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

Members
Amy Ware, District 4 - Mayor
Risa Jordan-Anderson, District 1
Leo Morris, District 2
Dathaniel Campbell, District 3
Reba Godfrey, District 5
Amanda Abraham, District 6
Micah Fenton, District 7

PLEASE SILENCE ALL DEVICES
REGULAR CITY COUNCIL MEETING

July 10, 2025
6:00 PM

1. **Call to Order and Roll Call**
2. **Invocation and Pledges**
3. **Presentations & Proclamations**
   A. Presentation of the Employee of the Month - July. (Employee Engagement Committee)
   B. Presentation of Proclamation - July as National Parks & Recreation Month. (Parks & Recreation)
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 **Items to be Withdrawn From Consent Agenda**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 June 26, 2025, Regular Council meeting. (City Secretary)
   B. Consider approval of an appointment to the Marshall Economic Development Corporation (MED) Board of Directors. (MED)
   C. Consider approval of an appointment to the Visit Marshall Board. (Tourism & Main Street)
   D. Consider approval of an Interlocal Agreement with Harrison County for Wonderland of Lights. (Tourism & Main Street)
7. **Consideration of Items Withdrawn From the Consent Agenda**

8. **Action Items for City Council Consideration**

   A. Presentation of an update on the storm damage response at the High Service Pump Building and consideration of approval of an emergency expenditure to repair the City's High Service Pump Station in the amount of $93,000.00. (Public Works)

   B. Consider approval of expenditures in excess of $50,000 ($87,588) - Red River pump rental at the Wastewater Treatment Plant. (Public Works)

9. **Discussion and Reports for City Council Consideration and Direction**

   A. Discussion on the FY2025 Street Improvement Program. (Public Works)

10. **Executive Session**

   A. An Executive Session pursuant to the Open Meetings Act, Chapter 551 of the Texas Government Code under Section 551.074 Personnel – Annual evaluation of City Judge.

11. **Adjournment**

Posted: July 7, 2025
3:20 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.

City of MARSHALL TEXAS	TO:	City Council
	DATE:	July 10, 2025
	ITEM #:	3.A
	SUBJECT:	Presentation of the Employee of the Month - July. (Employee Engagement Committee)

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.

Focus Area(s):

Budget Cost:

Staff Contact:

Attachments: None

	TO:	City Council
	DATE:	July 10, 2025
	ITEM #:	3.B
	SUBJECT:	Presentation of Proclamation - July as National Parks & Recreation Month. (Parks & Recreation)

Recommendation for Action: Presentation of the proclamation to the Parks & Recreation Department

Executive Summary: This year marks the 40th anniversary of Park and Recreation Month, an initiative of the National Recreation and Park Association (NRPA), a leading not-for-profit organization dedicated to building strong, vibrant, and resilient communities through the power of parks and recreation. NRPA champions and supports the field of parks and recreation through professional development, advocacy, grants and programs, research, and publications.

For 40 years, the United States has celebrated Park and Recreation Month in July to recognize the more than 160,000 full-time park and recreation professionals — along with hundreds of thousands of part-time and seasonal workers and volunteers — who maintain our country's local, state, and community parks. The services that park and recreation professionals provide are essential to building thriving communities. Together, we're building and maintaining accessible, inclusive, and sustainable parks and recreation programs that deliver powerful benefits to our communities.

We're excited to join communities across the country in celebrating the vital role parks and recreation play in creating a stronger, healthier, and happier Marshall, Texas! From providing spaces for play and exercise to supporting mental well-being and bringing neighbors together - Parks & Recreation helps make our town a wonderful place to call home.

To celebrate, the Marshall Parks & Recreation Department is hosting FREE community events every day throughout July! These events offer a chance for people of all ages to connect, enjoy the outdoors, and create lasting memories. We are genuinely grateful for the opportunity to collaborate with other organizations, city departments, and passionate supporters of our parks in bringing these events to life. Their unwavering support empowers us to create these incredible moments.

More information about National Park and Recreation Month is available at **nrpa.org/events/july**.

Focus Area(s): This item aligns with the following council-adopted focus area(s): Improving Community Appearance, Improving Customer Service, and Improving Communication.

Budget Cost: N/A

Staff Contact: Marina Garcia-Heredia, Director of Parks and Recreation

Attachments:
1. PRM-2025-proclamation
2. 2025 FINAL Parks & Recreation Month Calendar

(Print on official certificate or letterhead.)

Designation of July as Park and Recreation Month

WHEREAS parks and recreation are an integral part of communities throughout this country, including Marshall, Texas, in Harrison County; and

WHEREAS parks and recreation promote health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS parks and recreation promote time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimer's; and

WHEREAS parks and recreation encourage physical activities by providing space for popular sports, hiking trails, swimming pools, and many other activities designed to promote active lifestyles; and

WHEREAS parks and recreation are a leading provider of healthy meals, nutrition services, and education; and

WHEREAS, park and recreation programming and education activities, such as out-of-school time programming, youth sports, and environmental education, are critical to childhood development; and

WHEREAS parks and recreation increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation are fundamental to the environmental well-being of our community; and

WHEREAS parks and recreation are essential and adaptable infrastructure that make our communities resilient in the face of natural disasters and climate change; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS, Marshall, Texas, recognizes the benefits derived from parks and recreation resources.

NOW THEREFORE, BE IT RESOLVED BY Amy Ware, Mayor of the City of Marshall, Texas, that July is recognized as Park and Recreation Month in the City of Marshall, Texas.

(Add sections for official seal, signature(s) and date.)

BUILD TOGETHER Play TOGETHER

CELEBRATING 40 YEARS

NRPA'S PARK AND RECREATION MONTH

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
JULY		1 Plan a Play Date @ Lions Park	2 Check out the Fitness Court @ City Park	3 Smith Comm. Center **9 - 9:45 am** Intro To Line Dance **10 am - 11:30 am** Family Bingo/Loteria	4 HAPPY 4th of July	5 Barks & Rec Day @ Bath Miller Park 9 - 11 am
6 Grab a Friend & Visit a Park	7 **9 - 9:45 am** Marshall Fire Dept Presentation/Activity **10 - 10:45 am** Marshall Pet Adoption Center Presentation/Activity	8 **9 - 9:45 am** Marshall Police Presentation/Activity **10 - 10:45 am** Marshall Public Library Presentation/Activity	9 **9 - 9:45 am** Marshall Pubic Works Presentation/Activity **10 - 10:45 am** Michelson Museum Presentation/Activity	10 **9 - 9:45 am** Marshall Reg. Arts Council Presentation/Activity **10 - 10:45 am** Be Well. Live Well Program	11 Resource Fair for Services for Children Ages 0 - 12 9 - 11 am Lions Comm. Center	12 Dress Up as a Superhero & Princess Day @ Lions Park 9 - 11 am
	← OUR TOWN MINI CAMP @ Lions Community Center →					
13 Read a book with Marshall Literacy Council @ City Park 5 - 7 pm	14 **9 - 9:45 am** Marshall Depot **10 - 10:45 am** Wooden Train Activity	15 **9 - 9:45 am** Obstacle Course Challenge **10 - 10:45 am** Texas Health Steps	16 **9 - 9:45 am** Patterson -Duck a Jeep Project **10 - 10:45 am** Field Day Activities	17 **9 - 9:45 am** Marshall Reg. Arts Council Presentation/Activity **10 - 10:45 am** Be Well. Live Well Program	18 Resource Fair for Services for Teens & College Students 9 - 11 am Smith Comm. Center	19 Christmas In July @ City Arena 6 - 9 pm
	← PLANES, TRAINS & AUTOMOBILES MINI CAMP @ Smith Comm. Center →					
20 Check out the Born Learning Trail Signs @ City Park	21 Golden Power Walking Hour @ City Park 9 - 11 am	22 Parking Lot Picassos @ Airport Park 9 - 11 am	23 Bubbles & Chalk @ Telegraph Park w/ Visit Marshall & Greater Chamber of Commerce 9 - 11 am	24 Smith Comm. Center **9 - 9:45 am** Intro to Yoga **10 - 10:45 am** Be Well. Live Well	25 Resource Fair for Adults (52 & up) and Veterans 9 - 11 am Lions Comm. Center	26 MLB Pitch Hit & Run Airport Park 9 - 12 pm End of Summer Bash w/ Marshall Public Library @ City Park 9 - 11 am
27 Laughter Yoga for Women @ City Park 7:30 am - 8:30 am	28 Enjoy a morning of fishing @ City Pond at City Arena	29 Community Park Clean Up @ Lions Park 9 am - 11 am	30 Community Park Clean up @ Bath-Miller Park 9 am - 11 am	31 Popsicles at the Park City Park 9 - 11 am	MINI CAMP QR CODE	All Activities are FREE of Charge and subject to cancelation. Pre-registration is required for Mini Camps at the QR code provided.

