

**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
December 12, 2024
6:00 PM

1. Call to Order and Roll Call

Mayor Amy Ware called the Regular meeting to order in the Council Chambers, City Hall at 06:01 PM.

PRESENT:

Mayor and Council Members:

Mayor Amy Ware
Councilmember Leo Morris
Councilmember Reba Godfrey
Councilmember Amanda Abraham
Councilmember Micah Fenton
Councilmember Dathaniel Campbell
Councilmember Risa Jordan-Anderson

ADMINISTRATIVE STAFF PRESENT:

Melissa Vossmer, Interim City Manager David Rainwater, Fire Chief
Cliff Carruth, Police Chief Dawn Jones, Finance Director
Eric Powell, Public Works Director Scott Rectenwald, City Attorney
Randy Pritchard, Support Services Director
Nikki Smith, City Secretary/Payroll Accountant
Reggie Cooper, Planning & Development Director
Marina Garcia-Heredia, Parks & Recreation Director
Alex Agnor, Economic Development & Strategic Initiatives Director

2. Invocation and Pledges

Mayor Ware

3. Presentations & Proclamations

- A. Presentation of the Employee of the Month - December. (Employee Engagement Committee)

Lacy Burson, Employee Engagement Committee, stated the Employee of the Month for December, sponsored by Hometown Tire, is Thomas Carlisle, Main Street.

- B. Presentation of the Employee of the 4th Quarter 2024. (Employee Engagement Committee)
Lacy Burson stated the Employee of the 4th Quarter of 2024 Month, sponsored by Patterson Chrysler Dodge Jeep Ram, is Thomas Carlisle, Main Street. Stormy Nickerson, Patterson Chrysler Dodge Jeep Ram, thanked Thomas for his hard work and dedication and presented a check for \$250. Thomas Carlisle thanked God and his coworkers for the recognitions of Employee of the Month and 4th Quarter.
- C. Presentation of the Employee of the Year 2024. (Employee Engagement Committee)
Kristina Hamilton, Employee Engagement Committee, stated the Employee of the Year 2024, sponsored by Maverick Chevrolet/Marshall Ford, is Edward Irving, Parks & Recreation. Edward Irving thanked God, and his coworkers for this recognition. Samantha Spear, Maverick Chevrolet & Marshall Ford representative thanked Edward Irving for his hard work and dedication.
- Mayor Ware thanked the employees for their hard work and dedication to the citizens and City of Marshall, Texas.**
- D. Recognition of Graduates of the MPD Citizens Police Academy. (Police)
Cliff Carruth, Police Chief, recognized the graduates of the recently held Citizens Police Academy.
- E. Presentation from The Martin House Children's Advocacy Center - Impact Report 9/1/23-8/31/24. (Finance)
Dawn Jones, Finance Director, introduced Tracey Moore, Therapy Director, and Christie Glenn, Program Director, who presented the most recent annual statistics report for The Martin House Children's Advocacy Center and gave an example of a success story of one of the children assisted at the advocacy center. Cliff Carruth pointed out the need for the services provided by the advocacy center.
- F. Presentation of Annual Allocation to The Martin House Children's Advocacy Center. (Finance and Police)
Dawn Jones asked for approval to award \$28,000 from Child Safety Fees to The Martin House Children's Advocacy Center.

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 Campbell made a motion to approve the Consent Agenda.

Councilmember Godfrey seconded the motion, which passed by a vote of 7:0.

- A. Consider approval of the minutes from the November 14, 2024 Regular Council meeting. (City Secretary)
- B. Consider approval of the 2025 City Council meeting schedule. (City Secretary)
- C. Consider approval of Interlocal Agreements with Harrison County for Public Library Services. (Community & Neighborhood Services)
- D. Consider approval of Interlocal Agreements with Harrison County for Ambulance/Rescue Services. (Fire)
- E. Consider approval of participation in a Texas Opioid Settlement. (City Attorney)
- F. Consider approval of an appointment to the Visit Marshall Advisory Board. (Economic Development & Strategic Initiatives)
- G. Consider approval of appointments to the Marshall Economic Development Corporation Board of Directors. (Marshall EDC)

7. Consideration of Items Withdrawn From the Consent Agenda

There were no items withdrawn from the Consent Agenda.

