



CITY OF ALPINE
REGULAR CITY COUNCIL MEETING
February 18, 2025 – 5:30 PM

City Council Chambers, 803 W. Holland Avenue, Alpine, Texas 79830

1. CALL TO ORDER.

- A. Pledge of Allegiance to the United States Flag.
- B. Pledge of Allegiance to the Texas Flag.
- C. Determination of a Quorum and Proof of Notice of the Meeting.

2. PUBLIC COMMENTS.

Each person in attendance who desires to speak to the City Council on an item on the agenda shall speak during this section. A Public Comment Card must be filled out and turned in to the City Secretary at least 5 minutes prior to the start time of the meeting. The Public Comment Card may be filled out at www.cityofalpine.com/councilcomments. Public comments may be made regarding agenda items only. Attendees must be physically present in order to address the City Council. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. Please note that the City Council may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the Council from deliberating or taking action on an item not listed on the agenda. City Staff may ask commenters clarifying questions, respond with facts, and explain policy.

3. PUBLIC HEARINGS.

At this time, the Mayor will invite members of the public to address each item listed in this section. Comments made during this section are limited to the topic of each public hearing. Attendees must be physically present in order to address the City Council. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. If more than one public hearing is being held, each person will be allowed to speak during each topic.

4. PUBLIC PRESENTATIONS.

- A. Presentations & Recognitions
- B. Proclamations
- C. Community Interest Items
 - i) Mayor Announcements
 - ii) City Manager Announcements
 - iii) Council Member Announcements

5. CHANGES TO POSTED AGENDA.

NOTICE: *The City Council reserves the right to change the order of business at any time during the meeting. To change the order of business a motion, a second, and a majority vote is required.*

- A. **Items to be continued or withdrawn.** Items may be continued to the next City Council meeting or withdrawn from consideration during this agenda. Items to be continued or withdrawn require a motion, a second, and a majority vote.
- B. **Items to be removed from the Consent Agenda for separate discussion.** Items may be withdrawn from the consent agenda by a simple request by the Mayor or any City Council member. Items removed from the consent agenda will be considered in the *Items Removed from the Consent Agenda* portion of the meeting directly after approval of the items not requiring separate discussion.
- C. **Action items to be added to the consent agenda.** Adding action items to the consent agenda must be requested by the Mayor or any City Council member and requires a motion, a second, and a majority vote.
- D. **Time-Sensitive Items.** The Mayor, any City Council Member, or a member of City Staff may, by simple request, ask that time-sensitive items be considered during that section.

6. **TIME SENSITIVE ITEMS.**

7. **CONSENT AGENDA.**

- A. Approval of the February 4, 2025 Regular Meeting Minutes. (G. Calderon, City Secretary)
- B. January 2025 Office of the City Secretary (OCS) Report including Legislative Services, City Council Activities, Board & Commissions Activities, Public Information, and Departmental Statistics and Updates. (G. Calderon, City Secretary)
- C. Approve payment of January 2025 monthly billing summary for Bojorquez Law Firm services. (M. Antrim, City Manager)
- D. Approval of a Letter of Support for the 2025 Keep Texas Beautiful Affiliate Annual Recognition - Gold Star Level. (M. Antrim, City Manager)

8. **ITEMS REMOVED FROM THE CONSENT AGENDA.**

9. **REPORTS & PRESENTATIONS.**

Presentations are limited to 6 minutes each. A bell will ring when the 6-minute timeframe has been reached. If further time is needed the presentation may be extended an additional 4 minutes at the discretion of the presiding officer. After the initial period and extension have passed, the presentation may be extended further by a motion, a second, and a majority vote of the City Council.

- A. Alpine Volunteer Fire Department Update from Chief James Etcheson. (M. Antrim, City Manager)
- B. Utility Software Presentation by Carmen Rodriguez, Customer Clerk Supervisor. (M. Antrim, City Manager)

10. **INFORMATION OR DISCUSSION ITEMS.**

- A. Discuss attendance at City of Alpine Boards and Commissions meetings, the impact of lack of quorum for the meetings, and strategies for ensuring City Council has the advice and input representing the Alpine residents on key items for Council consideration. (R Stephens, City

Council)

- B. Discuss changing the ordinances for City of Alpine boards and commissions to remove the requirement from having formal meetings and quorum requirements so that the boards and commissions can meet in a workshop environment in order to provide timely advice and recommendations to Council. They would continue to have the requirement of following an agenda. This would apply to all boards and commissions with the exception of the Building and Standards commission because it is a judicial body. (R. Stephens, City Council)
- C. Discuss the nomination of board members to the Brewster County Appraisal Board. (M. Antrim, City Manager)

11. **ACTION ITEMS.**

Action items are to be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Action items limited to 10 per meeting).

- A. Approve Resolution, 2025-02-17, authorizing the City Animal Control Department to participate in the Kong grant program. (M. Antrim, City Manager)
- B. Approve Resolution 2025-02-18, a resolution to support an application for funding from Brewster County for grant funding, and with selection, the development and completion of a Community Wildfire Defense Grant (CWDG) through the United States Forest Service (USFS) under the United States Department of Agriculture (USDA) Community Wildfire Defense Program (CWDG). (R. Stephens, City Council)
- C. Approve the nomination of members to the Brewster County Appraisal District Board. (M. Antrim, City Manager)

12. **EXECUTIVE REPORTS.**

Executive reports are limited to 10 minutes each. The City Council may hold a discussion during this section regarding any item listed on the agenda. No action may take place regarding report items, unless specified on the agenda.

City Mayor Report

City Manager Report

13. **CITY COUNCIL MEMBER COMMENTS.**

14. **EXECUTIVE SESSION.**

NOTICE: *The City Council reserves the right to reconvene, recess, realign, change the order of business, or adjourn into Executive Session at any time during the course of the meeting prior to adjournment, to discuss any item listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.087 (development).*

15. **ACTION AFTER EXECUTIVE SESSION.**

16. **ADJOURN.**

CERTIFICATION

I, Geoffrey R. Calderon, do hereby certify that this notice was posted at City Hall, in a convenient and readily accessible place to the general public, and on the City website at www.cityofalpine.com pursuant

to Section 551.043, Texas Government Code. The said notice was posted by 2:00 P.M. on February 14, 2025, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting.

WITNESS MY HAND AND SEAL
this 14th day of February, 2025.



Geoffrey R. Calderon, TRMC
City Secretary & Chief Governance Officer



CITY COUNCIL AGENDA ITEM REPORT

February 18, 2025

Agenda Item No. 7A

Department: Office of the City Secretary

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geoffrey R. Calderon, City Secretary



Staff Recommendation: Approve

AGENDA ITEM

Approval of the February 4, 2025 Regular Meeting Minutes. (G. Calderon, City Secretary)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. 2-4-25 City Council Minutes

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2024-2025: N/A

Additional Funding: N/A

APPROVERS

City of Alpine
REGULAR CITY COUNCIL MEETING
Tuesday, February 4, 2025 – 5:30 PM
Minutes

1. **CALL TO ORDER.**

Mayor Catherine Eaves called the meeting to order at 5:30 P.M. The meeting was held at City Council Chambers located at 803 West Holland Avenue and via Zoom Videoconference in the City of Alpine, Texas. Mayor Eaves led the pledge of allegiance to the flags.

A. Pledge of Allegiance to the United States Flag.

B. Pledge of Allegiance to the Texas Flag.

C. Determination of a Quorum and Proof of Notice of the Meeting.

City Council Members Present:

Councilor Reagan Stone
Councilor Lucy Escovedo
Councilor Rick Stephens
Mayor Catherine Eaves
Councilor Eva Martinez

City Staff and Stakeholders Present:

Megan Antrim, City Manager
Geoffrey R. Calderon, City Secretary
Cynthia Trevino, City Attorney
Darrell Losoya, Chief of Police
Abel Hinojos, Airport Supervisor
Chris Ruggia, Tourism Director
Johnny Marquez, Interim Dir. of Utilities

Not Present:

Councilor Darin Nance

Others Present: 2 Attendees

Mayor Eaves announced that a quorum of the City Council was present at the City Council Chambers and City Secretary, Geoffrey Calderon, reported that the meeting agenda was posted by 2:00 P.M. on January 31, 2025.

2. **PUBLIC COMMENTS.**

Each person in attendance who desires to speak to the City Council on an item on the agenda shall speak during this section. A Public Comment Card must be filled out and turned in to the City Secretary at least 5 minutes prior to the start time of the meeting. The Public Comment Card may be filled out at www.cityofalpine.com/councilcomments. Public comments may be made regarding agenda items only. Attendees must be physically present in order to address the City Council. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. Please note that the City Council may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the Council from deliberating or taking action on an item not listed on the agenda. City Staff may ask commenters clarifying questions, respond with facts, and explain policy.

3. **PUBLIC HEARINGS.**

At this time, the Mayor will invite members of the public to address each item listed in this section. Comments made during this section are limited to the topic of each public hearing. Attendees must be physically present in order to address the City Council. Comments by proxy are not allowed.

Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. If more than one public hearing is being held, each person will be allowed to speak during each topic.

Open (5:31 P.M.)

