



**CITY OF MARSHALL, TEXAS
SPECIAL-CALLED CITY COMMISSION MEETING
COMMISSION CHAMBERS, CITY HALL, 401 SOUTH ALAMO
FRIDAY, MARCH 27, 2020, 12:00 P.M.**

This meeting will be conducted utilizing a video and audio conferencing tool, as well as, a standard conference call. Instructions and direct links to view the meeting or speak during Citizen Comment can be found at www.marshalltexas.net.

**AGENDA INFORMATION PACKET IS AVAILABLE FOR THE
PUBLIC TO REVIEW ON THE CITY’S WEB SITE AFTER 8:00 A.M.
ON WEDNESDAY BEFORE THE MEETING AT
www.marshalltexas.net**

1. **CALL TO ORDER AND ROLL CALL**
Page 1

2. **INVOCATION AND PLEDGES**
Page 2

3. **CITIZEN COMMENTS**

House Bill 2840 requires that a governmental body must allow each member of the public who desires to address the body regarding an item on an agenda the opportunity to do so before or during the body's consideration of the item. The “Citizens Comments” portion of the meeting meets the requirements of this law and is the public’s opportunity to speak on any item on the agenda. Those who wish to speak will have three minutes to do so unless additional time has been requested.

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4. **ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA**
Page 4

5. **CONSENT AGENDA**

The items on the Consent Agenda require little or no deliberation by the Commission. Approval of the Consent Agenda authorizes the City Manager or his designee to proceed with conclusion of each in accordance with staff recommendations, a copy of which is filed with the minutes of the meeting. A Commissioner may remove items from the Consent Agenda by making such request prior to a motion and vote on the Consent Agenda.

- A. Consider approval of the minutes from the February 27, 2020 Special-Called meeting.
Page 5
- B. Street Sweeping Activity Report. (Public Works Director)
Page 12
- C. Municipal Court Activity Report (Finance Director)
Page 15
- D. Consider approval of the proposed 2020 Street Improvement Program. (Public Works Director)
Page 20
- E. Consider approval of a Change Order to a contract (Element #25) with Stiles Electric for the Memorial City Hall Renovation Project. (City Manager)
Page 32
- F. Consider approval of a Change Order to a contract (Element #18) with Tackett Specialties for the Memorial City Hall Renovation Project. (City Manager)
Page 35
- G. Consider approval to award a bid for fuel for the City of Marshall. (Public Works Superintendent/Contracts)
Page 38
- H. Monthly financial report. (Finance Director)
Page 42

6. **SECOND READING OF ORDINANCE**

- A. Consider approval of an Ordinance amending Section 21-33 of Chapter 21, "Offenses," entitled "Animals Prohibited in City Buildings; Exceptions" which established building and facilities of the City of Marshall in which it is unlawful to allow pets or other animals. (Public Works Director)
Page 46

7. **RESOLUTION**

A. Consider approval of a Resolution announcing the appointment of Election Officers for the General Election and discussion of related issues. (City Secretary)

Page 50

B. Consider approval of a Resolution closing, vacating, and abandoning that portion of Tiger Drive from Herndon Street to Rainey Street. (Police Chief)

Page 55

C. Consider approval of a Resolution closing, vacating, and abandoning that portion of Dickson Street from Jarvis Street to North Street. (Police Chief)

Page 64

8. **CITY MANAGER REPORTS AND REQUESTS FOR CITY COMMISSION CONSIDERATION**

A. Report regarding City Commission or City Employees advocating for ballot propositions. (City Attorney)

Page 73

9. **CONSIDERATION OF ITEMS WITHDRAWN FROM THE CONSENT AGENDA**
Page 78

10. **EXECUTIVE SESSION**

A. An Executive Session pursuant to the Open Meetings Act, Chapter 551 of the Texas Government Code under Section 551.072 Deliberation regarding real property: Consider, discuss, and deliberate sale of property.

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11. **ACTION ITEMS FOLLOWING EXECUTIVE SESSION, IF NECESSARY**

A. Consider authorizing City Staff to negotiate and/or execute an agreement for sale of property discussed in Executive Session.

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12. **ADJOURNMENT**
Page 82

Posted: March 24, 2020
11:50 a.m.
Y. Graham

This meeting will be conducted in accordance with the Americans with Disabilities Act. The facility is wheelchair accessible and disabled parking is available. Requests for sign interpretive services will be available with at least 48-hour notice prior to the meeting. To make arrangements for these services, please call Elaine Altman at 903-935-4519.

ITEM 1

CALL TO ORDER AND ROLL CALL

ITEM 2

INVOCATION AND PLEDGES

ITEM 3

CITIZEN COMMENTS

ITEM 4

ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA

ITEM 5A

CONSENT AGENDA

**CONSIDER APPROVAL OF THE
MINUTES FROM THE FEBRUARY 27,
2020 REGULAR MEETING**

MINUTES OF THE REGULAR MEETING OF THE
CITY COMMISSION OF THE CITY OF MARSHALL
THURSDAY, FEBRUARY 27, 2020
6:00 PM

Mayor Terri Brown called the Regular meeting to order in the Commission Chambers, City Hall at 6:00 p.m.

PRESENT:

MAYOR: Terri Brown, District 3

COMMISSIONERS:

Marvin Bonner, District 1
Amy Ware, District 4
Larry Hurta, District 6

Leo Morris, District 2
Vernia Calhoun, District 5
Doug Lewis, District 7

ADMINISTRATIVE STAFF PRESENT:

Mark Rohr, City Manager
Scott Rectenwald, Acting City Attorney
Randy Pritchard, Support Services Superintendant
Wes Morrison, Community & Economic Development Director
Elaine Altman, City Secretary/Finance Director
Eric Powell, Public Works Director
Mallori James, Tourism & Cultural Arts Director
Stormy Nickerson, Management Analysis/Communications Coordinator

INVOCATION & PLEDGE: Mayor Brown & Ke'Miya Parker and Khemistri Wallace,
4th and 5th grade students at William B Travis Elementary
School

51. **CITIZEN COMMENTS**

William Halliday, 604 Country Club Drive, disagreed with the process used to appoint Leo Morris to District 2.

Leta Kay, 1104 E Bowie, spoke against the manner and speed in which the Commission handled filling Commissioner Beil's vacancy.

Chris Horsley, 1 Glenbrook Circle, spoke regarding the new stop signs at the intersection of Lafayette and E. Houston.

Darlene Ware, DVM, 307 S. Wellington, spoke regarding the plans for the animal adoption center. She stated a surgery suite is not essential for an animal shelter and is not a requirement for grants.

Herbert White, 1201 S. Garrett, spoke regarding former Commissioner Beil and her contributions to the community.

Mac Abney, 211 E. Austin, spoke regarding poor signage in downtown.

Phoenix Albright, 341 Old Elysian Fields Rd #2, spoke in opposition to the appointment of Leo Morris.

LT Cole, 2105 Lancaster, spoke regarding moving forward with the animal adoption center.

OATH OF OFFICE

52. **ISSUE OATH OF OFFICE FOR TEMPORARY APPOINTMENT TO FILL THE COMMISSIONER, DISTRICT 2 VACANCY.**

Scott Rectenwald, Acting City Attorney, explained the process used to appoint Leo Morris to the District 2 position.

Commissioner Hurta made a motion to rescind the appointment of Leo Morris. Commissioner Lewis seconded the motion, which failed with the following vote:

Ayes: 2, Commissioners Hurta and Lewis

Nays: 4, Mayor Brown, Commissioners Ware, Bonner and Calhoun

Scott Rectenwald administered the Oath of Office to Leo Morris for the temporary appointment to fill the vacancy for District 2 until the May 2, 2020 election.

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

C. Monthly financial report.

54. **CONSENT AGENDA**

Commissioner Lewis made a motion to approve the Consent Agenda. Commissioner Calhoun seconded the motion, which passed with the following vote:

Ayes: 6, Mayor Brown, Commissioners Lewis, Calhoun, Bonner, Ware and Morris

Nays: 0

Abstain: 1, Commissioner Hurta

A. Consider approval of the minutes from the February 10, 2020 Special-Called meeting and February 13, 2020 Regular meeting.

B. Consider approval of a contract with the Harrison County Elections Administrator for the May 2, 2020 General Election.

55. **PRESENTATION**

A. Consider approval of a proclamation declaring the month of February as “Teen Dating Violence Awareness Month”.

Mayor Brown presented a proclamation declaring the month of February as “Teen Dating Violence Awareness Month” to Heather Lei Miller, Rural Outreach Advocate for the Women’s Center of East Texas.

PUBLIC HEARING

56. CONDUCT A PUBLIC HEARING REGARDING THE COMMUNITY DEVELOPMENT BLOCK GRANT 5-YEAR CONSOLIDATED PLAN AND ANNUAL ACTION PLAN FOR 2020 PROGRAM.

Wes Morrison, Community & Economic Development Director, presented the Community Development Block Grant 5-year consolidated Plan and Annual Action Plan for 2020 Program.

Commissioners asked questions and discussed.

Mayor Brown opened the Public Hearing.

No one came forward.

Mayor Brown closed the Public Hearing.

ORDINANCE

57. CONSIDER APPROVAL OF AN ORDINANCE AMENDING SECTION 21-33 OF CHAPTER 21, "OFFENSES," ENTITLED "ANIMALS PROHIBITED IN CITY BUILDINGS; EXCEPTIONS" WHICH ESTABLISHED BUILDING AND FACILITIES OF THE CITY OF MARSHALL IN WHICH IT IS UNLAWFUL TO ALLOW PETS OR OTHER ANIMALS.

Mark Rohr, City Manager, detailed changes made to the ordinance.

Eric Powell, Public Works Director, asked for approval of the ordinance amending Section 21-33 of Chapter 21, "Offenses," entitled "Animals Prohibited in City Buildings; Exceptions" which establishes building and facilities of the City of Marshall in which it is unlawful to allow pets or other animals.

Commissioners asked questions and discussed.

Commissioner Lewis made a motion to approve an Ordinance amending Section 21-33 of Chapter 21, "Offenses," entitled "Animals Prohibited in City Buildings; Exceptions". Mayor Brown seconded the motion, which passed with a vote of 7:0.

SECOND READING OF ORDINANCE

58. CONSIDER APPROVAL OF AN ORDINANCE AMENDING CHAPTER 27 OF THE CITY OF MARSHALL CODE OF ORDINANCES ENTITLED "TRAFFIC", SPECIFICALLY REPEALING SECTION 27-15.3 ENTITLED "SAME – HEAVY VEHICLE PARKING" AND REPLACE WITH A NEW SECTION 27-15.3 ENTITLED "COMMERCIAL VEHICLE PARKING".

Wes Morrison stated there was no new information regarding this ordinance.

Commissioner Lewis made a motion to approve an ordinance amending Chapter 27 of the City of Marshall Code of Ordinances entitled "Traffic", specifically repealing Section 27-15.3 entitled "Same – Heavy vehicle parking" and replace with a new section 27-15.3 entitled "Commercial Vehicle Parking". Commissioner Calhoun seconded the motion, which passed with a vote of 7:0.

RESOLUTIONS

59. **CONSIDER APPROVAL OF A RESOLUTION CALLING FOR THE CANCELLATION OF THE CITY GENERAL ELECTION FOR DISTRICT 5.**

Elaine Altman, City Secretary, stated Vernia Calhoun, candidate for District 5, was unopposed. She recommended adopting this resolution and declaring Vernia Johnson Calhoun elected commissioner for District 5.

Commissioner Hurta made a motion to approve a resolution calling for the cancellation of the City General Election for the Office of City Commissioner District 5, which was to be held on May 2, 2020. Commissioner Lewis seconded the motion, which passed with a vote of 7:0.

60. **CONSIDER APPROVAL OF A RESOLUTION AUTHORIZING THE ISSUANCE OF A REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/RFP), UTILIZING THE DESIGN/BUILD CONTRACT METHOD OF PROJECT DELIVERY, SEEKING QUALIFICATIONS AND PROPOSALS FROM QUALIFIED RESPONDENTS FOR THE DEVELOPMENT, DESIGN AND CONSTRUCTION OF A NEW ANIMAL ADOPTION CENTER.**

Mark Rohr asked for approval of a resolution authorizing the issuance of a Request for Qualifications and Proposals (RFQ/RFP), utilizing the Design/Build Contract Method of project delivery, seeking qualifications and proposals from qualified respondents for the development, design and construction of a new animal adoption center. He acknowledged the Adoption Center Advisory Committee and explained the timeframe for this project.

Jerry Cargill presented information regarding the public/private joint effort for funding the animal shelter. He stated, in addition to the \$900,000 from the City of Marshall and the \$250,000 from Harrison County, the Friends of the Marshall Animal Shelter have raised \$60,000 and hope to raise more.

