

THE COMMISSIONERS' COURT OF ARCHER COUNTY, TEXAS
met in Regular Session on Monday, July 28, 2025 at 10:00 A.M.

Those present:

Randall C. Jackson		County Judge
Wade Scarbrough		Commissioner, Precinct 1
Darin Wolf	Absent	Commissioner, Precinct 2
Kendall Coleman		Commissioner, Precinct 3
Todd Herring		Commissioner, Precinct 4
Karren Winter		County Clerk
Cristi Kellar		Auditor
Patricia Vieth		Treasurer
Tyler Sales		Asst. County Attorney
Jordyn Berend		County Attorney
Nita Lewis		Court Coordinator
Lori Rutledge		District Clerk
Dawn Vieth		Tax Assessor/Collector
Jay Franklin		Deputy Sheriff
Brett Hoff		Constable, Precinct 4
David Wilk		Constable, Precinct 3

Public in Attendance:

Susie Wallace – Citizen
Devin Smith and Kyler Norman – Corlett, Probst and Boyd

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 & #5 were removed from the agenda.

ORDER TO APPROVE FINAL AGENDA

The motion was made by Wade Scarbrough and seconded by Todd Herring to approve the Final Agenda. Voting Yes 1-3-4-Judge

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

No comments were received by the Court.

D. ACTION AGENDA

1. Approve departmental reports.

ORDER TO APPROVE REPORTS

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

2. Approve vouchers for payment.

ORDER TO APPROVE VOUCHERS

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

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

ORDER TO APPROVE CERTIFICATES

The motion was made by Todd Herring and seconded by Kendall Coleman to approve Education Certificates. Voting yes 1-3-4-Judge

Randy Jackson	2025 Judicial Roundtables	
	DWI Discussion	3 hr
	Mental Health Discussion	3 hr
Jordyn Berend	TXDPS Adult Prosecutor and Court Reporting	1 hr
	TXDPS Juvenile Intake-Prosecutor and Court Reporting	1 hr
	TXDPS CJIS ISO Tech Talk	1 hr
	TXDPS Crimes Against Property	1 hr
	TXDPS Crimes Against Society	1 hr
	TXDPS Secure Site – Fact Clearinghouse Training	1 hr
	TXDPS Secure Site – Name – Base Training	1 hr

- 5. Approve Publisher’s Certificates. **Removed**
- 6. Discuss and/or approve an expenditure of the County Attorney’s Pretrial Intervention Funds. **Jordyn Berend advised the Court that she had terminated the lease on her printer with Hudson Imaging. When Hudson picked up the printer the storage cabinet that it sat on was also theirs. Berend is asking the Court to allow her to use Pretrial Intervention funds to purchase a new storage cabinet.**

ORDER TO APPROVE EXPENDITURE

The motion was made by Kendall Coleman and seconded by Todd Herring to approve an expenditure in the amount of \$100.00 plus tax and shipping from the County Attorney’s Pretrial Intervention Funds for a storage cabinet. Voting yes 1-3-4-Judge

- 7. Discuss and/or take action on Vieth Farms Subdivision. **Wade Scarbrough reported that the City of Wichita Falls has already approved the plat since it is in their ETJ. Scarbrough stated that the commissioners just need to accept City of Wichita Falls approval of the plat. Tyler Sales explained the different steps the Court could take. Mr. Sales stated that since the City of Wichita Falls has signed off on the plat, it is just a ministerial acceptance for Archer County. Mr. Scarbrough stated that he had spoken to Mr. Vieth about the road, whether it is paved or chipped.**

ORDER TO ACCEPT SUBDIVISION PLAT

The motion was made by Wade Scarbrough and seconded by Todd Herring to accept the Vieth Farms Subdivision plat. The County did not accept or approve any roads in the subdivision plat. Voting yes 1-3-4-Judge

- 8. Consider and/or take action on Advertising for the purchase of a new pickup truck for Precinct 2.

ORDER TO ADVERTISE FOR BIDS

The motion was made by Todd Herring and seconded by Wade Scarbrough to advertise for bids for purchase on a new pickup for Precinct 2 for Monday, August 25, 2025 at 10:00 a.m. Voting yes 1-3-4-Judge

- 9. Discuss and/or take action on Budget Items.

Items discussed:

Kristi Kellar requested Elected Official’s salaries to be set.
Constable, Precinct 3 has a certification of \$1,800.00.

