

MINUTES OF THE REGULAR MEETING OF THE  
CITY COMMISSION OF THE CITY OF MARSHALL  
THURSDAY, FEBRUARY 26, 2015  
6:00PM

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Chairman Ed Smith called the Regular meeting to order in the Commission Chambers, City Hall at 6:00pm.

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	Lisa Agnor, City Secretary/Finance Director
Todd Fitts, City Attorney	J. C. Hughes, Public Services Director
Reggie Cooper, Fire Chief	Jack Redmon, Support Services Director
Jesus 'Eddie' Campa, Police Chief	Wes Morrison, Planning & Development Director

INVOCATION & PLEDGE: Commissioner Marshall

41. PRESENTATIONS FROM THE PUBLIC

Jana Sims, 4701 FM 2625 East, invited the City Commission to attend HEALTHFEST 2015 on March 27-29, 2015.

Amanda Smith, 38 Pine Bur Circle, encouraged the community to attend HEALTHFEST 2015.

Gail Beil, 500 Henley Perry, wants to propose an Adopt a Street Program for Litter Control.

Commissioner Flowers entered the meeting during Presentations from the Public.

42. ITEMS TO BE WITHDRAWN FROM THE CONSENT AGENDA

There were no items withdrawn from the Consent Agenda

43. CONSENT AGENDA

**Commissioner Marshall moved to approve the Consent Agenda. Commissioner Calhoun seconded the motion, which passed with a vote of 5:0.**

- A. Consider approval of the minutes from the February 12, 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 March 1, 2015, and terminating no later than March 31, 2015, with the current water rate structure.
- C. Consider approval of a contract with the Harrison County Elections Administrator for the May 9, 2015 General Election.
- D. Presentation of and acknowledgement of receipt of the 2014 Racial Profiling Report for the Marshall Police Department by the Chief of Police.
- E. Code Enforcement report.

**SECOND READING OF ORDINANCE**

44. O-15-01: CONSIDER APPROVAL OF AN ORDINANCE DESIGNATING THE NUMBER OF POSITIONS IN EACH CLASSIFICATION FOR FIREFIGHTERS.

Reggie Cooper, Fire Chief, asked for approval of an Ordinance designating the number of positions in each classification for Firefighters.

**Commissioner Moon moved to approve an Ordinance designating the number of positions in each classification for Firefighters. Commissioner Calhoun seconded the motion, which passed with a vote of 5:0.**

**ORDINANCE**

45. O-15-02: CONSIDER APPROVAL OF AN ORDINANCE PROVIDING FOR RENTAL OF 95-GALLON ROLLING CARTS FOR REFUSE AND/OR RECYCLING USE AT \$2.00 PER CART PER MONTH.

J.C. Hughes, Public Services Director, asked for approval of an Ordinance providing for rental of 95-gallon rolling carts for refuse and/or recycling use at \$2.00 per cart per month.

The City Commission asked questions of J.C. Hughes regarding this request.

**Commissioner Marshall moved to approve an Ordinance providing for rental of 95-gallon rolling carts for refuse and/or recycling use at \$2.00 per cart per month. Commissioner Moon seconded the motion, which passed with a vote of 5:0.**

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

46. PRESENTATION OF THE 2015 ANNUAL BUDGET FOR THE MARSHALL ECONOMIC DEVELOPMENT CORPORATION.

Donna Maisel, Executive Director of MEDCO, presented the 2015 Annual Budget.

The Commission asked questions of Donna Maisel concerning this agenda item.

47. REPORT REGARDING THE EMPLOYMENT APPLICATION PROCESS FOR THE RIO AMMUNITION PLANT.

Donna Maisel presented a report on the employment application process for the Rio Ammunition plant.

The Commission asked questions of Donna Maisel regarding this agenda item.

48. CONSIDER APPROVAL OF A PARTICIPATION AGREEMENT WITH 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.

J.C. Hughes asked for approval of a participation agreement with 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.

Commissioner Calhoun thanked Commissioner Moon and J.C. Hughes for bring this program forward to the Commission.

