

THE COMMISSIONERS’ COURT OF ARCHER COUNTY, TEXAS
met in Special Session on Thursday, September 4, 2025 at 10:00 A.M.

Those present:

Randall C. Jackson	County Judge
Wade Scarbrough	Commissioner, Precinct 1
Darin Wolf	Commissioner, Precinct 2
Kendall Coleman	Commissioner, Precinct 3
Todd Herring	Commissioner, Precinct 4
Karren Winter	County Clerk
Patricia Vieth	Treasurer
Jordyn Berend	County Attorney
Tyler Sales	Asst. County Attorney
Cristi Kellar	Auditor
Shane Wright	EMC
Dawn Vieth	Tax Assessor/Collector
Jack Curd	Sheriff
Jay Franklin	Deputy Sheriff

Public in Attendance:

Ronnie Meyer – City of Archer City
Nathan Lawson – Archer County News

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.

A. Approve Final Agenda:

No items were removed from the agenda.

ORDER TO APPROVE FINAL AGENDA

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

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

No comments were received by the Court.

D. ACTION AGENDA:

1. Consider and/or take action on the purchase of a new Wave alert system. **Jack Curd discussed replacing the Wave Alert System with a new updated Wave Alert System. Sheriff Curd discussed different options to cover the cost of the system.**

ORDER TO PURCHASE ALERT SYSTEM

The motion was made by Todd Herring and seconded by Darin Wolf to purchase a new Wave alert system in the amount of \$46,521.00. Voting yes 1-2-3-4-Judge

2. Consider and/or approve renewal contract with Thompson Reuters. **Jordyn Berend discussed the renewal contracts with Thompson Reuters and LexisNexis. Mrs. Berend stated that she had negotiated the price with each contract. Jack Curd stated that his office has LexisNexis, and that Mrs. Berend’s office could be on the Sheriff’s Office contract if necessary. Mrs. Berend stated that she would like to review the Sheriff’s Office LexisNexis program before moving forward on renewing her contract.**

ORDER TO RENEW CONTRACT

The motion was made by Darin Wolf and seconded by Wade Scarbrough to renew contract with Thompson Reuters. Voting yes 1-2-3-4-Judge

3. Consider and/or approve renewal contract with LexisNexis.

ORDER TO TABLE RENEWING CONTRACT

The motion was made by Todd Herring and seconded by Kendall Coleman to table renewing the contract with LexisNexis. Voting yes 1-2-3-4-Judge

4. Consider and/or take action on Budget Items.

Items considered:

Cristi Kellar gave the Court an update on all the changes that have been made since the proposed budget was filed.

Revenues

- Estimated Cash Balance, Beginning of Year \$1,810,000.00
- SB 22 Funds increase of \$100,000.00
- HAVA Grant \$32,500.00

#412 Non-Departmental

- Medical Insurance Premiums \$492,000.00
- IT Network Repairs/Maintenance/Leasing \$115,500.00
- Generators/Repeater Expenses \$45,900.00

Court discussed Regular Part-time Employees receiving insurance (total of 4):

Assistant County Attorney

Sheriff's Office

County Extension Office

Janitor

ORDER TO OFFER HEALTH INSURANCE

The motion was made by Wade Scarbrough and seconded by Todd Herring to offer Health Insurance to Regular Part-time employees that work a minimum of 1040 hours a year; with no HSA contributions; and not allowed to opt out of insurance in order to receive stipend pay. Voting yes 1-2-3-4-Judge

#414 District Clerk

- Purchased copy machine instead of leasing

#415 Elections

- HAVA Grant Funds added
- Revenue Funds added

#418 County Attorney

- Increased incentive

#419 Tax Assessor-Collector

- Staff Salaries

#418 County Attorney

- Insurance removed from SB 22 funds

All Precinct Funds – Commissioners

- Medical Insurance

- Cash balance beginning funds
- Special Projects
- Cash in reserves

#45 Flood Plain

- **(\$1,343.92)** beginning balance

Cristi Kellar stated that the Court paid EMC membership was paid out of this fund from 2014 – 2020. Judge Jackson stated that the membership fee is no longer necessary because there is not a grant for the EMC any longer. Ms. Kellar stated there is revenue that is generated in this fund. She asked if the Court wanted to allow this fund to replenish itself.

#59 On-Site Sewage Facility (OSSF)

- **(\$7,900.00)** beginning balance

Randy Jackson discussed increasing the OSSF fee which would correct this line item in the next year with all the new builds going into the County.

ORDER TO INCREASE FEE

The motion was made by Randy Jackson and seconded by Wade Scarbrough to increase the OSSF fee for inspections from \$300.00 to \$400.00. Voting yes 1-2-3-4-Judge

Special & Dedicated Funds

#57 Vitals Archive Fund

- **(\$2,160.00)** beginning balance

Cristi Kellar reported that items were debited from this fund in error.

ORDER TO MAKE TRANSFER

The motion was made by Wade Scarbrough and seconded by Kendall Coleman to allow line-item transfers in the amount of \$2,336.60 from General Fund to replace the funds that were debited in error. Voting yes 1-2-3-4-Judge

#68 County Records Management Fund

Cristi Kellar reported that this fund is in the negative. Karren Winter reported to the Court that in the past when a criminal case had a judgment a \$25.00 fee would be assessed, \$22.50 would go to this fund and \$2.50 would go to the clerk records management fund, either the county clerk or district clerk. This fee is no longer charged in current cases.

- **(\$6,050.00)** beginning balance

ORDER TO MAKE TRANSFER

The motion was made by Kendall Coleman and seconded by Todd Herring to transfer \$6,050.00 from the General Fund to the County Records Management fund to zero out the fund. Voting yes 1-2-3-4-Judge

#79 Pre-Trial Intervention Fund

Cristi Kellar discussed the Pre-Trial Intervention Fund. Jordyn Berend reported that her office would not spend \$5,000.00 in a year, but will receive \$5,000.00 in a year. Mrs. Berend reported that the Commissioners' Court is required to approve every expenditure that is made from this fund.

#99 Courthouse Security – County

- Part-time salary for bailiff
- District Court Coordinator asked if the bailiff would receive a raise.

ORDER FOR SALARY INCREASE

The motion was made by Randy Jackson and seconded by Todd Herring to increase Bailiff's daily rate by 5%, which would be \$210.68. Voting yes 1-2-3-4-Judge

Having no further business to consider, the Court adjourned at 11:24 A.M.

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