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
August 14, 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 the Employee of the Month - August. (Employee Engagement Committee)
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 **Items to be Withdrawn From Consent Agenda**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 July 24, 2025, Regular Council meeting. (City Secretary)
7. **Consideration of Items Withdrawn From the Consent Agenda**
8. **Ordinance**
   A. **O-25-16** Consider approval of an ordinance amending ordinance O-25-03 updating/modifying the position of City Secretary. (City Secretary)
9. **Resolution**
   A. **R-25-12** Consider and act on a resolution directing publication of notice of intention to issue combination tax and revenue certificates of obligation. (Finance)

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

A. Consider approval of an expenditure not to exceed $270,000 of Marshall Economic Development (MED) funding for a High Demand Job Training Grant. (MED)

B. Reconsideration of the Texas Water Development Board Loan for Lead Service Line Removal. (Public Works)

C. Consider approval to authorize the Mayor to approve a Sole Source Procurement of Asphalt from Longview Asphalt, Inc. (Public Works)

D. Consider approval to direct the City Manager to identify and allocate funds needed to cover anticipated costs of $2,060 each for members of the City Council to attend the Texas Municipal League Conference October 27th – 31st. (Council members Jordan-Anderson and Morris)

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

A. Discussion concerning noise violations, block parties, and code compliance. (Councilmembers Jordan-Anderson and Morris)

12. **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 Manager.

13. **Adjournment**

Posted: August 11, 2025
5:00 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:	August 14, 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

City of MARSHALL TEXAS	TO:	City Council
	DATE:	August 14, 2025
	ITEM #:	3.B
	SUBJECT:	Presentation of the Employee of the Month - August. (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): This item aligns with the following council adopted focus area(s):

Budget Cost:

Staff Contact:

Attachments: None

TO:	City Council
DATE:	August 14, 2025
ITEM #:	6.A
SUBJECT:	Consider approval of the minutes from the July 24, 2025, Regular Council meeting. (City Secretary)

Recommendation for Action: Consider approval of the minutes from the July 24, 2025, Regular Council meeting.

Executive Summary: Minutes from the July 24, 2025, Regular Council meeting.

Focus Area(s): Improving Communication

Budget Cost: N/A

Staff Contact: Nikki Smith, City Secretary

Attachments: 1. 7-24-25 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

July 24, 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 06:01 PM.

PRESENT:

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

ABSENT: Councilmember Dathaniel Campbell **Motion to Excuse: Councilmember Godfey Second: Councilmember Jordan-Anderson Vote: 6:0**

ADMINISTRATIVE STAFF PRESENT:
Melissa Vossmer, City Manager
Cliff Carruth, Police Chief
Scott Rectenwald, City Attorney
Nikki Smith, City Secretary
Christol Hall, HR/Civil Service Director
David Rainwater, Fire Chief
Kristina Hamilton, Interim Finance Director
Randy Pritchard, Support Services Director
Reggie Cooper, Planning & Development Director
Marina Garcia-Heredia, Parks & Recreation Director

2. Invocation and Pledges

Mayor Ware

3. Presentations & Proclamations

A. Presentation of the Employee of the Month - July. (Employee Engagement Committee) This item has been moved to the next meeting.

Melissa Vossmer, City Manager, introduced Deck Shaver, Interim Public Works Director, and provided information regarding his background, and Cheryle Carpenter, Communications and Community Engagement, and provided information regarding her background.

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 Jordan-Anderson made a motion to approve the Consent Agenda. Councilmember Morris seconded the motion, which passed by a vote of 6:0.

A. Consider approval of the minutes from the July 10, 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. **Ordinance**

A. **O-25-15** Consider approval of an ordinance amending ordinance O-24-21 Comprehensive Fee Schedule. (Finance)

Kristina Hamilton, Interim Finance Director, stated this is a housekeeping item to update O-24-21 by amending the duration of the term of the burn permit from 90 days to 14 days, as approved at a previous council meeting.

Councilmember Abraham made a motion to approve O-25-15, an ordinance amending ordinance O-24-21 Comprehensive Fee Schedule. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 6:0.

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

A. Consider approval to authorize the Mayor to execute the release of the retainage and final payment to Hellas Construction Inc., not to exceed the amount of $131,411.39. (Parks and Recreation)

Marina Garcia-Heredia, Parks & Recreation Director, stated Hellas completed the site preparation, subgrade installation, concrete work, a field drainage system, athletic equipment setup, and the installation of 11 infields. Stan Hayes conducted a walk-through, resulting in the development of a punch list. All items on this punch list have been addressed, the project is now considered complete and staff are recommending the acceptance of the completed project and the release of retainage totaling $131,411.39. There was a concern regarding the transition from turf to grass and the grass is beginning to grow in those areas. The concern was regarding the cosmetic and aesthetic appeal of the fields, not a safety concern. Marina Garcia-Heredia also stated the park will be closed in August for top dressing work to be done to address the concern.

Councilmember Abraham stated the contract with Hellas was approved for sod to be placed in the transition areas instead of seed. It was decided to place seeds in the areas as there was no irrigation in place to allow the sod to grow. Concerns about player safety have been brought to the Council's attention regarding the transition areas. Councilmember Abraham stated council needs to be made aware of any changes made to agreements going forward. It was stated that the transition areas were leveled and are being sanded sporadically where the seed was placed.

Marina Garcia-Heredia stated sod plugs will have to be placed in the high-use areas now that irrigation is in place and asked for approval of the release of the retainage and final payment to Hellas Construction, Inc.

Councilmember Godfrey asked if there was a credit for the sod, since seeds were used instead. The price of the agreement remained unchanged.

Mayor Ware asked if Hellas would provide plugging, which it was stated they would advise staff on what needs to be placed in the areas, but would not provide the plugging because it would be an additional cost incurred if they did.

Councilmember Morris made a motion for the approval to authorize the Mayor to execute the release of the retainage and final payment to Hellas Construction Inc., not to exceed the amount of $131,411.39. Mayor Ware seconded the motion, which passed by a vote of 6:0.

B. Consider approval to authorize the Mayor to award and execute Change Order #3 for the Convention Center CIP to PSI not to exceed the amount of $22,533. (Support Services)

Randy Pritchard, Support Services Director, stated this item is regarding a project at the Convention Center, which started in 2023, as a 12 million dollar project that included the Convention Center roof, air conditioners and the new water meter project. Randy Pritchard provided some history regarding the project, including change order #1 for foundation repair and plumbing exploration, change order #2 for repairs to the fire suppression system, and now change order #3, which includes replacing the 6-inch fire sprinkler valve, providing and installing a new Fire Department Connection, cover plate, and Knox fire caps and providing labor and equipment to repair two roof drains above the ceiling in Caddo Hall. The cost of this change order is $44,156, with a credit from Change Order #1 of $21,623. The amount of this request is $22,533. Randy Pritchard asked for approval of Change Order #3 to complete repairs to the fire suppression riser at the convention center and repair two roof drains in Caddo Hall.

Mayor Ware asked if work was getting close to being completed on the structural repairs, which the foundation work is anticipated to begin within the next month.

Councilmember Abraham made a motion for approval to authorize the Mayor to award and execute Change Order #3 for the Convention Center CIP to PSI not to exceed the amount of $22,533. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 6:0.