8. Ordinance

- A. **O-24-26** Consider an Ordinance making Hollis Taylor a one-way street from east to west. (Police and Public Works)
Cliff Carruth, and Eric Powell, Public Works Director, stated MISD Police Chief Joe Aldridge made a request to change Hollis Taylor Street into a one-way street to allow traffic to flow from East to West. The reason for his request is due to the safety hazard of this narrow street on Hollis Taylor Street that is not wide enough to allow two (2) cars going in the opposite direction to pass each other. Both Cliff Carruth and Eric Powell asked council for approval of this ordinance to decrease disturbances due to the narrow roadway and the high volume of traffic during school.

Councilmembers asked questions and discussed.

Councilmember Godfrey made a motion to approve ordinance O-24-26 making Hollis Taylor a one-way street from east to west. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 7:0.

- B. **O-24-27** Consider an Ordinance establishing a four way stop at the intersection of St. Francis and Meadow Streets. (Police and Public Works)
Cliff Carruth and Eric Powell asked for approval of an ordinance establishing a four-way stop at the intersection of St. Francis and Meadow Streets as requested by representatives of the Marshall Independent School District Police Department. A four-way stop will allow all traffic access to this intersection and allow the police to ensure everyone can have access into this intersection.

Councilmember Godfrey made a motion to approve ordinance O-24-27 establishing a four-way stop at the intersection of St. Francis and Meadow Streets. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 7:0.

9. Resolution

- A. **R-24-20** Consider approval of a resolution authorizing the Police Department to apply for and receive funding under the 2024 Justice Assistance Grant Program being administered by the Office of The Governor. (Police)
Cliff Carruth asked for approval of a resolution authorizing the Police Department to apply for grant funding from the Office of the Governor for the MPD Technology Program. The items the Police Department intends to purchase with this grant are one (1) powered door breaching equipment set to assist in entering locked buildings under emergency circumstances, and nine (9) thermal vision monoculars for the Patrol Division and the Special Response Team.

Councilmember Godfrey made a motion to approve resolution R-24-20 authorizing the Police Department to apply for and receive funding under the 2024 Justice Assistance Grant Program being administered by the Office of The Governor. Councilmember Abraham seconded the motion, which passed by a vote of 7:0.

10. Action Items for City Council Consideration

- A. Consider approval of amendment(s) to the City of Marshall Employee Handbook. (Human Resources)
Kristina Hamilton, Assistant Finance Director, asked for approval of the following amendments to the City of Marshall Employee Handbook:

2.13 Probationary Period

New Employee Probation – New employee probation is a period of three (3) months of duty following the first date of employment with the City, except for Police, Public Safety Communications and Fire employees whose period of probation is twelve (12) months.

5.01 Sick Leave/Sick Leave Donation

Sick leave may be used after the completion of three (3) months of satisfactory full-time employment unless the probationary period has been extended due to a workers' compensation injury that makes the employee unable to perform the essential functions of their job.

5.02 Vacation Leave

B. Accumulation

- **Vacation leave will accrue to a maximum 240 hours for full-time non-civil service employees.**
- The maximum amount of unused vacation that an employee shall be allowed to have at the beginning of any new fiscal year shall be no more than 240 hours (full-time employees/police shift personnel) and 360 hours for fire shift personnel. The probationary period will change from six (6) months to three (3) months for non-civil service employees.

C. Scheduling and Using Accrued Leave

- Employees must submit a Leave Request Form to their supervisor to request vacation leave. Approval will be made based on a number of factors including business needs, staffing requirements, and seniority of employees. Employees are eligible to use vacation leave once the employee has completed their introductory period of three (3) months. Under no circumstances will vacation leave be granted in advance of accrual. Paid holidays occurring while an employee is on approved vacation will not be charged to vacation leave. "On-Call" or "Call Back" non-exempt employee's vacation will be credited up to eight (8) hours for call out time worked.

5.03 Holiday Leave

- Addition of two (2) holidays
 - Presidents' Day – 3rd Monday in February
 - Texas Independence Day – March 2nd

6.02 Overtime/Flex Time

- **Employees will no longer have the option to receive Compensatory Time in lieu of overtime.**

6.05 Car Allowance/Pool Vehicle

- Use of Pool Vehicles:
 - City of Marshall provides pool vehicles for employees to use for work-related travel. Employees are encouraged to use these vehicles whenever possible to ensure safety, compliance, and cost – effectiveness.
- Use of Personal Vehicles:
 - Employees may choose to use their personal vehicles for work-related travel. However if a city pool vehicle is available no mileage will be reimbursed.