- A. Public Hearing to obtain citizens views and comments regarding the second and final reading of Ordinance 2025-01-01, repealing Article III – Water Conservation Plan and Article IV – Drought Contingency Plan of Chapter 66 – Natural Resources to the Alpine Code of Ordinances; Establishing an updated Water Conservation and Drought Contingency Plan; Establishing criteria for the initiation and termination of drought response stages; Establishing restrictions on certain water uses; Establishing penalties for the violation of and provisions for enforcement of these restrictions; Establishing procedures for granting variances; Providing the establishment of up to a \$500 penalty per occurrence for violations of the ordinance; And providing for the following clauses: Cumulative, Penalty, Savings, Severability, Proper Notice & Meeting, and Effective Date.

Public Comments: None.

- B. Public Hearing to obtain citizen views and comments regarding the second and final reading of Ordinance 2025-01-02, an ordinance amending Chapter 74 – Parks and Recreation, Article I – In General, to the Alpine Code of Ordinances; amending and establishing rules and regulations for all city parks; Providing for the establishment of permitting processes for festivals, events, & alcohol; Providing the establishment of up to a \$500 penalty per occurrence for violations of the ordinance; Providing for the following: Findings of Fact, Enactment, Repealer, Penalty, Savings, Severability, Proper Notice and Meeting, and Effective Date Clauses.

Public Comments: Chris Ruggia, Ward 3.

- C. Public Hearing to obtain citizen views and comments regarding Special Use Permit 2025-01-02, a special use permit application allowing the applicant, Alpine Velocity Ops LLC dba Velocity #19, to obtain a Wine and Malt Beverage Retail Dealer's Off-Premise (BQ) permit from the Texas Alcoholic Beverage Commission. The subject property is located at 1500 W. US 90. The property owner of record is CO Jones Enterprises LLC. The Parcel ID of the subject property is 11321. The current zoning designation of the subject property is C-1a Neighborhood Commercial District. If approved, the zoning will remain C-1a Neighborhood Commercial District.

Public Comments: None.

- D. Public Hearing to obtain citizen views and comments regarding Special Use Permit 2025-01-03, a special use permit application allowing the applicant, Alpine Velocity Ops LLC dba Velocity #18, to obtain a Wine and Malt Beverage Retail Dealer's Off-Premise (BQ) permit from the Texas Alcoholic Beverage Commission. The subject property is located at 610 W Holland Avenue. The property owner of record is Sonoqui Leonardo and Morgan. The Parcel ID of the subject property is 12360. The current zoning designation of the subject property is C-2 Business District. If approved, the zoning will remain C-2 Business District.

Public Comments: None.

- E. Public Hearing to obtain citizen views and comments regarding Special Use Permit 2025-01-04, a special use application allowing the applicant, Alpine Harrys, LLC, is requesting the permit be issued to obtain a Wine and Malt Beverage Retail Dealer's On-Premise Permit (BG) and Late Hours Certificate (LH) from the Texas Alcoholic Beverage Commission. The subject property is located at 412 E. Holland Avenue. The property owner of record is Mois Harry and Lang Alois and Claudia. The Parcel ID of the subject property is 12335. The current zoning classification of the subject property is C-2 Business District and will remain the same if the application is approved.

Public Comments: None.

Close (5:37 P.M.)

4. **PUBLIC PRESENTATIONS.**

- A. Presentations & Recognitions
- B. Proclamations
- C. Community Interest Items
 - i) Mayor Announcements
 - ii) City Manager Announcements
 - iii) Council Member Announcements

5. **CHANGES TO POSTED AGENDA.**

NOTICE: *The City Council reserves the right to change the order of business at any time during the meeting. To change the order of business a motion, a second, and a majority vote is required.*

- A. **Items to be continued or withdrawn.** Items may be continued to the next City Council meeting or withdrawn from consideration during this agenda. Items to be continued or withdrawn require a motion, a second, and a majority vote.

No items were continued or withdrawn.

- B. **Items to be removed from the Consent Agenda for separate discussion.** Items may be withdrawn from the consent agenda by a simple request by the Mayor or any City Council member. Items removed from the consent agenda will be considered in the *Items Removed from the Consent Agenda* portion of the meeting directly after approval of the items not requiring separate discussion.

No Items were removed from the consent agenda for separate discussion.

- C. **Action items to be added to the consent agenda.** Adding action items to the consent agenda must be requested by the Mayor or any City Council member and requires a motion, a second, and a majority vote.

No items were added to the consent agenda.

- D. **Time-Sensitive Items.** The Mayor, any City Council Member, or a member of City Staff may, by simple request, ask that time-sensitive items be considered during that section.

No items were added to the time-sensitive item portion of the agenda.

6. **TIME SENSITIVE ITEMS.**

7. **CONSENT AGENDA.**

- A. Approval of the January 21, 2025 Regular Meeting Minutes. (G. Calderon, City Secretary)
- B. Approval of the appointment of Tara Gaugler to the Place 4 position on the Planning & Zoning Commission. (L. Escovedo, City Council)

RESOLUTION 2024-02-03: On a motion by Councilor Rick Stephens and seconded by Councilor Eva Martinez to approve the consent agenda as presented, the City Council unanimously adopted the motion with all members present voting in favor.

8. **ITEMS REMOVED FROM THE CONSENT AGENDA.**

9. **REPORTS & PRESENTATIONS.**

Presentations are limited to 6 minutes each. A bell will ring when the 6-minute timeframe has been reached. If further time is needed the presentation may be extended an additional 4 minutes at the discretion of the presiding officer. After the initial period and extension have passed, the presentation may be extended further by a motion, a second, and a majority vote of the City Council.

- A. Tourism update by Director of Tourism, Chris Ruggia. (M. Antrim, City Manager)

Chris Ruggia, Director of Tourism, reported to the City Council regarding Hotel Occupancy Tax and Tourism endeavors.

- B. Alpine Police Department 2025 Racial Profiling Report. (M. Antrim, City Manager)

Darrell Losoya, Chief of Police, presented the Racial Profiling Report to the City Council.

10. **INFORMATION OR DISCUSSION ITEMS.**

- A. Discuss the current timeline and process for creating city council meeting agendas and determine if changes need to be made. (R. Stephens, City Council)

- B. Discussion regarding consideration of second ordinance authorizing the vacation, abandonment, and sale of the unimproved portion of South 5th Street lying between Lot 5, Block 1 and Lot 10, Block 2, of Ferguson's Second Addition to the City of Alpine, Brewster County, Texas, comprising of approximately 0.096 acres to Horticultural Consulting, LLC. (M. Antrim, City Manager)
- C. Discuss establishing an airport committee. (R. Stone, City Council)
- D. Discuss the Alpine Police Department Policy Manual updated by LexiPool. (M. Antrim, City Manager)

Mayor Eaves called a short recess. (6:31 P.M.)

The meeting resumed. (6:36 P.M.)

11. **ACTION ITEMS.**

Action items are to be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Action items limited to 10 per meeting).

- A. Approve the second and final reading of Ordinance 2025-01-01, repealing Article III – Water Conservation Plan and Article IV – Drought Contingency Plan of Chapter 66 – Natural Resources to the Alpine Code of Ordinances; Establishing an updated Water Conservation and Drought Contingency Plan; Establishing criteria for the initiation and termination of drought response stages; Establishing restrictions on certain water uses; Establishing penalties for the violation of and provisions for enforcement of these restrictions; Establishing procedures for granting variances; Providing the establishment of up to a \$500 penalty per occurrence for violations of the ordinance; And providing for the following clauses: Cumulative, Penalty, Savings, Severability, Proper Notice & Meeting, and Effective Date. (M. Antrim, City Manager)

RESOLUTION 2024-02-04: On a motion by Councilor Rick Stephens and seconded by Councilor Reagan Stone to approve the second and final reading of Ordinance 2025-01-01, the City Council unanimously adopted the motion with all members present voting in favor.

- B. Approve the second and final reading of Ordinance 2025-01-02, an ordinance amending Chapter 74 – Parks and Recreation, Article I – In General, to the Alpine Code of Ordinances; amending and establishing rules and regulations for all city parks; Providing for the establishment of permitting processes for festivals, events, & alcohol; Providing the establishment of up to a \$500 penalty per occurrence for violations of the ordinance; Providing for the following: Findings of Fact, Enactment, Repealer, Penalty, Savings, Severability, Proper Notice and Meeting, and Effective Date Clauses. (M. Antrim, City Manager)

RESOLUTION 2024-02-05: On a motion by Councilor Rick Stephens and seconded by Councilor Eva Martinez to approve the second and final reading of Ordinance 2025-01-02, an ordinance amending Chapter 74 as presented, the City Council unanimously adopted the motion with all members present voting in favor.

- C. Approve Resolution 2025-02-01, a resolution approving a non-profit group to administer the Mountain Country Christmas event for a period of two-years. (M. Antrim, City Manager)

RESOLUTION 2024-02-06: On a motion by Councilor Rick Stephens and seconded by Councilor Lucy Escovedo to approve Resolution 2025-02-01, discussion ensued.

RESOLUTION 2024-02-07: Councilor Rick Stephens moved to amend the original motion to reflect that the City Council choose a term of one year for the event, to modify the resolution's 5th Whereas clause to reflect that the City received two applicants, and that the City Council flip a coin to decide which non-profit would be selected to sponsor the Mountain Country Christmas event. Councilor Eva Martinez seconded the motion, the City Council unanimously adopted the motion with all members present voting in favor. The City Council then unanimously voted to adopt the original motion as amended.

