

MEMORANDUM

To: Members of the City Commission

From: Lisa Agnor, City Manager

Date: July 24, 2015

Subject: Reports from City Boards, Commissions, and Committees for the second quarter of 2015

This item has been placed on the agenda at the request of Commissioner Calhoun.

Information for each of the City boards, commissions, and committees is attached for your review. Also attached are their reports or meeting minutes for the second quarter of 2015 (April-June). If there was no activity for a particular board, commission, or committee during this time period, that information is noted on the memo provided from the Department Directors assigned as liaisons.

As requested, we will begin providing reports for City boards, commissions, and committees to each member of the Commission on a quarterly basis. Copies will be included for delivery in your agenda packets, as we do with the other organizations who are required to report quarterly.

CITY BOARDS, COMMISSIONS, AND COMMITTEES

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

Responsibilities: Assists with establishing long-range goals and objectives for the Community Development Block Grant program and makes recommendations on the annual plan and budget for this annual federal grant

Meeting Schedule: Meets on an as-needed basis, typically 1-2 times per year

Staff Liaison: Wes Morrison, Director of Planning & Development

Current Members: Loretta Thompson Martin, Bobbie Hurd, Deon Behrman, Christy Godwin, Edwin Lee, Mrs. Charles Wilson

CONSTRUCTION BOARD OF ADJUSTMENT AND APPEALS

Responsibilities: Hears and decides appeals to the City's building code and makes recommendations on adoption of the building code

Meeting Schedule: Meets on an as-needed basis

Staff Liaison: Wes Morrison, Director of Planning & Development

Current Members: Todd Butler, Jim Quinn, Jim McCutchens, Ronnie Hammers, J.T. Hatfield, Zeph Gonzales, Ronnie Oney

(The Building Code provides for the types of appointees to this board)

CONVENTION CENTER ADVISORY BOARD

Responsibilities: Assists City Staff with promoting the usage of the Convention Center

Meeting Schedule: Meets on an as-needed basis

Staff Liaison: Sarah O'Brien, Director of Tourism & Promotions

Current Members: Stacy Bone, Karen Helton, Dr. Suzanne Mayo-Theus, George Johnson, Linda Roach, Justin Hodges, Annette Ellis

(Seven member board, five of whom must be full-time residents of the City of Marshall)

CONVENTION AND VISITOR BUREAU BOARD OF DIRECTORS

Meeting Schedule: Monthly

Staff Liaison: Sarah O'Brien, Director of Tourism & Promotions

Current Members: Jim Davis, Vinod Patel, Jan Black, Brandon Bradbury, Sandi Van Winkle, Stephanie Macomber, George Carter

(Seven member board consisting of two downtown property owners, two hotel/motel industry representatives, two downtown retail business owners, one brand product representative)

ELECTRICAL EXAMINING BOARD

Responsibilities: Hears and decides appeals to the City's electrical code and makes recommendations on adoption of the City's electrical code

Meeting Schedule: Meets on an as-needed basis

Staff Liaison: Wes Morrison, Director of Planning & Development

Current Members: Paul Pawloski, Eric Jackson, Larry Ford, George Huffman, Ronnie Holland, Richard Turner

(The Electrical Code provides for the types of appointees to this board)

HISTORIC LANDMARK PRESERVATION BOARD

Responsibilities: Responsible for the historic landmark preservation plan and makes recommendations on establishing historic landmark preservation districts in the city limits

Meeting Schedule: Monthly

Staff Liaison: Wes Morrison, Director of Planning & Development

Current Members: Tony Crosby, Faye Whitaker, Alana Jones, Annye Fisher, Mary Lynn Vassar

(Appointees to this board required to have knowledge and experience in history, art, architecture, or real estate planning and development and have demonstrated interest, competence, or knowledge in historic preservation)

IMAGE ADVISORY BOARD

Responsibilities: Advises the City Commission on issues related to littering and property appearance

Meeting Schedule: Meets on an as-needed basis

Staff Liaison: Wes Morrison, Director of Planning & Development

Current Members: Tish Mooreheard, Leo Morris, Keri Bradley, Cindy Leleko, Angelena Williams, Robert Robinson

