

MINUTES OF THE SPECIAL-CALLED MEETING OF THE
CITY COMMISSION OF THE CITY OF MARSHALL
WEDNESDAY, JULY 29, 2015, 9:30 A.M.

Chairman Eric Neal called the Special-Called meeting to order in the Conference Room, Room 201, City Hall, at 9:38 a.m.

PRESENT:

CHAIRMAN: Eric Neal, District 3

COMMISSIONERS:

Gloria Moon, District 1	Michael Mitchell, District 2
LaDarius Carter, District 4	Vernia Calhoun, District 5
Garrett Boersma, District 6	Ed Smith, District 7

ADMINISTRATIVE STAFF PRESENT:

Lisa Agnor, City Manager	Reggie Cooper, Fire Chief
J.C. Hughes, Public Services Director	Eddie Campa, Police Chief
Jack Redmon, Support Services Director	
Wes Morrison, Planning & Development Director	
Sarah O'Brien, Director of Tourism & Promotions	

222. **BUDGET WORKSHOP – DISCUSSION OF 2016 BUDGET**

The City Commission and City Staff discussed the 2016 budget.

Commissioner Smith left prior to adjournment.

223. **ADJOURNMENT**

Commissioner Boersma made a motion for adjournment. Commissioner Carter seconded the motion, which passed by a vote of 6:0.

APPROVED:

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

ATTEST:

Acting City Secretary

MINUTES OF THE SPECIAL-CALLED MEETING OF THE
CITY COMMISSION OF THE CITY OF MARSHALL
WEDNESDAY, JULY 29, 2015
6:00 PM

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

PRESENT:

CHAIRMAN: Eric Neal, District 3

COMMISSIONERS:

Gloria Moon, District 1

LaDarius Carter, District 4

Garrett Boersma, District 6

Michael Mitchell, District 2

Vernia Calhoun, District 5

Ed Smith, District 7

ADMINISTRATIVE STAFF PRESENT:

Lisa Agnor, City Manager

Scott Rectenwald, Acting City Attorney

J.C. Hughes, Public Services Director

Jack Redmon, Support Services Director

Wes Morrison, Planning & Development Director

Debbie Manuel, Acting City Secretary/Finance Director

Sarah O'Brien, Director of Tourism & Promotions

Reggie Cooper, Fire Chief

Eddie Campa, Police Chief

INVOCATION & PLEDGE: Commissioner Carter

224. **PRESENTATIONS FROM THE PUBLIC**

There were no presentations from the public.

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 **ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA**

There were no items withdrawn from the Consent Agenda.

226. **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 July 9, 2015 Special-Called meeting and the July 9, 2015 Regular meeting.
- B. Consider and act on a recommendation to approve an extension of the short-term treated Water Supply Contract with Norit Americas, Inc. for a period commencing August 1, 2015, and terminating no later than August 31, 2015, with the current water rate structure.
- C. Consider and act on a recommendation to approve a Professional Services Work Order with Stokes and Associates, Inc. of Henderson, Texas for engineering and construction

inspection for 2015 Community Development Block Grant funded Spring Street Water Line Improvement project at a cost of \$14,500.

- D. Consider and act on a recommendation to approve a Professional Services Work Order with Stokes and Associates, Inc., for engineering and construction inspection for 2015 St. Francis Street utility-funded Sewer Line Improvement project at a cost of \$9,500.
- E. Consider approval to reject all bids received for the replacement of the roof on the Center for Applied Technology building and authorize Staff to re-bid this project.
- F. Report on the Oaklawn Municipal Golf Course for the second quarter of 2015.
- G. Reports from City boards, commissions, and committees for the second quarter of 2015.
- H. Monthly financial report.
- I. Code Enforcement report.

CITY MANAGER REPORTS AND REQUESTS FOR CITY COMMISSION CONSIDERATION

227. **REPORT AND UPDATE REGARDING THE 2015 ALL-AMERICA CITY EFFORT.**

Christina Anderson presented an update regarding the 2015 All-America City effort and work that is being done. She suggested that a City-wide public celebration be scheduled for August 30, 2015 from 3p.m.-5p.m. at the Convention Center.

228. **CONSIDER AND ACT ON A PETITION BY REPUBLIC SERVICES TO INCREASE THE SOLID WASTE RATE CHARGED TO THE CITY OF MARSHALL.**

Gene Keenon, Manager of Government Affairs with Republic Services, presented a request to increase the solid waste rate charged to the City of Marshall by 2%.

Commissioner Smith asked for J.C. Hughes, Public Services Director, to give his recommendation regarding this matter. Mr. Hughes stated that he would like for Republic Services to provide more information before he makes a recommendation.