Chris Ruggia, Director of Tourism, conducted the coin toss. He announced that Heads would be the Alpine Humane Society and Tails would be the Women's Club of Alpine. The coin toss resulted in the Alpine Humane Society being awarded with sponsorship of the Mountain Country Christmas event for one year.

- D. Approve Resolution 2025-02-02, a resolution authorizing the City of Alpine Environmental Services Department to participate in the Keep Texas Beautiful and Texas Department of Transportation's Governor's Community Achievement Award Program. (M. Antrim, City Manager)

RESOLUTION 2024-02-08: On a motion by Councilor Rick Stephens and seconded by Councilor Eva Martinez to approve Resolution 2025-02-02, a resolution authorizing the City of Alpine Environmental Services Department to participate in the Keep Texas Beautiful and Texas Department of Transportation's Governor's Community Achievement Award Program, the City Council unanimously adopted the motion with all members present voting in favor.

- E. Approve Special Use Permit 2025-01-02, a special use permit application allowing the applicant, Alpine Velocity Ops LLC dba Velocity #19, to obtain a Wine and Malt Beverage Retail Dealer's Off-Premise (BQ) permit from the Texas Alcoholic Beverage Commission. The subject property is located at 1500 W. US 90. The property owner of record is CO Jones Enterprises LLC. The Parcel ID of the subject property is 11321. The current zoning designation of the subject property is C-1a Neighborhood Commercial District. If approved, the zoning will remain C-1a Neighborhood Commercial District. (M. Antrim, City Manager)

RESOLUTION 2024-02-09: On a motion by Councilor Rick Stephens and seconded by Councilor Lucy Escovedo to approve the Special Use Permit 2025-01-02, the City Council unanimously adopted the motion with all members present voting in favor.

- F. Approve Special Use Permit 2025-01-03, a special use permit application allowing the applicant, Alpine Velocity Ops LLC dba Velocity #18, to obtain a Wine and Malt Beverage Retail Dealer's Off-Premise (BQ) permit from the Texas Alcoholic Beverage Commission. The subject property is located at 610 W Holland Avenue. The property owner of record is Sonoqui Leonardo and Morgan. The Parcel ID of the subject property is 12360. The current zoning designation of the subject property is C-2 Business District. If approved, the zoning will remain C-2 Business District. (M. Antrim, City Manager)

RESOLUTION 2024-02-10: On a motion by Councilor Rick Stephens and seconded by Councilor Eva Martinez to approve, the City Council unanimously adopted the motion with all members present voting in favor.

- G. Approve Special Use Permit 2025-01-04, a special use application allowing the applicant, Alpine Harrys, LLC, is requesting the permit be issued to obtain a Wine and Malt Beverage Retail Dealer's On-Premise Permit (BG) and Late Hours Certificate (LH) from the Texas Alcoholic Beverage Commission. The subject property is located at 412 E. Holland Avenue. The property owner of record is Mois Harry and Lang Alois and Claudia. The Parcel ID of the subject property is 12335. The current zoning classification of the subject property is C-2 Business District and will remain the same if the application is approved. (M. Antrim, City Manager)

RESOLUTION 2024-02-11: On a motion by Councilor Rick Stephens and seconded by Councilor Reagan Stone to approve Special Use Permit 2025-01-04, the City Council unanimously adopted the motion with all members present voting in favor.

- H. Award Request for Proposals (RFP) to Ergon and Jarrett Dirt Work and Paving for Road Materials responsive to RFP 2024-12-01. (M. Antrim, City Manager)

RESOLUTION 2024-02-12: On a motion by Councilor Rick Stephens and seconded by Councilor Lucy Escovedo to approve award the Request for Proposals to Ergon and Jarrett Dirt Work and Paving for Road Materials responsive to the RFP 2024-12-01, the City Council unanimously adopted the motion with all members present voting in favor.

- I. Approve transfer of \$3,000.00 Hotel Occupancy Grant Funds not utilized by Alpine Gallery Night (Artwalk) Event to the Spirits of the West Event. (M. Antrim, City Manager)

RESOLUTION 2024-02-13: On a motion by Councilor Reagan Stone and seconded by Councilor Rick Stephens to approve the transfer of \$3,000.00 HOT Funds not utilized by Alpine Gallery night to the Spirits of the West event, the City Council unanimously adopted the motion with all members present voting in favor.

12. **EXECUTIVE REPORTS.**

Executive reports are limited to 10 minutes each. The City Council may hold a discussion during this section regarding any item listed on the agenda. No action may take place regarding report items, unless specified on the agenda.

City Mayor Report

City Manager Report

13. **CITY COUNCIL MEMBER COMMENTS.**

RESOLUTION 2024-02-14: On a motion by Councilor Rick Stephens and seconded by Eva Martinez to move into executive session, the City Council unanimously adopted the motion with all members present voting in favor. (7:25 P.M.)

14. **EXECUTIVE SESSION.**

NOTICE: *The City Council reserves the right to reconvene, recess, realign, change the order of business, or adjourn into Executive Session at any time during the course of the meeting prior to adjournment, to discuss any item listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.087 (development).*

A. Consultation with Attorney § 551.072, Texas Government Code

i. Discuss the possible sale and/or acquisition of property for long-term overall city goals and planning, including city owned structures. (M. Antrim, City Manager)

15. **ACTION AFTER EXECUTIVE SESSION.**

RESOLUTION 2024-02-15: On a motion by Councilor Reagan Stone and seconded by Councilor Eva Martinez to convene into open session, the City Council unanimously adopted the motion with all members present voting in favor. **(8:20 P.M.)**

A. Action, if any, concerning any of the items listed in executive session. (M. Antrim, City Manager)

RESOLUTION 2024-02-16: On a motion by Councilor Rick Stephens and seconded by Councilor Eva Martinez that the City Council authorize the City Manager to negotiate with the property owner of property ID 11825 to purchase the property and authorize the City Manager to sign a purchase agreement, the City Council unanimously adopted the motion with all members present voting in favor.

16. **ADJOURN.**

There being no further business, the meeting was adjourned by Mayor Eaves. (8:21 P.M.)

APPROVED:

ATTEST:

Catherine Eaves, Mayor

Geoffrey R. Calderon, TRMC
City Secretary & Chief Governance Officer

CERTIFICATION

I, Geoffrey R. Calderon, do hereby certify that this notice was posted at City Hall, in a convenient and readily accessible place to the general public, and on the City website at www.cityofalpine.com pursuant to Section 551.043, Texas Government Code. The said notice was posted by 2:00 P.M. on January 31, 2025, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting.

WITNESS MY HAND AND SEAL
this 31st day of January, 2025.



Geoffrey R. Calderon, TRMC
City Secretary & Chief Governance Officer



CITY COUNCIL AGENDA ITEM REPORT

February 18, 2025

Agenda Item No. 7B

Department: Office of the City Secretary

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation: Approve



AGENDA ITEM

January 2025 Office of the City Secretary (OCS) Report including Legislative Services, City Council Activities, Board & Commissions Activities, Public Information, and Departmental Statistics and Updates. (G. Calderon, City Secretary)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

- 1-2025 OCS Report FY 2025

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2024-2025: N/A

Additional Funding: N/A

APPROVERS

Alex Tackett, Records Clerk
Geoffrey R. Calderon, City Secretary
Megan Antrim, City Manager

Approved - 2/7/2025
Approved - 2/7/2025
Final Approval - 2/10/2025

OFFICE OF THE CITY SECRETARY

JANUARY 2025 ACTIVITY REPORT



LEGISLATIVE SERVICES & CITY COUNCIL ACTIVITIES

Legislative Services / City Council activities include preparing agendas, meeting packets, minutes, presentations, monthly reports, and many other types of documents for meetings. This also includes drafting ordinances, resolutions, proclamations and other documents for Legislative Services and other city departments. Each item that is included on a City Council agenda requires staff time for preparation prior to the meeting and execution time after the meeting.

Meeting Type	January 2025	FY 2025 YTD
Regular Meetings	2	7
Special Meetings	0	1
Workshops	2	6

Document Type	January 2025	FY 2025 YTD
Agendas Prepared/Posted	2	8
Packets Prepared/Posted	2	8
Minutes Completed/Approved	2	9

Agenda Items Processed	January 2025	FY 2025 YTD
Ordinances	1	6
Resolutions	0	7
Orders	1	1
Proclamations	0	2
Contracts/Agreements	0	5
Policy Revisions	0	2
General Special/Conditional Use Permit	0	0
Short Term Rental	0	4
Alcoholic Beverage Permit	1	3
Coin-Operated / Gameroom Permit	0	0
Rezone	0	0
Replat	0	3
Annexation	0	0
Variance	0	1
Board Appointments	0	1
Other	20	60

Enrolled (Passed) Documents	January 2025	FY 2025 YTD
Ordinances	0	5
Resolutions	0	7
Orders	1	1

APPROVED ORDINANCES – None.**UNAPPROVED ORDINANCES.**

Ordinance 2024-11-01: an ordinance authorizing the vacation, abandonment, and sale of the unimproved portions of Saltillo Avenue, Monterey Avenue, Tuluco avenue, and Avenue “C,” and Morilos Avenue, all situated within Blocks One (1) through Six (6), Colima Addition to the City of Alpine, Brewster County, Texas; Authorizing the City Manager to execute a deed without warranty to the applicants Michael and Lynn McC Carson; Directing that funds from the sale of the city’s interest be deposited in the general fund for the purpose of street improvements; Providing for terms and conditions of such thereof; Providing for a Severability Clause; Providing for an effective date. *The City Council postponed consideration of this item on January 21, 2025.*

APPROVED RESOLUTIONS – None.**UNAPPROVED RESOLUTIONS – None.****APPROVED SPECIAL USE PERMITS**

Special Use Permit 2025-01-01: a special use permit application allowing the applicant, Dollar General #24666, to obtain a wine and malt beverage retail dealer’s off premise permit from the Texas Alcoholic Beverage Commission. The subject property is located at 1911 N. State Highway 118. The property owner of record is LMDGALPINE, LLC. The Parcel ID of the subject property is 21863. The current zoning designation of the subject property is C-2 Business District. If approved, the zoning will remain C-2 Business District.

