

## **THE COMMISSIONERS' COURT OF ARCHER COUNTY, TEXAS**

met in Regular Session on Monday, October 27, 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

Jack Curd  
Patricia Vieth  
Jordyn Berend  
Tyler Sales  
Cristi Kellar  
Shane Wright  
Dawn Vieth  
Greg Anderson

Sheriff  
Treasurer  
County Attorney  
Asst. County Attorney  
Auditor  
EMC  
Tax Assessor/Collector  
Deputy Sheriff

### **Public in Attendance:**

Nathan Lawson – Archer County News  
Cory Glassburn - Citizen

#### **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

#### **B. Approve Final Agenda:**

**Item #5 was removed from the agenda.**

### **ORDER TO APPROVE FINAL AGENDA**

The motion was made by Todd Herring 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:**

**Dawn Vieth advised the Court that the Tax Assessor's Office would now be opened during the noon hour.**

**Jack Curd reported that there was a small fire at the jail. Curd reported that a small dryer had caught on fire. The fire was quickly put out and no damage to the building or any other appliances, only the small dryer.**

**Kendall Coleman stated that Kortney Kulhanek had reported to him that several locks at the Extension Building need repairs.**

**Todd Herring reported that the Holliday Senior Citizens are going to sale smoked hams as a fundraiser, with the hams to be picked up on November 21, 2025. Mr. Herring advised the Court that he would report back with the dates the hams would be on sale.**

#### **D. ACTION AGENDA**

1. Approve departmental reports.

### **ORDER APPROVING REPORTS**

The motion was made by Wade Scarbrough and seconded by Todd Herring to approve departmental reports: **Treasurer; County Agent; Holliday Public Library.** 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 Kendall Coleman to approve vouchers for payment. Voting Yes 1-2-3-4-Judge

**Readout Vouchers**

GKG Inc. fire extinguisher brackets for Precinct 1	\$105.00
County Agent Kortney Kulhanek reimbursement	70.83
Silver Star Training & Consulting Sheriff’s Office	600.00
Bob Schroeder, Precinct 2 welding on cattle guards	139.00

- 3. Approve line-item transfers.

**ORDER TO APPROVER TRANSFERS**

The motion was made by Kendall Coleman and seconded by Todd Herring to approve line-item transfers. Voting Yes 1-2-3-4-Judge

Department – Account	Account Name	Debit	Credit
011.0400.0332	Equipment/Machine Purchase (R&B General Precinct.1)	128,000.00	
011.0400.0340	Special Projects (R&B General for Precinct 1)		128,000.00
031.0400.0333	Building Repairs/Maintenance (R&B General Precinct 3)	54,000.00	
031.0400.0340	Special Projects (R&B General Precinct 3)		54,000.00
010.0417.0495	Trial Expenses (District Attorney)	3,500.00	
010.0416.0492	District Court Funding (District Court)		3,500.00

- 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

<b>Lori Rutledge</b>	<b>Texas District Court Alliance</b>
<b>Raelyn Bussey</b>	<b>CJIS - Introduction and Overview</b>
	<b>CJIS - Handling Information</b>
	<b>CJIS - Name-Based Searches</b>
	<b>CJIS - Security and Privacy: Security Role</b>

- 5. Approve Publisher’s Certificates. **Removed**
- 6. Consider and/or approve changes to the Personnel Policy.

**ORDER TO APPROVE POLICY UPDATE**

The motion was made by Todd Herring and seconded by Kendall Coleman to add Reasonable Suspicion to the Personnel Policy section 7.01. Voting Yes 1-2-3-4-Judge

**Reasonable Suspicion** – If an employee is having work performance problems or displaying behavior that may be alcohol or drug related, or is otherwise demonstrating conduct that may be in violation of the County’s drug and alcohol policy, the elected official or employee’s supervisor may require the employee to submit to alcohol or drug testing. Upon request, the employee must submit for testing within 1 hour of the request.

The Elected Official or supervisor may take the following steps if an employee is suspected to be under the influence of alcohol or a controlled substance.

1. Confront the employee involved and keep them under direct observation until the situation is resolved. Inform the employee of the problem with their job performance and specific violations of the County Policy.
2. If the supervisor believes, after observing or talking to the employee, that the conduct or performance problem could be due to alcohol or substance abuse, the employee will be immediately required to submit to an alcohol or drug test. If the employee refuses to submit to testing for any reason, the employee may be terminated.
3. Employees will be asked to release any evidence, such as alcohol or drug paraphernalia, relating to the observation for further testing. Failure to comply may subject the employee to
4. subsequent discipline, up to and including termination. All confiscated evidence will be receipted for with signatures of either the elected official or supervisor as well as the employee.
5. The elected official or supervisor will **remove** the employee from the county work station and ensure that the employee is transported to an appropriate collection site and thereafter to the employee's residence. Under no circumstances will the employee be allowed to drive a vehicle until a confirmed negative test result is received.
6. The elected official or supervisor shall, within 24 hours or before the results of the controlled substance test are released, document the particular facts related to the behavior or performance problems and present such documentation to the Human Resource office for filing.

The following steps may be taken if found to be under the influence of alcohol.

#### **Post-Accident Testing:**

All employees directly involved in an on-the-job accident or incident resulting in property damage and/or medical treatment may be required to submit for drug and/or alcohol testing. This will be at the discretion of the Elected Official or supervisor.

