

Council Chambers, City Hall
401 South Alamo
Marshall, TX 75670
903-935-4421



Members
Amy Ware, District 4 - Mayor
Marvin Bonner, District 1
Leo Morris, District 2
Jennifer Truelove, District 3
Reba Godfrey, District 5
Amanda Abraham, District 6
Micah Fenton, District 7

PLEASE SILENCE ALL DEVICES
REGULAR CITY COUNCIL MEETING
March 28, 2024
6:00 PM

1. Call to Order and Roll Call

2. Invocation and Pledges

3. Presentations & Proclamations

- A. Presentation of a proclamation declaring the month of April 2024 as "Child Abuse Awareness and Prevention Month" in the City of Marshall.
- B. Presentation of the Employee of the Month - March (Human Resources)

4. Citizen Comments

Texas Government Code, Sec. 551.007 requires that a governmental body must allow each member of the public who desires to address the body regarding an item on the 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 are requested to fill out a public comment form and will have three (3) minutes to speak unless additional time has been requested.

5. Items to be Withdrawn From Consent Agenda

6. 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 7, 2024 Special-Called Council meeting. (City Secretary)
- B. Consider approval of an order calling for the cancelation of the 2024 City General Election for Districts 1, 2, 3, and 4. (City Secretary)
- C. Consider approval of a resolution announcing the appointment of Election Officers for the 2024 General Election. (City Secretary)
- D. Acceptance of 2023 Street Improvement Program - Reconstruction including additional payments over \$50,000 and release of final payment and retainage to the contractor. (Public Works)

7. Consideration of Items Withdrawn From the Consent Agenda

8. Ordinance

- A. Consider approval of an ordinance vacating two un-named ROWS off of Palato Drive. (Public Works)

9. Resolution

- A. Consider approval of a resolution for an application for participation in the Local Government Investment Cooperative (LOGIC) Trust. (Finance)
- B. Consider approval of a resolution for an application for participation in the Texas Short Term Asset Reserve Program (TexSTAR). (Finance)
- C. Consider approval of a resolution for the submittal of an abridged application for Flood Infrastructure Funding (FIF) through Texas Water Development Board for the Drainage Master Plan. (Public Works)

10. City Manager Reports and Requests for City Council Consideration

- A. Drainage Master Plan Update. (Public Works)
- B. General Engineering\Architectural Services RFQ. (Public Works)

11. Adjournment

Posted: March 22, 2024

5:00 PM

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.



TO: City Council
DATE: March 28, 2024
ITEM #: 3.A
SUBJECT: Presentation of a proclamation declaring the month of April 2024 as "Child Abuse Awareness and Prevention Month" in the City of Marshall.

Recommendation for Action: Read and present the proclamation.

Executive Summary: CASA of Harrison County requested a proclamation declaring April 2024 as Child Abuse Awareness and Prevention Month. This proclamation recognizes the important work of educating the public on child abuse and emphasizes the City of Marshall's commitment to ending this crime.

Budget Cost: N/A

Staff Contact: Nikki Smith, City Secretary

Attachments: None



TO: City Council
DATE: March 28, 2024
ITEM #: 3.B
SUBJECT: Presentation of the Employee of the Month - March
(Human Resources)

Recommendation for Action:

Executive Summary:

The Employee Engagement Committee is a dedicated assembly of employees who have voluntarily united with the common goal of orchestrating and executing activities aimed at engaging and motivating their fellow colleagues. Their primary mission is to cultivate a positive and productive workplace culture while actively enhancing the employer-employee relationship. Among the initiatives employed is the recognition of outstanding contributions through the Employee of the Month program. The committee diligently reviews nominations, carefully deliberates, and collectively decides on the deserving individual to receive this esteemed acknowledgment.

Budget Cost:

Staff Contact: Christol Hall, HR Director

Attachments: None



TO: City Council
DATE: March 28, 2024
ITEM #: 6.A
SUBJECT: Consider approval of the minutes from the March 7, 2024 Special-Called Council meeting. (City Secretary)

Recommendation for Action: Consider approval of the minutes from the March 7, 2024 Special-Called Council meeting.

Executive Summary: Minutes from the Special-Called meeting held on March 7, 2024.

Budget Cost: N/A

Staff Contact: Nikki Smith, City Secretary

Attachments: 1. 3-7-24 Minutes

Council Chambers, City Hall
401 South Alamo
Marshall, TX 75670
903-935-4421



Members
Amy Ware, District 4 - Mayor
Marvin Bonner, District 1
Leo Morris, District 2
Jennifer Truelove, District 3
Reba Godfrey, District 5
Amanda Abraham, District 6
Micah Fenton, District 7

MINUTES
PLEASE SILENCE ALL DEVICES
SPECIAL-CALLED CITY COUNCIL MEETING
March 7, 2024
6:00 PM

1. Call to Order and Roll Call

Mayor Amy Ware called the Regular meeting to order in the Council Chambers, City Hall at 06:00 PM.

PRESENT:

Mayor and Council Members:

Mayor Amy Ware
Councilmember Marvin Bonner
Councilmember Leo Morris
Councilmember Jennifer Truelove
Councilmember Reba Godfrey
Councilmember Amanda Abraham
Councilmember Micah Fenton

ADMINISTRATIVE STAFF PRESENT:

Terrell Smith, City Manager	Dawn Jones, Finance Director
Eric Powell, Public Works Director	Scott Rectenwald, City Attorney
Christol Hall, HR/Civil Service Director	
Randy Pritchard, Support Services Director	
Nikki Smith, City Secretary/Payroll Accountant	
Alex Agnor, Economic Development & Strategic Initiatives Director	
Marina Garcia, Parks & Recreation Director	

2. Invocation and Pledges

Mayor Ware

3. Presentations & Proclamations

- A. Presentation of a proclamation declaring the month of April 2024 as "Sexual Assault Awareness Month" in the City of Marshall.
Mayor Ware read the proclamation and presented it to Amelia Heatherly and Nell Spencer, representatives for The Women's Center of East Texas. Amelia Heatherly and

Nell Spencer highlighted what the agency does for crime victims and upcoming events for the community to participate in.

- B. Presentation of the Employee of the Month - February (Human Resources)
Christol Hall, HR Director, introduced Ariel DeBolt, Employee Engagement Committee member, who presented Miranda Chapman with the Employee of the Month award for February 2023.

4. Citizen Comments

Texas Government Code, Sec. 551.007 requires that a governmental body must allow each member of the public who desires to address the body regarding an item on the 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 are requested to fill out a public comment form and will have three (3) minutes to speak unless additional time has been requested.

There were no citizen comments.

5. Items to be Withdrawn From Consent Agenda

There were no items withdrawn from the Consent Agenda.

6. 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.

Councilmember Abraham made a motion to approve the Consent Agenda.

Councilmember Fenton seconded the motion, which passed by a vote of 6:0.

- A. Consider approval of the minutes from the February 22, 2024 Regular Council meeting. (City Secretary)
- B. Rejection of Bids - West End Lift Station Improvements. (Public Works)
- C. Consider approval of an Interlocal Cooperation Agreement with the City of Midlothian, Texas to participate in a Cooperative Purchasing Program. (Finance)

7. Consideration of Items Withdrawn From the Consent Agenda

There were no items withdrawn from the Consent Agenda.

8. Ordinance

- A. Consider approval of an ordinance amending the 2024 Annual Budget. (Finance)
Kristina Hamilton, Assistant Finance Director, explained the need for the budget amendment and highlighted the changes requested for the fiscal year 2024 budget.

Councilmembers asked questions and discussed.

Councilmember Truelove arrived at this point in the meeting. The time was 6:23 PM.

Councilmember Abraham made a motion to approve an ordinance amending the 2024 Annual Budget. Councilmember Morris seconded the motion, which passed by a vote of 7:0.

9. City Manager Reports and Requests for City Council Consideration

- A. Consider approval of Change Order No. 1 to the 300\400 block of N Washington Streetscape project. (Public Works)
Eric Powell, Public Works Director, provided information regarding Change Order No. 1 to the 300\400 block of N. Washington. The cost increase is \$88,811.38 and the completion deadline will be extended by 30 days. Eric Powell stated he anticipates major construction work to be complete by July 2024 and finalizing the project in late September or early October 2024.

Councilmembers asked questions and discussed.

Councilmember Fenton made a motion to approve Change Order No. 1 to the 300\400 block of N Washington Streetscape project. Councilmember Bonner seconded the motion, which Passed with a vote of 7:0.

- B. Wonderland of Light 2023 Update. (Main Street)
Lacy Burson, Main Street Manager, provided highlights of the 2023 Wonderland of Lights event stating approximately 75,100 people visited Wonderland of Lights, 14,500 people attended the parade and 8,500 participated in the Christmas Market. Lacy Burson thanked the many organizations who volunteered or sponsored the festival and stated a survey was sent out with many positive responses received as well as recommendations for future festivals.

10. Adjournment

Councilmember Abraham made a motion to Adjournment. Councilmember Fenton seconded the motion, which Passed with a vote of 7:0:0.

APPROVED:

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

ATTEST:

City Secretary



TO: City Council
DATE: March 28, 2024
ITEM #: 6.B
SUBJECT: Consider approval of an order calling for the cancellation of the 2024 City General Election for Districts 1, 2, 3, and 4. (City Secretary)

Recommendation for Action: Approve order for cancellation of the 2024 City General Election for Districts 1, 2, 3, and 4.

Executive Summary: The authority responsible for preparing the ballot must certify the unopposed status to the authority responsible for ordering the election. This document is filed with the presiding officer of the political subdivision. The governing body must meet, accept this certificate, and issue an order or ordinance declaring the election canceled and the unopposed candidates elected. To complete the cancellation process, a copy of the order or ordinance canceling the election must be posted on Election Day at each polling place that would have been used in the election.

