

MINUTES OF THE SPECIAL-CALLED MEETING OF THE  
CITY COMMISSION OF THE CITY OF MARSHALL  
THURSDAY, MARCH 5, 2018  
6:00 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

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

Cherilyn Johnston, HR Manager

Todd Fitts, City Attorney

INVOCATION & PLEDGE: Chairman Hurta

82. **EXECUTIVE SESSION**

A. An Executive Session pursuant to the Open Meetings Act, Chapter 551, of the Texas Government Code, Section 551.074 Personnel Matters: Discussion with Strategic Government Resources (SGR) regarding the search for a City Manager.

B. 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.

**The Commission entered into Executive Session, the time was 6:07 p.m.**

**The Commission reconvened from Executive Session, the time was 8:00 p.m.**

83. **ACTION ITEM FOLLOWING EXECUTIVE SESSION**

A. Consider and take action regarding the succession plan for the office of the City Manager as discussed in Executive Session.

**Chairman Hurta made a motion to solicit applications for the Interim City Manager position from SGR. Commissioner Halliday seconded the motion, which passed with the following vote:**

**Ayes: 5, Chairman Hurta, Commissioners Halliday, Calhoun, Brown and Lewis**

**Nays: 1, Commissioner Beil**

**Abstain: 1, Commissioner Moon**

84. **ADJOURNMENT**

**Chairman Hurta made a motion for adjournment. Commissioner Lewis seconded the motion, which passed with a vote of 7:0.**

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**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, MARCH 8, 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

ABSENT: Gail Beil, District 2

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

Todd Fitts, City Attorney

Reggie Cooper, Fire Chief

INVOCATION & PLEDGE: Commissioner Calhoun

85. **CITIZEN COMMENTS**

Mary Cooper, 213 Yvonne, questioned the lack of names on the All American City library plaque and if actions taken during the February 22nd meeting, that had audio difficulties, are valid.

Commissioner Moon introduced a visiting 2<sup>nd</sup> grade class from Price T. Young Elementary School to the Commission.

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 **ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA**

There were no items withdrawn from the Consent Agenda.

87. **CONSENT AGENDA**

**Commissioner Moon made a motion to approve the Consent Agenda. Commissioner Brown seconded the motion, which passed with a vote of 6:0.**

A. Consider approval of the minutes from the February 19, 2018 Special-Called meeting and February 22, 2018 Regular meeting.

B. Consider approval of an agreement with the Michelson Museum of Art for use of 2018 Hotel/Motel Occupancy Tax funds.

C. Consider approval of an agreement with the Marshall Regional Arts Council for use of 2018 Hotel/Motel Occupancy Tax funds.

- D. Consider approval of an agreement with the Harrison County Historical Museum for use of 2018 Hotel/Motel Occupancy Tax funds.
- E. Consider approval of an agreement with Josey Ranch for use of 2018 Hotel/Motel Occupancy Tax funds.
- F. Consider approval of an agreement with Caddo Kennel Club for use of 2018 Hotel/Motel Occupancy Tax funds.
- G. Consider approval of an agreement with the Marshall Depot for use of 2018 Hotel/Motel Occupancy Tax funds.
- H. Consider approval of an agreement with Jack and Nancy Canson (Birthplace of Boogie Woogie Promotion) for use of 2018 Hotel/Motel Occupancy Tax funds.
- I. Consider approval of an agreement with Elk BPOE #683 for use of 2018 Hotel/Motel Occupancy Tax funds.

88. **PUBLIC HEARING AND ORDINANCE**

- A. **Z-18-01** – Conduct a public hearing and consider approval of an ordinance regarding a rezoning request for a 1.048 acre tract of land from R-3 (Single-family Detached Residential) to R-6 (Triplex/Quadraplex Residential). The subject property is located on the east side of Jefferson Avenue being within the 1600 Block of Jefferson Avenue.

Wes Morrison, Community & Economic Development Director, asked for approval of an ordinance amending the zoning map regarding a request to rezone 1.048 acre tract of land from R-3 (Single-family Detached Residential) to R-6 (Triplex/Quadraplex Residential). The subject property is located on the east side of Jefferson Avenue being within the 1600 Block of Jefferson Avenue. He stated the property owner would like to develop it into a townhome development and the Planning and Zoning Commission voted 6:0 in favor of the Ordinance.

Chairman Hurta opened the public hearing.

No one came forward to speak.

Chairman Hurta closed the public hearing.

**Commissioner Moon made a motion to approve an ordinance amending the zoning map regarding 1.048 acre tract from R-3 (Single-family Residential) to R-6 (Triplex-Quadraplex Residential). Commissioner Calhoun seconded the motion, which passed with a vote of 6:0.**

**RESOLUTION**

89. **CONSIDER APPROVAL OF A RESOLUTION CALLING FOR THE CANCELLATION OF THE CITY GENERAL ELECTION FOR DISTRICT 5 AND DISTRICT 7.**

Elaine Altman, City Secretary, stated candidates for both these districts were unopposed. She recommended adopting this resolution and declaring Vernia Calhoun and Doug Lewis elected commissioners to their respective districts.

**Chairman Hurta made a motion to approve a resolution calling for the cancellation of the City General Election for the Office of City Commissioners in District 5 and District 7, which was to be held on May 5, 2018. Commissioner Moon seconded the motion, which passed with a vote of 6:0.**

Commissioner Halliday commented that the time frame for write-in candidates had expired.

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

90. **CONSIDER AND ACT ON APPROVAL OF THE 2018 STREET IMPROVEMENT PROGRAM.**

J.C. Hughes, Public Services Director, presented the 2018 Street Improvement Program and asked for approval.

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

J.C. explained the criteria for placing streets on the list.

