

State of Texas
County of Panola

On the [12th day of August 2025](#), the Commissioners' Court of Panola County, Texas met in a regular meeting of the Court at 9:00 AM in the Commissioners' Courtroom of said County with the following members of the Court present:

Rodger McLane	County Judge
Billy Alexander	Commissioner, Precinct #1
David A. Cole	Commissioner, Precinct #2
Craig M. Lawless	Commissioner, Precinct #3
Dale LaGrone	Commissioner, Precinct #4

Also attending were Vicki Heinkel, Administrative Assistant to the County Judge/County Commissioners' Coordinator and Bobbie Davis, County Clerk. Attached to and made a part of these minutes is a list of other [attendees](#) and the office or organization that each represent. The following proceedings were held at this meeting:

PRAYER: Commissioner David A. Cole gave the prayer.

OPEN MEETING:

1. **CITIZEN COMMENTS:**

Keri Perot-Vance reported on upcoming events in the County.

Tracey Murphy and Kelly Whaley spoke to the Court about the possibility of a new animal pound in the County.

2. **COMMISSIONER'S REPORTS:**

There were no Commissioner's Reports.

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

There was no County Judge's Report.

4. **CONSENT ITEMS:**

PERSONNEL

- a. To record the temporary employment of Karen McClelland as an Early Voting Clerk in the Elections Office effective October 20, 2025 and ending November 7, 2025 at the rate of \$12.00 per hour.
- b. To record the temporary employment of Tammy Light as an Early Voting Clerk in the Elections Office effective October 20, 2025 and ending November 7, 2025 at the rate of \$12.00 per hour.
- c. To record the temporary employment of Harriett Lowery as an Early voting Clerk in the Elections Office effective October 20, 2025 and ending November 7, 2025 at the rate of \$12.00 per hour.
- d. To record a change in status for Karen England from Administrative Clerk to Communications Officer with the Panola County Sheriff's Department effective July 30, 2025 at the rate of \$20.06 per hour.
- e. To record an increase in salary to \$21.11 per hour for Hannah Colle, Administrative Clerk with the Panola County Sheriff's Department effective July 30, 2025.
- f. To record a change in status for Valerie Bailey from Communications Officer to Administrative Clerk with the Panola County Sheriff's Department effective July 30, 2025 at the rate of \$20.06 per hour.
- g. To record an increase in salary to \$21.11 per hour for Valerie Bailey, Administrative Clerk with the Panola County Sheriff's Department effective July 31, 2025.
- h. To record the resignation of Matthew Mitchell as a Deputy Sheriff with the Panola County Sheriff's Department effective August 15, 2025.
- i. To record the retirement of Karen England as an Administrative Clerk with the Panola County Sheriff's Department effective August 8, 2025.
- j. To record the resignation of Chadd Gray as a Criminal Investigator with the Panola County Sheriff's Department effective August 22, 2025.
- k. To record the employment of Chadd Gray as Panola County Fire Marshal/EMC for Panola County effective August 23, 2025 at the budgeted rate of pay.
- l. To record the appointment of Chadd Gray as a Reserve Deputy Sheriff with the Panola County Sheriff's Department effective August 23, 2025.

- m. To record an increase in salary to \$20.00 per hour for Denese Powell, Deputy Treasurer with the Panola County Treasurer's Office effective August 9, 2025.
- n. To record an increase in salary to \$18.75 per hour for Kate Baker, Deputy Treasurer with the Panola County Treasurer's Office effective August 9, 2025.
- o. To record the resignation of Kyla Brown as a Temporary Clerk with the Panola County District Clerk's Office effective August 4, 2025.
- p. To record a change in status of employment for Pamela Nail from Veteran's Service Secretary with the Panola County Veteran's Office to Floating Secretary with the Panola County Judge's Office effective August 11, 2025 at the rate of \$19.01 per hour.
- q. To record an increase in salary to \$19.01 per hour for Raven McPherson, JP Clerk, Precincts #2 and 3 effective August 9, 2025.