NRPA NATIONAL RECREATION AND PARK ASSOCIATION

www.nrpa.org/july

Presented By USTA

Sponsored By Bobcat

TO:	City Council
DATE:	July 10, 2025
ITEM #:	6.A
SUBJECT:	Consider approval of the minutes from the June 26, 2025, Regular Council meeting. (City Secretary)

Recommendation for Action: Consider approval of the minutes from the June 26, 2025, Regular Council meeting.

Executive Summary: Minutes from the June 26, 2025, Regular Council meeting.

Focus Area(s): Improving Communication

Budget Cost: N/A

Staff Contact: Nikki Smith, City Secretary

Attachments: 1. 6-26-25 Minutes

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

Members
Amy Ware, District 4 - Mayor
Risa Jordan-Anderson, District 1
Leo Morris, District 2
Dathaniel Campbell, District 3
Reba Godfrey, District 5
Amanda Abraham, District 6
Micah Fenton, District 7

MINUTES
PLEASE SILENCE ALL DEVICES
REGULAR CITY COUNCIL MEETING
June 26, 2025
6:00 PM

1. Call to Order and Roll Call

Mayor Pro-Tem Amanda Abraham called the Regular meeting to order in the Council Chambers, City Hall at 6:01 PM.

PRESENT:

Mayor and Council Members:
Councilmember Leo Morris
Councilmember Reba Godfrey
Councilmember Amanda Abraham
Councilmember Micah Fenton
Councilmember Dathaniel Campbell
Councilmember Risa Jordan-Anderson

ABSENT: Mayor Amy Ware **Motion to Excuse: Councilmember Godfrey Second: Councilmember Jordan-Anderson Vote: 6:0**

ADMINISTRATIVE STAFF PRESENT:
David Rainwater, Fire Chief
Scott Rectenwald, City Attorney
Eric Powell, Public Works Director
Jeff Boyd, Assistant Police Chief
Kristina Hamilton, Interim Finance Director
Randy Pritchard, Support Services Director
Nikki Smith, City Secretary/Payroll Accountant
Reggie Cooper, Planning & Development Director
Marina Garcia-Heredia, Parks & Recreation Director
Alex Agnor, Asst. City Manager/Econ. Dev. & Strat. Init. Director

2. Invocation and Pledges

Councilmember Dathaniel Campbell

3. Presentations & Proclamations

A. Recognition of the June Yard of the Month winners.

Alex Agnor, Assistant City Manager/EDSI Director, recognized the June 2025 Yard of the Month recipients; residential property Judy Jordan, who resides on Harper Drive, and the commercial property Treasures at the Corner, located at 607 Pinecrest Drive.

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 Godfrey made a motion to approve the Consent Agenda. Councilmember Campbell seconded the motion, which passed by a vote of 6:0.

A. Consider approval of the minutes from the June 12, 2025, Regular Council meeting. (City Secretary)

7. **Consideration of Items Withdrawn From the Consent Agenda**

There were no items withdrawn from the Consent Agenda.

8. **Action Items for City Council Consideration**

A. Consider approval of a task order with KSA for the Downtown Traffic Study ($19,000). (Public Works)

Eric Powell, Public Works Director, asked for approval of a task order with KSA Engineers to perform a downtown traffic study on North Washington from the 400 block at the intersection of Highway 80 to the 100 block at the courthouse square. This is part of the idea to see if the street can be changed to a one-way street. Eric Powell explained what the study would be monitoring, and that public input would be sought. It is anticipated to have all the information compiled by late fall, at which time it will be brought to the council for discussion and consideration. The request for the task order is to enable the city to be placed on KSA's schedule.

Councilmember Jordan-Anderson stated this is well overdue because of the safety issue downtown.

Councilmember Godfrey asked if it would be a one or two-lane street, which is what the study will help determine, as well as the direction of traffic flow with the parking spaces included.

Councilmember Godfrey made a motion to approve a task order with KSA for the Downtown Traffic Study at a cost of $19,000. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 6:0.

B. Consider approval of a three-year lease for a new CASE 580SN Backhoe for the Street Division of Public Works ($57,436). (Public Works)

Eric Powell asked for approval of a three-year lease for a new CASE 580SN backhoe, stating the lease had expired on the previous one which was collected in February. Eric Powell highlighted the key features and proposed uses for the backhoe.

Councilmember Godfrey asked how much it would cost to purchase a new backhoe, which was said to be approximately $200,000.

Mayor Pro-Tem Abraham asked about the frequency of use of this equipment.

Councilmember Godfrey asked if the equipment could be used to assist with cleanup efforts regarding illegal dumping.

Eric Powell stated the backhoe is very versatile and will be able to assist with cleanup efforts and other things.

Councilmember Morris made a motion to approve Consider approval of a three-year lease for a new CASE 580SN Backhoe for the Street Division of Public Works at a cost of $57,436. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 6:0.

C. Consider approval of the purchase of a new CASE TV370B Compact Track Loader with brush attachment utilizing Buy Board Contract #685-22 ($105,355). (Public Works)

Eric Powell asked for the approval to purchase a new CASE TV370B Compact Track Loader through a buy board co-op. Eric Powell explained the reason for purchasing this piece of equipment is that it is not used every day of the week. This piece of equipment includes a mulching attachment to assist with maintaining right-of-ways, and a fork-lift attachment for moving pallets. There are other attachments, but they are not being purchased at this time.

Councilmember Jordan-Anderson asked about the contract, but there is no contract since it is with a buy board. The contract number listed on the agenda item is a reference to the purchase agreement. Since the purchase is being made through a buy board, no contract is needed.

Councilmember Godfrey made a motion to approve the purchase of a new CASE TV370B Compact Track Loader with brush attachment utilizing Buy Board Contract #685-22 at a cost of $105,355. Councilmember Abraham seconded the motion, which passed by a vote of 6:0.

D. Consider approval of the PY 2025 - 2029 CDBG Consolidated Plan & Annual Action Plan with Budget Recommendations (CDBG Coordinator & Consultant). (EDSI)

Tami Henderson, Community Development Block Grant Coordinator, provided background information regarding the establishment of the Community Development Block Grant (CDBG) Program and presented the Program Year (PY) 2025 Consolidated Plan and Annual Action Plan. The Consolidated Plan identifies the needs, priorities and goals for the next five years and the Annual Action Plan details the activities and budget for the upcoming year. PY25 has been granted $304,234 in funding with the breakdown suggested being: Public Safety 15%, Administration 20% and the remainder of the funding to housing and public facility improvements. The recommended amounts are:

Public Services: $45,635

Boys & Girls Club	$11,250
Communities in Schools	$5,000
Marshall-Harrison County Literacy Council	$2,500
Mission Marshall: Food Pantry	$18,000
Homeless Assistance	$8,885

Housing & Facility Improvements: $150,900

Northeast Texas Habitat of Humanity	$73,753
George Washington Carver Community Center	$124,000
Twelveway Foundation	$26,900 (carry over funds)

Administration: $60,846

Contracted consulting with 30+ year CDBG specialist
Office supplies, public hearing notices, portion of staff salary

Tami Henderson asked for approval of CDBG expenditures in the amount of $331,134 for activities to be funded using CDBG PY2025 allocations and unexpended funds from prior years.

Mayor Pro-Tem Abraham asked about the application process and how to go about applying for funding.