**Commissioner Lewis made a motion to approve the 2018 Street Improvement Program. Commissioner Calhoun seconded the motion, which passed with a vote of 6:0.**

91. **CONSIDER APPROVAL OF AN ENGINEERING WORK ORDER FOR THE 2018 STREET IMPROVEMENT PROGRAM.**

J.C. Hughes asked for approval of an Engineering Work Order for engineering, bidding, and inspection related activities for the 2018 Street Improvement Program, with Hayes Engineering, at a cost of \$94,200.

Commissioners engaged in discussion regarding this item.

**Commissioner Brown made a motion to approve an Engineering Work Order with Hayes Engineering for the 2018 Street Improvement Program. Commissioner Halliday seconded the motion.**

Commissioners engaged in further discussion regarding this item.

**This item passed with a vote of 6:0.**

92. **CONSIDER AND ACT ON A STAFF RECOMMENDED 2018 WATER LINE IMPROVEMENT PROGRAM.**

J.C. Hughes presented a staff recommended 2018 Water Line Improvement Program and asked the Commission for their approval. He informed the Commission he anticipates having the Water Master Plan by the first meeting in April.

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

**Commissioner Brown made a motion to approve a staff recommended 2018 Water Line Improvement Program. Commissioner Calhoun seconded the motion, which passed with a vote of 6:0.**

93. CONSIDER AND ACT ON A STAFF RECOMMENDED 2018 WASTE WATER LINE IMPROVEMENT PROGRAM.

J.C. Hughes presented a staff recommended 2018 Waster Water Line Improvement Program and asked for approval from the Commission.

The Commission engaged in discussion with J.C. Hughes regarding this item.

**Commissioner Moon made a motion to approve a staff recommended 2018 Waste Water Line Improvement Program. Commissioner Lewis seconded the motion, which passed with a vote of 6:0.**

94. 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. He stated the options are: 1. go out for bids for once a week pickup with 96 gallon carts with an initial 7 year contract, 2. go out for bids for twice weekly pick up, or 3. renew the existing contract.

**Commissioner Moon made a motion to go out for bids for weekly pickup with 96 gallon carts or for twice weekly pickup. Commissioner Calhoun seconded the motion, which passed with a vote of 6:0.**

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

Lisa Agnor, City Manager presented an update of the financial report and fundraising efforts for the Memorial City Hall renovation project, stating fundraising efforts have exceeded \$232,000. Lisa informed the Commission that City Staff met with Cynthia Hellen on Monday, March 5<sup>th</sup> to review the business plan and operational guidelines for the Memorial City Hall Performance Center. She stated this plan will be presented at the March 22<sup>nd</sup> meeting.

Jack Redmon, Support Services Director, presented a construction update. He stated most of the sheetrock has gone up and a check valve is being repaired due to it being pushed forward by the recent ice storm.

Commissioners engaged in discussion regarding this item.

96. DISCUSSION AND CONSIDERATION OF REVISION TO ARCHITECTURAL AGREEMENT BASED ON ADDITIONAL FUNDING ALLOCATED TO MEMORIAL CITY HALL PROJECT IN 2017 AND TO PROVIDE FOR ADDITIONAL SERVICES.

Lisa Agnor asked for consideration of a revision to the architectural agreement, based on additional funding allocated to the Memorial City Hall renovation project in 2017, and to provide for additional services. She stated the original contract with Flowers & Associates asked for the design and bid of the complete building to be value engineered. The contract indicates additional funding to increase construction efforts allowed for adjustment to fees. The architectural firm provided a proposal which indicated the basic services cost would increase from \$98,900 to \$169,165 and the additional

services would increase from \$49,400 to \$65,785. Lisa asked for authorization to allow for operation under the proposed architectural costs.

Lisa further stated the final element to be decided on is the interior finishing color selection. She anticipates Becky Flowers being present at the March 22<sup>nd</sup> meeting to discuss this element, at a cost estimate of \$3,500-\$5,000.

Commissioners asked questions of Lisa Agnor regarding this item.

**Commissioner Lewis made a motion to approve the revision of the architectural agreement based on additional funding being allocated. Commissioner Moon seconded the motion**

Commissioners asked more questions of Lisa Agnor regarding this item.

**This item passed with a vote of 6:0.**

97. REPORT REGARDING PROCESS OF REVISING THE CITY CHARTER AND DISCUSSION OF CREATION OF A CHARTER REVIEW COMMITTEE.

Todd Fitts, City Attorney, explained the process of revising the City Charter and creating a Charter Review Committee. He proposed forming a 7 member Charter Committee with each Commissioner nominating one member and two Commissioners acting as liaisons for the committee.

Commissioners asked questions of Todd Fitts regarding this item.

98. CONSIDER APPROVAL OF AN AGREEMENT WITH THE BOYS AND GIRLS CLUB OF THE BIG PINES FOR OPERATION OF THE CITY SWIMMING POOL.

Lisa Agnor asked for approval of an agreement with the Boys and Girls Club of the Big Pines for operation of the City swimming pool.

**Commissioner Calhoun made a motion to approve an agreement with the Boys and Girls Club of the Big Pines for operation of the City swimming pool. Commissioner Moon seconded the motion, which passed with a vote of 6:0.**

99. CONSIDERATION OF ITEMS WITHDRAWN FROM THE CONSENT AGENDA

There were no items withdrawn from the Consent Agenda.

100. 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.

This item was withdrawn.

101. **ACTION ITEM FOLLOWING EXECUTIVE SESSION**

A. Consider and take action regarding the succession plan for the office of the City Manager as discussed in Executive Session.

This item was withdrawn.

102. **ADJOURNMENT**

**Commissioner Calhoun made a motion for adjournment. Commissioner Lewis 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**

**Ordinance: O-18-04**

**Resolution: R-18-06**