ROAD & BRIDGE

- a. To approve and record a request by Spectrum Gulf Coast LLC to place underground conduit 1-2' HDPE lines within the rights-of-way of Panola County Roads #250 and 2502.
- b. To approve and record a request by Spectrum Gulf Coast LLC to place underground conduit 1-2' HDPE lines within the rights-of-way of Panola County Roads #286 and 266.
- c. To approve and record a request by Spectrum Gulf Coast LLC to place underground conduit 1-2' HDPE lines within the rights-of-way of Panola County Roads #127, 129 and 414.
- d. To approve and record a request by Spectrum Gulf Coast LLC to place an underground conduit 1-2' HDPE line within the right-of-way of Panola County Road #179.
- e. To approve and record a request by Spectrum Gulf Coast LLC to place underground conduit 1-2' HDPE lines within the rights-of-way of Panola County Roads #268, 269, 270, 2682 and 2691.
- f. To approve and record a request by Spectrum Gulf Coast LLC to place an underground conduit 2' HDPE line within the right-of-way of Panola County Road #207.
- g. To approve and record a request by Spectrum Gulf Coast LLC to place an underground conduit 1-2' HDPE lines within the rights-of-way of Panola County Road #283 and 266.

- h. To approve and record a request by Spectrum Gulf Coast LLC to place an underground conduit 1-2' HDPE line within the right-of-way of Panola County Road #180.
- i. To approve and record a request by Spectrum Gulf Coast LLC to place underground conduit 1-2' HDPE lines within the rights-of-way of Panola County Roads #174 and 175.
- j. To approve and record a request by Spectrum Gulf Coast LLC to place underground conduit 1-2' HDPE line within the right-of-way of Panola County Roads #1741.
- k. To approve and record a request by Spectrum Gulf Coast LLC to place underground conduit 1-2' HDPE lines within the rights-of-way of Panola County Roads #190, 1903 and 1902.
- l. To approve and record a request by Spectrum Gulf Coast LLC to place underground conduit 1-2" HDPE lines within the rights-of-way of Panola County Roads #248, 2411, 241, 246, 247, 248, 245 and 224.

MISCELLANEOUS

- a. To approve minutes of Commissioners' Court meetings held during the month of July 2025.
- b. To record a copy of Panola County Juvenile Probation Department's written statement containing the date, time and place adjustments, documents and budgets will be considered for approval and recording.
- c. To record Liberty Mutual Surety Official Bond and Oath for Panola County Reserve Deputy Constable, Precincts #2 and 3, James Robert Duncan.
- d. To record Liberty Mutual Surety Official Bond and Oath for Panola County Reserve Deputy Constable, Precincts #1 and 4 Bryan Murff.
- e. To record July 2025 Auditor's Reports.
- f. To record July 2025 Treasurer's Reports.

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 Deputy County Clerk

Jackie McDonald; PCSD Patrol Sergeant Stephen Gillie; PCSD Criminal Investigator Andrew B. Nixon; and PCSD Captain Adam Jones.

Commissioner Billy Alexander moved and Commissioner Craig M. Lawless seconded the motion to approve the Consent Items. The motion carried unanimously.