No action was taken regarding this agenda item.

229. **CONSIDER APPROVAL TO AWARD A BID FOR THE REPLACEMENT OF THE ROOF ON THE MARSHALL PUBLIC LIBRARY BUILDING.**

This item was withdrawn.

230. **CONSIDER AUTHORIZING CITY STAFF TO NEGOTIATE A CONTRACT FOR ARCHITECTURAL SERVICES FOR THE RENOVATION OF MEMORIAL CITY HALL.**

Lisa Agnor, City Manager, requested authorization for City Staff to negotiate a contract with Flowers and Associates of Marshall for architectural services for the renovation of Memorial City Hall.

Commissioner Moon made a motion to authorize City Staff to negotiate a contract with Flowers and Associates of Marshall for architectural services for the renovation of Memorial City Hall. Commissioner Smith seconded the motion, which passed with a vote of 7:0.

231. CONSIDER APPROVAL OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF MARSHALL AND HARRISON COUNTY REGARDING THE 2015 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT.

Eddie Campa, Police Chief, requested approval of a Memorandum of Understanding between the City of Marshall and Harrison County regarding the 2015 Edward Byrne Memorial Justice Assistance Grant. Chief Campa stated that Harrison County has chosen not to participate in the 2015 Edward Byrne Memorial Justice Assistance Grant therefore all the funds will be awarded to the Marshall Police Department.

Commissioner Smith made a motion to approve the Memorandum of Understanding between the City of Marshall and Harrison County regarding the 2015 Edward Byrne Memorial Justice Assistance Grant. Commissioner Moon seconded the motion, which passed with a vote of 7:0.

232. CONSIDER APPROVAL TO ADOPT THE 2015 HOTEL/MOTEL OCCUPANCY TAX FUND BUDGET.

Sarah O'Brien, Director of Tourism & Promotions, asked for approval to adopt the 2015 Hotel/Motel Occupancy Tax Fund Budget.

Commissioners asked questions of Sara O'Brien regarding this item.

Commissioner Moon made a motion to adopt the 2015 Hotel/Motel Occupancy Tax Fund Budget. Commissioner Calhoun seconded the motion, which passed with a 7:0 vote.

233. DISCUSSION OF AND CONSIDERATION OF THE PURCHASE OF A NEW ICE-MAKING MACHINE FOR THE ICE SKATING RINK AND A CAROUSEL FOR USE DURING WONDERLAND OF LIGHTS.

Sarah O'Brien requested the Commission consider the purchase of an ice-making machine for the ice skating rink and a carousel for use during Wonderland of Lights.

The Commission engaged in a discussion regarding this item.

Commissioner Calhoun made a motion to approve the purchase of an ice-making machine for the ice skating rink and a carousel for use during Wonderland of Lights and that the funds will be advanced out of the general fund to be repaid out of future hot fund revenues on a regularly scheduled basis. Commissioner Smith seconded the motion.

The Commission engaged in further discussion regarding this agenda item.

The motion passed by the following vote:

Ayes: 6

Nays: 1, Commissioner Mitchell

234. CONSIDER APPROVAL OF PROPOSED CHANGES TO THE MAIN STREET ADVISORY BOARD BY-LAWS.

Sarah O'Brien requested approval of proposed changes to the Main Street Advisory Board By-Laws.

Commissioner Boersma made a motion to approve the proposed changes to the Main Street Advisory Board By-Laws. Commissioner Calhoun seconded the motion, which passed with a vote of 7:0.

235. CONSIDER APPROVAL OF APPOINTMENTS TO FILL VACANCIES ON THE MAIN STREET ADVISORY BOARD.

Sara O'Brien asked for approval to appoint Karen Bickerdike, owner of The Infield Downtown, and Rudy Zachry, owner of Charlie's Backyard Bar to fill vacancies on the Main Street Advisory Board.

Commissioner Boersma made a motion to approve the appointment of Karen Bickerdike and Rudy Zachry to fill vacancies on the Main Street Advisory Board. Commissioner Mitchell seconded the motion, which passed with a vote of 7:0.

236. CONSIDER APPROVAL OF THE ADOPTION OF A HOTEL/MOTEL OCCUPANCY TAX FUND POLICY.

Sara O'Brien, requested approval of the adoption of a Hotel/Motel Occupancy Tax Fund policy.

Commissioners asked questions of Sara O'Brien regarding this item.

Commissioner Smith made a motion to approve the adoption of the Hotel/Motel Occupancy Tax Fund policy with the provision that the last sentence of G2 is removed. Commissioner Moon seconded the motion, which passed with a vote of 7:0.

