and Commissioner John Gradberg seconded the motion to approve payment of current Panola County bills as prepared and submitted by the County Auditor. The motion passed unanimously. SEE [COPY OF BILLS](#) ATTACHED.
- 6. Following a public hearing, Commissioner Ronnie LaGrone moved and Commissioner Frank R. Langley, Jr. seconded the motion to adopt the Panola County Clerk Records Archive, Preservation and Restoration Plan pursuant to local government code 118.025. The motion passed unanimously.
- 7. Following a public hearing, Commissioner Frank R. Langley, Jr. moved and Commissioner Dale LaGrone seconded the motion to adopt the Panola County District Court Records Technology Fund Plan pursuant to Senate Bill 1685 and Government Code 51.305. The motion passed unanimously.
- 8. Commissioner Dale LaGrone moved and Commissioner Frank R. Langley, Jr. seconded the motion to approve the SAVNS Maintenance Contract #1771542 between the Office of the Attorney General and Panola County. The motion passed unanimously. SEE [CONTRACT](#) ATTACHED.
- 9. Cheyenne Lampley, Elections Administrator, presented to the Court the schedule for early voting for the November 8, 2016 General Election. Early voting will commence on Monday, October 24, 2016 and will include Saturday, October 29, 2016 from 8:00-5:00 PM, and continue until Friday, November 4, 2016. Both October 24 and November 3, 2016 the polls will be open from 8:00 AM – 8:00 PM. Commissioner Frank R. Langley, Jr. moved and Commissioner Ronnie LaGrone seconded the motion approve an Order of General Election for November 8, 2016. The motion passed unanimously. SEE [INFORMATION](#) ATTACHED.
- 10. Commissioner John Gradberg moved and Commissioner Frank R. Langley, Jr. seconded the motion to approve the R-13 Service Agreement Renewal Notice between Appriss and Panola County. The motion passed unanimously. SEE [CONTRACT](#) ATTACHED.
- 11. Commissioner John Gradberg moved and Commissioner Ronnie LaGrone seconded the motion to authorize the County Judge to enter into a contract with Amazing Grants, Inc. for grant management services for the County's 2016 Texas Community Development

Block Grant contingent upon award of TxCDBG Contract. The motion passed unanimously. SEE [INFORMATION](#) ATTACHED.

12. Commissioner Ronnie LaGrone moved and Commissioner John Gradberg seconded the motion to authorize the County Judge to enter into a contract with Hayes Engineering, Inc. for project engineering for the County's 2016 Texas Community Development Block Grant contingent upon award of TxCDBG contract. The motion passed unanimously. SEE [CONTRACT](#) ATTACHED.
13. Commissioner Frank R. Langley, Jr. moved and Commissioner Dale LaGrone seconded the motion to adopt a resolution designating individuals as authorized signators for the County's 2016 TxCDBG Grant and execute an authorized signatories designation form. The motion passed unanimously. SEE [RESOLUTION](#) ATTACHED.
14. Commissioner Dale LaGrone moved and Commissioner Ronnie LaGrone seconded the motion to appoint Melinda Smith the Labor Standards Officer for the 2016 Texas Community Block Grant. The motion passed unanimously. SEE [RESOLUTION](#) ATTACHED.
15. Commissioner Ronnie LaGrone moved and Commissioner Frank R. Langley, Jr. seconded the motion to approve Civil Rights and Fair Housing policies, procedures and resolution for the grant as required by the Texas Department of Agriculture, including: Civil Rights Resolution, Citizen Participation Plan and Complaint Procedures, Section 3 Resolution and Policy, Excessive Force Resolution and Policy, Section 504 Resolution and Grievance Procedures, Fair Housing Resolution and Policy, Fair Housing Month Proclamation and authorization of publication of required notices and fair housing public service announcement. The motion passed unanimously. SEE [INFORMATION](#) ATTACHED.
16. Following an explanation by Melinda Smith of Amazing Grants, Inc. regarding the Limited English Proficiency Plan in connection with the 2016 TxCDBG Grant, Commissioner Ronnie LaGrone moved and Commissioner Frank R. Langley, Jr. seconded the motion ratifying no translation or interpretive services are required on behalf of the County to comply with the limited English proficiency requirements of the Grant. The motion passed unanimously. SEE [INFORMATION](#) ATTACHED.
17. Commissioner Dale LaGrone moved and Commissioner Frank R. Langley, Jr. seconded the motion to authorize the County Judge to execute the TxCDBG Initial Acquisition Report reporting no acquisitions. The motion passed unanimously. SEE [REPORT](#) ATTACHED.
18. Commissioner Dale LaGrone moved and Commissioner Ronnie LaGrone seconded the motion to approve a contract with Government Records Services, Inc. awarded pursuant to Panola County's Request for Proposals dated March 16, 2016, for government records management services. The motion passed unanimously. SEE [CONTRACT](#) ATTACHED.
19. Commissioner Ronnie LaGrone moved and Commissioner Frank R. Langley, Jr. seconded the motion to approve a memorandum of understanding between Texas A & M Agrilife Extension Service and Panola County pertaining to information technology services beginning September 1, 2016 and ending on August 31, 2018. The motion passed unanimously. SEE [MEMORANDUM](#) ATTACHED.
20. Commissioner Dale LaGrone moved and Commissioner Frank R. Langley, Jr. seconded the motion to authorize the County Judge to advertise for sealed bids for discarded used tires previously declared surplus by the Court. Bid specifications are available in the County Judge's office. Bids will be opened September 12, 2016 at a regular session of the Court scheduled for 9:00 AM. The motion passed unanimously. SEE [INFORMATION](#) ATTACHED.