**Commissioner Moon moved to approve a participation agreement with 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. Commissioner Calhoun seconded the motion, which passed with a vote of 5:0.**

49. CONSIDER APPROVAL OF THE PURCHASE OF SEVEN (7) NEW VEHICLES FOR THE MARSHALL POLICE DEPARTMENT.

Lisa Agnor, City Secretary/Finance Director, called on Chief Jesus 'Eddie' Campa and Lieutenant William Huffman with the Marshall Police Department to detail the vehicle needs of the Police Department.

The Commission asked questions of City Staff regarding this agenda item.

Lisa Agnor recommended purchase of seven (7) new vehicles for the Marshall Police Department consisting of five 2015 marked Police Dodge Chargers at a total cost of \$186,258 from Freedom CDJR through HGAC Buy, one unmarked 2015 Police Dodge Charger at a cost of \$26,170 from Freedom CDJR through HGAC Buy, and one Animal Control 2015 Ford F150 at a cost of \$20,411 from Marshall Ford plus a bed insert at \$5978.61 from Jones Trailer Company in Woodson, Texas.

**Commissioner Marshall moved to approve the purchase of seven (7) new vehicles for the Marshall Police Department. Commissioner Moon seconded the motion, which passed with a vote of 5:0.**

50. CONSIDER AUTHORIZING THE ACTING CITY MANAGER TO ESTABLISH A TOURISM AND PROMOTIONS DEPARTMENT FOR THE CITY OF MARSHALL, AND TO BEGIN THE SEARCH FOR A DIRECTOR OF TOURISM AND PROMOTIONS.

Kenneth Snyder, Acting City Manager, asked for authorization to establish a Tourism and Promotions Department for the City of Marshall, and to begin the search for a Director of Tourism and Promotions.

The Commission asked questions regarding this agenda item.

**Commissioner Marshall moved to authorize the Acting City Manager to establish a Tourism and Promotions Department for the City of Marshall, and to begin the search for a Director of Tourism and Promotions. Commissioner Calhoun seconded the motion, which passed with a vote of 5:0.**

51. CONSIDER AUTHORIZING CITY STAFF TO GO OUT FOR BIDS FOR THE REPLACEMENT OF THE ROOF AND DRAINAGE SYSTEM OF THE MARSHALL PUBLIC LIBRARY BUILDING.

Jack Redmon, Support Services Director, asked for approval to go out for bids for the replacement of the roof and drainage system of the Marshall Public Library Building.

Commissioner Flowers asked if we could prepare a Request for Proposal instead of a bid and asked to see the specifications.

**Commissioner Marshall moved to authorize the City Staff to go out for Request For Proposals for the replacement of the roof and drainage system of the Marshall Public Library Building, conditioned that specifications will be provided to the Commissioners and they will have five days to comment. Commissioner Flowers seconded the motion, which passed with a vote of 5:0.**

52. CONSIDER AUTHORIZING THE CITY STAFF TO ADVERTISE A REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES FOR THE RENOVATION OF MEMORIAL CITY HALL.

Commissioner Marshall moved to table this agenda item. There was no second.

Commissioner Boersma entered the meeting at this point.

Commissioner Boersma requested approval to authorize the City Staff to advertise a Request for Qualifications for Architectural Services for the renovation of Memorial City Hall.

**Commissioner Marshall moved to authorize the City Staff to advertise a Request for Qualifications for Architectural Services for the renovation of Memorial City Hall. Commissioner Moon seconded the motion, which passed with the following vote:**

**Ayes 5: Chairman Smith, Commissioners Marshall, Moon, Boersma, and Calhoun**

**Nays 0:**

**Abstain 1: Commissioner Flowers**

53. DISCUSSION OF AND CONSIDERATION OF ESTABLISHING A POLICY FOR THE ALLOCATION OF HOTEL/MOTEL OCCUPANCY TAX FUNDS FOR THE CITY OF MARSHALL, CONSIDER APPROVAL OF PROPOSED APPLICATIONS FOR USE OF HOTEL/MOTEL OCCUPANCY TAX FUNDS, AND DISCUSSION REGARDING AVAILABLE FUNDING.

Commissioner Marshall asked to postpone discussion of establishing a policy for the allocation of Hotel/Motel Occupancy Tax Funds for the City of Marshall.

Lisa Agnor gave a report regarding available funding for allocation of Hotel/Motel Occupancy Tax Funds.