C. Lease Purchase Two Frazer Type I Ambulances at a cost not to exceed $794,450.00 through the Houston Galveston Area Council (HGAC) cooperative purchasing program. (Fire)

David Rainwater, Fire Chief, provided history regarding the item being presented. David Rainwater stated he assessed the fleet in December 2024 using NFPA 1917 to score the ambulance. The process of scoring the units with NFPA 1917 and what comprises the scores was discussed. The buyback from the lemon law was required to be bought back "as is" and a $263,000 check will be received when the vehicle is turned back in. David Rainwater stated the proposed solution to fleet instability is the Strategic Ambulance Fleet Replacement, which would provide for the lease/purchase of two new ambulances, upgrade to diesel, add the Stryker Power Load stretcher, and have an eight-year service life. With this plan, every four years, the City would lease/purchase two ambulances, which would reduce the fleet and maintenance to four units instead of six and relieve the burden on the General Fund and Capital Purchasing Plan by utilizing Emergency Service District (ESD) funds to purchase the ambulances. The Fire Department started looking at unit replacements in February. Frazer approached the City of Marshall regarding the availability of two Ram 5500 diesel chassis and getting these will reduce the build time from 18 months to 12 months. David Rainwater proposed that, once the City receives the payment from Ford, a letter of intent will be signed to purchase the two chassis from Frazer and production can begin. The City will then pay $172,500 for the chassis and sign agreements with Ascentium using one of the following recommended options beginning in August 2026: Option 1. 7 years $93,971 with no power load or Option 2. 7 years $108,713 with power load. David Rainwater stated the Finance and Fire Departments are recommending Option 2 for manageable annual costs, employee safety, and it is the best value.

Councilmember Abraham asked if the body of the vehicle was not purchased from Ford. Frazer does "up-fitting" to add to the body. The lemon law required the Ford dealership to have to buy back "as is". Councilmember Abraham asked when the last time was that the rate was negotiated. Currently, there is a five-year contract with one year left and discussions with the ESDs have already started. David Rainwater will advocate for two things: 1. Not to go into a contract for longer than three years, and 2. reevaluate after the three years. Councilmember Abraham suggested looking at having a percentage increase included in the contract every year. Finance is building a model of cost allocations to run an ambulance to be presented at a future meeting.

Councilmember Jordan-Anderson asked if the $794,450 included interest, which it did not, and that number was presented as a not-to-exceed price. The amount came in lower. The amount to be financed is $596,500 and the interest is $138,000 at the term of the loan. ESD Funds are used to train paramedics, purchase stretchers, and computers. Frazer is holding vehicles. If we don't take advantage of the opportunity now, in the future it could take up to 18 months to build the truck. Once Frazer has the chassis, it takes them one year to build the truck. Councilmember Jordan-Anderson asked if the "lemon" was a Frazer. It was stated it was a Ford with a gas motor that was problematic. If we lease these vehicles and there is a problem, who's responsible would it be to take care of the problem? The lemon law still applies to new vehicles.

Scott Rectenwald, City Attorney, stated the warranty passes to the consumer.

Councilmemeber Abraham said she likes option 2, which was presented by David Rainwater.

Councilmember Godfrey made a motion to approve the Lease Purchase of Two Frazer Type I Ambulances at a cost not to exceed $794,450.00 through the Houston Galveston Area Council (HGAC) cooperative purchasing program. Councilmember Abraham seconded the motion, which passed by a vote of 6:0.

10. Discussion and Reports for City Council Consideration and Direction

A. Presentation and Acceptance of the City of Marshall 2024 Fiscal Year Audit Report completed by Pattillo, Brown, and Hill. (Finance)

Kristina Hamilton, Interim Finance Director, provided background information on the audit, including legal requirements, utilizing independent auditors, providing financial transparency and integrity, requirements for grants and other funding sources, and allowing the Finance Department an opportunity to review internal controls.

Kristina Hamilton introduced Travis Rogers, CPA and Audit Manager for Pattillo, Brown & Hill, LLP, who stated his firm provided an unmodified opinion of the 2024 fiscal year audit, stating there was one (1) finding in the audit: the timely reconciliation of the cash, which is a carryover from the previous years. The issue has been addressed and improved upon. Travis Rogers highlighted various pages within the audit document for the council to review.

Councilmember Jordan-Anderson asked about the finding from the previous year which is related to the timeliness of reconciling cash with the General Fund. Councilmember Jordan-Anderson asked if this meant the bank account was not reconciled on a timely basis. The unmodified opinion states it was reconciled correctly at the time of the audit; the finding existed in 2023 also.

Councilmember Abraham asked if the finding was from the audit conducted by Pattillol, Brown and Hill in 2022, which was said to have originated in 2022 and was a reoccurring issue each year. Councilmember Abraham stated this issue needs to be resolved and not to use the software as a reason for the finding.

Melissa Vossmer, City Manager, stated we are not where we need to be, but we are getting there, and the software is tentatively set for the fourth quarter.

Councilmember Abraham expressed her concern that the finding was not due to the software and questioned if the software we are working on implementing is a good fit or if we should look at a different software option. Meliss Vossmer stated the software is not where we want it to be, and we know there is work to be done. Councilmember Abraham suggested moving on to another software system.

Mayor Ware asked about the software glitch that caused Finance to have to redo all the reconciliations. Kristina Hamilton stated the issues regarding the auditor's finding were a different issue with the software than the previous year for reconciling.

Councilmember Jordan-Anderson remarked that the statement indicates the firm is OK with the audit, but there was no mention of prior years' reconciliations and asked how another firm would know of the finding in a future audit. The summary letter does not have the information, but the report shows the finding. If we change auditors, the finding does transfer.

Councilmember Abraham made a motion to accept the City of Marshall 2024 Fiscal Year Audit Report. Mayor Ware seconded the motion, which passed by a vote of 6:0.

B. Fleet Management Program Update and Report on Sale and Leaseback of Vehicles. (Finance & Support Services)

Kristina Hamilton provided an overview of the sale and lease back of 13 vehicles. The sale of these vehicles will infuse approximately $258,750 in cash into the fleet budget.

Kristina Hamilton introduced Blake Schiel, Client Strategy Manager with Enterprise, who stated this report provides an update on the City's Fleet Management Program and documents the completion of the sale and leaseback process for 78 leased and 86 owned vehicles. The program pays the City $0.75 cents on the dollar and the vehicles will then be incorporated into the City’s Enterprise lease and maintenance programs for a 36-month term, after which they will be replaced in accordance with the City's current fleet replacement schedule.

Councilmember Abraham asked how much the vehicles are leased back for and stated that if the City receives $258,000 but then pays $252,000, the revenue is only $6,000.

Krisitna Hamilton explained how this agreement allows the vehicles to be included in the maintenance program. Kristina Hamilton listed the 13 vehicles and discussed the process, expectations and maintenance that are covered. The city can sell the vehicle at the end of the term and keep the equity; there is a flat $395 fee. The estimate for the fleet budget was $1,605,503. Using the updated numbers, that cost is now estimated at $1,407,497.

Councilmember Jordan-Anderson asked about the warranty on the vehicles, which is an equity-based lease and allows the City to hold the equity based on what the vehicle is worth at the end of the term. The warranty is based on the regular manufacturer's warranty.

Blake Schiel provided a fleet analysis.

Councilmember Abraham asked about the upfront cost of equipping vehicles. Blake Schiel explained the process of financing options for various amounts of after-market add-ons for vehicles.

Blake Schiel provided proof of the concept of sustainability in a model provided based on a January 1st start date for all vehicles, but that is not what happened. The needs are analyzed on an annual basis, which provides for some changes for year one. The fleet budget was estimated at $1,605,503, but is now anticipated to be approximately $1,407,497 with the City having about 110 leased vehicles.

Melissa Vossmer stated the program is in place and seems to be working well. The annual needs of the fleet budget have substantial fluctuations and work is being done to smooth out the large swings in the budget.

Mayor Ware stated Enterprise looks at specialty groups and can look at numbers that we don't have the time or expertise for. Blake Schiel stated they look at the maintenance and use of each vehicle every year.

Melissa Vossmer stated from her perspective that a lot of assumptions were made, some hold true and some need to be tweaked, but the program is working well and looking at the future year expense to make sure to make adjustments to meet needs and revenue. Blake Schiel stated that vehicles can be kept longer or surrendered early with no repercussions.

