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
SPECIAL-CALLED CITY COUNCIL MEETING
November 20, 2025
6:00 PM

1. Call to Order and Roll Call

Mayor Amy Ware called the Special-Called 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 Dathaniel Campbell
Councilmember Risa Jordan-Anderson

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
Doug Box, Interim Public Works Director
Randy Pritchard, Support Services Director
Cheryel Carpenter, Community Engagement
Reggie Cooper, Planning & Development Director
Alex Agnor, Asst. City Manager/Econ. Dev. & Strat. Init. Director
Tom Forrest, Interim Planning and Development Services Director

2. Invocation and Pledges

Mayor Ware

3. Presentations & Proclamations

A. Proclamation declaring November 2025 as “Hospice Month” in Marshall, Texas. (Mayor Ware)

Mayor Ware read a proclamation declaring the month of November 2025 as "Hospice Month" in the City of Marshall.

Renee Nolen, Heartsway Hospice and Bobbie Hilton, Marshall Office, thanked the council for the proclamation and reminded everyone how important it is to tell your family about your end of life care wants.

B. Recognition of the Marshall Police Department's Citizen's Police Academy Graduates. (Police)

Cliff Carruth, Police Chief, explained what the Citizens Police Academy is, and the insight gained by attendees. Cliff Carruth recognized the graduates of the recently held Citizens Police Academy.

C. Presentation of the Employee of the Month - November. (Employee Engagement Committee)

Jose Burciaga, Employee Engagement Committee, presented the Employee of the Month for November 2025, Lt. Michael Spencer, Police Department. The sponsor of the month is Pic-N-Pay Texas Style Cookin. Lt. Michael Spencer thanked everyone for the recognition and his team for their hard work.

Councilmember Fenton joined the meeting remotely at 6:12 PM.

Melissa Vossmer, City Manager, introduced Tom Forrest, Interim Planning Director.

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.

Vernia Calhoun, 508 University, asked for approval of the No Parking amendment, stating she is a witness to this much-needed ordinance for safety and litter concerns for the city, and thanked the staff for their work. Regarding Item 8A, as President of the New Town Neighborhood Association, asking for approval from R-2 to R-6 as the city is in need of housing, and thanked the owner for the willingness to bring housing for the residents of Marshall.

Ken Moon, 807 Wood, spoke regarding Item 8A stating it is time to move on. The developer has met criteria and Marshall needs housing. Ken Moon also offered congratulations on the asphalt overlay project that was completed on Sanford.

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 Campbell seconded the motion, which passed by a vote of 7:0.

A. Consider approval of the minutes from the September 11, 2025, Regular Council meeting. (City Secretary)

B. Consider approval of the minutes from the September 25, 2025, Special-Called Work Session meeting. (City Secretary)

C. Consider approval of the minutes from the September 25, 2025, Regular Council meeting. (City Secretary)

D. Report regarding recommendations for appointments and reappointments to the various City boards, commissions, and committees. (City Secretary)

E. Consider approval of an Interlocal Agreement with Harrison County for Ambulance/Rescue Services. (Fire)

F. Consider approval of an Interlocal Agreement with Harrison County for Public Library Services. (Library)

G. Consider approval of an Interlocal Agreement with Harrison County for Animal Shelter Services. (Police)

H. Consider approval of a resolution naming Bojorquez Law Firm, PC to provide Special Counsel services; authorizing the execution of an addendum to the terms of engagement; providing an effective date; providing for proper meeting and notice. (City Attorney)

7. Consideration of Items Withdrawn From the Consent Agenda

There were no items withdrawn from the Consent Agenda.

8. Public Hearing & Ordinance

A. **O-25-XX** Conduct a public hearing and consider approval of an ordinance regarding a rezoning request for 1801 University Ave from R-2 (Single Family Detached) to R-6 (Duplex Triplex Quadraplex) **(P&Z Item ZBA-25-04)**. (Development Services)

Mark Priestner, Halff, provided background information regarding this item, stating the Planning & Zoning Commission met on July 14, 2025, and several neighbors spoke in opposition to the rezone. P&Z recommended approval by a vote of 4:1. The City Council met on August 28, 2025, and several neighbors spoke during the public hearing, a petition was received, and the item was tabled to allow time to calculate the petition. The City Council met on September 11, 2025, and several neighbors spoke during the public hearing. The results of the petition showed 18.5% of property owners were in opposition to the rezone, but this did not meet the threshold to require a super majority vote by council. The item was tabled again as the council asked for the applicant to consider a rezone to Planned Development instead of R-6. Mark Priestner stated the applicant provided information regarding seven (7) parking spaces, and stated the density is consistent with R-2.

