

**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
October 23, 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 06:02 PM.

PRESENT:

Mayor and Council Members:

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

ABSENT: Councilmember Amanda Abraham **Motion to Excuse: Councilmember Godfrey Seconded: Councilmember Jordan-Anderson Vote: 6:0**

ADMINISTRATIVE STAFF PRESENT:

Melissa Vossmer, City Manager
Scott Rectenwald, City Attorney
Christol Hall, HR/Civil Service Director
Doug Box, Interim Public Works Director
Cheryl Carpenter, Community Engagement
Randy Pritchard, Support Services Director
Reggie Cooper, Planning & Development Director
Alex Agnor, Asst. City Manager/Econ. Dev. & Strat. Init. Director
Cliff Carruth, Police Chief
Nikki Smith, City Secretary
David Rainwater, Fire Chief

2. Invocation and Pledges

Mayor Ware

3. Presentations & Proclamations

- A. Recognition of the October Yard of the Month winners.
Alex Agnor, Assistant City Manager/Economic Development & Strategic Initiatives Director, recognized the October 2025 Yard of the Month recipients; residential property

on Jeff Davis owned by Victor & Tonya Houston and the commercial property, Marshall Mercantile.

4. Recess to conduct the City of Marshall Employee Benefits Trust meeting

Councilmember Godfrey made a motion to recess into the City of Marshall Employee Benefits Trust meeting. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 6:0.

5. Reconvene the City Council Meeting

This Council reconvened the Regular Council meeting at 6:26 PM.

6. 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.

7. Items to be Withdrawn From Consent Agenda

There were no items withdrawn from the Consent Agenda.

8. 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 Godfrey 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 September 11, 2025, Special-Called Work Session meeting. (City Secretary)

9. Consideration of Items Withdrawn From the Consent Agenda

There were no items withdrawn from the Consent Agenda.

10. Public Hearing & Ordinance

11. Ordinance

A. Discuss and act upon an Ordinance **#O-25-34** Authorizing the Issuance of City of Marshall, Texas Waterworks and Sewer System Revenue Bonds, Taxable Series 2025, in the Principal Amount of \$1,465,000 to Fund Water and Sewer System Improvements

and Awarding the Sale of Such Bonds to the Texas Water Development Board; and Resolving Other Matters Relating to the Subject. (City Manager)

Melissa Vossmer, City Manager, stated this item was the first of three regarding the Texas Water Development Board Lead Service Line Replacement Program. The program is \$7.5 million with a loan that will be 51% forgiven and 49% repaid. Staff inventoried the lines in the city, and we have 23 lead lines and 800+ galvanized lines. This program will begin to address and replace those lines. Melissa Vossmer requested approval to apply for a Water and Sewer Revenue Bond in the principal amount of \$1.465 million.

John and Michael Hilltop, Hilltop Securities, stated that \$1.5 million will be given in forgiveness of the loan.

Councilmember Godfrey made a motion to approve O-25-34, an ordinance authorizing the Issuance of City of Marshall, Texas Waterworks and Sewer System Revenue Bonds, Taxable Series 2025, in the Principal Amount of \$1,465,000 to Fund Water and Sewer System Improvements and Awarding the Sale of Such Bonds to the Texas Water Development Board. Councilmember Campbell seconded the motion, which passed by a vote of 6:0.

- B. **O-25-35** An ordinance amending Ordinance NO. O-24-19 to amend the 2025 Annual Budget of the City of Marshall, Texas, to increase the Fire Department's Repairs and Maintenance account by \$30,000, funded through the use of Fund Balance. (Finance/Fire)

David Rainwater, Fire Chief, presented an ordinance to amend the FY25 budget to increase the Repairs and Maintenance line item by \$30,000, stating it has been a difficult year with many unforeseen, costly repairs. This amendment will cover the costs and allow for funds to get that department through the end of the year and will be funded by Fund Balance.

Councilmember Jordan-Anderson made a motion to approve O-25-35, an ordinance amending Ordinance NO. O-24-19 to amend the 2025 Annual Budget of the City of Marshall, Texas, to increase the Fire Department's Repairs and Maintenance account by \$30,000, funded through the use of Fund Balance. Councilmember Fenton seconded the motion, which passed by a vote of 6:0.