Tami Henderson explained the application process, stating an applicant must be a 501C3, and they can attend a workshop given to provide information on filling out and submitting the application.

Mayor Pro-Tem Abraham verified that applicants can get assistance and ask questions before submitting the application, but once it is submitted no more guidance is provided. There is a committee that reviews the applications, the Community Development Advisory Committee (CDAC), which is composed of seven members. It was also stated that if attendance of the workshop is not feasible, the applicant can call to get assistance before the deadline.

It was noted that money from CDBG should be viewed as "last resort" funding and that if a project doesn't meet the requirements and the City has awarded money for a project, the City will have to pay back the money to the CDBG program.

Councilmember Godfrey asked if it was too late to redistribute the money awarded.

There was discussion about whether a 30-day notice would be required if a redistribution was done.

Peg Purser, CDBG Consultant, stated the amounts could be adjusted a little, but a project can't be eliminated, or a new one created.

Councilmember Godfrey provided an example of moving $5,000 from Mission Marshall to Homeless Assistance, which it was stated could be done, but efforts would need to be made to ensure all funds were used.

Mayor Pro-Tem Abraham asked what would happen if all funds were not used by the deadline? If the funds are not used by the deadline of April 2nd, the City could lose funding in the future.

Councilmember Campbell asked how the program defines the homeless, who were said to be individuals who have nowhere to go; not in a shelter, or an abandoned building. Councilmember Campbell asked if a victim of a house fire could qualify for funding under the definition of homeless, and they could, but that was not stipulated in this plan. This plan includes items such as blankets for the winter, backpacks, shoes, food, etc.

Tami Henderson stated the backpack program has been very well-received. The backpacks contain food, hats, gloves, socks, etc.

Alex Agnor stated PY24 had homeless assistance included in it and PY25 increased those funds, which can be used to reimburse other agencies for their work with assisting homeless individuals.

Councilmember Godfrey asked about the bigger picture of housing, which no one applied for in the PY25 program.

Councilmember Abraham made a motion to approve the PY 2025–2029 CDBG Consolidated Plan & Annual Action Plan with Budget Recommendations. Councilmember Fenton seconded the motion, which passed with the following vote:

Ayes: 4, Mayor Pro-Tem Abraham, Councilmembers Fenton, Godfrey and Campbell
Noes: 2, Councilmembers Jordan-Anderson and Morris

E. Consider approval of an expenditure not to exceed $250,000 of Marshall Economic Development (MED) funding for civil engineering site planning services to develop MED property at FM 31 & I-20 along Brown Rd. (Marshall EDC)

Rush Harris, Marshall Economic Development (MED) Director, asked for approval of an expenditure not to exceed $250,000 for civil engineering site planning services to develop property MED owns on Brown Road, address flood plain issues, and conduct a hydraulic study. The cost breakdown provided for an engineering estimate of $75,000, a conceptual master plan of $60,000, and the remainder to third parties for marketing and various expenses.

Councilmember Godfrey made a motion to approve an expenditure not to exceed $250,000 of Marshall Economic Development (MED) funding for civil engineering site planning services to develop MED property at FM 31 & I-20 along Brown Rd. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 6:0.

F. Consider approval of an expenditure not to exceed $130,000 of Marshall Economic Development (MED) funding for civil engineering site planning services to develop MED 33.9 ac property bordering Five Notch Rd and US Hwy 59. (Marshall EDC)

Rush Harris asked for approval of an expenditure not to exceed $130,000 for the purpose of consolidating property MED owns on Five Notch Road. Rush Harris explained the front acreage is valued at approximately $108,000 per acre while the back acreage is valued at approximately $13,000 per acre and combining the acreage would increase the property value.

Councilmember Godfrey made a motion to approve an expenditure not to exceed $130,000 of Marshall Economic Development (MED) funding for civil engineering site planning services to develop the MED 33.9 ac property bordering Five Notch Rd and US Hwy 59. Councilmember Morris seconded the motion, which passed by a vote of 6:0.

G. Consider authorizing the City Manager to finalize and execute contracts with Play & Park Structures and E4 Contracting, LLC for improvements at Smith Park, with the combined total contract amount not to exceed $200,000. (Asst. City Manager)

Alex Agnor stated that in June 2024, as part of the CDBG Annual Action Plan, $285,000 was identified in carry-over funding that was approved for the Phase 2 Park Improvements Project at Smith Park. The project had been stalled due to issues with contractors. We have engaged with Play & Park Structures and E4 Contracting, subcontracting with Southern Customs Services. Play & Park Structure will finish the musical patio portion of the project, swings and installation. Play & Park Structures also submitted a proposal for a 30X30 shade over the musical patio area. E4 Contracting will install a concrete pad for the musical patio area, a loop/walking trail, site prep and dirt work, relocating the swings, mulch and borders that are currently in the park, and resurfacing the basketball court.

Alex Agnor stated both companies are through a buy board or a TIPS contract and asked for approval to authorize the City Manager to finalize and execute the contracts with a combined amount not to exceed $200,000. The total is approximately $182,000 with some room for possible change orders. The restroom renovations were included in CDBG funding, but it can be looked at to complete the phases of the project by other means.

Councilmember Godgrey asked about the basketball goals, which will have two new ones installed.

Alex Agnor stated the backstop fencing will be taken down and reused. Fencing for the rest of the field is not included. The lease agreement with Wiley is for maintenance, but fencing is not part of the scope of work for Wiley or the contracts with Play & Park Structures or E4 Contracting. Lighting in the park was not included in the original plan, but if the project comes in under budget, that is an option that can be looked into. The use of CDBG funds for work at the park would have to be verified as qualifying expenditures under their requirements.

Councilmember Campbell asked if it was normal for a basketball court to be asphalt, which is what the contractor recommended, to be capped with new asphalt and be black with white striping.

Randy Pritchard, Support Services Director, stated an exterior court can be asphalt or concrete and asphalt is probably a cheaper option than concrete.

Councilmember Fenton made a motion to approve authorizing the City Manager to finalize and execute contracts with Play & Park Structures and E4 Contracting, LLC for improvements at Smith Park, with the combined total contract amount not to exceed $200,000. Councilmember Abraham seconded the motion, which passed by a vote of 6:0.

9. Discussion and Reports for City Council Consideration and Direction

A. Review of the most recent Semi-Annual report for Marshall Economic Development (MED). (Marshall EDC)

Rush Harris stated reports are being published and sent out on a more regular basis. The events of the past few months were highlighted, including the 2024 Annual Meeting, 2025 Career Expo for job awareness, 2025 Economic Summit, WE Align (workforce and education alignment group), Strategic Plan with Boyette Strategic Advisors - "One Marshall". Rush Harris also provided an Economic Overview and spoke of the changes in the unemployment rate.

Councilmember Jordan-Anderson asked about the project updates, which include projects being actively pursued. Councilmember Jordan-Anderson also asked about the strategic plan from Dr. Felicia Herndon's presentation at the previous meeting and if the City has any staff working with MED. The City will have a representative for the plan, and it is a six-to-nine-month process.

Councilmember Jordan-Anderson asked about the process of tax money going to MED. The process was explained that the City gets the funding first and then gives the 3/8ths of one cent to MED that is allocated to them.

Alex Agnor provided information regarding the breakdown of the 2% sales tax the City receives.

Councilmember Campbell asked about the decrease in employment and if the arts, entertainment and recreation areas are anticipated to be expanding, which is the hope since they follow the money. Councilmember Campbell asked for a report on the number of businesses that have opened and closed in the City.

10. Executive Session

Councilmember Campbell made a motion to convene in Executive Session. Councilmember Fenton seconded the motion, which passed by a vote of 6:0. The time was 7:22 PM.

A. An executive session pursuant to Section 551.087 of the Texas Government Code (Deliberation Regarding Economic Development Negotiations) (1) to discuss or deliberate regarding commercial or financial information that the City Council has received from a business prospect that the City Council seeks to have locate, stay, or expand in or near the territory of the City and with which the City Council is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described above; concerning Project Chalk.
Councilmember Godfrey made a motion to reconvene from the Executive Session. Councilmember Fenton seconded the motion, which passed by a vote of 6:0. The time was 7:33 PM.