Mark Priestner stated council has three (3) options; approve R-2 to R-6, approve R-2 to PD, or deny the rezone.

Mayor Ware opened the Public Hearing.

Sonnie Garbutt, 1800 University, told the story of her buying and renovating her home and the neighboring home, of neighbors remodeling and renovating their homes, and possible scenarios of what could happen if rezoned.

Tavida Harris, 1122 CR 146, property owner of 1801 University, explained why she is requesting the zoning change, addressed the questions of the community, explained her vision for the location and stated she wants to add value to Marshall.

Mayor Ware closed the Public Hearing.

Mark Priestner reminded the Council that the city can't regulate rental versus ownership of properties and provided council with their options again to approve R-2 to R-6, approve R-2 to PD, or deny the rezone.

Councilmember Jordan-Anderson asked Tavida Harris if there was a preference between R-2 to R-6 or PD, which stated that PD is the preference.

Councilmember Abraham stated she appreciated the work and documentation provided, that it seems to be keeping the character of the neighborhood and requested that additional parking in the back be included if there is room.

Councilmember Jordan-Anderson thanked the requestor for responding and providing additional information.

Councilmember Jordan-Anderson made a motion to approve an ordinance regarding a rezoning request for 1801 University Ave from R-2 (Single Family Detached) to PD (Planned Development). Councilmember Morris seconded the motion, which passed with the following vote:

Ayes: 6, Mayor Ware, Councilmembers Jordan-Anderson, Morris, Abraham, Campbell, and Fenton
Noes: 1, Councilmember Godfrey

9. Ordinance

A. Consider approval of an ordinance amending Chapter 27, Section 15.2 No Parking to address access for emergency vehicles due to large parties/disturbances. (Police)

Cliff Carruth provided clarity from the August 14th meeting, and stated this item is to limit parking in problem areas. Cliff Carruth provided a background of how this issue came to the attention of the council and staff and the need to amend the ordinance by adding no parking zones in designated areas on University, Olive, Evans, Bert and Valliloma.

Councilmember Godfrey would like to add Wesson Street, asked how long it takes to update the ordinance, and would also like to add Wilson Street, Grafton, and S. Garrett from Cherrywood to Bergstrom.

Scott Rectenwald, City Attorney, stated an agenda item could be added to the next meeting.

Melissa Vossmer stated there is a process that has to take place to add the streets. Cliff Carruth stated that changes are made for the best interest of the public and explained the process.

Councilmember Campbell asked if it was possible to have language in the ordinance that if a road is 10 feet or fewer there can not be parking. Cliff Carruth stated notice has to be given and signage has to be installed.

Councilmember Abraham stated the older neighborhoods do not have driveways, so they have to park on the street.

Scott Rectenwald stated the notice requirements would need to be reviewed.

Councilmember Godfrey made a motion to table the item. The motion died due to lack of a second.

Councilmember Jordan-Anderson stated her concern came up from the safety of the community from gatherings and the process shouldn't be delayed.

Councilmember Jordan-Anderson made a motion to approve an ordinance amending Chapter 27, Section 15.2 No Parking to address access for emergency vehicles due to large parties/disturbances. Councilmember Morris seconded the motion, which passed by the following vote:

Ayes: 6, Mayor Ware, Councilmember Jordan-Anderson, Morris, Campbell, Abraham, and Fenton
Noes: 1, Councilmember Godfrey

Mayor Ware asked the councilmembers to send the other streets to the City Manager.

