

## MEMORANDUM

**To:** Members of the City Commission

**From:** Lisa Agnor, City Manager

**Date:** November 7, 2016

**Subject:** Recommendations for appointments to the various City boards, commissions, and committees

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At the October 13, 2016 City Commission meeting, the first step in the process of filling vacancies on the various City boards, commissions, and committees was completed with the announcement of these vacancies to the Commission. This first step was followed by advertising in the local newspaper, on the City television channel, and on the City website to encourage interested citizens to contact City Hall about serving. The deadline for citizens to respond was October 31<sup>st</sup>. Responses were received from a total of four citizens.

We are now at the second step in the process, which includes recommendations regarding persons to be appointed and reappointed to fill vacancies. The third step will be for the City Commission to make the actual appointments at a meeting in December.

Information is attached that provides a summary of the responsibilities of each of the City boards, commissions, and committees as well as recommendations for reappointments and new appointments that are needed.

# **CITY BOARDS, COMMISSIONS, & COMMITTEES**

## **COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

The Community Development Advisory Committee assists with establishing long-range goals and objectives for the Community Development Block Grant program and makes recommendations on the annual plan and budget for this annual federal grant. The term of service on this board is three years, beginning on January 1 after the appointment is made. There is no limit to the number of consecutive terms a member can serve. The current members of this committee are Loretta Martin, Bobbie Hurd, Deon Behrman, Edwin Lee, Christy Godwin, Mrs. Charles Wilson, and Keith Hill. The staff member who works with this committee is Wes Morrison, Director of Planning & Development. Questions may be directed to Mr. Morrison at 903-934-7877 or at [morrison.wes@marshalltexas.net](mailto:morrison.wes@marshalltexas.net).

The terms of Loretta Martin, Bobbie Hurd, and Mrs. Charles Wilson are expiring. All are eligible for reappointment.

It is recommended that Loretta Martin, Bobbie Hurd, and Mrs. Charles Wilson be reappointed.

## **PLANNING AND ZONING COMMISSION**

The Planning and Zoning Commission hears and makes recommendations on requests for zoning changes and special use permits. This commission also reviews and approves subdivision plats in the city limits and within one mile of the city limits. The term of service on this board is three years, beginning on June 1 after the appointment is made. A member can serve a maximum of two consecutive full terms. The current members of this commission are Mike McMurry, Ronnie Oney, Charlie Oliver, Ed Hoffman, Mark Haines, Colin Brady, and Sherri Young. The staff member who works with this commission is Wes Morrison, Director of Planning & Development. Questions may be directed to Mr. Morrison at 903-934-7877 or at [morrison.wes@marshalltexas.net](mailto:morrison.wes@marshalltexas.net).

Appointments to the Planning and Zoning Commission are brought before the City Commission in May or June. The Planning and Zoning Commission is not part of the annual year-end appointment process. The appointment procedures for the Planning and Zoning Commission are provided for by ordinance in the Zoning Ordinance. It is required by ordinance that the appointments to the Planning and Zoning Commission be made in May or June each year, and that all members must be resident citizens and qualified to be voters in the City of Marshall.

## **CONSTRUCTION BOARD OF ADJUSTMENT AND APPEALS**

The Construction Board of Adjustment and Appeals hears and decides appeals to the City's building code and makes recommendations on adoption of the building code. The term of service on this board is three years, beginning on January 1 after the appointment is made. The current members of this board are Todd Butler, Jim Quinn, Jim McCutchens, Ronnie Hammers, J.T. Hatfield, Zeph Gonzales, and Ronnie Oney. The staff member who works with this board is Wes Morrison, Director of Planning & Development. Questions may be directed to Mr. Morrison at 903-934-7877 or at [morrison.wes@marshalltexas.net](mailto:morrison.wes@marshalltexas.net).

No new appointments are needed at this time.

## **ELECTRICAL EXAMINING BOARD**

The Electrical Examining Board hears and decides appeals to the City's electrical code and makes recommendations on adoption of the City's electrical code. The Building Code provides for the types of appointees to this board. The term of service on this board is three years, beginning on January 1 after the appointment is made. There is no limit to the number of consecutive terms a member can serve. The current members of this board are Paul Pawloski, Eric Jackson, Larry Ford, George Huffman, Ronnie Holland, and Richard Turner. The staff member who works with this board is Wes Morrison, Director of Planning & Development. Questions may be directed to Mr. Morrison at 903-934-7877 or at [morrison.wes@marshalltexas.net](mailto:morrison.wes@marshalltexas.net).

