

**ORDER ADOPTING A PROPERTY TAX EXEMPTION FOR  
QUALIFYING CHILD-CARE FACILITIES**

**WHEREAS**, during its 88<sup>th</sup> Regular Legislative Session, the Texas Legislature passed Senate Bill 1145 (“SB 1145”) and Senate Joint Resolution 64 (“SJR 64”); and

**WHEREAS**, SJR 64 proposed an amendment to the Texas Constitution to authorize cities and counties to provide property tax relief by approving an exemption for eligible child-care facilities of no less than 50 percent of the appraised value on all or part of the property used to operate a qualifying child-care facility, and this proposition (“Proposition 2”) was approved by Texas voters during the November 7, 2023 Constitutional Amendment Election; and

**WHEREAS**, the approval of Proposition 2 resulted in the addition of Section 1-r to Article VIII of the Texas Constitution of November 7, 2023; and

**WHEREAS**, SB 1145 is the enabling legislation for Section 1-r of Article VIII of the Texas Constitution and became effective January 1, 2024; and

**WHEREAS**, the Montague County community is approaching the expiration of federal funding that has allowed many child-care providers to stay open and retain staff during the COVID-19 pandemic; and

**WHEREAS**, child-care providers, early childhood educators, and working families will experience increased instability as federal relief funding expires later this year; and

**WHEREAS**, offering tax relief for child-care centers will support continued access to quality child-care for Montague County families.

**NOW, THEREFORE, BE IT ORDERED:** that the Montague County Commissioners Court, as authorized by Texas Tax Code Section 11.36, hereby adopts an exemption, to be effective in tax year 2024, entitling qualified persons to an exemption from taxation by the County, of \_\_\_\_\_ percent of the appraised value of:

- (1) the real property the person owns and operates as a qualifying child-care facility; or
- (2) the portion of the real property that the person owns and leases to a person who uses the property to operate a qualifying child-care facility.

**PASSED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2024.

**MONTAGUE COUNTY COMISSIONERS COURT**

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Kevin Benton, County Judge

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Roy Darden, Commissioner, Pct. #1

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Mike Mayfield, Commissioner, Pct. #2

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Mark Murphey, Commissioner, Pct. #3

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Bob Langford, Commissioner, Pct. #4

ATTEST:

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Kim Jones, County Clerk

PROCLAMATION

WHEREAS, our great nation is governed by the Constitution, signed on September 17, 1787; and

WHEREAS, the Constitution has endured for 237 years, being a stalwart guide in governing our great nation; and

WHEREAS, it seems good and right to bring to mind the content of the Constitution; and

WHEREAS, it seems prudent to honor and bring to remembrance the authors of this great document;

NOW THEREFORE, We, the County Commissioners of Montague County, Texas, do hereby proclaim September 17, 2024 as **CONSTITUTION DAY** throughout Montague County, and urge all citizens to observe this day with thanksgiving for the wisdom shown by our Founding Fathers for its creation.

Signed on this the 12<sup>th</sup> day of August, 2024

\_\_\_\_\_  
Kevin L. Benton, County Judge

\_\_\_\_\_  
Roy Darden, Commissioner, Pct. #1

\_\_\_\_\_  
Mike Mayfield, Commissioner, Pct. #2

\_\_\_\_\_  
Mark Murphey, Commissioner, Pct. #3

\_\_\_\_\_  
Bob Langford, Commissioner, Pct. #4

ATTEST:

\_\_\_\_\_  
Kim Jones, County Clerk

Montague County  
2025 Holidays

Monday, January 20	Martin Luther King, Jr.
Monday, February 17	Presidents' Day
Friday, April 18	Good Friday
Monday, May 26	Memorial Day
Thursday, June 19	Juneteenth
Friday, July 4	Independence Day
Monday, September 1	Labor Day
Tuesday, November 11	Veterans Day
Thursday & Friday November 27 & 28	Thanksgiving
Wednesday & Thursday December 24 & 25	Christmas
Thursday, January 1, 2026	New Year's Day



**MONTAGUE COUNTY, TEXAS**

**RESOLUTION OF MONTAGUE COUNTY AUTHORIZING AND APPROVING  
THE REAPPOINTMENT OF INDIVIDUAL TO THE BOARD OF DIRECTORS OF  
THE NORTEX HOUSING FINANCE CORPORATION.**

WHEREAS, pursuant to the Texas Housing Finance Corporation Act, Chapter 394, Texas Local Government Code, as amended, the Texas counties of Archer, Baylor, Clay, Cottle, Foard, Hardeman, Jack, Montague, Wichita, Wilbarger, and Young, Texas (collectively, the "Sponsoring Entities") have formed a joint housing finance corporation named the Nortex Housing Finance Corporation (the "Corporation") to provide a means of financing the cost of residential ownership and development that will provide decent, safe and sanitary housing for persons and families of low and moderate income; and

WHEREAS, Montague County is a member of the Corporation and has authorized the Corporation to act on its behalf and on behalf of the other Sponsoring Entities for the purposes set forth in the previous paragraph; and

WHEREAS, in accordance with the Articles of Incorporation and the Bylaws of the Corporation, a majority of the Sponsoring Entities must approve the appointment and/or reappointment of members of the Board of Directors of the Corporation; and

WHEREAS, in accordance with the Articles of Incorporation and the Bylaws of the Corporation, Montague County together with the Sponsoring Entities desires to appoint/reappoint existing members of the Board of Directors of the Corporation upon resignation or expiration of their current terms.

NOW, THEREFORE, Be It Resolved By the Commissioner Court of Montague County that:

*Section 1. Board of Directors.* That the following reappointment for the Board of Directors of the Corporation and the length of the term thereof are hereby authorized and approved;

<u>DIRECTOR</u>	<u>CURRENT TERM EXPIRES</u>	<u>NEWLY APPOINTED TERM EXPIRES</u>
Mr. Greg Ross	Reappointment	August 1, 2029

*Section 2. Effective Date.* That this Resolution shall be in full force and effect from and upon its adoption.

**PASSED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_ 2024.

By \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

By \_\_\_\_\_

Title: \_\_\_\_\_



**TEXAS DEPARTMENT OF AGRICULTURE  
TEXANS FEEDING TEXANS: HOME-DELIVERED MEAL  
GRANT PROGRAM**

**RESOLUTION AUTHORIZING COUNTY GRANT  
PROGRAM YEAR 2025**

A resolution of the County of Montague(County) Texas certifying that the County has made a grant to Bowie Senior Citizens Project(Organization), an organization that provides home-delivered meals to homebound persons in the County who are elderly and/or have a disability, and certifying that the County has approved the Organization's accounting system or fiscal agent.

