

1. 3/25/2021 Agenda (PDF)

Documents:

[03-25-21 AGENDA.PDF](#)

2. 3/25/2021 Agenda Packet (PDF)

Documents:

[3-25-21 AGENDA PACKET.PDF](#)



**CITY OF MARSHALL, TEXAS
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, CITY HALL, 401 SOUTH ALAMO
THURSDAY, MARCH 25, 2021, 6:00 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**
2. **INVOCATION AND PLEDGES**
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.

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 **ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA**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

The items on the Consent Agenda require little or no deliberation by the Council. 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 Councilmember 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 March 18, 2021 Special-Called meeting.

- B. Public Works Activity Report. (Public Works Director)
 - C. Fire Department Activity Report. (Fire Chief)
 - D. Police Department Activity Report. (Police Chief)
 - E. Community & Economic Development Activity Report. (Community & Economic Development Director)
6. **PROCLAMATION**
- A. Presentation of a proclamation declaring the month of March as “Developmental Disabilities Awareness Month”. (Mayor Brown)
7. **CITY MANAGER REPORTS AND REQUESTS FOR CITY COUNCIL CONSIDERATION**
- A. Consider authorizing the Acting City Attorney to retain counsel for assistance and advice on the update from the Bureau of the Census. (Acting City Attorney)
 - B. Consider approval of a Water Loss Forgiveness Policy. (Acting City Attorney)
 - C. Consider approval of Small Business Grant Fund Applications. (Community & Economic Development Director)
 - D. Consider approval of an appointment to the Keep Marshall Beautiful Board. (Tourism & Cultural Arts Director)
8. **CONSIDERATION OF ITEMS WITHDRAWN FROM THE CONSENT AGENDA**
9. **EXECUTIVE SESSION**
- A. Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Section 551.071 – Consultation with Attorney to discuss matters related to pending or contemplated litigation.
10. **ADJOURNMENT**

Posted: March 22, 2021
5:00 p.m.
N. Smith

This meeting will be conducted in accordance with the Americans with Disabilities Act. Requests for sign interpretive services will be available with at least 72-hour notice prior to the meeting. To make arrangements for these services, please call the City Secretary’s Office at 903-935-4446.



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Page 15

- E. Community & Economic Development Activity Report. (Community & Economic Development Director)

Page 17

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- A. Consider authorizing the Acting City Attorney to retain counsel for assistance and advice on the update from the Bureau of the Census. (Acting City Attorney)

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- B. Consider approval of a Water Loss Forgiveness Policy. (Acting City Attorney)

Page 26

- C. Consider approval of Small Business Grant Fund Applications. (Community & Economic Development Director)

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- D. Consider approval of an appointment to the Keep Marshall Beautiful Board. (Tourism & Cultural Arts Director)

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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 MARCH 18, 2021
SPECIAL-CALLED MEETING**

MINUTES OF THE SPECIAL-CALLED MEETING OF THE
CITY COUNCIL OF THE CITY OF MARSHALL
THURSDAY, MARCH 18, 2021
6:00 PM

Mayor Terri Brown called the Special-Called meeting to order in the Council Chambers, City Hall at 6:00 p.m.

PRESENT:

MAYOR: Terri Brown, District 3

COUNCIL MEMBERS:

Marvin Bonner, District 1	Leo Morris, District 2
Amy Ware, District 4	Vernia Calhoun, District 5
Amanda Abraham, District 6	Micah Fenton, District 7

ADMINISTRATIVE STAFF PRESENT:

Scott Rectenwald, Acting City Attorney	Cliff Carruth, Police Chief
Randy Pritchard, Support Services Superintendent	
Debbie Manuel, Interim Finance Director	
Eric Powell, Public Works Director	
Jasmine Rios, Communications Coordinator	
Nikki Smith, City Secretary/Payroll Accountant	

INVOCATION & PLEDGE: Mayor Brown

49. CITIZEN COMMENTS

There were no Citizen Comments.

50. ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA

Item D was withdrawn from the Consent Agenda.

51. CONSENT AGENDA

Councilmember Bonner made a motion to approve the Consent Agenda. Councilmember Morris seconded the motion, which passed with a vote of 7:0.

- A. Consider approval of the minutes from the February 25, 2021 Regular meeting.
- B. Street Sweeping Activity Report.
- C. Monthly Financial Report.
- E. Consider approval of a resolution calling for the cancellation of the City General Election for District 3.

CITY MANAGER REPORTS AND REQUESTS FOR CITY COUNCIL CONSIDERATION

52. **PRESENTATION OF PROPOSED POLICIES AND PROCEDURES FOR THE MARSHALL ANIMAL ADOPTION CENTER.**

Cliff Carruth, Police Chief, presented proposed policies and procedures for the Marshall Animal Adoption Center based on reviews of best practices throughout the state, veterinarian & adoption center recommendations and input from local organizations. He provided information regarding changes to the Animal Control ordinance relating to spay/neutering, animals running at large/nuisance, rabies vaccinations and microchipping.

Council members asked questions and discussed.

53. **PUBLIC WORKS/WATER AND WASTEWATER UTILITIES CAPITAL IMPROVEMENT PLAN (CIP) REPORT.**

Eric Powell, Public Works Director, provided the Public Works/Water and Wastewater Utilities Capital Improvement Plan (CIP) Report. He highlighted specific items to be focused on relating to Water and Wastewater and discussed additional needs exposed by the winter storm event. Funding options for these improvements, such as grants and a rate increase study, will be evaluated.

Council members asked questions and discussed.

54. **CONSIDER APPROVAL OF AN ADD-ON TO THE ORIGINAL AGREEMENT FOR THE JOHNSON STREET SIDEWALK IMPROVEMENT PROJECT, RELATED TO A CHANGE IN SCOPE DUE TO NEEDED DRAINAGE SYSTEM IMPROVEMENTS.**

Eric Powell asked for approval of an add-on to the original TxDOT grant program agreement for the Johnson Street Sidewalk Improvement Project, related to a change in scope due to needed drainage system improvements. The cost of this add-on will be \$68,973, utilizing funds from Municipal Drainage Utility.

Council members asked questions and discussed.

Councilmember Morris made a motion to approve an add-on to the original agreement for the Johnson Street Sidewalk Improvement Project. Councilmember Ware seconded the motion, which passed with a vote of 7:0.

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

D. Municipal Court Activity Report.

Councilmember Bonner stated his reasons for pulling this item.

Council members asked questions and discussed.

Councilmember Bonner made a motion to approve Item D of the Consent Agenda. Councilmember Fenton seconded the motion, which passed with a vote of 7:0.

56. **ADJOURNMENT**

Mayor Brown made a motion for adjournment. Councilmember Abraham seconded the motion, which passed with a vote of 7:0.

APPROVED:

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

ATTEST:

City Secretary

Resolution: R-21-09

ITEM 5B

CONSENT AGENDA

PUBLIC WORKS ACTIVITY REPORT



TO: Members of the City Council

FROM: Eric Powell, PE *EAP*
Director of Public Works/City Engineer

DATE: March 17, 2021

SUBJECT: Public Works Department Monthly Activity Report

The Public Works Department Activity Report for the month of February 2021 is attached for your review.