MAIN STREET ADVISORY BOARD

Responsibilities: Assists in the economic revitalization and promotion of downtown Marshall

Meeting Schedule: Monthly

Staff Liaison: Sarah O'Brien, Director of Tourism & Promotions

Current Members: Sam Moseley, Will Putnam, Cindy Leleko, Ruby Pye, Charles Cornish, Blair Provost, Brett Spivey, Connie Ware, Rhonda Phelps

(Appointees to this board represent both public and private sector interests)

MARSHALL DOWNTOWN DEVELOPMENT CORPORATION

Responsibilities: Assists with the development of projects that benefit downtown, historic preservation, and beautification of Marshall

Meeting Schedule: Meets on an as-needed basis

Staff Liaison: Lisa Agnor, City Manager

Current Members: Allison Clement, Mike McMurry, Sherry Young, Connie Ware, Blair Abney, Kurt Truelove, Anne Yappen

MARSHALL PUBLIC LIBRARY BOARD OF TRUSTEES

Responsibilities: Serves as the advisory board for the Marshall Public Library

Meeting Schedule: Monthly

Staff Liaison: Jack Redmon, Director of Support Services

Current Members: Darlene Dotson, Eva Oliver, William Halliday, Dr. David White, Missy Hill, Ruby Pye, Lou Gaw

(Seven member board; at least five members must be residents of the City of Marshall)

PARKS ADVISORY BOARD

Responsibilities: Serves as advisory committee to the City Commission and City staff in establishing plans or procedures concerning usage, planning, goals, and objectives of parks and recreation services

Meeting Schedule: Meets on an as-needed basis

Staff Liaison: Jack Redmon, Director of Support Services

Current Members: David Carlile, Chilly Valentine, Mike Haynes, Jean Birmingham, Beckie Bates, Cedric Gray, Brad Burke

(Seven member board; at least five members must be residents of the City of Marshall)

PLANNING & ZONING COMMISSION

Responsibilities: Hears and makes recommendations on requests for zoning changes and special use permits. This commission also reviews and approves subdivision plats in the city limits and within one mile of the city limits

Meeting Schedule: Meets on an as-needed basis, typically every other month (dependent upon requests received for zoning changes, special use permits, and subdivision plat submissions)

Staff Liaison: Wes Morrison, Director of Planning & Development

Current Members: Mike McMurry, Ronnie Oney, Charlie Oliver, Ed Hoffman, Brenda Wood, Sherry Young

(All members of this commission must be resident citizens and qualified to be voters in the City of Marshall)

PLUMBING ADVISORY BOARD

Responsibilities: Serves as the board of adjustments and appeals for the City's plumbing code. It also reviews plumbing codes and makes recommendations to the City Commission regarding adoption of those codes

Meeting Schedule: Meets on an as-needed basis

Staff Liaison: Wes Morrison, Director of Planning & Development

Current Members: J.T. Hatfield, Chris Slocum, John Endicott, Willie Richardson, George Huffman

(The Plumbing Code provides for the types of appointees to this board)

ZONING BOARD OF ADJUSTMENT

Responsibilities: Conducts hearings on appeals to enforcement of the City's Zoning Ordinance, decides on exceptions to the Zoning Ordinance, and grants variances to the Zoning Ordinance

Meeting Schedule: Meets on an as-needed basis

Staff Liaison: Wes Morrison, Director of Planning & Development

Current Members: Sam Fogle, Jimmy Robertson, Dale Person, Butch Lake

MEMORANDUM

To: Members of the City Commission

From: Lisa Agnor, City Manager

Date: July 24, 2015

Subject: Quarterly report for the Marshall Downtown Development Corporation

I am currently assigned as the Staff liaison to the Marshall Downtown Development Corporation.

There was no activity for this board during the second quarter of 2015 (April – June).

MEMORANDUM

To: Lisa Agnor, City Manager

From: Jack Redmon, Director of Support Services

Date: July 24, 2015

Subject: Quarterly reports for the Marshall Public Library Board of Trustees and Parks Advisory Board

There are two City boards to which I am assigned as Staff liaison: the Parks Advisory Board and the Marshall Public Library Board of Trustees.