To cancel an election, the governing body must first receive and accept the Certification of Unopposed Candidates form (or the authority may create its own form) from the authority responsible for preparing the ballot. The cancellation order/ordinance must be adopted in an open meeting. The candidates are not required to be present. Certificates of election should be prepared for each unopposed candidate; however, the certificates of election should not be issued until after Election Day, as follows. Section 2.053 provides that the certificate of election shall be issued "in the same manner and at the same time" as for a candidate elected at an election. Therefore, the candidates, who have been declared "elected" at the meeting ordering the cancellation, must wait until after the official election day (even though no election is held) and no earlier than the prescribed canvassing period (even though no canvass is held) to be sworn in and assume their duties. Candidates may complete the Statement of Elected Officer prior to Election Day. The Statement should be kept locally; it does not need to be sent to the Secretary of State's Office. Copies of this order/ordinance must be posted on Election Day at each polling place that would have been used had the election not been canceled.

Budget Cost: N/A

Staff Contact: Nikki Smith, City Secretary

Attachments:

1. 13-1f
2. 13-2f

**CERTIFICATION OF UNOPPOSED CANDIDATES FOR OTHER
POLITICAL SUBDIVISIONS (NOT COUNTY) CERTIFICACIÓN DE
CANDIDATOS ÚNICOS
PARA OTRAS SUBDIVISIONES POLITICAS (NO EL CONDADO)**

To: Presiding Officer of Governing Body
Al: Presidente de la entidad gobernante

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 4, 2024.

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el 4 de mayo de 2024.

List offices and names of candidates:
Lista de cargos y nombres de los candidatos:

Office(s) *Cargo(s)*

Council member District 1
Council member District 2
Council member District 3
Council member District 4

Candidate(s) *Candidato(s)*

Risa Jordan-Anderson
Leo Morris
Dathaniel W. Campbell
Amy A. Ware

Signature *(Firma)*

Printed name *(Nombre en letra de molde)*

(Seal) (sello)

Title *(Puesto)*

Date of signing *(Fecha de firma)*

***See reverse side for instructions
(Instrucciones en el reverso)***

ORDER OF CANCELLATION
ORDEN DE CANCELACIÓN

The City of Marshall hereby cancels the election scheduled to be held on
(official name of governing body)
May 4, 2024 in accordance with Section 2.053(a) of the Texas
(date on which election was scheduled to be held)
Election Code. The following candidates have been certified as unopposed and are hereby
elected as follows:

El City of Marshall por la presente cancela la elección que, de lo contrario,
(nombre oficial de la entidad gobernante)
se hubiera celebrado el 4 de mayo de 2024 de conformidad, con
(fecha en que se hubiera celebrado la elección)
la Sección 2.053(a) del Código de Elecciones de Texas. Los siguientes candidatos han
sido certificados como candidatos únicos y por la presente quedan elegidos como se haya
indicado a continuación:

Candidate <i>(Candidato)</i>	Office Sought <i>(Cargo al que presenta candidatura)</i>
Risa Jordan-Anderson	City Council member, District 1
Leo Morris	City Council member, District 2
Dathaniel W. Campbell	City Council member, District 3
Amy A. Ware	City Council member, District 4

A copy of this order will be posted on Election Day at each polling place that would have been used in the election.

El Día de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales que se hubieran utilizado en la elección.

President *(Presidente)*

Secretary *(Secretario)*

(seal) *(sello)*

Date of adoption *(Fecha de adopción)*

See reverse side for instructions
Instrucciones en el reverso



TO: City Council
DATE: March 28, 2024
ITEM #: 6.C
SUBJECT: Consider approval of a resolution announcing the appointment of Election Officers for the 2024 General Election. (City Secretary)

Recommendation for Action: Requesting approval of resolution appointing election workers.

Executive Summary: Attached is a resolution announcing the appointment of Election Officers for the election to be held on May 4, 2024.

Budget Cost: Included in the election contract with Harrison County Election Administrator

Staff Contact: Nikki Smith, City Secretary

Attachments:

1. R-24-08 Appointment of Election Officers 2024
2. R-24-08 Appointment of Election Officers 2024-Spanish

RESOLUTION

A RESOLUTION OF THE CITY OF MARSHALL, TEXAS ANNOUNCING THE APPOINTMENT OF ELECTION OFFICERS FOR THE 2024 GENERAL ELECTION.

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

WHEREAS, a 2024 General Election was ordered to be held to elect Councilmembers for Districts 1, 2, 3, and 4; now, therefore,

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

That the following named persons are hereby appointed as election officers for the 2024 General Election to elect a Councilmember from Districts 1, 2, 3, and 4:

<u>DISTRICT NO.</u>	<u>VOTING PLACE</u>	<u>ELECTION OFFICERS</u>
1, 2, 3, and 4	Marshall Convention Center	<u>Helen Warwick</u> Presiding Judge
		<u>Val Allman</u> Alternate Judge
		<u>Linda Ellis</u> Election Clerk
		<u>Cierra Webb</u> Election Clerk
		<u>Linda Scott</u> Election Clerk

That Helen Warwick is hereby appointed Presiding Judge of the Early Voting Ballot Board with Val Allman, Linda Ellis, Cierra Webb, and Linda Scott serving as members.

That Helen Warwick will serve as Presiding Judge of the Central Counting Station and Val Allman, Linda Ellis, Cierra Webb, and Linda Scott will serve as members.

PASSED, APPROVED, AND ADOPTED THIS _____ DAY OF _____, 2024.

AYES: _____

NOES: _____

ABSTAIN: _____

MAYOR OF THE CITY COUNCIL
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 2024

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

MIENTRAS QUE, una 2024 Elección General fue ordenada para elegir a Miembros del Consejo para los Distritos 1, 2, 3, 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 Generales del 2024 para elegir Comisionado de Distrito 1, 2, 3, y 4:

<u>EL DISTRITO NO.</u>	<u>VOTAR</u>	<u>OFICIALES DE ELECCION</u>
1, 2, 3, y 4	Marshall Convention Center	<u>Helen Warwick</u> Juez que Preside
		<u>Val Allman</u> Juez Alterno
		<u>Linda Ellis</u> Secretaria de Elección
		<u>Cierra Webb</u> Secretaria de Elección
		<u>Linda Scott</u> Secretaria de Elección

Que Helen Warwick es nombrado Juez Presidiendo la Junta de votación temprana con Val Allman, Linda Ellis, Cierra Webb, y Linda Scott sirviendo como miembros.

También Helen Warwick servirá como Juez Presidiendo el conteo en la Estación Central y Val Allman, Linda Ellis, Cierra Webb, y Linda Scott servirá como miembros.

PASADO, APROBADO, Y ADOPTADO EI DIA ____ DE _____ DEL 2024.

SI: _____

No: _____

ABSTENIDO: _____

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

ATESTIGUA:

SECRETARIA DE LA CIUDAD



TO: City Council
DATE: March 28, 2024
ITEM #: 6.D
SUBJECT: Acceptance of 2023 Street Improvement Program - Reconstruction including additional payments over \$50,000 and release of final payment and retainage to the contractor. (Public Works)

Recommendation for Action: Formal acceptance of 2023 Street Improvement Program: Part II - Reconstruction

Executive Summary: The 2023 Street Improvement Program: Part II - Reconstruction is now complete and ready for formal acceptance by the City Council. All work has been reviewed and confirmed to be satisfactorily completed. I have also reviewed and verified the contractor's final payment request and request for release of retainage.

Budget Cost: \$108,933.76 - Additional quantities of asphalt; \$55,848.56 - Retainage

Staff Contact: Eric Powell, PE Director

Attachments: 1. 2023-PW-0022023StreetImprovementsReconstructionFINAL

CITY OF MARSHALL DEPARTMENT OF PUBLIC WORKS 2023 STREET IMPROVEMENT PROGRAM
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BID LIST: 2023 STREETS - RECONSTRUCTION