- C. **Consider Approval of Ordinance #O-25-36, an Ordinance of the City of Marshall, Texas, Finding, After Reasonable Notice and Hearing, that Southwestern Electric Power Company's Existing Electric Rates and Charges within the City of Marshall Should Remain in Effect, Providing for Notice of this Ordinance to the Public Utility Commission of Texas, and Finding and Determining that the Meeting at which This Ordinance is Passed is Open to the Public as Required by Law**

Scott Rectenwald, City Attorney, stated this item stems from SWEPCO's petition to raise its rates, and sent a couple of ordinances we could adopt. We are a member of Cities Advocating Reasonable Deregulation (CARD), and are represented by the Herrera Law Firm, who hoped to have an ordinance ready, but it was not complete in time for this meeting. Scott Rectenwald stated the Herrera Law Firm is requesting the city to table the item as we are seeking an agreement from SWEPCO to extend the deadline. It was advised that the ordinances from SWEPCO are inadequate. The recommendation from staff is to table the item.

Councilmember Jordan-Anderson made a motion to table O-25-36, an Ordinance of the City of Marshall, Texas, Finding, After Reasonable Notice and Hearing, that Southwestern Electric Power Company's Existing Electric Rates and Charges within the City of Marshall Should Remain in Effect, Providing for Notice of this Ordinance to the Public Utility Commission of Texas, and Finding and Determining that the Meeting at which This Ordinance is Passed is Open to the Public as Required by Law. Councilmember Godfrey seconded the motion, which passed by a vote of 6:0.

12. Resolution

- A. Discuss and Approve a Resolution **#R-25-17** Approving the Execution and Delivery of a Principal Forgiveness Agreement in the Aggregate Amount of \$1,524,796 with the Texas Water Development Board for Water System Improvements; and Resolving Other Matters Relating to the Subject. (City Manager)

Melissa Vossmer stated this item was the second of three regarding the Texas Water Development Board Lead Service Line Replacement Program. This resolution is for 51% of the funding, 1.524796 million, of the loan to be forgiven.

Councilmember Godfrey made a motion to approve R-25-17, a resolution Approving the Execution and Delivery of a Principal Forgiveness Agreement in the Aggregate Amount of \$1,524,796 with the Texas Water Development Board for Water System Improvements; and Resolving Other Matters Relating to the Subject. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 6:0.

- B. Consider a Resolution **#R-25-18** Accepting an Award of \$10,000 in Grant Funding from OOG. (Police)

Cliff Carruth, Police Chief, requested approval of a resolution that provides for acceptance of \$10,000 from the Governor's grant for an automatic key management system. This system will help overcome challenges by keeping track of keys, reducing unauthorized access to keys, decreasing administrative workload and increasing response times for emergency services. This proposed solution has many benefits, such as an accurate record of keys being checked out or assigned, being kept in a safe and secure location, decreasing the misplacement of keys, which allows for savings by reducing rekeying or replacement keys. Cliff Carruth provided information regarding supportive industry data and industry standards.

Councilmember Jordan-Anderson made a motion to approve R-25-18, a resolution accepting an Award of \$10,000 in Grant Funding from OOG. Councilmember Fenton seconded the motion, which passed by a vote of 6:0.

- C. Discuss and act upon a Resolution **#R-25-19** Authorizing and Directing the Establishment of a Construction Account with Depository Bank Pursuant to Bond Ordinance; Appointing Authorized Signatories with Respect to Such Accounts; And Resolving Other Matters Relating To The Subject. (City Manager)

Melissa Vossmer stated this item was the third of three regarding the Texas Water Development Board Lead Service Line Replacement Program. This item authorizes the establishment of construction accounts for the principal forgiveness agreement and the other is for the remainder of the money. The accounts will be set up to allow for receipt

of the funds and to be able to track and provide reports.

Councilmember Jordan-Anderson asked who would be set up as the signatories. Melissa Vossmer stated the signatories would be the Mayor and Mayor Pro-Tem per the Texas Water Development Board.

Councilmember Godfrey made a motion to approve R-25-19, a resolution Authorizing and Directing the Establishment of a Construction Account with Depository Bank Pursuant to Bond Ordinance; Appointing Authorized Signatories with Respect to Such Accounts; And Resolving Other Matters Relating To The Subject. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 6:0.

13. Action Items for City Council Consideration

- A. Consider approval of moving the first City Council meeting date of November and the cancellation of the second City Council meetings for the months of November and December 2025. (City Secretary)

Nikki Smith, City Secretary, asked council to consider moving the first City Council meeting in November from the 13th to the 20th as several members of Council and Staff will be attending the TML Annual Conference and to allow staff more time to better prepare the packet. Nikki Smith also asked the council to consider canceling the second City Council meetings for November and December 2025 due to the second regular meeting dates in both November and December falling in proximity to holidays.