Meeting minutes from the 2nd quarter of 2015 (April – June) of the Marshall Public Library Board of Trustees are attached. Minutes from these meetings are also posted for viewing on the Library page of the City of Marshall website: www.marshallpubliclibrary.org/board-of-trustees.

The Parks Advisory Board did not meet during the 2nd quarter of 2015 (April – June).

Marshall Public Library Board of Trustees Minutes
April 21, 2015

1. The meeting was called to order at 4:04 PM by Dr. David White, Chairman.
2. Present were trustees Darlene Dotson, Lou Gaw, William (Doc) Halliday, Ruby Pye and Dr. David White. Also, present were Frank Strauss, President of the Friends of a Public Library, Anna Lane, Library Director and Elizabeth Bradshaw, Public Services Librarian.
3. There were no members of the public in attendance and thus there were no remarks from the public.
4. The minutes of the March 17, 2015 were approved as presented. Motion by Ruby Pye and seconded by Lou Gaw.
5. Frank Strauss reported on the Friends of a Public Library. The Friends will have a potluck meal on May 18, 2015. The speaker will be David Price. He will give a preview of "What is New in the Libraries in the USA." The city commissioners, county commissioners and the library board of trustees are invited to attend. The new roof of library has not been forgotten, waiting on the election of city commissioners.
6. Anna Lane reported the Emma Walker gas check was \$331.63. Summer reading program will be in 7 weeks. National Library Week was April 12-18, 2015. Prizes were given daily to a child, young adult, and adult that checked out books. David White and his wife brought lunch for the staff. DIA event will be held on Saturday, May 2, 2015 at 10:00 AM. Marshall Chief of Police, Eddie Campa, will read to the children in Spanish and the JH Moore dancers will perform. Texas State Library and Archives Commission Edge grant was awarded to the library. The grant for \$10,000 will be used for technology. Six new computers have been ordered for public use. The Texas Book Festival grant was awarded to the library. The grant was \$2,500 it will be used to purchase Spanish books for children, young adults, and adults.
7. Anna Lane presented the 2014 Annual report to the Texas State Library and Archives Commission. The library will be accredited for 2016.
8. Discussion on TexPool Investment Services for the Emma Walker fund ensued. A motion by William "Doc" Halliday was made to transfer the money in the Emma Walker fund to TexPool Investment Services, seconded by Lou Gaw. The motion passed with one no vote. William "Doc" Halliday made a motion to transfer the money that received each month into TexPool Investment account. The motion passed with one no vote.
9. Anna Lane requested to use money from the Emma Walker fund to purchase a table and four chairs for the new computers. Discussion ensued. Motion was made by Ruby Pye to spend up to \$2,400 for a table and four chairs and seconded by Lou Gaw. The motion passed with one no vote.
10. The quarterly report is due by July 1, 2015.
11. A letter to editor was in the Marshall News Messenger by Dr. David White about the library.
12. The meeting was adjourned at 5:11PM by a motion by Darlene Dotson and seconded by Ruby Pye. The next regular scheduled meeting will be May 19, 2015 at 4:00 PM.