PUBLIC WORKS DEPARTMENT

MONTHLY ACTIVITY REPORT

February 2021

DEPARTMENT DIVISIONS	NUMBER OF REQUESTS
DISTRIBUTION/COLLECTION	
Water main breaks/service leaks	49
Water meters (leaks/repairs/replacements)	12
Sewer issues (wash service/repairs/surcharging manholes/preventive maintenance)	93
Water taps	2
Emergency water meter cut-offs for residential & business customers (<i>due to burst pipes from winter storm</i>)	Approx. 200
STREETS	
Pothole patching/dress-ups	156
Right of way mowing/clearing blind intersections	5
Illegal dumping	1
Fallen trees/limbs on roadways	0
Street repairs at water main break sites	26
Trim low hanging limbs	12
<i>Winter storm issues: sanded streets; assisted with water break repairs; assisted with emergency water meter cut-offs; assisted in clearing hospital ambulance entrances (2 times) and hospital helipad</i>	
SPECIAL PROJECT: Code Enforcement request to clean-up abandoned mobile home park on Sledge St.	
ROW/COMMUNITY APPEARANCE	
Litter pick-up	75
General lawn care (City facilities, cemeteries, median maintenance)	17
Illegal dumping	4
<i>Winter storm issues: assisted with emergency water meter cut-offs; assisted in clearing hospital ambulance entrances (2 times) and hospital helipad</i>	
DRAINAGE	
Cleaning/digging ditches	5
Checking traps & drains	6
Storm drain clearing/repairs/sinkhole repairs	5
Culvert installation/repairs	5
Sidewalk/curb repairs	4
<i>Winter storm issues: assisted with water break repairs; bottled water distribution events</i>	
SPECIAL PROJECT: Code Enforcement request to clean-up abandoned mobile home park on Sledge St.	

INFORMATION TECHNOLOGY	
Computer, internet, phone, email, alarm issues, Zoom meetings	188
BUILDING MAINTENANCE	
HVAC, electrical, plumbing, other miscellaneous issues	113

ITEM 5C

CONSENT AGENDA

FIRE DEPARTMENT ACTIVITY REPORT

**MARSHALL FIRE DEPARTMENT
601 S. GROVE STREET
MARSHALL, TEXAS 75670
(903) 935-4580**



February 2021 Summary Report

FIRE PREVENTION

Burn Permits Issued for February 2021: 25

Burn Permits Issued Year-to-Date 2021: 55

FIRE SUPPRESSION

Fire Incident Response for February 2021: 85 Calls for Service

(Fire, Rescue and EMS Assist, Hazardous Condition, Service Call, Good Intent Call, False Alarm and False Call).

Fire Incident Response Year-to-Date 2021: 177 Calls for Service

(Fire, Rescue and EMS Assist, Hazardous Condition, Service Call, Good Intent Call, False Alarm and False Call).

EMERGENCY MEDICAL SERVICES

EMS Response for February 2021: 438 Calls for Service

EMS Response Year-to-Date 2021: 948 Calls for Service

EMERGENCY MANAGEMENT

Activation of the City of Marshall Emergency Management Plan due to Winter Storm Uri

Implementation of Emergency Warming Shelter located at Central Fire Station: 3 Occupants

ITEM 5D

CONSENT AGENDA

POLICE DEPARTMENT ACTIVITY REPORT



Marshall Police Department

Cliff Carruth
Chief of Police

Date: 03/15/2021

To: CITY COUNCIL MEMBERS

From: CHIEF CLIFF CARRUTH

Re: MONTHLY ACTIVITY REPORT

The Marshall Police Department responded to the following Calls for Service:

Calls for Service February 2021:	2,207
Calls for Service March 15, 2021:	1,174
Animal Service Calls February 2021:	53
Animal Service Calls March 15, 2021:	32
Motor Vehicle Crashes February 2021:	69
Motor Vehicle Crashes March 15, 2021:	38
New criminal cases assigned to detective February 2021:	40
New criminal cases assigned to detective March 15, 2021:	26

“Keeping our Community Safe”

ITEM 5E

CONSENT AGENDA

COMMUNITY & ECONOMIC DEVELOPMENT ACTIVITY REPORT



Community & Economic Department

Fabio Angell
Director

Date: 2/28/2021
To: CITY COUNCIL MEMBERS
From: VARIOUS DIVISIONS
Re: MONTHLY ACTIVITY REPORTS (FEBRUARY)

The "Permit Division" of the Economic Development Department completed the following activities during the month of February:

	CITY
Permits Residential	67
Permits Commercial	16
Permits Educational	2
TOTAL	85

The "Health Division" of the Economic Development Department completed the following activities during the month of February.