Mayor Ware asked if the first council meeting date in December would remain on the 11th, which was stated it would.

Councilmember Fenton made a motion to approve canceling the last meeting of both November and December and moving the first meeting of November to November 20th at 6:00 PM and remaining the first meeting on December 11th for the month of December. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 6:0.

- B. Consider approval of the authorization to Apply for FEMA Assistance to Firefighters Grant (AFG) for Aerial Apparatus Replacement. (Fire)

David Rainwater stated an alternate source of funding was found, the FEMA Assistance to Firefighters Grant, which opens in November. David Rainwater requested approval to apply for the grant to use towards the purchase of a new ladder truck, which is in the FY2028 plan for replacement. There is an offset for the grant: A 10% match — the truck costs \$2 million, so the city would pay \$200,000. Lexapole Grant Writing will be used. We should hear in June 2026 if we receive the grant, allowing us to order the truck in 2026 and receive it in 2028.

Mayor Ware asked if the 10% was due at the time of order, which was stated no, it is due at the time of completion. It was noted that we could prepay or post-pay, with post payments being recommended.

Councilmember Jordan-Anderson asked what percentage of the payment goes back to the grant writers. There is no percentage, it is a flat fee of \$5,400 if we get the grant or

not.

Councilmember Godfrey asked if items 13B and 11B were related. It was stated they were not. We need to replace the aging equipment.

Councilmember Godfrey made a motion to approve the authorization to Apply for FEMA Assistance to Firefighters Grant (AFG) for Aerial Apparatus Replacement. Councilmember Campbell seconded the motion, which passed by a vote of 6:0.

- C. Consider Authorizing a Facility Use Agreement with the American National Red Cross, Allowing the Organization to Utilize the Marshall Convention Center as a Local Disaster Shelter During Emergencies. (Fire)

David Rainwater introduced Sarah Jeter, Disaster Representative for the Red Cross. David Rainwater stated the convention center has been identified as a shelter, if needed. The Red Cross needs a location in Harrison County, and this would be a local shelter, not a FEMA shelter. It would be used for the local needs of our county and neighboring counties. The Red Cross brings the resources allowing the City to only need to use minimal staff, such as security and occasionally an EMT, but the Red Cross needs an agreement in place. David Rainwater stated the agreement is open-ended. The convention center will hold up to 125 people and the agreement covers damages to the facility and utilities that are above and beyond normal use. David Rainwater emphasized the city maintains control of the building. David Rainwater asked council for approval to enter into the agreement with the Red Cross to set the convention center up as a local disaster shelter.

Councilmember Jordan-Anderson asked if the shelter would be for local citizens only or include the surrounding areas. Sara Jeter explained the Red Cross region of our area, stating the Longview office covers eight (8) counties, so if Carthage or Jefferson needed help, Red Cross could ask to use the Marshall location.

Councilmember Godfrey asked what happens if help is needed beyond the eight (8) counties, which David Rainwater stated would depend on the size of the incident and the Red Cross is trying to develop shelters in various areas within the region. Who ever is closest is asked to help, and we can make the decision to help or not.

Councilmember Jordan-Anderson stated the wording should be changed from local. It was suggested that we use the term disaster response area.

Councilmember Godfrey asked which region Marshall is, and we are the East Texas Chapter.

Councilmember Jordan-Anderson stated she used to be a member of the Red Cross and asked if there were plans to open a headquarters in Marshall. Sarah Jeter said she could not speak about any longer-term plans but did say there is an office in Marshall.

Councilmember Campbell stated if there was an influx of people, if 125 people from another city showed up, there would need to be a plan in place for the city. David Rainwater stated this is already included as part of the Emergency Operations Plan.

Councilmember Godfrey made a motion to authorize a Facility Use Agreement

with the American National Red Cross, Allowing the Organization to Utilize the Marshall Convention Center as an East Texas Regional Red Cross Disaster Shelter During Emergencies. Councilmember Campbell seconded the motion, which passed by a vote of 6:0.

- D. Presentation and Approval of the Library 2026 – 2030 Strategic Plan. (Library)
Melissa Vossmer stated this is an opportunity for the council to consider the proposed strategic plan, which is the result of several meetings that took place over the summer months.

Terri Nalls, Library Director, mentioned there were library board members present and spoke regarding the strategic plan for 2026-2030. A strategic plan has been in place for over 30 years at the library. The committee surveyed the community and provided the results of the survey, including items such as more materials, programs, and operational hours. Terri Nalls mentioned the goals and objectives of the library and highlighted key areas, stating some changes are already in progress.