Councilmember Godfrey asked about the product summary and no maintenance for 6 months for 92 vehicles. Randy Pritchard stated efforts are in place to ensure maintenance is logged with Enterprise. Some vehicles are taken to locations where the work can be done cheaply, and the information is then back filled to Enterprise. Councilmember Godfrey asked about the responsibility of licensing and titles, which are kept by Enterprise for the leased vehicles. There are 47 vehicles on the full maintenance program which have maintenance done based on mileage or months. The departments are responsible for the maintenance of their vehicles. This is a new process and employees are being educated on how to report or log the maintenance. The maintenance is scheduled based on an algorithm that recalculates every time the mileage is updated.

Councilmember Morris asked if each vehicle had a maintenance card or log. The vehicle maintenance is viewed based on the VIN. Councilmember Morris stated there should be a log in each vehicle to show when service is needed and where to take it. Blake Schiel stated there is a video for new employees for training purposes.

Randy Pritchard provided an update on the vehicles sold, stating 12 have been sold and a process to work vehicles through Enterprise and another resource is being done to have a batch every week. There are more than 65 vehicles to sell, and we are in the process of getting those vehicles ready to be sold. Blake Schiel stated it takes about 30 days to get the money back to the City after a vehicle is sold.

C. Discussion Regarding Possible Dates to Conduct Meetings for FY26 Budget. (Finance)
Melissa Vossmer stated that we are in the midst of the budget process, and we need to firm up the dates for presentation to the Council. A possible FY26 budget schedule was provided.

Krisitna Hamilton proposed a Special-Called meeting on August 18 to begin at 4:00PM to have an initial FY26 budget presentation and discussion, the water & wastewater rate study, capital improvement plan discussion and street program discussion. The remaining regular meetings scheduled were also provided with a breakdown of discussions, public hearings about the budget and tax rate.

Mayor Ware stated guidance from the council was requested by the staff and asked if the council members would be available for the August 18th Special-Called meeting. It was determined that 4:15PM would work better for the council.

Melissa Vossmer asked if there were any concerns about changing the location, which the council was OK with. Melissa stated that she and Kristina Hamilton are willing to meet at anytime to meet the council's needs.

11. Executive Session

Councilmember Godfrey made a motion to convene in Executive Session. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 6:0. The time was 7:56PM.

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 Attorney.

B. 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 Secretary.

Councilmember Abraham made a motion to reconvene from the Executive Session. Councilmember Godfrey seconded the motion, which passed by a vote of 6:0. The time was 8:48PM.

12. 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

TO:	City Council
DATE:	August 14, 2025
ITEM #:	8.A
SUBJECT:	**O-25-16** Consider approval of an ordinance amending ordinance O-25-03 updating/modifying the position of City Secretary. (City Secretary)

Recommendation for Action: Requesting approval of an ordinance amending ordinance O-25-03 updating/modifying the position of City Secretary.

Executive Summary: A typographical error in Section 4 was found. The correction to that section has been made by removing the duplicated wording "or portions of ordinances". The original ordinance has been included, as well was the amended ordinance.

Focus Area(s): This item aligns with the following council's adopted focus area(s): Investing in our Workforce.

Budget Cost: 0.00

Staff Contact: Nikki Smith, City Secretary

Attachments:
1. O-25-03 City Secretary Ordinance
2. Amending O-25-03

CITY OF MARSHALL, TEXAS
ORDINANCE # O-25-03

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 FOR AN EFFECTIVE DATE.

WHEREAS, the City of Marshall, Texas Charter Sec. 3.10 entitled "City Secretary" provides "The Council shall appoint an officer of the City who shall have the title of City Secretary; and who shall give notice of Council meetings, shall keep minutes of its proceedings, shall authenticate by signature and record in full in a book kept for that purpose all ordinances and resolutions, shall preserve and keep in order all books, papers, records and files of the Council, shall have custody of the seal of the City and shall affix same to such documents and obligations as legally authorized, and shall perform such other duties as shall be required by this Charter or by the Council;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARSHALL, TEXAS:

Section 1. The City Secretary shall have the following essential functions, duties and responsibilities:

- Performs clerical and administrative work in answering phones, routing calls as appropriate, aiding the public in providing information or answering questions, and resolving problems.
- Full administrative support to the City Council, in coordination with the City Manager, related to council budget, city elections and swearing-in ceremony, mayoral proclamations, certificates of recognition, updating website page, preparing travel documents and reconciliations, managing electronic software for agendas, packets and minutes, responding to callers regarding council meeting or agenda matters, and like duties.
- Maintains open communication with all councilmembers and copies City Manager on council correspondence involving relevant matters pertaining to citizen complaints, travel requests and general inquiries involving city operations.
- Attends regular and special City Council meetings/workshops; prepares, distributes and posts agendas by deadline as required.
- Oversees and prepares accurate minutes and reports using proper legislative terminology, chronicling, indexing and storing ordinances and resolution for public record.
- Manages all aspects of the general, special and local option elections to ensure compliance with the provisions of the Texas Election Code.
- Ensure compliance with Texas State Library & Archives Commission as Records Management Officer.
- Acts as custodian of official City records, seals, and attests various documents, such as ordinances, resolutions, contracts, etc.
- Oversee public documents and coordinates and responds to public records requests for information, providing cost estimates and processing fees, if needed, reviewing and dispersing documents as required under the Texas Public Information Act

- Ensure ordinances are submitted for codification through Municipal Code Corp. for updates and verifies website is up to date.
- Maintain City Secretary, and Council budget and website pages, prepares purchase requisitions for payment of invoices.
- Oversee appointment/reappointments to various City boards, commissions and committees and expiration dates of terms.
- Provides authorization on applications for Texas Alcoholic Beverage Commission paperwork for permits within the City.
- Composes, types, and edits a variety of correspondence, reports, memorandums, and other material requiring judgment as to content, accuracy, grammar, and completeness. Prepares all correspondence in a neat, professional format.
- Provides research for the City Council, City Manager and executive members as requested.
- Maintains and enters timesheet into accounting software for processing.
- Coordinates travel plans for the City Council, in coordination with the City Manager, to include securing hotel, performing registration procedures, dispersing credit cards, and performing travel reconciliations.
- Obtain and retain TMCA certification and attend all conferences and trainings as required.
- Maintains inventories and submits orders for office supplies and materials to purchasing.
- Perform other duties as apparent or assigned.

Section 2. The City Secretary shall have sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities which would typically be acquired through:

- High school diploma or equivalent; accounting coursework or related training preferred.
- Must have working knowledge of Word, Excel, and database applications; must be able to operate all standard office equipment such as copiers, fax, scanners, and calculators (including ten-key by touch).
- Must have excellent organizational skills, be able to prioritize work to meet strict deadlines, maintain confidentiality of sensitive information, work closely and cooperatively with others as part of a team, and maintain professional demeanor at all times.
- Must have a valid driver's license and driving record that meets city standards.

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 Council 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, APPROVED AND ADOPTED ON THIS 13th DAY OF January, 2025.

AYES: 6
NAYES: 0
ABSTAINED: 0

MAYOR OF THE CITY COUNCIL
OF THE CITY OF MARSHALL, TEXAS

ATTEST:

N. Smith

Nikki Smith, City Secretary

CITY OF MARSHALL, TEXAS
ORDINANCE #__________

AN ORDINANCE AMENDING ORDINANCE NO. 0-25-03 SECTION 4.