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

5. Commissioner Dale LaGrone moved and Commissioner Billy Alexander seconded the motion to approve payment of current Panola County bills as prepared and submitted by the County Auditor. The motion carried unanimously. SEE [PAYMENT REGISTER](#) ATTACHED.
6. Commissioner David A. Cole moved and Commissioner Craig M. Lawless seconded the motion to approve payment of Panola County payroll as prepared and submitted by the County Treasurer. The motion carried unanimously. SEE [PAYROLL DISTRIBUTION REGISTER](#) ATTACHED.
7. Following a public hearing, Commissioner Craig M. Lawless moved and Commissioner Dale LaGrone seconded the motion to adopt the Panola County Clerk Records Archive, Preservation and Restoration Plan pursuant to Local Government Code 118.025. The motion carried unanimously. SEE [NOTICE AND PLAN](#) ATTACHED.
8. Commissioner Billy Alexander moved and Commissioner David A. Cole seconded the motion to approve the Texas County and District Retirement System Plan Agreement for 2026. The motion carried unanimously. SEE [AGREEMENT](#) ATTACHED.
9. Commissioner Dale LaGrone moved and Commissioner Craig M. Lawless seconded the motion to approve the Order of Appointment for Presiding and Alternate Judges for the Early Voting Ballot Board and Central Counting Station for the November 4, 2025 Special Election. The motion carried unanimously. SEE [ORDERS OF APPOINTMENT](#) ATTACHED.
10. Commissioner Craig M. Lawless moved and Commissioner David A. Cole seconded the motion to approve an Order of Special Election for November 4, 2025. The motion carried unanimously. SEE [ORDER](#) ATTACHED.
11. Commissioner Dale LaGrone moved and Commissioner Billy Alexander seconded the motion to receive the No New Revenue Tax Rate, Voters Approved Tax Rate and De Minimis Tax Rate schedules presented by Tax Assessor-Collector Holly Gibbs. The motion carried unanimously. SEE [CERTIFICATE](#) ATTACHED.
12. Commissioner Craig M. Lawless moved and Commissioner Billy Alexander seconded the motion to set the Panola County Budget Hearing for Fiscal Year 2026 on August 26, 2025 at 9:00 AM; to set adoption of the Fiscal Year 2026 Budget on August 26, 2025 at the conclusion of the budget hearing and to record publication in accordance with the requirements of laws and regulations

applicable thereto (Local Government Code, Section 111.007). The motion carried unanimously. SEE [NOTICE](#) ATTACHED.

13. Commissioner Billy Alexander moved and Commissioner Dale LaGrone seconded the motion to record the published proposed salaries and allowances of Panola County elected officials as set out in the Proposed Budget for Fiscal Year 2026 and to set the adoption of such salaries on August 26, 2025 after adoption of the Budget for Fiscal Year 2026 in accordance with the requirements of laws and regulations applicable thereto (Local Government Code, Section 152.013). The motion carried unanimously. SEE [PROPOSED SALARY SCHEDULE](#) ATTACHED.
14. Commissioner Craig M. Lawless moved and Commissioner Dale LaGrone seconded the motion to approve the form for bids solicited for the purchase of items of food for the Panola County Detention Center. The motion carried unanimously. SEE [FOOD BID SHEETS](#) ATTACHED.
15. Commissioner Dale LaGrone moved and Commissioner Craig M. Lawless seconded the motion to not impose extra fees on vehicle registration in Panola County. The motion carried unanimously. SEE [INFORMATION AND FORM](#) ATTACHED.
16. Commissioner Billy Alexander moved and Commissioner David A. Cole seconded the motion to approve an Agreement for Funding of 9-1-1 Database Maintenance Activities between Panola County and East Texas Council of Governments from September 1, 2025 through August 31, 2027. The motion carried unanimously. SEE [AGREEMENT](#) ATTACHED.
17. Commissioner Dale LaGrone moved and Commissioner Craig M. Lawless seconded the motion to approve an Interlocal Participation Agreement between Texas Association of Counties Health and Benefits Pool (HEBP) and Panola County in connection with health and employee benefit plans. The motion carried unanimously. SEE [AGREEMENT](#) ATTACHED.
18. Commissioner David A. Cole moved and Commissioner Billy Alexander seconded the motion to approve the Texas Association of Counties – County Choice Final Plan Selection Form – Choice 700 medical/health insurance benefits and renewal rates for Panola County elected officials and employees for the period December 1, 2025 to November 30, 2026; and to authorize any surplus distribution deposited to the Retiree Health Trust Fund. The motion carried unanimously. SEE [CONFIRMATION FORM](#) ATTACHED.
19. Commissioner Dale LaGrone moved and Commissioner Craig M. Lawless seconded the motion to approve a Bonus and Supplement Plan for the Panola County Clerk’s Office; and to approve a request to allocate funds from the County Clerk’s Records Management and Preservation Funds to supplement salaries for the County Clerk’s employees. The motion carried with a vote of 4-0-1, with Commissioner David A. Cole voting no. SEE [PLAN AND REQUEST LETTER](#) ATTACHED.
20. Commissioner Billy Alexander moved and Commissioner Craig M. Lawless seconded the motion to approve a Lease Agreement for Hangar #14 at Panola County Airport – Sharpe Field between

