

MINUTES OF THE REGULAR MEETING OF THE
CITY COMMISSION OF THE CITY OF MARSHALL
THURSDAY, JANUARY 22, 2015
6:00PM

Chairman Ed Smith called the Regular meeting to order in the Commission Chambers, City Hall at 6:05pm.

PRESENT:

CHAIRMAN: Ed Smith, District 7

COMMISSIONERS:

Gloria Moon, District 1
John Flowers, District 3
Bill Marshall, District 4

Vernia Calhoun, District 5
Garrett Boersma, District 6

ADMINISTRATIVE STAFF PRESENT:

Kenneth Snyder, Acting City Manager
Todd Fitts, City Attorney
Reggie Cooper, Fire Chief
Jesus 'Eddie' Campa, Police Chief
Lisa Agnor, City Secretary/Finance Director
J. C. Hughes, Public Services Director
Jack Redmon, Support Services Director

INVOCATION & PLEDGE: Commissioner Marshall

1. PRESENTATIONS FROM THE PUBLIC

William Halliday, 604 Country Club Drive, thanked City Staff for taking care of his list of routine maintenance issues at the Library. Mr. Halliday also requested flags to be flown at the Library as they are at City Hall.

Tony Crosby, 211 N. Bolivar, extended an invitation to the Commission and City Staff for the presentation of the Buard History Trail DVD at Wiley College on February 5, 2015 at 6:00pm.

Claudia Lowery, 671 Leisure Lane, Waskom, Texas, stated Bo Ellis has been an asset to the artists in Marshall and asked for a show of hands in support of Bo Ellis.

2. ITEMS TO BE WITHDRAWN FROM THE CONSENT AGENDA

Item 4 F was withdrawn from the Consent Agenda.

3. CONSENT AGENDA

Commissioner Marshall moved to approve the Consent Agenda with exception of item 4F. Commissioner Flowers seconded the motion, which passed with a vote of 6:0.

A. Consider approval of the minutes from the November 13, 2014 Regular meeting; November 14, 2014 Special-Called meeting; November 19, 2014 Special-Called meeting; December 18, 2014 Special-Called meeting; and the December 22, 2014 Special-Called meeting.

B. Resolution

1. Consider approval of a resolution amending and adopting the City of Marshall Investment Policy.

C. Consider approval of an extension of the short-term treated Water Supply Contract with Norit Americas, Inc. for a period commencing February 1, 2015, and terminating no later than February 28, 2015, with the current water rate structure.

- D. Consider approval of Change Order #1 to the bio-media tower modules replacement contract with Gracon Construction, Inc. of Dallas, Texas, accepting an option to utilize a larger media filter module size at a cost reduction of \$30,000 in Bio-Media Tower #1 at the Wastewater Treatment Plant.
- E. Consider approval of the annual interlocal agreement with the Marshall-Harrison County Health District.
- G. Code Enforcement report.

PRESENTATIONS:

- 4. PRESENTATION OF A RETIREMENT PLAQUE TO JACK HANSON FOR HIS YEARS OF SERVICE TO THE MARSHALL FIRE DEPARTMENT.

Chairman Ed Smith presented a retirement plaque to Jack Hanson for his years of service to the Marshall Fire Department and expressed appreciation for his service.

Kenneth Snyder, Acting City Manager, also expressed his appreciation for Jack Hanson's service.

Commissioner Marshall stated former Commissioner Cleveland Heard passed away.

- 5. CONSIDER A CHECK PRESENTATION BY AEP/SWEPSCO TO THE CITY OF MARSHALL, IN THE AMOUNT OF \$14,770, IN RECOGNITION OF OUR PARTICIPATION IN THE 2014 SWEPSCO LOAD MANAGEMENT PROGRAM AT THE CITY WATER INTAKE PLANT ON BIG CYPRESS BAYOU.

Nancy Pasel, Water Treatment Superintendent, introduced Scott Hampton of AEP/Swepco, who presented the City with a check in the amount of \$14,770, in recognition of the City's participation in the 2014 Swepco Load Management Program.

CITY MANAGER REPORTS AND REQUESTS FOR CITY COMMISSION CONSIDERATION

- 6. CONSIDER ENDORSEMENT AND PARTICIPATION IN THE NATIONAL LEAGUE OF CITIES WATER/WASTEWATER (W/WW) SERVICE LINE WARRANTY PROGRAM, WHICH ALLOWS OUR W/WW CUSTOMERS TO PURCHASE A LOW COST WARRANTY FOR UNEXPECTED, EXPENSIVE UTILITY LINE REPAIRS, WITH NO DEDUCTIBLE OR SERVICE FEES.