Health Inspections February 2021:	CITY	COUNTY
Routine:	0	3
Compliance:	58	0

* Compliance for February indicates short visits made to ensure Boil Water Notice was given.

The "Code Enforcement" Division of the Economic Development Department completed the following activities during the month of February:

	CITY
Re-Inspections	30
Open	22
Closed	4
Court Action	4

"Open for Business, Keeping Our Community Growing... Always"

ITEM 6A

PROCLAMATION

**PRESENTATION OF A PROCLAMATION
DECLARING THE MONTH OF MARCH
AS “DEVELOPMENTAL DISABILITIES
AWARENESS MONTH”**



STATE OF TEXAS
OFFICE OF THE GOVERNOR

An estimated 480,000 children in Texas have developmental disabilities. The hopes and dreams of these young Texans do not differ from the aspirations of all Texans — to be self-sufficient, work and earn a living, practice their faith, and help support their community. Like all Texans, people with developmental disabilities have unique abilities and experiences that strengthen our state's rich diversity, and throughout our history, these Texans have made significant contributions that make the Lone Star State a better place for us all.

There can be no doubt that Texas is stronger when every citizen is able to thrive in their community. Students with developmental disabilities who are included in classroom settings outside of special education are more likely to achieve their full academic potential. When people with disabilities are included in the general workforce, they have an opportunity to earn a competitive wage, work as part of a team, and support the local economy. People with developmental disabilities who are included and active in their community generally live longer, healthier lives and are more likely to give back to their communities. When inclusion becomes a way of life, Texas' communities thrive.

Each year, we dedicate March to raising awareness about developmental disabilities and highlighting the importance of including people of all abilities in every aspect of community life. During this month, Texans can raise awareness about how classrooms, workplaces, houses of worship, and communities are stronger when they include people of all abilities. At this time, I encourage Texans to come together to increase awareness about developmental disabilities and support full inclusion and equality for all.

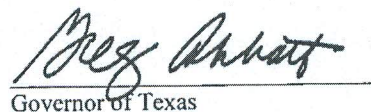
Therefore, I, Greg Abbott, Governor of Texas, do hereby proclaim March 2021 to be

Developmental Disabilities Awareness Month



in Texas, and urge the appropriate recognition whereof.

In official recognition whereof,
I hereby affix my signature this the
14th day of January, 2021.


Governor of Texas

ITEM 7A

**CONSIDER AUTHORIZING THE ACTING
CITY ATTORNEY TO RETAIN COUNSEL
FOR ASSISTANCE AND ADVICE ON THE
UPDATE FROM THE BUREAU OF THE
CENSUS**

Memo

To : The City of Marshall City Council

From: Scott Rectenwald, City Attorney

Re: Authorizing the City Attorney to retain counsel for assistance and advice on the
 update from the Bureau of the Census

With every decennial census, the time comes for the City of Marshall to evaluate population numbers and consider re-districting . As the Council members are already aware, I have been in touch with Professor Michael Morrison, the Boswell Chair of Law for Baylor University School of Law, to provide the legal services and guidance the City will need to evaluate the population numbers and redistrict in a manner that complies with federal and state legal and constitutional requirements. Professor Morrison and his associate Professor David Guinn (who has since retired) helped the City meet all of the legal requirements of redistricting after the 2010 census. Professor Morrison has offered the attached engagement agreement, which provides for a fixed fee set at the total billing that he and Professor Guinn charged ten years ago. It provides for a retainer of Ten Thousand Dollars (\$10,000.00) which is payment in full if re-districting is not necessary. The balance of Eighteen Thousand Five Hundred Dollars (\$18,500) would be paid if the study determines that re-districting is necessary, and would be applied to the work expended to accomplish the re-districting.