UNAPPROVED SPECIAL USE PERMITS – None.**APPROVED ORDERS**

Order 2025-01-01: an Order of General Election for May 3, 2025, for the purpose of electing one Ward 1 Council Member and one Ward 3 Council Member for three year terms; with early voting from April 22, 2025, to April 30, 2025.

APPROVED REPLATS – None.**APPROVED CONTRACTS / AGREEMENTS / REQUESTS FOR PROPOSALS / MISC. – None.****WORKSHOPS & PRESENTATIONS**

1-7-25: City Council Priorities Workshop

1-21-25: Funding Opportunities Workshop and Presentation by Government Capital.

TRANSPARENCY IN GOVERNMENT: HEARINGS, LETTERS, & PUBLIC NOTICES

The City held 3 public hearings in January 2025. Additionally, we sent 13 letters to owners within 200 feet of properties where proposed zoning and land use changes were being considered.

Public Hearings	January 2025	FY 2025 YTD
No. of Hearings Conducted	3	22

Letters	January 2025	FY 2025 YTD
No. of Letters Sent	13	106

Official Newspaper Notices	January 2025	FY 2025 YTD
Notice of Public Hearing	8	15
Notice of Passed Ordinance	0	4
Misc. Public Notice (RFP, Workshop, Etc.)	1	3

PUBLIC INFORMATION REQUESTS

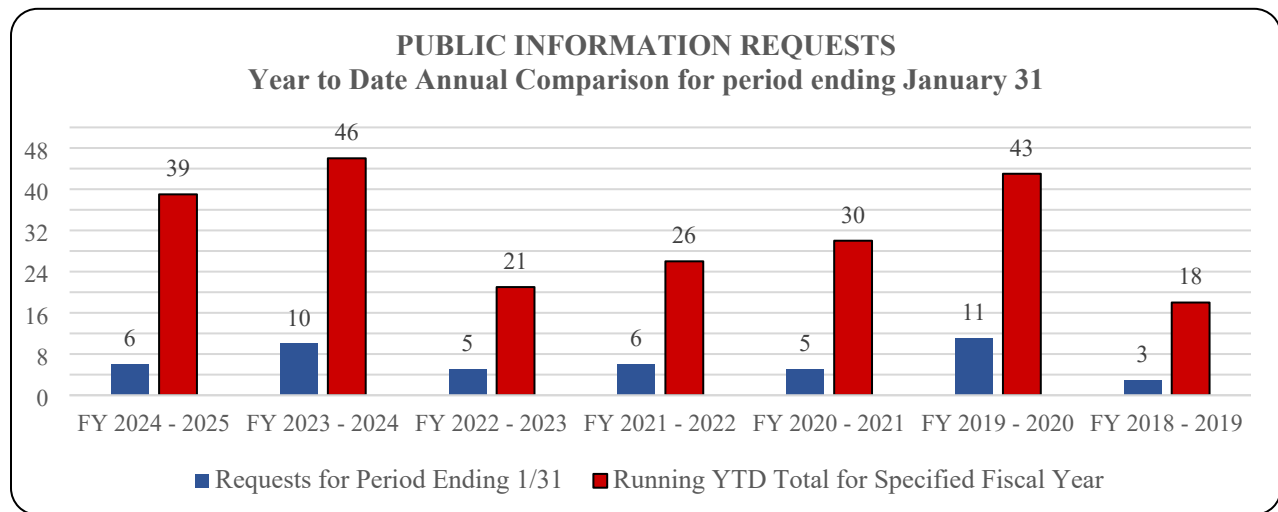
Public Information Requests	January 2025	FY 2025 YTD
Requests Received	6	39
Average Completion Time	3 days	3.83 days
Referred to Attorney General	0	0

Requests by Department	January 2025	FY 2025 YTD
Administration	1	9
Animal Services	-	-
Building Services / Planning / Code	-	3
Finance	-	1
Police	4	24
Public Works	-	-
Utilities	-	1
Utility Billing	-	-
Redirected to another agency	1	4

PUBLIC INFORMATION REQUESTS –

Year to Date Annual Comparison for period ending January 31

Annual Comparison	Requests for Period Ending 1/31	Running YTD Total for Specified Fiscal Year
FY 2024 - 2025	6	39
FY 2023 - 2024	10	46
FY 2022 - 2023	5	21
FY 2021 - 2022	6	26
FY 2020 - 2021	5	30
FY 2019 - 2020	11	43
FY 2018 - 2019	3	18



BOARDS, COMMISSIONS, & COMMITTEES ACTIVITIES

Boards, Commissions, and Committees activities include preparing agendas, meeting packets, minutes, presentations, monthly reports, and many other types of documents for meetings. This also includes drafting ordinances and other documents for Legislative Services and other city departments. Each item that is included on a Board agenda requires staff time for preparation prior to the meeting and execution time after the meeting.

Document Type	January 2025	FY 2025 YTD
Agendas Prepared/Posted	2	8
Packets Prepared/Posted	2	8
Minutes Completed	2	8

Board Meetings Held	January 2025	FY 2025 YTD
Animal Advisory Board	1	1
Hotel Occupancy Tax Committee	0	0
Music Advisory Board	0	0
Parks and Recreation	0	2
Planning & Zoning	1	3
Building & Standards	0	0

Animal Advisory Board –

The Animal Advisory Board had a meeting scheduled on January 14, 2025. The meeting could not be held due to lack of a quorum of members present.

Hotel Occupancy Tax Committee – None.

Parks and Recreation Board – None.

Planning & Zoning Commission

The Planning & Zoning Commission held a workshop regarding updating Appendix C – Zoning. The Commission did not have a quorum, so the regular meeting could not be conducted.

Music Advisory Board– None.

Building & Standards Commission - None.

BOARD APPOINTMENTS, RESIGNATIONS, AND VACANCIES

BOARD APPOINTMENTS – None.

BOARD RESIGNATIONS / REMOVAL – None.

BOARD VACANCIES

Parks & Recreation Board

Place 1
Place 2
Place 4

Building & Standards

Place 7

Planning & Zoning Commission

Place 1
Place 4

TRAINING ACTIVITY & SPECIAL EVENTS – None.

ELECTION ACTIVITY –

- The City Council ordered a General Election for May 3, 2025 for the positions of City Council Member Ward 1 and City Council Member Ward 3.
- The filing deadline for this election is January 15, 2025 to February 14, 2025 at 5:00 P.M.

CITY COUNCIL AGENDA ITEM REPORT

February 18, 2025

Agenda Item No. 7C

Department: Office of the City Manager

Sponsor: Megan Antrim, City Manager

Memo Prepared By: Megan Antrim, City Manager



Staff Recommendation: Approve

AGENDA ITEM

Approve payment of January 2025 monthly billing summary for Bojorquez Law Firm services.
(M. Antrim, City Manager)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. BLF - January 2025 Invoice

BUDGET CONSIDERATIONS

Expenditure Required: \$3,752.30

Savings Anticipation: \$0.00

Current Budget FY2024- \$100,000.00

2025:

Additional Funding: \$0.00

APPROVERS

Alex Tackett, Records Clerk
Geoffrey R. Calderon, City Secretary
Megan Antrim, City Manager

Approved - 2/10/2025
Approved - 2/10/2025
Final Approval - 2/10/2025



INVOICE

Number	13080
Issue Date	1/31/2025
Due Date	3/5/2025

City of Alpine
Megan Antrim, City Manager
100 N 13th St.
Alpine, TX 79830

Alpine - Economic Development

Total for Alpine - Economic Development	\$1,020.00
---	------------

Alpine - General

Total for Alpine - General	\$1,701.00
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Alpine - Municipal Court

Total for Alpine - Municipal Court	\$968.30
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Alpine - Open Records

Total for Alpine - Open	\$63.00
Records	

Total (USD)	\$3,752.30
Paid	\$0.00
Balance	\$3,752.30

Terms & Conditions

WARNING: While this document is a public record subject to release under Tex. Gov't Code Ch. 552.022(a), it might contain *Confidential/Privileged* information exempt from disclosure.

