



**CITY OF MARSHALL, TEXAS
SPECIAL-CALLED CITY COMMISSION MEETING
COMMISSION CHAMBERS, CITY HALL, 401 SOUTH ALAMO
THURSDAY, OCTOBER 3, 2019, 6:00 P.M.**

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

www.marshalltexas.net

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

2. **INVOCATION AND PLEDGES**
Page 2

3. **CITIZEN COMMENTS**

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

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 **ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA**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

5. **CONSENT AGENDA**

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

- A. Report regarding the status of the Memorial City Hall renovation project. (City Manager)
Page 5

6. **SECOND READING OF ORDINANCE**

- A. Consider approval of an Ordinance amending Chapter 13A of the Code of Ordinances entitled “Food and Food Establishments”. (Director of Community & Economic Development)
Page 8

7. **RESOLUTION**

- A. Consider approval of a Resolution regarding nominations for directors of the Harrison Central Appraisal District. (City Manager)
Page 17

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

- A. Presentation of the semi-annual report by the Marshall Economic Development Corporation. (MEDCO)
Page 21
- B. Consider authorizing City staff to advertise a Request for Qualifications regarding the sale of surplus property. (Director of Community & Economic Development)
Page 23
- C. Consider approval of Change Order #2 (Element #16) to a contract with Casey Slone Construction for the Memorial City Hall Renovation Project. (Support Services Director)
Page 25
- D. Consider approval of Change Order #4 (Element #23) to a contract with Schindler Elevator Corporation for the Memorial City Hall Renovation Project. (Support Services Director)
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9. **CONSIDERATION OF ITEMS WITHDRAWN FROM THE CONSENT AGENDA**
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10. **ADJOURNMENT**
Page 32

Work Session on City Infrastructure
Page 33

Posted: September 30, 2019
5:00 p.m.
Y. Graham

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

ITEM 1

CALL TO ORDER AND ROLL CALL

ITEM 2

INVOCATION AND PLEDGES

ITEM 3

CITIZEN COMMENTS

ITEM 4

ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA

ITEM 5A

CONSENT AGENDA

REPORT REGARDING THE STATUS OF THE MEMORIAL CITY HALL RENOVATION PROJECT

MEMORANDUM

To: Members of the City Commission

From: Mark Rohr, City Manager

Date: September 27, 2019

Subject: Report on the Status of the Memorial City Hall Renovation Project

This report is being provided to update the Commission on various aspects of the Memorial City Hall renovation project.

Construction Update

A report regarding project construction is attached.

Fundraising

Fundraising efforts total \$278,025 in donations, pledges, and gifts as of this date for Memorial City Hall recognition plaques.

Fundraising efforts for MCH benches total \$7,700 for the sale of 22 benches.

Weekly Meetings

Planning and coordination meetings continue weekly on the Memorial City Hall Renovation project. These meetings give City staff, architect, and construction superintendent the opportunity to discuss project schedules and address any issues that may arise.



September 20, 2019

To: Marshall City Commission

From: Jack Redmon
Director of Support Services

A handwritten signature in black ink, appearing to be "JR" or "Jack Redmon", written in a cursive style.

RE: Memorial City Hall Update

Work is moving forward on our Memorial City Hall project with the following elements listed below finished or in progress:

- Rails are on balconies
- Painting is ongoing
- Flooring is complete in auditorium
- Chairs are being installed
- Speaker system is nearing completion
- Chandeliers are installed
- Ceiling is installed
- Cabinets are painted and close to being installed

ITEM 6A

SECOND READING OF ORDINANCE

APPROVAL OF AN ORDINANCE AMENDING CHAPTER 13A OF THE CODE ORDINANCES ENTITLED “FOOD AND FOOD ESTABLISHMENTS”



Agenda Information Sheet

October 3, 2019

Agenda Item

Consider approval of an ordinance amending Chapter 13A of the Code Ordinances entitled “Food and Food Establishments”. (Director of Community & Economic Development)

Background & Summary of Request:

On September 12th, the City Commission reviewed the draft ordinance regulations food and food establishments within the City. Based on public comment the Commission requested the following changes:

Section 13A-5(a) – Subsection Item #4 was added that exempted mobile food trucks, carts and trailers from private catering events.

