

**THE COMMISSIONERS' COURT OF ARCHER COUNTY, TEXAS**  
met in Regular Session on Monday, November 14, 2022 at 10:00 A.M.

**Those present:**

Randall C. Jackson	County Judge
Wade Scarbrough	Commissioner Prec. 1
Darin Wolf	Commissioner Prec. 2
Pat Martin, III	Commissioner Prec. 3
Todd Herring	Commissioner Prec. 4
Karren Winter	County Clerk

Jack Curd	Sheriff
Patricia Vieth	Treasurer
Paul O. Wylie, Jr.	Auditor
Shane Wright	EMC
Nita Lewis	Court Coordinator
David Levy	County Attorney
	via telephone

Citizens in attendance:  
Nathan Lawson with Archer County News  
Maeley Herring, Citizen  
Susie Wallace, 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 Court Clerk

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

**B. Approve Final Agenda:**

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

**ORDER TO APPROVE FINAL AGENDA**

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

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

**Todd Herring Holliday Thanksgiving lunch Thursday, November 17, 2022 from 12 to 1 at the Holliday Service Center.**

**Herring reported that the Holliday Service was also selling smoked hams at \$40.00 each for anyone that would like to purchase one.**

**Patricia Vieth reported that the County would be putting up Christmas lights week after Thanksgiving.**

**D. ACTION AGENDA:**

1. Approve departmental reports.

**ORDER TO APPROVE REPORTS**

The motion was made by Pat Martin, III and seconded by Todd Herring to approve departmental reports: **Treasurer; 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 Pat Martin, III to approve vouchers for payment. Voting yes 1-2-3-4-Judge

3. Approve line-item transfers.

**ORDER TO APPROVE TRANSFERS**

The motion was made by Todd Herring and seconded by Darin Wolf to approve line-item transfers. Voting yes 1-2-3-4-Judge

Department-Account	Account Name	Increase	Decrease
010.0410.0471	County Judge - Software	13,000.00	
010.0411.0791	Courthouse-Building - Courthouse R/M		93,000.00
010.0412.0318	Non-Departmental - Inmate Medical	40,000.00	
010.0413.0102	County Clerk - Regular Part Time Salaries		3,000.00
010.0413.0471	County Clerk - Software		1,819.48
010.0413.0450	County Clerk - Office Machine Repairs		180.52
010.0414.0471	District Clerk - Software		56,500.00
010.0415.0449	Elections - Office Machine/Furniture		41,357.50
010.0415.0471	Elections - Software		12,642.50
010.0416.0101	District Court - Full Time Salaries		37,413.00
010.0416.0475	District Court -Jury Fees		8,166.00
010.0416.0577	District Court - Miscellaneous Expense		13,421.00
010.0417.0457	District Attorney - Court Expenses	40,329.00	
010.0417.0460	District Attorney - Attorney Expenses	5,671.00	
010.0418.0102	County Attorney - Regular Part Time Salaries		16,000.00
010.0419.0101	Tax Assessor/Collector - Full Time Salaries	8,000.00	
010.0424.0331	Constable #4 - Fuel & Oil		4,000.00
010.0424.0616	Constable #4 - Auto Lease/Purchase		4,000.00
010.0425.0103	County Sheriff - Part Time Salaries	102,167.14	
010.0425.0331	County Sheriff - Fuel & Oil	55,819.36	
010.0425.0607	County Sheriff – Auto Repairs/Maintenance	24,013.50	
010.0427.0103	Extension Office – Temp. Part Time Salaries	10,000.00	
010.0428.0540	Emergency Management – I-Info License	2,500.00	
010.0437.0101	Other Departments – Full-Time Salaries		10,000.00

Department-Account	Account Name	Increase	Decrease
048.0400.0127	Elections – Election Kits	4,000.00	
059.0400.0541	On Site Sewage – Consultant Contract	10,340.00	
059.0400.0822	On Site Sewage – Permit Fee – State	300.00	
061.0400.0827	Criminal Cost Tax Fund – State Court Costs & Fees	8,500.00	
067.0400.0827	Special Projects – Contingency		23,740.00
068.0400.0482	R/M County Records Management	600.00	