The terms for Paul Pawloski, George Huffman, Ronnie Holland, and Richard Turner are expiring. All are eligible for reappointment.

It is recommended that Paul Pawloski, George Huffman, Ronnie Holland, and Richard Turner be reappointed.

## **PLUMBING ADVISORY BOARD**

The Plumbing Advisory Board serves as the board of adjustments and appeals for the City's plumbing code. It also reviews plumbing codes and makes recommendations to the City Commission regarding adoption of those codes. The Plumbing Code provides for the types of appointees to this board. The term of service on this board is three years, beginning on January 1 after the appointment is made. There is no limit to the number of consecutive terms a member can serve. The current members of this board are J.T. Hatfield, Chris Slocum, John Endicott, Willie Richardson, and George Huffman. The staff member who works with this board is Wes Morrison, Director of Planning & Development. Questions may be directed to Mr. Morrison at 903-934-7877 or at [morrison.wes@marshalltexas.net](mailto:morrison.wes@marshalltexas.net).

The terms for Willie Richardson and George Huffman are expiring. Both are eligible for reappointment.

It is recommended that Willie Richardson and George Huffman be reappointed.

### **ZONING BOARD OF ADJUSTMENT**

The Zoning Board of Adjustment conducts hearings on appeals to enforcement of the city's Zoning Ordinance, decides on exceptions to the Zoning Ordinance, and grants variances to the Zoning Ordinance. The term of service on this board is three years, beginning on January 1 after the appointment is made. There is no limit to the number of consecutive terms a member can serve. The current members of this board are Sam Fogle, Tom Webster, Jimmy Robertson, Dale Person, Bill Seibert, and Butch Lake. The staff member who works with this board is Wes Morrison, Director of Planning & Development. Questions may be directed to Mr. Morrison at 903-934-7877 or at [morrison.wes@marshalltexas.net](mailto:morrison.wes@marshalltexas.net).

No new appointments are needed at this time.

### **MARSHALL IMAGE ADVISORY BOARD**

The Marshall Image Advisory Board advises the City Commission on issues related to littering and property appearance. The term of service on this board is two years, beginning on January 1 after the appointment is made. A member can serve a maximum of two consecutive full terms. The current members of this board are Kelli Clayton, Leo Morris, Julio Rodriguez, Cindy Leleko, Rebekah Grigsby, John Endicott, and Gayle Keys. The staff member who works with this board is Wes Morrison, Director of Planning & Development. Questions may be directed to Mr. Morrison at 903-934-7877 or at [morrison.wes@marshalltexas.net](mailto:morrison.wes@marshalltexas.net).

The terms of Cindy Leleko and John Endicott are expiring. Both are eligible for reappointment.

It is recommended that Cindy Leleko and John Endicott be reappointed.

### **HISTORIC LANDMARK PRESERVATION BOARD**

The Historic Landmark Preservation Board is responsible for the historic landmark preservation plan and makes recommendations on establishing historic landmark preservation districts in the city limits. Members of this board must have knowledge and experience in history, art, architecture, or real estate planning and development; and have demonstrated interest, competence, or knowledge in historic preservation. The term of service on this board is two years, beginning on January 1 after the appointment is made. There is no limit to the number of consecutive terms that a member can serve. The current members of his board are Tony Crosby, Faye Whitaker, Ralph Newman, Alana Jones, Annye Fisher, Travis Keeney, and Mary Lynn

Vassar. The staff member who works with this board is Mr. Wes Morrison, Director of Planning & Development. Questions may be directed to Mr. Morrison at 903-934-7877 or at [morrison.wes@marshalltexas.net](mailto:morrison.wes@marshalltexas.net).

The terms of Faye Whitaker, Annye Fisher, and Travis Keeney are expiring. All are eligible for reappointment.

It is recommended that Fay Whitaker, Annye Fisher, and Travis Keeney be reappointed.

### **MAIN STREET ADVISORY BOARD**

The Main Street Advisory Board assists in the economic revitalization and promotion of downtown Marshall. This is a thirteen member board, representing public and private sector interests. The term of service on this board is three years, beginning on January 1 after the appointment is made. A member can serve a maximum of two consecutive full terms. The current members of this board are Sam Moseley, Will Putnam, Cindy Leleko, Suzanne Carter, Ruby Pye, Harold Raines, Charles Cornish, Karen Bickerdike, George Kezerle, Tracy Jackson, Rhonda Phelps, and Joseph Filippazo. The staff member who works with this board is Carolyn Howard, Director of Tourism, Main Street, and Downtown Development. Questions may be directed to Ms. Howard at 903-702-7777 or at [howard.carolyn@marshalltexas.net](mailto:howard.carolyn@marshalltexas.net).