Marshall Public Library Board of Trustees Minutes
May 19, 2015

1. The meeting was called to order at 4:00 PM by Dr. David White, Chairman
2. Present were trustees Darlene Dotson, Lou Gaw, William (Doc) Halliday, Ruby Pye and Dr. David White. Also present were Frank Strauss, President of the Friends of a Public Library; Anna Lane, Library Director and Elizabeth Bradshaw, Public Services Librarian.
3. There was one member of the public in attendance, Ginny Harris. She had no remarks at the given time. She did make remarks as the meeting continued.
4. The minutes of the April 21, 2015 were approved as presented. Motion made by "Doc" Halliday to approve without reading, seconded by Darlene Dotson.
5. Frank Strauss reported on the Friends of a Public Library. The potluck meal on May 18th was well attended and the food was good. The speakers gave a good presentation on the "Library of the Future."
6. Anna Lane reported the Emma Walker gas check \$397.58. The stats for April were presented. The summer reading club will begin June 9th and end July 31st. Registration will begin on June 5th. Downtown businesses are going to be involved in the Story Walk as part of the summer reading program. The table and chairs approved at the last meeting have been ordered at a cost of \$1,967.89. The interlocal agreement has received \$50,600 for the year of 2014. The library has had seventh grade library tours, with an emphasis on "old school" library research. City Hall in the Park will be June 4th at Smith Park, and the library will have a booth. Wiley College Alpha Phi Alpha brought lunch to the library staff for assisting them in a project. Elizabeth helped a couple with their resumes and they came back and let Elizabeth know that they got the jobs. City Commissioner Garrett Boersma requested a plan of what the library needs and wants.
7. Old Business—The Emma Walker monies have been invested into TexPool per the vote at April's meeting.
8. New Business—Discussion ensued about the need of a facilities committee to determine what is needed at the library. Motion was made by "Doc" to form a facility committee to look at what the library needs in the future. The motion died after not receiving a second. After discussion, it will be brought up in the meeting in June.
9. The meeting was adjourned at 5:00 PM by a motion by Lou Gaw and seconded by Darlene Dotson. The next regular scheduled meeting will be June 16, 2015 at 4:00 PM.

Marshall Public Library Board of Trustees Minutes
June 16, 2015

1. The meeting was called to order at 4:00 PM by Dr. David White, Chairman.
2. Present were trustees Darlene Dotson, Lou Gaw, William (Doc) Halliday, Ruby Pye and Dr. David White. Also present were Frank Strauss, President of the Friends of a Public Library; Anna Lane, Library Director; Elizabeth Bradshaw, Public Services Librarian; Lisa Agnor, City Manager; Steve Flohr, Ginny Harris and Amanda Wynn; Friends of a Public Library.
3. Lisa Agnor, City Manager, gave a report that the roof for the library will be bid out. The roof will cost between \$95,000 to \$100,000. It was in the city budget for this expenditure. Jack Redmon presented a report to the City Commission on the renovation costs at the library. The cost was \$408,640.28 and the City Commission is looking for what the library and Friends are willing to fund. The city would like a prioritized report of what needs to be done at the library. The trustees are being asked to talk to the County Commissioners to see if we can be placed on the agenda to discuss the interlocal agreement. Lisa will check on why the money from the sale of the old chamber office was put into the endowment fund and not into a separate account and will inform the board.
4. The minutes of the May 19, 2015 were approved as presented. Motion made by Lou Gaw to approve and seconded by Darlene Dotson.
5. Steve Flohr and Frank Strauss reported on the Friends of a Public Library. The Friends would like to know how much the library would lose if no county money was used for the library. The Friends will discuss at their August 3rd meeting how much they are willing to spend on the renovations at the library. The Friends asked if the strategic report was being submitted each quarter. It was suggested that we ask the county for a one-time money contribution for library renovations.
6. Anna Lane reported the Emma Walker gas check was \$251.07. Stats for May were presented. The summer reading club has begun. Shirts for the staff were ordered for the summer reading program.
7. Agenda items of the availability of the Emma Walker money for renovation tabled to July meeting with no discussion or motion. A draft of the 2nd Quarterly report was presented. The stats for the Summer Reading Program will be inserted before the report will be sent to the City Commissioners and County Commissioners.
8. The meeting was adjourned at 5:24PM with a motion from Darlene Dotson and seconded by Lou Gaw. The next regular scheduled meeting will be July 21, 2015 at 4:00 PM.

Submitted by Ruby Pye



Tourism & Promotions Department Quarterly Board Report

Main Street Advisory Board

Report provided at the July 9th City Commission Meeting

Convention & Visitors Bureau Board

Minutes for April, May, and June Attached

Convention Center Board

No activity during the second quarter of 2015 (April – June)

**Marshall Convention and Visitors Bureau
Board of Directors
Tuesday April 21, 2015 - 3 PM
Marshall Convention & Visitors Bureau Conference Room
301 N. Washington
Marshall, Texas**

1. Call to order – Brandon Bradbury, Vice-Chairman

Vice-Chairman Brandon Bradbury called the meeting to order at 3PM with a quorum present.

