

MINUTES OF THE SPECIAL-CALLED MEETING OF THE
CITY COMMISSION OF THE CITY OF MARSHALL
MONDAY, FEBRUARY 5, 2018
6:00 PM – 8:00 PM

Chairman Larry Hurta called the Special-Called meeting to order in the Commission Chambers, City Hall at 6:00 p.m.

PRESENT:

CHAIRMAN: Larry Hurta, District 6

COMMISSIONERS:

Gail Beil, District 2	Terri Brown, District 3
William Halliday, District 4	Vernia Calhoun, District 5
Doug Lewis, District 7	

ABSENT: Gloria Moon, District 1

ADMINISTRATIVE STAFF PRESENT:

Lisa Agnor, City Manager
Jack Redmon, Support Services Director
Wes Morrison, Community & Economic Development
Elaine Altman, City Secretary/Finance Director
Carolyn Howard, Tourism & Promotions Director
Cliff Carruth, Police Chief

INVOCATION & PLEDGE: Chairman Hurta

41. **COMMISSION WORKSHOP – DISCUSSION OF COMPENSATION, CLASSIFICATION AND BENEFIT STUDY, AND CAPITAL NEEDS OF THE CITY.**

The City Commission and City Staff discussed the Compensation, Classification and Benefit Study and capital needs of the City.

42. **EXECUTIVE SESSION**

A. An Executive Session pursuant to the Open Meetings Act, Chapter 551 of the Texas Government Code under Section 551.074 Personnel Matters: Consider, discuss and deliberate the appointment, employment, duties, and succession plan for the office of the City Manager.

Chairman Hurta made a motion to convene to Executive Session. Commissioner Calhoun seconded the motion, which passed with a vote of 6:0. The time was 7:45 pm.

The Commission reconvened from Executive Session, the time was 8:25 pm.

43. **ADJOURNMENT**

The meeting was adjourned.

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APPROVED:

**Chairman of the City Commission
of the City of Marshall, Texas**

ATTEST:

City Secretary

MINUTES OF THE REGULAR MEETING OF THE
CITY COMMISSION OF THE CITY OF MARSHALL
THURSDAY, FEBRUARY 8, 2018
6:00 PM

Chairman Larry Hurta called the Regular meeting to order in the Commission Chambers, City Hall at 6:00 p.m.

PRESENT:

CHAIRMAN: Larry Hurta, District 6

COMMISSIONERS:

Gloria Moon, District 1

Terri Brown, District 3

Vernia Calhoun, District 5

Gail Beil, District 2

William Halliday, District 4

Doug Lewis, District 7

ADMINISTRATIVE STAFF PRESENT:

Lisa Agnor, City Manager

J.C. Hughes, Public Services Director

Jack Redmon, Support Services Director

Wes Morrison, Community & Economic Development Director

Elaine Altman, City Secretary/Finance Director

Carolyn Howard, Tourism & Promotions Director

Cliff Carruth, Police Chief

Todd Fitts, City Attorney

Reggie Cooper, Fire Chief

INVOCATION & PLEDGE: Chairman Hurta

44. **CITIZEN COMMENTS**

George Carter, 1570 Kings Road, spoke in opposition of allocating additional funds for Boogie Woogie since the CVB board has thoroughly vetted all applications, made their recommendations and the Commission has already voted on it.

Narcie Crosby, 211 N. Bolivar, invited the Commission and public to attend and support the Janet and Spencer Black Memorial Used Book Sale at the library and spoke regarding the City's pension plan match. Mrs. Crosby stated she was looking forward to the report on Memorial City Hall and expressed her support of allocating additional funds for Boogie Woogie.

45. **ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA**

There were no items withdrawn from the Consent Agenda.

46. **CONSENT AGENDA**

Commissioner Moon made a motion to approve the Consent Agenda. Commissioner Calhoun seconded the motion, which passed with a vote of 7:0.

A. Consider approval of the minutes from the January 22, 2018 Special-Called meeting and January 25, 2018 Regular meeting.