Make checks payable to Bojorquez Law Firm, PC

Tax ID#27-0818127

11675 Jollyville Road, Suite 300

Austin, TX 78759

ALL PAST DUE AMOUNTS ARE SUBJECT TO INTEREST CHARGES

Timekeeper Totals

Name	Rate	Hours	Total
Cynthia Trevino	\$204.80	17.90	\$3,665.90
Nicole E Hipp-Follweiler	\$108.00	0.80	\$86.40

CITY COUNCIL AGENDA ITEM REPORT

February 18, 2025

Agenda Item No. 7D

Department: Office of the City Manager

Sponsor: Megan Antrim, City Manager

Memo Prepared By: Megan Antrim, City Manager



Staff Recommendation: Approve

AGENDA ITEM

Approval of a Letter of Support for the 2025 Keep Texas Beautiful Affiliate Annual Recognition - Gold Star Level. (M. Antrim, City Manager)

EXECUTIVE SUMMARY

The City of Alpine Environmental Services Department has been an active participant in the Keep Texas Beautiful (KTB) Program for over a decade, demonstrating a long-standing commitment to environmental stewardship and community beautification. Through the Keep Alpine Beautiful initiative, the department has consistently engaged in sustainability efforts, litter reduction, and public awareness campaigns to enhance the quality of life for residents and visitors.

Each year, KTB offers an Affiliate Annual Recognition Program that allows affiliates to showcase their achievements. The recognition levels—Good Standing, Silver Star, and Gold Star—require affiliates to meet specific benchmarks demonstrating their impact on the community.

For 2025, Keep Alpine Beautiful is applying for the prestigious Gold Star Recognition, the highest level of achievement in the program. To qualify, the initiative has successfully met the requirements for Good Standing and Silver Star status and has completed the following additional criteria:

Provide a Letter of Support from a community stakeholder, highlighting the program's positive influence on Alpine.

Completed additional online questions are required for Gold Star eligibility.

Participated in 12 hours of approved virtual or in-person training to further enhance program knowledge and effectiveness.

By fulfilling these stringent requirements, Keep Alpine Beautiful continues to uphold its reputation as a leader in environmental conservation and community engagement. This recognition will further strengthen Alpine's commitment to sustainability, encourage civic pride, and enhance the city's environmental initiatives for years to come.

SUPPORTING MATERIALS

1. KAB - Letter of Support 2025

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY 2024-2025: N/A
Additional Funding: N/A

APPROVERS

Alex Tackett, Records Clerk
Geoffrey R. Calderon, City Secretary
Megan Antrim, City Manager

Approved - 2/10/2025
Approved - 2/10/2025
Final Approval - 2/10/2025

City Manager
Megan Antrim

City Secretary
Geoffrey R. Calderon



Mayor
Catherine Eaves

City Attorney
Bojorquez Law Firm, PC

100 North 13th Street Phone 432-837-3301 Fax 432-837-2044

"To provide quality service to the citizens of Alpine"

February 18, 2025

Greetings,

We are pleased to provide this letter of support for Alpine's Keep Texas Beautiful (KTB) program and to commend the invaluable contributions of the City's Environmental Service Coordinator, Adelina Beall. Their collective efforts have significantly enhanced the environmental stewardship, sustainability, and beautification of our community.

Alpine's commitment to the Keep Texas Beautiful mission has not gone unnoticed, as demonstrated by our city's receipt of the Governor's Community Achievement Award—a prestigious honor recognizing excellence in environmental programming, civic engagement, and community pride. This achievement is a testament to the hard work and dedication of Mrs. Beall, City staff, and the countless volunteers who work tirelessly to keep Alpine clean and beautiful.

Under the leadership of Mrs. Beall, Alpine's KTB program has successfully fostered strong partnerships with local organizations, businesses, and educational institutions, including Sul Ross State University. These collaborations have expanded the reach and impact of environmental initiatives, ensuring that our efforts to promote sustainability and conservation extend beyond City operations to engage students, faculty, and the broader community. Through educational workshops, community cleanups, and sustainability projects, the program has inspired individuals of all ages to take an active role in protecting our natural resources.

A key component of Ms. Beall's work is environmental education, which continues to be a driving force behind the program's success. Through outreach efforts in local schools, businesses, and public spaces, she has effectively raised awareness about waste reduction, recycling, and beautification initiatives. Her dedication to educating the public has instilled a greater sense of responsibility and pride among residents, encouraging them to take ownership of Alpine's environmental future.

The success of the Keep Texas Beautiful program in Alpine is evident in the cleaner streets, revitalized public spaces, and growing community participation in conservation efforts. Thanks to the leadership of Mrs. Beall and the City's collaboration with key stakeholders, we have made significant strides in improving our environmental footprint while enhancing the quality of life for our residents.

We fully support the continued efforts of Alpine's Keep Texas Beautiful program and extend my deepest appreciation to Mrs. Beall for her unwavering commitment to environmental service. With continued investment and community engagement, we are confident that Alpine will remain a model for sustainability and beautification for years to come.

Sincerely,

Mayor Catherine Eaves

Councilmember Ward 1 – Reagan Stone

Councilmember Ward 2 – Eva Martinez

Councilmember Ward 3 – Darin Nance

Councilmember Ward 4 – Lucy Escovedo

Councilmember Ward 5–Rick Stephens

CITY COUNCIL AGENDA ITEM REPORT

February 18, 2025

Agenda Item No. 9B

Department: Office of the City Manager

Sponsor: Megan Antrim, City Manager

Memo Prepared By: Megan Antrim, City Manager

Staff Recommendation: None



AGENDA ITEM

Utility Software Presentation by Carmen Rodriguez, Customer Clerk Supervisor. (M. Antrim, City Manager)

EXECUTIVE SUMMARY

The City of Alpine Customer Services Department (Carmen Rodriguez, Customer Service Supervisor) conducted an extensive evaluation of billing software solutions to enhance efficiency and customer service. A total of 15 companies were contacted, and 11 software solutions were demoed between May and November. Key features considered included online payment options, automated notifications, data conversion capabilities, and integration with financial systems.

After a thorough review process, five companies were shortlisted for a second round of demos:

CUSI

Fund View

Muni-Link

MyGov

Smart Fusion

Following the second round of evaluations, CUSI emerged as the preferred choice. It stood out due to its user-friendly interface, robust online portal with consumption graphs, automation capabilities, and proven experience with data conversion from USTI, the city's current system. The selection aligns with the city's goal of improving billing accuracy, customer engagement, and operational efficiency.

SUPPORTING MATERIALS

1. Billing Software Presentation

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2024-2025: N/A

Additional Funding: N/A

APPROVERS

Alex Tackett, Records Clerk
Geoffrey R. Calderon, City Secretary
Megan Antrim, City Manager

Approved - 2/10/2025
Approved - 2/10/2025
Final Approval - 2/10/2025

BILLING SOFTWARE

Carmen Rodriguez

PROCESS

I began reaching out to different software companies to demo. A total of 11 companies were demoed starting on May and ended on November. 15 companies were contacted for information.

SOUTHERN SOFTWARE

- Can make payments through phone calls and texts
- Ability to send mass emails
- Can scan documents to the system
- Text system for payments reminders
- Will need to also buy finance software, otherwise it will not work
- No data conversation, we will have to manually enter the information (Balances)

MUNI-LINK

- Able to send notifications to customers via text and email.
- Will flag customers that owe us money when trying to open new account
- Can use barcode to pull up account when paying at office
- Payments are reflected live
- Offers online payments and card payments
- Will need a third party for card payments
- Buy scanners to use barcode feature
- Doesn't have automated calls, only text and emails
- Online website is very similar to what we currently have

TYLER TECHNOLOGY

- I was able to visit with the City of Marfa, which allowed me see the software first hand. During my first visit I was able to see the clerks enter meter readings and take payments. On my second visit I was able to see the billing process.
- The program seemed somewhat easy to navigate in some areas. However it seemed a lot more complicated than our current software.
- While there the clerks expressed how difficult of a time they had when transitioning to the new software. When entering meter readings the software was unable to flag inconsistent readings, which made the process a lot harder.

CUSI SOFTWARE

- Can send automated call, texts and emails
- Adjustments can be done in website, no paperwork, can still track for auditing purposes.
- Card readers for office
- Work orders can be managed by a mobile app, no need to enter manually
- Customized reports
- Online website is user friendly and show graphs to reflect consumption. Also allows customers to sign up for ACH. Have ability to request work orders online.
- Need training for the mobile work order app
- Will need to have accurate reading in order to reflect accurate consumption for graphs

OPEN GOV

- Was not able to complete the demo, due to the company not thinking it will be a good fit for our needs.

FUND VIEW

- Can scan documents to software
- Can email receipt to customer
- System will flag people that owes us money
- Utility technicians can generate a work order when reading meters.
- Work order and meter reading app

- Website is not detailed, similar to what we currently have
- Will need training for mobile apps
- Software doesn't seem as user friendly
- Will need to purchase finance software as well

EL DORADO

- Can do one time payments online
 - Consumption can be viewed online
 - Mobile app available to read meters
 - Can pay via automated phone calls
- Home page include 4 tabs that are opened at the same time.
 - Doesn't seem very easy to learn and work

SMART FUSION

- Ability to track landlords
- Can start billing as soon as routes are turned in
- Auto populate work orders when finalizing accounts
- Hand helps for reading meters
- Mobile app for work orders
- Was not able to see the online portal
- Seems more complicated than our system

FMS SOFTWARE

- Can pay via call or texts
- Send mass emails
- Can locate debt via drivers license or social security
- Scan documents to software
- They don't do data conversion
- Enter balances manually
- Must purchase finance software

- Can pay via phone
- Real time payments reflection
- Text reminders
- Meter reader app
- Customize reports

- Reference wasn't good
- System doesn't seem very user friendly

AD COMP SYSTEMS

DIVERSIFIED BILLING

- Master calendar to track dates based on the due dates
- Payments can be made online
- Barcode to make accounts for accessible
- Online training
- Requested another demo and no answer

TOP 5 COMPANIES

The customer service team and the gas department then scheduled to review 5 of the companies mentioned for a second round of demos.