PCI Index	ST Prefix	STREET NAME	ST Suffix	FROM	TO	Length	Width (Avg.)	Area	Tonnage	Pulverization	Overlay	Status
20		1ST	ST	POPLAR ST	STATE ST	370	20	822	95	\$7,400	\$13,711	
22	W	AUSTIN	ST	N FRANKLIN ST	N FULTON ST	297	22	726	83	\$6,534	\$12,106	Complete
17	E	BOWIE	ST	WILLIAMS ST	LON ST	478	24	1,275	147	\$11,472	\$21,255	Complete
26		BRIMM	ST	E CAROLANNE BLVD	FAIRVIEW ST	377	24	1,005	116	\$9,048	\$16,764	Complete
		BRIMM	ST	POCONO ST	E CAROLANNE BLVD	362	24	965	111	\$8,688	\$16,097	Complete
25		CADDO	DR	END	CADDO ST	421	20	936	108	\$8,420	\$15,600	Private Street
27		DENISE	DR	FIR TRL	DUNCAN RD	478	24	1,275	147	\$11,472	\$21,255	Complete
27		FITZGERALD	ST	PLANTATION LN	SHERMAN DR	1094	28	3,404	391	\$30,632	\$56,754	Complete
25	N	FULTON	ST	GRAND AVE (HWY 80)	W RUSK ST	633	30	2,110	243	\$18,990	\$35,184	Complete
17	S	GROVE	ST	MEDILL ST	NATHAN ST	290	20	644	74	\$5,800	\$10,746	Complete
25		JEFF DAVIS	ST	SHERMAN DR	ENFIELD DR	1017	26	2,938	338	\$26,442	\$48,991	Complete
26		LON	ST	E BOWIE ST	E CROCKETT ST	608	24	1,621	186	\$14,592	\$27,036	Complete
26		LYNOAK	ST	PINE COVE ST	ACADIA ST	248	28	772	89	\$6,944	\$12,866	Complete
27		MAIN	ST	JEFFERSON AVE	N BOLIVAR ST	2265	24	6,040	695	\$54,360	\$100,717	Complete
26	E	MARTINDALE	DR	S GARRETT TERR	LAVERNA DR	419	24	1,117	128	\$10,056	\$18,632	Complete
27		MYRTLEWOOD	DR	POPLAR ST	KARNACK HWY (HWY43)	2254	24	6,011	691	\$54,096	\$100,228	Complete
27		OAK	ST	PALESTINE ST	GEORGE GREGG (FM1997)	759	24	2,024	233	\$18,216	\$33,750	Complete
27		OAKLEY	DR	S WASHINGTON AVE	LYNOAK ST	1859	28	5,784	665	\$52,052	\$96,441	Complete
26		WILLIAMS	RD	KARNACK HWY (HWY43)	SHILOH ST	712	20	1,582	182	\$14,240	\$26,384	Complete
		SINGLETON	ST			400	20	889	102	\$8,000	\$14,822	Add-on from 2019 to complete the remainder
		MEDILL	ST	GORDON ST	BOMAR ST	315	24	840	97	\$7,560	\$14,007	Complete
2" WATERMAIN STREETS:												
		BEAN	ST	WOOD ST	CARTERS FERRY	331	24	883	102	\$7,944	\$14,718	Complete
		MEDILL	ST	SANFORD ST	CARTERS FERRY	967	24	2,579	297	\$23,208	\$42,999	Complete
		WILSON	ST	UNIVERSITY AVE	NATHAN ST	1386	24	3,696	425	\$33,264	\$61,631	Complete
		WOOD	ST	MEDILL ST	BEAN ST	524	24	1,397	161	\$12,576	\$23,301	Complete
					TOTALS	14,941		51,334	5,903	\$ 462,006.00	\$ 855,994.45	

Streets that had a 2" watermain replaced
Completed Streets



TO: City Council
DATE: March 28, 2024
ITEM #: 8.A
SUBJECT: Consider approval of an ordinance vacating two unnamed ROWS off of Palato Drive. (Public Works)

Recommendation for Action: Requesting approval to vacate two unimproved ROWs in the 2500 block of Palato Dr., map attached.

Executive Summary: City staff is requesting the adoption of an ordinance vacating two separate sections of unimproved City ROW on the north and south sides of Palato Dr. The contiguous property owner who owns property on either side of Palato Dr has made a formal request to the City to consider vacating these sections. The property owner has informed the City that the ROW to the north will be used as a private driveway and the ROW to the south will be used to access their business. The location is in the 2500 block of Palato Dr. and is shown on the attached map.

Budget Cost: None

Staff Contact: Eric Powell, PE Director

Attachments:

1. 2894_001
2. Street Abandonment Ordinance.Unnamed Street on Palato w Exhibits
3. PalatoDrVacating032024

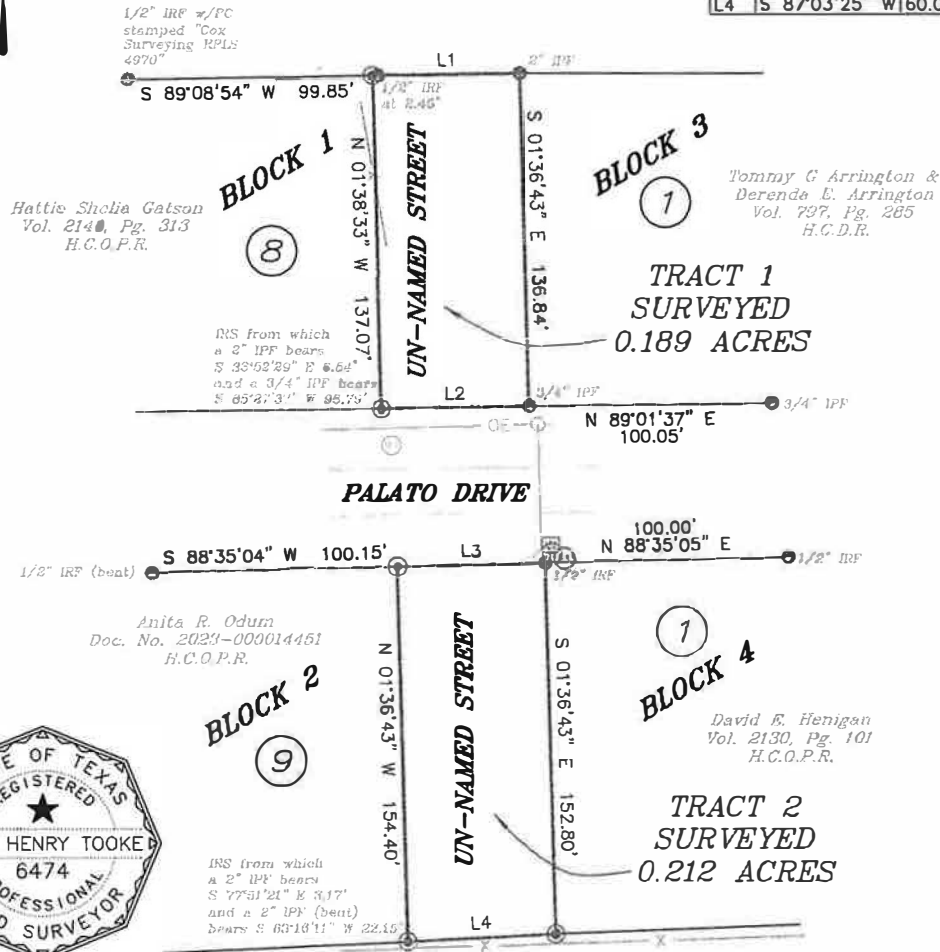
- Found monument (size and type as noted) PC - Plastic Cap
 PFC - Point For Corner
 Set 1/2" Iron rod with a plastic cap stamped MTX Surveying
 PK Nail Set w/Metal Washer stamped MTX Surveying
 Point For Corner
 Telephone Junc. Box
 Covered Concrete
- H.C.O.P.R. - Harrison County Official Public Records
 H.C.D.R. - Harrison County Deed Records
 H.C.C.F. - Harrison County Clerk's File
 H.C.P.R. - Harrison County Plat Records
- Water Meter
 Water Valve
 Manhole/Sewer/Sterndrain
 Air Conditioning Unit
 Power Pole
 Fire Hydrant
 Electric Meter
 Gas Meter
- Fence (Type as Noted) X
 Foreign Pipeline
 Overhead Electric Line OE

ANDERSON WHETSTONE SURVEY, A-747 HARRISON COUNTY, TEXAS



Called 7.19 Acres
 Ronnie Garrison & Ruthie Garrison
 Vol. 844, Pg. 190
 H.C.D.R.

LINE	BEARING	DISTANCE
L1	N 89°10'16" E	60.08'
L2	S 88°56'46" W	60.00'
L3	N 88°35'04" E	60.00'
L4	S 87°03'25" W	60.02'



To Randall Garrison Exclusively.

This plat is the result of a survey made on the ground under my supervision in February, 2024, and it correctly represents the boundaries of the tract shown hereon to the best of my knowledge. This survey was made without the benefit of a current title commitment, and may be subject to record evidence which is not available for consideration at this time.

Mark H. Tooke R.P.L.S. 6474 DATE 3/5/24
 Metes and Bounds Description to Accompany Plat

Called 7.38 Acres
 Garrison Metal Products
 Vol. 2010, Pg. 266
 H.C.O.P.R.



MTX

a Bowman company

4901 E End Blvd South, Marshall, Tx 75672
 www.bowman.com
 903.471.8391

TBPELS Firm No. 10120600 | LA Firm No. 846

JOB NO: 380959 REVISION: 0
 FW BY: ARF SCALE 1"=60'
 DRAWN BY: AR SHEET 1 OF 1
 CHKD BY: MHT

PLAT SHOWING:

SURVEYED 0.189 ACRES (TRACT 1) AND 0.212 ACRES (TRACT 2) BEING TWO UN-NAMED STREETS IN PINE HAVEN ADDITION PER THE PLAT RECORDED IN CAB. A, SLIDE 38, H.C.P.R. AND LOCATED WITHIN THE ANDERSON WHETSTONE SURVEY, A-747, HARRISON COUNTY, TEXAS

NOTES

ALL BEARINGS ARE BASED UPON GRID NORTH AND REFERENCED TO THE TEXAS STATE PLANE COORDINATE SYSTEM (NAD 83) NORTH CENTRAL ZONE AS DERIVED FROM GPS OBSERVATIONS.

THIS PLAT IS PREPARED FOR THE PARTIES INVOLVED IN THIS TRANSACTION ONLY. MTX SURVEYING WILL NOT BE LIABLE FOR ANY COPIES MADE AFTER 90 DAYS OF THE DATE SHOWN OR ALTERATIONS MADE WITHOUT THE EXPRESSED WRITTEN AUTHORIZATION OF MTX SURVEYING.