Mark Rohr further explained the funding detailed by Mr. Cargill, stating various sources of donations and contributions total \$475,773. This amount, along with the \$900,000 from the City of Marshall and \$250,000 from Harrison County totals \$1,625,773. He stated the expenditures are anticipated to be \$1,625,000.

Commissioner Lewis made a motion to approve the resolution authorizing the issuance of a Request for Qualifications and Proposals (RFQ/RFP), utilizing the Design/Build Contract Method of project delivery, seeking qualifications and proposals from qualified respondents for the development, design and construction of a new animal adoption center. Commissioner Ware seconded the motion.

Commissioners asked questions and discussed.

This item passed with a vote of 7:0.

CITY MANAGER REPORTS AND REQUESTS FOR CITY COMMISSION CONSIDERATION

61. **PRESENTATION OF AND ACKNOWLEDGEMENT OF RECEIPT OF THE 2019 RACIAL PROFILING REPORT FOR THE MARSHALL POLICE DEPARTMENT.**

Cliff Carruth, Police Chief, presented the 2019 Racial Profiling Report for the Marshall Police Department.

Commissioners asked questions and discussed.

62. **PRESENTATION OF A REPORT ON THE 2019 WONDERLAND OF LIGHTS FESTIVAL.**

Wes Morrison presented a report on the 2019 Wonderland of Lights Festival. He presented the event's financial statements, highlighted 3 year trends and discussed visitor demographics. He also addressed declining volunteer interest.

Rachel Skowronek, Main Street Manager, spoke regarding advertisement for future events based on data collected.

Commissioners asked questions and discussed.

63. **CONSIDER APPROVAL OF A PARTICIPATION AGREEMENT FOR A SERVICE LINE WARRANTY PROGRAM.**

Eric Powell asked for approval to continue participation in an agreement for a Service Line Warranty program. He stated Service Line Warranties of America is a private company that provides insurance for water line breaks; the City receives \$.50 every month for each active policy.

Commissioners asked questions and discussed.

Commissioner Lewis made a motion to approve continued participation in a Service Line Warranty Program. Commissioner Calhoun seconded the motion, which passed with a vote of 7:0.

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

C. Monthly financial report.

Commissioners asked questions and discussed.

Commissioner Ware made a motion to approve the monthly financial report. Commissioner Lewis seconded the motion, which passed with a vote of 7:0.

65. **ADJOURNMENT**

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

APPROVED:

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

ATTEST:

City Secretary

**Ordinances: O-20-06
O-20-07
Resolutions: R-20-05
R-20-06**

ITEM 5B

CONSENT AGENDA

STREET SWEEPING ACTIVITY REPORT



TO: Mark Rohr, City Manager

FROM: Eric Powell, PE 
Director of Public Works

DATE: March 2, 2020

SUBJECT: Street Sweeping Activity Report for February 2020

The Street Sweeping Activity Report for the month of February 2020 is attached for review by the City Commission.

STREET SWEEPING ACTIVITY REPORT

February 2020

STREET NAME	NUMBER OF TIMES SWEPT
Austin St. (Downtown)	7
Bolivar St. (Downtown)	7
Bomar St.	1
Bridle Path	1
Burleson St. (Downtown)	7
Caddo St.	1
N. College St.	1
S. College St.	1
Courthouse Square (Downtown)	7
Enfield St.	1
Fisher Dr.	1
Fitzgerald St.	1
S. Garrett St.	1
S. Grove St.	1
W. Houston St.	2
Jasper Dr.	1
John Reagan St.	1
Johnson St.	1
Linwood Dr.	1
Murray St.	1
Norwood St.	1
Parker St.	1
Redwood Trail	1
Rusk St. (Downtown)	7
Sallie Sue Dr.	1
Slone Dr.	1
Van Zandt Ave.	1
N. Washington Ave. (Downtown)	7
Wellington St. (Downtown)	7

March 2, 2020

ITEM 5C

CONSENT AGENDA

MUNICIPAL COURT ACTIVITY REPORT

MEMORANDUM

To: Mark Rohr, City Manager

From: Elaine Altman, Finance Director

Date: March 6, 2020

Subject: February 2020 Municipal Court Activity Report

The attached report identifies the type and number of cases filed, financial information, number of trials/hearings, warrants and dispositions for the month of February 2020. The report also includes the number of Active and Inactive cases, compiled by the OCA (Office of Court Administration), for the period October 2019 through January 2020. Also attached is an update on Community Service Applications.

Monthly Report For Feb 2020

Cases Filed

STEP Site	Traffic	Penal	City Ordinance	Parking	Other	Total
0	214	30	22	2	14	282

Financial

State Costs	City Costs	Fines	Tech Fund	Bld Security	Total
\$12,138.93	\$18,627.30	\$11,786.14	\$1,776.00	\$13,398.01	\$57,726.38

Trials/Hearings

Jury	Bench	Appealed	Total
0	47	0	47

Warrants

Issued	Recalled	Served	Fees Collected	Amount Collected	Outstanding
159	95	52	\$4,329.64	\$11,800.70	\$2,738,060

Dispositions

Paid	Time Served	Dismissed	Appealed	Total
181	53	122	0	357

Office of Court Administration – Austin, TX

- OCA monthly report data compiled from the **October 2019** report (submitted 11/19/2019) revealed the following data:

Active cases: 1,338

Inactive cases: 4,962

- OCA monthly report data compiled from the **November 2019** report (12/19/2019) revealed the following data:

Active cases: 1,187

Inactive cases: 5,147

- OCA monthly report data compiled from the **December 2019** report (submitted 01/21/2020) revealed the following data:

Active cases: 1,071

Inactive cases: 5,193

- OCA monthly report data compiled from the **January 2020** report (submitted 02/20/2020) revealed the following data:

Active cases: 947

Inactive cases: 5,259

Community Service Applications

As of this report date municipal court has 13 applications that were distributed to defendants at previous court proceedings. These were forwarded to Lt. Huffman at the Police Department for review and assignment to various entities for completion of hours.

ITEM 5D

CONSENT AGENDA

APPROVAL OF THE PROPOSED 2020 STREET IMPROVEMENT PROGRAM



TO: Mark Rohr, City Manager

FROM: Eric Powell, PE 
Director of Public Works

DATE: March 12, 2020

SUBJECT: Consider approval of the 2020 Street Improvement Program

As part of the approval process for our annual street improvements, we ask that the City Commission review and approve the proposed listing of streets for the 2020 Street Improvement Program. Attached is a spreadsheet and map presenting our staff proposed listing of streets for this year, which estimates a total expenditure of \$1,428,467.00 (funded from general budget and street maintenance sales tax). All of the streets on this proposed list were chosen based on their condition. If bid prices are favorable, we may be able to include additional streets on the list.

The expenditure estimates are our best estimate of costs at this time. Any changes in the global price of oil will have a direct effect on final pricing for asphalt and overlay costs. If bid prices come in higher than estimated, staff will come back to the City Commission with a revised street list at the time of final bid award.

PRELIMINARY - FOR APPROVAL

2020 Street Improvement Program		
List of Streets for Overlay, Pulverization and Mill/Pave		
Funding Sources:	Acct. #01-0408-05-02 - \$964,295	Acct. # 80-0408-00-00 - \$556,741



OVERLAY						
STREET	FROM	TO	Length	Width (Avg.)	Tons	Cost
Adkins St.	Rusk St.	Burleson St.	390	20	100	\$ 10,465
Amelia St.	Bird St.	N. Bishop St.	420	18	97	\$ 10,143
Annette St.	Lakeview Dr.	Beth Ann Dr.	1580	18	363	\$ 38,157
Beth Ann Dr.	Lakeview Dr.	US 59	1830	20	468	\$ 49,105
Dovenna Dr.	Esther St.	Beth Ann Dr.	960	14	172	\$ 18,032
Durel St.	E. Austin St.	Hwy 80 (Grand Ave.)	1000	25	319	\$ 33,542
Esther St.	Lakeview Dr.	Annette St.	1200	20	307	\$ 32,200
Evans St.	Van Zandt Ave.	Hwy 154	2700	24	828	\$ 86,940
Forrest Terr.	Bomar St.	S. Grove St.	270	28	97	\$ 10,143
Gehan St.	Houston St.	Hwy 80 (Grand Ave.)	1850	18	426	\$ 44,678
George Gregg St.	Center St.	Virginia St.	830	16	170	\$ 17,817
Hynson Springs Rd.	North Dr.	Ward St.	770	24	236	\$ 24,794
Lakeview Dr.	S Washington	Beth Ann Dr.	2835	24	869	\$ 91,287
Medill Street	Wilson St.	Bomar St.	720	28	258	\$ 27,048
Murphey Dr.	Garrett St.	Brimm St.	660	16	135	\$ 14,168
N. College St.	Burleson St.	Hwy 80 (Grand Ave.)	300	18	69	\$ 7,245
N. Fulton St.	Hawley St.	Van Zandt	2700	22	759	\$ 79,695
Park Dr.	Van Zandt Ave.	Hwy 154	2700	18	621	\$ 65,205
Rainey St.	George Gregg St.	N. Franklin St.	570	18	131	\$ 13,766
Ralph St.	Stanley St.	Highbridge St.	1040	20	266	\$ 27,907
Rosborough St.	Rusk St.	Houston St.	380	10	49	\$ 5,098
Spring St.	Sanford St.	Allen St.	2150	20	549	\$ 57,692
Stanley St.	Ralph St.	Herbert St.	270	24	83	\$ 8,694
Taylor St.	Milam St.	Hynson Springs Rd.	760	20	194	\$ 20,393
Water St.	George Gregg St.	N. Franklin St.	650	18	150	\$ 15,698

OVERLAY TOTALS: 7,713 \$ 809,911

PULVERIZATION						
STREET	FROM	TO	Length	Width (Avg.)	Area	Cost
Beth Ann Dr.	S. Washington Ave.	Annette St.	970	20	2,156	\$ 43,111
Corti St.	Marshall St.	Gehlan St.	800	18	1,600	\$ 32,000
Forrest Terr.	Rosborough Springs Rd.	Wilson St.	400	20	889	\$ 17,778
Gehlan St.	Houston St.	Morrison St.	830	18	1,660	\$ 33,200
George Gregg St.	Hawley St.	East Ave.	760	18	1,520	\$ 30,400
Georgetown Rd.	Rosborough Springs Rd.	S. Grove St.	765	20	1,700	\$ 34,000
Medill Street	Rosborough	Wilson	500	28	1,556	\$ 31,111
S. Allen St.	Rusk St.	Hwy 80 (Grand Ave.)	700	22	1,711	\$ 34,222
Ralph St.	Evans St.	Stanley St.	300	18	600	\$ 12,000
Spring St.	Fletcher St.	Milton St.	430	18	860	\$ 17,200
Wright St.	N. Grove St.	N. Franklin St.	520	20	1,156	\$ 23,111

PULVERIZATION TOTALS: 15,407 \$ 308,133

MILLPAVE								
STREET	FROM	TO	Length	Width (Avg.)	Area	Total Tons	Cost	
E. Burelson St.	Davis St.	End	2400	28	7,467	859	\$ 112,000	
S. Garrett	Hwy 43	Johnson St.	2570	40	11,422	1,314	\$ 171,333	
Price St.	E. Austin St.	Grand Ave. (Hwy 80)	960	28	2,987	343	\$ 44,800	

MILLPAVE TOTALS: 21,876 2,516 \$ 328,133

TOTAL PROGRAM COSTS:		
Overlay:	\$	809,911
Pulverization:	\$	308,133
Mill/Pave:	\$	328,133
TOTAL:	\$	1,446,177