Melissa Vossmer stated an IT assessment is being done, and library needs are being looked at and reviewing how services can be expanded.

Terri Nalls stated the next steps of the plan are implementation, publication and annual review.

Councilmember Campbell asked about the survey of community needs and questioned the adult graphic novel item listed. This was explained to be similar to comic books for adults. Councilmember Campbell explained he wanted to be sure this was an item that would be OK to have in the library. It was stated the items are more pictorial than literate.

Mayor Ware mentioned the "maker" space, and tools that could be checked out, as well as help for guidance on how to use the tools.

Councilmember Morris asked that, as the council is being briefed on the events at the library to emphasize including the county as they should be included as well.

Mayor Ware asked about the usage of the library for city and county residents, which was stated to be about a half-and-half split that is a little heavier on the city side.

Councilmember Godfrey asked if the document could be changed to show the facility only has one ramp. The information about a ramp at both entrances was a quote from a patron from the survey, not part of the goals and objectives.

Councilmember Campbell asked if there was a plan to put a ramp at both entrances, which it was stated that is not currently in the plan. Councilmember Campbell asked if there was a handicap spot without a ramp, which it was stated there was not.

Melissa Vossmer stated the facility will be looked at for possible improvements.

Councilmember Godfrey made a motion to approve the Library 2026 – 2030

Strategic Plan. Councilmember Morris seconded the motion, which passed by a vote of 6:0.

- E. Consider the Establishment of City Charter Committee and Appointment of Members. (City Manager)

Nikki Smith stated this item is on the agenda to clarify and officially appoint the members of the City Charter Committee and to schedule the first meeting.

Scott Rectenwald stated he spoke to the Charter counsel to find out if the charter could be amended without a citizen committee, and it was determined that the council could submit and act as their own committee.

It was discussed and the council members who would like to be on the committee are: Reba Godfrey, Risa Jordan-Anderson, Amanda Abrahma, Dathaniel Campbell, and Amy Ware. The first date for the committee to meet would be decided at a later time.

Mayor Ware made a motion to approve the appointment of members: Councilmember Jordan-Anderson, Councilmember Godfrey, Councilmember Abraham, Councilmember Campbell, and Councilmember Ware for the City Charter Committee. Councilmember Godfrey seconded the motion, which passed by a vote of 6:0.

Scott Rectenwald stated that for housekeeping purposes the law firm requested we adopt a resolution to employ them. It was also mentioned that the deadline for ordering an election is February 13, 2026.

- F. Consider Authorizing the Mayor to Execute Retroactive Approval of a Contract with Texas First for an Interim Public Works Director. (City Manager)

Melissa Vossmer asked council to retroactively approve the contract with Texas First for an Interim Public Work Director, and stated that when the previous director gave notice, there were two weeks to bring someone on board to provide for an overlap. Texas First provided an interim contract, but the contract had to be approved before Doug Box, Interim Public Works, could start.

Doug Box provided his background information and stated Marshall would be the 10th city he has served as interim in.

Councilmember Morris stated he read Doug Box's bio, stated that Marshall has challenges and welcomed Doug Box on board.

Councilmember Godfrey made a motion to approve authorizing the Mayor to Execute Retroactive Approval of a Contract with Texas First for an Interim Public Works Director filled by Mr. Doug Box. Councilmember Campbell seconded the motion, which passed by a vote of 6:0.

- G. Consider Approval of the Appointment of an Engineering Firm for the Texas Water Development Board Lead Service Line Replacement (TWDB) Project. (Public Works)
- Doug Box, Interim Public Work Director, stated the bids for the Texas Water Development Board Lead Service Line Replacement Project closed on October 14, 2025; One response was received, from Schaumburg & Polk, Inc.(SPI), which is familiar with Marshall. Doug Box requested approval of SPI as the Engineering Firm for the lead service line project.

Councilmember Jordan-Anderson asked if the name of the company would be inserted into the document. It was stated it would be and also would be part of the motion.

Mayor Ware made a motion to approve the Appointment of an Engineering Firm, Schaumburg & Polk, Inc., for the Texas Water Development Board Lead Service Line Replacement Project for the City of Marshall. Councilmember Godfrey seconded the motion, which passed by a vote of 6:0.

14. Discussion and Reports for City Council Consideration and Direction

15. Executive Session

16. Action Item Following Executive Session

17. Adjournment

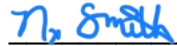
Councilmember Godfrey made a motion to adjourn. Councilmember Campbell seconded the motion, which passed by a vote of 6:0.

APPROVED:



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

ATTEST:



City Secretary