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 Items to be Withdrawn From Consent Agenda

There were no items withdrawn from the Consent Agenda.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. Melissa 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:

N. Smith
____
City Secretary