

THE COMMISSIONERS' COURT OF ARCHER COUNTY, TEXAS

met in Regular Session on Monday, June 23, 2025 at 10:00 A.M.

Those present:

Randall C. Jackson
Wade Scarbrough
Darin Wolf
Kendall Coleman
Todd Herring
Karren Winter

County Judge
Commissioner, Precinct 1
Commissioner, Precinct 2
Commissioner, Precinct 3
Commissioner, Precinct 4
County Clerk

Patricia Vieth
Shane Wright
Jack Curd
Jordyn Berend
Cristi Kellar
Tyler Sales
Nita Lewis
Dawn Vieth
Lori Rutledge

Treasurer
EMC
Sheriff
County Attorney
Auditor
Asst. County Attorney
Court Coordinator
Tax Assessor-Collector
District Clerk

Public in Attendance:

Nathan Lawson – Archer County News
Richard Allen, Karen Allen and Susie Wallace – Citizens
Nicole Ellis – Zack Burkett Co.

A. CALL TO ORDER

Greeting, Roll Call, and Determination of Quorum
Pledge of Allegiance to the United States and Texas Flags
Registration of Attendees by the County Clerk

The meeting was called to order by Randy Jackson, and a quorum was noted.

B. Approve Final Agenda:

Items #3 and #5 were removed from the agenda.

ORDER TO APPROVE FINAL AGENDA

The motion was made by Darin Wolf and seconded by Kendall Coleman to approve the Final Agenda. Voting Yes 1-2-3-4-Judge

C. PUBLIC COMMENTS, MISCELLANEOUS REPORTS, DISCUSSIONS OR PRESENTATIONS AGENDA:

Richard Allen requested repairs be made to T-Bone Rd. He asked the Court to budget money to fix the road instead of repairing it.

Patricia Vieth thanked the Commissioners for working on the Courthouse flowerbeds.

D. ACTION AGENDA

1. Approve departmental reports.

ORDER APPROVING REPORTS

The motion was made by Todd Herring and seconded by Kendall Coleman to approve departmental reports: **Treasurer**. Voting yes 1-2-3-4-Judge

2. Approve vouchers for payment.

ORDER TO APPROVE VOUCHERS

The motion was made by Wade Scarbrough and seconded by Todd Herring to approve vouchers for payment. Voting yes 1-2-3-4-Judge

- 3. Approve line-item transfers. **Removed**
- 4. Approve Education Certificates.

ORDER TO APPROVE CERTIFICATES

The motion was made by Darin Wolf and seconded by Wade Scarbrough to approve Education Certificates. Voting yes 1-2-3-4-Judge

| | | |
|----------------------|---|---------------|
| Randy Jackson | 2025 Spring Judicial Education Session | 13 hrs |
| | 2025 Probate Academy | 16 hrs |

- 5. Approve Publisher’s Certificates. **Removed.**
- 6. Open Bids for the purchase of Road Base material.

Open Bids

Ergon Asphalt

| | Pickup | Delivered | |
|----------|---------------|------------------|----------------|
| CRS-2 | \$2.36 | \$2.40 | |
| CRS-2+ | \$2.51 | \$2.55 | No Texas Spec. |
| CRS-2S | \$2.66 | \$2.70 | |
| CHFRS-2P | \$2.76 | \$2.80 | |
| SS-1 | \$2.61 | \$2.65 | |
| AE-P | \$2.66 | \$2.70 | Oklahoma Spec. |
| CQS-1F | \$2.46 | \$2.50 | |

Big City Crushed Concrete

| | |
|-----------------|-----------------|
| Flex Base | \$14.00 per ton |
| Crushed Asphalt | \$14.00 per ton |

Zack Burkett Co.

| Products | Any Pit |
|----------------------|----------------|
| TY-B GR3 or 4 MOD | \$30.00 |
| TY-B GR-5 | \$27.00 |
| Driveway Material | \$10.00 |
| Oversized | \$10.00 |
| 1 ½” Commercial Base | \$8.50 |
| 1” Base | \$9.25 |
| TX Dot Base | \$10.00 |

| Products | Plant #2 |
|---------------------|-----------------|
| ASPPM | \$115.00 |
| Hotmix | \$80.00 |
| TY-PB GR-3 or 4 MOD | \$52.00 |
| TY-B or D Coldmix | \$96.00 |

Burnco

| Material Source | Product Description | Price Per Ton FOB Plant |
|------------------------|----------------------------|--------------------------------|
| Shoreline Stone Plant | Type A Grade 1-2 Flex Base | \$12.00 |
| 1770 FM 2952 | 3/8” Utility Stone | \$12.00 |
| Bridgeport, TX 76426 | 2”X8” Non Spec-Rip Rap | \$21.00 |

- 7. Award Bid for the purchase of Road Base material.

