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
February 13, 2025
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 6:00 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
Dawn Jones, Finance Director.
Scott Rectenwald, City Attorney
Eric Powell, Public Works Director
Christol Hall, HR/Civil Service Director
Randy Pritchard, Support Services Director
Nikki Smith, City Secretary/Payroll Accountant
Reggie Cooper, Planning & Development Director
Marina Garcia-Heredia, Parks & Recreation Director
Anna Lane, Community & Neighborhood Services 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 - February (Employee Engagement Committee)

Demond Williams, Employee Engagement Committee, announced the Employee of the Month for February 2025, Kayla Moore, Public Works. The sponsor for the month of February is Patterson Dodge. Kayla Moore thanked the Council and her coworkers for the recognition.

B. Fire Chief's Commendation and Medal of Valor presentation. (Fire)

David Rainwater, Fire Chief, presented Fire Chief’s Commendations to Tia Shepard, Stacy Roach, Jesus Aguilera and Luca Furguson and Medals of Valor to Joshua Dunn, Austin Smith, Jordy Gaddis and Luke Baker for their professionalism, courage, and heroism during a recent fire event, saving the lives fo a young mother and her infant.

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.

Kenneth Moon, 807 Wood, spoke regarding damage at 704 & 706 S. Carter caused by a water line break on City property. Kenneth Moon provided information and pictures of the damage.

NOTE: WATER OFF AT 704 S. CARTER FOR MONTHS

What you see here is empirical evidence that the flooding and damage to properties at 704 and 706 S. Carter at black street was caused by a major water line break on city property. Not on private property. As a result, owners of these properties are entitled to restitution at a minimum. The city should dry out the foundation under these properties, which is causing rodent infestation that flourish under these conditions and foundation damage.

NOW WHAT ARE THESE PICTURES PROVING?

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Pictures numbers 1, 2, 3, 4, and 5. Rapid water flooding from black street. This +line break, causing water to flow uner 706 S. Carter, then proceeding under 704 S. Carter.

Picture number 6. Standing water on back of 706 S. Carter from under house.

Picture number 7, 8, and 9. Standing water from under house at 704 S. Carter.

Picture number 9. Picture if you look closely shows water level on foundation block under 704 S. Carter. Approximately a foot of water.

Picture number 10. Showing water flowing in front of 704 and 706 S. Carter through water meter onto Carter street curb, onto Moore street drain.

Picture number 11. Showing water flowing down 704 S. Carter far side driveway onto Carter street, then down to Moore street drain.

Picture number 1A. Flooding on Elm street at Sanford. Citizens need update on corrective measures on improving flooding conditions in the area.

Picture number 1B. Water meter leaking at Wood Street between Field street and University. This problem has been going on for quite a while. City unable to correct problem. A;. Drainage plan for Wood Street needed.

Cleveland Keys, 503 S. Carter, spoke regarding drainage issues on the 700 block of Youngsdale Street, ditches that need to be cleaned of debris, a demolished storm sewer, and a street that is in need of repair.

Carolyn Johnson, 706 S. Carter, experienced flooding at her residence for almost a week from drainage being backed up from a water line break on city property.

5. **Items to be Withdrawn From Consent Agenda**

   Mayor Ware made a motion to pull item 6C from the Consent Agenda. Councilmember Godfrey seconded the motion, which passed by a vote of 7:0.

   Item 6B was withdrawn from the Consent Agenda.

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

   Councilmember Abraham made a motion to approve the Consent Agenda. Councilmember Godfrey seconded the motion, which passed by a vote of 7:0.

   A. Consider approval of a correction to the minutes from the January 16, 2025 Special-Called Council meeting. (City Secretary)

D. Consider approval of authorization to the Finance Director to execute, on behalf of the City, a Master Interlocal Purchasing Agreement with the North Central Texas Council of Governments (NCTCOG) for participation in TXShare. (Finance)

E. **R-25-04** Consider approval of a resolution adopting the City of Marshall 2025 Investment Policy. (Finance)

F. Consider approval of the renewal of a contract for supply and delivery of various chemicals at Water Treatment Plant (Brenntag Southwest) (Maximum budget impact $622,165). (Public Works)

G. Consider approval of a contract for a Chief Wastewater Plant Operator ($75,000). (Public Works)

7. Consideration of Items Withdrawn From the Consent Agenda

B. Consider approval of the minutes from the January 23, 2025 Regular Council meeting. (City Secretary)
Councilmember Godfrey made a motion to approve the minutes from the January 23, 2025, Regular Council meeting with the addition of item 11A being updated to show as requested by Councilmembers Morris and Godfrey. Councilmember Abraham seconded the motion, which passed by a vote of 7:0.

C. Consider approval of a lease with American Tower Corporation. (Support Services)
This item was withdrawn from the Consent Agenda.