- Exclusions:
 - This policy does not apply to employees who receive a vehicle allowance. Employees who receive a car allowance may use the pool vehicle when they travel further than 120 miles round trip.
- Insurance Requirements:
 - Employees must maintain valid automobile insurance coverage that meets or exceeds the minimum requirements set forth by state law. Proof of insurance may be requested by the company at any time.
- Reimbursement:
 - Mileage reimbursement for the use of personal vehicles for work-related travel will be provided at the standard company rate, subject to prior approval by the employee's supervisor. This reimbursement is intended to cover fuel and wear-and-tear costs.

Councilmember Abraham made a motion to approve all changes except for 6.02 & 6.05. The motion failed due to the lack of a second.

Councilmember Abraham made a motion to table approval of amendment(s) to the City of Marshall Employee Handbook. Councilmember Campbell seconded the motion, which passed by a vote of 7:0.

- B. Consider Approval of the Improvements Contract for City Arena to be awarded to Halff. (Parks & Recreation)
- Marina Garcia-Heredia, Parks & Recreation Director, asked for approval to award an Improvements Contract to Halff for the creation of a master plan and design documents for the City Arena at a cost of \$189,650.00. Marina Garcia-Heredia stated the improvements will be funded through the allocated Capital Improvement Fund and the 2020 Debt Fund focusing on rehabilitation of the existing restrooms, drainage from the arena to the pond and roof repair. Michael Priestner, Halff representative, provided information and the cost of the master plan and design documents.

Councilmember Godfrey made a motion to approve the Improvements Contract for City Arena to be awarded to Halff at a cost of \$819,650.00. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 7:0.

- C. Consider approval of the appointment of the Animal Shelter Manager as the Local Rabies Control Authority. (Police)
- Cliff Carruth asked for approval of the appointment of the Animal Shelter Manager as the Local Rabies Control Authority in order to ensure continuity in enforcing leash laws, public education campaigns, and the investigation of bite incidents, which are critical for reducing the presence of dogs at large and protecting public health in our neighborhoods.

Councilmember Abraham made a motion to approve the appointment of the Animal Shelter Manager as the Local Rabies Control Authority. Councilmember Campbell seconded the motion, which passed by a vote of 7:0.

11. **Discussions and Reports for City Council Consideration and Direction**

- A. Update on Airport Park and other Park Improvements Projects. (Parks & Recreation)
Marina Garcia-Heredia provided the background, additional expenditures, pending needs and timeline of completion for Airport Park and other Park Improvement Projects currently taking place in the city. Marina Garcia-Heredia stated inclusive playground equipment is being installed at Lions Park. Marina Garcia-Heredia stated Adopt-a-Park & Bench programs are being researched, and pavilion rentals will begin in 2025. Marina Garcia-Heredia informed the council that 16 tournaments and other events have already been planned for Airport Park. Smith Park is in the process of upgrading through the CDBG process and Bella Wyatt has equipment on the way, but there were delays in the freight.
Councilmembers asked questions and discussed.
- B. Presentation of the 2024 Animal Services Annual Report. (Police)
Cliff Carruth presented the 2024 annual report for Animal Services. Cliff Carruth discussed yearly statistics including the intake and disposition of animals, as well as the current condition of the Pet Adoption Center. Cliff Carruth also spoke regarding actions taken to address issues in ongoing operations, programs provided by the adoption center, events and accomplishments, and challenges faced during the past year. Cliff Carruth provided an implementation timeline for planned enhancements in 2025 and beyond.
Councilmembers asked questions and discussed.
- C. Updated report from the Marshall Economic Development Corporation. (Marshall EDC)
Rush Harris, Executive Director, Marshall Economic Development, presented a summary report regarding Marshall Economic Development activities in 2024. Rush Harris stated the report is also available for the public to view on Marshall Economic Development's website.
Councilmembers asked questions and discussed.
- D. Presentation of the City of Marshall Financial Report for the period ending October 31, 2024. (Finance)
Dawn Jones presented the Financial Report for the month ending October 31, 2024, highlighting the expenditures and revenues for the major funds. Melissa Vossmer, Interim City Manager, stated the financial report will be presented on a monthly basis going forward.

12. **Adjournment**

Councilmember Godfrey made a motion to adjourn. Councilmember Campbell seconded the motion, which passed by a vote of 7:0.

APPROVED:



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

ATTEST:



City Secretary