ORDER TO AWARD BID

The motion was made by Wade Scarbrough and seconded by Darin Wolf to award the bid to Big City Concrete as the primary vendor; and Ergon Asphalt, Zack Burkett Co and Burnco as the secondary vendors for the purchase of Road Base material. Voting yes 1-2-3-4-Judge

8. Open Bids for the purchase of Fuel and Oil.

Open Bids

Haigood & Campbell LLC

Red Diesel \$0.24
Highway Diesel \$0.24
Unleaded Gasoline \$0.24

Double S Fuel

Red Diesel \$0.25
Highway Diesel \$0.25
Unleaded Gasoline \$0.25

Kelly Propane & Fuel LLC

Red Diesel \$0.15
Highway Diesel \$0.15
Unleaded Gasoline \$0.15

Maverick Fuels LLC

Red Diesel \$0.178
Highway Diesel \$0.178
Unleaded Gasoline \$0.1653

9. Award Bid for the purchase of Fuel and Oil.

ORDER TO AWARD BID

The motion was made by Darin Wolf and seconded by Wade Scarbrough to award the bid to Kelly Propane & Fuel LLC as the primary vendor; and Haigood & Campbell LLC, Double S Fuel, and Maverick Fuels LLC as the secondary vendors for the purchase of Fuel and Oil. Voting yes 1-2-3-4-Judge

10. Consider and/or take action on Amendment to the Personnel Policy. **Jordyn Berend discussed the amendment to the policy.**

ORDER TO APPROVE AMENDMENT

The motion was made by Todd Herring and seconded by Kendall Coleman to approve amendment to the Personnel Policy. Voting yes 1-2-3-4-Judge

JUNE 9, 2025 Revised

POLICY ON SICK LEAVE

MINIMUM USE 17. At the discretion of the supervisor, an employee can be charged actual hours gone from work, or be required to take sick time in (1/2) day increments.

BORROWING 18. (a) An employee who is seriously ill with a potentially life-threatening illness that significantly impairs the employee's ability to work may be allowed to borrow emergency sick leave against the employee's future accruals.

(b) Eligible employees must complete the Request to Borrow Emergency Sick Leave Based on Serious Illness form and have the approval of the employee's department director and the human resources director. The employee may be required to produce documentation of illness to qualify for negative accrual leave.

(c) The signature of the employee on the Request to Borrow Emergency Sick Leave Based on Serious Illness form, without the need for a separate agreement, authorizes the County to:

(1) deduct from an employee's subsequently earned vacation, sick leave, and compensatory time, until the negative balance is satisfied; and

(2) deduct from the employee's paycheck, to the extent allowed by law, in the event of resignation or termination of employment prior to full repayment of the negative balance.

(d) An employee who fails to follow the requirements of this policy and/or falsifies any information or documentation in seeking emergency leave herein will be subject to disciplinary action in accordance with the county's policies and procedures up to and including termination of employment.

DONATION 19. (a) An employee may donate any amount of the employee's accrued and unused sick leave to another employee who:

(1) is related to the employee within the third degree of consanguinity (by blood) or affinity (by marriage); and

(2) has exhausted the employee's sick leave.

2.02
Page 4 of 4

11. Consider and/or take action on trading a 2020 Ford F150 for a 2023 Chevrolet 1500. (Precinct 1) **Wade Scarbrough discussed that he had purchased a 2020 Ford F150 from the Sheriff's Department. He is now having issues with the pickup. Scarbrough stated that he bought it from the lease for \$10,000.00 and received \$10,400.00 on a trade-in for a 2023 Chevrolet 1500 with the difference being \$31,000.00. Scarbrough stated that he had made the purchase. Jordyn Berend stated that the vehicle needed to be declared surplus before it can be a trade-in.**

ORDER TO DECLARE VEHICLE SURPLUS

The motion was made by Wade Scarbrough and seconded by Todd Herring to declare 2020 Ford F150 surplus. Voting yes 1-2-3-4-Judge

ORDER TO APPROVE TRADE IN

The motion was made by Wade Scarbrough and seconded by Todd Herring to approve the trade of a 2020 Ford F150 for a 2023 Chevrolet 1500 with \$31,000. Voting yes 1-2-3-4-Judge

12. Discuss and/or take action on HVAC repairs. **Darin Wolf reported that Gene James had sent the Court two options to proceed with repairing the Courthouse air conditioner. Kendell Coleman discussed the difference options that were received.**