WHEREAS, on January 13, 2025 the City of Marshall, Texas passed Ordinance No. O-25-03 updating/modifying the position of City Secretary; and

WHEREAS, the City of Marshall, Texas desires to amend Section 4 of Ordinance O-25-03 to remove the typographical error of the repetitive use of "or portions of ordinances";

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARSHALL, TEXAS THAT:

The ordinance be amended to read as follows:

Section 1. The City Secretary shall have the following essential functions, duties and responsibilities:

- Performs clerical and administrative work in answering phones, routing calls as appropriate, aiding the public in providing information or answering questions, and resolving problems.
- Full administrative support to the City Council, in coordination with the City Manager, related to council budget, city elections and swearing-in ceremony, mayoral proclamations, certificates of recognition, updating website page, preparing travel documents and reconciliations, managing electronic software for agendas, packets and minutes, responding to callers regarding council meeting or agenda matters, and like duties.
- Maintains open communication with all councilmembers and copies City Manager on council correspondence involving relevant matters pertaining to citizen complaints, travel requests and general inquiries involving city operations.
- Attends regular and special City Council meetings/workshops; prepares, distributes and posts agendas by deadline as required.
- Oversees and prepares accurate minutes and reports using proper legislative terminology, chronicling, indexing and storing ordinances and resolution for public record.
- Manages all aspects of the general, special and local option elections to ensure compliance with the provisions of the Texas Election Code.
- Ensure compliance with Texas State Library & Archives Commission as Records Management Officer.
- Acts as custodian of official City records, seals, and attests various documents, such as ordinances, resolutions, contracts, etc.
- Oversee public documents and coordinates and responds to public records requests for information, providing cost estimates and processing fees, if needed, reviewing and dispersing documents as required under the Texas Public Information Act

• Ensure ordinances are submitted for codification through Municipal Code Corp. for updates and verifies website is up to date.
• Maintain City Secretary, and Council budget and website pages, prepares purchase requisitions for payment of invoices.
• Oversee appointment/reappointments to various City boards, commissions and committees and expiration dates of terms.
• Provides authorization on applications for Texas Alcoholic Beverage Commission paperwork for permits within the City.
• Composes, types, and edits a variety of correspondence, reports, memorandums, and other material requiring judgment as to content, accuracy, grammar, and completeness. Prepares all correspondence in a neat, professional format.
• Provides research for the City Council, City Manager and executive members as requested.
• Maintains and enters timesheet into accounting software for processing.
• Coordinates travel plans for the City Council, in coordination with the City Manager, to include securing hotel, performing registration procedures, dispersing credit cards, and performing travel reconciliations.
• Obtain and retain TMCA certification and attend all conferences and trainings as required.
• Maintains inventories and submits orders for office supplies and materials to purchasing.
• Perform other duties as apparent or assigned.

Section 2. The City Secretary shall have sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities which would typically be acquired through:
• High school diploma or equivalent; accounting coursework or related training preferred.
• Must have working knowledge of Word, Excel, and database applications; must be able to operate all standard office equipment such as copiers, fax, scanners, and calculators (including ten-key by touch).
• Must have excellent organizational skills, be able to prioritize work to meet strict deadlines, maintain confidentiality of sensitive information, work closely and cooperatively with others as part of a team, and maintain professional demeanor at all times.
• Must have a valid driver’s license and driving record that meets city standards.

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 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 Council 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, approved, and adopted by the City Council of the City of Marshall, Texas, this the _____ day of __________, 2025.

APPROVED:

____

Mayor of the City Council

of the City of Marshall, Texas

ATTEST:

____

City Secretary

TO:	City Council
DATE:	August 14, 2025
ITEM #:	9.A
SUBJECT:	**R-25-12** Consider and act on a resolution directing publication of notice of intention to issue combination tax and revenue certificates of obligation. (Finance)

Recommendation for Action: Staff recommends that the City Council approve the resolution directing the publication of the Notice of Intention to issue Combination Tax and Revenue Certificates of Obligation. This action will fulfill statutory requirements and allow the City to proceed with the planned issuance to fund identified capital projects and associated costs.

Executive Summary:

This item requests City Council consideration and approval of a resolution authorizing the publication of a notice of intention to issue Combination Tax and Revenue Certificates of Obligation. The publication of this notice is a legal requirement under Texas law and serves to inform the public of the City's intent to issue debt secured by a combination of ad valorem taxes and a pledge of certain revenues. Approval of the resolution will initiate the formal process, including public notice and the statutory waiting period, prior to the potential sale of the certificates. These funds are intended to finance designated capital projects and related costs as identified by the City.

This effort is in support of the City's FY26 and FY27 Capital Improvement Plan. Specific projects proposed for funding through the issuance of these certificates will be presented to City Council for discussion at the August 18th meeting, ensuring transparency and alignment with the City's long-term priorities.

Focus Area(s): This item addresses the City Council's Focus Areas of Improving Infrastructure and Improving Community Appearance

Budget Cost: Combination Tax & Revenue Certificates of Obligation not to exceed $10,175,000.

Staff Contact: Kristina Hamilton, Interim Finance Director

Attachments: 1. Notice Resolution

CERTIFICATE REGARDING ADOPTION OF RESOLUTION

THE STATE OF TEXAS
HARRISON COUNTY
CITY OF MARSHALL

We, the undersigned officers of the City of Marshall (the "City"), hereby certify as follows:

1. The City Council of the City convened in regular meeting on August 14, 2025, at the designated meeting place, and the roll was called of the duly constituted officers and members of said City Council, to wit:

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

and all of said persons were present except ______________________________, thus constituting a quorum. Whereupon, among other business, the following was transacted at said Meeting: a written

RESOLUTION DIRECTING PUBLICATION OF NOTICE OF INTENTION TO ISSUE COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION

was duly introduced for the consideration of said City Council. It was then duly moved and seconded that said Resolution be adopted and, after due discussion, said motion, carrying with it the adoption of said Resolution, prevailed and carried with all members present voting "AYE" except the following:

NAY: __ ABSTAIN: __

2. That a true, full and correct copy of the aforesaid Resolution adopted at the Meeting described in the above and foregoing paragraph is attached to and follows this Certificate; that said Resolution has been duly recorded in said City Council's minutes of said Meeting; that the above and foregoing paragraph is a true, full and correct excerpt from said City Council's minutes of said Meeting pertaining to the adoption of said Resolution; that the persons named in the above and foregoing paragraph are the duly chosen, qualified and acting officers and members of said City Council as indicated therein; that each of the officers and members of said City Council was duly and sufficiently notified officially and personally, in advance, of the time, place and purpose of the aforesaid Meeting, and that said Resolution would be introduced and considered for adoption at said Meeting, and each of said officers and members consented, in advance, to the holding of said Meeting for such purpose, and that said Meeting was open to the public and public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551, Texas Government Code.

3. That the Mayor of said City has approved and hereby approves the aforesaid Resolution; that the Mayor and the City Secretary of said City have duly signed said Resolution; and that the Mayor and the City Secretary of said City hereby declare that their signing of this Certificate shall constitute the signing of the attached and following copy of said Resolution for all purposes.

SIGNED AND SEALED ON AUGUST 14, 2025.