**WHEREAS**, the Organization seeks to apply for grant funds from the Texas Department of Agriculture to supplement and extend existing services for homebound persons in the County who are elderly and/or have a disability pursuant to the Home-Delivered Meal Grant Program (Program);

**WHEREAS**, the Program rules require the County in which an Organization is providing home-delivered meal services to make a grant to the Organization in order for the Organization to be eligible to receive Program grant funds; and

**WHEREAS**, the Program rules further require the County approve the Organization's accounting system or fiscal agent in order for the Organization to be eligible to receive Program grant funds;

**BE IT RESOLVED BY THE COUNTY:**

SECTION 1: The County hereby certifies that it has made a grant to the Organization in the amount of \$958.44 to be paid and used between the:

1st of October 2024 and the 30th of September 2025

SECTION 2: The County hereby certifies that the Organization provides home-delivered meals to homebound persons in the County who are elderly and/or have a disability.

SECTION 3: The County hereby certifies that it has approved the Organization's accounting system or fiscal agent which meets financial management system requirements as set forth in the Texas Grant Management Standards promulgated by the Texas Comptroller of Public Accounts.

Introduced, read, and passed by the affirmative vote of the County on this 12th day of August, 2024.



\_\_\_\_\_  
*Signature of Authorized Official of the County*

Kevin L. Benton, County Judge

*Typed Name and Title*



**TEXAS DEPARTMENT OF AGRICULTURE  
TEXANS FEEDING TEXANS: HOME-DELIVERED MEAL  
GRANT PROGRAM**

**RESOLUTION AUTHORIZING COUNTY GRANT  
PROGRAM YEAR 2025**

A resolution of the County of Montague (County) Texas certifying that the County has made a grant to The Montague County Carpenter's Shop, Inc. (Organization), an organization that provides home-delivered meals to homebound persons in the County who are elderly and/or have a disability, and certifying that the County has approved the Organization's accounting system or fiscal agent.

**WHEREAS**, the Organization seeks to apply for grant funds from the Texas Department of Agriculture to supplement and extend existing services for homebound persons in the County who are elderly and/or have a disability pursuant to the Home-Delivered Meal Grant Program (Program);

**WHEREAS**, the Program rules require the County in which an Organization is providing home-delivered meal services to make a grant to the Organization in order for the Organization to be eligible to receive Program grant funds; and

**WHEREAS**, the Program rules further require the County approve the Organization's accounting system or fiscal agent in order for the Organization to be eligible to receive Program grant funds;

**BE IT RESOLVED BY THE COUNTY:**

SECTION 1: The County hereby certifies that it has made a grant to the Organization in the amount of \$472.06 to be paid and used between the:

1st of October 2024 and the 30th of September 2025

SECTION 2: The County hereby certifies that the Organization provides home-delivered meals to homebound persons in the County who are elderly and/or have a disability.

SECTION 3: The County hereby certifies that it has approved the Organization's accounting system or fiscal agent which meets financial management system requirements as set forth in the Texas Grant Management Standards promulgated by the Texas Comptroller of Public Accounts.

Introduced, read, and passed by the affirmative vote of the County on this 12th day of August, 2024.



*Signature of Authorized Official of the County*

Kevin L. Benton, County Judge

*Typed Name and Title*





1	HVBB	MailCenter 2000
1	HVSP	MailCenter Shipping Bundle
1	M9SS	USPS Tracking Services
1	ME1C	Meter Equipment - Low
1	MW90007	Drop Stacker
1	MW92705	MailCenter 15in Display
1	PTJ1	SendPro Online-PitneyShip
1	PTJ4	Multicarrier Sending App w HW or Meter
1	PTJ8	SPO-PitneyShip Mailing included w HW
1	PTJC	SPO-PitneyShip Individual
1	PTJN	Single User Access
1	PTK1	Web Browser Integration
1	PTK3	Meter Integration
1	PTKHV	PitneyShip MailCenter Integration
1	SJM2	SoftGuard - 2000
1	STDSLA	Standard SLA-Equipment Service Agreement (for MailCenter)

### Your Payment Plan

<b>Initial Term:</b> 60 months	<b>Initial Payment Amount:</b>	
<b>Number of Months</b>	<b>Monthly Amount</b>	<b>Billed Quarterly at*</b>
60	\$ 391.71	\$ 1,175.13

- Tax Exempt Certificate Attached
- Tax Exempt Certificate Not Required
- Purchase Power® transaction fees included
- Purchase Power® transaction fees extra

\*Does not include any applicable sales, use, or property taxes which will be billed separately.  
If the equipment listed above is replacing your current meter, your current meter will be taken out of service once this lease commences.

**Your Signature Below**

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states> and is incorporated by reference. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below. If software is included in the Order, additional terms apply which are either (i) included in your State's contract which is available at <http://www.pb.com/states> or (ii) available by clicking on the hyperlink for that software located at [https://www.naspovaluepoint.org/search/?term=pitney+bowes&page\\_ref=contractors](https://www.naspovaluepoint.org/search/?term=pitney+bowes&page_ref=contractors). Those additional terms are incorporated by reference.

NASPO VALUEPOINT\_CTR058808;985-C1

State/Entity's Contract#

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Pitney Bowes Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Sales Information**

Davinder Heslin

davinder.heslin@pb.com

Account Rep Name

Email Address

PBGFS Acceptance

June 28, 2024

**Honorable Robin Woods**  
**Montague County District Clerk**

# **Critical Records Management**

## **Preservation of Index Books**

**SUBMITTED BY:**

Jack Morris  
Account Executive  
jack.morris@kofile.com  
(214) 729-6885

**Kofile** 

6300 Cedar Springs Road, Dallas, TX 75235  
p: 214.442.6668 | f: 214.442.6669  
[info@kofile.com](mailto:info@kofile.com) | [www.Kofile.com](http://www.Kofile.com)



Dear Honorable Robin Woods,

This proposal addresses Montague County's historical records and is presented by Kofile Technologies, Inc. (Kofile). Quoted services include conservation treatments and rehousing. Archival rehousing includes encapsulation and loose-leaf binding into Archival Recorder Binders. Note that prices for the inventory herein are good for 90 days from the date of this proposal.

Kofile Technologies, Inc. (Kofile) is uniquely qualified to complete Montague County's modernization goals by taking an innovative approach to this project to ensure a successful outcome. Kofile's basis for success is decades of experience, realistic solutions, and professional analysis. Each project is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip records stewards with the information and resources needed to preserve collections.

Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).

Preservation minimizes the chemical and physical deterioration of the page which prolongs the existence and useful life of the original format. Preservation can include removal of the original from public access, creating a security copy, treatment, stabilization, preventative care, digitization - or any maintenance or repair of the existing resource.

#### **AREAS OF CONCERN**

Sound preservation ensures accessibility to these irreplaceable and permanent documents forever.

##### *Acidic Paper*

Past papermaking utilized bleach to obtain white sheets. As a result, this paper becomes increasingly acidic as evidenced by embrittlement and yellowish-brown discoloring. Paper also embrittles when relative humidity drops or fluctuates.

##### *Acidic Ink*

Acidic inks can "eat" or "burn" through a sheet. Unmonitored temperature and relative humidity (RH) accelerate this process. Inks can also fade with exposure to UV light. Historically, iron gall inks were the standard. These inks contain sulfuric acid - which fades with time. With proper treatments, chemical breakdowns (such as acid hydrolysis) are remedied.

##### *Mechanical Damage (Use & Abuse)*

Everyday use greatly affects collections. Sheets bear signs of grime and the natural oils of hands. Exposed sheets are susceptible to damage and loss. Dirt and other pollutants can serve as ignition sources and weaken exposed paper. Exposed fragments become abused even with careful use.

##### *Binding Margin*

The binding margins of many volumes are compromised due to guillotining. In order to rebind and protect these sheets, encapsulation is the only solution. If a volume were rebound as is, without encapsulation, vital information would be lost in the binding margin.

Always question vendors if they recommend power cutters (guillotining) to dismantle sewn books. Kofile never attempts any procedure that could result in a loss of text or weaken the integrity of the paper. A sheet's binding margin should never be compromised.



### *Broken Book Block*

Once a binding fails, damage escalates. Sheets are free to drift from the protection of the book block. With exposure, fragments become abused and susceptible to loss.

### *Failing Index Stacks*

Index Books sustain the most use. Thus, they suffer greater risks of text loss and sheet deterioration. Paper strength is completely depleted from continuous use. Eventually, tabs and sheet fragments are lost. Immediate attention is required.

### *Tape & Non-Archival Adhesives*

The Library of Congress warns about the culprits of "pressure sensitive tapes—such as scotch, masking, 'invisible,' quick-release, cellophane, and even so-called 'archival' tapes"—all are unstable. These tapes and adhesives "will stain the paper and may cause inks and colors to 'bleed.'" Many lose their adhesive properties and fall off with age, leaving behind a residue that is unsightly, damaging to the item and difficult to remove."

Adhesive stains lead to issues during imaging. Awarding a low-bid imaging and microfilm project may result in illegible images. To enhance image quality, conservation is essential. A conservator can remove water-based, synthetic, and pressure sensitive adhesives.

Page extenders are an inappropriate "quick fix" to a prevailing problem. To save this collection, the underlying issues causing the deterioration of the sheets' margins need correcting. The acid content of the sheet extenders only adds to the chemical breakdown of the paper's fibers.

### *Lamination Removal*

Kofile conservators address the "Laminate" process to the fullest extent possible. Conservators reverse the process and remove the laminate using a proprietary solvent solution. The possibility of removing the "Laminate" depends on careful testing at our conservation lab. In a small percentage of cases, the adhesive is resistant to the solvent solution and cannot be removed safely. Conservators will not attempt removal if the removal process will damage either the document's paper or ink. If conservators cannot remove the laminate safely, Kofile will contact Montague County directly to discuss alternatives.

### *Non-Archival Quality Materials*

The off gasses of deteriorating metals contribute to the chemical breakdown of paper. Major culprits include the metal content of book spines, the surrounding physical environment, and non-archival fasteners (such as binder clips, paper clips, and staples). These off gasses eventually destroy the fabric of the volume. Another symptom of metal oxidation is foxing, or foxlike (reddish and brown color) stains or blotches on paper.

## **TEMPERATURE & HUMIDITY MONITORING**

While temperature and limited air circulation are crucial to a document's longevity, humidity and water are the most destructive threats.

Relative Humidity (RH) refers to the amount of water vapor present in the air. Maintaining a set point of 40-45% RH is optimal, but costly. The maximum acceptable total RH variation, or operating range, is 5% on either side of this set point. RH should never exceed 55% or drop below 30%.

Temperatures above 75° F and RH higher than 60% encourage mold and other bacteria growth within 48—72 hours.

Even slight changes in temperature can double the natural aging rate of paper. In reality, temperature and RH are not consistent in a local courthouse (especially on weekends).

Red inks  
smear first,  
then blue  
inks, and  
lastly,  
black inks.

After exposure to water, pages adhere to one another when in a compressed environment. Separation without loss of text and water soluble inks (such as signatures) is vital. These records are extremely fragile.

The mitigation of mold or micro-organics (which can result with the introduction of water or humidity fluctuations), should only be attempted by a trained professional. Water damage can also lead to other issues such as binding failure. The necessary treatments are time consuming and require a highly skilled conservator.

Visit the Image Permanence Institute (IPI) at [www.dpicalc.org](http://www.dpicalc.org) to explore the correlation of temperature and RH on natural aging, mechanical damage, mold risk, and metal corrosion (as exemplified above). The image above is property of IPI.

### TREATMENT SPECIFICATIONS

Kofile regularly addresses historical and permanent documents, including manuscripts, typescripts, negative Photostats, tri-folds, blueprints, re-creations, plats, and maps. No treatment, repair, or maintenance is used that is not 100% reversible.

#### *Dismantle*

Original binding materials, such as threads and adhesive residues, are carefully removed. Old manuscripts often have protein-based binding adhesives such as fish, bone, or rabbit skin glues. The application of steam with specialized equipment can soften the materials that are otherwise difficult to remove. Guillotine cutters are never employed. If trimming is necessary, it is accomplished with handheld scissors or specialized shears designed for trimming fragile sheets carefully and accurately. One document is cut at a time to ensure no text is lost.

#### *Surface Cleaning*

Surface cleaning sheets removes materials and deposits including dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser.

#### *Removal of Fasteners*

Kofile removes fasteners, page markers, and any metal mechanisms. Fasteners, such as binder clips, staples, paper clips, string ties, rubber bands, brads, straight pins, etc., cause damage in short periods. This includes physical damage (decreased paper strength due to punctures or distortion) and chemical damage (rust).

