

MINUTES OF THE SPECIAL-CALLED MEETING OF THE  
CITY COMMISSION OF THE CITY OF MARSHALL  
MONDAY, FEBRUARY 19, 2018  
6:00 PM – 8:00 PM

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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:

Gloria Moon, District 1

Gail Beil, District 2

Terri Brown, District 3

William Halliday, District 4

Vernia Calhoun, District 5

ABSENT: Doug Lewis, District 7

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

J.C. Hughes, Public Services Director

INVOCATION & PLEDGE: Chairman Hurta

58. **PRESENTATION REGARDING A POTENTIAL BUSINESS AND DESIGN PLAN FOR THE MARSHALL VISUAL ART CENTER DESIGNED TO INCREASE UTILIZATION OF THE FACILITY**

Lisa Agnor, City Manager, presented a recap as to why this item is on agenda.

Carolyn Howard, Tourism & Promotions Director, stated she has a group of seven individuals who can assist with developing a business plan in the next 15 months. The plan will include a mission statement and vision statement. After the business plan is complete they will also have a design plan for the facility.

Jack Redmon, Support Services Director, presented information regarding the roof including a \$3,800 patch job or \$150,000 for a new roof and \$45,000 for waterproofing the walls.

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

59. **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.

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60.

**ADJOURNMENT**

**Commissioner Moon made a motion for adjournment. Commissioner Calhoun seconded the motion, which passed with a vote of 6:0.**

**APPROVED:**

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

**ATTEST:**

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**City Secretary**

MINUTES OF THE REGULAR MEETING OF THE  
CITY COMMISSION OF THE CITY OF MARSHALL  
THURSDAY, FEBRUARY 22, 2018  
6:00 PM

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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

61. **CITIZEN COMMENTS**

Claudia Lawery, 671 Leisure Lane, Waskom, spoke in support of the extended use of the Visual Art Center.

Travis Woodsworth, 702 W. Grand, spoke regarding keeping lots clear and volunteered his scouts for service.

Brandon Mathis, 2709 Lake Street, spoke on behalf of the International Association of Firefighters. He addressed health insurance increases and requested employees be allowed to take sick time for immediate family instead of employee only.

Tyler Owen, 2101 NE End Blvd, Vice President of the Marshall Police Officer's Association, thanked the Commissioners for conducting special workshops for discussion of the compensation study and spoke in support of pay increases and employee unity.

JC Hughes, 605 East End Blvd S., spoke in support of implementing pay increase for employees.

Beth O'Gwen, 3908 Redwood, spoke in support of continued use of the Visual Art Center and cited several studies that support the benefits of the arts.

Nancy Stone, 1113 Larry Drive, spoke in support of the arts, the animal shelter and questioned Marshall's sales tax on her Verizon bill.

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

There were no items withdrawn from the Consent Agenda.

63. **CONSENT AGENDA**

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

- A. Consider approval of the minutes from the February 5, 2018 Special-Called meeting and February 8, 2018 Regular meeting.
- B. Consider approval of a contract and agreement (Extension #1) between the City of Marshall and Pete McCarty Oil Company, Inc. for the supply of unleaded and diesel fuel for the City of Marshall.
- C. Consider approval of the engagement letter with Knuckols, Duvall, Hallum & Co. for audit services related to the audit of the 2017 fiscal year.
- D. Monthly financial report.
- E. Code Enforcement report.

**RESOLUTION**

64. **CONSIDER A RESOLUTION SUPPORTING THE SUBMISSION OF AN APPLICATION FOR THE 2018 COMPETITIVE HOUSING TAX CREDIT PROGRAM THROUGH THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS.**

Wes Morrison, Community & Economic Development Director, asked for approval of a resolution supporting the submission of an application for the 2018 Competitive Housing Tax Credit Program through the Texas Department of Housing and Community Affairs. He stated StoneLeaf Companies has expressed interest in a location approximately 400 feet east of our city limit line, within our Exterritorial Jurisdiction. The company would like to develop a senior multi-family project and has agreed not only to allow the City to review plans and inspect to ensure everything is built to current codes, but also to petition for annexation within a year of the development being occupied.

The Commission engaged in discussion regarding this item.

**Commissioner Calhoun made a motion to approve a resolution supporting the submission of an application for the 2018 Competitive Housing Tax Credit Program through the Texas Department of Housing and Community Affairs. Commissioner Moon seconded the motion, which passed with a vote of 7:0.**

**CITY MANAGER REPORTS AND REQUESTS FOR CITY COMMISSION CONSIDERATION**

65. **CONSIDER AND ACT ON A REQUEST TO PARTICIPATE IN A 75%-25% GRANT WITH THE TEXAS DEPARTMENT OF TRANSPORTATION TO FUND INSTALLATION AND OPERATION OF A TRAFFIC SIGNAL AT THE INTERSECTION OF STATE HIGHWAY 154/LOOP 390 AND VAN ZANDT.**

J.C. Hughes, Public Services Director, asked for approval of a request to participate in a 75%-25% grant with the Texas Department of

Transportation to fund installation and operation of a traffic signal at the intersection of State Highway 154/Loop 390 and Van Zandt. He stated the estimated total costs for the signal and work at this intersection is \$320,000 with the City's portion being approximately 25% or \$80,000, funded over a two-year period from street maintenance improvement funds.