JC Hughes, Public Services Director, introduced Ashley Shuwaiski with Utility Service Partners, Inc., who made a presentation regarding the National League of Cities Water/Wastewater (W/WW) Service Line Warranty Program.

The Commission asked questions of Ms. Shuwaiski concerning this agenda item.

7. CONSIDER APPROVAL OF THE APPOINTMENT OF SANDI VAN WINKLE TO THE CONVENTION & VISITOR BUREAU BOARD OF DIRECTORS; AND FOR THE REAPPOINTMENTS OF JIM DAVIS AND VINOD PATEL TO THE CONVENTION & VISITOR BUREAU BOARD OF DIRECTORS.

Kenneth Snyder, Acting City Manager, asked the Commission for approval of the appointment of Sandi Van Winkle to the Convention & Visitor Bureau Board of Directors. He also requested approval for the reappointment of Jim Davis and Vinod Patel to the Convention & Visitor Bureau Board of Directors.

The Commission engaged in discussion regarding this agenda item.

Commissioner Boersma moved to approve the appointment of Sandi Van Winkle to the Convention & Visitor Bureau Board of Directors; and the reappointments of Jim Davis and Vinod Patel to the Convention & Visitor Bureau Board of Directors. Commissioner Calhoun seconded the motion, which passed with a vote of 6:0.

8. CONSIDER APPROVAL OF A CONTRACT FOR GEOGRAPHICAL INFORMATION SYSTEM (GIS) SERVICES WITH THE EAST TEXAS COUNCIL OF GOVERNMENTS.

Kenneth Snyder asked for approval of a contract for Geographical Information System (GIS) Services with the East Texas Council of Governments.

The Commission asked questions of Jack Redmon, Support Services Director, concerning this agenda item.

Commissioner Boersma moved to approve a contract for Geographical Information System (GIS) Services with the East Texas Council of Governments. Commissioner Marshall seconded the motion, which passed with a vote of 6:0.

9. CONSIDER APPROVAL TO AWARD A CONTRACT FOR PICK-UP AND REMOVAL OF LITTER FROM SPECIFIED HIGHWAYS OR STREET RIGHTS-OF-WAY WITHIN THE CORPORATE LIMITS OF THE CITY OF MARSHALL.

Lisa Agnor, City Secretary/Finance Director, asked for approval to award a contract for pick-up and removal of litter from specified highways or street rights-of-way within the corporate limits of the City of Marshall to Ben Harber of Marshall, TX, in the amount of \$42,000.

The Commission asked questions of Lisa Agnor regarding this agenda item.

Commissioner Marshall moved to award a contract for pick-up and removal of litter from specified highways or street rights-of-way within the corporate limits of the City of Marshall to Ben Harber of Marshall, TX, in the amount of \$42,000. Commissioner Calhoun seconded the motion, which passed with a vote of 6:0.

10. CONSIDER APPROVAL OF AN AGREEMENT WITH THE MARSHALL REGIONAL ARTS COUNCIL FOR USE OF 2015 HOTEL OCCUPANCY TAX FUNDS.

Kenneth Snyder asked for approval of an agreement with the Marshall Regional Arts Council for use of 2015 Hotel Occupancy Tax Funds.

The Commission engaged in discussion concerning this agenda item.

Commissioner Marshall moved to approve half of the amount requested in the agreement, for up to 6 months, and to reconsider this agreement when a policy is in place to determine what priority will be used to distribute funds and which organizations will get funds. This motion did not receive a second.

Commissioner Boersma moved to approve an agreement with the Marshall Regional Arts Council for use of 2015 Hotel Occupancy Tax Funds. Commissioner Calhoun seconded the motion.

The Commission continued discussion regarding this agenda item.

Commissioner Boersma called the question.

The motion passed with the following vote:

Ayes 5: Chairman Smith, Commissioners Boersma, Moon, Calhoun and Flowers

Nays 1: Commissioner Marshall

11. CONSIDER APPROVAL OF AN AGREEMENT WITH THE HARRISON COUNTY HISTORICAL MUSEUM FOR USE OF 2015 HOTEL OCCUPANCY TAX FUNDS.