10. Resolution

A. Consider approval of a resolution denying the application to increase rates filed by Southwestern Electric Power Company on about October 14, 2025; requiring the reimbursement of municipal rate case expenses; authorizing participation in the coalition of similarly situated cities; authorizing intervention and participation in related rate proceedings; authorizing the retention of special counsel; finding that the meeting complies with the open meetings act; making other findings and provisions related to the subject; and declaring an effective date. (City Attorney)

Scott Rectenwald stated that Southwestern Electric Power Company (SWEPCO) filed a petition and the information contained in the packet describes some of the effects of the proposed rate change, the most important being for residential customers' bills, which would increase the base rate a little over 15%. The resolution allows the city to participate in the rate case. The city is a member of Cities Advocating Reasonable Deregulation (CARD) and the law firm of Alfred Herrera recommends adopting the resolution.

Councilmember Godfrey made a motion to approve a resolution denying the application to increase rates filed by Southwestern Electric Power Company on about October 14, 2025; requiring the reimbursement of municipal rate case expenses; authorizing participation in the coalition of similarly situated cities; authorizing intervention and participation in related rate proceedings; authorizing the retention of special counsel; finding that the meeting complies with the open meetings act; making other findings and provisions related to the subject; and declaring an effective date. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 7:0.

B. Consider approval of a Resolution to cast votes for the Harrison Central Appraisal District Board of Directors. (City Manager)

Melissa Vossmer stated this item is an opportunity to cast votes for the Harrison Central Appraisal District. The City has 356 votes and previously nominated Ted Huffhines and Jacob Fulbright. Melissa Vossmer stated the city has been mirroring Marshall ISD activity, and they recommended we include Ted Huffhines and Jacob Fulbright, which was done. Voting with the ISD will probably result in Ted Huffhines being approved, and the question is what to do with the votes for Jacob Fulbright.

Mayor Ware stated the board provided information that if the votes were split there would be enough for both nominees to be approved.

Councilmember Abraham clarified the options of casting all votes for one or splitting the votes between two people, which was stated yes, a few votes could go to Ted Huffhines and the bulk of the votes for Jacob Fulbright would be the way to go.

Councilmember Fenton made a motion to cast all 356 votes for Jacob Fulbright for the Harrison Central Appraisal District Board of Directors. Councilmember Abraham seconded the motion, which passed by the following vote:

Ayes: 6, Mayor Ware, Councilmember Fenton, Abraham, Jordan-Anderson, Campbell, and Morris
Noes: 0
Abstain: 1, Councilmember Godfrey

C. Approve Resolution TWDB-201A, a Resolution for Application Filing and Identification of Authorized Representative; Approve Execution by the Mayor of the TWDB0171 Flood Management Evaluation Affidavit and TWDB0201 Application Affidavit; and

2. Approve Resolution TWDB0201B, a Resolution Requesting Financial

Participation from the TWDB, authorizing the filing of an application for financial participation, and making certain findings in connection therewith. (Record vote) (City Manager)

Melissa Vossmer stated this item has two (2) resolutions, one requiring a general vote, the second requiring a record vote. The resolutions are for a $2.4 million project, which would cost the city $254,000 for a 90/10 grant project. The original cost to the city for a Phase 1 project that has already been started is $387,000. This contract with Freese & Nichols was approved by council in February. This opportunity provides for a complete Master Plan at a lesser cost than what was budgeted and includes the entire city. The application is due December 5, 2025. We are currently ranked as 23 out of over 200.

Councilmember Godfrey made a motion to approve Resolution TWDB-201A, a Resolution for Application Filing and Identification of Authorized Representative; Approve Execution by the Mayor of the TWDB0171 Flood Management Evaluation Affidavit and TWDB0201 Application Affidavit. Councilmember Morris seconded the motion, which passed by a vote of 7:0.

Councilmember Abraham made a motion to approve Resolution TWDB0201B, a Resolution Requesting Financial Participation from the TWDB, authorizing the filing of an application for financial participation, and making certain findings in connection therewith. Councilmember Campbell seconded the motion, which passed by a vote of 7:0.

11. Action Items for City Council Consideration

A. Consider the approval of the FY 2025 and FY 2026 Hotel Occupancy Tax (HOT) Fund Grant Application recommendations from the Visit Marshall Board. (Tourism & Main Street)

This item was withdrawn from the agenda.