B. Consider approval of a contract with the Harrison County Elections Administrator for the May 5, 2018 General Election.

SECOND READING OF ORDINANCE

47. **CONSIDER APPROVAL OF AN ORDINANCE TO AMEND THE 2018 ANNUAL BUDGET TO APPROPRIATE \$3,354 FROM GENERAL FUND UNOBLIGATED RESERVES FOR COMMISSION CONFERENCE AND TRAINING.**

Lisa Agnor, City Manager, stated there was no new information regarding this item.

Commissioner Calhoun made a motion to approve an ordinance amending the 2018 Annual Budget to appropriate \$3,354 from General Fund Unobligated Reserves for Commission conference and training. Commissioner Moon seconded the motion, which passed with a vote of 7:0.

CITY MANAGER REPORTS AND REQUESTS FOR CITY COMMISSION CONSIDERATION

48. **CONSIDER APPROVAL OF THE FAÇADE IMPROVEMENT GRANT PROGRAM POLICY.**

Wes Morrison, Community & Economic Development Director, asked for approval of the Façade Improvement Grant Program Policy. He explained the specific requirements of the program and the process for which a grant may be approved.

The Commission engaged in discussion regarding this item.

Commissioner Beil made a motion to approve the Façade Improvement Grant Program Policy. Commissioner Calhoun seconded the motion, which passed with a vote of 7:0.

49. **CONSIDER APPROVAL OF NEIGHBORHOOD EMPOWERMENT ZONE APPLICATIONS FOR 1502 ELSIE, 103 W. EMORY, AND 105 W. EMORY.**

Wes Morrison presented background information on the downtown empowerment zone established in 2002 with the purpose of encouraging development in areas that typically wouldn't see development.

Mr. Morrison asked for approval of neighborhood empowerment zone applications for 1502 Elsie, 103 W. Emory, and 105 W. Emory and explained the requirements of the program and the process for which an application may be approved. Mr. Morrison stated the total of all incentives associated with this agreement would be a little over \$2,500.

Commissioners asked questions of Wes Morrison regarding this item.

Commissioner Brown made a motion to approve neighborhood empowerment zone applications for 1502 Elsie, 103 W. Emory, and 105 W. Emory. Commissioner Lewis seconded the motion, which passed with a vote of 7:0.

50.

CONSIDER AND ACT ON A REQUEST TO APPROVE PARTICIPATION WITH THE TEXAS DEPARTMENT OF TRANSPORTATION (TxDOT) ON A GRANT AWARDED TO THE CITY OF MARSHALL IN THE AMOUNT OF \$720,525, FOR CONSTRUCTION OF A PEDESTRIAN SIDEWALK ON JOHNSON STREET, BETWEEN SOUTH GARRETT AND SOUTH HIGHWAY 59; THE CITY OF MARSHALL WILL CONTRIBUTE \$180,131 AS ITS 20% PORTION OF THE \$900,656 PROJECT CONSTRUCTION COST.

J.C. Hughes, Public Services Director, asked for approval of participation with the Texas Department of Transportation (TxDOT) on a grant awarded to the City of Marshall in the amount of \$720,525, for construction of a pedestrian sidewalk on Johnson Street, between South Garrett and South Highway 59. He stated the City of Marshall will contribute \$180,131 as its 20% portion of the \$900,656 project construction cost. He stated there would also be additional costs of \$131,300 for engineering, surveying, and other expenses, for a total of \$311,431, which will be paid over the next three (3) years.

Commissioners asked questions of J.C. Hughes regarding this item.

Commissioner Beil made a motion to approve participation with TxDOT on the Transportation Alternatives Set-Aside Program grant.

The Commission engaged in discussion regarding this item.

Commissioner Lewis seconded the motion.

The Commission engaged in further discussion regarding this item.

This item passed with a vote of 7:0.

51.

REPORT REGARDING THE STATUS OF THE MEMORIAL CITY HALL RENOVATION PROJECT.