**METES AND BOUNDS DESCRIPTION OF
A 0.189 ACRE TRACT 1 IN
ANDERSON WHETSTONE SURVEY, A-747
HARRISON COUNTY, TEXAS**

That certain piece, parcel or tract of land containing 0.189 acres (Tract 1), being an un-named street in Pine Haven Addition, recorded in Cabinet A, Slide 38, Harrison County Plat Records (H.C.P.R.) and located within the Andrew Whetstone Survey, A-747, Harrison County, Texas, all as shown on plat of survey prepared by MTX Surveying, on file as Job No. 380959, which tract is more particularly described as follows, to wit (Bearing Basis: SPC Texas North Central 4202, NAD83, GRID):

BEGINNING in the north margin of Palato Drive, at a ½" iron rod with a plastic cap stamped "MTX Surveying", set for the southwest corner of this tract, same being the southeast corner of Lot 8, Block 1 of said Pine Haven Addition, described in a deed to Hattie Shelia Gatson, recorded in Volume 2140, Page 313, Harrison County Official Public Records (H.C.O.P.R.), from which a found 2" iron pipe, bears S 33° 52' 29" E, for a distance of 6.54 feet and a found ¾" iron pipe, bears S 85° 27' 37" W, for a distance of 96.79 feet;

THENCE N 01° 38' 33" W, being the west line of this tract, same being the east line of said Gatson tract, for a distance of 137.07 feet, to a ½" iron rod with a plastic cap stamped "MTX Surveying", set for the northwest corner of this tract, same being the northeast corner of said Gatson tract and said Lot 8, Block 1, same being on the south line of a called 7.19 acres, described in a deed to Ronnie Garrison and Ruthie Garrison, recorded in Volume 844, Page 198, Harrison County Deed Records (H.C.D.R.), from which a found ½" iron rod with a plastic cap stamped "Cox Surveying RPLS 4970", bears S 89° 08' 54" W, for a distance of 99.85 feet;

THENCE N 89° 10' 16" E, being the north line of this tract, same being the south line of said Garrison tract, at a distance of 2.45 feet, passing a found ½" iron rod, for a total distance of 60.08 feet, to a 2" iron pipe, found for the northeast corner of this tract, same being the northwest corner of Lot 1, Block 3, of said Pine Haven Addition, described in a deed to Tommy G. Arrington and Derenda E. Arrington, recorded in Volume 797, Page 285, H.C.D.R.;

THENCE S 01° 36' 43" E, being the east line of this tract, same being the west line of said Arrington tract, for a distance of 136.84 feet, to a ¾" iron pipe, in the north margin of Palato Drive, found for the southeast corner of this tract, same being the southwest corner of said Arrington tract and Lot 1, Block 3, from which a found ¾" iron pipe, bears N 89° 01' 37" E, for a distance of 100.05 feet;

THENCE, S 88° 56' 46" W, with the north margin of Palato Drive, being the south line of this tract, for a distance of 60.00 feet, to the **POINT OF BEGINNING**.

I, Mark Henry Tooke, Registered Professional Land Surveyor No. 6474, do hereby certify that these field notes were prepared from an actual survey made on the ground, under my supervision, during the month of March 2024.

GIVEN UNDER MY HAND AND SEAL this the 6th day of March, 2024



Mark Henry Tooke
Registered Professional Land Surveyor
Texas Registration No. 6474



**METES AND BOUNDS DESCRIPTION OF
A 0.212 ACRE TRACT 2 IN
ANDREW WHETSTONE SURVEY, A-747
HARRISON COUNTY, TEXAS**

That certain piece, parcel or tract of land containing 0.212 acres (Tract 2), being an un-named street in Pine Haven Addition, recorded in Cabinet A, Slide 38, Harrison County Plat Records (H.C.P.R.) and located within the Andrew Whetstone Survey, A-747, Harrison County, Texas, all as shown on plat of survey prepared by MTX Surveying, on file as Job No. 380959, which tract is more particularly described as follows, to wit (Bearing Basis: SPC Texas North Central 4202, NAD83, GRID):

BEGINNING at a ½" iron rod with a plastic cap stamped "MTX Surveying", set for the southwest corner of this tract, same being the southeast corner of Lot 9, Block 2, of said Pine Haven Addition, described in a deed to Anita R. Odum, recorded in Document Number 2023-000014451, Harrison county Official Public Records (H.C.O.P.R.), same being on the north line of a called 7.98 acres, described in a deed to Garrison Metal Products, recorded in Volume 2910, Page 266, H.C.O.P.R., from which a found 2" iron pipe, bears S 77° 51' 21" E, for a distance of 3.17 feet and a found 2" iron pipe (bent), bears S 83° 16' 11" W, for a distance of 22.15 feet;

THENCE N 01° 36' 43" W, being the west line of this tract, same being the east line of said Odum tract, for a distance of 154.40 feet, to a ½" iron rod with a plastic cap stamped "MTX Surveying", in the south margin of Palato Drive, set for the northwest corner of this tract, same being the northeast corner of said Odum tract and said Lot 9, Block 2, from which a found ½" iron rod (bent), bears N 88° 35' 04" W, for a distance of 100.15 feet;

THENCE N 88° 35' 04" E, with the south margin of Palato Drive, being the north line of this tract, for a distance of 60.00 feet, to a ½" iron rod, found for the northeast corner of this tract, same being the northwest corner of Lot 1, Block 4 of said Pine Haven Addition, described in a deed to David E. Henigan, recorded in Volume 2130, Page 101, H.C.O.P.R., from which a found ½" iron rod, bears N 88° 35' 05" E, for a distance of 100.00 feet;

THENCE S 01° 36' 43" E, being the east line of this tract, same being the west line of said Henigan tract, for a distance of 152.80 feet, to a ½" iron rod with a plastic cap stamped "MTX Surveying", set for the southeast corner of this tract, same being the southwest corner of said Henigan tract and said Lot 1, Block 4, and on the north line of said Garrison Metal Products tract;

THENCE, S 87° 03' 25" W, being the south line of this tract, same being the north line of said Garrison Metal Products tract, for a distance of 60.02 feet, to the **POINT OF BEGINNING**.

I, Mark Henry Tooke, Registered Professional Land Surveyor No. 6474, do hereby certify that these field notes were prepared from an actual survey made on the ground, under my supervision, during the month of March 2024.

GIVEN UNDER MY HAND AND SEAL this the 6th day of March, 2024



Mark Henry Tooke
Registered Professional Land Surveyor
Texas Registration No. 6474



CITY OF MARSHALL, TEXAS ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MARSHALL , TEXAS, ABANDONING, VACATING, AND CLOSING PORTIONS OF AN UNNAMED STREET THAT SITS TO THE NORTH AND SOUTH OF PALATO DRIVE, WHICH SECTIONS ARE MORE PARTICULARLY DEPICTED IN EXHIBIT A AND DESCRIBED IN EXHIBIT B, WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN FOR ALL PURPOSES; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING A REPEALER CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Marshall, Texas, is a Texas home-rule municipality; and

WHEREAS, Section 311.001(a) of the Texas Transportation Code generally provides that a home-rule municipality has exclusive control over and under the public highways, streets, and alleys of the municipality; and

WHEREAS, Section 311.007 of the Texas Transportation Code provides the authority for a home-rule municipality to vacate, abandon or close a street or alley within the municipality; and

WHEREAS, the City of Marshall, Texas, acquired a public interest in an unnamed street that intersects Palato Drive and runs north and south of Palato Drive as depicted in the attached Exhibit A; and

WHEREAS the City Council has determined that no improvements had ever been constructed on said unnamed street, and said unnamed street has never been in use; and

WHEREAS, the City Council of the City of Marshall, Texas, has determined and finds it is in the public interest that the heretofore described portion of the unnamed street described depicted in Exhibit A, and which is further described by metes and bounds in the attached Exhibit B, which Exhibits are attached hereto and incorporated herein for all purposes, should be abandoned, vacated, and closed as a public roadway.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF Marshall, TEXAS:

SECTION 1. That the findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

SECTION 2. That the unnamed street, as depicted in Exhibit A and described by metes and bounds in Exhibit B, which exhibits are attached hereto and incorporated herein for all purposes, is hereby abandoned, vacated, and closed as a public roadway; PROVIDED HOWEVER, that

the City of Marshall shall retain any easement necessary for maintenance, repair or replacement of water, sewer, or any other infrastructure of the City underlying the property described herein, and does FURTHER retain its rights in the entirety of Palato Drive.

SECTION 3. That if any section, article paragraph, sentence, clause, phrase or word in this Ordinance, or application thereto any persons or circumstances is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance; and the City Council hereby declares it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

SECTION 4. That all provisions of the Ordinances of the City of Marshall, Texas, in conflict with the provisions of this Ordinance be, and the same are hereby amended, repealed, and all other provisions of the ordinances of the City not in conflict with the provisions of this Ordinance shall remain in full force and effect.

SECTION 5. That this Ordinance shall become effective from and after its date of passage in accordance with law.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF THE COLONY, TEXAS, THIS THE _____ DAY OF MARCH, 2024.