______________________________	______________________________
City Secretary, City of Marshall, Texas	Mayor, City of Marshall, Texas

{SEAL}

RESOLUTION AUTHORIZING PUBLICATION OF NOTICE OF INTENTION TO ISSUE COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION

THE STATE OF TEXAS
HARRISON COUNTY
CITY OF MARSHALL

WHEREAS, the City of Marshall (the ***City***) deems it advisable to give notice of intention to issue one or more series of Certificates of Obligation (the ***Certificates***) in the maximum principal amount of $10,175,000 for paying all or a portion of the City's contractual obligations to be incurred in connection with the planning, acquisition, design, and construction of (i) park and recreational facility improvements including playground equipment, restrooms, concessions, sidewalks, clubhouse, trails, swimming pool and parking; (ii) police department improvements consisting of parking and expanding the Emergency Command Center & Training Room and evidence room and equipment; (iii) fire stations and fire facility improvements, fire apparatus and equipment; (iv) information technology and public safety communication upgrades; (v) library improvements consisting of HVAC and energy efficiency upgrades and parking; (vi) street and road improvements including related lighting, signage and streetscape improvements; (vii) water and wastewater system improvements consisting of disinfection system, filter and media upgrades and replacements and (viii) paying legal, fiscal, engineering, architectural and other professional services in connection with these projects; and

WHEREAS, the City Council hereby finds, considers and declares that the reimbursement of the payment by the City of such expenditures will be appropriate and consistent with the lawful objectives of the City and, as such, chooses to declare its intention, in accordance with the provisions of Section 1.150-2 of the United States Treasury Regulations, to reimburse itself for such payments at such time as it issues the Certificates; and

WHEREAS, it is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public and public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551, Texas Government Code.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALL, TEXAS:

Section 1. Attached hereto as ***Exhibit A*** is a form of the "Notice of Intention to Issue Combination Tax and Revenue Certificates of Obligation for the City of Marshall, Texas" (the ***Notice***), the form and substance of which is hereby adopted and approved. The facilities and improvements to be financed with proceeds from the Certificates are to be used for the purposes described in the Notice.

Section 2. The City Secretary shall cause the Notice to be published in substantially the form attached hereto, in a newspaper of general circulation in the City of Marshall, once a week for two consecutive weeks, the date of the first publication thereof to be at least forty-five days prior to October 9, 2025, which is the date set for the adoption of the ordinance authorizing the issuance of the Certificates. Additionally, such Notice shall be posted continuously on the City’s website for at least forty-five days before the date tentatively set for the passage of the ordinance authorizing the issuance of the Certificates.

Section 3. All costs to be reimbursed pursuant to this Resolution will be capital expenditures and the Certificates shall be issued within 18 months of the later of (i) the date the expenditures are paid or (ii) the date on which the property, with respect to which such expenditures were made, is placed in service; and the foregoing notwithstanding, the Certificates will not be issued on a date that is more than three years after the date any expenditure which is to be reimbursed is paid.

Section 4. This Resolution shall become effective immediately upon adoption.

EXHIBIT A

NOTICE OF INTENTION TO ISSUE COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION FOR THE CITY OF MARSHALL, TEXAS

The City Council of the City of Marshall, Texas, shall convene a meeting at 6:00 P.M. on October 9, 2025, at City Hall, 401 S Alamo Boulevard, City Council Chambers, Marshall, TX 75670 and during such meeting, the City Council will consider the passage of an ordinance or ordinances authorizing the issuance of one or more series of interest bearing certificates of obligation in the aggregate principal amount not to exceed $10,175,000, for paying all or a portion of the City's contractual obligations to be incurred in connection with the planning, acquisition, design, and construction of (i) park and recreational facility improvements including playground equipment, restrooms, concessions, sidewalks, clubhouse, trails, swimming pool and parking; (ii) police department improvements consisting of parking and expanding the Emergency Command Center & Training Room and evidence room and equipment; (iii) fire stations and fire facility improvements, fire apparatus and equipment; (iv) information technology and public safety communication upgrades; (v) library improvements consisting of HVAC and energy efficiency upgrades and parking; (vi) street and road improvements including related lighting, signage and streetscape improvements; (vii) water and wastewater system improvements consisting of disinfection system, filter and media upgrades and replacements and (viii) paying legal, fiscal, engineering, architectural and other professional services in connection with these projects. Such certificates are to be made payable from ad valorem taxes and a lien on and pledge of surplus revenues of the City's waterworks and sewer system. The certificates are to be issued, and this notice is given, under and pursuant to the provisions of Texas Local Government Code, Chapter 271, Subchapter C.

The following information is provided to follow Tex. H.B. 477, 86 Leg., R.S. (2019). The current principal of all outstanding debt obligations of the City is $6,841,000. The current combined principal and interest on all outstanding debt obligations of the City, paid on time and in full, is $9,854,907. The maximum principal amount of the certificates to be authorized is $10,175,000 and the estimated combined principal and interest required to pay the certificates to be authorized on time and in full is $17,046,063. The maximum interest rate for the certificates may not exceed the maximum legal interest rate. The maximum maturity date of the certificates to be authorized is August 15, 2050. The above information excludes $10,497,000 in principal amount of outstanding obligations the City has designated as self-supporting being the City’s Certificates of Obligation, Series 2017, 2023 and 2023A and General Obligation Refunding Bonds, Series 2019. Information regarding these items may be obtained during business hours from the City Manager, 401 S Alamo Boulevard, Marshall, TX 75670, Phone: 903-935-4421, www.marshalltexas.net.

TO:	City Council
DATE:	August 14, 2025
ITEM #:	10.A
SUBJECT:	Consider approval of an expenditure not to exceed $270,000 of Marshall Economic Development (MED) funding for a High Demand Job Training Grant. (MED)

Recommendation for Action: Approval of an expenditure of MED funds not to exceed $270,000 for a High Demand Job Training Grant from MED's existing funds.

Executive Summary: MED Bylaws require that the Economic Development Corporation obtain approval of the City Council for any expenditure of funds for projects over $50,000.

Texas Workforce Commission's (TWC) High Demand Job Training (HDJT) program supports collaboration between local workforce development boards and local economic development corporations. Through the HDJT program, EDCs use their local economic development sales taxes for high demand job training. TWC supports these partnerships by providing up to $150,000 as a match to local economic development sales tax funds. The implementation of TWC's HDJT Program is done by collaboration between Marshall Economic Development (MED), Marshall High School (MHS), Texas State Technical College- Marshall (TSTC), and the Workforce Solutions East Texas Board.

The High Demand Job Training Grant funds will be used to purchase equipment and supplies for Marshall High School to provide quality, industry-standard, occupational job training to students in Advanced Manufacturing and Industrial Technology. The goal is to provide training for High Demand Jobs for approximately 50 students and certify approximately 50 students annually at Marshall High School, upon completion of the program.

Funding Request:
Total Request Amount: ≤$270,000
Source of Funds: MED Budget
Required Approvals: MED Board (06/25/2025), City Council (Requested)

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

Budget Cost: ≤$270,000

Staff Contact: Rush Harris, Executive Director, Marshall Economic Development

Attachments: 1. Memorandum of Understanding- Marshall Economic Development Corporations and Workforce Solutions East Texas Board

MEMORANDUM OF UNDERSTANDING

MARSHALL ECONOMIC DEVELOPMENT CORPORATION

and

WORKFORCE SOLUTIONS EAST TEXAS BOARD

The following Memorandum of Understanding (the Agreement) sets forth the terms of agreement between **Workforce Solutions East Texas Board,** hereinafter referred to as “WSETB,” **East Texas Council of Governments,** hereinafter referred to as “ETCOG” and **Marshall Economic Development Corporation**, hereinafter referred to as “MEDCO.”

I. PURPOSE OF AGREEMENT

This Agreement describes the collaboration between MEDCO and WSETB for implementation of the Texas Workforce Commission (TWC) High Demand Job Training Program. The intent of the High Demand Job Training Program is to support Workforce Development Boards in partnering with local Economic Development Corporations which use their local economic development sales taxes to promote high demand occupational training in local workforce areas.

East Texas Workforce Development Board and MEDCO will partner with Marshall ISD to purchase educational and training curriculum, equipment and supplies necessary to create new Manufacturing and Technology Program of Study in the manufacturing and engineering focused areas at Marshall High School and Texas State Technical College (TSTC) - Marshall. In addition, two (2) staff members will be trained on proper implementation, use, and maintenance for the equipment and curriculum.

This will be the first two years of a four-year program that provides an overview of a manufacturing processes and can lead into multiple dual credit pathways at TSTC - Marshall.