237. DISCUSSION OF AND CONSIDERATION OF RE-ESTABLISHING THE POSITION OF ASSISTANT CHIEF OF POLICE FOR THE MARSHALL POLICE DEPARTMENT.

This item was withdrawn.

238. REPORT AND DISCUSSION REGARDING CITY STAFF RECOMMENDATIONS FOR CITY-WIDE CLEANUP PROGRAMS AND SCHEDULE.

J.C. Hughes presented a report regarding the City Staff recommendations for city-wide cleanup programs and schedule, including a neighborhood improvement program, quarterly cleanups, and supporting the Keep Marshall Beautiful Program.

Commissioners engaged in discussion regarding this agenda item.

239. REPORT REGARDING CURRENT CONTRACTS FOR LITTER PICK-UP WITHIN THE CITY OF MARSHALL.

Lisa Agnor presented a report regarding the current contracts for litter pick-up within the City of Marshall.

Commissioners asked questions of Jack Redmon regarding this item.

240. REPORT REGARDING A STREET SWEEPER AND RELATED CLEANLINESS AND RIGHT-OF-WAY MAINTENANCE ACTIVITIES.

J.C. Hughes presented a report regarding a street sweeper and related cleanliness and right-of-way maintenance activities.

Commissioners asked questions of City Staff regarding this item.

241. CONSIDERATION OF ITEMS WITHDRAWN FROM THE CONSENT AGENDA

There were no items withdrawn from the Consent Agenda.

242. REQUESTS FROM COMMISSIONERS FOR ITEMS TO BE PLACED ON FUTURE AGENDAS

- Discuss and consider revision of contract for litter pick-up and removal in the City
- Research and implement a Community Beautification Program

243. ADJOURNMENT

Commissioner Carter made a motion for adjournment. Commissioner Calhoun seconded the motion, which passed with a vote of 7:0.

APPROVED:

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

ATTEST:

Acting City Secretary

BUDGET WORKSHOP CANCELED

MINUTES OF THE SPECIAL-CALLED MEETING OF THE
CITY COMMISSION OF THE CITY OF MARSHALL
TUESDAY, AUGUST 4, 2015
5:30 PM

Chairman Eric Neal called the Special-Called meeting to order in the Commission Chambers, City Hall at 5:30 p.m.

PRESENT:

CHAIRMAN: Eric Neal, District 3

COMMISSIONERS:

Gloria Moon, District 1

Michael Mitchell, District 2

LaDarius Carter, District 4

Vernia Calhoun, District 5

Garrett Boersma, District 6

Ed Smith, District 7

ADMINISTRATIVE STAFF PRESENT:

Lisa Agnor, City Manager

Wes Morrison, Planning & Development Director

Debbie Manuel, Acting City Secretary/Finance Director

INVOCATION & PLEDGE: Commissioner Boersma

REQUEST FOR CITY COMMISSION CONSIDERATION

244. **DISCUSSION OF AND CONSIDERATION OF AMENDING THE CITY COMMISSION TRAVEL POLICY.**

Commissioner Calhoun explained her reason for asking for discussion of and consideration of amending the City Commission Travel Policy.

Chairman Neal made a motion to delay the implementation of the amendments to the City Commissioner's Travel Policy (with the exception of Item #12) approved by the City Commission in their meeting of April 10, 2015, until the 2016 budget year, beginning January 1, 2016. Commissioner Moon seconded the motion.

The Commission engaged in discussion regarding this item. Commissioner Smith indicated that he would not be asking for reimbursement from the City for any City related travel.

The motion failed with the following vote:

Ayes: 2, Commissioners Mitchell and Calhoun

Nays: 5, Chairman Neal, Commissioners Smith, Boersma, Carter, and Moon

Commissioner Carter made a motion to make an exception to Item #15 of the City Commissioner's Travel Policy allowing Commissioner Calhoun and Commissioner Moon to use the funds that Commissioner Smith has offered from his allocation of the Conference and Training Budget to meet their travel needs without exceeding the budget. Commissioner Calhoun seconded the motion.

The Commission engaged in discussion regarding this item.

The motion passed with the following vote:

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Ayes: 6, Chairman Neal, Commissioners Moon, Mitchell, Carter, Calhoun,
and Smith

Nays: 1, Commissioner Boersma

245.

ADJOURNMENT

Commissioner Moon made a motion for adjournment. Commissioner Mitchell seconded the motion, which passed with a vote of 7:0.

BUDGET WORKSHOP – DISCUSSION OF 2016 BUDGET