Amy Ware, Mayor

ATTEST:

Nikki Smith, City Secretary

APPROVED AS TO FORM:

Scott Rectenwald, City Attorney

§

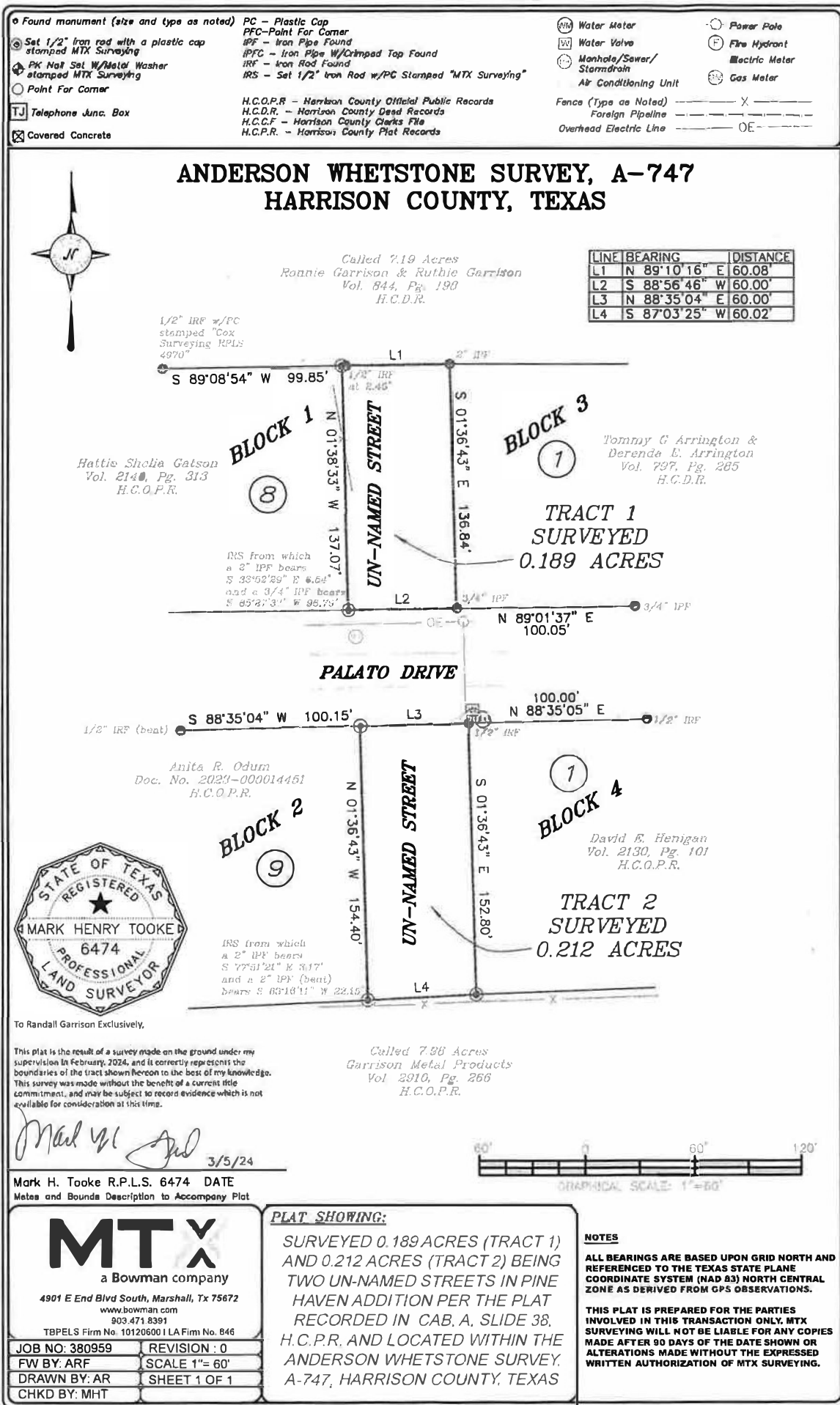
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This instrument was acknowledged before me on the _____ day of _____, 2024, by Amy Ware, Mayor of the City of Marshall, Texas , as having been executed for the purposes and consideration stated therein.

My Commission Expires: _____

Typed or Printed Name of Notary





4901 East End Blvd. South
Marshall, TX 75672
903.471.8391
TBPELS Firm No. 10120600
LA Firm No. 846
www.bowman.com

**METES AND BOUNDS DESCRIPTION OF
A 0.189 ACRE TRACT 1 IN
ANDERSON WHETSTONE SURVEY, A-747
HARRISON COUNTY, TEXAS**

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I, Mark Henry Tooke, Registered Professional Land Surveyor No. 6474, do hereby certify that these field notes were prepared from an actual survey made on the ground, under my supervision, during the month of March 2024.

GIVEN UNDER MY HAND AND SEAL this the 6th day of March, 2024

Mark Henry Tooke
Registered Professional Land Surveyor
Texas Registration No. 6474





4901 East End Blvd, South
Marshall, TX 75672
903.471.8391
TRPPLS Firm No. 10120600
LA Firm No. 846
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**METES AND BOUNDS DESCRIPTION OF
A 0.212 ACRE TRACT 2 IN
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HARRISON COUNTY, TEXAS**

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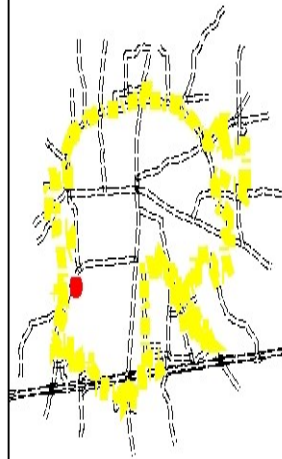
GIVEN UNDER MY HAND AND SEAL this the 6th day of March, 2024

Mark Henry Tooke
Registered Professional Land Surveyor
Texas Registration No. 6474



MAP SHOWING
REQUESTED ROW
VACATION IN THE
2500 BLOCK OF
PALATO DR

Overview Map



Legend

Water Mains

Diameter

8

Sewer Mains

Diameter

8

Sanitary Sewer Manholes



TO: City Council
DATE: March 28, 2024
ITEM #: 9.A
SUBJECT: Consider approval of a resolution for an application for participation in the Local Government Investment Cooperative (LOGIC) Trust. (Finance)

Recommendation for Action: Approve application for participation in the Local Government Investment Cooperative (LOGIC) Trust.

Executive Summary:

Budget Cost: N/A

Staff Contact: Kristina Hamilton, Assistant Director of Finance

Attachments: 1. LOGIC resolution



APPLICATION FOR PARTICIPATION IN LOGIC

The undersigned local government (Applicant) applies and agrees to become a Participant in the Local Government Investment Cooperative (LOGIC) Trust.

1. **Authorization.** The governing body of Applicant has duly authorized this application by adopting the following resolution at a meeting of such governing body duly called, noticed, and held in accordance with the Texas Open Meeting Law, chapter 551, Texas Government Code, on 3/28, 2024

WHEREAS, it is in the best interests of this governmental unit ("Applicant") to invest its funds jointly with other Texas eligible investing entities in the Local Government Investment Cooperative (LOGIC) Trust in order better to preserve and safeguard the principal and liquidity of such funds and to earn an acceptable yield; and

WHEREAS, Applicant is authorized to invest its public funds and funds under its control in LOGIC and to enter into the Participation Agreement and Trust Instrument authorized herein;

NOW, THEREFORE, BE IT RESOLVED THAT:

SECTION 1. The form of application for participation in LOGIC attached to this resolution is approved. The officers of Applicant specified in the application are authorized to execute and submit the application, to open accounts, to deposit and withdraw funds, to agree to the terms for use of the website for online transactions, to designate other authorized representatives, and to take all other action required or permitted by Applicant under the Agreement created by the application, all in the name and on behalf of Applicant.

SECTION 2. This resolution will continue in full force and effect until amended or revoked by Applicant and written notice of the amendment or revocation is delivered to the LOGIC Board of Trustees.

SECTION 3. Terms used in this resolution have the meanings given to them by the application."

2. **Agreement.** Applicant agrees with other LOGIC Participants and the LOGIC Board of Trustees to the terms and conditions in the Participation Agreement and Trust Instrument, effective on this date, which are incorporated herein by reference. Applicant makes the representations, designations, delegations, and representations described in the Participation Agreement and Trust Instrument.

3. **Taxpayer Identification Number.** Applicant's taxpayer identification number is 75-6000595

4. **Contact Information.**

Applicant primary mailing address: P.O. Box 698, Marshall Texas 75671

Applicant physical address (if different): 401 South Alamo Blvd, Marshall Texas 75670

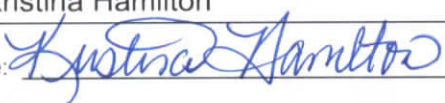
Applicant main phone number: _____

Applicant main fax number: _____

5. **Authorized Representatives.** Each of the following Participant officials is designated as Participant's Authorized Representative authorized to give notices and instructions to the LOGIC Board of Trustees in accordance with the Agreement, the Bylaws, the Investment Policy, and the Operating Procedures:

1. Name: Kristina Hamilton

Title: Assistant Director of Finance

Signature: 

Phone: (903)935-4447

Email: hamilton.kristina@marshalltexas.net

2. Name: Dawn I. Jones Title: Director of Finance
Signature: [Signature] Phone: (903)935-4519
Email: jones.dawn@marshalltexas.net

3. Name: _____ Title: _____
Signature: _____ Phone: _____
Email: _____

4. Name: _____ Title: _____
Signature: _____ Phone: _____
Email: _____

{REQUIRED} PRIMARY CONTACT: List the name of the Authorized Representative **listed above** that will be designated as the Primary Contact and will receive all LOGIC correspondence including transaction confirmations and monthly statements.

Name: Kristina Hamilton

{OPTIONAL} INQUIRY ONLY CONTACT: In addition, the following additional Participant representative (**not listed above**) is designated as an **Inquiry Only** Representative authorized to obtain account information:

Name: _____ Title: _____
Signature: _____ Phone: _____
Email: _____

Applicant may designate other authorized representatives by written instrument signed by an existing Applicant Authorized Representative or Applicant's chief executive officer.

DATED 03/28/2024

**REQUIRED
PLACE OFFICIAL SEAL OF ENTITY HERE**

City of Marshall
(NAME OF ENTITY/APPLICANT)

SIGNED BY:

(Signature of official)

Amy Ware, Mayor
(Printed name and title)

ATTESTED BY:

(Signature of official)

Nikki Smith, City Secretary
(Printed name and title)

FOR INTERNAL USE ONLY
APPROVED AND ACCEPTED: LOCAL GOVERNMENT INVESTMENT COOPERATIVE (LOGIC)



TO: City Council
DATE: March 28, 2024
ITEM #: 9.B
SUBJECT: Consider approval of a resolution for an application for participation in the Texas Short Term Asset Reserve Program (TexSTAR). (Finance)

Recommendation for Action: Approve application for participation in the Texas Short Term Asset Reserve Program (TexSTAR).