The Commission engaged in discussion regarding this agenda item.

Kenneth Snyder and presented the following applications for use of Hotel/Motel Occupancy Tax Funds:

The Main Event Wrestling Event was funded at \$2000 this month.

Wiley College requested \$1,200.00 for the Red River Athletic Conference Basketball Championship Finals held March 6- 7, 2015. CVB recommended approval.

Little Earl's Hometown BBQ Throw Down requested \$3,500.00 for their event to be held April 10-11, 2015. CVB did not recommend approval.

Goldwing Region H requested \$7,287.50 for their rally held April 15-19, 2015 in Marshall. CVB recommended approval.

Josey Enterprises requested \$12,500.00 for the Josey Reunion held April 29-May 3, 2015, Josey Jr. World Barrel Races held May 6-10, 2015, and clinics held March through December, 2015. CVB recommended approval.

Caddo Kennel Club requested \$600.00 to promote the AKC Purebred Dog Conformation/Obedience Show to be held at the City of Marshall Arena. CVB recommended approval.

**Commissioner Moon moved to approve applications for use of Hotel/Motel Occupancy Tax Funds as recommended by the CVB.**

The Commission engaged in discussion regarding the requested funding for Little Earl's BBQ Throw Down and how it assists the Marshall Food Bank.

**Commissioner Marshall seconded the motion, which passed with a vote of 6:0.**

54. REPORT REGARDING ESTIMATED 2015 CITY COMMISSION TRAVEL EXPENDITURES.

Commissioner Marshall stated that he wants the Commissioners to have equitable travel policies.

The Commission engaged in discussion regarding the 2015 City Commission travel expenditures.

Chairman Smith indicated that \$2,000 for the TSTC 50<sup>th</sup> Anniversary Event in Austin will not be a recurring expense.

The Commission continued discussion concerning this agenda item.

Chairman Smith stated that Commissioners could propose a travel policy for consideration at a future meeting.

55. DISCUSSION REGARDING REPORTING REQUIREMENTS FOR ENTITIES THAT RECEIVE FUNDING OR IN-KIND SERVICES FROM THE CITY OF MARSHALL.

Commissioner Boersma recommended developing standardized reporting requirements for entities that receive funding or in-kind services from the City of Marshall.

56. REPORT REGARDING THE STRATEGIC PLAN OF THE MARSHALL FIRE DEPARTMENT.

Reggie Cooper presented the Strategic Plan of the Marshall Fire Department.

The Commission asked questions of Reggie Cooper.

57. CONSIDERATION OF ITEMS WITHDRAWN FROM THE CONSENT AGENDA

There were no items withdrawn from the Consent Agenda.

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

- Discussion regarding revision of the City Charter and consider establishing a committee to study, evaluate, and prepare recommendations for revision of the City Charter.
- Discussion of and consideration of possible funding from the City of Marshall to match other fund-raising efforts, toward the purchase of a

new drug dog for the Marshall Police Department.

- Discussion of and consideration of amending the City Commission Travel Policy to provide for the equitable distribution of funding among City Commissioners for conference and training opportunities.
- Discussion and review of the Strategic Plan for all City Departments.

**EXECUTIVE SESSION:**

58. **EXECUTIVE SESSION:**

**Commissioner Marshall moved to enter into the Executive Session. Commissioner Flowers seconded the motion, which passed with a vote of 6:0. The time was 8:28pm.**

- A. An Executive Session pursuant to the Open Meetings Act, Chapter 551 of the Texas Government Code under Section 551.074 Personnel Matters: Deliberation regarding the search for a City Manager.

**Commissioner Marshall moved to reconvene from the Executive Session. Commissioner Boersma seconded the motion, which passed with a vote of 6:0. The time was 9:20pm.**

**ACTION ITEM FOLLOWING EXECUTIVE SESSION**

59. **CONSIDER TAKING ACTION, IF THE CITY COMMISSION IS READY TO DO SO, AS A RESULT OF EXECUTIVE SESSION DISCUSSION RELATED TO THE APPOINTMENT OF A CITY MANAGER.**

No Action was taken.

60. **ADJOURNMENT**

**Commissioner Marshall moved to adjourn the meeting. Commissioner Moon 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-15-01  
O-15-02