Section 13A-5(d) – The distance provision related to distance from mobile food vendor to a fixed food establishment was reduced from 100 feet to 50 feet. In addition, the language was changed to attempt to clear up confusion regarding the fixed location being open and operating.

Section 13A-5(e)(2) – The duration of eight hours per day in one location was increased to ten hours per day. In addition, the language was cleaned up to ensure the public understand that the stationary requirements were intended the mobile unit and no confined to just sale of goods.

On September 26th the Commission reviewed the ordinance with the above changes and motioned to approve with one additional change, that is to reduce the setback from fixed food establishments to 24 feet from the 50 foot discussed in the September 12th meeting.

Attachments:

1. Draft Version of Chapter 13A Code of Ordinances entitled “Food and Food Establishments”

Ordinance _____

**AN ORDINANCE OF THE CITY OF MARSHALL AMENDING PROVISIONS OF THE
CODE OF ORDINANCES RELATING TO FOOD AND FOOD ESTABLISHMENTS;
PROVIDING FOR PENALTIES; PROVIDING FOR PUBLICATION AND
ESTABLISHING AN EFFECTIVE DATE FOR SUCH ORDINANCE.**

WHEREAS, the City Commission of Marshall wishes to amend in its entirety Chapter 13A of the Code of Ordinances entitled “Food and Food Establishments”.

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

Section 1. That the findings set out in the preamble of this ordinance are hereby in all things approved.

Section 2. Amendment to Chapter 13A of the Code of Ordinances:

“Section 13.A Food and Food Establishments

Article I. In General

Section 13A-1 Adoption of Texas Food Establishment Rules

(a) Texas Food Establishment Rules adopted. The city adopts by reference the provisions of the current rules or rules as amended by Texas Department of State Health Services (TX DSHS, Division found in 25 Texas Administrative Code, Chapter 228, regarding the regulation of food establishments in this jurisdiction.

Section 13A-2. Permits, Inspections, Fees & Exemptions

(a) Permit Required. A person may not operate a food establishment without a permit issued by the regulatory authority. Permits are not transferable from one person to another or from one location to another location. A valid permit must be posted in or on every food establishment regulated by this section.

(b) Application Process. Any person desiring to operate a food establishment must make a written application for a permit on forms provided by the regulatory authority. The application must contain the name and address of each applicant, the location and type of the proposed food

establishment and the applicable fee. An incomplete application will not be accepted. Failure to provide all required information, or falsifying information required may result in denial or revocation of the permit. Renewals are required on an annual basis and the same information is required for a renewal permit as for an initial permit.

(c) Inspection Required. Prior to the approval of an initial permit or the renewal of an existing permit, the regulatory authority shall inspect the proposed food establishment to determine compliance with state regulations and this section. A food establishment that does not comply with state regulations or this section will be denied a permit or renewal of a permit. Denial of access to the regulatory authority shall be cause for suspension or revocation of the food establishment permit.

(d) Proof of Pest Control. Each food establishment must have regular pest control inspections completed by a licensed pest control company at a minimum of every six months. At the time of all renewal permit inspections, a copy of the most recent pest control report must be provided to the regulatory authority. Failure to do so will result in denial of a renewal permit.

(e) Inspection Scoring. All food establishments shall be inspected and scored uniformly using an official inspection form, as provided by the Texas Department of State Health Services. The score of each food establishment shall be determined by the regulatory authority using the scoring method provided on the inspection form. Establishments scoring below 70 percent will be closed until such time that a re-inspection is made and all corrective action on all identified critical violations is complete. Corrective action on all other violations must be initiated within 48 hours. The establishment shall remain closed until reopened by the health authority.