2020 Street Improvement Program

CITY OF MARSHALL, TEXAS

CITY COMMISSION

MARVIN BONNER
 LEO MORISS
 TERRI BROWN
 AMY WARE
 VERNIA CALHOUN
 LARRY HURTA
 DOUG LEWIS

CITY MANAGER

R. MARK ROHR

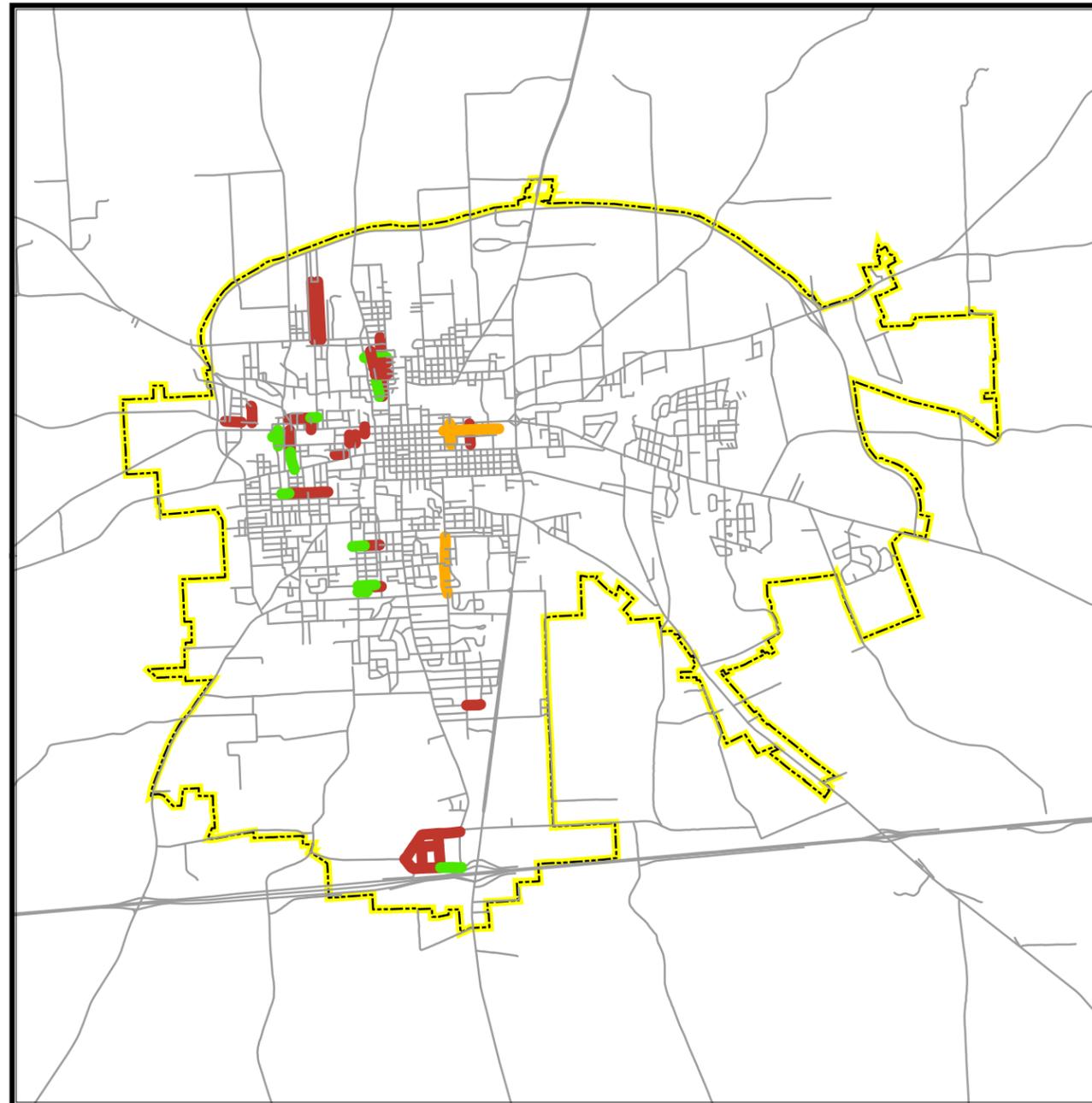
DIRECTOR OF PUBLIC WORKS

ERIC POWELL, PE

Street Improvements

Roads

- Streets
- █ Overlay
- █ Pulverization
- █ MillPave
- ▭ Marshall_City_Limits



2020 Street Improvement Program
 List of Streets for Overlay, Pulverization and MillPave

OVERLAY					
STREET	FROM	TO	Length	Width (Avg.)	Tons
Adkins St.	Rusk St.	Burleson St.	390	20	100
Amelia St.	Bird St.	N. Bishop St.	420	18	97
Annette St.	Lakeview Dr.	Beth Ann Dr.	1580	18	363
Beth Ann Dr.	Lakeview Dr.	US 59	1830	20	468
Doverna Dr.	Esther St.	Beth Ann Dr.	960	14	172
Durel St.	E. Austin St.	Hwy 80 (Grand Ave.)	1000	25	319
Esther St.	Lakeview Dr.	Annette St.	1200	20	307
Evans St.	Van Zandt Ave.	Hwy 154	2700	24	828
Forrest Terr.	Bomar St.	S. Grove St.	270	28	97
Gehan St.	Houston St.	Hwy 80 (Grand Ave.)	1850	18	426
George Gregg St.	Center St.	Virginia St.	830	16	170
Hynson Springs Rd.	North Dr.	Ward St.	770	24	236
Lakeview Dr.	S Washington	Beth Ann Dr.	2835	24	869
Medill Street	Wilson St.	Bomar St.	720	28	258
Murphey Dr.	Garrett St.	Brimm St.	660	16	135
N. College St.	Burleson St.	Hwy 80 (Grand Ave.)	300	18	69
N. Fulton St.	Hawley St.	Van Zandt	2700	22	759
Park Dr.	Van Zandt Ave.	Hwy 154	2700	18	621
Rainey St.	George Gregg St.	N. Franklin St.	570	18	131
Ralph St.	Stanley St.	Highbridge St.	1040	20	266
Rosborough St.	Rusk St.	Houston St.	380	10	49
Spring St.	Sanford St.	Allen St.	2150	20	549
Stanley St.	Ralph St.	Herbert St.	270	24	83
Taylor St.	Milam St.	Hynson Springs Rd.	760	20	194
Water St.	George Gregg St.	N. Franklin St.	650	18	150

OVERLAY TOTALS: 7,713

PULVERIZATION					
STREET	FROM	TO	Length	Width (Avg.)	Area
Beth Ann Dr.	S. Washington Ave.	Annette St.	970	20	2,156
Cort St.	Marshall St.	Gehan St.	800	18	1,600
Forrest Terr.	Rosborough Springs Rd.	Wilson St.	400	20	889
Gehan St.	Houston St.	Morrison St.	830	18	1,660
George Gregg St.	Hawley St.	East Ave.	760	18	1,520
Georgetown Rd.	Rosborough Springs Rd.	S. Grove St.	765	20	1,700
Medill Street	Rosborough	Wilson	500	28	1,556
S. Allen St.	Rusk St.	Hwy 80 (Grand Ave.)	700	22	1,711
Ralph St.	Evans St.	Stanley St.	300	18	600
Spring St.	Fletcher St.	Milton St.	430	18	860
Wright St.	N. Grove St.	N. Franklin St.	520	20	1,156

PULVERIZATION TOTALS: 15,407

MILLPAVE					
STREET	FROM	TO	Length	Width (Avg.)	Area
E. Burleson St.	Davis St.	End	2400	28	7,467
S. Garrett	Hwy 43	Johnson St.	2570	40	11,422
Price St.	E. Austin St.	Grand Ave. (Hwy 80)	960	28	2,987

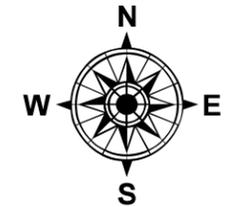
MILLPAVE TOTALS: 21,876

Prepared By: Eric G. Powell, PE

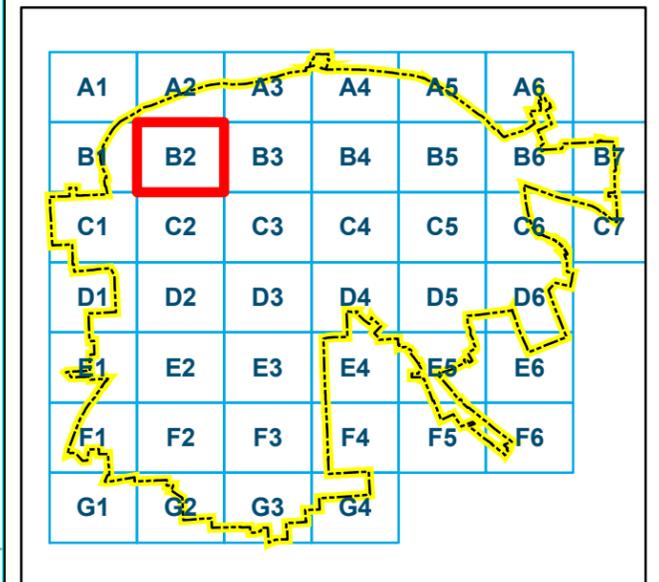




2020 STREET IMPROVEMENT PROGRAM



OVERALL GRID MAP



Street Improvements

Roads

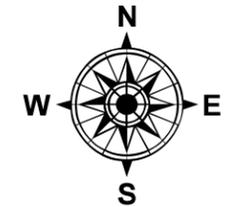
- Streets
- Overlay
- Pulverization
- Mill/Pave
- Marshall City Limits

Map Number: B2

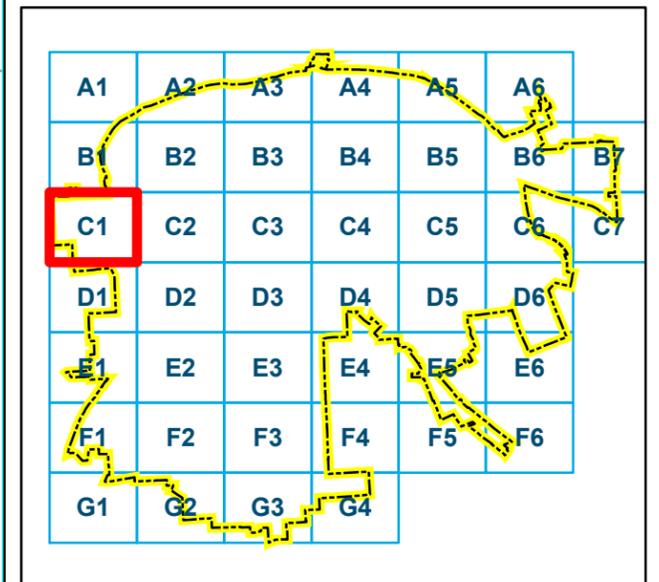




2020 STREET IMPROVEMENT PROGRAM



OVERALL GRID MAP

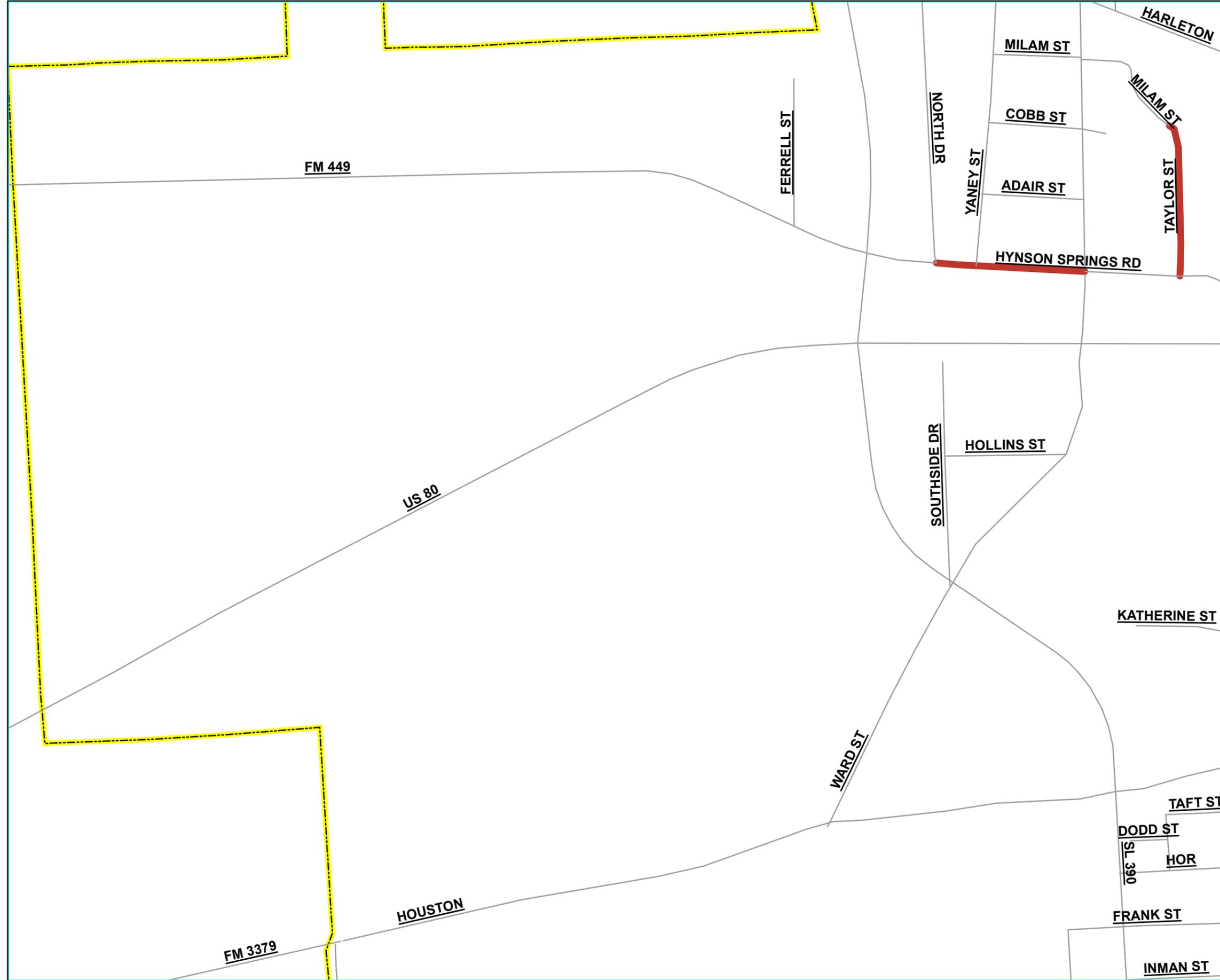


Street Improvements

Roads

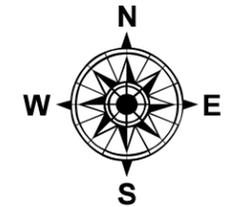
- Streets
- Overlay
- Pulverization
- Mill/Pave
- Marshall City Limits