Board Members Present: Jan Black, Brandon Bradbury, George Carter, and Jim Davis. Sandi Van Winkle joined the group late in the meeting.

Board Members Absent: Patrick Hilchey and Vinod Patel

Advisory Board Member Absent: Mayor Ed Smith

City Staff Present: City Manager, City Secretary/Finance Director Lisa Agnor

MCVB Staff: Geraldine Mauthe, TDM - Director of Visitor Services

Media: Marshall News Messenger - Naomi Prioleau

Guest: Stephanie Macomber, Director of Sales - Fairfield Inn & Suites

2. Approval of the March 17, 2015 Minutes of Regular Board of Directors Meeting – Vice-Chairman Bradbury

Upon a motion by Jan Black, seconded by George Carter the minutes were approved unanimously 4-0.

3. Financial Update - Lisa Agnor, City of Marshall Secretary/Finance Director

Copy of the report attached

4. Update with action, if required, regarding the search for a Tourism Director & Promotions Manager and other business to be handled by the MCVB BOD by City Manager Lisa Agnor - Brandon Bradbury, Vice-Chairman

City Manager Lisa Agnor reported that the city hired Sarah O'Brien as the new Tourism Director & Promotions Manager. Sarah also carries the title of Main Street Manager. She will office here at 301 North Washington Avenue. Discussion followed as to who was on the selection committee. Over 50 applications were submitted. It was narrowed to 7 applicants, 5 of whom were

interviewed. The selection committee was composed of Interim City Manager Buzz Snyder, Human Resources Director Cheryl Johnston, and Code Enforcement /Historical Preservation Director Wes Morrison. The interview committee was composed of the selection committee plus Lisa Agnor, Jan Black of the MCVB BOD & Downtown Business Owner and Brian Van Winkle of the Main Street BOD & Downtown Business Owner. Ms. O'Brien will report directly to Ms. Agnor.

**5. Resignation of Chairman Patrick Hilchey and the call for a new officer slate
Brandon Bradbury, Vice Chairman**

The MCVB BOD accepted the resignation of Patrick Hilchey with regret, on a motion by Jan Black, seconded by George Carter and unanimously approved by a 4-0 vote. Upon discussion it was decided to wait until the next meeting to call for a new of slate of officers. George Carter made the motion for Stephanie Macomber, Director of Sales at the Fairfield Inn & Suites, to fill the unexpired term of Patrick Hilchey, seconded by Jan Black. Motion carried 4-0.

6. Report from the Director of Visitor Services - Geraldine Mauthe

Copy of report attached.

7. Comments from parties present that do not require board action

There were no comments from parties present.

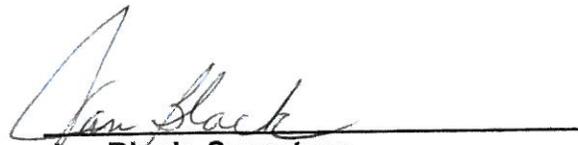
8. Meeting adjourned

The meeting was adjourned at 3:40 pm upon a motion by Brandon Bradbury, seconded by Jim Davis. Sandi Van Winkle entered the room as the vote was being cast. Vote carried 5-0.

APPROVED



Brandon Bradbury, Vice-Chairman



Jan Black, Secretary

MINUTES
Marshall Convention and Visitors Bureau
Board of Directors
Tuesday May 19, 2015 - 3 PM
Marshall Convention & Visitors Bureau Conference Room
301 N. Washington
Marshall, Texas

1. Call to order – Brandon Bradbury, Vice-Chairman

At 3 PM promptly there was a quorum present and the meeting was called to order by Vice Chairman Bradbury.

Members Present: Jan Black, Brandon Bradbury, George Carter, Jim Davis, Stephanie Macomber, Vinod Patel, and Sandi Van Winkle.