4. Approve Education Certificates.

**ORDER TO APPROVE CERTIFICATES**

The motion was made by Pat Martin, III and seconded by Darin Wolf to approve Education Certificates. Voting yes1-2-3-4-Judge

<b>Darin Wolf</b>	<b>Texas A&amp;M AgriLife Extension Service</b>	<b>7 Hours</b>
<b>Wade Scarbrough</b>	<b>Texas A&amp;M AgriLife Extension Service</b>	<b>7 Hours</b>
<b>Todd Herring</b>	<b>Texas A&amp;M AgriLife Extension Service</b>	<b>7 Hours</b>
<b>Randy Jackson</b>	<b>Texas A&amp;M AgriLife Extension Service</b>	<b>7 Hours</b>
<b>Pat Martin, III</b>	<b>Texas A&amp;M AgriLife Extension Service</b>	<b>7 Hours</b>
<b>Karen Aulds</b>	<b>Birth Registrar Certification Course</b>	
<b>Kristi Malone</b>	<b>Birth Registrar Certification Course</b>	

5. Approve Publisher’s Certificates. **Removed.**

6. Approve Minutes from previous month – October, 2022.

**ORDER TO APPROVE MINUTES**

The motion was made by Wade Scarbrough and seconded by Todd Herring to approve minutes from the month of October, 2022. Voting yes 1-2-3-4-Judge

7. Consider and/or take action to end the services of I-Info. **Shane Wright discussed changing services from I-Info and going to Hyper Reach for notifications to the public.**

**ORDER TO DISCONTINUING SERVICE**

The motion was made by Darin Wolf and seconded by Wade Scarbrough to discontinue the service of I-Info. Voting yes 1-2-3-4-Judge

8. Consider and/or take action on Atmos Energy Corp. – Pipeline Replacement – Line 73. **Pat Martin, III discussed the policies the County has in place that Atmos Energy Corp would comply with when boring under County roads.**

#### **ORDER TO APPROVE PIPELINE REPLACEMENT**

The motion was made by Pat Martin, III and seconded by Todd Herring to approve Atomos Energy Corporation for pipeline replacement line 73. Voting yes 1-2-3-4-Judge

9. Consider and/or approve contracting with Kofile for the Restoration of County Deed Record Books using Records Management funds. **Karren Winter presented one of the books that was going to be restored. Winter assured the Court once the book was restored, she would show the Court the restored book.**

#### **ORDER TO APPROVE RECORDS MANAGEMENT FUNDS**

The motion was made by Todd Herring and seconded by Wade Scarbrough to approve the use of County Clerk Records Management funds for the restoration of two County Deed Record Books in the amount of \$15,779.47 with Kofile. Voting yes 1-2-3-4-Judge

10. Consider and/or take action to solicit bids for the sale of Guardrail Material. **Darin Wolf and Todd Herring discussed Guardrail Material that would be sold.**

#### **ORDER TO ADVERTISE FOR BIDS**

The motion was made by Darin Wolf and seconded by Wade Scarbrough to advertise for bids for the sale of Guardrail Materials for Monday, November 28, 2022 at 10:00 a.m. Voting yes 1-2-3-4-Judge

11. Discuss and/or take action in regards to the Asphalt Zipper. **Darin Wolf discussed that City of Windthorst requested having a road repaired with the asphalt zipper. Wolf suggested that any funds that is received from an entity, the funds should be placed in Precinct 5.**

#### **ORDER TO PREPARE INTERLOCAL AGREEMENT**

The motion was made by Pat Martin, III and seconded by Darin Wolf to prepare an Interlocal Agreement between Archer County and any entity hiring the use of the Asphalt Zipper. The agreement would be for hourly rates for equipment and labor according to FEMA rates. Voting yes 1-2-3-4-Judge