1. CUSI
2. Fund View
3. Muni- Link
4. MyGov
5. Smart Fusion

RECOMMENDATION

- After the second round of demos the majority lean towards CUSI. From all the companies that were demoed, they were the only ones that had the ability to offer graphs and more information in the online portal to our customers. They also have experience with converting data from USTI.

CITY COUNCIL AGENDA ITEM REPORT

February 18, 2025

Agenda Item No. 10A

Department: City Council

Sponsor: Rick Stephens, Councilor

Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation: None



AGENDA ITEM

Discuss attendance at City of Alpine Boards and Commissions meetings, the impact of lack of quorum for the meetings, and strategies for ensuring City Council has the advice and input representing the Alpine residents on key items for Council consideration. (R Stephens, City Council)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2024-2025: N/A

Additional Funding: N/A

APPROVERS

Alex Tackett, Records Clerk

Geoffrey R. Calderon, City Secretary

Megan Antrim, City Manager

Approved - 2/7/2025

Approved - 2/7/2025

Final Approval - 2/10/2025

CITY COUNCIL AGENDA ITEM REPORT

February 18, 2025

Agenda Item No. 10B

Department: City Council

Sponsor: Rick Stephens, Councilor

Memo Prepared By: Geoffrey R. Calderon, City Secretary



Staff Recommendation: None

AGENDA ITEM

Discuss changing the ordinances for City of Alpine boards and commissions to remove the requirement from having formal meetings and quorum requirements so that the boards and commissions can meet in a workshop environment in order to provide timely advice and recommendations to Council. They would continue to have the requirement of following an agenda. This would apply to all boards and commissions with the exception of the Building and Standards commission because it is a judicial body. (R. Stephens, City Council)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2024-2025: N/A

Additional Funding: N/A

APPROVERS

Alex Tackett, Records Clerk
Geoffrey R. Calderon, City Secretary
Megan Antrim, City Manager

Approved - 2/7/2025
Approved - 2/7/2025
Final Approval - 2/10/2025

CITY COUNCIL AGENDA ITEM REPORT

February 18, 2025

Agenda Item No. 10C

Department: Administration

Sponsor: Megan Antrim, City Manager

Memo Prepared By: Megan Antrim, City Manager



Staff Recommendation: None

AGENDA ITEM

Discuss the nomination of board members to the Brewster County Appraisal Board. (M. Antrim, City Manager)

EXECUTIVE SUMMARY

The Board of Directors of the Appraisal District has formally accepted the resignations of two members, Esther Howard and Kay Houston, and expressed their gratitude for their service. In accordance with state law, a replacement process has been initiated to fill the vacant positions.

Each tax unit has the opportunity to nominate one or two candidates to serve on the Board for the remainder of the terms, which expire in December 2025. Nominations must be submitted within 45 days from the date of the notification letter. After the nomination deadline, the remaining Board members will select two replacements from the pool of nominees.

Participation in the nomination process is optional, and tax units are not obligated to submit nominees. For further clarification or assistance, tax units are encouraged to contact the appraisal district directly.

SUPPORTING MATERIALS

1. Appraisal District Nomination Letter

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2024-2025: N/A

Additional Funding: N/A

APPROVERS

Alex Tackett, Records Clerk
Geoffrey R. Calderon, City Secretary
Megan Antrim, City Manager

Approved - 2/10/2025
Approved - 2/10/2025
Final Approval - 2/10/2025

Brewster County Appraisal District

1604 W Hwy 90

Alpine, Texas 79830

(432) 837-2558

Fax: (432) 837-3871

www.brewstercotad.org

appraisaldistrict@brewstercotad.org



Ms. Antrim,

The Board of Directors of the appraisal district has accepted the resignations of Esther Howard and Kay Houston. The Board appreciates the service of these members.

State law has a replacement process to be followed to name new members to the Board. Your tax unit may nominate one or two people to the board to fill the expired terms of the vacancies. You have 45 days from the date of this letter to send your nominees. After the deadline, the remaining board members will select two replacement members from the list of nominees and they will complete the terms through the end of December, 2025.

Your taxing unit is not required to submit nominees if you do not wish to do so. If you have questions about the process, please feel free to contact me.

Sincerely,

Richard Petree, RPA/RTA/CCA
Interim Chief Appraiser

To nominate replacement members, you may complete the following:

The members of the governing body of _____ met in regular session to consider the nomination of a person or persons to complete the unexpired term as member of the Brewster County Appraisal District. By resolution, the governing body hereby nominates the following:

Signed on this the _____ day of _____, 2025

Presiding Officer

CITY COUNCIL AGENDA ITEM REPORT

February 18, 2025

Agenda Item No. 11A

Department: Administration

Sponsor: Megan Antrim, City Manager

Memo Prepared By: Megan Antrim, City Manager

Staff Recommendation: Approve



AGENDA ITEM

Approve Resolution, 2025-02-17, authorizing the City Animal Control Department to participate in the Kong grant program. (M. Antrim, City Manager)

EXECUTIVE SUMMARY

The City of Alpine seeks to enhance the well-being of animals in its municipal shelter through participation in the KONG Grant Program. This initiative aligns with the City's commitment to improving animal care by providing essential enrichment tools that reduce stress, promote positive behaviors, and improve the overall quality of life for animals awaiting adoption or placement.

Through the KONG Grant, Alpine Animal Control Services would receive high-quality, durable enrichment toys at no cost to the City. These resources will help alleviate stress in sheltered animals, facilitate socialization, and increase their adoptability. By implementing this program, the City of Alpine will enhance its animal welfare services without financial impact, furthering its mission of responsible pet care and humane treatment.

With City Council approval, the Animal Control Services will proceed with the application process, ensuring the timely and effective implementation of this initiative. This resolution signifies the City's dedication to progressive animal care practices and reinforces its ongoing efforts to support community-wide pet welfare.

SUPPORTING MATERIALS

1. 2025-02-17 - KONG Grant Resolution
2. Kong Grant application p1
3. Kong Grant application p2
4. Kong Grant application p3
5. Kong Grant application p4
6. Kong Grant application p5
7. Kong Grant application p6
8. Kong Grant application p7
9. Kong Grant application p8
10. Kong Grant application p9
11. Kong Grant application p10

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY 2024-2025: N/A
Additional Funding: N/A

APPROVERS

Alex Tackett, Records Clerk
Geoffrey R. Calderon, City Secretary
Megan Antrim, City Manager

Approved - 2/10/2025
Approved - 2/10/2025
Final Approval - 2/10/2025

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

RESOLUTION 2025-02-17

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS
AUTHORIZING THE CITY ANIMAL CONTROL DEPARTMENT TO PARTICIPATE
IN THE KONG GRANT PROGRAM.**

WHEREAS, the City of Alpine recognizes the importance of providing humane and enriching care to animals housed in the municipal animal shelter; and

WHEREAS, the KONG Grant Program provides essential enrichment tools and toys designed to reduce stress, encourage positive behaviors, and improve the overall well-being of animals in shelters; and

WHEREAS, the grant program would supply the Alpine Animal Control Services with durable, high-quality KONG toys, contributing to the physical and mental stimulation of animals awaiting adoption or placement; and

WHEREAS, participation in the grant program would align with the City's commitment to improving animal welfare services and promoting responsible pet care within the community; and

WHEREAS, the City Council finds that the acceptance and utilization of the KONG Grant will enhance the City's animal control efforts without financial burden to the City of Alpine; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
ALPINE, TEXAS THAT:**

SECTION I. The City Council of the City of Alpine hereby authorizes the Animal Control Services to apply for and participate in the KONG Grant Program.

SECTION II. The City Manager, or designee, is hereby authorized to take all necessary actions to facilitate the grant application process and ensure the effective implementation of the enrichment program upon grant approval.

SECTION III. This Resolution shall be effective immediately upon passage.

**PASSED, APPROVED, AND ADOPTED BY A MAORITY VOTE OF THE CITY
COUNCIL ON THIS THE 18th DAY OF FEBRUARY 2025 BY THE CITY COUNCIL OF
THE CITY OF ALPINE, TEXAS.**

ATTEST:

Catherine Eaves, Mayor

Geoffrey R. Calderon, City Secretary

Select Language ▼

Powered by Google Translate

Application

 Public Profile

 Copy Previous Answers

 Collaborate 0

Process: 2025 KONG Toy Grant

Contact Info

Request

Documents 0

Applicant:

Ms Jennifer Anne Stewart

jstewart@ci.alpine.tx.us

432-837-9030

P.O. Box 1315

Alpine, TX 79831 United States

Organization:

Alpine Animal Services 

746000025

432-837-9030

2900 Old Marathon Hwy

Alpine, TX 79830 United States



Contact Email History



 Application

 Question List



 Fields with an asterisk (*) are required.