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

**Commissioner Beil made a motion to approve participation in a 75%-25% grant with the Texas Department of Transportation to fund the installation and operation of a traffic signal at the intersection of State Highway 154/Loop 390 and Van Zandt. Commissioner Brown seconded the motion, which passed with a vote of 7:0.**

66. CONSIDER AND RESPOND TO A REPORT ON PRESENTATION OF AN UPDATED STATUS REPORT ON PHASE 1 OF THE WATER METERING SYSTEM PROJECT TO AUTOMATE OUR WATER METER READING SYSTEM AND CONSIDER APPLYING FOR TEXAS WATER DEVELOPMENT BOARD GRANTS TO OFFSET PART OF THE PROJECT COST.

J.C. Hughes presented an updated status report on different options regarding Phase 1 of the Water Metering System Project to automate our water meter reading system. He also presented information regarding two possible grant and loan funding assistance programs through the Texas Water Development Board (TWDB) "Green" Projects. He stated the options are to qualify for a 15% loan forgiveness associated with energy savings or 50% loan forgiveness associated with low to moderate income level of residents.

J.C. Hughes stated the application for the grant program, if approved, would need to be completed quickly because of the due date of March 2, 2018. If funding from the grant program is approved by the TWDB we would receive confirmation in September or October 2018, so action on the water meters would be delayed until 2019 since funding would not be available until then.

Commissioners engaged in discussion with City Staff regarding this item.

67. REPORT REGARDING THE STRATEGIC PLAN 2017 ACCOMPLISHMENTS.

Lisa Agnor, City Manager, presented a report highlighting some of the City's major accomplishments and the 2017 Strategic Plan.

68. PRESENTATION REGARDING THE ALL-AMERICA CITY #SHAREYOURSHIELD PHOTO CONTEST SPONSORED BY THE NATIONAL CIVIC LEAGUE.

Cory Smith, Communications Coordinator, presented information about the City of Marshall wining the #ShareYourShield photo contest. He described the contest and showed slides from the winning presentation.

Lisa Agnor stated Christina Anderson's presentation will be emailed to the Commissioners.

69. DISCUSSION OF AND CONSIDERATION OF IMPLEMENTATION OF THE COMPENSATION, CLASSIFICATION, AND BENEFIT STUDY FOR THE CITY OF MARSHALL.

Lisa Agnor reviewed various options that have been discussed during Special-Meetings and workshops regarding the Compensation, Classification, and Benefit Study.

**Commissioner Moon made a motion to bring salaries to the median range of other cities in the study. Commissioner Beil seconded the motion, which passed with the following vote:**

**Ayes: 6, Chairman Hurta, Commissioners Moon, Beil, Brown, Lewis and Calhoun**

**Nays: 1, Commissioner Halliday**

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

Lisa Agnor provided an update regarding the ongoing fundraising efforts and stated Cynthia Hellen will present the business plan and operational guidelines for Memorial City Hall in March.

Jack Redmon, Support Services Director, provided a construction update.

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

71. CONSIDER APPROVAL OF A CONTRACT WITH DEL CARMEN CONSULTING, LLC TO PROVIDE AUDITING, ANALYSIS OF RACIAL PROFILING DATA AND PREPARE THE 2018 RACIAL PROFILING REPORT.

Cliff Carruth, Police Chief, asked for approval of a contract with Del Carmen, LLC to provide auditing, analysis of racial profiling data and prepare the 2018 racial profiling report at a cost of \$9,450.

Chief Carruth described the implications of the Sandra Bland Act and its significant impact on law enforcement. He stated that Dr. Alex Del Carmen and his staff at Del Carmen Consulting, LLC are experts in their field. They can not only perform the required audit and analysis, but can be called on as expert witnesses for legal proceedings.

**Commissioner Brown made a motion to approve a contract with Del Carmen, LLC for the audit, analysis and preparation of the 2018 racial profiling report. Commissioner Moon seconded the motion, which passed with a vote of 7:0.**

72. PRESENTATION REGARDING A POTENTIAL BUSINESS AND DESIGN PLAN FOR THE MARSHALL VISUAL ART CENTER DESIGNED TO INCREASE UTILIZATION OF THE FACILITY.

Carolyn Howard, Tourism & Promotions Director, presented information regarding a potential business and design plan for the Marshall Visual Art Center to increase utilization of the facility.