Advisory Board Member Absent: Ed Smith, III

City Officials Absent: Lisa Agnor, City Manager, City of Marshall
Debbie Manuel, Acting City Secretary & Finance Director

Staff: Sarah O'Brien, Director of Tourism & Promotions, Main Street Director
Geraldine Mauthe, TDM - Director of Visitor Services

Media: Marshall News Messenger - Naomi Prioleau

2. Introduction of Sarah O'Brien Director of Tourism and Promotions

Sarah O'Brien introduced herself to the BOD as the Director of Tourism & Promotions, as well as Main Street Director for the City of Marshall. Geraldine Mauthe explained how Sarah O'Brien had become an interngal part of the MCVB in less than 36 hours.

3. Approval of the April 21, 2015 Minutes of Regular Board of Directors Meeting – Vice-Chairman Bradbury

George Carter made a motion to accept the April 21, 2015 minutes, seconded by Jim Davis. Motion carried 7- 0.

4. Financial Update - Debbie Manual, Acting City of Marshall Finance Director

Debbie Manuel sent the Estimated Financial Statement as of May 19, 2015. Copy Attached to Minutes.

5. Election of the 2015 Officers - Brandon Bradbury, Vice Chairman

The following slate of officers were approved unanimously, 7 - 0.

Brandon Bradbury - Chairman
Jim Davis - Vice Chairman
Jan Black - Secretary
George Carter - Treasurer

6. Discussion & Action on the closing of the Texas Bank & Trust Special Funds Account - George Carter, Treasurer

Treasurer Carter proposed the closing of the Texas Bank & Trust Special Funds Account, as the City is now paying all bills. The account is dwindling due to Service Charges. Brandon Bradbury seconded the motion. Motion carried 7 - 0.

7. Update & Action on the Courthouse WOL Liability - George Carter, Treasurer

George Carter reported that his conversation with Courthouse Manager Richard Anderson, indicated the roof repair would not be a liability of the MCVB.

8. Report from the Director of Visitor Services - Geraldine Mauthe

Copy of report attached

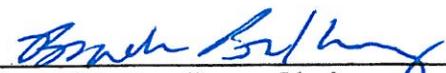
9. Comments from parties present that do not require board action

There were no comments that did not require board action.

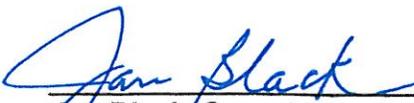
10. Adjournment

At 3:30 PM Jan Black made a motion to adjourn the meeting, seconded by George Carter. Motion carried unanimously 7 - 0.

APPROVED



Brandon Bradbury, Chairman



Jan Black, Secretary

Minutes
Marshall Convention & Visitors Bureau
Board of Directors
Tuesday, June 16th, 2015 3 p.m.
301 N. Washington
Marshall, Texas

1. Call to Order- Chairman Bradbury

At 3 pm there was a quorum present and the meeting was called to order by Chairman Bradbury.

Members present: Jan Black, Brandon Bradbury, George Carter & Stephanie Macomber.

Members absent: Jim Davis, Vinod Patel & Sandi VanWinkle

Advisory Board Member absent: Mayor Eric Neal

City Officials absent: City Manager Lisa Agnor

Acting City Finance Director Debbie Manual

Staff: Sara O'Brien, Director of Tourism & Promotions, Main Street Director Geraldine Mauthe, Director of Visitor Services

Media: East Texas Exposed – Ron Munden

2. Approval of the May 19th, 2015 Minutes- Chairman Bradbury

Stephanie Macomber made a motion to accept the May 19th, 2015 minutes as presented, seconded by George Carter. Motion carried 4 – 0.

3. Financial Update- Debbie Manual, Acting City of Marshall Finance Director

Debbie Manual provided a monthly financial statement, although not in attendance. Sarah O'Brien stated it appears the MCVB had an additional \$ 100,000 to spend before the end of the year. It will not be determined until after the audit. Some of that money has been spent joining TACVB, Texas Forest Trails Region, and purchasing new equipment, etc.

4. Report on the closing of the Texas Bank & Trust Account- Treasurer, Carter

Treasurer Carter reported that the Texas Bank & Trust Account had been closed and the proceeds of \$ 2,942.93 was deposited into the Citizens National Bank account.

5. Update on the Tourism & Promotions Director Salary, Treasurer, Carter

Treasurer Carter stated that the City of Marshall - Main Street pays 51% of Ms. O'Brien salary and the Marshall Convention & Visitors Bureau pays 49%..

