MINUTES OF THE SPECIAL-CALLED MEETING OF THE
CITY COMMISSION OF THE CITY OF MARSHALL
MONDAY, JANUARY 11, 2016
6:00 PM

The Special-Called meeting convened in the Conference Room. Room 201, City Hall, at 6:00 p.m.

PRESENT:

CHAIRMAN: Eric Neal, District 3

COMISSIONERS:

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
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
Eddie Campa, Police Chief
Reggie Cooper, Fire Chief

STRATEGIC PLANNING WORKSHOP

City Commission and City Staff participated in a Strategic Planning Workshop.

ADJOURNMENT

Commissioner Calhoun made a motion for adjournment. Commissioner Carter 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

MINUTES OF THE REGULAR MEETING OF THE
CITY COMMISSION OF THE CITY OF MARSHALL
THURSDAY, JANUARY 14, 2016
6:00 PM

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

PRESENT:

CHAIRMAN: Eric Neal, District 3

COMISSIONERS:

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
Todd Fitts, City Attorney
J.C. Hughes, Public Services Director
Reggie Cooper, Fire Chief
Jack Redmon, Support Services Director
Eddie Campa, Police Chief
Wes Morrison, Planning & Development Director
Debbie Manuel, Acting City Secretary/Finance Director
Sarah O'Brien, Director of Tourism & Promotions

INVOCATION & PLEDGE: Commissioner Boersma

1. **PRESENTATIONS FROM THE PUBLIC**

Geneva Seay, 603 Alvin, spoke against the $2.00 fee for 95 gallon carts. She also stated that she would like the streets around Wiley College to be improved as part of the Street Maintenance Tax program.

Tyler Owen, President of Marshall's Police Officers Association, requested that the take-home vehicle policy for the Marshall Police Department be revised to allow for officers within a 30 minute response time to take their assigned department vehicle to their residence.

Leo Morris, 505 S. Carter, a representative of the NAACP Marshall, stated that the organization would like to give its' support on the initiative to explore the feasibility of bringing affordable housing to the City of Marshall.

Commissioner Boersma related that St. Francis Street area residents would like to express their appreciation to City Staff for the improvements in their area.

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 **ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA**

There were no items withdrawn from the Consent Agenda.

3. **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 December 10, 2015 Regular meeting; the December 21, 2015 Special-Called meeting; and the December 22, 2015 Special-Called meeting.

B. Report on the number of citizens participating in the Service Line Warranty program as sponsored by the National League of Cities.

C. Consider approval to award a contract for the CDBG funded replacement of approximately 920 linear feet of 6-inch water line on Spring Street.

D. Resolution

1. Consider approval of a Resolution adopting the City of Marshall Investment Policy.

E. Presentation of certification of verification of Local Option Liquor Petition.

F. Monthly financial report.

G. Code Enforcement report.

PRESENTATIONS

4. PRESENTATION OF A RETIREMENT PLAQUE TO WANDA DRUMGOOLE FOR HER YEARS OF SERVICE TO THE CITY OF MARSHALL.

Chairman Neal presented a retirement plaque to Wanda Drumgoole for her 37 years of service to the City of Marshall and expressed appreciation for her service.

5. PRESENTATION OF AN UPDATE FROM THE ARK-LA-TEX CORRIDOR COUNCIL AND AMTRAK REGARDING REGIONAL PASSENGER RAIL SERVICE.

Richard Anderson, Chairman of the Ark-La-Tex Corridor Council, presented an update from the Ark-La-Tex Corridor Council and Amtrak regarding regional passenger rail service. Mr. Anderson stated that they had been working since 2006 to establish a rail connection between Marshall, Texas and Meridian, Mississippi. This is 250 miles with no passenger rail service. Amtrak recently completed a second study stating that it would require no operating subsidy. He will share later in another meeting the background and benefits of their efforts.

Jay Fountain, Route Director for the Texas Eagle, Sunset Limited, and Heartland Flyer, stated that he was meeting with cities along the route to increase partnership between Amtrak and cities to expand service along the corridor.

6. PRESENTATION REGARDING RECENT VISITS TO VARIOUS ANIMAL SHELTER FACILITIES.

Commissioner Smith gave an overview regarding the status of the Animal Shelter.

Amanda Smith gave a presentation regarding recent visits to the Austin, Texas Animal Center facility.

Commissioner Smith spoke regarding the Longmont, Colorado Humane Society facility.