(f) Posting of Inspection Score Cards. The regulatory authority will provide the food establishment with a score card at the completion of each inspection. The score card shall be posted in a conspicuous place, so as to be clearly visible to the general public and to patrons entering the establishment. "Clearly visible to the general public and patrons" shall mean:

- (1) Posted in the front window of the establishment within five feet of every public entrance;*
- (2) Posted in a location as directed and determined at the discretion of the regulatory authority to ensure proper notice to the general public and to patrons; and/or*
- (3) In the event that a food establishment is operated in the same building or space as a separately licensed or permitted business, or in the event that a food establishment shares a common patron entrance with such a separately licensed or permitted business, or in the event of both, the regulatory authority shall post the score card in the initial patron contact area, or in a location as determined in the discretion of the regulatory authority.*

(g) *Fees. All fees associated with this section shall be approved by the City Commission on the City's master fee schedule kept on file in the regulatory authority's office.*

(h) *Exemption. A food establishment operated solely by a nonprofit organization is exempt from the permitting requirements of this section, but is not exempt from compliance with state rules. The regulatory authority may require any information necessary to determine whether an organization is a nonprofit for purposes of this exemption.*

Section 13A-3. Review of Plans

(a) *Review Required. Whenever a food establishment is constructed or extensively remodeled and whenever an existing structure is converted to use as a food establishment, properly prepared plans and specifications for such construction, remodeling or conversion shall be submitted to the regulatory authority for review prior to work starting. Extensive remodeling means that 20% or greater of the area of the food establishment is to be remodeled. The plans and specifications shall indicate the proposed layout, equipment arrangement, mechanical plans and construction of materials of work areas, and the type and model of proposed fixed equipment/facilities. The plans and specifications will be approved by the regulatory authority if they meet the requirements of the rules adopted by this ordinance. The approved plans and specifications must be followed in construction, remodeling or conversion. Failure to follow the approved plans and specifications will result in a permit denial, suspension, or revocation.*

Section 13A-4. Food Manager Qualification

(a) *Every food establishment shall have on duty at all times when open at least one (1) manager or person left in charge who holds a Food Protection Manager Certificate by an accredited agency which is recognized by the Conference for Food Protection Standards.*

Section 13A-4. Temporary Food Establishments

(a) *Generally. A temporary food establishment shall comply with all provisions of this chapter which are applicable to its operation; provided, that the health authority may augment such requirements when needed to assure the service of safe food, may prohibit the sale of certain potentially hazardous food, and may modify specific requirements for physical facilities when in his opinion no imminent health hazard will result.*

(b) *Permits. Application for permits must follow the applicable requirements laid out in this section in addition, all temporary food establishment permits shall submitted two (2) weeks prior to the event needing the permit.*

Section 13A-5. Mobile Food Vendors

(a) Mobile Food Vendor Defined. A mobile food vendor shall mean any business which sells edible goods from a non-permanent (i.e. mobile) location. The term shall include, but not limited to:

- (1) Mobile food trucks: A self-contained motorized unit selling items defined as edible goods.*
- (2) Concession Carts: Mobile vending units that must be moved by non-motorized means.*
- (3) Concession trailers: A vending unit which is pulled by a motorized unit and has no power to move on its own.*
- (4) Mobile food trucks, carts or trailers that are utilized for private catering events are exempt from the rules provided in this section.*

(b) Rules Compliance. All mobile food vendors shall comply with all applicable rules of the Texas Food Establishment Rules.

(c) Permit. All mobile food vendors must receive a permit and be inspected as described in Section 13A-2 of this section.

(d) Location. All mobile food vendor units shall be parked on a commercially zoned lot and not located on a residentially zoned property. A mobile food vendor shall be located on private property with the property owner's written permission. No mobile food vendor may be located within 24 feet of the property line of fixed-location food service establishment during the fixed location's regular business hours. This buffer may be reduced upon receiving written permission from said establishment.