8. Ordinance

A. **O-25-05** Consider approval of an Ordinance amending Ordinance O-24-19 adopting the FY25 Annual Budget. (Finance)
Krisitna Hamilton, Assistant Director of Finance, provided information regarding the need to amend the FY 25 Annual Budget to cover unforeseen expenses for urgent issues at the wastewater treatment plant at a cost of $713,000 from the Water & Wastewater Utility fund balance, and the allocation of $378,000 from the Municipal Drainage Utility fund balance to finance the creation of a Municipal Drainage Utility Master Plan.

Councilmembers asked questions and discussed.

Councilmember Godfrey made a motion to approve O-25-05, an Ordinance amending Ordinance O-24-19 adopting the FY25 Annual Budget. Councilmember Abraham seconded the motion, which passed by a vote of 7:0.

B. **O-25-06** Consider an amendment to Ordinance O-24-26 clarifying the section of Hollis Taylor to a one-way street from east to west. (Police and Public Works)
Eric Powell, Public Works Director, stated this amendment had been requested after Councilwoman Jordan-Anderson brought to light some confusion regarding the traffic flow

for the drop-off/pick-up lines for the school. Eric Powell stated signs and signals can be ordered and installed after the passage of the amendment.

Councilmember Godfrey made a motion to approve O-25-06, an amendment to Ordinance O-24-26 clarifying the section of Hollis Taylor to a one-way street from east to west. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 7:0.

9. Resolution

A. **R-25-05** Consider approval of a resolution regarding support of Marshall Depot, Inc. and efforts to look long-term with the development of a comprehensive plan for the future care and stability of the Marshall Depot facility. (Councilmembers Godfrey & Morris)

Melissa Vossmer, Interim City Manager, stated this item is a follow-up from the January council meeting. Melissa Vossmer reminded the Council of the requests from Marshall Depot, Inc. The Resolution suggests that Marshall Depot Inc. establish a broad-based and focused working Committee through the development of a Comprehensive Plan and the City will give consideration to participating in this effort through Council involvement and/or direction to Staff. Melissa Vossmer stated the Council sponsors of this item have also asked that consideration be given to providing water and sewer services to the Marshall Depot at no cost. However, the City cannot provide this service at no charge per the Texas Constitution and a case from the Texas Supreme Court. As a result, the draft will need to be modified by removing section 4.

Councilmembers asked questions about the current processes and procedures of the depot and made suggestions for ways the City could assist Marshall Depot, Inc. in their endeavors.

Christina Anderson spoke regarding the upcoming construction and upgrades to be done at the train depot in Marshall, Texas. Council suggested upgrades to signage and possibly partnering with the Parks Department for a play area for kids.

Councilmember Godfrey made a motion to approve R-25-05, a resolution regarding support of Marshall Depot, Inc. and efforts to look long-term with the development of a comprehensive plan for the future care and stability of the Marshall Depot facility with the deletion of Section 4 and renumbering of Section 5 to Section 4. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 7:0.

10. Action Items for City Council Consideration

A. Consider approval of a Memorandum of Understanding between Harrison County Sheriff's Office Fire Marshal Division and Marshall Fire Department Fire Marshal's Office for mutual aid in fire inspections and investigations. (Fire)

David Rainwater requested approval of a Memorandum of Understanding (MOU) between the Harrison County Sheriff's Office Fire Marshal Division and the Marshall Fire Department Fire Marshal's Office to establish a mutual aid agreement for fire inspections and investigations. This MOU allows the City and County to meet service needs, can be renewed annually, sets jurisdiction, has no financial obligation and can be canceled at any time.

Councilmember Godfrey made a motion to approve a Memorandum of Understanding between Harrison County Sheriff's Office Fire Marshal Division and Marshall Fire Department Fire Marshal's Office for mutual aid in fire inspections and investigations. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 7:0.

B. Consider approval of Phase 1 of the City wide Drainage Master Plan update ($387,118). (Public Works)

Eric Powell provided a history of the Drainage Master Plan stating a Request for Qualification was sent out in late 2022 to support the City in updating the plan, resulting in Freese and Nichols, Inc. (FNI) being selected. In late 2023, the Phase 1 approach was finalized for inventory, collection, database and mapping, timeframe, and identifying key areas for work needing to be done. Phase 1 for Happy Hollow Creek is budgeted at $387,118.

Councilmembers asked questions regarding the number of phases, timetable for deliverables and what is included, and how the selection process works for prioritizing the work to be done.

Eric Powell stated the City is seeking state funding to help offset some of the costs through the Flood Infrastructure Fund, which we rank 44th on the list, placing us in a very good position to receive funding.

Mat Leclair, Freese and Nichols, Inc., provided information regarding the location of the various areas Happy Hollow Creek branches out to and where drainage issues may occur.

Councilmembers engaged in further discussion regarding the methods for the selection process of areas with drainage problems, the models showing the flow of water, and action plans in the interim of having the Drainage Master Plan in effect.

Councilmember Godfrey made a motion to approve Phase 1 of the City wide Drainage Master Plan update ($387,118). Councilmember Campbell seconded the motion, which passed by a vote of 7:0.

C. Consider approval of an emergency procurement for WWTP Final Clarifier ($713,000). (Public Works)

Cory Owen, Assistant Director of Public Works, stated the secondary clarifier went out of service in January and costs for the initial required repairs, trough & scum box replacement, and trough supports would be approximately $713,000.