Map Number: C1

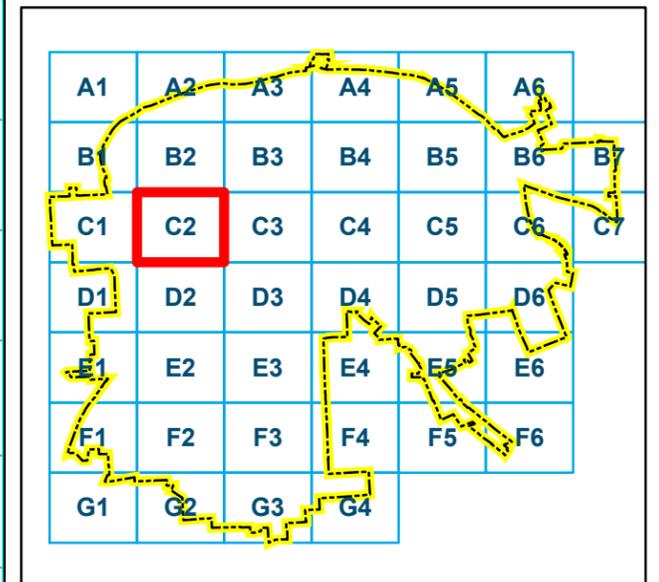




2020 STREET IMPROVEMENT PROGRAM



OVERALL GRID MAP



Street Improvements

Roads

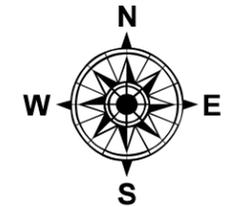
- Streets
- Overlay
- Pulverization
- Mill/Pave
- Marshall City Limits

Map Number: C2

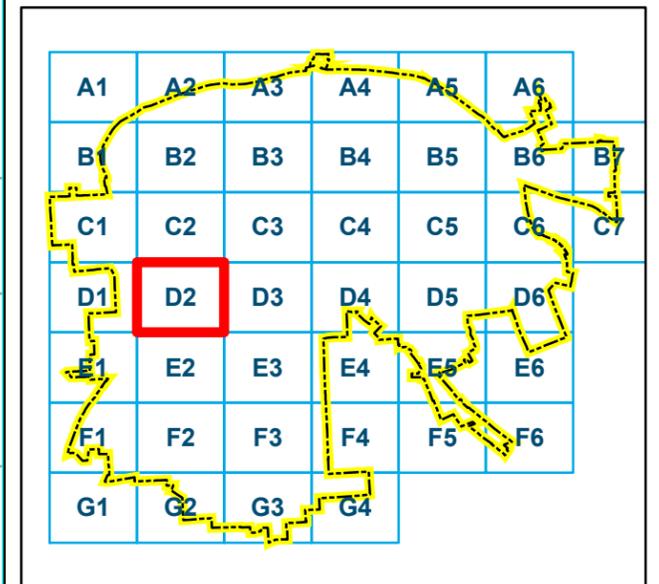




2020 STREET IMPROVEMENT PROGRAM



OVERALL GRID MAP



Street Improvements

Roads

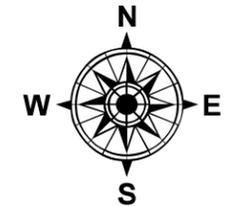
- Streets
- Overlay
- Pulverization
- Mill/Pave
- Marshall City Limits

Map Number: D2

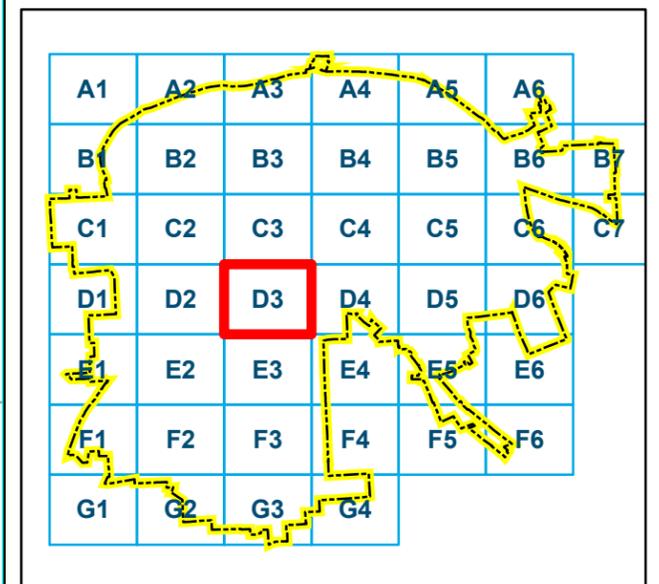




2020 STREET IMPROVEMENT PROGRAM



OVERALL GRID MAP



Street Improvements

Roads

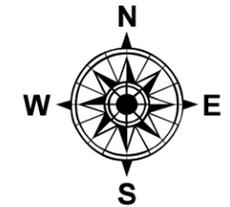
- Streets
- Overlay
- Pulverization
- Mill/Pave
- Marshall City Limits

Map Number: D3

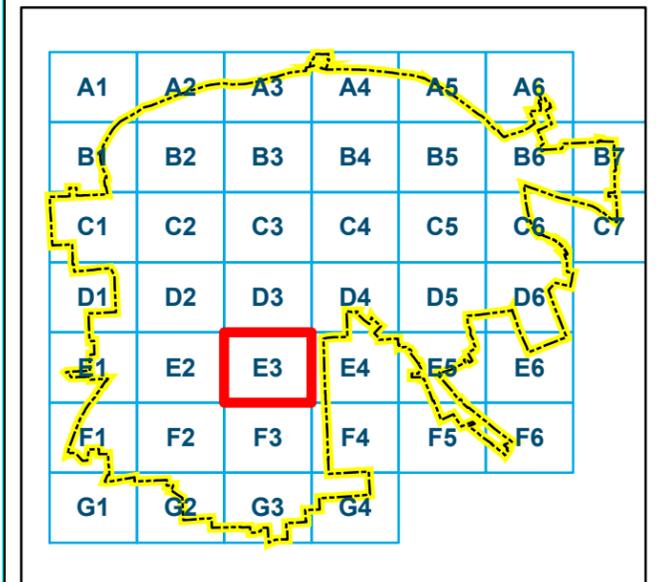




2020 STREET IMPROVEMENT PROGRAM



OVERALL GRID MAP



Street Improvements

Roads

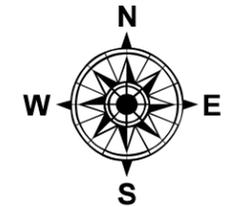
- Streets
- Overlay
- Pulverization
- Mill/Pave
- Marshall City Limits

Map Number: E3

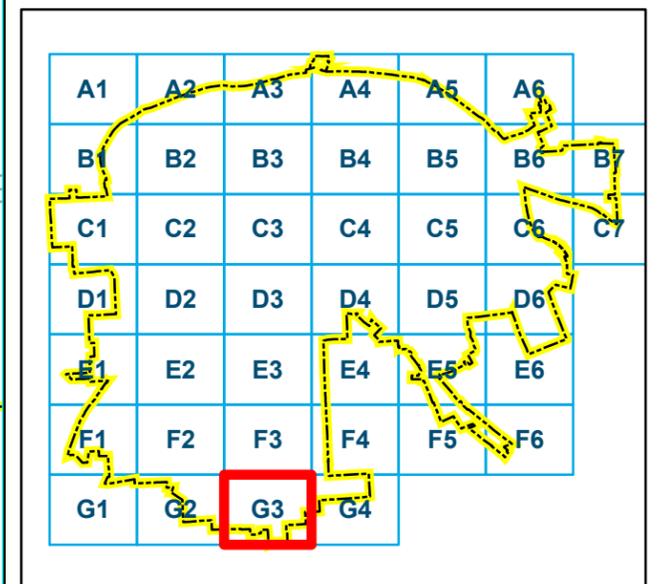




2020 STREET IMPROVEMENT PROGRAM



OVERALL GRID MAP

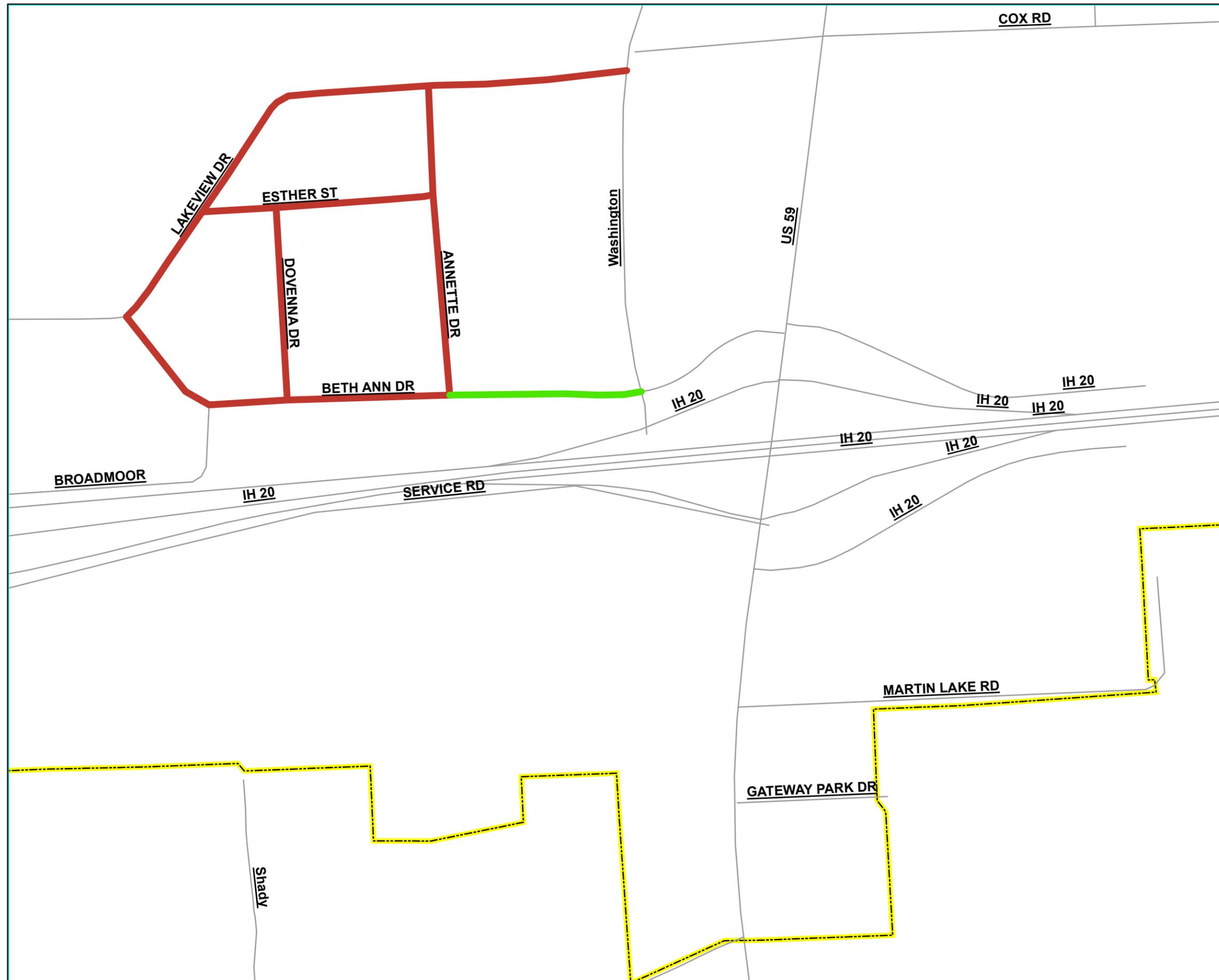


Street Improvements

Roads

- Streets
- Overlay
- Pulverization
- Mill/Pave
- Marshall City Limits

Map Number: G3



ITEM 5E

CONSENT AGENDA

**APPROVAL OF A CHANGE ORDER TO A
CONTRACT WITH STILES ELECTRIC
FOR THE MEMORIAL CITY HALL
RENOVATION PROJECT**

MEMORANDUM

To: Members of the City Commission

From: City Manager, Mark Rohr

Date: March 12, 2020

Subject: Approval of Change Order to a Contract with Stiles Electric for the Memorial City Hall Renovation Project

We are requesting a change order for \$1,623 to Stiles Electric for the relocation of two dimmer circuits between the video and sound rooms on the fourth floor, and to reroute conduit to allow for hookup of dimmer circuits. This change order also includes the installation of a magnetic lock on the door to the chairlift.