My contract with the Council provides that I obtain Council approval before engaging other attorneys with specialized knowledge or expertise. I am requesting that the Council authorize me to engage Professor Morrison in this matter.

AGREEMENT

This agreement is between the Law Office of Michael Morrison (Morrison) and the City of Marshall, Texas. Morrison will provide legal services related to determining whether the Council district lines will need to be redrawn in order to comply with federal and state legal and constitutional requirements following publication the 2020 census population data.

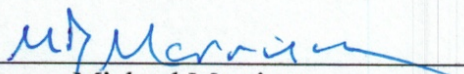
If redistricting is required or otherwise requested, Morrison agrees to work closely with the Council and staff (City) in a process to develop a plan incorporating the characteristics identified by the Court that also complies with Texas and federal requirements. These services will be provided for a fixed fee of \$28,500.00, including expenses.

The suggested process is as follows:

- An initial malapportionment study based on the 2020 census count data will be conducted to determine whether the current lines must be redistricted;
- If redistricting is undertaken, Morrison will work with and at the direction of the Council on a process designed:
 - To identify the desired characteristics of a plan for the redistricting of the current lines that will comply with applicable federal and Texas law;
 - To enable meaningful public input and feedback; and
 - To complete redistricting services necessary for approval and adoption of a plan.

The fee for services includes a retainer of \$10,000.00, which is due when invoiced and that will be applied toward preparation for and completion of a malapportionment study to determine if redistricting is necessary. Should the study indicate that redistricting is unnecessary, the retainer is payment in full for services to that point. The remaining fee of \$18,500 is to be applied to the redistricting process itself, should that be necessary or otherwise requested. This portion of the fee is due on completion of the process. The fee quoted above does not include representation or involvement in any administrative or judicial review or proceeding. Should additional services be requested, their scope and fee will be as agreed by the parties.

Redistricting necessarily involves the exercise of professional judgment, which is always subject to judicial review. No representations beyond the exercise of reasonable care and judgment can be or are made related to the outcome of a challenge to any resulting plan.


Michael Morrison
For the Firm

For the City of Marshall

Retainer Statement

February 9, 2021

Law Office of Michael Morrison, PLLC

Federal Tax ID # 84-3191611

Please remit payment to this address:

Law Office of Michael Morrison

149 Greenbriar Trail

Holly Lake Ranch, Texas 75765

Redistricting Services

\$ 10,000.00

Payment due:

By March 5, 2021

THANK YOU

Draft Redistricting Timeline

As a result of COVID-induced delays at the Bureau of the Census, the process has been set back by about six weeks. In fact, the Census Bureau already missed its statutory deadline to provide counts to the President for Congress to use in reapportioning congressional seats. Additionally, the April 1, deadline to release to the states counts for their own redistricting is also in doubt. Once available, it will take another two to three weeks to load the data and test the redistricting software before our process can begin, hopefully sometime in mid to late April.

The following is at best a hopeful timeline.

March - April 2021

- Planning
 - Review the process and make necessary adjustments to this timeline.
 - Consider whether to appoint an advisory committee.
 - While an advisory committee has eased preclearance by D.O.J. in the past, it is neither required nor widely used.
 - With preclearance no longer necessary, it would be wise to reconsider whether the use of an advisory committee is practical or warranted.
 - Determine how best to proceed.

April - May 2021

- Analyze the existing plan to determine if it is so malapportioned that redistricting is required.
 - Present the results of the malapportionment study.
 - Review a draft that would satisfy the legal requirements with the fewest possible changes to existing lines as a starting point. This is a useful step to begin and focus the discussion.
 - Consult to identify the characteristics and priorities of a workable redistricting plan.