The meeting was called back into session at 7:36 PM.

11. Action Item Following Executive Session

A. Consider approval of a future expenditure of not to exceed $275,000 as an incentive for Project Chalk. (Marshall EDC)
Councilmember Godfrey made a motion to approve a future expenditure of not to exceed $275,000 as an incentive for Project Chalk. Councilmember Campbell seconded the motion, which passed by a vote of 6:0.

12. Adjournment

Councilmember Godfrey made a motion to adjourn. Councilmember Campbell seconded the motion, which passed by a vote of 6:0.

APPROVED:

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

ATTEST:

____
City Secretary

TO:	City Council
DATE:	July 10, 2025
ITEM #:	6.B
SUBJECT:	Consider approval of an appointment to the Marshall Economic Development Corporation (MED) Board of Directors. (MED)

Recommendation for Action: Consider approval of the appointment of Doug Lewis to the Board of Directors of the Marshall Economic Development Corporation (MED).

Executive Summary: The citizens and City Council of Marshall, Texas, created the Marshall Economic Development Corporation (MED) in 1991 to serve Marshall and the surrounding business community in Harrison County. It is a Type A 501(c)(3) non-profit, non-governmental organization funded through a portion of local sales tax dollars. EDCs were established through the State of Texas Development Corporation Act of 1979, with regulations outlined in Chapters 501, 504, and 505 of the Texas Local Government Code.

The MED Board of Directors is composed of five (5) members, all of whom must be full-time residents of Harrison County and are appointed by the City Council in accordance with the corporation's bylaws. The board received a notice of resignation from board member Jeremy Spears on March 19, 2025, due to a change in residency outside of Marshall and Harrison County. The board officially approved the resignation on March 26, 2025.

MED staff and board began searching for a replacement for the board seat in April. In May, advertisements and notices were published in print, online, and digital media, including all MED social media feeds, to invite potential applicants to apply for the unexpired term board seat. Follow-up messaging requesting candidates was submitted in June. Notice was provided to City staff and the public. Online and physical applications were made available. Three applicants submitted applications, and all were interviewed. After careful deliberation, the board selected Doug Lewis as their recommended nominee for the City Council's consideration. MED is confident that this nominee possesses the vision and dedication to continue advancing economic development goals for Marshall, Texas. Please see the applicant's summary, application, and resume in the attachments.

Focus Area(s): This item aligns with the following council adopted focus area(s):

Budget Cost: None

Staff Contact: Rush Harris, Executive Director, MED

Attachments: 1. MED Board Applicant Summary, Application, and Resume

Doug Lewis Summary Biography

Doug Lewis is the Vice President of Lewis Engineering Company, a 65-year-old family-owned production machining and metal finishing facility based in Marshall, Texas. With over 20 years of hands-on experience in the industry, Doug oversees all managerial aspects of the business including quoting government and private sector contracts, internal hiring, sales, and trade show representation. Under his leadership, Lewis Engineering serves as a prime contractor for Picatinny Arsenal and Pine Bluff Arsenal, specializing in the production of 81mm and 60mm mortar rounds for the Department of Defense.

Doug earned a Bachelor of Business Administration from Texas A&M University in 2004 and is currently enrolled in the Leadership Development Program in Manufacturing at the University of Michigan. A committed civic and industry leader, Doug served two terms on the Marshall City Council (2016–2021), is a past president of the Harrison County Manufacturing Council, and currently serves on the school board for Trinity Episcopal School.

2025 Board Membership Application

Marshall Economic Development Corporation, dba Marshall Economic Development (MED), was created by a vote of the citizens of Marshall and the Marshall City Commission (now Council) in 1991 to serve Marshall and the surrounding business community in Harrison County. We are a Type A 501(c)(3) non-profit, non-governmental organization funded through a portion of local sales tax dollars. EDCs were created through the State of Texas Development Corporation Act of 1979 with regulations as outlined by Chapters 501-505 of the Texas Local Government Code.

MED is governed by a five-member board of directors. Board responsibilities are further described in the attached MED Board Requirements. Regular meetings are held in person on the last Wednesday of each month at the MED office at 4 PM. Additional committee meetings and volunteer opportunities are scheduled as needed. A current resume detailing relevant experience is required (email to rush@marshalledc.org).

Click here for a copy of the MED Board Responsibilities, Code of Ethics, Confidentiality Guidelines, and General Operating Principles.

Full Name (First, Middle, Last) *

Douglas Martin Lewis

Home Address *

4502 Sherman

Home Phone *

9034721545

Personal Cell Phone *

9034721545

Preferred Email *

dlewis@lewisengineeringco.com

Employer *

Lewis Engineering

Work Position/Role/Title *

Vice President

Work Address *

1608 E. Houston

Work Phone *

9039386754

Work Cell *

9034721545

Are you a resident of the City of Marshall? If so, how long? *

Yes, 34 years

Are you a resident of Harrison County? If so, how long? *

Yes, 34 years

Are you currently an elected official in any capacity? *

No

Have you previously served in an elected capacity? If so, please stated details of service: *

Yes, Marshall City Council

Are you currently employed with the City of Marshall or Harrison County? *

No

Do you serve on any other Boards or are a member of any other organizations? If so, please list: *

Harrison County Manufacturing Council

Business/Industry experience: *

20 years in manufacturing

By typing your full name below you are digitally signing this document: *

Douglas Martin Lewis

Please provide a short (up to 200 word) biography that summarizes your professional and community background as it relates to Marshall Economic Development. *

20 years experience in a production machine shop making munitions for department of defense. Business degree from Texas A&M University. Former member of Marshall City Council serving 2 terms.

DOUGLAS M. LEWIS

4502 Sherman Drive l Marshall, TX 75672
Office: (903)938-6754   Cell: (903)472-1545
dlewis@lewisengineeringco.com

Skills Summary

Management experience in a production manufacturing facility that supplies the United States Department of Defense and other customers with high volumes of made-to-print metal components. Experienced with face-to-face sales meetings and quality audits with customers and suppliers. Experience with ERP software, CRM software, and utilizing AI to cold email and cold call potential clients.

Education

Texas A&M University – College Station, TX – 2004 Graduate

Bachelor of Business Administration from the Mays Business School at Texas A&M University. While enrolled I was a member of the Texas Aggie Rodeo Team as well as a business fraternity.

University of Michigan – Ann Arbor, MI – Currently Enrolled

Currently enrolled in the Leadership Development Program in Manufacturing.

Experience

Lewis Engineering Company

Vice President – August 2004 – Current

Oversee all managerial aspects of production machining and metal finishing facility. This includes quoting on government contracts as well as private sector contracts, hiring new employees, making sales calls, trade shows, etc. We are a prime contractor to both Picatinny Arsenal and Pine Bluff Arsenal for the 81mm and 60mm mortar rounds. Lewis Engineering is a 65 year old family business that is located in Marshall, TX. We are ISO:9000 & ITAR Certified.

Volunteer Work

Marshall City Commissioner – District 7 – 2016-2021

I served two terms as a City Commissioner for the City of Marshall. I was Mayor – ProTem for 2 years. While in this role I represented Marshall in the East Texas 911 council.

School Board Member – Trinity Episcopal School

I currently serve on the board of directors for Trinity School in Marshall, TX. I've served on this board for over 6 years.

Harrison County Manufacturing Council

Past president of HCMC and currently serve on this council.

BOARD MEMBER RESPONSIBILITIES

ROLE

A Board Member serves as a voting member of the Board of Directors of the Marshall Economic Development Corporation (MED). In that capacity, they develop policies, procedures, and regulations, as well as monitor the financial performance and economic development programs of MED. They are supportive of MED's Type A governing organization adopted by the Citizens of the City of Marshall in 1991.

TERM

Terms shall be for three (3) years with members eligible to serve two (2) consecutive terms. Any former member of the Board of Directors may be considered if there has been at least one year's absence from serving on the Board.