Jordyn Berend discussed her disapproval of the Court discussing the County Attorney's salary without being present. Mrs. Berend addressed the salary that was in FY 2024 approved budget as \$66,664.35. Berend stated that the published amount was \$62,330.16. Mrs. Berend discussed the difference in the amount of \$2,334.21 of what was approved and what was published. She asked the Court to consider funding the difference. Cristi Kellar reported that the \$62,330.16 was the base salary with a 10% raise. Kellar also stated that the State Supplement funding was added to the base salary by mistake. State Supplement funds are not considered in base salaries. Ms. Kellar reported that she had reached out to TAC legal to ask how to make this correct. She was instructed that only the salary that was published could be paid. The Court discussed different options to pay the \$1,749.75, which covers from Jan. 1, 2025 until Sept. 31, 2025.

ORDER TO APPROVE SUPPLEMENT

The motion was made by Randy Jackson and seconded by Wade Scarbrough to set the salary at \$64,664.35 plus a FY 2025 supplement of \$1,749.75. Voting yes 1-3-4-Judge

Jordyn Berend stated that the Court had not considered her 7% raise. Randy Jackson stated that Mrs. Berend brought up a point that was discussed on Friday, and asked if there was any motion for consideration? Wade Scarbrough discussed the purpose of not giving a raise was because of the additional supplement to the County Judge and County Attorney. Randy Jackson reported he received \$12,600.00. Jordyn Berend stated that she received \$5,844.00 additional supplement. Randy Jackson reported that the Elected Officials that were not approved a 7% raise were: County Judge; County Attorney; Justice of the Peace; Precinct 1; and Constable, Precinct 4.

ORDER TO APPROVE RAISE

The motion was made by Wade Scarbrough and seconded by Todd Herring to give a 7% raise to all Elected Officials' base salary. Voting yes 1-4-Judge; No 3

Cristi Kellar asked the Court to discuss employee salaries.

Dawn Vieth discussed the Tax Rate.

Randy Jackson asked if there was any motion for county employee's salaries. Todd Herring discussed 7% for Elected Officials, Foremen's and Chief Deputies, and 5% for all other county employees.

Jordyn Berend stated she did not request a raise for her Chief Legal Asst; instead, she would like for her other employee to be raised up by \$2,600.00 to the same as her Chief Legal Assistant. She also state that if all employees are given a 5% raise, she wants her employees to receive the 5% raise.

Jack Curd asked the Court if they would allow him to give his whole staff from the Chief Deputy down a 5% raise, and to let him use SB 22 funds for his command staff. Randy Jackson stated that he would rather all raises be addressed by the Court. Todd Herring addressed employees that have worked for the County a month or 20 years should all get a 5% raise or not a raise. Jack Curd and Dawn Vieth replied that the raise is about the position and not the employee. Wade Scarbrough addressed his foreman position and road hand position. Scarbrough reported if he gave his foreman a 7% raise and his road hand a 5% raise, it would make the foreman making less than \$2.00 a pay period more than his road hand. Scarbrough discussed that he would like to add \$3,640.00 to the foreman base pay with a 5% raise to both employees. Scarbrough added that he had rearranged his budget to allow for this increase.

Randy Jackson asked Jordyn Berend what increase she wanted for her employees. Jordyn Berend asked the Court to increase her legal assistant \$2,600.00, and to give both employees a 5% raise.

ORDER TO INCREASE BASE PAY

The motion was made by Wade Scarbrough and seconded by Todd Herring to increase the base pay of Precinct #1 foreman by \$3,640.00 with a 5% raise. Voting yes 1-3-4-Judge

ORDER TO INCREASE BASE SALARY

The motion was made by Wade Scarbrough and seconded by Todd Herring to increase the County Attorney's legal assistance base pay by \$2,600.00 with a 5% raise. Voting yes 1-3-4-Judge

Todd Herring discussed the Tax Assessor/Collector's office employees that had worked for less than a year. Dawn Vieth stated that it was about the position, not the person. Vieth asked for them to receive a 5% raise.

ORDER TO APPROVE RAISES

The motion was made by Randy Jackson and seconded by Wade Scarbrough for all Chief Deputies and Foremen to get a 7% raise, and all other employees to receive a 5% raise including parttime employees a 5% raise. Voting yes 1-3-4-Judge

Jack Curd asked the Court if the longevity raise was retro back to when each employee started. Randy Jackson didn't think so. Cristi Kellar stated that she was told to add \$180 per year on all longevity pay, it was only a \$2.00 increase a pay period.

Having no further business to consider, the Court adjourned at 11:11 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