(e) Stationary Restrictions. A mobile food vendor shall not be at a stationary location:

- (1) For a duration of no more than five consecutive days at a location.*
- (2) For a duration exceeding ten hours per location per day.*
- (3) For a duration exceeding 30 minutes on any public street.*
- (4) In congested areas where the operation impedes vehicular or pedestrian traffic or where it impedes access to the entrance of any adjacent building or driveway.*
- (5) In public parking spaces, except downtown between the hours of 5:30pm and 12:00am Monday through Friday and 8:00am to 2:00am Saturday and Sunday. During City of Marshall Main Street sponsored events located within downtown, mobile food vendors shall be located on East Austin Street between North Washington and Bolivar Street. The boundaries of downtown are defined for this section as:*
 - a. North of Travis Street.*
 - b. South of Grand Avenue (US Hwy 80)*
 - c. East of Grove Street*
 - d. West of Alamo Boulevard.*

(6) *Exceptions to this rule may be given if the mobile food unit is located on the same lot as the approved commissary for the mobile unit.*

(f) *Waste. Each unit shall be equipped with a trash receptacle with lid to prevent windblown litter and shall be disposed of in accordance with the city's solid waste ordinance. If liquid waste results from food processing of a mobile food vendor, the waste shall be contained in a permanently installed tank located on the vending unit. Liquid waste, solid waste, and recyclables shall be removed from a mobile vendor unit at a disposal site approved by the city or by a city permitted waste transporter. Removal of waste shall be in a manner that a public health hazard or nuisance is not created.*

(g) *Noise & Safety. No noise which is loud or noxious shall project from the mobile unit. A mobile unit must have a 2A:10B:C sized fire extinguisher with an annual inspection tag from a Texas licensed inspection company. The fire marshal's office is herein authorized to conduct all inspections necessary to determine the extent of compliance at any time.*

(h) *Signage. Signage shall comply with all applicable sign code regulations. Any signage for the mobile food unit must be mobile in design and be removed from the site. Signage shall not interfere with vehicular or pedestrian traffic.*

Section 13A-6. Suspension of Permit

(a) *The regulatory authority may, without warning, notice, or hearing suspend any permit to operate a food establishment if the operation of the food establishment constitutes an imminent hazard to public health. Suspension is effective upon service of the notice required by Section 13A-6 of this section. When a permit is suspended, food operations shall immediately cease. Whenever a permit is suspended, the holder of the permit shall be afforded an opportunity for a hearing within 20 days of a request for a hearing.*

(b) *Whenever a permit is suspended, the holder of the permit or representative shall be notified in writing that the permit is, upon service of the notice, immediately suspended and that an opportunity for a hearing will be provided if a written request for a hearing is filed with the regulatory authority by the holder of the permit within ten days. If no written request for a hearing is filed within ten days, the suspension is sustained. The regulatory authority may end the suspension at any time if reasons for the suspension no longer exist.*

Section 13A-7. Revocation of Permit

(a) *The regulatory authority may, after providing opportunity for a hearing, revoke a permit for serious or repeated violations of any of the requirements of these rules or for interference*

with the regulatory authority in performance of its duties. Prior to revocation, the regulatory authority shall notify the holder of the permit or representative, in writing, of the reason for which the permit is subject to revocation and that the permit shall be revoked at the end of the ten days following service of such notice unless a written request for a hearing is filed with the regulatory authority by the holder of the permit within such ten day period.

(b) If no request for a hearing is filed within the ten day period, the revocation of the permit becomes final.

Section 13A-8. Administrative Process

(a) A notice as required in the rules is properly served when it is delivered to the holder of the permit or representative, or when it is sent by registered or certified mail, return receipt requested, to the last known address of the holder of the permit. A copy of the notice shall be filed in the records of the regulatory authority.

(b) The hearings provided for these rules shall be conducted by the regulatory authority at the time and place designated by it. Based upon the recorded evidence of such hearing, the regulatory authority shall make the final findings, and shall sustain, modify or rescind any notice or order considered in the hearing. A written report of the hearing decision shall be furnished to the holder of the permit by the regulatory authority.

Section 13A-9. Penalties

(a) Any person who shall violate any provisions of this chapter shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than two thousand dollars (\$2,000.00). In addition thereto, such persons may be enjoined from continuing such violations. Each day upon which such violation occurs shall constitute a separate violation.

Section 13A-9 – 13A-87. Reserved”

Section 3. That the meeting at which this ordinance was passed was conducted in strict compliance with the Texas Open Meetings Act (Texas Government Code Chapter 551).