#### *Removal of Tape, Adhesives, Varnish, or Old Repairs*

Varnish, tape, and adhesive residue are reduced as much as possible without further degrading the original. When possible, peelers and tape are removed with two primary mechanical techniques: Heat Removal or Peeling. Heat removal is used when adhesive is loose, old, or brittle. Peeling is used when removal by heat is unnecessary. Solvents are a last resort, and local application occurs only after testing.

A microspatula (sometimes heated) coaxes threads, tape, and glue from the paper. A Hot Tools remover can soften adhesive for removal. Dial-Temp controls the transfer of heat and guards against scorching. Remaining adhesive is treated with a gum compound eraser.

Adhesive reduction begins with the most benign process. If mechanical tape removal is unsuccessful, the next alternative is chemical. This is either a local or spot treatment or immersion in a solvent bath. Kofile ensures that its laboratories are equipped to process chemical treatments correctly and safely. Previous repairs that cannot be removed safely will remain.

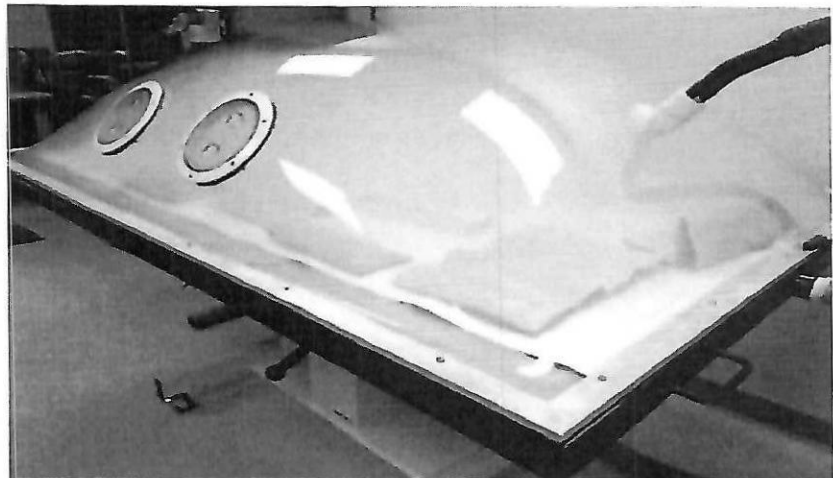
If possible, water-soluble repairs are removed with water or steam. Only fully-trained, experienced, and supervised staff attempt removal of water-soluble repairs. While iron gall ink is safe for aqueous treatment, many inks may fade and compromise legibility. Extensive testing is required.



#### *Flattening and Humidification*

Improperly stored paper becomes inflexible and retains a memory of the storage position. Kofile's technicians are experienced with all methods and tools to "flatten" paper including the use of tacking irons, heat presses, and an Ultrasonic Humidification Chamber.

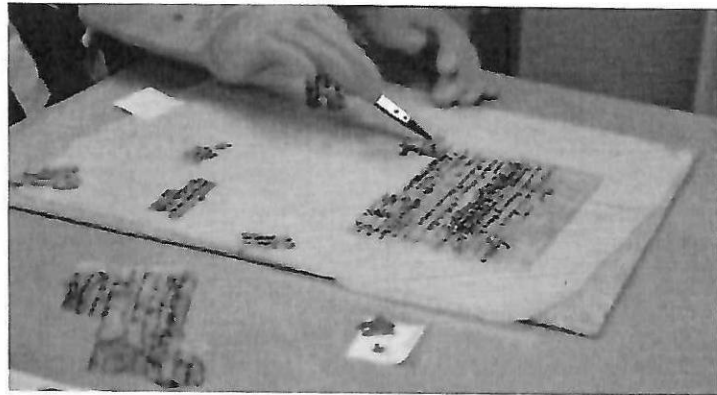
After careful testing, the Ultrasonic Humidification Chamber is used to correct the most fragile documents folds and bends. This significant investment, with which other private labs are rarely equipped, represents Kofile's foresight and commitment to offering the best available technology.



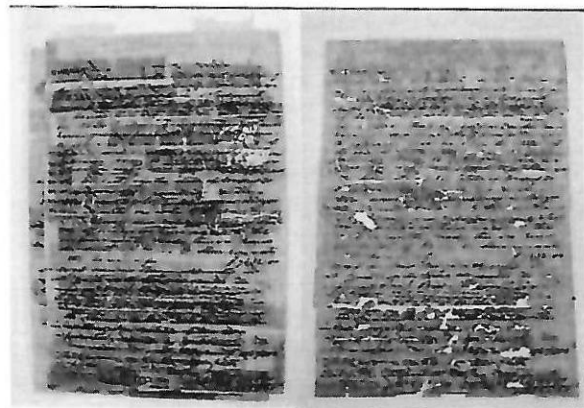
Mending torn paper is an art form and requires a variety of materials depending on the paper's color, tone, condition, and weight. The length of the tear(s) and the degree of embrittlement or fragmentation are also concerns. Kofile generally mends tears greater than 1/2" if the document is going to be encapsulated.



A specialized paper and paste is commonly used and all mending materials are acid free and reversible. Mending strips are cut so the edge of the paper visually integrates with the page without clashing aesthetically or historically. Fragmented edges, folds, tears, cracks, voids, and losses are all mended in this fashion. The mending paper used is strong and is transparent after application and while visible to the trained eye, it does not distract from the document.



A low-temperature, acrylic adhesive that bonds to the paper may also be used for reinforcement of damaged sheets. Kofile also constructs its own version with acid-free tissue paper and liquid acrylic adhesive. An 1848 Probate Record before and after treatment. The image to the right shows the page after deacidification, tape removal, and mending with archival tissue.



#### *Deacidification*

Deacidification is only performed after careful pH and compatibility testing. Kofile is equipped with multiple custom-built spray exhaust booths. All are routed through a HVAC system for optimum performance.

A commercially-prepared buffer solution is applied to both sides of the sheet with compressed air sprayer equipment (see right picture). The solution is non-flammable and non-toxic. The active ingredient, magnesium oxide, neutralizes acid and provides an alkaline reserve. This chemical is inert, safe, and does not degrade the sheet.