6. Review Quarterly HOT Receipts from 2008-Present, Treasurer, Carter

Treasurer Carter and Director O'Brien discussed the different variables regarding this report.

7. Consider approval of an Accommodation Listing Policy, O'Brien

After discussion, George Carter made a motion to accept the Accommodation Listing Policy, seconded by Brandon Bradbury. Motion carried 4 – 0, (Copy attached to minutes.)

8. Receive update on the 2015 Birthplace of Boogie Woogie Contract, O'Brien

Director O'Brien reported that she had a signed contract with Canson & Canson thru the end of 2015 with a scheduled pro forma meeting with the Director of Tourism & Promotion, each month. (Copy attached to minutes.)

9. Discussion & Action on the CVB's PO Box, O'Brien

Following discussion on the MCVB PO Box George Carter made a motion to close the MCVB post office and use the address 301 North Washington Avenue to receive all mail . Jan Black seconded the motion and it carried 4 – 0.

10. Discussion & Action on www.visitmarshalltexas.org, O'Brien

Upon completion of discussion about the website , Sarah O'Brien , Director of Tourism & Promotions, was told to proceed using her best judgment regarding the website. This motion was made by Brandon Bradbury, seconded by Stephanie Macomber. The motion carried 4 – 0.

11. Receive Update on the Marshall CVB Facebook page, O'Brien

Director O'Brien shared she was attempting to give a new look to the Marshall CVB Facebook page. She stated any help would be appreciated.

12. Consider Approval of a Calendar of Events Policy, O'Brien

Following discussion, George Carter made a motion to approve the Calendar of Events Policy, seconded by Stephanie Macomber. Motion carried 4 – 0. (Copy attached to minutes.)

13. Discussion & Action regarding services with JackRabbit for online bookings, O'Brien

After much discussion, Brandon Bradbury made a motion to not **renew** services with JackRabbit online bookings at a savings of \$5,000. Jan Black **seconded** the motion and it carried 4 – 0.

14. Consider approval of services with Meltwater PR, O'Brien

Brandon Bradbury made a motion to approve services with Meltwater PR, seconded by Jan Black. Motion carried 4 -0. (Copy attached to minutes.)

15. Discussion regarding the creation of a Tourism Advisory Council, O'Brien

Director O'Brien led a discussion on the creation of a Tourism Advisory Council. She requested the board to consider the value.

APPROVED



Brandon Bradbury, Chairman



Jan Black, Secretary



Agenda Information Sheet

July 29, 2015

Agenda Item

Reports from City boards/commissions/committees for the second quarter of 2015.

Background & Summary of Request:

The Planning & Development Department oversees the following boards, commissions, and committees:

- Community Development Advisory Committee
- Construction Board of Appeals
- Electrical Examining Board
- Historic Landmark Preservation Board
- Image Advisory Board
- Planning & Zoning Commission
- Plumbing Advisory Board
- Zoning Board of Adjustment

In second quarter of 2015, only the Community Development Advisory Committee, the Planning & Zoning Commission, and the Historic Landmark Preservation Board met, attached are those meeting minutes.

Minutes
City of Marshall
Planning & Zoning Commission
Monday, May 11, 2015
City Commission Chambers
401 S. Alamo Street

I. Call to order and roll call.

Chair Martin called the meeting to order at 6:02pm.

Commissioners Present:

Paul Martin
Brenda Wood
Mike McMurry
Ed Hoffman
Ronnie Oney
Sherri Young

Commissioners Absent:

Charlie Oliver

City Staff Present:

Wes Morrison, Director of Planning & Development

II. Approval of Minutes

A. April 6, 2015

Commissioner McMurry motioned to approve, seconded by Commissioner Woods, motion passed 6-0-0.

III. Public Hearings

A. PRP-15-01 – Consider approval of a preliminary replat, being a replat of Lots 8 & 7 of the South Highlands Addition to Lot 8A & Lot 7A of the South Highlands Addition for approximately 1.25 acres located at the southeast corner of Arlington Road and West Woodland Road.