Section 4. That all other prior ordinances or portions of ordinances or portions of ordinances of the City of Marshall in conflict with the terms and provisions of this ordinance are hereby repealed to the extent of such conflict only.

Section 5. That the repeal of any ordinance or portion of any ordinance by this ordinance shall not affect the validity of any pending enforcement action or fines outstanding and due and payable on or before the effective date of this ordinance.

Section 6. That if any section, paragraph, subdivision, clause, phrase, or provision of this ordinance is hereafter determined to be invalid or in violation of the laws of the State of Texas or the Constitution of the United States by of court of appropriate jurisdiction, such finding of invalidity shall affect the continued enforcement only of the provision or provisions so determined to be invalid, it being the intent of the City Commission of the City of Marshall that all other terms and provisions of this ordinance not affected shall remain in full force and effect.

Section 7. That this ordinance shall be effective from and after its passage and publication as required by law.

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

AYES: _____

NOES: _____

ABSTAINED: _____

PASSED, APPROVED AND ADOPTED ON THIS _____ DAY OF _____, 2019.

AYES: _____

NOES: _____

ABSTAINED: _____

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

ATTEST:

Elaine Altman, City Secretary

ITEM 7A

RESOLUTION

APPROVAL OF A RESOLUTION REGARDING NOMINATIONS FOR DIRECTORS OF THE HARRISON CENTRAL APPRAISAL DISTRICT

MEMORANDUM

To: Members of the City Commission

From: Mark Rohr, City Manager

Date: September 27, 2019

Subject: Consider Approval of a Resolution regarding Nominations for Directors of the Harrison Central Appraisal District

Each odd-numbered year, by October 15th, the Harrison Central Appraisal District receives nominations for directors of the Appraisal District. Any member unit of local government may submit up to five nominations, if they so choose. The standard form provided by the Appraisal District for the nominating Resolution is attached.

The nominations will be followed by action at a future meeting to cast votes for those who have been nominated. The voting procedure is established by State law. Each member taxing authority is allocated a proportionate share of 5,000 votes based on the tax levy for that jurisdiction. This procedure is weighted toward the taxing authorities with larger land area and higher value property in their jurisdictions. The City of Marshall's share of the 5,000 votes is 238 votes.

HARRISON CENTRAL APPRAISAL DISTRICT

To: Presiding Officers
 From: Robert Lisman, Chief Appraiser
 Subject: **Vote Entitlement & Nomination Resolution for Appraisal District Director Selection**
 Date: September 4, 2019

Section 6.03 of the Property Tax Code governs the director selection process. Directors are nominated and selected by the governing bodies of voting taxing units in the appraisal district. Voting taxing units for all appraisal districts are the county, cities, towns and school districts participating in the appraisal district. Directors are selected in the fall of each odd-numbered year. This process is not an "election" governed by the Texas Election Code, but an independent procedure unique to the property tax system.

To be eligible to serve on the board of directors of an appraisal district, a person must have resided in the appraisal district for at least two years immediately preceding the date of taking office. An employee of a taxing unit that participates in the appraisal district may not serve. However, an elected official or member of the governing body of a participating taxing unit may serve. A person may not be appointed or continue to serve on the board, if related within the second degree of consanguinity or affinity to:

- (1) An appraiser who appraises property for use in an appraisal review board proceeding for the county which participates in the appraisal district, or;
- (2) A tax representative who represents taxpayers for compensation before the review board for the county which participates in the appraisal district.

Appraisal district directors serve two-year terms beginning January 1 of an even-numbered year. The schedule for the director selection process is as follows:

Before October 1, 2019 - each voting taxing unit is notified of the number of votes (*calculated using previous year tax levy*) it may cast (*this form serves as notification*).

Before October 15, 2019 - each voting taxing unit may nominate one candidate for each of the five director positions, and the presiding officer of the taxing unit submits the nomination(s) to the chief appraiser by written resolution (*form attached*).

Before October 21, 2019 - the chief appraiser prepares the official ballot listing the nominees, that were nominated on time, in alphabetical order by last name, and delivers it to the presiding officer of each voting unit.