BOARD MEMBER RECRUITMENT

The ideal candidate shall have experience and or qualifications for prospective business and industry knowledge to include:

- Current or past experience with business or industry-related fields involving Type A Economic Development served sectors
- Good general budgetary and financial experience providing a good understanding of acceptable business risks versus rewards for local community governments in the recruitment of new businesses and/or expansion of current businesses.

PROCESS FOR APPOINTMENT

MED Board of Directors will accept applications at any time for interest in serving on the MED Board and will review them as terms become available. The MED board members and staff will evaluate the applicant's availability to fulfill the board member's expectation of service guidelines. The MED Board of Directors will ask for interviews of evaluated applicants. The MED Board of Directors will approve of nominations to bring before the City Commission of Marshall for consideration of approval of the appointment.

TIME COMMITMENT

- Attend all meetings of the board, called at the discretion of the Chairman or Executive Director when necessary actions must be taken. Meetings normally are held on the last Wednesday of each month at 4:00 p.m. at the MED office and conference room, 100 N Bolivar St, Ste 206, Marshall, Texas 75672.
- Participate in MED new board member orientation and training
- Serve on at least one MED committee
- Attend scheduled economic development retreats, planning sessions, workshops, or other scheduled activities
- Attend, support and participate in any other special activities in which the Board has a significant role
- Attend City Commission meetings when MED is making a presentation or seeking approval for projects

- Serve as a representative of the MED at site visits by economic development prospects when called upon to do so. Typically, the Chairman and the Chair of the Business Development Committee serve in this capacity unless unavailable

OBLIGATIONS

- Must be a resident of Harrison County and preferably of the City of Marshall, if possible
- If employed or self-employed, must be employed in, by, or own, manage, or operate a business or venture located in Harrison County, Texas
- Must not serve in an elected capacity according to MED Bylaws adopted by the City of Marshall
- Must not be an employee in direct service with the City of Marshall or Harrison County, except as stated in the MED Bylaws
- Fully understand and support the purpose and goals of MED, a Type A EDC
- Discharge the duties of Director as outlined in the Bylaws of MED
- Participate in the establishment of policies for MED
- Monitor MED's financial performance
- Represent MED to the public and private sector, where needed, and serve as an advocate for MED and the business community
- Bring personal/professional expertise - and that of others - to support the organization
- Commitment to open and honest discussion of policy alternatives and project deliberations
- Compliance with EDC Code of Ethics, Conflict of Interest Statement, Confidentiality Guidelines, and General Operating provisions (Attachments A, B, and C)

EXPECTED TIME COMMITMENT PER MONTH*

Hour preparation plus monthly Board meeting	3	hours
Participation in another committee or workgroup	3	hours
Related reading/ancillary meetings	2	hours
Total of potential minimum time	8	hours per month

**** Officers and Committee Chairs generally spend more time with staff as needed.***

Statement of understanding of Marshall Economic Development Board service commitments

I, _________________________ do hereby acknowledge, understand, and have accepted the above and the following attachments related to MED's Code of Ethics, Conflict of Interest Statement, Confidentiality Guidelines and General Operating provisions and understand that MED Board is a working Board.

Signed this ___________day of ____________________, in the year __________.

____

MED Board Member

(Signature required upon appointment approvals)

Attachment A
Marshall Economic Development Corporation
Code of Ethics

General Conduct
The staff and Board of Directors of the Marshall Economic Development Corporation (MED) are expected to conduct themselves in a fair and honest manner, acting in good faith to avoid conflicts of interest and the appearance of conflicts of interest, respecting the confidentiality of clients, maintaining personal integrity in all professional relationships, and acting as good financial stewards of the investments made in the organization.

Conflicts of Interest
Employees and Board members will perform their duties conscientiously, honestly, and in accordance with the best interest of MED, the City of Marshall, and Harrison County as a whole. Employees, Board members of MED committees, and directors must not use their positions or confidential knowledge gained as a result of their position for private or personal advantage. Board members and staff are expected to disclose any actual or potential conflict of interest at the first available opportunity and registering such conflict in writing for record-keeping.

Conflicts of Interest Policy
The purpose of the conflicts of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of MED.

Definitions

1. **Interested Person** - Any voting Board member who has a direct or indirect financial interest, as defined below, is an interested person.
2. **Financial Interest** - Any person has a financial interest if the person has, directly or indirectly, through business, investment, or immediate and/or extended family:
    a. An ownership or investment interest in any entity with which MED has a transaction or arrangement, or
    b. A compensation arrangement with MED or with any entity or individual with which MED has a transaction or arrangement, or
    c. A potential ownership of investment interest in, or compensation arrangement with, any entity or individual with which MED is negotiating a transaction or arrangement, or
    d. A Board member who serves as a trustee, board member, or in an advisory capacity for an entity seeking assistance, or
    e. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the governing board decides that a conflict of interest exists.
3. **Family** - Immediate family includes an unemancipated child of a voting board member residing in the household and the Board member's spouse, if not legally separated. The extended family includes lineal descendants, lineal ascendant, sibling, spouse’s lineal descendant, spouse’s lineal ascendant, spouse’s sibling, and the spouse of any of these persons.

Procedures

1. **Duty to Disclose** - In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors considering the proposed transaction or arrangement.

2. **Determining Whether a Conflict of Interest Exists** - After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall remain in the Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists. In the event of a tie or if there is any question, the MED attorney will be consulted for a legal determination of a conflict.

3. **Procedures for Addressing the Conflict of Interest**
   a. As described above, an interested personal shall abstain from voting on any transaction or arrangement involving the possible conflict of interest. That person will be allowed to provide their opinion on the transaction or arrangement to the Board of Directors.

4. **Violations of the Conflict of Interest Policy**
   a. If the Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member the opportunity to explain the alleged failure to disclose.
   b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board shall ask the member to abstain from voting or remove themselves from active participation in the matter of the conflict of interest.

5. **Annual Statements**

   a. Each Director and staff shall annually sign a statement which affirms the following:

      i. Has received a copy of the Board member expectation statement, conflict of interest and confidentiality policy

      ii. Has read and understands the statements and policies

      iii. Has agreed to comply with the policy, and

      iv. Understands that MED is a non-profit, quasi-governmental entity and in order to maintain its federal tax exemption, it must engage primarily in activities to promote economic development within Harrison County and to provide other services incidental thereto, and for the transaction of any other lawful businesses permitted to be carried on by corporations qualified for tax exemption pursuant to Section 501(c)(3) of the Internal Revenue Code of 1986 as amended from time to time.
      Understands that MED is also governed by the Texas Local Government Codes 501 and 504, Texas Tax Code 313 Texas Economic Development Act, and local rules and procedures approved by the Marshall City Commission and MED Board of Directors as specified in the MED Articles of Incorporation and MED Bylaws developed upon MED's creation in 1991.

Attachment B
Marshall Economic Development Corporation
Confidentiality Guidelines

1. Board of Directors and staff have fiduciary duties of loyalty and care, which includes refraining from disseminating information to others that could harm the prospect or MED. Board of Directors and staff are expected to sign MED confidentiality agreements.

2. Board of Directors and staff must always refrain from disclosure of confidential information until deemed appropriate by the prospect. Disclosure of confidential information is prohibited by any communication means, including but not limited to e- mail, web posting, hard copy document, or verbal communication.

3. Board of Directors and staff must keep sensitive matters confidential until projects are completed as defined by the Economic Development Act. Accordingly, they agree to keep confidential, during and after their service on the Board, all sensitive information discussed regarding all projects until such time that it is subject to the Open Records Act. This commitment to confidentiality includes, but is not limited to:
    - Project Development and Discussions
    - Contract terms for Recruitment
    - Financial information on prospects, existing businesses, or other potential businesses receiving assistance from MED
    - Discussion regarding Board member nominations

4. All information shared or discussed in executive session or closed meetings shall be treated as confidential and shall not be disclosed unless explicitly permitted by the prospects or completion of a project. MED will make every effort to specifically note which information, analyses, reports, and other materials and associated Board discussions/deliberations are confidential. However, Directors and staff are expected to exercise reasonable caution, prudence, and common sense in determining which information should be kept confidential. Questions should be directed to the Chairman of the Board, Executive Director, or the MED Attorney.