June - August 2021

- Prepare a plan or plans for consideration.
- Choose a proposal for presentation to the public.
- Enable public comment.

August - October 2021

- Complete, adopt and implement a final plan.

All of the above is subject to amendment as we learn more of the circumstances to be faced.

ITEM 7B

CONSIDER APPROVAL OF A WATER LOSS FORGIVENESS POLICY

Memo

To : The City of Marshall City Council

From: Scott Rectenwald, City Attorney

Re: Excess Water Usage During a Disaster

The extreme winter weather of February 2021 caused widespread damage in East Texas, including damage to plumbing and water fixtures of the Citizens in the City of Marshall. As a result, the Water Billing Department determined that a number of Citizens' accounts showed that these Citizens used thousands of gallons of water over their usual consumption amount. Recognizing the need to provide relief to the Citizens of the City of Marshall, the City Staff, the City Manager and the City Attorney met and developed the attached policy, which was employed in last month's billing cycle. City Staff, the City Manager and the City Attorney are requesting that the Council formally adopt this policy going forward for disasters or emergencies that occur in the future.



POLICY CONCERNING EXCESS WATER USAGE DURING DISASTER

1.0 POLICY

This policy provides guidelines for users of the City's water utilities and city employees responsible for billing users of the City's water utilities where abnormal excess consumption of water occurs during an emergency or disaster, such as extreme winter weather, hurricane, or tornado.

2.0 PURPOSE

The City of Marshall recognizes that during emergencies or disasters some users of water utilities experience damage to fixtures, pipes and plumbing which cause leaks and abnormal water usage. As a consequence, users are billed excessive charges for water usage. This policy establishes guidelines for reducing or forgiving excessive charges incurred under the circumstances outlined above.

3.0 DEFINITIONS

- 3.1 "Excessive water usage" shall mean water usage which, in a given billing period exceeds ten thousand gallons over a customer or user's normal usage.
- 3.2 "Disaster" or "Emergency" shall mean a disaster or emergency declared by the City of Marshall's Emergency Management Director.
- 3.3 "User" shall mean a user of the City of Marshall's water utility.

4.0 POLICY AND PROCEDURE

- 4.1 If during a Disaster or Emergency a User experiences excessive water usage, a User can apply to the City of Marshall Water Billing Department Manager ("the Billing Manager") to forgive charges relating to the excessive water usage.

- 4.2 Upon receiving a bill based upon excessive water usage during a Disaster or Emergency, a User may present proof to the Billing Manager of damage to the User's property as a result of the Disaster or Emergency.
- 4.3 If, in the discretion of the Billing Manager, he or she determines that the damage to a User's property resulted from a Disaster or Emergency, and further that such damage resulted in the excessive water usage, the Billing Manager may reduce the charges for water during that month to the charge that would result from taking the User's average water usage for the three (3) months preceding the month in which the excessive water usage occurred. The Billing Manager should also confirm that the damage causing the User's excessive water usage has been repaired.
- 4.4 A User should make application to the Billing Manager for relief under this policy not later than the subsequent billing cycle after the month in which excessive water usage occurred.

ITEM 7C

CONSIDER APPROVAL OF SMALL BUSINESS GRANT FUND APPLICATIONS

Memorandum

Date: March 22, 2021

To: Mark Rohr, City Manager

From: Shameia Ruffins, Community Development Coordinator

Subject: Approval of Small Business Grant Fund Recommendations

The following recommendations have been made by staff in relation to the Small Business Grant Fund. This fund was approved on September 24, 2020 by the City Commission with a 6:0 vote.

The purpose of the SBGF is to help Marshall small businesses adapt their business model to changing business conditions because of the COVID-19 pandemic. This is a reimbursement grant for up to \$2,500 of eligible costs including equipment, software, supplies, safety equipment, and financial support. Eligible businesses include, but are not limited to, retail (storefront), food and beverage, personal care (barbershop, nail salons, spas, etc.), automobile, mobile (food) vendors, maintenance, education/training, health/wellness, art galleries, gyms, and small manufacturing businesses. Businesses must have 25 or fewer employees and have been open and operating as of January 1, 2020.