12. Consider and/or take action in regards to the Electricity and Lights around Courthouse. **Patricia Vieth discussed upgrading the lights and plugs around the courthouse. Pat Martin requested a quote for the LED lights before replacing the big lights around Courthouse.**

#### **ORDER TO REPAIRING ELECTRICITY AND LIGHTS**

The motion was made by Randy Jackson and seconded by Darin Wolf to approve maintenance of repairing electricity and lights around Courthouse supervised by Commissioner Martin. Voting yes 1-2-3-4-Judge

13. Consider and/or take action on Outside Lighting for the Livestock Show Barn. **Todd Herring discussed the Junior Livestock Show Barn needing more outside lights. No action taken.**

14. Discuss transferring 2022 Mack Truck (last 4 of VIN 9388) and First National Bank Leasing contract 30017573 from Commissioner Pct 4 to Commissioner Pct 3. **Todd Herring discussed transferring a contract for a leased truck to Precinct 3.**

#### **ORDER TO TRANSFER TRUCK**

The motion was made by Pat Martin, III and seconded by Todd Herring to approve the transfer of a 2022 Mack Truck and First National Bank Leasing contract 30017573 from Commissioner Precinct 4 to Commissioner Precinct 3. Voting yes 1-2-3-4-Judge

15. Consider and/or approve the purchase of 2 Motor Graders for Precinct 4.

#### **ORDER TO APPROVE PURCHASE**

The motion was made by Todd Herring and seconded by Darin Wolf to approve the lease/purchase of two Motor Graders for Precinct 4. Voting yes 12-2-3-4-Judge

16. Consider and/or take action to solicit bids for the Financing of Motor Graders.

#### **ORDER TO APPROVE ADVERTISING FOR BIDS**

The motion was made by Todd Herring and seconded by Pat Martin, III to advertise for bids for the financing of two Motor Graders for Monday, November 28, 2022 at 10:00 a.m. Voting yes 1-2-3-4-Judge

17. Consider and/or take action to declare the following items as Surplus/Salvage:  
2005 Freightliner 1FUJF0CV65DU48231; 2006 CPS Trailer  
5MC1116266P006594 for Precinct 1.

#### **ORDER TO DECLARING ITEMS SURPLUS/SALVAGE**

The motion was made by Wade Scarbrough and seconded by Darin Wolf to approve declaring items as Surplus/Salvage. Voting yes 1-2-3-4-Judge

18. Consider and/or approve Archer County's participation in the TAC Cybersecurity Course. Patricia Vieth reported that every county employee that has a county email is required to take a class on Cybersecurity through Texas Association of Counties by July 30, 2023.

#### **ORDER TO APPROVE PARTICIPATION IN TAC COURSE**

The motion was made by Pat Martin, III and seconded by Todd Herring to approve Archer County's participation in the TAC Cybersecurity Course. Voting yes 1-2-3-4-Judge

**Item #19 was discussed after Court convened into Executive Session.**

19. Discuss and/or take action on Cybersecurity measures.

#### **ORDER TO APPROVE CYBERSECURITY MEASURES**

The motion was made by Randy Jackson and seconded by Todd Herring to approve Cybersecurity measures and to appoint Cody Hundley as Archer County IT manager. Voting yes 1-2-3-4-Judge

Adjourn into Executive Session.

#### **ORDER TO CONVENE INTO EXECUTIVE SESSION**

The motion was made by Randy Jackson and seconded by Wade Scarbrough to convene into Executive Session. Voting yes 1-2-3-4-Judge

Executive Session convened at 10:47 a.m.

Executive Session adjourned at 11:10 a.m.

#### **ORDER TO ADJOURN FROM EXECUTIVE SESSION**

The motion was made by Todd Herring and seconded by Darin Wolf to adjourn from Executive Session. Voting yes 1-2-3-4-Judge

**Having no further business to consider, the Court adjourned at 11:12 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