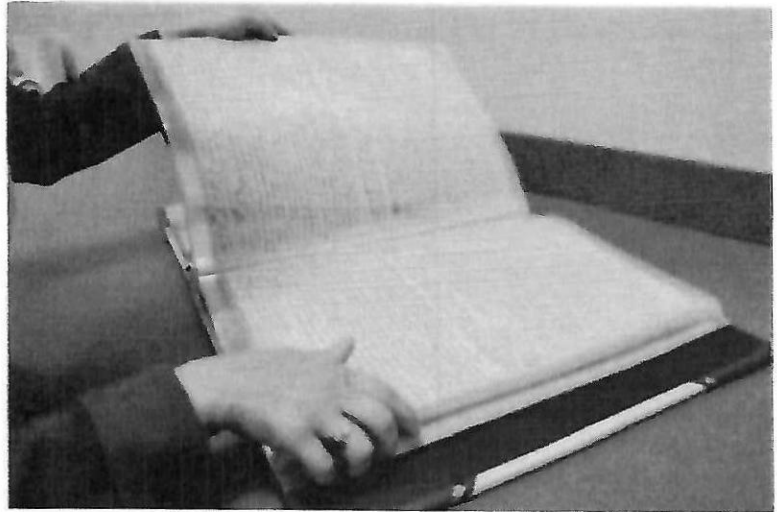


Once the buffer is applied, the paper's pH alters slowly. After deacidification, random testing ensures an 8 pH with a deviation of no more than 2-4%.

#### *Encapsulation*

In archival encapsulation, the document floats freely and is not taped or glued to the pocket. Kofile uses SKC SH725 polyester (Polyethylene Terephthalate - PET) which is the most inert, rigid, dimensionally stable (dimstab), and strongest plastic film. Otherwise known as Mylar® Type D or Melinex® 516, it is crystal clear, smooth, odorless, and is resistant to distorting or melting in case of fire.

Each sheet is encapsulated in a 2 mil patented polyester pocket: Lay Flat Archival Polyester Pocket™, US Patent #7,943,220 B1, 5/17/2011. This pocket is welded closed on three sides, and a Reemay® strip, or spunbond polyester, statically seals out atmospheric pollutants while allowing off-gassing on the fourth side. This provides easy access to the original document without cutting the pocket (some companies weld all four sides).



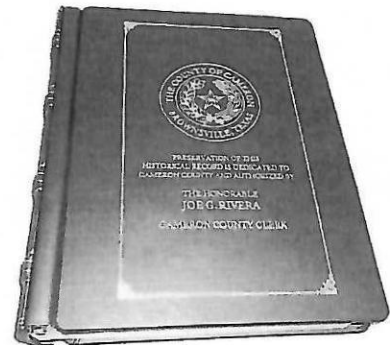
This construction allows for a flat book block and reinforces the binding edge for added strength and years of service. Available in custom sizes, the Pocket dimensions will match the 'book block' dimensions with a 1½" or 1¼" binding margin.

#### *Stamping*

Title stamping can follow the same format/style of the originals. A stamping sheet is sent for approval. If any titling, dates, or other information from an original volume is noted in error, Montague County is notified. Any changes are approved by Montague County. Tooling is performed with 23-karat gold foil.

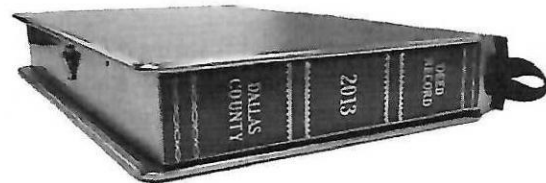
#### *Heritage Recorder Binder*

The Heritage Recorder Binder (pictured right) is a post binder, but the binding can also be sewn. This binder is available in various colors in genuine or imitation leather, or canvas. Cover printing is foil on the leathers and hot stamp printing on the canvas.



#### *Disaster Safe Binder™ (DSB)*

The DSB provides unparalleled protection and storage. Developed after Hurricane Katrina to address the devastation of the Orleans Parish archives, it protects sheets from water, fire, and physical disruption. The primary problem in 2005 was 100% relative humidity. With weeks of no power, mold was rampant. A hard lesson, the DSB addresses what went wrong in that disaster.



The DSB enables the encapsulated sheets to hang from the binder's posts—much like a hanging vertical flat cabinet. This feature allows collections to return in a smaller storage footprint with 4Post™ Shelving.



Any product that fails to operate properly or maintain its original integrity is replaced at no cost to Montague County. This is Kofile's commitment of value and service to its customers.

The DSB provides functionality and access ease while offering the highest rate of return on the client's investment. It is a portable vault for housing records of enduring value. It provides progressive protection from exposure to fire, water, Relative Humidity (RH), atmospheric pollutants, ultraviolet (UV) light, impact, and drops. The DSB also features a lifetime warranty against rust.

Other DSB Features Include:

**Stainless Steel**—The metal mechanism and book block apron are constructed of stable, corrosion-proof 316 stainless steel, which does not emit harmful gaseous pollutants like cold roll steel.

**Support to the Book Block**—The DSB is equipped with a Polyester Foam Insert, which ensures physical support to the book block and allows library-style storage.

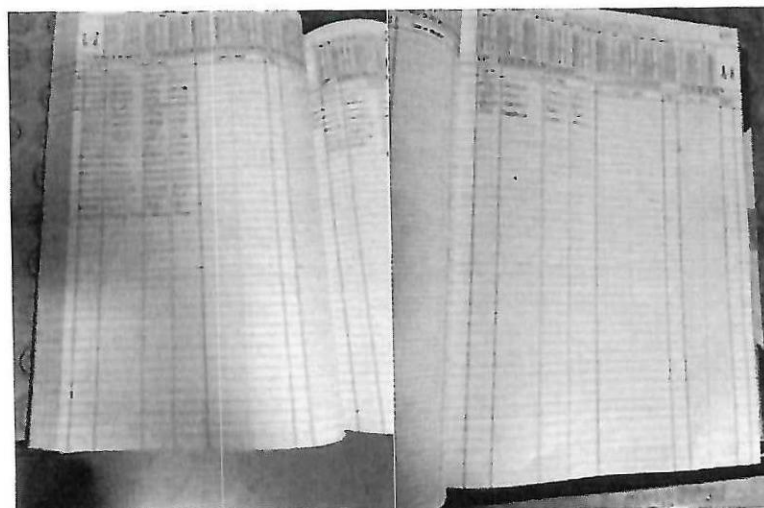
**Microclimate**—The DSB creates a Microclimate, an independent, stable environment separating sheets from the external atmosphere.

**Security Lock**—A security lock hinge protects from theft.

**Nonflammable & Self-Extinguishing**—With nonflammable cover boards and materials, the DSB is self-extinguishing. These proprietary features protect the contained pages in extreme temperatures.