5. The level of protection/security that should be applied to MED's confidential matters is the same as the Board or staff would apply to his/her own confidential matters. This includes all reasonable protections of electronic, hard copy information, and verbal communications.

6. Board and staff members understand that any violation of this confidentiality policy could result in a potential lawsuit against MED and public/private confidence in the organization.

Attachment C
Marshall Economic Development Corporation
General Operating Principles

- **Accountability** - MED must be accountable first to the City Commission of the City of Marshall, the organization, and indirectly, but ultimately to the citizens of Marshall who elected the commissioners.

- **Commitment to strategic decision making**: As noted by the MED strategic plan developed and approved by the Board of Directors for economic development, MED shall follow a policy-driven approach to economic development built on four focus areas: attraction, retention and expansion, workforce development/training, and property development.

- **Mutual trust between City of Marshall Council Members and MED Board**: The City Council members need to understand that MED is operating strategically for the common good of the City of Marshall and the entire county as well as providing them with factual, honest recommendations for projects. MED Board members and staff will not engage in political activities in their official capacity as board member or employees of MED

- **Effective**: MED Board members and staff must have an efficient process that is effective in implementing the MED strategic plan. The strategic plan will be amended at least every 3 years or at such a time that requires a change in the plan.

- **Flexible**: MED was created to be able to have flexibility outside of regulations for Texas rules governing local municipalities so as to react quickly for project development and recruitment.

- **Avoid conflicts of interest**: Nothing can destroy the public trust of a public institution quicker than when citizens feel that decisions of the voting members are tainted by actual or appearances of conflicts of interest.

- **Transparency and community input**: Everything the Board does needs to be done openly, with the exception of required confidentiality needed in certain recruitment and other business prospect or client relationships. Public input is encouraged.

- **Public acceptance**: Ultimately, to be effective, the MED Board needs to be seen as consistently following the above-stated principles.

TO:	City Council
DATE:	July 10, 2025
ITEM #:	6.C
SUBJECT:	Consider approval of an appointment to the Visit Marshall Board. (Tourism & Main Street)

Recommendation for Action: Consider approval of the appointment of Vinod Patel to the Visit Marshall Board.

Executive Summary: I would like to recommend the appointment of **Vinod Patel** to the **Visit Marshall Board**.
Vinod is a longtime community member and business owner whose experience in hospitality and tourism makes him a strong asset to the board. His insights into visitor engagement and his commitment to local development will be valuable as we continue growing Marshall's tourism economy.
Pending city council approval, this appointment will fill a current vacancy on the board and help maintain a balanced representation of key stakeholders in our community.
Please let me know if you have any questions or need additional information. Once confirmed, we will proceed with welcoming him to the board.

Focus Area(s): This item aligns with the following council adopted focus area(s): Improving Communication

Budget Cost: None

Staff Contact: Lacy Burson, Tourism & Main Street Adminstrator

Attachments: 1. Fwd_ Online Form Submittal_ Application for Volunteer Boards-Vinod Patel

From:	Alex Agnor
To:	Lacy Burson
Subject:	Fwd: Online Form Submittal: Application for Appointment to City Boards and Committees
Date:	Monday, May 12, 2025 1:14:51 PM

Sent from my iPhone

Begin forwarded message:

From: Nikki Smith <smith.nikki@marshalltexas.net>
Date: May 12, 2025 at 12:16:02 PM CDT
To: Alex Agnor <Agnor.Alex@marshalltexas.net>
Subject: FW: Online Form Submittal: Application for Appointment to City Boards and Committees

Alex,

I received this application this morning. I don't know if there is a vacancy on the board, or if this is for 2026.

Regards,

Nikki

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, May 12, 2025 10:03 AM
To: Nikki Smith <smith.nikki@marshalltexas.net>; City Info <cityinfo@marshalltexas.net>
Subject: Online Form Submittal: Application for Appointment to City Boards and Committees

This sender is trusted.

Application for Appointment to City Boards and Committees

Name of Board or Committee to which you are applying	Visit Marshall Advisory Board
Name of Board or Committee to which you are applying	*Field not completed.*
First Name	vinod

Last Name	patel
Permanent Residence Address	5204 E END BLVD S
City	MARSHALL
State	TX
Zip Code	75672
Mailing Address (if different from above)	5204 E END BLVD S
City	MARSHALL
State	TX
Zip Code	75672
Preferred Phone Number	9039305475
Email Address	vinodrebel@yahoo.com
Occupation	HOTEL OWNER
Employer	COMFORT SUITES
Are you a registered voter in the City of Marshall?	Yes
Are you a resident of the City of Marshall?	Yes
Length of Residency in Marshall	45 YEARS
In which District do you reside?	4: Mayor Amy Ware
Do you, your spouse, or your employer have any financial interest, directly or indirectly, in any contract with the City of Marshall?	NO
Do you, your spouse, or your employer have any financial interest, directly or indirectly, in the sale to the City of any land, materials, supplies, or service?	NO

Do you, your spouse, or your employer have any financial interest, directly or indirectly, in matters that might come before the Board of Committee to which you are seeking appointment?	NO
Have you ever been convicted of violating any federal, state, or municipal law, regulation, or ordinance?	NO
Please share information about your EDUCATION background.	COLLEGE
Please share information about your PROFESSIONAL background.	45 YEARS HOTEL,RETAIL,CONSTRUCTION
Please share your VOLUNTEER/COMMUNITY SERVICE experience.	HOTEL ASSOCIATION
Please share your AREAS OF INTEREST.	PICKLEBALL

Please specify membership on any other governmental Board or Committee. List all Boards, Commissions, Corporations, Non-Profit Entities, Agencies, or Other Entities of which you are currently a member and/or officer and/or employed by and give the title and dates of any position that you have held in such organization.

Organization	*Field not completed.*
Title	*Field not completed.*
Dates	*Field not completed.*
Organization	*Field not completed.*
Title	*Field not completed.*
Dates	*Field not completed.*
Organization	*Field not completed.*
Title	*Field not completed.*
Dates	*Field not completed.*

Please share a brief narrative outlining your interests and qualifications for seeking appointment. You may also add a resume' or additional information.	MY EXPERIENCE AS AN HOTEL MANAGER AND TOURISM
Upload Resume' (optional)	*Field not completed.*
Upload Additional Information (optional)	*Field not completed.*

I have read and understand the instructions and appointment process. The foregoing and any attached statements are true, accurate, and complete. I agree that any misrepresentation or omission of facts may result in my disqualification for appointment.

Electronic Signature	VINOD PATEL
Date	5/12/2025

TO:	City Council
DATE:	July 10, 2025
ITEM #:	6.D
SUBJECT:	Consider approval of an Interlocal Agreement with Harrison County for Wonderland of Lights. (Tourism & Main Street)

Recommendation for Action: Consider approval of the annual Wonderland of Lights Interlocal Agreement with Harrison County.

Executive Summary:

The Wonderland of Lights Interlocal Agreement, once fully approved, will be effective from September 1, 2025, through January 31, 2026, covering a period of 153 days. Under this agreement, City employees are authorized to install lights and decorations on the Harrison County Historic Courthouse located in Downtown Marshall. As part of the agreement, Harrison County requires the City to maintain a $2 million insurance policy during this period to cover any potential damage to the Historic Courthouse.

Following City Council approval, the agreement will be presented to the Harrison County Commissioners Court for consideration. The County has reviewed the proposed agreement, which is consistent with the terms of the previous year's agreement. City staff does not anticipate any issues with approval by the Commissioners Court.

Focus Area(s): This item aligns with the following council adopted focus area(s):Improving Community Appearance

Budget Cost: None.

