

Marshall Fire Department
601 S Grove
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
SPECIAL-CALLED CITY COUNCIL MEETING
January 13, 2025
12:00 PM

1. Call to Order and Roll Call

Mayor Amy Ware called the Regular meeting to order in the Council Chambers, City Hall at 12:00 PM.

PRESENT:

Mayor and Council Members:

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

ABESNT: Councilmember Fenton **Motion to excuse: Councilmember Godfrey**
Second: Councilmember Morris Vote: 6:0

2. Invocation and Pledges

3. 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.

4. Ordinance

- A. Consider approval of an ordinance creating the position of Assistant City Manager, providing a job summary, a job scope, the principal duties and responsibilities of the Assistant City Manager, a method of compensation, and setting an effective date.

Melissa Vossmer, Interim City Manager, stated this ordinance is being requested to create better organizational efficiency for the City. The Assistant City Manager will not be a stand alone position as there is not funding available to support this, but will have additional responsibilities added to one of the current directors. This also provides for growth for the directors and would allow the City to have someone in place to keep the organization operating if the City Manager spot became vacant.

Councilmembers discussed the compensation plan, residency qualifications, and timeframe of adding the responsibilities to the director selected for the Assistant City Manager position.

Councilmember Abraham made a motion to approve an ordinance creating the position of Assistant City Manager with Section 2-14(b) tidied up and adding Section 2-14(d) Residency. The Assistant City Manager shall reside within the boundaries of the Marshall Independent School District. Councilmember Godfrey seconded the motion, which passed by the following vote:

**Ayes:4 Mayor Ware, Councilmembers Abraham, Godfrey, and Campbell
Nays:2 Councilmembers Jordan-Anderson, and Morris**

- B. Consider approval of an ordinance updating/modifying the position of City Secretary, providing a job summary, essential functions, the principal duties and responsibilities, desired knowledge and skills, minimum requirements, and providing an effective date. Melissa Vossmer stated this item was brought to council as part of the reorganization efforts.

Nikki Smith, City Secretary, stated the accomplishments within the department and goals for Records Management.

Councilmembers discussed the ordinance and asked questions regarding content, such as entering of timesheets and the educational requirements.

Councilmember Godfrey made a motion to approve an ordinance updating/modifying the position of City Secretary. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 6:0.

5. Discussion of Work Session Topics

- A. Discussion and direction to Staff regarding Proposed Work Plan Priorities. Council engaged in discussion regarding their work plan and prioritizing efforts to address the strategic initiatives for the long term vision for the City of Marshall.
- B. Review and discussion regarding City Council Policies. Council engaged in discussion regarding current Council policies and other documents.

A Council Travel Policy Committee was created to review the current travel policy and bring recommendations to Council at a later time.

- C. Presentation regarding Planning and Zoning processes and the role of the City Council.

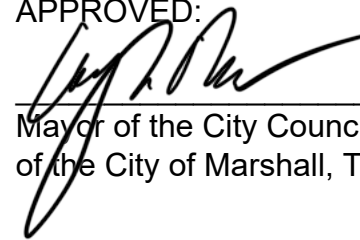
Mark Priestner, Hallf, presented information regarding the Planning and Zoning process, legal requirements, and the role Council plays.

Council members asked questions of Mr. Priestner regarding various details of the Planning & Zoning process.

6. Adjournment

Councilmember Godfrey made a motion to adjourn. Councilmember Abraham 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