## PHOTOGRAPHIC DOCUMENTATION



**SCOPE OF SERVICES**

General treatments and services are outlined in the following. Services are tailored to the needs of the specific item.

*Preservation—Conservation Treatments, Deacidify, Encapsulate, & Bind (PRV)*

- Kofile creates a permanent log (noting condition, page order, characteristics, and treatments) for each item upon receipt. Items are inspected and control numbered as necessary. A final quality check references this log.
- Dismantle volumes by hand (if applicable).
- Surface clean sheets. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser. Surface cleaning removes materials and deposits—e.g., dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants.
- Remove any non-archival repairs, adhesives, residual glues, or fasteners to the extent possible without causing damage to paper and inks.
- Mend tears and guard burns on back side of sheets with acid free and reversible mending materials.
- Deacidify sheets (each side of each sheet) after careful testing with Bookkeepers®. This commercial solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve (after pH and compatibility testing). Random testing ensures an 8.5 pH with a deviation of no more than ± .5.
- Encapsulate each sheet in a Lay Flat Archival Polyester Pocket™. Each custom envelope is composed of Skyroll SH72S® Mylar and includes a patented lay flat design. Dimensions match the "book block" dimensions, with a 1¼" binding margin.
- Re-bind in custom-fitted and stamped archival quality binder. Each binder is manufactured on a per-book basis and sized to 1/4" incremental capacities. This binder is available with four hubs, a gold-tooled spine, and is roller shelf-compatible. A volume may return split due to the added weight of the Mylar, depending on page count.
- A dedication/treatment report is included in each binder.

**PROJECT PRICING**

Without a signed agreement, prices are good for 90 days. All pricing is based on estimated page counts and condition. Final billing occurs on actual page counts and condition per mutually agreed upon pricing; not to exceed the P.O. without written authorization.

Montague District Clerk					
Project Overview					
Record Series	Date Range	Page Count	Format	Level of Service	Estimated Total
INDEX BOOK 2 A-K	2006-2016	400	Oversized	PRV	\$3,080.00
INDEX BOOK 2 L-Z	2006-2016	400	Oversized	PRV	\$3,080.00
PROJECT TOTAL					NO CHARGE

This proposal shall be governed by the terms of use found at <https://kofile.com/termsandconditions>.

Payment Terms: Pay 50% upon inventory pick-up with the balance due upon project completion.

Check box if a customer P.O. Number will be required for Kofile to bill.

**CUSTOMER ACCEPTANCE**

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Print Name of Authorized Official

\_\_\_\_\_  
Title of Authorized Official

\_\_\_\_\_  
Date

**KOFILE ACCEPTANCE**

*Michael Cobb*  
\_\_\_\_\_

Signature of Authorized Official

Michael Cobb  
\_\_\_\_\_

Print Name of Authorized Official

Central RVP  
\_\_\_\_\_

Title of Authorized Official

6.28,2024  
\_\_\_\_\_

Date

**ACCESSIBILITY OF RECORDS**

Records held at Kofile are maintained as private and confidential material. Montague County is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a records request, Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the approved requester or alternate. The turnaround time for a records request will meet or exceed requirements.

Please note that all records (including volumes, documents, digital images, metadata or microfilm) serviced by Kofile shall remain the property of Montague County. This policy applies to any agreement, verbal or written, between Montague County and Kofile.

The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and Montague County. The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees or assigns, in any respect. Please let me know if you have any questions. We look forward to serving Montague County and to working together for the preservation and access of its public and historical assets.

Sincerely,

Jack Morris

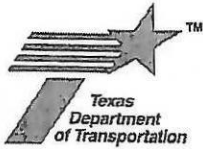
*Jack Morris*

c: (214) 729-6885

e: jack.morris@kofile.com

lgs





6230 East Stassney Lane | Austin, Texas 78744  
ROW – Real Estate Services Section  
512.416.2485  
txdot.gov

July 25, 2024

JUL 26 2024

RE: Potential Sale of State-Owned Property  
+/- 5.972 acres; D03-169-541  
US 82 at SH 59 Montague County, Texas

**VIA FEDERAL EXPRESS**

Kevin Benton  
County Judge  
Montague County  
11339 State Highway 59 N  
Montague, TX 76251

Dear Priority Holder,

The Wichita Falls District of the Texas Department of Transportation ("TxDOT") has determined that the above-described property is no longer needed for state highway purposes. A copy of the survey of the property is enclosed. In accordance with Texas Transportation Code § 202.021, governmental entities with the authority to condemn the real property have a priority right to purchase TxDOT real property that is sold, and this letter is a notice of your right to purchase this property.

The purchase price for this property is One Hundred Twenty Thousand and No/100 DOLLARS (\$120,000.00) plus survey costs, appraisal costs, and any additional incurred closing costs, including the cost of any owner's title insurance policy you may require. This transaction is subject to change or cancellation by TxDOT. Furthermore, the conveyance will be made subject to any easements for access to a right of way, implied or otherwise, appurtenant to any and all properties abutting the property being sold.

To exercise your priority, you must provide TxDOT with a written election statement of your entity's intent to purchase the property on these terms, within **thirty (30) days** of the receipt of this letter. Please email this to: Stephen.Dodge@txdot.gov.

If TxDOT does not receive a written election statement, TxDOT will consider your right to purchase the property waived. If the priority holder is not interested in purchasing the property, please return the enclosed Waiver prior to the automatic 30-day waiver.

If you have any questions concerning this matter, email or call me at: (512) 416-2875.

Sincerely,

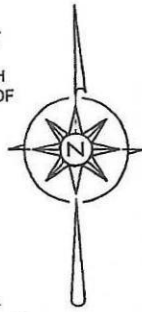
DocuSigned by:  
*Stephen Dodge*  
01903908A1EF44A  
Stephen Dodge

Director, Real Estate Services Section, Right of Way Division

cc: Michael Beaver, P.E., District Engineer, Wichita Falls District  
Rodney Murray, ROW Project Delivery Manager, Wichita Falls District

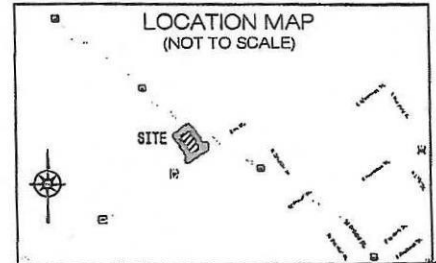
**NOTE:**

1. BEARING BASIS DERIVED FROM GPS OBSERVATIONS MADE ON THE GROUND. TEXAS NORTH CENTRAL NAD 83 (GRID).
2. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE COMMITMENT, THERE MAY BE EASEMENTS AND/OR OTHER ENCUMBRANCES THAT AFFECT THE SUBJECT TRACT THAT ARE NOT SHOWN HEREON.
3. BEARINGS AND COORDINATES SHOWN ARE BASED ON NORTH CENTRAL 4202 (TEXAS) - SCALE FACTOR OF 1.00005803. UNIT OF MEASUREMENT IS IN US SURVEY FEET.