#### **Testing Procedures –**

1. The employee may be escorted and/or driven to the designated facility for specimen collection and/or testing within 1 hour of the accident.
2. The employee will be required to follow the drug testing protocol of the medical facility providing the testing. All initial costs will be paid for by Archer County.
3. If the employee desires another test to be given, they may do so within 2 hours of the specimen being collected and the same specimen will be used. The cost of this request will be paid for by the employee.
4. The employee will be placed on paid administrative leave until the results of the test are known.
5. Under no circumstances, unless required or authorized by law, will alcohol or drug testing information be released without written consent from the employee.

Each employee is expected to cooperate and consent to a drug and/or alcohol test when requested under the terms of this policy. Refusal to consent to a drug and/or alcohol test when requested is cause for termination.

Any employee who violates this drug and alcohol policy may be terminated.

#### **ORDER TO AMEND POLICY**

The motion was made by Todd Herring and seconded by Kendall Coleman to approve amending personal policy section 4.06. Voting yes 1-2-3-4-Judge

#### **OVERTIME DEFINITION**

4. Overtime shall include all time actually worked for the County in excess of 40 hours in any workweek, **except for all** TCLEOSE deputies, jailers, jailers/dispatchers, and dispatchers.

5. Overtime, for all TCLEOSE deputies, jailers and jailers/dispatchers shall include all time actually worked for the County in excess of 171 hours in any one 28-day

work period. Overtime for all dispatchers shall include all time actually worked for the County in excess of 83 hours in any one 14-day work period.

7. Consider and/or take action on continuation of the Interlocal Agreement for the Provision of Supplemental Telecommunications and Dispatch Services Between Archer County, Texas and Baylor County, Texas. **Jack Curd discussed the Interlocal Agreement with Baylor County. Sheriff Curd stated that the assistance that Baylor County needed had decreased and he was okay with extending the agreement another year.**

#### **ORDER TO APPROVE EXTENDING INTERLOCAL AGREEMENT**

The motion was made by Wade Scarbrough and seconded by Kendall Coleman to approve extending the Interlocal Agreement for the Provision of Supplemental Telecommunications and Dispatch Services between Archer County and Baylor County. Voting Yes 1-2-3-4-Judge

8. Discuss and/or take action on vehicle leases for the Sheriff's Office. **Jack Curd reported that he was having issues with leasing vehicles. Sheriff Curd stated that there are times when he needs to be able to act immediately on a lease without Court approval. He reported that it is taking almost a year to receive a new leased vehicle. Jack Curd reported to the Court that he had spoken to Cristi Kellar about the Sheriff's Department budget, and that he would stay within his vehicle budget.**

#### **ORDER TO APPROVE SIMILAR LEASES**

The motion was made by Todd Herring and seconded by Kendall Coleman to approve Jack Curd to make similar vehicle leases for the Archer County Sheriff's Department vehicles. Voting Yes 1-2-3-4-Judge

9. Discuss and/or take action on the Sheriff's Annual Report. **Jack Curd gave the Sheriff's Office Annual Report.**

#### **ORDER ACCEPTING REPORT**

The motion was made by Todd Herring and seconded by Darin Wolf to accept the Sheriff's Annual Report. Voting Yes 1-2-3-4-Judge

10. Consider and/or take action on the Church Subdivision Plat presented by Corlett, Probst & Boyd, P.L.L.C. **No action taken.**
11. Consider and/or take action on the Interlocal Agreement between the Regional Public Defender Office Local Government Corporation and Archer County, Texas for the FY2026/2027. **Randy Jackson discussed the need for the Interlocal Agreement for the purpose of the County ever having a capital murder trial. Jordyn Berend reported that she had spoken to the 97<sup>th</sup> District Judge, Trish Byars, and the 97<sup>th</sup> District Attorney, Katie Boggeman, about the Interlocal Agreement and they were all in agreement that this was very much needed.**

#### **ORDER TO APPROVE INTERLOCAL AGREEMENT**

The motion was made by Kendall Coleman and seconded by Darin Wolf to approve the Interlocal Agreement between the Regional Public Defender Office Local Government Corporation and Archer County for the FY 2026-2027 in the amount of \$2,033.00 annually. Voting Yes 1-2-3-4-Judge

12. Discuss and/or take action on Comp & Overtime Compensation for Sheriff's office employees. **Jack Curd stated that the Court had agreed to pay dispatchers/jailers overtime pay in lieu of comp-time for the month of June, 2025. Sheriff Curd stated that he is having trouble getting dispatchers/jailers to work overtime, because they have such a hard time**

**getting comp-time off. He is requesting the Court to pay overtime until March 1, 2026 for dispatchers/jailers.**

**Jack Curd also discussed having three deputies that were over the allotted 240 hours comp-time. Curd requested these three deputies get paid for the 180 hours comp-time to bring their total to a manageable amount.**

**ORDER TO APPROVE OVERTIME**

The motion was made by Kendall Coleman and seconded by Wade Scarbrough to approve Comp and Overtime Compensation for Sheriff's office dispatchers/jailers until March 1, 2026. Voting Yes 1-2-3-4-Judge

Todd Herring made the motion to pay three Deputies that are over or at the max comp-time limit be paid overtime for ½ of comp-time accrued. Herring amends his motion.

**ORDER TO APPROVE OVERTIME PAY**

The motion was made by Todd Herring and seconded Wade Scarbrough to pay three deputies 180 hours over-time in lieu of comp-time. Voting yes 1-2-3-4-Judge

**Having no further business to consider, the Court adjourned at 11:05 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**