

MEMORANDUM

To: Members of the City Commission

From: Lisa Agnor, City Manager

Date: November 6, 2015

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

At the October 8, 2015 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 make contact was October 30. Responses were received from a total of 13 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, commission, 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. The current members of this committee are Loretta Martin, Bobbie Hurd, Deon Behrman, Edwin Lee, Christy Godwin, and Mrs. Charles Wilson. The staff member who works with this committee is Wes Morrison, Director of Planning & Development. Questions may be directed to Mr. Morrison at 903-935-4456 or at morrison.wes@marshalltexas.net.

The term of Edwin Lee is expiring. He is eligible for reappointment. There is also one additional vacancy on this committee which needs to be filled.

It is recommended that Edwin Lee be reappointed.

Keith Hill has expressed an interest in serving on this committee. It is recommended that he be appointed as a new member to fill the remaining vacant position on this committee.

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, Brenda Wood, 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 903-935-4456 or at 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.

There is one vacancy on this commission which needs to be filled.

Mark Haines has expressed an interest in serving on this commission. It is recommended that he be appointed as a new member to fill the vacant position on this commission.

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 903-935-4456 or at morrison.wes@marshalltexas.net.

The terms of Jim McCutchens, Ronnie Hammers, and J.T. Hatfield are expiring. All are eligible for reappointment.

It is recommended that Jim McCutchens, Ronnie Hammers, and J.T. Hatfield be reappointed.

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 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 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 903-935-4456 or at morrison.wes@marshalltexas.net.

No new appointments are needed at this time.

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 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 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 903-935-4456 or at morrison.wes@marshalltexas.net.

No new appointments are needed at this time.

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. The current members of this board are Sam Fogle, Jimmy Robertson, Dale Person, 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 903-935-4456 or at morrison.wes@marshalltexas.net.

The terms of Jimmy Robertson and Butch Lake are expiring. Both are eligible for reappointment. There are two additional vacancies on this board which need to be filled.

It is recommended that Jimmy Robertson and Butch Lake be reappointed.

Thomas Webster and Bill Seibert have expressed an interest in serving on this board. It is recommended that they be appointed as new members to fill the two remaining vacant positions on this board.

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 Tish Moorehead, Leo Morris, Keri Bradley, Cindy Leleko, Angelena Williams, and Robert Robinson. The staff member who works with this board is Wes Morrison, Director of Planning & Development. Questions may be directed to Mr. Morrison at 903-935-4456 or at morrison.wes@marshalltexas.net.

The terms of Tish Moorehead, Leo Morris, Keri Bradley, and Angelena Williams are expiring. Tish Moorehead and Leo Morris are eligible for reappointment. Keri Bradley and Angelena Williams are not eligible for reappointment. There is also one additional vacancy on this board which needs to be filled.

It is recommended that Tish Moorehead and Leo Morris be reappointed.

LaShondra Manning and Rebekah Grigsby have expressed an interest in serving on this board. It is recommended that they be appointed as new members to fill two of the vacant positions on this board.

There is still one vacant position on this board which needs to be filled.

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. The current members of his board are Tony Crosby, Faye Whitaker, Alana Jones, Annye Fisher, 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 903-935-4456 or at morrison.wes@marshalltexas.net.

The terms of Tony Crosby, Alana Jones, and Mary Lynn Vassar are expiring. All three are eligible for reappointment. There are also two additional vacancies on this board which need to be filled.

It is recommended that Tony Crosby, Alana Jones, and Mary Lynn Vassar be reappointed.

Ralph Newman and Travis Keeney have both expressed interest in serving on this board. It is recommended that they be appointed as new members to fill the two remaining vacant positions on this board.

MAIN STREET ADVISORY BOARD

The Main Street Advisory Board assists in the economic revitalization and promotion of downtown 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 Sam Moseley, Will Putnam, Cindy Leleko, Suzanne Carter, Ruby Pye, Harold Raines, Charles Cornish, Blair Provost, Karen Bickerdike, Brett Spivey, Connie Ware, Rhonda Phelps, and Rudy Zachry. The staff member who works with this board is Sarah O'Brien, Director of Tourism & Promotions. Questions may be directed to Ms. O'Brien at 903-702-7777 or at obrien.sarah@marshalltexas.net.

The terms of Harold Raines, Will Putnam, Brett Spivey, and Connie Ware are expiring. Harold Raines and Will Putnam are eligible for reappointment. Brett Spivey and Connie Ware are not eligible for reappointment.

It is recommended that Harold Raines and Will Putnam be reappointed.

Tracy Jackson, George Kezerle, and Jessica Ford have expressed interest in serving on this board, and have submitted applications to Sarah O'Brien for approval. The Main Street Advisory Board will meet in early December to review the applications and make recommendation for appointments for the vacant positions on the board.

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. 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.

The terms of David Carlile, Cedric Gray, and Brad Burke are expiring. All are eligible for reappointment.

It is recommended that David Carlile, Cedric Gray, and Brad Burke be reappointed.

MARSHALL PUBLIC LIBRARY BOARD OF TRUSTEES

The Marshall Public Library Board of Trustees serves as the advisory board for the Marshall Public Library. 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, Eva Oliver, William “Doc” Halliday, Dr. David White, 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.

The terms of Eva Oliver, William “Doc” Halliday, and Dr. David White are expiring. Eva Oliver is not eligible for reappointment. William “Doc” Halliday and Dr. David White are eligible for reappointment.

It is recommended that William “Doc” Halliday be reappointed. Dr. David White does not wish to be reappointed.

Megan Maxwell and Dr. Gerald Nissley have expressed an interest in serving. It is recommended that both Megan Maxwell and Dr. Gerald Nissley be appointed as new members to fill the two remaining vacant positions on this board.

MARSHALL DOWNTOWN DEVELOPMENT CORPORATION

The Marshall Downtown Development Corporation assists with the renovation and development of 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, Connie Ware, Blair Abney, Kurt Truelove, and Anne Yappen. The staff member who works with this board is Lisa Agnor, City

Manager. Questions may be directed to Ms. Agnor at 903-935-4418 or at lagnor@marshalltexas.net.

The terms of Sherry Young, Blair Abney, and Connie Ware are expiring. Sherry Young and Blair Abney are eligible for reappointment. Connie Ware has recently moved out of state and will not be reappointed.

It is recommended that Sherry Young and Blair Abney be reappointed.

Ashton Sorrels has expressed an interest in serving on this board. It is recommended that she be appointed as a new member to fill the remaining vacant position on this board.