The terms of Sam Moseley, Charles Cornish, Karen Bickerdike, and Joseph Filippazo are expiring. Karen Bickerdike and Joseph Filippazo are eligible for reappointment. Sam Moseley and Charles Cornish are not eligible for reappointment.

It is recommended that Karen Bickerdike and Joseph Filippazo be reappointed.

There are three additional vacancies on this board which need to be filled.

### **PARKS ADVISORY BOARD**

The Parks Advisory Board serves as an advisory committee to the City Commission and City staff in establishing plans or procedures concerning usage, planning, goals, and objectives of parks and recreation services. The term of service on this board is three years, beginning on January 1 after the appointment is made. There is no limit to the number of consecutive terms a member can serve. The current members of this board are David Carlile, Chilly Valentine, Mike Haynes, Jean Birmingham, Beckie Bates, Cedric Gray, and Brad Burke. The staff member who works with this board is Jack Redmon, Director of Support Services. Questions may be directed to Mr. Redmon at 903-935-4515 or at [redmon@marshalltexas.net](mailto:redmon@marshalltexas.net).

The terms of Chilly Valentine, Mike Haynes, Jean Birmingham, and Beckie Bates are expiring. All are eligible for reappointment.

It is recommended that Mike Haynes, Jean Birmingham, and Beckie Bates be reappointed. Chilly Valentine has been unable to attend many of the meetings, and does not wish to be reappointed.

James Runnels has expressed an interest in serving on this board. It is recommended that he be appointed as a new member.

### **MARSHALL PUBLIC LIBRARY BOARD OF TRUSTEES**

The Marshall Public Library Board of Trustees serves as the advisory board for the Marshall Public Library. Of the seven members on this board, at least five members must be full-time residents of the City of Marshall. The term of service on this board is two years, beginning on January 1 after the appointment is made. A member can serve a maximum of two consecutive full terms. The current members of this board are Darlene Dotson, Megan Maxwell, Charles Cornish, Dr. Gerald Nissley, Missy Hill, Ruby Pye, and Lou Gaw. The staff member who works with this board is Jack Redmon, Director of Support Services. Questions may be directed to Mr. Redmon at 903-935-4515 or at [redmon@marshalltexas.net](mailto:redmon@marshalltexas.net).

The terms of Darlene Dotson, Missy Hill, Ruby Pye, and Lou Gaw are expiring. Missy Hill, Ruby Pye, and Lou Gaw are eligible for reappointment. Darlene Dotson is not eligible for reappointment.

Megan Maxwell has submitted her resignation from the board, effective December 31, 2016.

It is recommended that Ruby Pye and Lou Gaw be reappointed. Missy Hill does not wish to be reappointed.

Ken Poindexter, Eva Oliver, and Alma Ravenell have expressed an interest in serving on this board. It is recommended that Ken Poindexter and Eva Oliver be appointed as new members on this board. It is further recommended that Alma Ravenell be appointed as a new member on the board to fill the unexpired term of Megan Maxwell.

### **MARSHALL DOWNTOWN DEVELOPMENT CORPORATION**

The Marshall Downtown Development Corporation assists with the renovation and development of the Hotel Marshall building and other projects that benefit downtown, historic preservation, and beautification of Marshall. The term of service on this board is three years, beginning on January 1 after the appointment is made. A member can serve a maximum of two consecutive full terms. The current members of this board are Allison Clement, Mike McMurry, Sherry Young, Ashton Sorrels, Blair Abney, Kurt Truelove, and Anne Yappen. The staff member who works with this board is Elaine Altman, Finance Director. Questions may be directed to Ms. Altman at 903-935-4519 or at [altman.elaine@marshalltexas.net](mailto:altman.elaine@marshalltexas.net).

The terms of Allison Clement, Kurt Truelove, and Anne Yappen are expiring. Kurt Truelove and Anne Yappen are not eligible for reappointment. Allison Clement has moved out of town, and is no longer eligible to serve on this board.

There are three vacancies on this board which need to be filled.