Staff Contact: Lacy Burson, Tourism & Main Street Administrator

Attachments: 1. Wonderland of Lights Interlocal - 2025

STATE OF TEXAS §

COUNTY OF HARRISON §

INTERLOCAL AGREEMENT
CITY OF MARSHALL AND HARRISON COUNTY
2025-26 COURTHOUSE LIGHT DISPLAY

THIS INTERLOCAL AGREEMENT is hereby made and entered into this the____day of ____________, 2025, by and between the CITY OF MARSHALL, TEXAS, a home rule municipal corporation ("City") and HARRISON COUNTY, a political subdivision of the State of Texas ("County"), each acting by and through its duly authorized agents;

WHEREAS, the respective participating governments are authorized by the Interlocal Cooperation Act, Texas Government Code, Chapter 791, to enter a joint agreement for the performance of the governmental function of constructing and maintaining public works projects and public infrastructure; and

WHEREAS, state law authorizes the City to engage in activities that promote economic development through tourism and visitor attraction and the City has determined that the Wonderland of Lights annual festival is a vital part of the City's tourism program; and

WHEREAS, the City requests to have access and use of the exterior of the Harrison County Historic Courthouse to install and attach Christmas decorations including light strands and other necessary wiring to illuminate the building; and

WHEREAS, the City and County agree that the lighted Historic County Courthouse has been the center piece of the Wonderland of Lights for over thirty years; and,

WHEREAS, the City of Marshall and the County of Harrison jointly participate in the celebration of the Christmas and New Year holidays by the decoration of the downtown areas of the City of Marshall and the Historic Harrison County Courthouse; and

WHEREAS, the Parties recognize that in order to properly decorate the Historic Harrison County Courthouse, access to that building, and the installation of lighting is necessary; and that given the delicate nature of the Courthouse, certain provisions regarding the protection and preservation of this structure are necessary; and

WHEREAS, the Parties have the legal authority to perform and to provide the governmental function and service which is the subject matter of this Agreement; and

WHEREAS, the City Council and County Commission find that the subject of this Agreement is necessary for the benefit of the public; and

WHEREAS, the Parties desire to enter a formal agreement to better outline each Party's obligations and responsibilities; and

NOW, THEREFORE, in consideration of the covenants and conditions contained in this Agreement, the County permits and grants the City permission to enter upon the County's Property, specifically the Historic Courthouse structure and surrounding area (the "Property") to perform installation and placement of lights and other work necessary for the illumination of the Courthouse for the 2025 Wonderland of Lights, subject to the terms and conditions set forth below:

1. The term of this Right of Use shall be for a period of one hundred and fifty-three (153) days beginning on September 1, 2025 and ending January 31, 2026. During the term the City shall have access to the exterior of the Courthouse for the purpose of installing, repairing, removing and otherwise maintaining the lights and electrical wiring installed by the City, on and around the Courthouse. The County agrees to provide the City with prior twenty-four (24) hour notice of any event that prohibit the City's access to the Courthouse.

2. In consideration of the County granting this Agreement, the City, to the extent allowed by Texas law, shall be solely responsible for and liable for any injury or damage to persons or property, arising out of any negligent act or willful act or misconduct of the City and/or its employees, agents, contractors, subcontractors, independent contractors, or authorized representatives. To the extent allowed by Texas law, the City agrees it shall indemnify and hold harmless the County and the County's officers, directors, members, employees, agents, and representatives against any expense, loss, cost, claim, demand, suit, judgment, suffered or incurred as the result of any breach by the City, its agents, servants, employees, contractors, or subcontractors, of any covenant or condition of this Agreement, or as a result of the City's use of the Courthouse, or the carelessness, negligence, or improper conduct of the City, its agents, servants, employees, contractors or subcontractors, which causes any loss, cost, claim, suit, judgment, or liability to be incurred by the County.

3. The City of Marshall shall provide to Harrison County evidence of liability/casualty and general loss insurance protection in a minimum sum of $2,000,000.00 (Two Million Dollars), with a rider to protect Harrison County as a named beneficiary against any and all losses which may arise from the access to, and installation upon, the Historic Harrison County Courthouse for holiday lighting, and particularly against damages incurred to the building, grounds, or persons associated with the City's activities, including roof tiles, columns, railings, eaves, dormers, cupola, statuary or other fixtures and/or attachments thereto, including decorative carvings and stained glass windows.

4. All work shall be done at the City's sole discretion, and with such care, diligence and cooperation between the City and County personnel as will avoid accident, damage, or harm to persons or property.

5. The City shall use care when installing lights, wiring, or any other materials to the Harrison County Courthouse and not use any type of screws, nails, or adhesive that will damage the Courthouse structure or cause damage to any component of the Courthouse's

outer structures, walkways, or retaining walls. The City shall be responsible for any damage caused by it to the Courthouse and for repairing such damage. Furthermore, upon the termination of this Agreement or upon completion of the City's use of the Property, the City agrees to promptly remove the lights and decorations and to repair, correct, and restore any damages, changes, and/or alterations to the Property caused by City's entry upon and/or use of the Property.

6. Only City Employees will be allowed on the building and balconies, in observance of all standard safety procedures. The City will provide a licensed electrician to oversee all wiring and lighting installation, as well as utilities.

7. Courthouse decoration does not include use of balconies. The west side of the Courthouse parking lot will remain open for County and public use without obstruction.

8. The City shall designate four additional handicapped parking spaces on the west side of the courthouse at the south handicapped entrance ramps.

9. Within 24 hours of its occurrence, the City shall notify the County of any damage to the Courthouse. The City agrees to accept full responsibility for any and all damages, including damage to the exterior of the Courthouse and any other portions of County property, as a result of the City's operations thereon. The City further agrees to promptly repair any such damage in accordance with the County's instructions**.** Any such required repairs shall be promptly paid by the City from current revenues available to the City for such purposes

10. The rights of the City hereunder are not assignable, in whole or in part, without the prior written consent of the County.

11. If any of the foregoing provisions are held for any reason to be unlawful or unenforceable, such unlawful or unenforceable part shall be severed from this Agreement and the remaining terms of the Agreement shall remain in full force and effect.

12. Notices, correspondence, and all other communications shall be addressed to City of Marshall and submitted to the following:

City of Marshall
PO Box 698
Marshall, TX 75671
Attn: Melissa Vossmer, City Manager
(903) 935-4421

Notices to County shall be delivered to:

`

Harrison County Judge
Chad Sims
#1 Peter Whetstone Square Room 314
Marshall, Texas 75670
(903) 935-8401

13. Nothing in this agreement shall be construed to waive any immunities provided by law, either to governmental employees (official, governmental, judicial or quasi-judicial immunity), or to the governmental entities themselves (sovereign immunity).

14. This Agreement is for the benefit of the parties to the Agreement, and does not confer any rights on any third parties.

15. This Agreement has been made under and shall be governed by the laws of the State of Texas. This Agreement and all matters related thereto shall be performed in Harrison County, Texas. The venue of any lawsuits arising out of this Agreement shall be in Harrison County, Texas.

16. Failure of any party at any time, to enforce a provision of this Agreement, shall not constitute a waiver of that provision, nor in any way affect the validity of this Agreement or the right of any party thereafter to enforce every provision hereof. No term of this Agreement shall be deemed waived or breached by the failure to identify and expressly enforce any right or obligation imposed by this agreement. Furthermore, any consent to or waiver of a breach will not constitute a consent to or waiver of or excuse of any other different or subsequent breach.

17. It is understood and agreed that this Agreement may be executed in a number of identical counterparts, each of which shall be deemed an original for all purposes.

NOW THEREFORE, this Agreement is made and entered, by and between the City of Marshall and Harrison County, to be effective when signed by the last party whose signing makes the Agreement fully executed.

CITY OF MARSHALL	**HARRISON COUNTY**
______________________	______________________
Melissa Vossmer, City Manager	**Chad Sims, County Judge**
Date:__________________	**Date:_____________**
ATTEST	
______________________	______________________
Nikki Smith, City Secretary	**Heather Henigan, County Clerk**

	TO:	City Council
	DATE:	July 10, 2025
	ITEM #:	8.A
	SUBJECT:	Presentation of an update on the storm damage response at the High Service Pump Building and consideration of approval of an emergency expenditure to repair the City's High Service Pump Station in the amount of $93,000.00. (Public Works)

Recommendation for Action: Council approves the expenditure in excess of $50,000 ($93,000)

Executive Summary: A severe storm on the morning of May 26, 2025, caused substantial damage to critical City facilities, including a lightning strike to the High Service Pump Building. The strike resulted in significant electrical damage, including compromised wiring, electrical equipment, etc. SWEPCO was notified but could not proceed with reconnection until internal repairs were completed. Lone Star Global I&E Services, LLC was engaged, successfully identifying required materials and submitting a repair quote to the City, along with a lightning affidavit.