The introductory courses expose students to a multitude of local manufacturing industry needs, including training in tool identification, measuring, electrical, vertical milling, and lathe milling. Machine programming, automation, and process operations will be covered during the first two (2) years. Marshall ISD and MEDCO plan to start with fifty (50) to seventy-five (75) students during the first year. The students will choose which occupation and they will pursue that occupation after the first two (2) years of study.

Students completing the program will be provided hands-on training. The goal of this project is for approximately fifty (50) students to receive the following credentials.

Smart Automation Certification Alliance (SACA)

- C-101 Certified Industry 4.0 Associate
- C-102 Certified Industry 4.0 Associate

II. DURATION OF AGREEMENT

This agreement shall commence on the date the Memorandum of Understanding (MOU) is signed by all Parties, with the effective date being the latest signature date, and shall remain in effect until July 31, 2026.

III. DESCRIPTION OF SERVICES

Using economic development sales tax funding, MEDCO shall provide funding to MISD to purchase educational and training curriculum, equipment and supplies described in the project budget.

This MOU will incorporate the following herein, by reference:

- The High Demand Job Training (HDJT) Program Application Guidelines
- WSETB Application, signed, February 17, 2025
- MOU by and among WSETB, MISD, and TSTC-Marshall, signed February 17, 2025
- Fully Executed Agreement between Marshall ISD and WSETB/ETCOG

IV. GENERAL PROVISIONS

It is understood by the parties that each should be able to fulfill its responsibilities under this Agreement in accordance with the provisions of law and regulations, which govern their activities. Nothing in this Agreement is intended to negate or otherwise render ineffective any such provisions or operating procedures. If at any time either party is unable to perform its functions under this Agreement consistent with such party's statutory and regulatory mandates, the affected party shall immediately provide written notice to the other to establish a date for mutual resolution of the conflict.

V. RESPONSIBILITIES OF THE PARTIES UNDER AGREEMENT

In consideration of the mutual aims and desires of the parties to this Agreement, and in recognition of the public benefits to be derived from effective implementation of the programs involved, the responsibilities of MEDCO and WSETB are identified below:

Marshall Economic Development Corporation

Responsibilities:

- Will serve a Project Lead
- Collaborate with Marshall High School, Texas State Technical College-Marshall, and WSETB in making equipment and supply purchases
- Will contribute $264,879.00 of Sales Tax Funding for these purchases

Marshall High School

Marshall High School (MHS) has identified High Demand Job Training priorities and equipment that would be beneficial in providing quality industry-standard occupational job training to students in the areas of Advanced Manufacturing and Industrial Technology.

Responsibilities:

- Will serve as the Training Partner for MEDCO and WSETB to fulfill the requirements of the grant
- Identify students and offer training and certification
- Support the HDJT project by purchasing equipment, supplies, and software and securing any necessary approvals for WSETB and as warranted, TWC, prior to spending any HDJT project funds
- Be responsible for reporting and submitting reports, including preparation and submission of required quarterly /final reports to WSETB
- Will provide MEDCO with a copy of reporting documents for review
- Purchasing, receiving, and overseeing the installation of program equipment
- Submit documentation to the East Texas Council of Governments for reimbursement
- Maintain equipment and meet inventory requirements, including providing insurance coverage for equipment purchased through the project

Texas State Technical College – Marshall

Texas State Technical College – Marshall (TSTC) has identified the High Demand Job Training priorities and equipment that should be beneficial in providing quality industry-standard occupational job training to students in the areas of Advanced Manufacturing and Industrial Technology.

Responsibilities:

- To serve as a support to the "Training Partner" - Marshall High School, for MEDCO, Marshall High School, and WSETB to fulfill the requirements of the grant
- Play a supporting role in the HDJT project
- Offer insight and advise purchasing equipment and supplies and securing any necessary approvals from WSETB and as warranted, the Texas Workforce Commission (TWC), prior to spending any HDJT project funds
- Assist with identifying students and offer insight and suggestions on training and certification

Workforce Solutions East Texas Board

WSETB and its fiscal agent, ETCOG, will serve as grant recipient and administrative agent for the High Demand Job Training Program.

Responsibilities:

- Administer the contract with TWC and obtain required approvals for purchases
- Administer the MOU and Agreement with MEDCO and MISD, which will be responsible for operation of the project and for activities and deliverables
- Obtain any required TWC approvals prior to any expenditure of funds, and tag and track equipment on WSETB inventory
- Provide Progress Reports to TWC, according to the dates listed in the MISD contract, using TWC's
- Offer quality assurance and technical assistance

VI. ADDITIONAL PROGRAM INFORMATION

a. Funds Provided to Board will be used to Match Local Economic Development Sales Tax Funding for Job Training on a dollar-for-dollar basis, up to $264,879.00.

MEDCO, in partnership with MISD, has requested $264,879.00 from TWC which will be used to support the initiative as described in Section VI(b) of this agreement and the project budget. The funding provided by TWC will be matched by MEDCO Economic Development Sales Tax funding.

b. Initiative of the High Demand Job Training Program

The High Demand Job Training Program is focused on training in the following occupations:

17-3019: Drafters, All Other
17-3026: Industrial Engineering Technologists and Technicians
49-2094: Electrical and Electronics Repairers, Commercial and Industry Equipment
49-9041: Industrial Machinery Mechanics
49-9044: Millwright
49-9071: Maintenance and Repair Workers, General

MEDCO Sales Tax funding will be used to purchase the following equipment and supplies for MISD.