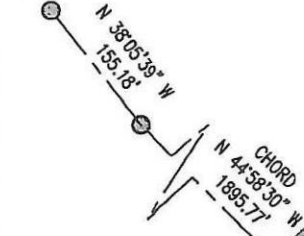


LEGEND			
	= PROPERTY CORNER	CIRF	= CAPPED IRON ROD FOUND
	= BENCHMARK	IRF	= IRON ROD FOUND
	= TELEPHONE/UTILITY RISER (TR/UR)	CIRS	= CAPPED IRON ROD SET
	= BURIED CABLE MARKER (BCM)	MFCP	= METAL FENCE CORNER POST
	= TELEPHONE MANHOLE (TMH)	WFCP	= METAL FENCE CORNER POST
	= POWER/UTILITY POLE (PP/UP)	( )	= PLAT/DEED CALLS
	= LIGHT POLE (LP)	POB	= POINT OF BEGINNING
	= GUY WIRE (GUY)	R.O.W.	= RIGHT-OF-WAY
	= ELECTRIC VAULT (VLT)		= CONCRETE SURFACE
	= ELECTRIC TRANSFORMER (TRAN)		= ASPHALT SURFACE
	= WATER METER (WM)		= GRAVEL SURFACE
	= WATER VALVE (WV)		

"TX=DOT B&D" = TEXAS DEPARTMENT OF TRANSPORTATION BEARING AND DISTANCE



4" BRASS DISC FOUND



G.W. CAYCE SURVEY  
ABSTRACT NO. 142

N:7302838.669  
E:2262582.63005  
**P.O.B.**

SECOND TRACT  
A CALLED 46.83 ACRES  
WAYNE WILLIAMS  
VOL. 123, PG. 127  
D.R.M.C.T.

U.S. HIGHWAY NO. 82 E  
(VARIABLE WIDTH R.O.W.)  
(±70' ASPHALT SURFACE)  
LONNIE STEWARD  
VOL. 794, PG. 160  
D.R.M.C.T.

ELM STREET  
(±22' ASPHALT SURFACE)

5.972 ACRES  
(260123 SQ.FT.)  
A.P.O.  
CALLED 12.075 ACRES  
STATE OF TEXAS  
VOL. 724, PG. 978  
D.R.M.C.T.

FND 4"  
TX-DOT B&D:  
N 30°49'29" W  
1.41'

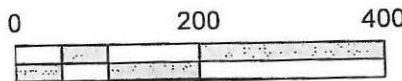
STATE HIGHWAY NO. 59  
(±28' ASPHALT SURFACE)  
(100' R.O.W.)  
A.P.O.  
CALLED 12.075 ACRES  
STATE OF TEXAS  
VOL. 724, PG. 978  
D.R.M.C.T.

A. KITCHEN SURVEY  
ABSTRACT NO. 400

LINETYPE LEGEND	
PROPERTY LINE	—————
EASEMENT LINES	- - - - -
DEED/LOT LINES	—————
ADJOINER LINES	—————
OVERHEAD UTILITY	—OHU—
ASPHALT ROAD	—————
GRAVEL ROAD	—————
FENCE LINES	-x-x-x-

Course	Bearing	Distance
L1	N 56°56'04" E	503.49'
L2	N 05°57'36" E	103.71'
L3	S 67°54'10" W	93.10'
L4	Rad: 4674.36' Tan: 251.86' Chd: N 33°27'12" W	A: 503.24' CA: 6°10'07" 503.00'
L5	N 59°19'22" W	70.87'
L6	S 53°03'19" W	359.32'
L7	Rad: 6785.49' Tan: 272.11' Chd: S 34°38'54" E	A: 543.94' CA: 4°35'35" 543.79'
L8	S 12°35'11" W	138.67'

BOUNDARY SURVEY  
5.972 ACRES  
IN THE G.W. CAYCE SURVEY,  
ABSTRACT NO. 142  
MONTAGUE COUNTY, TEXAS



DRAWING SCALE  
1 INCH = 200 FEET

**CERTIFICATION:**  
I HEREBY CERTIFY THAT THIS SURVEY HAS BEEN PREPARED FROM AN ACCURATE ON-THE-GROUND SURVEY OF THE PREMISES DEPICTED HEREON AND DESCRIBED IN THE LEGAL DESCRIPTION ATTACHED HERETO, CONDUCTED UNDER MY DIRECTION AND SUPERVISION ON 04/30/2024 AND THAT THE FINDINGS AND RESULTS OF SAID SURVEY ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

*J.E. Thompson*

J.E. THOMPSON II R.P.L.S. No 4857

ERRORS: THE CLIENT OR CLIENT'S REPRESENTATIVES WILL HAVE 45 DAYS FROM THE DATE THE SURVEY WAS ISSUED TO CHANGE ANY MISSPELLINGS OR ANY ERRORS ON THE SURVEY REPORT, AFTER THIS TIME HAS EXPIRED ALL PARTIES INVOLVED MUST ACCEPT THE SURVEY AS ISSUED.

T.B.P.E.L.S. FIRM REG. #10048000

	111 N. DIXON ST. GAINESVILLE, TX 76240 PH. 940-665-9105 TBP.LS FIRM NO. 10048000			
	DRAWN BY: DAJET II	DATE: 05/07/2024	JOB NO. 24074	SCALE: 1" = 200'

**Waiver of Priority Purchase Right  
by Governmental Entity**

RE: Potential Sale of State-Owned Property  
Texas Department of Transportation  
+/- 5.972 acres; D03-169-541  
[Address]  
US 82 at SH 59 Montague County, Texas

Stephen Dodge, Director  
Real Estate Services Section  
Right of Way Division  
Texas Department of Transportation  
6230 E. Stassney Lane  
Austin, Texas 78744

Dear Mr. Dodge:

We have reviewed TxDOT's letter dated July 25, 2024 regarding the proposed sale of the above-referenced property.

The Priority Holder IS NOT interested in purchasing this property.