ORDER TO APPROVE REPAIRS

The motion was made by Kendall Coleman and seconded by Darin Wolf to approve proceeding with Gene James to repair the Courthouse HVAC system and to go with option #1 in the amount of \$11,520.41. Voting yes 1-2-3-4-Judge

Option 1: Install new variable frequency drives to pumps = \$11,520.41

Option 2: Install new variable frequency drives, with new 3 phase, triple duty valves and suction diffusers. = \$34,540.27

13. Discuss and/or take action on Courthouse Lawn maintenance. **Darin Wolf thanked everyone that was involved with redoing the Courthouse Lawn maintenance. Wolf discussed repairing the sprinkler system to make watering easier. Jack Curd stated that the work crew would be able to take care of the lawn.**

ORDER TO TABLE MAINTENANCE

The motion was made by Randy Jackson and seconded by Kendall Coleman to table approving Courthouse Lawn maintenance. Voting yes 1-2-3-4-Judge

14. Consider and/or take action to declare the following vehicle from Precinct 2 as Surplus: 2016 Ram 1500 4X4 1C6RR7XT4GS235982

ORDER TO DECLARE VEHICLE SURPLUS

The motion was made by Darin Wolf and seconded by Kendall Coleman to declare a 2016 Ram 1500 4X4 in Precinct 2 as surplus. Voting yes 1-2-3-4-Judge

15. Consider and/or take action to Solicit bids for the Sale of 2016 Ram 1500 Pickup.

ORDER TO ADVERTISE FOR BIDS

The motion was made by Darin Wolf and seconded by Wade Scarbrough to advertise for bids on the sale of 2016 Ram 1500 Pickup for Monday, July 14, 2025 at 10:00 a.m. Voting yes 1-2-3-4-Judge

16. Discuss and/or take action on Interlocal Agreement with Helen Farabee Centers. **Randy Jackson discussed the Interlocal Agreement with Helen Farabee Centers.**

ORDER TO APPROVE AGREEMENT

The motion was made by Randy Jackson and seconded by Wade Scarbrough to approve an Interlocal Agreement with Helen Farabee Centers. Voting yes 1-2-3-4-Judge

17. Discuss and/or take action on setting a Budget Workshop. **Cristi Kellar discussed the timeline for the Budget Workshops.**

ORDER TO SET WORKSHOP

The motion was made by Kendall Coleman and seconded by Todd Herring to set Budget Workshop schedule. Voting yes 1-2-3-4-Judge

| | | |
|--|-------------|---|
| Tuesday, June 17, 2025 | | Budget Packets Due |
| Monday, June 23, 2025 | 10am | Regular Commissioner's Court - Approve Budget Calendar |
| Tuesday, July 8, 2025 | 10am | Budget Workshop #1 |
| Thursday, July 10, 2025 | 10am | Budget Workshop #2 |
| Monday, July 14, 2025 | 10am | Regular Commissioner's Court - Discuss Budget |
| Monday, July 28, 2025 | 10am | Regular Commissioner's Court - Discuss Budget Proposed Tax Rates Approve proposed elected official salaries Written notices must be given by July 30 |
| Tuesday, July 29, 2025 | 10am | Budget Workshop #3 |
| Tuesday, August 5, 2025 | 10am | Budget Workshop #4 Grievances due |
| Thursday, August 7, 2025 Must post proposed tax rates by this date | | |
| Monday, August 11, 2025 | 9am 10am | Grievance Hearing Regular Commissioner's Court - Discuss Budget Vote to publish any proposed salary increases of elected officials Salary increases must be published at least 10 days prior to the Commissioner's Court in which they will be set |
| Thursday, August 14, 2025 | 10am | Budget Workshop #5 |
| Friday, August 15, 2025 Must file Proposed Budget by this date | | |
| Monday, August 25, 2025 | 10am | Regular Commissioner's Court - Discuss Budget Set final salaries of elected officials Publish notice for Public Hearing on Budget and Setting of Tax Rates |
| Monday, September 8, 2025 | 10am | Regular Commissioner's Court Adopt Final FY2026 Budget Adopt FY2026 Tax Rate |

Having no further business to consider, the Court adjourned at 10:52 AM.

I, Karren Winter, County Clerk of Archer County, and Ex-Officio Clerk of the Commissioners Court, Archer County, Texas do hereby certify that the foregoing Commissioners Court Minutes are a true and correct record of the proceedings.

ATTEST: *Karren Winter*

Karren Winter, Archer County Clerk