PROPOSAL
FROM
STILES ELECTRIC
103 Community Blvd.
LONGVIEW, TX. 75605
Contractors License # 20110
Master Electrician # 306929
PHONE (903) 702-5771
FAX (903) 757-7337

To: City of Marshall

ATTN: Jeff

DATE: 3/5/2020

PROPOSAL NO: 20-1110 Relocate Two Dimmer Circuits between Video and Sound Room on 4th Floor;
Install Magnetic Lock on Door to Chairlift

DESCRIPTION

WE HEREBY PROPOSE TO FURNISH ALL NECESSARY LABOR AND MATERIAL FOR THE ELECTRICAL INSTALLATION OF THE FOLLOWING:

Price Includes:

1. Relocate 2 dimmer circuits between Video and Sound Room on 4th Floor
2. Reroute conduit to allow for hookup of dimmer circuits to the two dedicated plugs currently installed between the video and sound rooms on the 4th floor
3. Installation of magnetic lock on door to chairlift

Not Included:

1. Taxes

Total Base Cost \$1,623.00

Thank you,

Rod Smith

ITEM 5F

CONSENT AGENDA

**APPROVAL OF A CHANGE ORDER TO A
CONTRACT (ELEMENT #18) WITH
TACKETT SPECIALTIES FOR THE
MEMORIAL CITY HALL RENOVATION
PROJECT**

MEMORANDUM

To: Members of the City Commission

From: City Manager, Mark Rohr

Date: March 23, 2020

Subject: Approval of Change Order to a Contract (Element #18) with Tackett Specialties for the Memorial City Hall Renovation Project

We are requesting approval of a change order for a **credit** of \$3,000 to Tackett Specialties for a building plaque that was included, but not purchased, with the Element #18 contract.

ITEM 5G

CONSENT AGENDA

APPROVAL TO AWARD A BID FOR FUEL FOR THE CITY OF MARSHALL

MEMORANDUM

To: Mark Rohr, City Manager

From: Randy Pritchard, Public Works Superintendent/Contracts

Date: March 23, 2020

Subject: Consider Approval to Award a Bid for Fuel for the City of Marshall

One bid proposal was received for fuel at the bid opening on Wednesday, March 18, 2020, 2:00 p.m., in the second floor Administration Conference Room at City Hall.

A summary of the bid proposal is as follows:

- 1) Peter McCarty Oil Co., Inc. of Marshall, Texas presented a bid proposal to provide the City of Marshall, on an annual basis, approximately 120,000 gallons of 87 octane unleaded fuel and approximately 50,000 gallons of Number 2 diesel fuel in accordance with the bid specifications for Bid No. 2020-001/Fuel for the profit margin of \$0.09 per gallon.

Staff Recommendation

We recommend that the City Commission award Bid No. 2020-001/Fuel to Pete McCarty Oil Co., Inc. Pete McCarty Oil Co., Inc. is the City's current fuel provider and we have been pleased with the goods and services provided.

It is further recommended that the City Commission authorize the City Manager to execute the contract/agreement with this company.

CITY OF MARSHALL, TEXAS
(Bid No. 2020-001/FUEL)

Contract and Agreement

This contract and agreement is entered into by and between the City of Marshall, Texas and Pete McCarty Oil Co., Inc. of Marshall, Texas.

I. Contracting Parties:

Receiving Party: **City of Marshall, Texas**

Performing Party: **Pete McCarty Oil Co., Inc.**

II. Statement of Services to be performed:

Furnish 87 octane unleaded fuel and Number 2 diesel fuel to the City of Marshall within the time period designated and for the price(s) stated by the bidder in their bid proposal for Bid No. 2020-001/Fuel signed and dated on March 10, 2020. Bid No. 2020-001/Fuel, including the terms and conditions contained therein, is incorporated and made a part of this contract by reference as if fully set forth and copied at length.

III. Contract Amount:

Pete McCarty Oil, Co., Inc. of Marshall, Texas agrees to furnish approximately 120,000 gallons of 87 octane unleaded fuel and approximately 50,000 gallons of Number 2 diesel fuel to the City of Marshall for a profit margin of **\$0.09/per gallon**.

IV. Payment for Goods or Services:

The Receiving Party shall pay the Performing Party for goods or services within thirty (30) days from receipt of properly submitted itemized bill(s) signed by authorized City employees.

V. Term of Contract:

Initial Period of Contract: This contract is to begin on **April 1, 2020** and end on **March 31, 2021**.

The City of Marshall reserves the right to extend the contract(s) for a second and third annual period provided both parties agree to such extension in writing no less than sixty (60) days prior to the end of each annual period and is also conditioned that any annual increase is not higher than the CONSUMER PRICE INDEX for the previous twelve (12) month period.

VI. Patent and Royalty Disclaimer:

The bidder, without exception, shall indemnify and save harmless the City of Marshall and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patent or unpatented invention, process or article manufactured or used in the performance of the contract including its use by the City of Marshall. If the bidder uses any design, device or materials covered by patent copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from use of such design, device in any way involved in the work.

RECEIVING PARTY

Receiving Party certifies that it has authority to contract for the above services.

City of Marshall, Texas
P.O Box 698
Marshall, Texas

Name of Receiving Party

Authorized Signature

Date

PERFORMING PARTY

The undersigned signatory for the Performing Party hereby represents and warrants that she/he is an officer of the organization for which she/he has executed this Contract; and that the officer has full and complete authority to enter into this contract on behalf of the Performing Party.

Pete McCarty Oil Co., Inc.
P.O. BOX 1436
Marshall, TX 75671

Name of Performing Party

Authorized Signature

Date

ITEM 5H

CONSENT AGENDA

MONTHLY FINANCIAL REPORT

MEMORANDUM

To: Mark Rohr, City Manager

From: Elaine Altman, Finance Director

Date: March 23, 2020

Subject: February Revenue and Expense Report Summaries – General Fund and Water and Sewer Enterprise Fund

Attached is the Revenue and Expense Report Summaries for February. This report provides current month, year to date, and budgeted amounts for major revenue categories and expenditures by department. The report also provides a percent of current budget. On average, a department will expend approximately 8.33% of its budget on a monthly basis and this can be used as a benchmark when reviewing this report.

**CITY OF MARSHALL
REV/EXP/BUD - SHORT REPORT - NEW
PERIOD ENDING: FEBRUARY 2020**

GENERAL FUND	CURRENT MONTH	CURRENT YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	2/12 OF ADOPTED BUDGET	PERCENT OF ADOPTED	REMAINING BUDGET
	(2 month norm = 16.7%)							
REVENUES:								
TAXES	1,441,606	3,472,252	3,224,771	12,467,306	12,467,306	2,077,884	27.85	8,995,054
LICENSES & PERMITS	14,596	27,502	31,069	178,000	178,000	29,667	15.45	150,498
INTERGOVERNMENTAL REVENUE	(10,141)	12,856	19,373	161,235	161,235	26,873	7.97	148,379
FEES	409,114	863,227	674,720	5,200,894	5,200,894	866,816	16.60	4,337,667
FINES & FORFEITURES	36,979	56,163	133,157	484,332	484,332	80,722	11.60	428,169
MISCELLANEOUS REVENUE	19,563	425,949	929,647	2,573,331	2,573,331	428,889	16.55	2,147,382
TOTAL GENERAL FUND REVENUE	1,911,717	4,857,949	5,012,736	21,065,098	21,065,098	3,510,850	23.06	16,207,149
EXPENSES:								
GENERAL GOVERNMENT	60,679	97,908	66,379	555,300	555,300	92,550	17.63	457,392
FINANCE	37,125	71,866	91,198	522,314	522,314	87,052	13.76	450,448
POLICE	376,795	697,468	1,293,619	5,153,135	5,153,135	858,856	13.54	4,455,667
FIRE	333,135	808,219	767,236	4,144,820	4,144,820	690,803	19.50	3,336,601
PUBLIC SERVICES	546,329	643,580	510,091	4,768,142	4,768,142	794,690	13.5%	4,124,562
PLANNING	33,360	85,050	50,157	598,469	598,469	99,745	14.21	513,419
SUPPORT SERVICES	72,383	141,959	226,115	905,449	905,449	150,908	15.68	763,490
TOURISM & PROMOTIONS	107,399	189,442	62,504	1,206,297	1,206,297	201,050	15.70	1,016,855
PARKS & RECREATION	26,745	59,074	106,904	530,892	530,892	88,482	11.13	471,818
NON DEPARTMENTAL	201,000	377,138	383,555	2,045,370	2,045,370	340,895	18.44	1,668,232
APPRAISAL DISTRICT	0	23,327	0	97,910	97,910	16,318	23.83	74,583
INTERFUND TRANSFERS	0	0	0	537,000	537,000	89,500	0.00	537,000.00
CAPITAL OUTLAY	0	0	37,767	0	0	0	0.00	0.00
TOTAL GENERAL FUND EXPENSES	1,794,950	3,195,030	3,595,526	21,065,098	21,065,098	3,510,850	15.2%	17,870,068
TOTAL GENERAL FUND	116,767	1,662,919	1,417,210	0	0	0		

CITY OF MARSHALL
REV/EXP/BUD - SHORT REPORT - NEW
PERIOD ENDING: FEBRUARY 2020

	CURRENT MONTH	CURRENT YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	2/12 OF ADOPTED BUDGET	PERCENT OF ADOPTED	REMAINING BUDGET
WATER & SEWER ENTERPRISE FUND								
REVENUES:								
PERMITS & FEES	879	1,752	2,409	11,400	11,400	1,900	15.36	9,649
WATER & SEWER CHARGES	724,281	1,516,978	1,563,893	10,301,854	10,301,854	1,716,976	14.73	8,784,876
MISCELLANEOUS REVENUES	4,878	6,599	10,549	72,000	72,000	12,000	9.17	65,401
TOTAL W&S REVENUE	730,038	1,525,329	1,576,851	10,385,254	10,385,254	1,730,876	14.69	8,859,926
EXPENSES:								
ADMINISTRATION	28,725	58,123	35,966	398,310	398,310	66,385	14.59	340,187
WATER PRODUCTION	87,177	212,920	351,802	1,735,906	1,735,906	289,318	12.27	1,522,986
DISTRIBUTION/COLLECTION	107,315	232,548	201,722	2,483,027	2,483,027	413,838	9.37	2,250,479
WASTEWATER TREATMENT	81,947	168,110	231,579	1,718,056	1,718,056	286,343	9.79	1,549,946
WATER BILLING	33,271	73,463	67,588	512,884	512,884	85,481	14.32	439,421
ENGINEERING	2,312	6,085	10,139	31,576	31,576	5,263	19.27	25,491
NON DEPARTMENTAL	167,958	269,755	209,731	990,267	990,267	165,045	27.24	720,512
INTERFUND TRANSFERS	0	396,250	288,465	2,515,228	2,515,228	419,205	15.75	2,118,978
TOTAL W&S EXPENSES	508,704	1,417,256	1,396,993	10,385,254	10,385,254	1,730,876	13.65	8,967,998
TOTAL WATER & SEWER FUND	221,333	108,073	179,858	0	0	0		

ITEM 6A

SECOND READING OF ORDINANCE

**APPROVAL OF AN ORDINANCE
AMENDING SECTION 21-33 OF CHAPTER
21, “OFFENSES,” ENTITLED “ANIMALS
PROHIBITED IN CITY BUILDINGS;
EXCEPTIONS” WHICH ESTABLISHED
BUILDING AND FACILITIES OF THE
CITY OF MARSHALL IN WHICH IT IS
UNLAWFUL TO ALLOW PETS OR
OTHER ANIMALS**



TO: Members of the City Commission

FROM: Eric Powell, PE 
Director of Public Works

DATE: February 18, 2020

SUBJECT: Amending Chapter 21, Section 21-33 of the Code of Ordinances regarding prohibiting pets or other animals in City buildings or facilities

There has been some concern voiced from members of the Marshall Youth Softball and Marshall Youth Baseball Associations, in regard to dogs being brought to softball and baseball games at Airport Park. Many of the dogs are large-breed animals that have frightened children who attend games at the park. This ordinance specifically clarifies that dogs are not allowed in City parks facilities, with the exception of law enforcement animals, seeing-eye dogs, or other animals trained to assist handicapped persons. Passage of this ordinance will also allow for signage to be posted in those areas to notify the public that this ordinance is in place.