DESCRIPTION	TOTAL COST
EDUCATION AND TRAINING	**$9,350.00**
Course 1: Intro to Advanced Manufacturing Instructor Package (instructor curriculum) ½ of 1 @$225.00 = $112.50 Course 2: Introduction to Systems Instructor's Package (instructor curriculum) ½ of 1 @ $225.00 = $112.50 Course 3: Mechatronic Systems Instructor's Package (instructor curriculum) ½ of 1 @ $225.00 = $112.50 Course 4: Digital Manufacturing Systems Instructor's Package (instructor curriculum) ½ of 1 @ $225.00 = $112.50 High School Library eLearning Lease (instructor curriculum) ½ of 1 @ $2,465.00 = $1,232.50 Course 1: Advanced Manufacturing eLearning Course Access (instructor curriculum) ½ of 1 @ $6,065.00 = $3,047.50 Simulation Software for High School Programs (Curriculum software) ½ of 24 = @385.00=$9,240.00 = $4,620.00	
EQUIPMENT	**$200,134.00**
Basic Pneumatics Learning System, 1 @ $6,590.00 Intermediate Pneumatics Learning System, 2@$4,275=$8,550.00 AC/DC Electrical Learning System, 3 @ $9,645.00 = $28,935.00 Basic Fluid Power Learning System – Double Sided A-Fram Bench with Two Hydraulics Manifolds, 1 @31,350.00. Hands on Workstation Package, 1 @ $35,060.00 Computer Aided Design 1 Learning System, ½ of 1 @ $6,680.00 = $3,340.00 EDU-Mini MiLL Fanuc Control Upgrade, ½ of 1 @ $21,915.00 = $10,957.50 Inspection Station – Tabletop Mechatronics, ½ of 1 @ $6,395.00.00 = $3,197.50 Distribution Station - Tabletop Mechatronics, ½ of 1 @ $7,020.00.00 = $3,510.00 Inventory System – Tabletop Mechatronics, ½ of 1 @ $7,035.00 = $3,517.50 Measurement Tools 1 Learning System ½ of 1 @ $9,230.00 = $4,615.00 Portable Electric Relay Control Troubleshooting Learning System ½ of 1 @ $9,425.00 = $4,712.50 Basic Hydraulics Learning System ½ of 1 @ $11,880.00 = $5,940.00 Hands-On Workstation Package Course 4, ½ of 1 @ $20,790.00 = $10,395.00 Skills Boss Smart Factory, ½ of 1 @ $26,275.00 = $13,137.50 Robotics 1 Learning System ½ of 1 @ $29,200.00 = $14,600.00 Freight ½ of 1 @ $11,300.00 = $5,650.00 Installation and Orientation 85% @ $6,300.00 = $5,347.00 Tariffs, ½ of 1 @1459.00 = 729.50	
SUPPLIES	**$55,395.00**
Acrylic Blanks Pack of 20 (supplies) ½ of 1 @ $90.00 = $45.00 CAM Raw Material Package (supplies) ½ of 1 @ $315.00 = $157.50 CNC Mill Raw Metal Material Kit, 24 students (supplies) ½ of 1 @ $410.00 = $205.00 Hydraulic Oil 5 Gallon (supplies) ½ of 1 @ $785.00 = 392.50 CNC Mill Plastic, Raw Material (supplies) ½ of 1 @ $450.00 = $225.00 Drill Press Raw Material Kit, 24 Students (supplies) ½ of 1 @ $1950.00 = $975.00 EDU-Mill Automatic Tool Length Measuring System, ½ of 1 @ $800.00 = $400.00 Hand Tool Package - Pneumatic Systems, ½ of 1@ $1150.00 = $575.00 Mobile Technology Workstation, Type 2, White Surface, 8 Foot, ½ of 1@ $1,940.00 = $970.00 Hand Tool Package – Skill Boss Manufacturing, ½ of 1 @ $2,400.00 = $1,200.00 Hand Tool Package - Hydraulics Systems, ½ of 1 @ $2,475.00.00 = $1,237.50 Mobile Technology Workstation, Type 2, White Surface, 8 Foot, ½ of 2 (1 @ $1940.00 x 2= $3880.00 / 2) = $1,940.00 PLC Project Station, ½ of 3 (1@ $2,020.00 x 3 = $6,060.00 / 2) = $3,030.00 Mobile Technology Workstation, Type 3, Maple Surface Plus Vise, 6 Foot, ½ of 2 (1 @ $3,250.00 x 2 = $6,500.00 / 2) = $3,250.00 Hands-On Tool Package C2, ½ of 6 (1 @ $1,145.00 = $6,870.00 / 2) = $3,435.00 Tabletop Mechatronics Learning System ½ of 3 (1 @ $2,405.00 x 3 = $7,215.00 / 2) = $3,607.50 Mobile Technology Workstation, Type 2, White Surface, 8 Foot, ½ of 5 (1 @ $1,940.00 x 5 = $9,700.00 / 2) = $4,850.00 Mobile Technology Workstation, Type 1, White Surface, 6 Foot, ½ of 6 (1 @ 1,690.00x 6 = $10,140.00 / 2) = $5,070.00 Mechatronics Project Kit, ½ of 6 (1 @ $2,110.00 x 6 = $12,660.00 / 2) = $6,330.00 Automated Hydroponics Project Kit, ½ of 4 (1 @ $4,650.00 x 4 = $18,600 / 2) = $9,300.00 Hovercraft Project Kit, ½ of 4 (1 @ $4,100.00 x 4 = $16,400.00/ 2) = $8,200.00	
TOTAL:	**$264,879.00**

*Note: *These funds will not be used to provide direct services to individuals.*

c. Assurances

Grant funds will not be used to encourage or induce relocation or for customized or skill training or related activities after relocation. (WIOA § 181(d)(1) and (d)(2), 29 U.S.C. § 2931(d)(1) and (d)(2)).

The program will comply with Texas Government Code, Chapter 2264 (Restrictions on Use of Certain Public Subsidies).

d. Reporting

Match expenditures must be reported to ETCOG on a monthly basis, no later than the 5th business day of each month and should be submitted via email to workforce@etcog.org in any clearly identifiable format (i.e. spreadsheet, chart/graph, list, etc.). Backup documentation for all expenditures, including invoices/receipts and proof of payment (i.e., check stub, ACH confirmation, etc.), should also be included. ETCOG must report match expenditures to TWC through its online Cash Draw and Expenditure Reporting (CDER) system.

VII. ALLOCATION OF COSTS

In accordance with TWC and Workforce Innovation and Opportunity Act (WIOA) requirements, operating costs, including both infrastructure and additional costs, of Workforce Centers should be shared by any required partners that are co-located in any of the Workforce Centers. MEDCO is not co-located and therefore is not responsible for any Workforce Center cost allocation.

VII. GRIEVANCE PROCEDURE

In the instance of a dispute between the parties to this agreement, and discussion are unable to resolve the issue, either party can request a review by a Hearing Officer.

The Hearing Officer will follow the steps below for resolution.

1. Informal review/discussion between the parties; if resolution is not obtained, and one party requests a formal review.
2. Formal discussion/review of the disagreement between the Executive Director of Workforce and the organization’s decision-making authority; a written determination will be prepared as a result of the discussion/review.
3. If no agreement is reached, either party may request a formal review.
4. Formal review will be conducted by WSETB, and a written decision will be provided to both parties.

For required partners, should the parties fail to find a resolution through the steps above, request for a formal review by TWC would be the next course of action. TWC would then determine a need for Governor’s Office involvement if a mutually agreed solution cannot be reached.

IX. EQUAL OPPORTUNITY, NON-DISCRIMINATION AND DISABILITIES PROVISION

Both parties to this Agreement agree to abide by the Equal Opportunity and Non-Discrimination provisions of the following:

- WIOA Title I, Section 188 – Nondiscrimination

- Title VII of the Civil Rights Act of 1964
- The Pregnancy Discrimination Act
- Equal Pay Act of 1963
- Age Discrimination in Employment Act of 1967 (ADEA)
- Americans with Disabilities Act of 2008, as amended by the Americans with Disabilities Act of 1990 (ADA)
- Sections 102 and 103 of the Civil Rights Act of 1991
- Sections 501 and 505 of the Rehabilitation Act of 1973
- The Genetic Information Nondiscrimination Act of 2008 (GINA)
- Other Federal and State required accessibility and non-discrimination requirements

X. CONFIDENTIALITY OF RECORDS

Both parties shall secure the confidentiality of records and agree and acknowledge that all information provided to them by the other party is confidential by law and will only be used for the purposes set forth in this agreement. Both parties also ensure that adequate security measures are in place to avoid unwarranted breach of such confidentiality.

XI. AMENDMENT OR CANCELLATION

This Agreement may be amended at any time in writing and by mutual consent of either party. This Agreement may be canceled by either party upon sixty (60) days written notice except where the cancellation is for cause, i.e., a material and significant breach of any of the provisions of this Agreement, in which case it may be canceled immediately upon delivery of written notice to the other party.

XII. SIGNATURE

The parties agree to all terms and conditions contained in this Agreement and its Attachments by signing below.

MARSHALL ECONOMIC DEVELOPMENT CORPORATION

DocuSigned by:
F5466B8C1B4B42B...

7/25/2025

Rush Harris, Executive Director — *Date*

WORKFORCE SOLUTIONS EAST TEXAS BOARD

Claude Figueroa, Chairman — *Date*

EAST TEXAS COUNCIL OF GOVERNMENTS

David A. Cleveland, Executive Director — *Date*

DS
MS 7/22/2025

DS
DGS 7/22/2025

City of MARSHALL TEXAS	TO:	City Council
	DATE:	August 14, 2025
	ITEM #:	10.B
	SUBJECT:	Reconsideration of the Texas Water Development Board Loan for Lead Service Line Removal. (Public Works)

<u>Recommendation for Action</u>: Based on the lower-than-expected inventory and minimal financial need and opportunity cost of committing potential borrowing capacity that may be used elsewhere, Staff recommends the City Council consider declining the TWDB loan for Lead Service Line replacement.