Before November 15, 2019 - each voting unit must cast its votes to one or more names listed on the official ballot, sign as a written resolution, and submit to the chief appraiser (*write-ins are not acceptable*).

Before December 1, 2019 - the chief appraiser counts votes, declares as winners the candidates who received the largest vote totals, notifies all candidates and each taxing unit of the results.

Voting Taxing Units	2018 Levy	% of Total Levy	Vote Entitlement
Harrison County	25,856,912	22.3969%	1120
City of Hallsville	896,272	.7763%	39
City of Longview	1,572,908	1.3625%	68
City of Marshall	5,492,856	4.7578%	238
City of Waskom	631,887	.5473%	28
Elysian Fields ISD	2,778,125	2.4064%	120
Hallsville ISD	35,359,646	30.6280%	1531
Harleton ISD	1,993,348	1.7266%	86
Karnack ISD	2,194,768	1.9011%	95
Marshall ISD	32,735,919	28.3553%	1418
New Diana ISD	98,318	.0852%	4
Ore City ISD	36,457	.0316%	2
Waskom ISD	5,801,451	5.0251%	251
Total	115,448,867	100%	5,000

Votes per Position	Board Positions	Total Votes
1,000	5	5,000

HARRISON CENTRAL APPRAISAL DISTRICT
Director Selection

NOMINATION RESOLUTION

Whereas, a taxing unit may nominate up to five (5) individuals in the director selection process;

NOW THEREFORE BE IT RESOLVED that the following name(s) of individual(s) are nominated by the TAXING UNIT'S GOVERNING BODY to serve a two-year term as a director for the HARRISON CENTRAL APPRAISAL DISTRICT.

Name	Address
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Passed on the _____ day of _____, 2019.

Entity Name

Presiding Officer

Return to the chief appraiser before October 15, 2019

Robert Lisman
Chief Appraiser
Harrison Central Appraisal District
201 West Grand Avenue
P. O. Box 818
Marshall, Texas 75671-0818

ITEM 8A

PRESENTATION OF THE SEMI-ANNUAL REPORT BY THE MARSHALL ECONOMIC DEVELOPMENT CORPORATION

MEMORANDUM

To: Members of the City Commission

From: Mark Rohr, City Manager

Date: September 27, 2019

Subject: Presentation of MEDCO Semi-Annual Report

The bylaws of the Marshall Economic Development Corporation call for semi-annual reporting each year. The last semi-annual report was presented at a Regular meeting on March 28, 2019. MEDCO has requested an item be placed on the agenda for this meeting to allow them to present their report. Donna Maisel, MEDCO Executive Director, will be present at the Thursday meeting to make the presentation.

ITEM 8B

**CONSIDER AUTHORIZING CITY STAFF
TO ADVERTISE A REQUEST FOR
QUALIFICATIONS REGARDING THE
SALE OF SURPLUS PROPERTY**



Agenda Information Sheet

October 3, 2019

Agenda Item

Consider authorizing City staff to advertise a Request for Qualifications regarding the sale of surplus property. (Director of Community & Economic Development)

Background & Summary of Request:

On several occasions staff has advertised the sale of surplus property through a silent bid process as outlined by state law with no successful bidders for properties known as the Visual Arts Center or City Hall Annex. Staff is proposing to advertise for a request for qualifications (RFQ) to engage the services of a professional real estate broker in assisting with the sale of these buildings.

If approved, staff will begin advertising the sale of this RFQ on October 6th.

ITEM 8C

**APPROVAL OF CHANGE ORDER #2
(ELEMENT #16) TO A CONTRACT WITH
CASEY SLONE CONSTRUCTION FOR
THE MEMORIAL CITY HALL
RENOVATION PROJECT**



September 25, 2019

To: Marshall City Commission

From: Jack Redmon
Director of Support Services

A handwritten signature in black ink, appearing to be "JR" or "Jack Redmon".

RE: Change order for tile floors

This change order is needed because floors were so badly worn we had to level them with the tile floors.

Staff recommends approval of this change order.