A copy of the ordinance is attached for your review.

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 21-33 OF CHAPTER 21, "OFFENSES," ENTITLED "ANIMALS PROHIBITED IN CITY BUILDINGS; EXCEPTIONS" WHICH ESTABLISHES BUILDINGS AND FACILITIES OF THE CITY OF MARSHALL IN WHICH IT IS UNLAWFUL TO ALLOW PETS OR OTHER ANIMALS; FINDING THAT THE MEETING AT WHICH THIS ORDINANCE WAS PASSED WAS CONDUCTED IN STRICT COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; AND ESTABLISHING AN EFFECTIVE DATE .

WHEREAS, the City of Marshall adopted an ordinance on 21-33 amending chapter 21 of the Code of Ordinances, and which designated certain building and facilities in the City of Marshall in which it is unlawful to allow pets or other animals; and

WHEREAS, that ordinance was incorporated into the Code of Ordinances for the City of Marshall, Texas as Sec. 21-33, entitled "Animals prohibited in city buildings; exceptions." (herein called "Sec. 21-33" and

WHEREAS, the City of Marshall has determined that in addition to the buildings owned by the City already designated under 21-33 , that certain of the city owned facilities, including some City Parks, should also be designated under the ordinance as places where pets or other animals are not permitted;

NOW, THEREFORE BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MARSHALL, TEXAS:

SECTION 1. The Code of Ordinances of the City of Marshall, Texas, Chapter 21 "Offenses", Section 21-33 "Animals prohibited in city buildings; exceptions" is hereby amended to read as follows:

"Sec. 21-33. - Animals prohibited in city buildings and facilities; exceptions.

(a) This section shall not apply to the Marshall Animal Shelter or the City Arena.

(b) Except as provided herein, no person shall knowingly or intentionally allow a pet or other animal to enter or remain in a city building or facility.

(c) As used in this section "city building" or "facility" includes all buildings, centers, or enclosed areas owned, leased or otherwise occupied by the city of or its agents, and City Parks (indoor or outdoor) that have a sign at the entrance(s) to said park indicating that animals are not allowed, except as provided for under this ordinance.

(d) This section shall not apply to the following:

(1) Law enforcement dogs; or,

(2) Seeing-eye dogs or other animals trained to assist handicap persons;

(e) Animals may be allowed in city buildings and facilities at specific events such as dog shows, if authorized by the city manager or his designee.”

SECTION 2. All ordinances of the City of Marshall in conflict with the provisions of this ordinance shall be, and the same are hereby, repealed; provided, however, that all other provisions of said ordinances not in conflict herewith shall remain in full force and effect. Nothing contained herein shall be construed to conflict with any other state and/or federal law.

SECTION 3. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this ordinance or of the Code of Ordinances, as amended hereby, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinance or the Code of Ordinances, as amended hereby, which shall remain in full force and effect.

SECTION 4. This ordinance shall take effect immediately from and after its passage and publication of the caption as required by law.

PASSED AND APPROVED this _____ day of _____, 2020.

AYES: _____

NOES: _____

ABSTAINED: _____

CHAIRMAN OF THE CITY COMMISSION
OF THE CITY OF MARSHALL, TEXAS

ATTEST:

City Secretary

ITEM 7A

RESOLUTION

APPROVAL OF A RESOLUTION ANNOUNCING THE APPOINTMENT OF ELECTION OFFICERS FOR THE GENERAL ELECTION

MEMORANDUM

To: Mark Rohr, City Manager

From: Elaine Altman, City Secretary / Finance Director

Date: March 18, 2020

Subject: Approval of a Resolution announcing the appointment of Election Officers for the 2020 General Election

Attached is a Resolution announcing the appointment of Election Officers for the 2020 General Election.

I recommend approval of the Resolution.

RESOLUTION

A RESOLUTION OF THE CITY OF MARSHALL, TEXAS ANNOUNCING THE APPOINTMENT OF ELECTION OFFICERS FOR THE 2020 GENERAL ELECTION.

To the Resident Qualified Voters of the City of Marshall, Texas:

WHEREAS, a 2020 General Election was ordered to be held to elect Commissioners for Districts 5, 6, and 7; now, therefore,

BE IT RESOLVED BY THE COMMISSION OF THE CITY OF MARSHALL, TEXAS:

That the following named persons are hereby appointed as election officers for the 2020 General Election to elect a Commissioner from Districts 6 and 7:

<u>DISTRICT NO.</u>	<u>VOTING PLACE</u>	<u>ELECTION OFFICERS</u>
6 and 7	Marshall Convention Center	<u>Monica Nabors</u> Presiding Judge
		<u>Steve Woodley</u> Alternate Judge
		<u>Carolyn Haynes</u> Election Clerk
		<u>Sheryl Yates</u> Election Clerk

That Steve Sides is hereby appointed Presiding Judge of the Early Voting Ballot Board with Dr. Jerry Hopkins, Kent Alford and Pam Fisher serving as members.

That Steve Sides will serve as Presiding Judge of the Central Counting Station and Dr. Jerry Hopkins, Kent Alford and Pam Fisher will serve as members.

PASSED, APPROVED, AND ADOPTED THIS _____ DAY OF _____, 2020.

AYES: _____

NOES: _____

ABSTAIN: _____

MAYOR OF THE CITY COMMISSION
OF THE CITY OF MARSHALL, TEXAS

ATTEST:

CITY SECRETARY

RESOLUCION

UNA RESOLUCION DE LA CIUDAD DE MARSHALL, TEXAS QUE ANUNCIA LA CITA DE OFICIALES DE ELECCION PARA LAS ELECCIONES GENERALES DE 2020

A los votantes Calificados de la Ciudad de Marshall, Texas:

MIENTRAS QUE, una 2020 Elección General fue ordenada para elegir a Comisionados para los Distritos 5, 6, y 7; ahora, por lo tanto

SEA ESTO RESUELTO POR LA COMISION DE LA CIUDAD DE MARSHALL:

Que las siguientes personas nombradas por la presente son designadas como oficiales de la elección para las elecciones Generalas del 2020 para elegir Comisionado de Distrito 6 y 7:

<u>EL DISTRITO NO.</u>	<u>VOTAR</u>	<u>OFICIALES DE ELECCION</u>
6 y 7	Marshall Convention Center	<u>Monica Nabors</u> Juez que Preside <u>Steve Woodley</u> Juez Alterno <u>Carolyn Haynes</u> Secretaria de Elección <u>Sheryl Yates</u> Secretaria de Elección

Que Steve Sides es nombrado Juez Presidiendo la Junta de votación temprana con Dr. Jerry Hopkins, Kent Alford y Pam Fisher sirviendo como miembros.

También Steve Sides servirá como Juez Presidiendo el conteo en la Estación Central y Dr. Jerry Hopkins, Kent Alford y Pam Fisher servirá como miembros.

PASADO, APROBADO, Y ADOPTADO EI DIA ____ DE _____ DEL 2020.

SI: _____
 No: _____
 ABSTENIDO: _____

 EI PRESIDENTE DE LA COMISION DE LA CIUDAD DE MARSHALL, TEXAS

ATESTIGUA:

 SECRETARIA DE LA CIUDAD

ITEM 7B

RESOLUTION

**APPROVAL OF A RESOLUTION
CLOSING, VACATING, AND
ABANDONING THAT PORTION OF
TIGER DRIVE FROM HERNDON STREET
TO RAINEY STREET**



CITY OF MARSHALL

COMMISSION AGENDA INFORMATION SHEET

MEETING DATE: 3/26/20

PROJECT: Request from ETBU to closed a section of One Tiger Drive from Herndon St. to Rainey St.

DESCRIPTION: The City has determined that this section of One Tiger Drive is of no use. ETBU has agreed to provide an easement to the City of Marshall for the purpose of maintaining, repairing, improving, upgrading, constructing, or replacing City of Marshall infrastructure beneath the ETBU property.

COST:
There will be no cost to the City of Marshall.

RECOMMENDED ACTION:

Authorize a resolution abandoning the described portion of One Tiger Drive.

CITY CONTACT: Cliff Carruth – Chief of Police

cc: File

Resolution No. _____

**A RESOLUTION CLOSING, VACATING, AND ABANDONING THAT
PORTION OF TIGER DRIVE FROM HERNDON ST TO RAINEY ST.**

WHEREAS, the City of Marshall has been presented with a request to close, abandon, and vacation That portion of One Tiger Drive extending from a beginning point in the northern boundary of Herndon St. and being the southeast corner of Greenwood Cemetery (Outlot 271) , thence along the eastern boundary of Greenwood Cemetery to its easternmost northeast corner; thence to the northwest corner of Lot 1, Block 8 College Addition, thence south along the eastern boundary of One Tiger Drive to the southwest corner of Lot 7, Block 9 College Addition; and

AND WHEREAS in consideration of the vacation and abandonment by the City of Marshall, ETBU proposes to grant a permanent easement to the City of Marshall for the purpose of maintaining, repairing, improving, upgrading, constructing, or replacing City of Marshall infrastructure beneath the ETBU property; and

WHEREAS, the City of Marshall has no use for said right-of-way and deems it advisable to close the same;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE
CITY OF MARSHALL, TEXAS THAT:**

Section 1. That the findings set forth in the preamble to this resolution are hereby in all things approved.

Section 2. That portion of One Tiger Drive extending from a beginning point in the northern boundary of Herndon St. and being the southeast corner of Greenwood Cemetery (Out lot 271), thence along the eastern boundary of Greenwood Cemetery to its easternmost northeast corner; thence to the northwest corner of Lot 1, Block 8 College Addition, thence south along the eastern boundary of One Tiger Drive to the southwest corner of Lot 7, Block 9 College Addition; thence to the place of begining.is hereby closed, abandoned, and vacated.

Section 3. That East Texas Baptist University has executed an easement agreement agreeing to give authorized personnel from the City of Marshall access perform maintenance on and replacement of all City of Marshall infrastructure within in this section of the former Tiger Dr. right-of-way including but not limited to water, sewer, electrical, drainage, and all other infrastructure currently existing on or under the street abandoned, or infrastructure which abuts or surrounds the street abandoned including but not limited to the movement of equipment and personnel on or over the ETBU Property, and the temporary placement or installation of measures to access the City Property, demolish existing structures on the City Property, build new improvements on the City Property, protect structures or improvements surrounding the City Property from damage, and ensure the safety of equipment or personnel during demolition or construction.

Section 4. That the meeting at which this resolution was passed was conducted in strict compliance with the Texas Open Meetings Act (Texas Government Code 551).

Section 6. That all other prior resolutions or portions of resolutions of the City of Marshall in conflict with the terms and provisions of this resolution are hereby repealed to the extent of such conflict only.

Section 7. That this resolution shall be effective on and after its passage.

PASSED, APPROVED, AND ADOPTED this the ____ day of _____ 2020.

AYES: _____

NOES: _____

ABSTAINED: _____

CHAIRMAN OF THE CITY COMMISSION
OF THE CITY OF MARSHALL, TEXAS

Attest:

CITY SECRETARY

EASEMENT AGREEMENT

THE STATE OF TEXAS	§
	§ KNOW ALL MEN BY THESE PRESENTS
COUNTY OF HARRISON	§

PREAMBLE

This Easement Agreement is made on this _____ day of _____, 2019, at Marshall, Harrison County, Texas, between the East Texas Baptist University, (hereinafter referred to as “ETBU”), whose mailing address is 1 Tiger Dr, Marshall, TX 75670 and The City of Marshall, Texas (herein referred to as “The City”) whose mailing address is 401 S. Alamo, Marshall, Texas 75670.

WHEREAS The City of Marshall proposes to vacate and abandon a portion of certain city streets, and convey ownership in the land comprising the abandoned city streets to ETBU, and which property can be described as follows:

That portion of One Tiger Drive extending from a beginning point in the northern boundary of Herndon St. and being the southeast corner of Greenwood Cemetery (Outlot 271) , thence along the eastern boundary of Greenwood Cemetery to its easternmost northeast corner; thence to the northwest corner of Lot 1, Block 8 College Addition, thence south along the eastern boundary of One Tiger Drive to the southwest corner of Lot 7, Block 9 College Addition; thence to the place of beginning.

And which property is further described in that plat attached hereto as Exhibit “A” (“The ETBU Property”);

AND WHEREAS in consideration of the vacation and abandonment by the City of Marshall, ETBU proposes to grant a permanent easement to the City of Marshall for the purpose of

maintaining, repairing, improving, upgrading, constructing, or replacing City of Marshall infrastructure beneath the ETBU property;

NOW, THEREFORE, in consideration of the premises, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

GRANT OF PERMANENT EASEMENT

1. For good and valuable consideration described in paragraph 2, below, ETBU grants to The City of Marshall a permanent easement across and under the ETBU Property for the purpose of maintaining, repairing, improving, upgrading, constructing, or replacing City of Marshall infrastructure beneath the ETBU property. The scope of this easement includes all activities reasonably necessary to the City to conduct operations relating to water, sewer, electrical, drainage, and all other infrastructure currently existing on or under the ETBU property, or infrastructure which abuts or surrounds the ETBU property including but not limited to the movement of equipment and personnel on or over the ETBU Property, and the temporary placement or installation of measures to access the City Property, demolish existing structures on the City Property, build new improvements on the City Property, protect structures or improvements surrounding the City Property from damage, and ensure the safety of equipment or personnel during demolition or construction.