The Priority Holder WAIVES the priority right to purchase this property.

Sincerely,

\_\_\_\_\_ [Signature]

\_\_\_\_\_ [Name]

\_\_\_\_\_ [Title]

\_\_\_\_\_ [Entity Name]

Date: \_\_\_\_\_, 20\_\_

Kevin Benton  
County Judge  
Montague County  
11339 State Highway 59 N  
Montague, TX 76251

## 2024 MONTAGUE COUNTY SHERIFF/CONSTABLE FEES

<u>FEE NAME</u>	<u>FEE AMOUNT</u>
<u>Notices</u>	
Subpoenas	125.00
Summons	125.00
Writ of Attachments	150.00
Writ of Garnishments	150.00
Writ of Sequestration	150.00
Orders of Sale	150.00
Writ of Possession	150.00
(Plus after 2hours, per hour/per deputy)	150.00
Writ of Execution	175.00
Other Process not Listed	125.00
Temporary Restraining Order	150.00
Notice of Hearing to Show Cause	150.00
<u>Service Fees</u>	
Small Claims Citation	125.00
Justice Court Citation	125.00
All Other Courts Citations	150.00
Order of Retrieval	150.00
Writ of Assistance for Repossession of Aircraft	150.00

Other Service Fees

Posting Written Notice in Public Place 75.00

County Commission due based on percent of monies collected: 10% up to and including \$20,000, 4% of amounts over \$20,000.

For Writ and Order of Sale served outside Montague County which exceeds 2 hours

**SUBMITTER**

**Sheriff Marshall Thomas**

**Constable Pct. #1 Harvey Johnson**

**Constable #2 Jerry DeMoss**

**TITLE: County Clerk**

**NAME: Kim Jones**

**PHONE: 940-894-2461**



July 15, 2024

Re: Imposition of Optional Fees for Calendar Year (CY) 2025

To the Honorable County Judge:

County commissioners courts are statutorily required to notify the Texas Department of Motor Vehicles (TxDMV) each year regarding the imposition or removal of optional fees. Notice must be made to TxDMV each year by September 1, with new fees taking effect on January 1 of the following year. This letter and attachments will provide information on how to submit the Calendar Year (CY) 2025 notification to TxDMV. The following is a brief description of the related optional county fees from Chapter 502 of the Transportation Code:

County Road and Bridge Fee (Section 502.401):

- May not exceed \$10; and
- Revenue must be credited to the county road and bridge fund.

Child Safety Fee (Section 502.403):

- May not exceed \$1.50; and
- Revenue must be used for school crossing guard services; remaining funds must be used for programs to enhance child safety, health, or nutrition, including child abuse intervention and prevention, and drug and alcohol abuse prevention, among other purposes.

Transportation Project Fee (Section 502.402):

- Applies to Bexar, Brazos, Cameron, El Paso, Hidalgo and Webb counties **ONLY**;
- May not exceed \$10 for Bexar, El Paso, and Hidalgo counties;
- May not exceed \$20 for Brazos, Cameron, and Webb counties; and
- Revenue must be used for long-term transportation projects.

Please complete and return the attached *Imposition of Optional Fees* form. If your county will keep the same optional fees for CY 2025, please select OPTION A. If your county will change imposed fees, please select OPTION B and include a copy of a commissioners court order reflecting the specific changes.

**DEADLINE:** Please return the form and commissioners court order, if applicable, by September 1, 2024, by email to: [DMV\\_OptionalCountyFeeUpdates@TxDMV.gov](mailto:DMV_OptionalCountyFeeUpdates@TxDMV.gov) (note the underscore between DMV and Optional).

If you have any questions, please contact Taja Brower, Registration Services, (512) 465-1344. Thank you for your timely response.

Sincerely,

Annette Quintero, Director  
Vehicle Titles and Registration Division  
Texas Department of Motor Vehicles

AQ:CT:TB

Attachments






## Imposition of Optional Fees Calendar Year (CY) 2025

**INSTRUCTIONS:** All counties must complete and return this form to the TxDMV via email at:  
*DMV\_OptionalCountyFeeUpdates@TxDMV.gov*

Please submit at your earliest convenience, but no later than **September 1, 2024**.

**COUNTY NAME:** Montague County

**SELECT ONLY ONE OPTION BELOW:**

**OPTION A – No change. This county will charge the same fees in CY 2025.**   
*Submit this form to TxDMV. A copy of a commissioners court order is NOT required.*

**OR**

**OPTION B – The commissioners court has approved fee changes for CY 2025.**  
*Enter amounts for each fee, even those that did not change. Enter zero (0), if necessary.*

CY 2025 fees to be collected by your county:

Road and Bridge Fee: \$ \_\_\_\_\_

Child Safety Fee: \$ \_\_\_\_\_

Transportation Project Fee (applicable to Bexar, Brazos, Cameron, El Paso, Hidalgo and Webb counties only): \$ \_\_\_\_\_

**Total fee amount to be collected in CY 2025:** \$ \_\_\_\_\_

**For OPTION B, submit this form and a copy of the commissioners court order to TxDMV.**

*We appreciate your response. Thank you.*



## KATHY PHILLIPS

---

Montague County Tax Assessor-Collector  
P.O. Box 8  
Montague, Texas 76251  
Phone (940)894-3601  
tac@co.montague.tx.us

July 29, 2024

### CERTIFICATION OF VALUE AND RATES FOR SETTING OF 2024 TAX RATES

Honorable Judge Benton  
Commissioners Murphey, Mayfield, Langford, and Darden

Pursuant to Section 26.04 of the Texas Property Tax Code, I submit the following information:

I, Kathy Phillips, Montague County Tax Assessor-Collector, hereby certify the following information is correct and may be used to set the Tax Rates for 2024 by the Montague County Commissioners' Court.

Certified Net Values	\$2,756,674,277
Rolling Railroad Stock	<u>\$15,346,559</u>
<b>TOTAL TAXABLE VALUE</b>	<b>\$2,772,020,836</b>
Total Appraised	\$7,297,265,670
Total Assessed	\$3,263,453,806
Total Taxable Value of New Property	\$ 88,087,223
No New Revenue Rate	.4961
Voter Approval Rate	.5239
De Minimis	.5262

The above Truth in Taxation Rates were figured and verified by Kathy Phillips, Montague County Tax Assessor-Collector July 29, 2024. I estimate that the collection rate for the 2024 taxes will be 100%.

Kathy Phillips

*Kathy Phillips*

Montague County Tax Assessor-Collector