Panola County and Clayton G. LaGrone. The motion carried unanimously. [SEE HANGAR LEASE ATTACHED.](#)

21. Commissioner Craig M. Lawless moved and Commissioner Dale LaGrone seconded the motion to approve a Lease Agreement for Hangar #3 at Panola County Airport – Sharpe Field between Panola County and Tony Lanagan. The motion carried unanimously. [SEE HANGAR LEASE ATTACHED.](#)
22. Commissioner Billy Alexander moved and Commissioner Craig M. Lawless seconded the motion to approve a Sales Order from Epic Office Solutions for a KIP 2300 scanner with Image Pro Software with scanner stand and installation, and printer for use by the Panola County Clerk’s Office. The motion carried unanimously. [SEE SALES ORDER ATTACHED.](#)
23. Commissioner Billy Alexander moved and Commissioner Craig M. Lawless seconded the motion to approve a Master Services Agreement from Flock Safety for the purchase and installation of cameras throughout the County, funded by a grant award from the Motor Vehicle Crime Prevention Authority for Panola County Sheriff’s Department. The motion carried unanimously. [SEE INFORMATION ATTACHED.](#)
24. Commissioner Dale LaGrone moved and Commissioner David A. Cole seconded the motion to approve an Engagement Letter from Gollob Morgan Peddy, Certified Public Accountants for the audit of the Panola County Supervision and Corrections Department for the year ended August 31, 2025. The motion carried unanimously. [SEE ENGAGEMENT LETTER ATTACHED.](#)
25. Commissioner Craig M. Lawless and Commissioner Billy Alexander seconded the motion to approve an Engagement Letter from Gollob Morgan Peddy, Certified Public Accountants for the audit of Panola County for the year ended December 31, 2025. The motion carried unanimously. [SEE ENGAGEMENT LETTER ATTACHED.](#)
26. Commissioner Dale LaGrone moved and Commissioner David A. Cole seconded the motion to approve a Master Interlocal Agreement for SaaS Participation in Techshare for the Panola County Criminal District Attorney’s Office; and to approve a Software as a Service Addendum between TechShare Local Government Corporation and Panola County. The motion carried unanimously. [SEE AGREEMENT ATTACHED.](#)
27. Commissioner Craig M. Lawless moved and Commissioner David A. Cole seconded the motion to approve a monthly subscription fee from Guardify for the Panola County District Attorney’s Office. The motion carried unanimously. [SEE SUBSCRIPTION FORM ATTACHED.](#)
28. Commissioner Billy Alexander moved and Commissioner Dale LaGrone seconded the motion to approve a quote from TransUnion for online investigative services for the Panola County District Attorney’s Office. The motion carried unanimously. [SEE QUOTE ATTACHED.](#)

29. Commissioner David A. Cole moved and Commissioner Craig M. Lawless seconded the motion to approve 2025 Budget Amendment No. 11. The motion carried unanimously. SEE [BUDGET AMENDMENT](#) ATTACHED.

The meeting adjourned at 9:16 AM.

Dated this 12th day of August 2025.

Rodger G. McLane, County Judge

Date

State of Texas
County of Panola

I, Bobbie Davis, County Clerk, attest that the foregoing is a true and accurate accounting of the [authorized proceedings of Commissioners' Court held on August 12, 2025](#).

Bobbie Davis, County Clerk

Date