CONSIDERATION

2. This easement is granted in consideration of the sum of Ten and No/100 Dollars (\$10.00) and other valuable consideration, including the efforts of the City of Marshall to vacate and abandon the ETBU Property, the receipt and sufficiency of which is hereby acknowledged.

LOCATION OF EASEMENT

3. The easement shall extend to all portions of the property described in the attached Exhibit "A."

DURATION OF EASEMENT

5. This easement shall be effective immediately upon the City of Marshall's vacation or abandonment of the ETBU Property, and the easement shall be perpetual and run with the ETBU Property.

NON-EXCLUSIVENESS OF EASEMENT

6. The easement, rights, and privileges granted by this conveyance are non-exclusive, and ETBU reserves and retains the right to make a similar use of the property and to convey similar rights and easement to others, but only to the extent that it does not interfere with the City's use of the Easement granted herein.

attorneys' fees, arising from Grantee's exercise of easement rights granted by this instrument.

ENTIRE AGREEMENT

7. This Agreement contains the entire agreement between the parties relating to its subject matter. Any oral representations or modifications concerning this Agreement shall be of no force and effect. Any subsequent amendment or modification must be in writing and agreed to by all parties.

BINDING EFFECT

8. This Agreement shall binding on and inure to the benefit of the respective parties, their personal representatives, successors, and assigns.

SIGNED this ____ day of _____, 2019, at Harrison County, Texas.

East Texas Baptist University

By: _____
Dr. J. Blair Blackburn, President

City of Marshall, Texas

By: _____
Mark Rohr, City Manager

THE STATE OF TEXAS §

§

COUNTY OF HARRISON §

This instrument was acknowledged before me on the ____ day of _____, 2019,
by Dr. J. Blair Blackburn, President East Texas Baptist University, as the act and deed of said entity.

NOTARY PUBLIC, State of Texas
My Commission Expires: _____

Typed or Printed Name of Notary

THE STATE OF TEXAS §

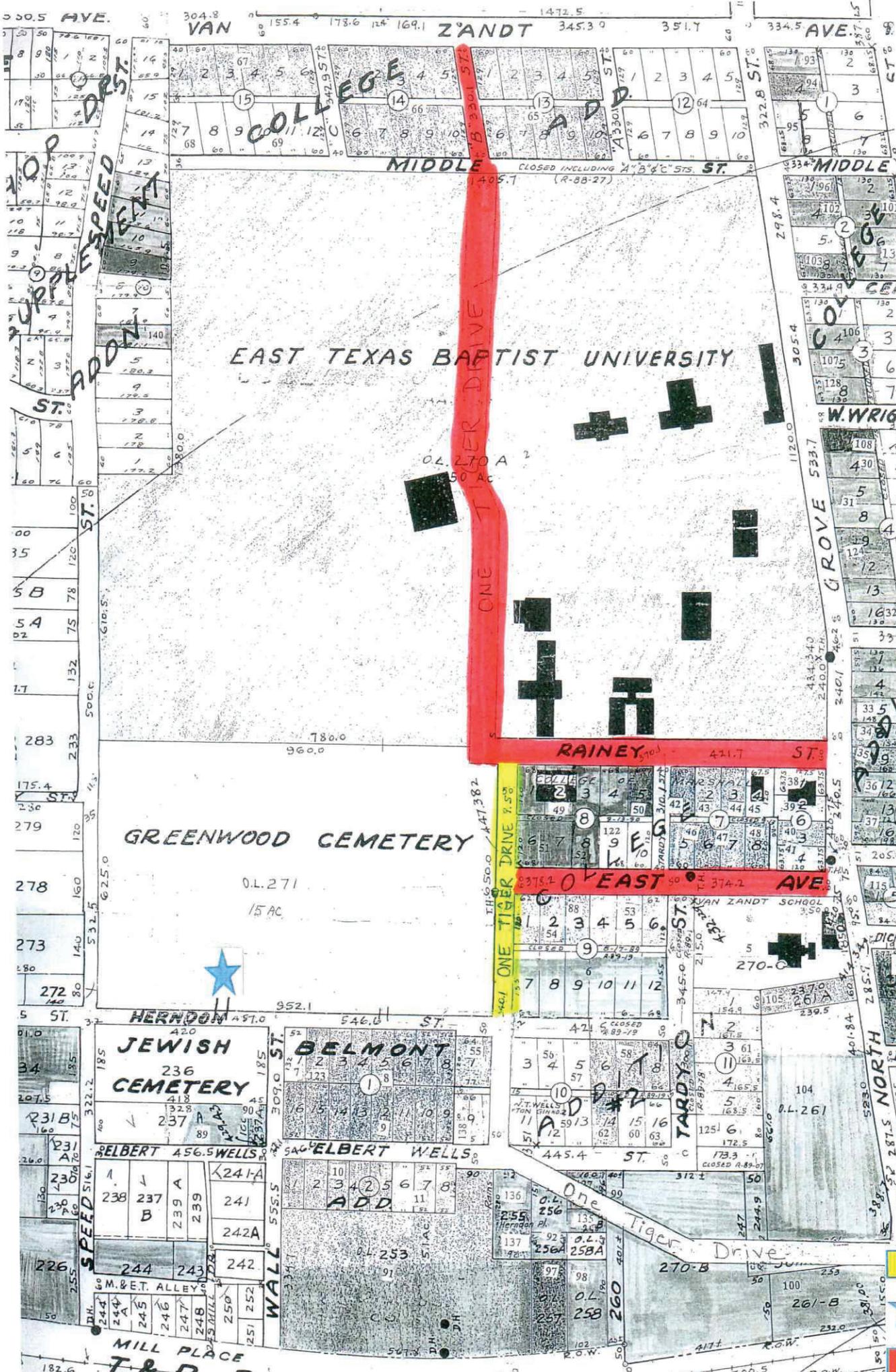
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COUNTY OF HARRISON §

This instrument was acknowledged before me on the ____ day of _____, 2019,
Mark Rohr, City Manager for the City of Marshall, Texas, as the act and deed of said City.

NOTARY PUBLIC, State of Texas
My Commission Expires: _____

Typed or Printed Name of Notary



-  Portion to be vacat
-  Public access
-  Property of ETBU

ITEM 7C

RESOLUTION

APPROVAL OF A RESOLUTION CLOSING, VACATING, AND ABANDONING THAT PORTION OF DICKSON STREET FROM JARVIS STREET TO NORTH STREET



CITY OF MARSHALL

COMMISSION AGENDA INFORMATION SHEET

MEETING DATE: 3/26/20

PROJECT: Request from ETBU to closed a section of Dickson St. from Jarvis St. to North Grove St.

DESCRIPTION: The city has determined that this section of Dickson St is of no use. ETBU has agreed to provide an easement to the City of Marshall for the purpose of maintaining, repairing, improving, upgrading, constructing, or replacing City of Marshall infrastructure beneath the ETBU property.

COST:
There will be no cost to the City of Marshall.

RECOMMENDED ACTION:

Authorize a resolution abandoning the described portion of Dickson St.

CITY CONTACT: Cliff Carruth – Chief of Police

cc: File

Resolution No. _____

A RESOLUTION CLOSING, VACATING, AND ABANDONING THAT PORTION OF DICKSON ST. FROM JARVIS ST. TO NORTH GROVE ST.; and

WHEREAS, the City of Marshall has been presented with a request to close, abandon, and vacation That portion of Dickson St extending from a beginning point at the eastern boundary of Jarvis St. to the western boundary of North Grove St.; and

AND WHEREAS in consideration of the vacation and abandonment by the City of Marshall, ETBU proposes to grant a permanent easement to the City of Marshall for the purpose of maintaining, repairing, improving, upgrading, constructing, or replacing City of Marshall infrastructure beneath the ETBU property; and

WHEREAS, the City of Marshall has no use for said right-of-way and deems it advisable to close the same;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MARSHALL, TEXAS THAT:

Section 1. That the findings set forth in the preamble to this resolution are hereby in all things approved.

Section 2. That portion of Dickson ST extending from a beginning point in the eastern boundary of Jarvis St. to the western boundary or North Grove St. is hereby closed, abandoned, and vacated.

Section 3. That East Texas Baptist University has executed an easement agreement agreeing to give authorized personnel from the City of Marshall access perform maintenance on and replacement of all City of Marshall infrastructure within in this section of the former Dickson ST. right-of-way including but not limited to water, sewer, electrical, drainage, and all other infrastructure currently existing on or under the street abandoned, or infrastructure which abuts or surrounds the street abandoned including but not limited to the movement of equipment and personnel on or over the ETBU Property, and the temporary placement or installation of measures to access the City Property, demolish existing structures on the City Property, build new improvements on the City Property, protect structures or improvements surrounding the City Property from damage, and ensure the safety of equipment or personnel during demolition or construction.

Section 4. That the meeting at which this resolution was passed was conducted in strict compliance with the Texas Open Meetings Act (Texas Government Code 551).

Section 6. That all other prior resolutions or portions of resolutions of the City of Marshall in conflict with the terms and provisions of this resolution are hereby repealed to the extent of such conflict only.

Section 7. That this resolution shall be effective on and after its passage.

PASSED, APPROVED, AND ADOPTED this the ____ day of _____ 2020.

AYES: _____

NOES: _____

ABSTAINED: _____

CHAIRMAN OF THE CITY COMMISSION
OF THE CITY OF MARSHALL, TEXAS

Attest:

CITY SECRETARY

EASEMENT AGREEMENT

THE STATE OF TEXAS	§
	§ KNOW ALL MEN BY THESE PRESENTS
COUNTY OF HARRISON	§

PREAMBLE

This Easement Agreement is made on this _____ day of _____, 2019, at Marshall, Harrison County, Texas, between the East Texas Baptist University, (hereinafter referred to as “ETBU”), whose mailing address is 1 Tiger Dr, Marshall, TX 75670 and The City of Marshall, Texas (herein referred to as “The City”) whose mailing address is 401 S. Alamo, Marshall, Texas 75670.

WHEREAS The City of Marshall proposes to vacate and abandon a portion of certain city streets, and convey ownership in the land comprising the abandoned city streets to ETBU, and which property can be described as follows:

A portion of Dickson St. from the western right of way at North Grove St. to the eastern right of way at Jarvis St. Attached hereto and marked as "Exhibit A" is a plat showing the street sought to be vacated. Exhibit "A" shows the surrounding area to Dickson Street in all directions together with all abutting or adjoining acreage in the City of Marshall to which Dickson Street is included. The property abutting Dickson Street is listed as follows:

- North side of Dickson Street - Lot 1-2, blk. 5, Jarvis Subdivision;
- South Side of Dickson Street - Lot 1-4, blk. 3, Jarvis Subdivision

And which property is further described in that plat attached hereto as Exhibit “A” (“The ETBU Property”);

AND WHEREAS in consideration of the vacation and abandonment by the City of Marshall, ETBU proposes to grant a permanent easement to the City of Marshall for the purpose of

maintaining, repairing, improving, upgrading, constructing, or replacing City of Marshall infrastructure beneath the ETBU property;

NOW, THEREFORE, in consideration of the premises, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

GRANT OF PERMANENT EASEMENT

1. For good and valuable consideration described in paragraph 2, below, ETBU grants to The City of Marshall a permanent easement across and under the ETBU Property for the purpose of maintaining, repairing, improving, upgrading, constructing, or replacing City of Marshall infrastructure beneath the ETBU property. The scope of this easement includes all activities reasonably necessary to the City to conduct operations relating to water, sewer, electrical, drainage, and all other infrastructure currently existing on or under the ETBU property, or infrastructure which abuts or surrounds the ETBU property including but not limited to the movement of equipment and personnel on or over the ETBU Property, and the temporary placement or installation of measures to access the City Property, demolish existing structures on the City Property, build new improvements on the City Property, protect structures or improvements surrounding the City Property from damage, and ensure the safety of equipment or personnel during demolition or construction.

CONSIDERATION

2. This easement is granted in consideration of the sum of Ten and No/100 Dollars (\$10.00) and other valuable consideration, including the efforts of the City of Marshall to vacate and abandon the ETBU Property, the receipt and sufficiency of which is hereby acknowledged.