Executive Summary:

Budget Cost: N/A

Staff Contact: Kristina Hamilton, Assistant Director of Finance

Attachments: 1. TexSTAR resolution



APPLICATION FOR PARTICIPATION IN TexSTAR

The undersigned local government (Applicant) applies and agrees to become a Participant in the Texas Short Term Asset Reserve Program (TexSTAR).

1. **Authorization.** The governing body of Applicant has duly authorized this application by adopting the following resolution at a meeting of such governing body duly called, noticed, and held in accordance with the Texas Open Meeting Law, chapter 551, Texas Government Code, on 03/28, 2024

WHEREAS, it is in the best interests of this governmental unit ("Applicant") to invest its funds jointly with other Texas local governments in the Texas Short Term Asset Reserve Program (TexSTAR) in order better to preserve and safeguard the principal and liquidity of such funds and to earn an acceptable yield; and

WHEREAS, Applicant is authorized to invest its public funds and funds under its control in TexSTAR and to enter into the participation agreement authorized herein;

NOW, THEREFORE, BE IT RESOLVED THAT:

SECTION 1. The form of application for participation in TexSTAR attached to this resolution is approved. The officers of Applicant specified in the application are authorized to execute and submit the application, to open accounts, to deposit and withdraw funds, to agree to the terms for use of the website for online transactions, to designate other authorized representatives, and to take all other action required or permitted by Applicant under the Agreement created by the application, all in the name and on behalf of Applicant.

SECTION 2. This resolution will continue in full force and effect until amended or revoked by Applicant and written notice of the amendment or revocation is delivered to the TexSTAR Board.

SECTION 3. Terms used in this resolution have the meanings given to them by the application."

2. **Agreement.** Applicant agrees with other TexSTAR Participants and the TexSTAR Board to the Terms and Conditions of Participation in TexSTAR, effective on this date, which are incorporated herein by reference. Applicant makes the representations, designations, delegations, and representations described in the Terms and Conditions of Participation.

3. **Taxpayer Identification Number.** Applicant's taxpayer identification number is 75-6000595

4. **Contact Information.**

Applicant primary mailing address: P.O. Box 698, Marshall Texas 75671

Applicant physical address (if different): 401 South Alamo Blvd., Marshall Texas 75670

Applicant main phone number: (903)935-4447

Applicants main fax number: (903)935-4442

5. **Authorized Representatives.** Each of the following Participant officials is designated as Participant's Authorized Representative authorized to give notices and instructions to the Board in accordance with the Agreement, the Bylaws, the Investment Policy, and the Operating Procedures:

1. Name: Kristina Hamilton

Title: Assistant Director of Finance

Signature: Kristina Hamilton

Phone: (903)935-4447

Email: hamilton.kristina@marshalltexas.net

2. Name: Dawn I. Jones Title: Director of Finance
Signature: [Signature] Phone: (903)935-4519
Email: jones.dawn@marshalltexas.net

3. Name: _____ Title: _____
Signature: _____ Phone: _____
Email: _____

4. Name: _____ Title: _____
Signature: _____ Phone: _____
Email: _____

{REQUIRED} PRIMARY CONTACT: List the name of the Authorized Representative **listed above** that will be designated as the Primary Contact and will receive all TexSTAR correspondence including transaction confirmations and monthly statements

Name: Kristina Hamilton

{OPTIONAL} INQUIRY ONLY CONTACT: In addition, the following additional Participant representative (**not listed above**) is designated as an **Inquiry Only** Representative authorized to obtain account information:

Name: _____ Title: _____
Signature: _____ Phone: _____
Email: _____

Applicant may designate other authorized representatives by written instrument signed by an existing Applicant Authorized Representative or Applicant's chief executive officer.

DATED March 28, 2024

REQUIRED
PLACE OFFICIAL SEAL OF ENTITY HERE

City of Marshall

(NAME OF ENTITY/APPLICANT)

SIGNED BY:

(Signature of official)

Amy Ware, Mayor

(Printed name and title)

ATTESTED BY:

(Signature of official)

Nikki Smith, City Secretary

(Printed name and title)

FOR INTERNAL USE ONLY
APPROVED AND ACCEPTED: TEXAS SHORT TERM ASSET RESERVE FUND

AUTHORIZED SIGNER

V082011

2



TO: City Council
DATE: March 28, 2024
ITEM #: 9.C
SUBJECT: Consider approval of a resolution for the submittal of an abridged application for Flood Infrastructure Funding (FIF) through Texas Water Development Board for the Drainage Master Plan. (Public Works)

Recommendation for Action: Consider approval of a resolution authorizing the City of Marshall to submit an application to the Texas Water Development Board for grant funding for the development of a City Drainage Master Plan. (Public Works Director)

Executive Summary: This application to the TWDB FIF program is for potential grant money to assist the City in the development of a City-wide "Drainage Master Plan." Passed by the Legislature and approved by Texas voters through a constitutional amendment, the FIF program provides financial assistance in the form of loans and grants for flood control, flood mitigation, and drainage projects. The Flood Intended Use Plan (Flood IUP) details the structure of each funding cycle. The total requested amount to be funded through grants and/or low interest loans is \$1,500,000.

Budget Cost: \$0

Staff Contact: Eric Powell, PE Director

Attachments: 1. FIFResolution03282024

Application Filing and Authorized Representative Resolution

A RESOLUTION by the _____ of the _____ requesting financial assistance from the Texas Water Development Board; authorizing the filing of an application for assistance; and making certain findings in connection therewith.

BE IT RESOLVED BY THE _____ OF THE _____:

SECTION 1: That an application is hereby approved and authorized to be filed with the Texas Water Development Board seeking financial assistance in an amount not to exceed \$_____ to provide for the costs of _____.

SECTION 2: That _____ be and is hereby designated the authorized representative of the _____ for purposes of furnishing such information and executing such documents as may be required in connection with the preparation and filing of such application for financial assistance and the rules of the Texas Water Development Board.

SECTION 3: That the following firms and individuals are hereby authorized and directed to aid and assist in the preparation and submission of such application and appear on behalf of and represent the _____ before any hearing held by the Texas Water Development Board on such application, to wit:

Financial Advisor: _____

Engineer: _____

Bond Counsel: _____

PASSED AND APPROVED, this the _____ day of _____, 20____.

ATTEST: _____

By: _____

(Seal)



TO: City Council
DATE: March 28, 2024
ITEM #: 10.A
SUBJECT: Drainage Master Plan Update. (Public Works)

Recommendation for Action: No action needed

Executive Summary: Staff will provide an update on the status of the Drainage Master Plan, outline the preliminary scope and provide a breakdown of targeted actions and milestones. The City's Consultants, Freese and Nichols, have provided a thorough and step-by-step plan of activities based on discussions with the City Manager and Public Works Director.

Budget Cost:

Staff Contact: Eric Powell, PE

Attachments: 1. DMPDraft03222024

Scope of Work (*FIRST DRAFT – MARCH 2024*)
Drainage Master Plan
City of Marshall, Texas

INTRODUCTION & GOALS

The goals of the Drainage Master Plan are to identify the drainage network, inventory the network, and perform data collection on the City-owned infrastructure for better maintenance in the future, identify and evaluate current problematic flooding areas, propose solutions to those problems, outline a future Capital Improvement Program (CIP) for stormwater infrastructure, and update flood-related ordinances and policies.

The City's last drainage plan was completed in 1974; thus, the City is in critical need to evaluate its current drainage infrastructure, identify ownership of infrastructure and open channels, and identify areas where future projects and improvements need to be made for improved drainage across the City. In the early scoping phase, the City identified 5 locations across the City where flooding problems are known and want to identify the root cause to ultimately determine a solution to improve drainage in those areas to reduce flooding and loss to life and property. These 5 initial locations are intended to be pilot studies for the overall study area – the City limits. Once the pilot studies are conducted, the remaining areas of the City will be evaluated.

In addition to identifying locations where flooding is present, proposed solutions are anticipated to be developed and evaluated for their effectiveness. Cost estimates and benefits will be determined for proposed projects or alternatives for inclusion in the City's CIP. In addition to evaluating the City's drainage and identifying potential improvements, the City expressed a desire to update ordinances and drainage criteria for future development. Updated criteria and ordinances will help to reduce the potential for flood-related losses or damage in the future and provide additional resiliency for the City.

FNI proposes the following scope of work for the Drainage Master Plan.

1.0 PROJECT MANAGEMENT AND COORDINATION

- Kickoff Meeting – FNI will attend an initial kickoff meeting to discuss project goals and objectives, review the project schedule, and discuss deliverables and other relevant items.
- Periodic Client Meetings – FNI will hold periodic meetings with City of Marshall staff (18 meetings anticipated) to provide updates on the project, key and/or critical items as they arise for discussion.
- Routine Project Controls – Based on an estimated schedule of 18 months, FNI will provide internal project management of FNI staff, prepare invoices for FNI's effort, and provide monthly progress reports summarizing FNI's effort.
- Quality Management Plan – FNI will develop a quality management plan to present to the City which includes QA reviews, QC reviews, time for Senior Advisor oversight.