ORDINANCES

7. CONSIDER APPROVAL OF AN ORDINANCE ORDERING A SPECIAL ELECTION ON LOCAL OPTION ELECTION TO LEGALIZE THE LEGAL SALE OF ALL ALCOHOLIC BEVERAGES FOR OFF-PREMISE CONSUMPTION ONLY.

Lisa Agnor, City Manager, asked for approval of an Ordinance ordering a Special Election on Local Option Election to legalize the legal sale of all alcoholic beverages for off-premise consumption only.

Commissioner Moon made a motion to approve the Ordinance ordering a Special Election on Local Option Election to legalize the legal sale of all alcoholic beverages for off-premise consumption only. Commissioner Mitchell seconded the motion.

Commissioners asked questions of City Staff regarding this item.

This item passed with a vote of 7:0.

8. CONSIDER APPROVAL OF AN ORDINANCE ADOPTING A THREE-YEAR ANNEXATION PLAN FOR THE CITY OF MARSHALL.

Wes Morrison, Director of Planning & Development, asked for approval of an Ordinance adopting a three-year annexation plan for the City of Marshall. He stated that state law requires a three-year annexation plan to be in place if the city wants to expand its' boundaries, and that only 10% of the City's current boundaries can be annexed. Mr. Morrison listed the areas in this plan for annexation.

Commissioners asked questions of Wes Morrison regarding this item.

Commissioner Moon made a motion to approve an Ordinance adopting a three-year annexation plan for the City of Marshall. Commissioner Mitchell seconded the motion, which passed with a vote of 7:0.

RESOLUTION

9. CONSIDER APPROVAL OF A RESOLUTION ADOPTING A STRATEGIC PLAN FOR THE CITY OF MARSHALL.

This item was withdrawn.

CITY MANAGER REPORTS AND REQUESTS FOR CITY COMMISSION CONSIDERATION

10. CONSIDER APPROVAL OF A TAX ABATEMENT AGREEMENT WITH SKINNER INVESTMENT PROPERTIES FOR PROPERTY LOCATED AT 314 N. WASHINGTON.

Wes Morrison asked for approval of a tax abatement agreement with Skinner Investment Properties for property located at 314 N. Washington.

Commissioner Calhoun made a motion to approve a tax abatement agreement with Skinner Investment Properties for property located at 314 N. Washington. Commissioner Carter seconded the motion, which passed with a 7:0 vote.

11. CONSIDER APPROVAL OF APPOINTMENTS TO THE MAIN STREET ADVISORY BOARD.

Sarah O'Brien, Director of Tourism & Promotions, asked for approval to appoint Tracy Jackson and George Kezerle to the Main Street Advisory Board.

Commissioner Carter made a motion to approve the appointments to the Main Street Advisory Board. Commissioner Calhoun seconded the motion, which passed with a vote of 7:0.

12. CONSIDER APPROVAL OF APPOINTMENTS TO THE CONVENTION AND VISITOR BUREAU ADVISORY BOARD.

Sarah O'Brien asked for approval to reappoint Jan Black, Brandon Bradbury, Stephanie Macomber, and George Carter to the Convention and Visitor Bureau Advisory Board.

Commissioner Mitchell made a motion to approve the reappointments to the Convention and Visitor Bureau Advisory Board. Commissioner Carter seconded the motion, which passed with a 7:0 vote.

13. DISCUSSION OF AND CONSIDERATION OF IMPROVEMENTS TO THE EXISTING CITY OF MARSHALL ANIMAL SHELTER FACILITY.

Lisa Agnor stated that the Marshall Animal Shelter was in need of certain repairs to be in compliance with State requirements. She stated that $36,000 was budgeted in 2015 for improvements and was not expended. This could be applied toward these repairs. She asked direction from the Commission to proceed with repairs or delay the repairs until determination is made regarding a new Animal Shelter.

Chairman Neal made a motion to delay the repairs to the Animal Shelter until determination is made regarding a new Animal Shelter.

Commissioners asked questions of City Staff.

Commissioner Smith seconded the motion, which passed with a 7:0 vote.

14. DISCUSSION REGARDING THE STATUS OF THE MEMORIAL CITY HALL REONVATION PROJECT.

This item was combined with item 8F.

15. CONSIDER ACTION ON A STAFF RECOMMENDATION REGARDING THE UTILIZATION OF CONSTRUCTION MANAGEMENT SERVICES FOR THE RENOVATION OF MEMORIAL CITY HALL.