Funding for the program is provided to the City of Marshall through the U.S. Department of Housing and Urban Development's Community Block Development Grant. Currently, the City has delegated \$138,536.000 of our received COVID money to the Small Business Grant Fund. The approved application process says that upon receipt, staff will review the application for completion. Based on the review, City staff will make recommendations for approval by City Commission.

Thus far, we have approved 34 applications of which 6 were approved during the previous commission meeting held on February 25, 2021. A total of 2 pending applications today would bring us to a total of 36 applications. Staff has assisted several business owners on getting their application started, and will continue to spread the word on this local opportunity. We anticipate this to be an ongoing agenda item over the next few weeks as we continue to receive applications.

Staff is looking for the City Commission's approval for the two (2) Small Business Grant Fund applications that were received in completion between February 12, 2021 and March 19, 2021.

See Attached Documents

Staff Recommendations

Wilson's Insurance Agency LLC-\$2,500.00

Staff is recommending the max reimbursement of \$2,500 to Wilson's Insurance Agency LLC under the eligibility category of financial support.

Wilson's Insurance Agency was affected by the pandemic like numerous of small businesses in the City of Marshall Tx; however they were able to maintain service for their customers by simply purchasing additional lap tops to provide service outside and minimize the flow of traffic inside of the business. In the event customers had to come inside for assistance PPE was purchased and utilized RE: Masks, Disinfectant spray, gloves to minimize the spread of the Covid-19 Virus. Receipts totaling \$3,160.61 were submitted.

Professional Image Consultants LLC-\$2,500.00

Staff is recommending the max reimbursement of \$2,500 to Professional Image Consultants LLC under the eligibility category of financial support.

Professional Image Consultants LLC is one of many small businesses located in the city limits of Marshall TX. Fortunately this business was able to remain in business by working remotely from home on most days. On days that required office work the employees felt somewhat safe from the Covid-19 virus being that a protective glass was installed to ensure against the potential spread of the disease. Also no employee was laid off nor furloughed resulting in employee wages still being paid. Receipts totaling \$73,041.20 was submitted.

ITEM 7D

**CONSIDER APPROVAL OF AN
APPOINTMENT TO THE KEEP
MARSHALL BEAUTIFUL BOARD**

CITY BOARDS, COMMISSIONS, & COMMITTEES

KEEP MARSHALL BEAUTIFUL BOARD

The Keep Marshall Beautiful Board, formerly Marshall Image Advisory Board, advises the City Commission on issues related to littering and property appearance. The term of service on this board is two years, beginning on January 1 after the appointment is made. A member can serve a maximum of two consecutive full terms. The current members of this board are Susan Marshall, Ashli Dansby, Angelita Jackson, Cheryle Carpenter, Zonita Bailey and Stacy Burns. The staff member who works with this board is Mallori James, Tourism & Cultural Arts Director. Questions may be directed to Mrs. James at 903-935-4417 or at james.mallori@marshalltexas.net

There is one vacancy on the board which needs to be filled. Lillian Banks has expressed interest in serving on this board. It is recommended that Lillian Banks be appointed as a new member on this board.

ITEM 8

CONSIDERATION OF ITEMS WITHDRAWN FROM THE CONSENT AGENDA

ITEM 9A

EXECUTIVE SESSION

**PURSUANT TO THE OPEN MEETINGS
ACT, CHAPTER 551, TEXAS
GOVERNMENT CODE, SECTION 551.071 –
CONSULTATION WITH ATTORNEY TO
DISCUSS MATTERS RELATED TO
PENDING OR CONTEMPLATED
LITIGATION**

ITEM 10

ADJOURNMENT