21. Commissioner Ronnie LaGrone moved and Commissioner Dale LaGrone seconded the motion to authorize the County Judge to advertise for seals bids for scrap metal piles previously declared surplus by the Court. Bid specifications are available in the County Judge's office. Bids will be opened September 12, 2016 at a regular session of the Court scheduled for 9:00 AM. The motion passed unanimously. SEE [INFORMATION ATTACHED](#).
22. Commissioner John Gradberg moved and Commissioner Frank R. Langley, Jr. seconded the motion to adopt Order #2016-11 adopting an optional county fee for child safety on registered vehicles in Panola County. The motion passed unanimously. SEE [ORDER ATTACHED](#).
23. Commissioner Frank R. Langley, Jr. moved and Commissioner John Gradberg seconded the motion to impose extra fees of \$1.50 on vehicle registrations in Panola County. SEE [INFORMATION ATTACHED](#).
24. Commissioner Ronnie LaGrone moved and Commissioner Frank R. Langley, Jr. seconded the motion to table until the September 12, 2016 meeting of the Commissioners' Court the approval of an agreement between Panola County and Rusk County Children's Advocacy Center to begin January 1, 2017. The motion passed unanimously.
25. At 9:38 AM, Commissioners' Court recessed until 1:00 PM.
26. Commissioners' Court reconvened at 1:00 PM to conduct the Panola County Budget Hearing pursuant to notice and publication as required by law. The public was invited to attend and participate (Local Government Code, Section 111.007).
27. County Judge LeeAnn Jones moved and Commissioner Ronnie LaGrone seconded the motion to adopt the Panola County Budget for fiscal year 2017 at the conclusion of the public hearing (Local Government Code, Section 111.008). The motion passed with a vote of 3-2-0. Commissioners John Gradberg and Frank R. Langley, Jr. cast no votes.
28. Commissioner Dale LaGrone moved and Commissioner Frank R. Langley, Jr. seconded the motion to adopt the 2017 Elected Officials Salaries at 1:25 PM upon adoption of the Panola County Budget for fiscal year 2017 pursuant to notice and publication thereof as required by law (Local Government Code, Section 152.013). The motion passed unanimously. SEE [SALARY SCHEDULE ATTACHED](#).
29. Commissioner Ronnie LaGrone moved and County Judge LeeAnn Jones seconded the motion to adopt Order #2016-12 setting the 2016 tax rate and tax levy and authorize the Tax Assessor to prepare tax statements with the approved tax rates (Local Government Code, Section 111.010). The motion passed unanimously. SEE [ORDER ATTACHED](#).

The meeting was then adjourned.

Dated this [22nd day of August, 2016](#).

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LeeAnn Jones, County Judge, Panola County, Texas

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Bobbie Davis, County Clerk, Panola County, Texas