2.0 STORMWATER NETWORK INVENTORY

- Database Creation – FNI will create a geodatabase with feature classes for underground storm sewer networks, and open channels within the limits of the City of Marshall. Attributes will be created and populated as data is generated.
- Georeference Existing Plans – FNI will georeference existing plan sets, provided by the City of Marshall. Plan sets include the 1974 Drainage Plan PDFs and any available plan sets for development constructed post-1974.
- Digitizing Stormwater Infrastructure – FNI will populate the geodatabase with points, lines, and polygons representing the following drainage infrastructure: underground storm sewers, culvert crossings, open channels, ponds and lakes. Available information such as size, inlet type, and flowline elevations will be used to populate specific attributes about these features.
- GIS Dashboard – FNI will develop a GIS-based dashboard for the City containing the generated inventory of stormwater data within Task 2 and Task 3 of the project and can incorporate additional GIS data the City currently has. An in-person meeting is also anticipated to provide guidance to City staff on its use.
- City Council Coordination – FNI will attend and brief City Council on the development of the storm network inventory database and dashboard and how it can be leveraged and utilized by City staff.

TASK 2 DELIVERABLES

1. *Geodatabase of drainage inventory within the City's limits.*
2. *GIS-based dashboard for City to utilize to view data.*

3.0 DATA COLLECTION AND REVIEW

- Data Collection – FNI will collect relevant items to be reviewed and utilized for planning. Data includes, but is not limited to, existing studies, plans, models, GIS data, and local ordinances.
- Structure Crossing Collection – FNI or its subconsultant – Nixon Engineering – will gather and/or collect information related to stream crossings throughout the City. Priority levels for these crossings are identified below.
 - Bridge/Culvert Crossings (shown on Exhibit 3)
 - Low Priority
 - These crossings are mostly around undeveloped areas and/or private property which may be difficult to access or have high access fees (railroads). These are not anticipated to have a significant impact on the hydraulic results of the area.
 - Crossings which may be better to be approximated and using a desktop evaluation and will likely be represented in hydraulic models as a terrain modification to allow the passage of water.

- Medium Priority
 - These crossings are frequently located in neighborhoods where small open channels drain off the local runoff towards the larger open channel system.
 - These may be best saved for FNI field visits (or City of Marshall in-kind services) to identify size of structure and configuration for moderate level evaluation rather than field survey to collect detailed information.
- High Priority
 - These crossings are typically located at larger roadways or along more significant streams in the area. Evaluation of these crossings is important to determine potential undersized infrastructure for improvement.
- Critical Priority
 - These crossings are located along major streams or tributaries and are important to capture detailed information for evaluation purposes. These crossings may have a substantial impact on the flooding in the area and drainage capabilities.
 - These areas are critical to capture to determine the level of service for the open channel system as the crossings may be restrictions to flow.

Table 1 - Bridge or Culvert Crossings

<u>Priority Level</u>	<u>Open Channel Crossings</u>
Low	68
Medium	131
High	52
Critical	75
TOTAL	342

- Underground Storm Sewer Network
 - Manhole lids are anticipated to be temporarily removed to use GPS to determine flowline elevations; and pipe or box dimensions inside the manhole.
- Field Reconnaissance Visits – After the initial stormwater network inventory has been populated, FNI will conduct site visits within the study area to field verify items digitized in the stormwater network inventory phase. These site visits will include a condition assessment of the channel at major roadway crossings to document the conditions at the crossing as well as the channel upstream and downstream.
- Field Survey – Field survey will be conducted by Nixon Engineering out of Bossier City, LA who will capture information on the drainage infrastructure for size, material, and flowline elevations. Additionally, Nixon Engineering will capture culvert information on major roadway crossings identifying size, material, flowline, and number of barrels, and roadway information such as roadway deck and guardrail elevations.

4.0 HYDROLOGY AND HYDRAULICS MODELING

- Hydrologic Analysis

- Drainage Area Delineations – FNI will utilize Texas Natural Resources Information System's (TNRIS) topography of Harrison County as well as the data created under Task 2 (Stormwater Network Inventory) to determine drainage areas for the generation of flow rates to evaluate the City's drainage network.
- Hydrologic Parameter Development – FNI will generate land use data and flow path data to determine hydrologic parameters for the Basin Development Factor (BDF) or the City's preferred method.
- Hydrologic Calculations and Model Development – FNI will perform hydrologic calculations using the chosen method and a HEC-HMS model will be developed to generate flow rates for hydraulic analyses.

- Hydraulic Analysis

- Sanford and Elm Street (Happy Hollow Creek) – The intersection of these two roads occurs at the crossing of Happy Hollow Creek. This assessment will be performed evaluating Happy Hollow Creek.
- Guimon Road, Albemarle Road, and Shadywood Drive – This will primarily be a storm sewer evaluation of the area as there are no open channels in the local vicinity.
- Lancaster Street, Acadia Street, and Lynoak Street – There is a small local channel which drains the area ultimately draining to Cox Creek. The evaluation will be on the local channel and the storm sewers draining into it to assess their Level of Service (LOS)
- Parker Creek – FNI proposes an open channel evaluation of Parker Creek, North Parker Creek, Town Branch, Brown's Lake Branch, Fairview Creek, Turtle Creek, and 2 unnamed tributaries down to an evaluation point of Interstate 20. This encompasses approximately 8,280 acres (12.94 sq. miles).
- Jasper Heights – FNI proposes a storm sewer evaluation of Jasper Heights as well as an open channel evaluation of West Fork Eight Mile Creek to Barry Drive. This area will be primarily a storm sewer evaluation of the area. The Jasper Heights area upstream end of West Fork Eight Mile Creek will be evaluated up to US 80 to determine if there are any restrictions at the crossing.

The 5 locations outlined above are shown on Exhibit 2 and are expected to be performed as a pilot study for the City before moving onward to the remaining areas within the City limits.

- Southwest Section – Includes the evaluation of Cox Creek and 1 unnamed tributary. This encompasses approximately 3,356 acres (5.24 sq. miles).
- West Section – Includes the evaluation of East Potters Creek and 1 unnamed tributary.

This encompasses approximately 1,436 acres (2.24 sq. miles).

- North Section – Includes the evaluation of 5 unnamed tributaries draining the north side of the City boundary. This encompasses approximately 2,614 acres (4.08 sq. miles).
- East Section – Includes West Fork Eight Mile Creek and 3 tributaries to Eight Mile Creek. This encompasses approximately 4,873 acres (7.61 sq. miles).
- City Council Coordination – FNI will attend and brief City Council on the H&H assessment of the locations identified above.

TASK 4 DELIVERABLES

1. *Drainage area delineations as a feature class within stormwater inventory geodatabase*
2. *Hydrologic parameter delineations as feature classes within geodatabase*
3. *Supporting hydrologic calculations*
4. *Hydrologic and Hydraulic Models of the studied areas*

5.0 FLOOD RISK ASSESSMENT

- Flood Risk Evaluation – FNI will utilize the results from the modeling outlined from the areas noted above and from the models developed under Task 4 to determine a comprehensive LOS for drainage network. Floodplains will be created based on the updated modeling. Infrastructure within the City limits will be evaluated to determine number of structure Causes of flooding will be determined based on the model results (floodplain extents)
- Hot Spot Analysis – FNI will utilize the LOS determined in Task 4 and GIS data of infrastructure and buildings to determine high risk or high hazard areas within the City limits. FNI will work with project stakeholders and comments taken from the public to develop evaluation criteria to score and rank hot spots to create a prioritized list for flood mitigation areas. Consideration may be given to metrics such as flood risk reduction potential, number of persons/structures benefitted, critical infrastructure benefitted, miles of roadway benefitted, project cost, design life, annual maintenance cost, feasibility, constructability, and contributions to public safety and quality of life.
- City Council Coordination – FNI will attend and brief City Council on the detailed hydraulic assessment to discuss results, problematic areas, and potential sources of flooding problems. FNI will also collect comments from the public during the City Council meeting to refine models, as necessary. FNI will recommend certain locations from the hot spot analysis to be evaluated further for flood mitigation solutions.

TASK 5 DELIVERABLES

1. *Level of Service (LOS) assessments of the above-mentioned systems*
2. *Identification of potential source of flooding where flood-related problems are detected*
3. *GIS database of infrastructure and structures within City limits which may be affected by flooding.*
4. *Ranked list of hot spots from the developed scoring criteria*

6.0 FLOOD MITIGATION ALTERNATIVES

- Alternative Analyses – FNI will utilize the highly ranked hot spots to recommend potential flood mitigation solutions. FNI will model and simulate up to ten (10) areas for proposed flood risk reduction solutions or strategies and evaluate the effectiveness of the proposed improvements by comparing flows, WSEs, and inundation extents. Changes in peak flows and WSE will be evaluated throughout the entire model to ensure no adverse impacts.
- Conceptual Project Development – Develop conceptual project layouts for top ranked project alternative(s). Identify project right-of-way needs, environmental constraints, utility challenges, and other potential issues that may hinder implementation. Develop planning-level cost estimates for the top ranked project alternative(s).
- Benefit Cost Analysis - Perform a Benefit Cost Analysis (BCA) using project costs and benefits in order to determine project Benefit Cost Ratios (BCRs). Determine potential for structural, social, and environmental benefits for each of the selected projects.
- Capital Improvement Program (CIP) Drainage Infrastructure Recommendations – Based on flood mitigation alternatives which perform well and provide benefits, projects will be recommended to be included on the City of Marshall's Capital Improvement Program.
- City Council Coordination – FNI will attend and brief City Council on the recommended locations for flood mitigation alternatives. hydraulic assessment to discuss results, problematic areas, and potential sources of flooding problems. FNI will also collect comments from the public during the City Council meeting to refine models, as necessary.

