



# Texas Department of Transportation

1300 N. TEXAS AVE. • BRYAN, TEXAS 77803-2760 • (979) 778-2165

**Leon County Maintenance ★ 2800 Commerce St. E. ★ Buffalo, TX 75831  
(903) 322-4648 ★ Fax: (903) 322-5617**

November 13, 2002

Honorable Judy Kirkpatrick  
Mayor of Jewett  
P. O. Box 189  
Jewett, TX 75846

Re: Municipal Maintenance Agreement

Dear Mayor Kirkpatrick:

It is time to renew the Municipal Maintenance Agreement Texas Department of Transportation has with your city.

As a reminder, Transportation Code §203.003 states jurisdiction of highways, streets, or roads within an incorporated city rests with the governing body of the incorporated city except on those declared as controlled access highways by the Texas Transportation Commission. It is necessary for Texas Department of Transportation to enter into an agreement with each incorporated city for authority to construct, reconstruct, maintain, control, supervise, and regulate the designated highways within the city's limits and to establish the responsibilities of the department and the city, in accordance with Minute Order 58588.

I have enclosed **two original copies** of the new agreement with attachments including exhibits, map, Ordinance Form 1037 and Resolution Form 1037. Please process as follows:

- Review your city charter and determine if your agreement will require an ordinance or a resolution.
- Present the agreement with exhibits and map to the city council for adoption by appropriate form (ordinance or resolution).
- Fill in the date the agreement was approved on page 1 and in the city's portion of page 8 of the agreement. The date to be used is the date the ordinance/resolution was passed.
- The mayor should sign and the city secretary should attest the agreement and the ordinance/resolution. Please note a city secretary certificate is also required.
- Return to me **both originals** with exhibits, map, ordinance/resolution and city secretary's certificate. One fully executed original will be sent back to you after the agreement has been signed by the district engineer.

Thank you for your assistance in this very important matter. If you have any questions, please call me at (903)322-4648.

Sincerely,

Debra A. Rogers  
Leon County Maintenance Supervisor

Enclosures

*An Equal Opportunity Employer*