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

73. STATUS REPORT FROM THE ANIMAL SHELTER ADVISORY COMMITTEE.

This item was withdrawn.

74. CONSIDER AND ACT ON A REQUEST FOR APPROVAL OF AN ENGINEERING WORK ORDER WITH HAYES ENGINEERING TO DESIGN, BID, AND PROVIDE CONSTRUCTION INSPECTION FOR REPLACEMENT OF A BIO TOWER #1 SWEEP ARM AT THE WASTE WATER TREATMENT PLANT AT A COST OF \$7,500.

J.C. Hughes explained a replacement of a Bio Tower #1 Sweep Arm was needed due to the extremely corrosive by-product causing major erosion, fatigue and wear during its 24/7/365 operation. He asked for approval of an Engineering Work Order with Hayes Engineering to design, bid, and provide construction inspection for a replacement sweep arm at a cost of \$7,500. This item has already been budgeted.

**Commissioner Beil made a motion to approve an Engineering Work Order with Hayes Engineering to design, bid, and provide construction inspection for replacement of a Bio Tower #1 Sweep Arm. Commissioner Moon seconded the motion, which passed with a vote of 7:0.**

75. CONSIDER AND ACT ON A REQUEST FOR APPROVAL OF AN ENGINEERING WORK ORDER WITH STOKES & ASSOCIATES TO DESIGN, BID, AND PROVIDE CONSTRUCTION INSPECTION FOR REPLACEMENT/RELOCATION OF AN 8" DIAMETER SDR 26 PVC SEWER PIPE IN THE 700 BLOCK OF HARPER DRIVE TO ADDRESS FLOW ISSUES.

J.C. Hughes stated a continuing sewer flow issue in the 700 block of Harper Drive needs to be addressed by TCEQ regulations. He informed the Commission of issues such as flat flow fall from old lines that are causing this problem. J.C. asked for approval of an Engineering Work Order with Stokes & Associates to design, bid, and provide construction inspection for replacement/relocation of an 8" diameter SDR 26 PVC sewer pipe at a cost of \$9,875.

**Commissioner Lewis made a motion to approve an Engineering Work Order with Stokes & Associates to design, bid, and provide construction inspection for replacement/relocation of a sewer pipe. Commissioner Calhoun seconded the motion, which passed with a vote of 7:0.**

76. CONSIDER AND ACT ON A REQUEST TO APPROVE A STAFF RECOMMENDED 2018 DRAINAGE UTILITY SYSTEM IMPROVEMENT PROGRAM.

J.C. Hughes stated 2018 will be the first full year to utilize funds from the Drainage Utility System to address badly needed improvements citywide. He asked for approval of a staff recommended 2018 Drainage Utility System improvement program.

**Chairman Hurta made a motion to approve staff recommended 2018 Drainage Utility System improvement program. Commissioner Beil seconded the motion, which passed with a vote of 7:0.**

77. CONSIDER AND ACT ON STAFF RECOMMENDED “DRAFT” REQUEST FOR PROPOSALS (RFP) SPECIFICATIONS FOR SOLID WASTE COLLECTION & DISPOSAL AND RECYCLING SERVICES FOR THE CITY OF MARSHALL FOR AN INITIAL FIVE-YEAR PERIOD BEGINNING JANUARY 1, 2019 OR EXERCISE A FIVE-YEAR EXTENSION OF OUR EXISTING CONTRACT.

J.C. Hughes asked for the Commission to review a “draft” copy of Request for Proposals (RFP) specifications for Solid Waste Collection & Disposal and Recycling Services for the City of Marshall for an initial five-year period to begin on January 1, 2019 or exercise a five-year extension of our existing contract.

Commissioners asked questions of J.C. Hughes regarding this item and decided to revisit this at the next meeting.

78. REPORT REGARDING JAMES FARMER STATUE.

Commissioner Beil provided a handout and described plans to raise money for erecting a James Farmer statue. She stated the Marshall Downtown Development Committee will be the conduit entity for fundraising.

79. CONSIDERATION OF ITEMS WITHDRAWN FROM THE CONSENT AGENDA

There were no items withdrawn from the Consent Agenda.

80. 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: Semi-annual evaluations of City Manager and Finance Director/City Secretary.

**Commissioner Calhoun made a motion to enter into Executive Session. Commissioner Moon seconded the motion, which passed with a vote of 7:0. The time was 8:15 p.m.**

**Commissioners Halliday, Moon and Lewis left prior to the Executive Session beginning.**

**The Commission reconvened from Executive Session, the time was 10:00 p.m.**

81. ADJOURNMENT

**Commissioner Calhoun made a motion for adjournment. Commissioner Brown seconded the motion, which passed with a vote of 4:0.**

**APPROVED:**

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

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**ATTEST:**

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**City Secretary**

**Resolution: R-18-05**