Councilmember Godfrey made a motion to approve an emergency procurement for WWTP Final Clarifier ($713,000). Councilmember Campbell seconded the motion, which passed by a vote of 7:0.

D. Consider approval of design task order for Halff to prepare technical bid documents for the procurement and a new 500HP vertical turbine pump at Raw Water ($98,700). (Public Works)

Cory Owen asked for approval of a design task order allowing Halff to evaluate, scan and analyze the pump in order to put together the bid packet at a cost of approximately $98,700.

Councilmembers asked questions regarding the reasoning for the study and funding for the pump.

A budget amendment will be requested at the next meeting for the funding of this item as it was an unforeseen event due to two pumps going out of service in September 2024 after the budget approval.

Councilmember Godfrey made a motion to approve Consider approval of design task order for Halff to prepare technical bid documents for the procurement and a new 500HP vertical turbine pump at Raw Water ($98,700). Councilmember Campbell seconded the motion, which passed by a vote of 7:0.

E. Consider cancelation or rescheduling of the March 13th Council Meeting. (City Secretary)
Nikki Smith, City Secretary, stated this item was placed on the agenda for the Council to decide if they would like to cancel or reschedule the March 13, 2025, meeting, given this meeting falls during the Marshall ISD Spring Break week and the numerous special-called meetings planned for the City Manager search.

Melissa Vossmer added that there are also plans for Council work sessions coming up in March 2025.

Councilmember Campbell made a motion to cancel the March 13th Council Meeting. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 7:0.

11. Discussion and Reports for City Council Consideration and Direction

A. Update regarding Greenwood and Marshall Cemetery. (Parks & Recreation/Councilmembers Godfrey & Morris)
Marina Garcia-Heredia, Parks and Recreation Director, provided background information regarding the care and maintenance of the cemeteries. Marina Garcia-Heredia stated she is working on a contract for the maintenance and care of the Greenwood Cemetery for April through October instead of a full year due to budget constraints. Marina Garcia-Heredia provided estimates for pathways and fencing for both cemeteries.

Councilmembers asked questions regarding the quotes for the pathways and discussed options for assistance in funding the upkeep of the cemeteries.

B. Update regarding Capital Improvement Projects. (Parks & Recreation)
Marina Garcia-Heredia provided an update on the work being accomplished at Airport Park, stating the drainage and turfing, and lighting are complete, with other areas nearing completion. The completion date has been moved due to weather delays. Marina Garcia-Heredia stated there are still pending needs at Airport Park, such as parking lot repair, restroom upgrades and scoreboards.

Marina Garcia-Heredia presented information regarding the playground improvements in the city parks and pending needs. The signage will have to be rebid because the company the contract was awarded to has gone out of business. Marina Garcia-Heredia highlighted the work for the CIP part of Smith Park is complete and the CDBG part is still in progress.

A ribbon-cutting for Lions Park will be held on Tuesday, February 18th at 10:00 AM and for City Park on Thursday, February 20th at 10:00 AM.

C. Update\Overview regarding Municipal Drainage Utility (MDU). (Councilmembers Godfrey & Morris)

This item was withdrawn.

D. Discussion and Direction on Establishing a Time for the Special Council Meeting Scheduled for February 20, 2025. (City Manager)

Melissa Vossmer stated the City Council has established a schedule in support of hiring the next City Manager. The schedule calls for a Special Council Meeting to be held on Thursday, February 20th, but a time needs to be selected.

Council agreed to start the meeting at 6:00 PM.

E. Discussion and Direction to Finalize the Interview Schedule and Activities for the City Manager Candidates. (City Manager)

Melissa Vossmer stated an option is being presented for meetings for a day and a half, assuming five candidates, but we can do six. Direction is needed o set the days of the meetings.

After discussion Council decided to have the meetings on March 4th and 5th, both meetings starting at 8:15 AM, and the public reception on March 4th at 6:00 PM.

Council also determined they would like the candidates to provide a 20-30 minute presentation during their one-hour interview, allowing for questions and answers after.

12. Executive Session

Councilmember Abraham made a motion to convene in Executive Session. Councilmember Godfrey seconded the motion, which passed by a vote of 7:0.

A. An Executive Session pursuant to the Open Meetings Act, Chapter 551 of the Texas Government Code under Section 551.074 Personnel Matters: Discuss or deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: City Manager

B. An Executive Session pursuant to the Open Meetings Act, Chapter 551 of the Texas Government Code under Section 551.074 Personnel Matters: Discuss or deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: City Secretary. (Councilmembers Godfrey & Morris)

Council reconvened from Executive Session at 9:32 PM.

13. Action Item Following Executive Session

A. Consider action regarding discussion from executive session.

Councilmember Godfrey made a motion to raise the City Secretary's salary to $74,000 per year. Councilmember Abraham seconded the motion, which passed by a vote of 7:0.

14. Adjournment

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

APPROVED:

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

ATTEST:

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City Secretary