▼ Applicant Requirements and Guidelines

Applicant Requirements and Guidelines*

- Communication:

For any inquiries, issues, or feedback, please reach out to us at foundation@petfinderfoundation.org. Your email must include:

Organization name

Petfinder Shelter ID

Tax identification number, which may include EIN (US)

- Email Settings:
Add administrator@grantinterface.com to your email system's safe sender list to receive all grant correspondence.
- Facebook Participation:
Awarded groups must share posts on your organization's Facebook page with photos and stories of an adoptable pet benefiting from grant program. Do not post images of the award letter. Applicants agree to provide URL link in the Facebook Post Follow Up Form.
- Follow Up:
The user (grant writer) who applied is automatically assigned Follow Up requirements. To reassign award grant requirements, send your request to foundation@petfinderfoundation.org.
- Grant Report:
Awarded groups are required to submit an online grant report with photos and stories of adoptable pet(s) benefiting from the grant. Click here for Grant Report Tips.
- Interim Progress:
PFF may request additional details, requirements or updates on how awarded funding is being utilized.
- Mailing and Email:
Do Not include the Petfinder Foundation in mass mailing services & bulk email systems, as unsolicited emails are placed in spam folders.
- Petfinder Membership:
In good standing and actively list adoptable pets on www.petfinder.com. Not a Petfinder member, visit <https://www.petfinder.com/register/> to become a Petfinder member.
- Petfinder Help:
For help listing adoptable pets, email Petfinder outreach@petfinder.com with your Petfinder Shelter ID. Applicants without adoptable pets listed will be declined.
- Petfinder Shelter ID:
A unique identifier, assigned by Petfinder, includes your state abbreviation followed by a number. Avoid adding special characters, extra country abbreviations, or spaces between the state abbreviation and the number, as these will lead to the application being rejected.
- Tax Identification and Certification Form:
A PDF copy showing your organization's tax identification number is required.
Your organization's PDF copy helps us to verify accuracy and confirm compliance with the tax agency. If awarded, the Petfinder Foundation must have a copy of the tax agency form.
US Groups A copy of your organization's W-9.
501c3 status is not required when applying for Petfinder Foundation grant opportunities.
- Upload Documents:
All supplemental documentation should be uploaded directly within the grant application's designated upload field. Applicants providing links from secured sites like Dropbox will be declined.

Do you agree to the Applicant Requirements and Guidelines?

- ☒ YES
☐ NO
-

Organization Details

Petfinder Shelter ID*

TX2592

Mission Statement

This field is optional and can be used to briefly describe your organization's purpose and values.

Alpine Animal Services is dedicated to the safety and wellbeing of both the pets and people living in Alpine Texas. We strive to provide the best care not only for our shelter pets but the animals residing in our community. Education is one of our top priorities, we believe the more people understand their pets the better care they can provide for them and the likelihood of an animal staying in a home for their lifetime.

✓ 576 characters left of 1,000

Describe your organization

Facility or Foster	Residential or Commercial
▼* Facility ▼	▼* Commercial ▼

Average Numbers

Provide the average numbers for your pet population.

Average Monthly Intake	Average Monthly Adoptions	Average # Day Pets Stay In Your Care
#* 30	#* 10	#* 59

Product Grant Delivery Address

Please enter the delivery address for the product grant program below. Note: We cannot send product grants to a PO Box. Grant requests without a physical address will be declined.

Street Number and Street Name

2900 Old Marathon Hwy

City

Alpine

State

TX

Zip Code

79830

Tax Identification and Certification Form

You may skip this field if your group has already submitted the required tax identification or certification form (found in your grant-management dashboard from *Organization History > Organization Summary > Documents Tab* in our grant-management system).

If not, please upload the relevant form here.

Upload a file

[3 MiB allowed]

IRS Tax Exempt Status Letter (1).pdf [76.3KiB] 

 Delete File

✓ 2025 KONG Toy Grant

Grant Program Terms and Conditions*

- Application:
Any request left in draft status over 60 days will permanently be abandoned and cannot be altered or submitted.
- Delivery:
It may take up to 30 days from the Decision Date to receive the awarded product grant. If it does not arrive, email us at foundation@petfinderfoundation.org.
- Edit or Withdraw Application:
Email your request to foundation@petfinderfoundation.org.
- Eligibility:
Petfinder members located in the contiguous United States.
- Enrichment:
Products from this grant program will only be used as enrichment for the adoptable pets in your organization's care. Your organization agrees NOT to sell the awarded product at fundraisers, auctions, online marketplace, yard sales, etc. to raise funds.
- Extension:
Email a request for an extension if unable to meet the awarded due date requirements.
- Forfeiture:
If you do not receive the awarded product grant within 30 days of the Decision Date and do not contact our office, the awarded product grant will be forfeited.
- Frequency:
This grant program allows for a single application. Applications are reviewed and awarded quarterly. If your application is unsuccessful in the early awarding quarters of the year, it may be eligible for transfer to the subsequent applicant pool for consideration in the next awarding quarter.
- Grant Program End Date:
Submissions for this grant program will be accepted until Saturday, November 1, 2025, or until all funds are depleted from the program.
- Grant Results:
This program is awarded quarterly, and it may take a few months from the Submitted Date to receive the grant results via email from administrator@grantinterface.com.
- Ineligible:
Applicants awarded products from this grant program in the same calendar year. Applicants located outside the contiguous United States.
- Maximum Product Funding:
The number of awarded KONGs is determined by the number of adoptable pets listed on Petfinder. Using awarded KONG products may require additional items or parts, such as similar-sized toys, treats, or extra components. Applicants requesting specific KONG Toy size will be declined as we are unable to guarantee the availability of KONG Toy size.
- Pet Photos:
Your group permits us to share pet photos with the public, our donors, media, and partners. Pet Photos must be in jpeg or jpg format, or they will be declined.
- Relinquish:
If your organization cannot use all or a portion of the awarded grant as intended, you agree to contact our office at foundation@petfinderfoundation.org. Your email must explain why your group cannot use the awarded grant and when we will expect to receive the relinquished grant.
- Species of Pets:

Supports all adoptable dogs and cats.

- **Use of Grant:**

You agree to utilize the grant exclusively for the purposes specified in your grant application.

Do you accept the grant program terms and conditions?

☒ YES

☐ NO

✓ Request Detail

KONG Toys Type*

Select the type of KONG Toys your organization would like to receive.

*If awarded, the Petfinder Foundation will do our best to fulfill according to the KONG Toy type for the adoptable pets in your care. However, we cannot guarantee all awarded KONG Toys will arrive according to the selected KONG Toy type.

DOG ▼

Use of Grant*

Keep this section concise and focused on the funding request. Describe how you plan to use the grant funds and what outcomes you hope to achieve.

Alpine Animal Services was gifted several Kongs years ago and over time, due to wear and tear, the Kongs have been so well used, that a lot have had to be discarded. We provide a Kong to our dogs every night and would like to continue this. We can tell that it keeps them calm and acts as a great enrichment tool. With the new Kongs we will be able to get rid of the ones that need to be replaced that are left and continue this much needed enrichment.

✓ 1,547 characters left of 2,000

✓ Adoptable Pet(s)

Pet Care*

- Housing or Caging: We ensure that our pets have adequate space.
- Safety: We prioritize the physical safety of our pets and take measures to minimize fear and stress.
- Food and Water: We make sure that food and water are always accessible.
- Biological Needs: We maintain appropriate body temperature, allow for natural bodily functions with prompt waste removal, and manage reproduction as necessary.
- Cleanliness: Depending on the species' needs, we keep our pets clean and dry.
- Restraint: We avoid unnecessary physical restraint.
- Behavior: We create an environment that encourages our pets to display species-specific normal behavior.
- Veterinary Care: Under the supervision of a veterinarian, we provide disease prevention and treatment. Any pet that is injured, in distress, or showing signs of illness receives timely medication under veterinary medical care.

Does your organization meet the necessary pet care requirements?

☒ YES

☐ NO

Number Pet(s) Benefit*

Provide the number of pet(s) that will benefit in 2025 if awarded this grant program.

#	200
---	-----

Photo of Pet(s)*

Provide a well-lit and focused photos upload as a file. Do not embed photos in a Word or PDF document. Acceptable formats are jpeg and jpg.

Upload photo of pet(s) that will benefit if awarded this grant program.