LOCATION OF EASEMENT

3. The easement shall extend to all portions of the property described in the attached Exhibit "A."

DURATION OF EASEMENT

5. This easement shall be effective immediately upon the City of Marshall's vacation or abandonment of the ETBU Property, and the easement shall be perpetual and run with the ETBU Property.

NON-EXCLUSIVENESS OF EASEMENT

6. The easement, rights, and privileges granted by this conveyance are non-exclusive, and ETBU reserves and retains the right to make a similar use of the property and to convey similar rights and easement to others, but only to the extent that it does not interfere with the City's use of the Easement granted herein.

attorneys' fees, arising from Grantee's exercise of easement rights granted by this instrument.

ENTIRE AGREEMENT

7. This Agreement contains the entire agreement between the parties relating to its subject matter. Any oral representations or modifications concerning this Agreement shall be of no force and effect. Any subsequent amendment or modification must be in writing and agreed to by all parties.

BINDING EFFECT

8. This Agreement shall binding on and inure to the benefit of the respective parties, their personal representatives, successors, and assigns.

SIGNED this ____ day of _____, 2019, at Harrison County, Texas.

East Texas Baptist University

By: _____
Dr. J. Blair Blackburn, President

City of Marshall, Texas

By: _____
Mark Rohr, City Manager

THE STATE OF TEXAS §

§

COUNTY OF HARRISON §

This instrument was acknowledged before me on the ____ day of _____, 2019,
by Dr. J. Blair Blackburn, President East Texas Baptist University, as the act and deed of said entity.

NOTARY PUBLIC, State of Texas
My Commission Expires: _____

Typed or Printed Name of Notary

THE STATE OF TEXAS §

§

COUNTY OF HARRISON §

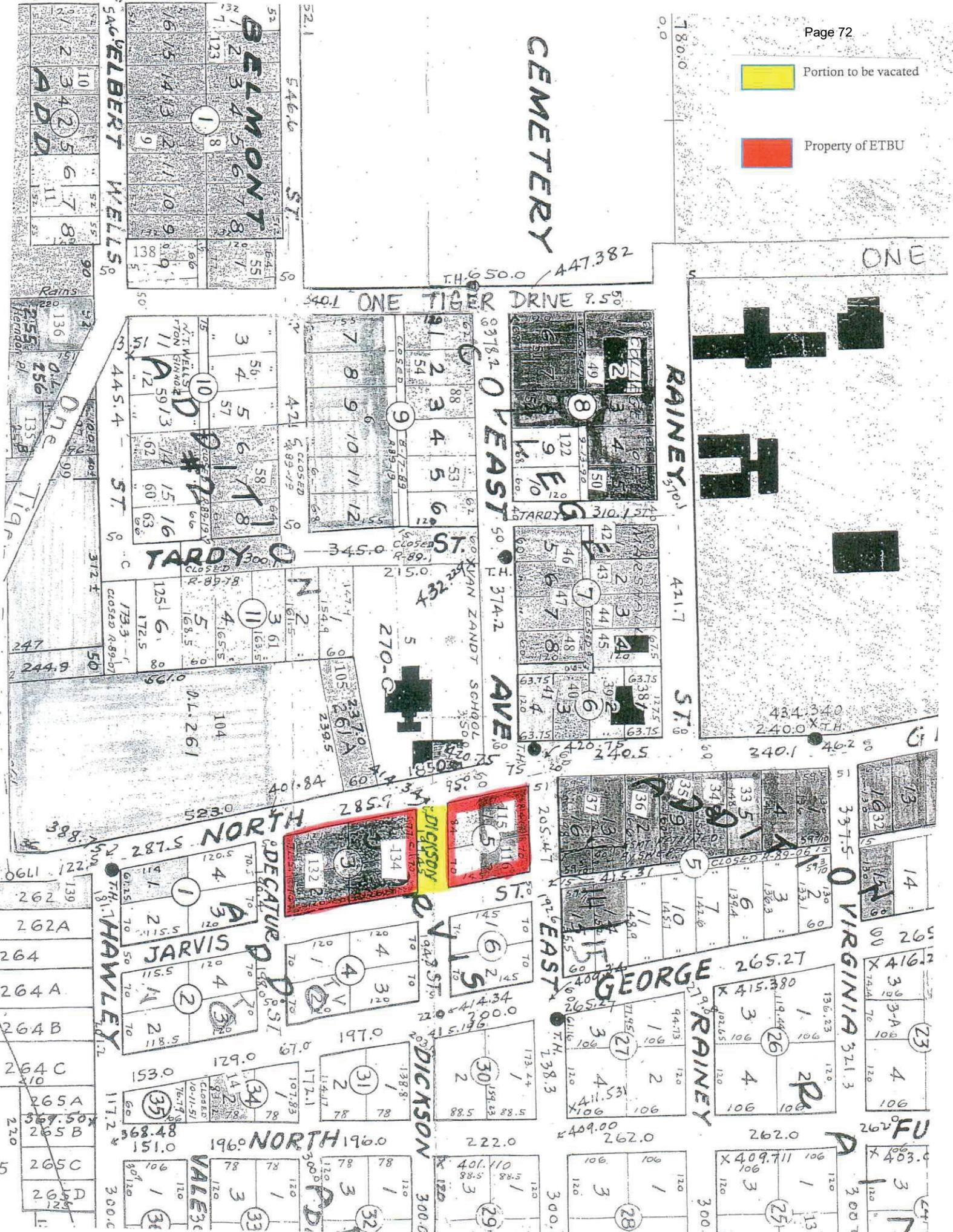
This instrument was acknowledged before me on the ____ day of _____, 2019,
Mark Rohr, City Manager for the City of Marshall, Texas, as the act and deed of said City.

NOTARY PUBLIC, State of Texas
My Commission Expires: _____

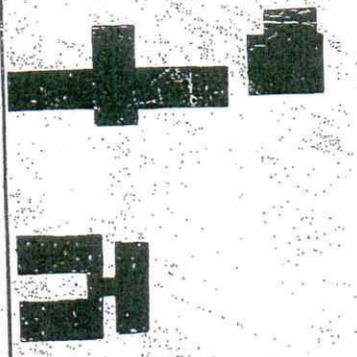
Typed or Printed Name of Notary

 Portion to be vacated
 Property of ETBU

CEMETERY



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ITEM 8A

REPORT REGARDING CITY COMMISSION OR CITY EMPLOYEES ADVOCATING FOR BALLOT PROPOSITIONS

MEMORANDUM

To: Members of the City Commission

From: Mark Rohr, City Manager

Date: March 12, 2020

Subject: Report regarding City Commission or City Employees advocating for ballot propositions

Acting City Attorney Scott Rectenwald has previously provided the Commission with a report addressing the subject of City officials advocating for a ballot proposition. Mr. Rectenwald will briefly review the report and answer any questions the Commission may have.

SCOTT E. RECTENWALD

ATTORNEY AT LAW
110 WEST FANNIN STREET
MARSHALL, TEXAS 75670
(903) 938-3300
(903) 938-3310 FAX

Scott@westfannin.com

MEMORANDUM

Date: March 5, 2020

To: City Commissioners for the City of Marshall, Texas

From: Scott Rectenwald

Re: What is allowable for Commission in regards to using their email, Facebook, etc. to advocate for the street tax election and charter election?

Summary of Discussion:

Commissioners and City Staff are free to campaign for or against a proposition on their **own time** and with **their own resources**, as there are not prohibitions under the law related to this conduct.

However, with the limited exception of a bare factual statement describing the purpose of a ballot measure, **any use of any public funds or resources** for the purpose of advocating the passage or failure of a measure subjects the City officer or employee to civil fines and criminal prosecution. Use of City E-mail, City materials (such as paper or ink) , or City machinery (computers, printers, presses, etc.) is strictly prohibited, as is the use of paid time for City employees or staff.

As a matter of caution, City Officers and Staff should avoid the use or comment upon any “official” city social media due to the Texas Ethics Commission’s history of broadly defining “spend[ing] ... public funds.”

Discussion:

There does not appear to be a statute addressing the use of a City employee’s or officer’s private time or private resources to campaign for or against a ballot measure. Any such statute would probably be subject to challenge on State and Federal Constitutional grounds.

However, there are express prohibitions against using public funds or resources or any kind for such advocacy. Section 255.003 of the Election Code provides as follows:

“Sec. 255.003. Unlawful Use of Public Funds for Political Advertising.

(a) An officer or employee of a political subdivision may not knowingly spend or authorize the spending of public funds for political advertising.

(b) Subsection (a) does not apply to a communication that factually describes the purposes of a measure if the communication does not advocate passage or defeat of the measure.

(b-1) An officer or employee of a political subdivision may not spend or authorize the spending of public funds for a communication describing a measure if the communication contains information that:

(1) the officer or employee knows is false; and

(2) is sufficiently substantial and important as to be reasonably likely to influence a voter to vote for or against the measure.

(c) A person who violates Subsection (a) or (b-1) commits an offense. An offense under this section is a Class A misdemeanor....” (Emphasis added)

To fully understand this statute, its important to refer to the “definitions” contained in preceding Elections Code section §251.001:

“Political advertising” means

(1) a communication supporting or opposing a candidate for nomination or election to a public office or office of a political party, a political party, a public officer, that: (A) in return for consideration, is published in a newspaper, magazine, or other periodical or is broadcast by radio or television; or (B) appears: (I) in a pamphlet, circular, flier, billboard or other sign, bumper sticker, or similar form of written communication; or (ii) on an Internet website; and

(2) a communication that advocates passage or defeat of a measure, and that: (A) in return for consideration, is published in a newspaper, magazine, or other periodical or is broadcast by radio or television; or (B) appears: (I) in a pamphlet, circular, flier, billboard or other sign, bumper sticker, or similar form of written communication;

If an officer or employee of City uses the political subdivision’s resources in violation of the prohibition, the employee could be fined by the Ethics Commission or held criminally liable.

The prohibition applies to the conduct of "spending or authorizing the spending of public funds" for political advertising. The City’s officers and employees may not purchase or authorize the purchase of materials for use in creating political advertising, nor may they use existing paper, machinery, or other resources - including e-mail accounts - to generate, display, or distribute political advertising. Likewise, the City may not authorize the use of the paid time of an employee of a City to create or distribute political advertising.

The prohibition does not apply to "a communication that factually describes the purposes" of a measure election. It is permissible to use the resources of the City to produce explanatory material about what is at stake in a measure election. However, the communication may not

contain information that an officer or employee of the City knows is false. No matter how much factual information about the purposes of a measure election is in a communication, any amount of advocacy is impermissible. **A violation of the prohibition is a Class A misdemeanor.** This means that a violation could lead to criminal prosecution. Also, the Ethics Commission has authority to impose fines for violations of section 255.003.

Another provision of the Texas Election Code prohibits an officer or employee of a political subdivision from using or authorizing the use of an internal mail system to distribute political advertising. Elections Code sec. 255.0031 provides, in part:

“255.0031. Unlawful Use of Internal Mail System for Political Advertising.

(a) An officer or employee of a state agency or political subdivision may not knowingly use or authorize the use of an internal mail system for the distribution of political advertising..”

An internal mail system is a system operated by the City to deliver written documents to its officers or employees. Again, this conduct is a Class A Misdemeanor, meaning that a violation of this prohibition could also lead to the imposition of fines by the Ethics Commission or to **criminal prosecution**.

Although the Texas Ethics Commission has yet to issue an advisory opinion on the use of “official” social media, I suggest that Officers and Staff should not use or make comments on the City’s social media account. Although media like Facebook are free, use of City employees and computers to set up and maintain the account could arguably put it within the zone of prohibited use. The TEC has construed “spend ... public funds” broadly in the opinions it has issued.

Although you may not use City resources for political advertising, you are free to campaign for or against a proposition on your own time and with your own resources.

ITEM 9

ITEMS WITHDRAWN FROM THE CONSENT AGENDA

ITEM 10

EXECUTIVE SESSION

**AN EXECUTIVE SESSION PURSUANT TO
THE OPEN MEETINGS ACT, CHAPTER
551 OF THE TEXAS GOVERNMENT
CODE UNDER SECTION 551.072
DELIBERATION REGARDING REAL
PROPERTY: CONSIDER, DISCUSS, AND
DELIBERATE SALE OF PROPERTY**

ITEM 11

ACTION ITEMS FOLLOWING EXECUTIVE SESSION

**CONSIDER AUTHORIZING CITY STAFF
TO NEGOTIATE AND/OR EXECUTE AN
AGREEMENT FOR SALE OF PROPERTY
DISCUSSED IN EXECUTIVE SESSION**

MEMORANDUM

To: Members of the City Commission

From: Mark Rohr, City Manager

Date: March 13, 2020

Subject: Consider Authorizing City Staff to Negotiate and/or Execute an Agreement for Sale of Property as Discussed in Executive Session

This item has been placed on the agenda to consider authorizing City Staff to negotiate and/or execute an agreement for sale of property as discussed in Executive Session.

ITEM 12

ADJOURNMENT