Lisa Agnor stated that City Staff recommends proceeding with the entire renovation of Memorial City Hall and that we forgo the use of a Construction Manager. She also recommended that Jack Redmon supervise the construction with the assistance of a Construction Superintendant. City Staff will come back to the Commission with a recommendation of who the Construction Superintendant would be and the services that they would be providing.

Commissioner Moon made a motion to approve City Staff recommendations of moving forward with the project. Commissioner Calhoun seconded the motion.

Commissioners engaged in discussion regarding this item.

This item passed with a vote of 7:0.

16. DISCUSSION OF AND CONSIDERATION OF REVISING THE TAKE-HOME VEHICLE POLICY FOR THE MARSHALL POLICE DEPARTMENT.

Commissioner Carter asked for a revision of the take-home vehicle policy to include officers who live inside the city limits and any officers who are capable of a 30 minute response time.

Eddie Campa, Police Chief, stated that a take-home vehicle could be used as a recruitment tool and that he was in favor of the revision.

Commissioner Mitchell made a motion to approve revising the take-home vehicle policy for the Marshall Police Department to include officers who reside inside the city limits and any officers who are capable of a 30 minute response time. Commissioner Moon seconded the motion.

Commissioners asked questions of City Staff regarding this item.

This item passed with a vote of 7:0.

17. DISCUSSION OF AND CONSIDERATION OF THE CREATION OF A MARSHALL YOUTH ADVISORY COMMISSION.

Commissioner Carter presented information regarding the consideration of creating a Marshall Youth Advisory Commission.

Commissioners engaged in discussion regarding this item.

Commissioner Mitchell made a motion to approve the creation of a Marshall Youth Advisory Commission. Commissioner Boersma seconded the motion, which passed with a 7:0 vote.

18. CONSIDER APPROVAL OF THE STAFF PROPOSED 2016 STREET IMPROVEMENT PROGRAM.

J.C. Hughes, Public Services Director, asked for approval of the staff proposed 2016 Street Improvement Program.

Commissioner Calhoun made a motion to approve the staff proposed 2016 Street Improvement Program. Commissioner Carter seconded the motion, which passed with a vote of 7:0.

19. PRESENTATION REGARDING A PROPOSED 2016 WATER/WASTEWATER CAPITAL IMPROVEMENTS PROGRAM.

J.C. Hughes presented a proposed 2016 Water/Wastewater Capital Improvements Program.

Commissioners asked questions of City Staff regarding this item.

20. REPORT REGARDING THE RESPONSIBILITIES AND MEETING SCHEDULE OF THE CIVIL SERVICE COMMISSION.

Commissioner Smith stated his reasons for requesting this item.

Todd Fitts, City Attorney, presented information regarding the responsibilities and meeting schedule of the Civil Service Commission.

21. REPORT REGARDING THE COSTS AND REQUIREMENTS INVOLVED IN THE IMPLEMENTATION OF THE SALE OF WINE AND BEER AT THE OAKLAWN MUNICIPAL GOLF COURSE.

This item was withdrawn.

22. REPORT REGARDING THE FEASIBILITY OF CONVERTING TO AN AUTOMATED FIXED BASE (ANTENNA) WATER METER READING SYSTEM.

Chairman Neal stated his reasons for requesting this item.

J.C. Hughes presented information regarding the feasibility of converting to an automated fixed base (antenna) water meter reading system.

The Commission engaged in discussion regarding this item.

The Commission gave instructions for J.C. Hughes to move forward with an RFP.

23. REPORT REGARDING PROGRAMS AVAILABLE FOR PROVIDING AFFORDABLE HOUSING.

Commissioner Calhoun stated her reasons for requesting this item.

Lisa Agnor provided information on HOME Investment Partnership Program and Neighborhood Revitalization Strategies.

Commissioners engaged in discussion regarding this item.

24. **CONSIDERATION OF ITEMS WITHDRAWN FROM THE CONSENT AGENDA**

There were no items withdrawn from the Consent Agenda.

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

- Presentation of a proclamation declaring the month of February as "Black History Month" in Marshall, Texas.
- Discussion of and consideration of the implementation of a sales tax audit.
- Report regarding the Annual Drinking Water Quality Report.
- Report regarding the possibility of purchasing an outdoor electronic sign for City Hall.

26. **ADJOURNMENT**

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

APPROVED:

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

ATTEST:

_____
Acting City Secretary

Ordinances:	**O-16-01**
	O-16-02
Resolution:	**R-16-01**