[3 MiB allowed]

Margaret2.jpg [2.6MiB]



Additional Photo of Pet(s)

(Optional)

[3 MiB allowed]

Bruiserxmas4.jpg [1.7MiB]



✓ Facebook

Facebook Page URL*

Please provide your organization's Facebook page URL



<https://www.facebook.com/AlpineTXAnimalServices>

Facebook Terms and Conditions*

- Applicants must have a presence on Facebook
 - Promoting adoptable pets and sharing adoption stories on Facebook
 - Supporting partnering groups and requesting assistance on Facebook when needed
 - Announcing awarded grant programs or corporate contributions and expressing gratitude to donors and community supporters
- Applicants will support the Petfinder Foundation by providing Facebook post URL about the success of awarded grant programs and completing the Follow Up Form, helping to maintain generous support and corporate partnerships.
- Applicants, also known as grant writers, working in departments separate from social media staff are required to collaborate with them to ensure the Facebook Follow Up Form is completed by the due date.
- Applicant and the Primary Contact for your organization will receive email communication from administrator@grantinterface.com.
- If awarded, your organization agrees to notify foundation@petfinderfoundation.org with a request for reassignment if the applicant cannot complete the Facebook grant program requirement before the due date.
- Failure to meet Facebook Terms and Conditions for awarded grant programs, whether incomplete, delayed or missing, may result in future application requests being rejected.
- If awarded, your organization agrees to:
 - NOT feature a photo of the awarded grant letter
 - INCLUDE photo(s) and success story of specific adoptable pet(s) helped by or will benefit from the awarded grant program
 - PERMIT us to share photo(s) and stories including relevant images from your website, Petfinder webpages, and social media pages with the public, our donors, the media, and Petfinder Foundation partners
 - TAG us **@petfinderfoundation** and include our hashtag #petfinderfoundation
 - TAG our corporate partner **@kongcompany**
 - COMPLETE the Petfinder Foundation Grant-Management System Facebook Follow Up Form by the assigned due date
 - If your group is ready to post ahead of the scheduled due date, please complete the Facebook Post Follow Up Form requirement without hesitation
 - CONTACT the Petfinder Foundation at foundation@petfinderfoundation.org if your group is unable to complete the Facebook Follow Up Form by the schedule due date

- Your email request must include the reason for the extension and the expected Facebook Follow Up Form completion date

Do you meet and agree to the Facebook Terms and Conditions?

- ☒ YES
☐ NO
-

✓ Grant Report

Grant Report Terms and Conditions*

- Applicants agree to support the Petfinder Foundation by submitting a grant report on program achievements using our web-based form and contributing to our Success Stories for supporters and partners.
- Applicants, also known as grant writers, working in departments separate from volunteers or staff providing details for the grant report are required to collaborate with them to ensure the grant report is completed by the due date.
- Applicant and the Primary Contact for your organization will receive email communication from administrator@grantinterface.com.
- If awarded, your organization agrees to notify foundation@petfinderfoundation.org with a request for reassignment if the applicant cannot complete the Grant Report program requirement before the due date.
- Failure to meet grant report requirements for awarded grant programs, whether incomplete, delayed or missing, may result in the rejection of future grant applications.
- If awarded, your organization agrees to:
 - Complete and submit your grant report using the Petfinder Foundation's web-based form: <http://bit.ly/grantreport>
 - Share how the grant program helped your organization and pets in your care
 - Include photo(s) and story of at least one adoptable pet helped by or will benefit from the awarded grant program
 - Permit us to share grant reports, including relevant images and stories, with the public, our donors, the media, and Petfinder Foundation partners
 - If the adoptable pet is still waiting for a home, provide the link to his or her Petfinder profile page
 - Complete the grant report by the assigned due date
 - If your group is ready to complete and submit the grant report ahead of the scheduled due date, please complete the grant report without hesitation
 - Contact us at foundation@petfinderfoundation.org if your group is unable to complete the grant report by the due date

- Your email request must include the reason for the extension and the expected grant report completion date
- Helpful Tips
 - If you need to 'Save For Later' and come back to the grant report, be sure to write down the grant report link or check your spam or junk folder for an email with the grant report link
 - You may upload up to eight single photos. We recommend using well-lit focused photos that are at least 1000x1000 pixels in size. Please avoid using collages
 - If you would like to include YouTube iframes in your grant report, we will embed it to play in your final grant report
 - Need help completing your grant report, please review our Templates and Guides

Do you meet and agree Grant Report Terms and Conditions?

☒ YES

☐ NO

✓ Thank you

Your dedication and commitment to animal welfare is truly commendable. Your efforts make a significant difference in the lives of adoptable pets under your care, who are waiting for their forever homes.

We appreciate the time and effort you put into completing your grant application. - The Petfinder Foundation

Abandon Request

Save Application

Submit Application

CITY COUNCIL AGENDA ITEM REPORT

February 18, 2025

Agenda Item No. 11B

Department: City Council

Sponsor:

Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation: Approve



AGENDA ITEM

Approve Resolution 2025-02-18, a resolution to support an application for funding from Brewster County for grant funding, and with selection, the development and completion of a Community Wildfire Defense Grant (CWDG) through the United States Forest Service (USFS) under the United States Department of Agriculture (USDA) Community Wildfire Defense Program (CWDG). (R. Stephens, City Council)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. 2025-02-18 Brewster County Grant Funding

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2024-2025: N/A

Additional Funding: N/A

APPROVERS

Alex Tackett, Records Clerk

Geoffrey R. Calderon, City Secretary

Megan Antrim, City Manager

Approved - 2/7/2025

Approved - 2/7/2025

Final Approval - 2/10/2025

COUNTY OF BREWSTER

RESOLUTION 2025-02-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS TO SUPPORT AN APPLICATION FOR FUNDING FROM BREWSTER COUNTY FOR GRANT FUNDING, AND WITH SELECTION, THE DEVELOPMENT AND COMPLETION OF A COMMUNITY WILDFIRE DEFENSE GRANT (CWDG) THROUGH THE UNITED STATES FOREST SERVICE (USFS) UNDER THE UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) COMMUNITY WILDFIRE DEFENSE PROGRAM (CWDG).

WHEREAS, the potential for Wildfire within Brewster County represents a threat to life, property and the general public; and

WHEREAS, the Community Wildfire Defense Program, or CWDG, is intended to help at-risk local communities plan for Wildfire events, identify specific community Wildfire risks and mitigate the threat of those risks; and

WHEREAS, Brewster County intends to apply for funding from the United States Forest Service Forest for a grant to create a Community Wildfire Mitigation Program; and

WHEREAS, if funds are awarded, the implementation of that grant would create educational program and property specific risk assessments and direct risk mitigation on county-controlled property and high-risk areas through the County; and

WHEREAS, the City of Alpine and its residents would benefit from the property risk assessment and educational programs during implementation of that program; and

WHEREAS, Brewster County and the City within the County are considered to be disadvantaged by the United State Forest Service and thus may request a waiver to any match to the grant; and

WHEREAS, application by the County does not limit the City of Alpine from requesting funding for or implementing its own mitigation program.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ALPINE, TEXAS:

1. Supports an application from Brewster County for the USFS/TFS Community Wildfire Defense Grant program to create and fund a Community Wildfire Mitigation Program.
2. Will contribute to the implementation of the program by identifying at-risk critical infrastructure, structures and areas in the City to be included in the grant.
3. Will contribute to the implementation of the program by supporting wildfire outreach and educational activities.
4. If needed, will work with program officers to create any needed Interlocal Agreements to achieve these actions.

PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE ON THE 18TH DAY OF FEBRUARY 2025.

Catherine Eaves, Mayor

Geoffrey R. Calderon, City Secretary

CITY COUNCIL AGENDA ITEM REPORT

February 18, 2025

Agenda Item No. 11C

Department: Administration

Sponsor: Megan Antrim, City Manager

Memo Prepared By: Megan Antrim, City Manager

Staff Recommendation: Approve



AGENDA ITEM

Approve the nomination of members to the Brewster County Appraisal District Board. (M. Antrim, City Manager)

EXECUTIVE SUMMARY

Council nomination, if any, based on discussion item 10C.

The Board of Directors of the Appraisal District has formally accepted the resignations of two members, Esther Howard and Kay Houston, and expressed their gratitude for their service. In accordance with state law, a replacement process has been initiated to fill the vacant positions.

Each tax unit has the opportunity to nominate one or two candidates to serve on the Board for the remainder of the terms, which expire in December 2025. Nominations must be submitted within 45 days from the date of the notification letter. After the nomination deadline, the remaining Board members will select two replacements from the pool of nominees.

Participation in the nomination process is optional, and tax units are not obligated to submit nominees. For further clarification or assistance, tax units are encouraged to contact the appraisal district directly.

SUPPORTING MATERIALS

1. Appraisal District Nomination Letter

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY 2024-2025: N/A
Additional Funding: N/A

APPROVERS

Alex Tackett, Records Clerk
Geoffrey R. Calderon, City Secretary
Megan Antrim, City Manager

Approved - 2/10/2025
Approved - 2/10/2025
Final Approval - 2/10/2025

Brewster County Appraisal District

1604 W Hwy 90

Alpine, Texas 79830

(432) 837-2558

Fax: (432) 837-3871

www.brewstercotad.org

appraisaldistrict@brewstercotad.org



Ms. Antrim,

The Board of Directors of the appraisal district has accepted the resignations of Esther Howard and Kay Houston. The Board appreciates the service of these members.

State law has a replacement process to be followed to name new members to the Board. Your tax unit may nominate one or two people to the board to fill the expired terms of the vacancies. You have 45 days from the date of this letter to send your nominees. After the deadline, the remaining board members will select two replacement members from the list of nominees and they will complete the terms through the end of December, 2025.

Your taxing unit is not required to submit nominees if you do not wish to do so. If you have questions about the process, please feel free to contact me.

Sincerely,

Richard Petree, RPA/RTA/CCA
Interim Chief Appraiser

To nominate replacement members, you may complete the following:

The members of the governing body of _____ met in regular session to consider the nomination of a person or persons to complete the unexpired term as member of the Brewster County Appraisal District. By resolution, the governing body hereby nominates the following:

Signed on this the _____ day of _____, 2025

Presiding Officer