Staff provided an overview of the request.

No one was present for the public hearing.

Commissioner Young motioned to approve, seconded by Commissioner Wood, motion passed 6-0-0.

V. **Staff Reports**

An award was presented to Chairman Martin for his seven years of service on the Commission.

VI. **Adjournment**

Commissioner Hoffman motioned to adjourn at 6:10 pm, seconded by Commissioner Young, motion passed by a vote of 6-0-0.

Certified by Chair

Date

Minutes
City of Marshall
Planning & Zoning Commission
Monday, April 6, 2015
City Commission Chambers
401 S. Alamo Street

I. Call to order and roll call.

Commissioner Martin called the meeting to order at 6:00pm.

Commissioners Present:

Paul Martin
Brenda Wood
Mike McMurry
Ed Hoffman
Ronnie Oney
Sherri Young

Commissioners Absent:

Charlie Oliver

City Staff Present:

Wes Morrison, Director of Planning & Development

II. Approval of Minutes

A. December 8, 2014

Commissioner Hoffman motioned to approve, seconded by Commissioner Woods, motion passed 6-0-0.

III. Public Hearings

A. FP-15-01 – Conduct a public hearing and consider approval of a final plat, being a re-plat of Lots 2 & 3 of the Lockett Addition Phase 1 to Lot 2A of the Lockett Addition Phase 1 for approximately 0.6 acres located on the north side of Linda Lane, to the east of State Highway 43.

Staff provided an overview of the request.

No one was present for the public hearing.

Commissioner Hoffman motioned to approve, seconded by Commissioner McMurry, motion passed 6-0-0.

V. **Staff Reports**

No comments were made.

VI. **Adjournment**

Commissioner Hoffman motioned to adjourn at 6:10 pm, seconded by Commissioner Young, motion passed by a vote of 6-0-0.

Certified by Chair

Date

Historic Landmark Preservation Board
May 26, 2015 Minutes
2nd Floor Conference Room – City Hall
401 S. Alamo Street, Marshall, Texas

I. Call to Order and Roll Call of Members

Chair Crosby called the meeting to order at 4:03pm, the following members were present:

Tony Crosby
Alaina Jones
Faye Whitaker
Annie Fisher
Mary Ann Vassar

II. Old Business

A. Hold a discussion regarding the May 30th Historic Landmark Preservation Board Workshop.

After a discussion the Board agreed to hold their workshop at the Magnolia Room on Saturday, May 30th from 9am to 1pm.

B. Hold a discussion regarding the 2015 Historic Landmark Preservation awards.

A quick wrap up was discussed on the preservation award ceremony which took place on May 17th, no action was taken.

C. Hold a discussion regarding vacancies on the Historic Landmark Preservation Board.

Vacancies were discussed among the Board, no action was taken.

III. Adjournment

Board member Whitaker moved to adjourn, seconded by Board member Jones, motion was approved 5-0. Meeting was adjourned at 4:55pm.

Tony Crosby, Chair

Wes Morrison, Director of Planning & Development

Meeting Notes
City of Marshall
Community Development Advisory Committee
Tuesday, June 16, 2015
City Commission Chambers
401 S. Alamo Street

Committee Members Present:

Mrs. Charles Wilson
Deon Behrman
Edwin Lee
Christy Godwin

Committee Members Absent:

Bobbie Hurd
Loretta Martin

City Staff Present:

Wes Morrison, Director of Planning & Development

I. Receive an update on the City's CDBG program as it relates to our timeliness requirement.

Staff presented an overview of the City's past CDBG programs and informed the Committee that the City failed it's timeliness test from HUD for the second year in a row.

II. Consider and approve a workout plan and amendments to past years annual action plan.

Staff presented the Committee with an overview of projects that had not been completed and were affecting our timeliness with HUD. Staff offered a proposal to the Committee to cancel existing programs and re-allocate those funds to public infrastructure projects, primarily focused on West Houston Street and included flood prevention and re-surfacing of West Houston.

The Committee unanimously approved staff's recommendation with the condition that West Houston Street be re-surfaced from Grove Street to Loop 390.

III. Public Comments

No public was present