TASK 6 DELIVERABLES

1. *Evaluation of flood mitigation alternatives in areas agreed upon between City, City Council, and Technical Consultant.*
2. *Conceptual project 1-page summaries*
3. *Benefit-Cost Analysis table of evaluated projects*
4. *CIP recommendations for drainage improvements*

7.0 POLICY AND ORDINANCE RECOMMENDATIONS

- Land Acquisition Recommendations – FNI proposes to evaluate property ownership of the drainage network and identify areas where it may be prudent for the City to acquire property or easements for better maintenance of the network and infrastructure.
- Drainage and Flood Ordinance Update Recommendations – FNI will evaluate current flood-related policies adopted by the City of Marshall and recommend actions or strategies for long-term resilience to reduce flood losses or flood damages.
- Drainage Utility Fee Recommendations – FNI proposes to evaluate the current impervious cover throughout the City's limits and to anticipate where development may occur through coordination with City staff. A recalculated drainage fee can be determined and recommended for potential action through City Council.
- Documentation – FNI proposes to create a recommendations memo outlining the potential

locations property or easement acquisitions, recommendations to ordinances or flood-related policies, and recommendations on an updated drainage utility fee.

- City Council Coordination – FNI will attend and brief City Council on the recommended areas for land or easement acquisition for better maintenance of the drainage network or drainage infrastructure throughout the City. FNI will also provide recommendations on updates to policy regarding flood-related items in ordinances or local drainage criteria.

TASK 7 DELIVERABLES

1. *Recommendations memo to City on ordinances to update.*

8.0 FINAL DELIVERABLES

- Draft Report – FNI will provide the City of Marshall with text and supporting materials for a draft study report.
- Final Report – FNI will address comments on the draft report and produce a final report.
- Supporting Data – FNI will provide the City of Marshall with all supporting data for work performed by FNI.

TASK 8 DELIVERABLES

1. *Draft Report to be delivered to the City of Marshall for review and comment.*
2. *Final Report*

TASK BUDGET

Table 2 - Full Project Scope Budget (First Draft)

<u>TASK</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
0001	Project Management	\$130,600
0002	Stormwater Network Inventory	\$132,440
0003	Surveying And Data Collection	\$276,090*
0004	H&H Modeling	\$349,900
0005	Flood Risk Assessment	\$104,840
0006	Flood Mitigation Alternatives	\$313,340
0007	Policy & Ordinance Recommendations	\$168,740
0008	Documentation	\$95,140
TOTAL		\$1,571,090

*Subject to change as surveying is currently an estimate. More refined scope and fee will be provided by Nixon Engineering in the future.

PROJECT SCHEDULE

Based on the expressed scope of work from the City, FNI proposes a 24-month schedule for the project.

PROPOSED PROJECT FUNDING PLAN

The City of Marshall's Drainage Master Plan is proposed to be funded through 2 avenues:

1. Texas Water Development Board (TWDB) Flood Infrastructure Fund (FIF) program
2. Texas General Land Office (GLO) Resilient Communities Program (RCP).

FNI placed a Flood Management Evaluation (FME) within the Sabine Regional Flood Plan (RFP) for a Drainage Master Plan for the City of Marshall which makes the project eligible for this funding source. The FME ID for reference in the TWDB application is FME ID# 04000028. Abridged Applications are due to TWDB by April 15th where all submitted FMEs across the state will be ranked and then top scoring projects will be selected. It is unknown how many FMEs will be submitted across the state for the first year of FIF appropriations. Based on the City of Marshall's Average Median Household Income (AMHI) being approximately 67% of the State of Texas' average, the City of Marshall, if selected for FIF funding, would qualify for a 90% grant where 90% of the grant funding would be supplied by TWDB and 10% would be provided by local matching funds. Additionally, TWDB is offering 0% loans on the local matching funds which can be paid back to TWDB over a defined time period to be agreed upon between the City and TWDB. This allows currently budgeted funds for the City to be utilized in high priority areas now while the local match can be paid back over time. If selected for the upcoming FIF cycle, it is expected that full applications would be due in fall 2024 and grant funds would be available in mid-2025.

The GLO's RCP program is planned to be utilized for the portion of the project related to the development and updating of new or revised flood-related ordinances. This funding originates from the Community Block Grant Development – Mitigation (CDBG-MIT) federal funding. This funding is administered by the Texas GLO and has a \$300,000 upper limit, per grant. Additionally, through coordination with GLO, FNI notes that if the City decides to not adopt proposed ordinances as part of the study effort, that the City would be required to repay the Texas GLO the funding it received to perform the study effort. This funding is proposed to be utilized on Task 7, Policy and Ordinance Recommendations. Further coordination with GLO will be done to determine if other aspects of the project can be performed under the GLO funding.

PROJECT PHASING

Initial discussions with the City in 2023 indicated the City may be able to provide up to \$550,000 of local funding for the project. Based on the City's expressed desires of goals to be accomplished within the study, a phased approach is proposed. In order to fit a trimmed scope into the potential project budget previously identified by the City, the network inventory and policy ordinances were removed from the scope. Additionally, other items' scopes were reduced such that only the 5 high priority areas outlined earlier in this scope will be performed. The following budget identifies an initial phase of the project which could be achieved ahead of TWDB and GLO funding being awarded.

Table 3 - Potential Initial Project Phase Budget (First Draft)

<u>TASK</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
0001	Project Management	\$93,600
0002	Stormwater Network Inventory	\$0
0003	Surveying And Data Collection	\$103,740
0004	H&H Modeling	\$138,800
0005	Flood Risk Assessment	\$40,340
0006	Flood Mitigation Alternatives	\$145,540
0007	Policy & Ordinance Recommendations	\$0
0008	Documentation	\$54,040
TOTAL		\$576,060

FULL PROJECT SCOPE

Task	Description	Labor	Expenses	Subconsultants	TOTAL
1	Project Management	\$ 130,600	\$ -	\$ -	\$ 130,600
2	Stormwater Network Inventory	\$ 131,600	\$ 840	\$ -	\$ 132,440
3	Surveying And Data Collection	\$ 62,000	\$ 4,090	\$ 210,000	\$ 276,090
4	H&H Modeling	\$ 349,900	\$ -	\$ -	\$ 349,900
5	Flood Risk Assessment	\$ 104,000	\$ 840	\$ -	\$ 104,840
6	Flood Mitigation Alternatives	\$ 312,500	\$ 840	\$ -	\$ 313,340
7	Policy & Ordinance Recommendations	\$ 167,900	\$ 840	\$ -	\$ 168,740
8	Documentation	\$ 94,300	\$ 840	\$ -	\$ 95,140
SUBTOTAL		\$ 1,352,800	\$ 8,290	\$ 210,000	\$ 1,571,090
TOTAL		\$ 1,571,090			

PHASE 1

Task	Description	Labor	Expenses	Subconsultants	TOTAL
1	Project Management	\$ 93,600	\$ -	\$ -	\$ 93,600
2	Stormwater Network Inventory	\$ -	\$ -	\$ -	\$ -
3	Surveying And Data Collection	\$ 40,700	\$ 3,040	\$ 60,000	\$ 103,740
4	H&H Modeling	\$ 138,800	\$ -	\$ -	\$ 138,800
5	Flood Risk Assessment	\$ 39,500	\$ 840	\$ -	\$ 40,340
6	Flood Mitigation Alternatives	\$ 144,700	\$ 840	\$ -	\$ 145,540
7	Policy & Ordinance Recommendations	\$ -	\$ -	\$ -	\$ -
8	Documentation	\$ 53,200	\$ 840	\$ -	\$ 54,040
SUBTOTAL		\$ 510,500	\$ 5,560	\$ 60,000	\$ 576,060
TOTAL		\$ 576,060			

ALTERNATIVE PHASE 1

Task	Description	Labor	Expenses	Subconsultants	TOTAL
1	Project Management	\$ 65,300	\$ -	\$ -	\$ 65,300
2	Stormwater Network Inventory	\$ 131,600	\$ 840	\$ -	\$ 132,440
3	Surveying And Data Collection	\$ 62,000	\$ 4,090	\$ 210,000	\$ 276,090
4	H&H Modeling	\$ -	\$ -	\$ -	\$ -
5	Flood Risk Assessment	\$ -	\$ -	\$ -	\$ -
6	Flood Mitigation Alternatives	\$ -	\$ -	\$ -	\$ -
7	Policy & Ordinance Recommendations	\$ -	\$ -	\$ -	\$ -
8	Documentation	\$ -	\$ -	\$ -	\$ -
SUBTOTAL		\$ 258,900	\$ 4,930	\$ 210,000	\$ 473,830
TOTAL		\$ 473,830			



TO: City Council
DATE: March 28, 2024
ITEM #: 10.B
SUBJECT: General Engineering\Architectural Services RFQ.
(Public Works)

Recommendation for Action: None

Executive Summary: In January of 2023, the City solicited responses to a Request for Qualifications (RFQ) for general engineering, architectural, and planning services from local professional design firms in the area. The responding firms are listed below:

- Stantec, Houston, TX
- Arredondo, Zepeda, and Brunz, Dallas, TX
- Halff, Tyler, TX
- KSA, Longview, TX
- Kimley Horn, Dallas-Fort Worth
- Hayes Engineering, Longview, TX
- Langan Engineering, Tyler, TX

An advertisement was placed in the local newspaper as well as on the City's website. We received seven responses to the RFQ from both local firms as well as firms from Dallas and Houston. A selection committee of City staff was formed to review the submittals and score each firm based on the following criteria:

1. Project Team Experience
2. Firms Experience as a Whole
3. Professional Qualifications of Staff
4. Overall Quality of the submittal

The scores were tallied by the committee members and the resulting firms received the top scores.

- KSA from Longview (Architecture\Engineering\ Utilities)
- Halff from Tyler (Engineering\Planning\Parks\Utilities)

The next step will be to inform the top two firms regarding their selection to partner with the City on the various Capital Projects and City plans moving forward (email letter was sent on February 27, 2024) and schedule a visit with each firm to discuss the pricing structure of their professional staff as it relates to upcoming services.

Budget Cost: None

Staff Contact: Eric Powell, PE Director of Public Works

Attachments: None