The following is the order in which activities occurred:

- **Lightning strike takes out High Service Pump Building** - May 26, 2025
- **City Generator started** - The backup generator at the High Service Pump Building is started and operating
- **Additional Temporary Power Measures:** A trailer-mounted 600kW rental generator was brought on-site to reduce the load on the City's aging generator.
- **Facility Repairs:** Window replacement was coordinated through Harrison County Glass, and Keith Air Conditioning replaced the A/C unit to prevent overheating of critical electrical components.
- **Progress Updates:** The rental generator was connected to the High Service Pump Station, and the City-owned generator was taken offline for service.
- **Generator Maintenance:** ARCCO Power Systems performed Level 3 preventative maintenance on the City-owned generator.
- **Final Restoration Efforts:** Final wiring in to the MCC panel was scheduled. The correct CT Can and cabinet arrived on June 13th, with installation and riser work taking place throughout the weekend and into Monday. SWEPCO re-connection and full transition back to permanent power took place on **Tuesday, June 17th**.

Focus Area(s): This item aligns with the following council-adopted focus area(s):Improving Infrastructure

Budget Cost: $93,000

Staff Contact: Eric Powell, PE Director and Cory Owen Assistant Director

Attachments: 1. Over Head with new CT's

Lone Star Global I&E Services, LLC

P.O. Box 1567   Henderson, TX 75653   TECL# 35208

May 28, 2025

New Electrical Service to HSP building (Over Head moving CT's)

LSG thanks you for the opportunity to offer this proposal for material and labor to install new electrical service to the HSP building located at 605 E End Blvd. Marshall, TX. This price includes a CT Panel for SWEPCO supplied Ct's, 2000-amp breaker disconnect, all necessary wire and labor. *This option would save the need of replacing the 2000-amp disconnect if you add a pad mounted transformer later.

TOTAL PRICE Material……………………….**$77,000.00**

TOTAL PRICE Labor………………………….. $16,000.00

TOTAL PRICE ……………………………….... $93,000.00

All sales and services are TAXABLE unless a resale or tax-exempt certificate is provided for our file.396

WE HAVE INCLUDED THE FOLLOWING:

1. This quote is good for 30 days on the date of submission due to fluctuation of labor costs and material.
2. All project management, supervision, labor, equipment, tools, office space, travel and housing required for our portion of the work.
3. Material as specified, including conduit, conduit fittings, cable, wire, grounding material, tubing, tube fittings, wire markers, and consumable materials as required.
4. All work must be released to LSG in a timely manner. Any downtime at no fault with LSG will be charged extra.

WE HAVE MADE THE FOLLOWING SPECIFIC CLARIFICATIONS PERTINENT TO THIS PROPOSAL:

1. ***Conditions beyond our control, our cost to de-mobilize and re-mobilize will be an extra charge.***
2. ***Installation of any and all electrical apparatus will be installed under the latest NEC standards.***

We have made no provisions for:

1. ***Any future work.***
2. ***Any manholes.***
3. ***Any lightning protection.***
4. ***The supply or installation of any security cameras and/or poles.***
5. ***Providing or installing any major structural steel supports.***
6. ***Heat Trace or Insulation.***
7. ***Cathodic protection.***

We assume:

1. ***All electrical and instrumentation on skids, vendor packages and compressor skids to be pre-packaged complete to skid edge junction boxes.***
2. ***All control valves are to be supplied and installed by others.***
3. ***All hydrovac and excavation will be provided for by others.***

OUR PROPOSAL IS BASED ON THE FOLLOWING GENERAL CLARIFICATIONS BUT ARE NOT LIMITED TO:

1. Our bid is based on this proposal letter and our labor & equipment rates being a part of our proposal and/or contract. Additional or extra work will be performed at an agreed lump sum price or reimbursed hourly by our labor & equipment rate sheets.
2. We assume excavated material will be suitable as backfill and that imported material will not be necessary to obtain required compaction limits. We assume that excess excavated material can be wasted on-site.
3. We have included labor and equipment for conventional pumping methods to keep our electrical trenches/ditches free of water. We have made no provisions for well-pointing, sub-drain systems.
4. We have made no provisions for any painting, sandblasting, process welding, screw piping, formed concrete.
5. We assume all current, transmitters, switches, thermowells, I/P's, fire and gas detectors, switchgear, MCC's, PLC's, valves, and manifolds are tagged properly.
6. We have made no provisions for supply of design, engineering, programming, or production of any drawings.
7. We have made no provisions for a dedicated safety person. Our superintendents are designated as our on-site safety representatives.

Warranty

1. All components will have the manufacturer's warranty from date of purchase.
2. All LSG workmanship will have (1) year warranty from date of completion.

The prices, specifications, and conditions are satisfactory and are hereby accepted. LSG is authorized to do the work as specified.

Sign: ___________________________________ Date: _____________________

	TO:	City Council
	DATE:	July 10, 2025
	ITEM #:	8.B
	SUBJECT:	Consider approval of expenditures in excess of $50,000 ($87,588) - Red River pump rental at the Wastewater Treatment Plant. (Public Works)

Recommendation for Action: Approve the rental of the WWTP overflow pump from Red River in excess of $50,000 ($87,588.00)

Executive Summary: In November 2021, the City of Marshall's Overflow Pump failed, resulting in the immediate need to rent a 12-inch diesel bypass pump to maintain system functionality. The purpose of the Overflow Pump and Wetwell is to manage excess flows—sometimes amounting to several million gallons—during heavy rainfall events caused by infiltration and inflow (I&I). These flows are diverted to the overflow basin and later returned to the treatment plant for proper treatment. The City is nearing completion of the Overflow Pump and Pump Installation Project. The final step is the delivery and installation of the variable frequency drive (VFD), which is expected to be delivered in July/August 2025. Once the VFD arrives, installation will proceed, and the project will be completed, eliminating the need for the rental equipment.

Focus Area(s): This item aligns with the following council adopted focus area(s):Improving Infrastructure

Budget Cost: $87,588

Staff Contact: Eric Powell, PE Director\Cory Owen Assistant Director

Attachments: None

	TO:	City Council
	DATE:	July 10, 2025
	ITEM #:	9.A
	SUBJECT:	Discussion on the FY2025 Street Improvement Program. (Public Works)

Recommendation for Action: No action needed.

Executive Summary: This is a continuation of the discussion that started on May 22, 2025, regarding the current street improvement program and what it should look like moving forward. Items presented during this discussion will be a draft plan from the Streetlogix platform for annual improvements using the current annual budget of $1,500,000 and current street condition information.

We have met with Citylogix (formerly Streetscan) to review all the data related to the February 2025 re-scan. We will be building out the streetlist by district so that each Council member can review the data and provide input as to which streets they would like to add to the FY2025 Street Improvement Program.

Focus Area(s): This item aligns with the following council-adopted focus area(s):Improving Infrastructure\Improving Community Appearance.

Budget Cost: $0

Staff Contact: Eric Powell, PE

Attachments: None

City of MARSHALL TEXAS	TO:	City Council
	DATE:	July 10, 2025
	ITEM #:	10.A
	SUBJECT:	An Executive Session pursuant to the Open Meetings Act, Chapter 551 of the Texas Government Code under Section 551.074 Personnel – Annual evaluation of City Judge.

Recommendation for Action: Convene in an executive session.

Executive Summary:

1. An Executive Session pursuant to the Open Meetings Act, Chapter 551 of the Texas Government Code under Section 551.074 Personnel – Annual evaluation of City Judge.

Focus Area(s):

Budget Cost: N/A

Staff Contact: Christol Hall, HR Director

Attachments: None