<u>Executive Summary</u>: Summary:

The results of the 2024 Lead Service Line (LSL) Survey of our 9,386 water customers showed only 20 of those Service lines actually contained lead. A Texas Water Development Board (TWDB) Loan Application was originally pursued in view of the possibility that a significant number of lead service lines might exist which would require removal and replacement under an upcoming Environmental Protection Agency (EPA) mandate. In May, the City was notified by the TWDB that their Application was approved in the amount of $7,500,000.00, of which 50% would be forgiven.

Given the small number of Lead Service Lines actually found in our system, the cost and effort of administering and complying with the loan requirements, and the opportunity cost of committing our funding capacity toward this project outweighs the benefit of accepting the funds.
City staff recommends consideration of declining the previously approved loan from the TWDB intended for the replacement of Lead Service Lines.

Background:
In conjunction with our Consulting Engineers, the staff's review of our Lead Service Line Survey and the TWDB Loan Program led to the following consensus points:

- This program was rolled out by the TWDB last year to address the State's new requirement to inventory the system for Lead Service Lines by Fall 2024 with eventual replacement in the future. Prior to completing their LSL surveys, cities had no clear basis for how much funding to request, since no one at the time knew exactly how many Lead Service Lines they had in their System.
- At an estimated replacement cost of $10,000.00 each, the approximate cost of replacement of the 20 known LSLs would be approximately $200,000.00. We have been told that the LSL Removal funds can only be spent on lead service lines - so the remaining funds would likely have to be returned.
- There would be no reason to go through the expense of bond council, bond sale, TWDB environmental and engineering requirements and then not have an eligible project to spend the funds on.
- Galvanized Service Lines were included in the Survey, and over 500 were found in our system. Use of TWDB funding for removal of these types of service lines is expressly

contingent on proving they were ever downstream of a lead component. EPA and Texas Commission on Environmental Quality (TCEQ) guidelines are unclear as to what level of effort is required to prove that at one time there may have existed lead components upstream of these galvanized lines. None of the staff is aware of lead fittings or pipes that have been removed or that exist in our System that might potentially trigger removal of any of the Galvanized Service Lines.

Recommendation:

Based on the lower-than-expected inventory and minimal financial need and opportunity cost of committing potential borrowing capacity that may be used elsewhere, Staff recommends the City Council consider declining the TWDB loan for Lead Service Line replacement.

Focus Area(s): This item aligns with the following council-adopted focus area(s): Improve Infrastructure - technology, water, wastewater, streets, and drainage.

Budget Cost: $7,500,000.00 (currently)

Staff Contact: Deck Shaver, Interim Public Works Director

Attachments: None

	TO:	City Council
	DATE:	August 14, 2025
	ITEM #:	10.C
	SUBJECT:	Consider approval to authorize the Mayor to approve a Sole Source Procurement of Asphalt from Longview Asphalt, Inc. (Public Works)

Recommendation for Action: Approval of Longview Asphalt, Inc. as Sole Source Provider for Purchase of Asphalt

Executive Summary: Sole Source Justification
Vendor: Longview Asphalt, Inc.
Product/Service: Hot Mix Asphalt
Department: Public Works

JUSTIFICATION FOR SOLE SOURCE PROCUREMENT.
The Public Works Department is requesting to purchase Hot Mix Asphalt from Longview Asphalt, Inc. as a sole source procurement. This request is based on the critical time and temperature requirements associated with the delivery and application of hot mix asphalt and the proximity of the vendor to our work sites.

1. Nature of the Product and Service:
Hot mix asphalt is a temperature-sensitive material that must be maintained at a specific temperature range (typically between 275°F and 300°F) from the point of production to the point of placement. If the temperature drops below acceptable levels during transport or storage, the material becomes unusable, resulting in compromised pavement quality and significant waste of city resources.

2. Justification for Sole Source:

- **Proximity and Delivery Time:** Longview Asphalt, Inc. is the nearest available asphalt plant that can reliably supply hot mix asphalt to the City of Marshall within the critical delivery window required to maintain the proper application temperature.
- **Temperature Retention and Project Integrity:** The short travel time from Longview Asphalt's plant to the City of Marshall ensures that the hot mix remains within the required temperature range upon arrival. This minimizes material waste, reduces the risk of premature pavement failure, and ensures compliance with established quality control standards for road repairs and maintenance.
- **Operational Efficiency:** Using a supplier located farther away would require additional logistical coordination, longer wait times at the job site, increased fuel and labor costs, and reduced daily productivity. Longview Asphalt's location allows for more efficient use of city personnel and equipment, reducing project timelines and overall costs.

Conclusion: Given the critical time and temperature constraints for hot mix asphalt and the proximity of Longview Asphalt, Inc. to the City of Marshall, no other vendor can provide the required material within the necessary specifications and delivery timeframe. Therefore, Longview Asphalt, Inc. is the only known source capable of meeting the city's requirements without compromising project quality or efficiency.

Focus Area(s): This item aligns with the following council adopted focus area(s): Improve Infrastructure - technology, water, wastewater, streets and drainage.

Budget Cost: Estimated up to $115,000.00 for FY 2025

Staff Contact: Deck Shaver, Interim Public Works Director

Attachments: None

TO:	City Council
DATE:	August 14, 2025
ITEM #:	10.D
SUBJECT:	Consider approval to direct the City Manager to identify and allocate funds needed to cover anticipated costs of $2,060 each for members of the City Council to attend the Texas Municipal League Conference October 27th – 31st. (Council members Jordan-Anderson and Morris)

Recommendation for Action: Several Council members have shown an interest in attending the TML Annual Conference at the end of October in Ft. Worth. To do so, however, additional funds will need to be made available. It is projected that attendance will cost $2,060 each. It is recommended that the City Manager be directed to find additional funds to support Council members who wish to attend.

Executive Summary: The City Council has shown an interest in attending more training opportunities in FY25 than in previous years. The total approved FY25 budget for Council travel and training was $11,200. Training is very positive, not only for the information learned but for the interaction with other elected officials. In the case of TML, the Exhibit Hall participation is one of the best in the country and provides excellent resources for cities. To that end, several Council members have shown an interest in attending the TML Annual Conference in Ft. Worth. To do so, however, additional funds will need to be made available. The City Secretary is projecting that $2,060 will be needed for each person attending. This includes registration, per diem, lodging, parking and transportation.

The importance of attending TML, particularly in a Legislature year, cannot be sufficiently emphasized. Directing the City Manager to find sufficient funding for Council members to attend will provide this opportunity. Once decisions are made by the Council, the staff will know how much is needed. The current balance in the City Council budget line item is $1,719. In the proposed FY26 Council Budget, the line item for travel and training includes $5,000 each.

Focus Area(s): This item aligns with all the identified focus areas as the multitude of sessions / exhibits / networking supports each of those areas.

Budget Cost: To be determined by the number of Council members that would like to attend. The current balance of this line item is $1,719 remaining from the original $11,200 approved as part of the FY25 budget process in September 2024.

Staff Contact: City Manager and City Secretary

Attachments: None

TO:	City Council
DATE:	August 14, 2025
ITEM #:	11.A
SUBJECT:	Discussion concerning noise violations, block parties, and code compliance. (Councilmembers Jordan-Anderson and Morris)

Recommendation for Action: Engage in discussion with Council and Staff.

Executive Summary: This item has been placed on the agenda at the request of Councilmembers Jordan-Anderson and Morris to allow for discussion between councilmembers and staff.

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

Budget Cost: N/A

Staff Contact: Cliff Carruth, Police Chief

Attachments: None

TO:	City Council
DATE:	August 14, 2025
ITEM #:	12.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 Manager.

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 Attorney.

Focus Area(s): Investing in our Workforce

Budget Cost: N/A

Staff Contact: Christol Hall, HR Director

Attachments: None