ORDER

AIA DOCUMENT G701

Distribution to:OWNER
ARCHITECT
CONTRACTOR
FIELD
OTHER

X
X

Page 27

CHANGE ORDER

PROJECT: Memorial City Hall Work Element #16 Ceramic Tile

CHANGE ORDER NUMBER: 2

INITIATION DATE: 24-Sep-19

ARCHITECT'S PROJECT NO:

CONTRACT FOR: \$ 184,462.00

CONTRACT DATE: 22-Jun-17

TO: City of Marshall, Texas

You are directed to make the following changes in this Contract:

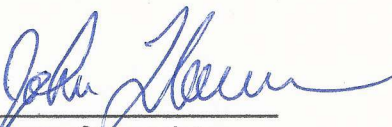
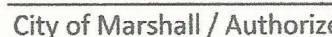
Change Order is for the leveling clips for ceramic tile \$ 1,170.00
This was discussed with the installer, City & John Flowers on site 07-09-19

The original (Contract Sum) (Guaranteed Maximum Cost) was	\$ 184,462.00
Net change by previously authorized Change Orders	3,850.00
The (Contract Sum) (Guaranteed Maximum Cost) including this Change Order was	\$ 188,312.00
The (Contract Sum) (Guaranteed Maximum Cost) will be (increased) (decreased) (unchanged) by this Change Order.....\$	1,170.00
The new (Contract Sum) (Guaranteed Maximum Cost) including this Change Order will be	\$ 189,482.00
The Contract Time will be (increased) (decreased) (unchanged) by	0 days
The Date of Substantial Completion as of the date of this Change Order therefore is	

Not valid until signed by both the Owner and Architect.

Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

Authorized:


Flowers & Associates
ARCHITECT
Casey Slone Construction
CONTRACTOR
City of Marshall / Authorized Representative
OWNER

ITEM 8D

**APPROVAL OF CHANGE ORDER #4
(ELEMENT #23) TO A CONTRACT
WITH SCHINDLER ELEVATOR
CORPORATION FOR THE
MEMORIAL CITY HALL
RENOVATION PROJECT**



September 25, 2019

To: Marshall City Commission

From: Jack Redmon
Director of Support Services

A handwritten signature in black ink, appearing to be "JR" or "Jack Redmon".

RE: Hourly change order for Schindler Elevator

This is a per hour change order for \$160.00 hours per man to Schindler to move the elevator so we can complete punch list we were given.

Staff recommends approval of this change order.



Change Order

Change Order Number: L1340-009

Job Information

Job Name:	MEMORIAL CITY HALL RENOVATION	Job No:	L1340
To:	CITY OF MARSHALL	From:	BLAKE LEE Schindler Elevator Corporation
Address:	401 S ALAMO BLVD MARSHALL, TX 75670	Address:	9445 STEVENS RD STE 100 SHREVEPORT LA 71106
Attn:	VANCE WALKER	Phone:	318-655-1103
Fax:	0000000000	Fax:	318-631-3468
Email:		Email:	Blake.Lee@schindler.com
Date:	September 25, 2019		

Change Order Description

Summary: Running elevator for gc

Scope: This change order is for running the elevator to patch holes in the hoistway.

Our rate for this is \$160 per hour per man.

Total Cost: \$160.00 per hour, per man.

This Change Order amends the terms, conditions and scope of the Agreement for the referenced Job. By execution of this Change Order, the Contractor / Purchaser accepts the contract price change / scope change / schedule change described herein. Except as expressly modified, all terms of the original trade contract / subcontract shall remain in full force and effect.

Authorization

Please sign and return a copy to our office as approval and authorization by Subcontractor to make the change(s) in its Scope of Work.

Contractor CITY OF MARSHALL

Signature of
Authorized Person

Date:

By: (Type Name) Title

Subcontractor Schindler Elevator Corporation

Signature of
Authorized Person

Date:

By: (Type Name)

ITEM 10

ITEMS WITHDRAWN FROM THE CONSENT AGENDA

ITEM 11

ADJOURNMENT

WORK SESSION ON CITY INFRASTRUCTURE