Commissioner Boersma moved to approve an agreement with the Harrison County Historical Museum for use of 2015 Hotel Occupancy Tax Funds. Commissioner Moon seconded the motion, which passed with the following vote:

Ayes 5: Chairman Smith, Commissioners Boersma, Moon, Calhoun and Flowers

Nays 1: Commissioner Marshall

12. CONSIDER APPROVAL OF AN AGREEMENT WITH THE MARSHALL DEPOT, INC. FOR USE OF 2015 HOTEL OCCUPANCY TAX FUNDS.

Chairman Smith suggested a change in paragraph 3 of the contract.

The Commission engaged in discussion regarding the agreement.

Chairman Smith moved to approve an agreement with the Marshall Depot, Inc. for use of 2015 Hotel Occupancy Tax Funds, subject to review of the terminology in paragraph 3. Commissioner Boersma seconded the motion, which passed with the following vote:

Ayes 5: Chairman Smith, Commissioners Boersma, Moon, Calhoun and Flowers

Nays 1: Commissioner Marshall

13. CONSIDER APPROVAL OF THE REVISED TAKE-HOME VEHICLE POLICY FOR THE CITY OF MARSHALL.

Kenneth Snyder stated that the Police have requested revisions to the Take-Home Vehicle Policy due to parking issues.

Jesus "Eddie" Campa, Police Chief, discussed the parking issues with the Commission. Chief Campa stated a policy has been created addressing take-home vehicles. He stated a total of 22 vehicles would be allowed to be taken home by the police officers.

Commissioner Marshall moved to approve the revised Take-Home Vehicle Policy for the City of Marshall. Commissioner Moon seconded the motion, which passed with a vote of 6:0.

14. REPORT REGARDING THE RECENT WARRANT SWEEP BY THE MARSHALL POLICE DEPARTMENT.

Police Chief Eddie Campa reported on the recent warrant sweep by the Marshall Police Department.

The Commission engaged in discussion regarding this agenda item.

15. DISCUSSION REGARDING THE NEEDS OF THE MARSHALL PUBLIC LIBRARY BUILDING.

Chairman Smith called on Anna Lane, Library Director, to report on needs of the Marshall Public Library building.

Anna Lane presented the following needs to the Commission regarding the Marshall Public Library building:

1. Drainage Repairs and/or Replacements
2. Additional Computers
3. Additional Electrical Outlets
4. Roof Replacement

The Commission engaged in discussion regarding this agenda item.

16. DISCUSSION REGARDING THE MEMORIAL CITY HALL RENOVATION PROJECT.

Commissioner Boersma believes a decision needs to be made on how to move forward regarding the Memorial City Hall Renovation Project. Commissioner Boersma has developed a time line on the renovation project.

The Commission engaged in discussion regarding this agenda item.

17. DISCUSSION REGARDING REPORTING PROCEDURES FROM THE MEETINGS OF CITY BOARDS, COMMISSIONS, AND COMMITTEES.

Commissioner Calhoun thanked the Library Board of Trustees, Harrison County Historical Museum, and Marshall Depot for quarterly reports provided to the Commission. Commissioner Calhoun would like to see quarterly activity reports from all Boards, Commissions, and Committees.

Commissioner Boersma agrees with Commissioner Calhoun's recommendations regarding reporting procedures from the meetings of City Boards, Commissions, and Committees.

18. CONSIDERATION OF ITEMS WITHDRAWN FROM THE CONSENT AGENDA

Commissioner Marshall asked questions of Lisa Agnor regarding the monthly financial report.

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

- Discussion of establishing a policy for the allocation of Hotel/Motel Occupancy Tax funds for the City of Marshall.
- Report on the status of roof and air conditioning repairs for City facilities.
- Report regarding the current status of the Chamber of Commerce
- Report on the study showing how much insulation is being put on when the City re-roofs buildings according to the energy usage as required by the State of Texas and the City energy code.
- Discussion of and consideration of offering a 95-gallon cart lease program to residents for refuse and/or recycling, and discussion of the City serving as purveyor of the cart lease program.
- Discussion of and consideration of setting a date for a City Commission planning session to review and discuss the strategic plan for the City of Marshall.

20. ADJOURNMENT

Commissioner Marshall moved to adjourn the meeting. Commissioner Moon seconded the motion, which passed with a vote of 6:0.

APPROVED:



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

ATTEST:


City Secretary