Lisa Agnor said Cynthia Hellen has been working on the business plan and operational guidelines for Memorial City Hall. She has been interviewing potential users of the facility. Completion of the plan is anticipated for the end of February. Lisa stated the ongoing fundraising efforts have reached an excess of \$230,000 through a combination of donations and pledges.

Jack Redmon, Support Services Director, provided a construction update. Work is moving forward on several elements of the Memorial City Hall project, such as case work and duct work. He stated framing is almost finished, the main electrical panel is in place and being installed, and penetrations are being made for potable water and the sprinkler system. Jack also informed the Commission the sprinkler system was submitted to the Fire Marshal for approval, and work has begun on the auditorium ceiling for theater light installation and Wi-Fi. In addition, a dumb waiter is being installed and submittals are being released for drywall and tile.

The Commission engaged in discussion with City Staff regarding this item.

52.

DISCUSSION OF AND CONSIDERATION OF ALLOCATION OF 2018 HOTEL/MOTEL OCCUPANCY TAX FUNDS FOR FUNDING BOOGIE WOOGIE.

Commissioner Beil spoke regarding the history of the Boogie Woogie program and proposed a spring Boogie Woogie festival.

Commissioner Moon stated her reasons for requesting this item.

The Commission engaged in discussion regarding this item.

Commissioner Moon made a motion to increase funding for Boogie Woogie from \$5,000 to \$10,000 from the 2018 Hotel/Motel Occupancy Tax Funds. Commissioner Beil seconded the motion.

The Commission engaged in further discussion regarding this item.

Carolyn Howard, Tourism & Promotions Director, spoke regarding the reporting responsibilities of HOT Fund recipients.

This item passed with the following vote:

**Ayes: 4, Commissioners Moon, Beil, Calhoun and Halliday
 Nays: 3, Chairman Hurta, Commissioners Lewis and Brown**

53. CONSIDER APPROVAL OF A CONTRACT WITH EXECUTIVE SEARCH FIRM, STRATEGIC GOVERNMENT RESOURCES, FOR THE SEARCH FOR AN INTERIM CITY MANAGER.

This item was withdrawn.

54. CONSIDER APPROVAL OF A CONTRACT WITH EXECUTIVE SEARCH FIRM, STRATEGIC GOVERNMENT RESOURCES, FOR THE SEARCH FOR A CITY MANAGER.

Lisa Agnor asked for approval of a contract with executive search firm, Strategic Government Resources, for the search for a City Manager at a cost of \$18,500 for professional services with expenses not to exceed \$9,500.

Commissioner Calhoun made a motion to approve a contract with Strategic Government Resources for the search for a City Manager. Commissioner Moon seconded the motion, which passed with a vote of 7:0.

55. CONSIDERATION OF ITEMS WITHDRAWN FROM THE CONSENT AGENDA

There were no items withdrawn from the Consent Agenda.

56. EXECUTIVE SESSION

A. Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Section 551.087 (Economic Development Negotiations) – Discussion regarding economic development incentives for business prospects seeking location within the City of Marshall, Texas.

B. An Executive Session pursuant to the Open Meetings Act, Chapter 551 of the Texas Government Code under Section 551.074 Personnel Matters: Semi-annual evaluations of City Attorney and City Judge.

Commissioner Lewis made a motion to enter into Executive Session. Commissioner Moon seconded the motion, which passed with a vote of 7:0. The time was 6:50 p.m.

Commissioner Lewis left prior to the start of the Executive Session.

The Commission reconvened from Executive Session, the time was 8:44 p.m.

Commissioner Moon left prior to Adjournment.

57. **ADJOURNMENT**

Chairman Hurta made a motion for adjournment. Commissioner Halliday seconded the motion, which passed with a vote of 5:0.

APPROVED:

**Chairman of the City Commission
of the City of Marshall, Texas**

ATTEST:

City Secretary

Ordinances: O-18-03