B. Consider approval of the Southside WWTP - Excess Flow Pump Installation Project Acceptance and Release of Contractor's Retainage $18,712.50. (Public Works)

Doug Box, Interim Public Works Director, asked council to approve the acceptance of the project and the release of the retainage of $18,712.50 to the contractor. Doug Box explained what the pump does and that RBIS was awarded the contract in October 2024.

Councilmember Godfrey made a motion to approve the Southside WWTP - Excess Flow Pump Installation Project Acceptance and Release of Contractor's Retainage $18,712.50. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 7:0.

C. Consider approval of an emergency procurement to replace the Water Treatment Plant's High Service Pump Station Generator Double Wall Fuel Tank $50,916.96. (Public Works)

Doug Box asked for approval of an emergency procurement in the amount of $50,916.96 utilizing the Texas Local Government Code Section 252.022 General Exemptions. Doug Box stated during the annual inspection it was discovered that the inner wall had failed. The technician said leaving the system in this condition is a risk as the outer wall could crack or fail, which could result in leaking and a contaminated area.

There is a nine (9) week lead time on tanks with an emergency request.

Councilmember Campbell asked if we could use a temporary holding tank, which we can, but the contractor is comfortable with the current temporary solutions in place. Councilmember Campbell asked for information regarding other solutions, which Doug Box said he could provide.

Councilmember Godfrey made a motion to approve an emergency procurement to replace the Water Treatment Plant's High Service Pump Station Generator Double Wall Fuel Tank at $50,916.96. Councilmember Campbell seconded the motion, which passed by a vote of 7:0.

D. Authorize the purchase of a Fouts Bros. FB-94 Engine on a Crew Cab Spartan FC-94 Chassis, including all necessary upfit and loose equipment, for a total cost not to exceed $825,000.00. (Fire)

David Rainwater, Fire Chief, stated in August that capital projects were being discussed and one of these projects was a new pumper. A vendor has a pumper immediately available for purchase, staff went and checked out the truck, and it fits our needs and has a larger tank. David Rainwater provided the cost breakdown, with the base costing $731,372, the upfit costing $40,000 and loose equipment costing $53,628 with a total not to exceed $825,000. David Rainwater stated that there is a 90-day turnaround, stating that if council approves the item the truck should be received and in service in late January or early Februrary 2026.

Melissa Vossmer stated the funding would be for FY26 and the funds are available.

Councilmember Godfrey verified it includes the upfit and loose equipment, which it does.

Councilmember Godfrey made a motion to approve authorizing the purchase of a Fouts Bros. FB-94 Engine on a Crew Cab Spartan FC-94 Chassis, including all necessary upfit and loose equipment, for a total cost not to exceed $825,000.00. Councilmember Campbell seconded the motion, which passed by a vote of 7:0.

Councilmember Abraham asked about the Fouts Bros. who we are buying the truck from and asked that the warranty is through Fouts Bros., which it was stated it is. Councilmember Abraham asked to ensure that it is in writing that any alterations are approved under warranty. David Rainwater clarified that the equipment is bought through coops, and the upfit from Metro.

12. Discussion and Reports for City Council Consideration and Direction

A. Discussion and Direction to the City Manager on Scheduling a FY27 Budget Strategic Planning Session. (City Manager)

Melissa Vossmer asked to verify that the focus areas are still true or if there was change needed. FY26 took four sessions, two with council and two with staff, and if we are using the same consultant, then we need to get on their calendar. Staff needs direction if a strategic session is needed and if we still want to use Ron Cox.

Councilmember Jordan-Anderson said yes to both.

Councilmember Abraham stated that since Ron Cox is familiar with the city that we should still use him.

Mayor Ware asked when would be the best time for the first meeting, which was stated it should be in late February or early March before spring break.

Melissa Vossmer stated the department's draft budgets are prepared at the end of May or beginning of June to have the draft agenda in the mid-August timeframe.

Direction was given for the last week of February to book a session with Ron Cox.

13. Executive Session

Councilmember Godfrey made a motion to convene into Executive Session. Councilmember Abraham seconded the motion, which passed by a vote of 7:0. The time was 7:25 PM.

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

B. An Executive Session pursuant to the Open Meetings Act, Chapter 551 of the Texas Government Code under Section 551.074 Personnel Matters: Review applications and interview candidates for the position of Municipal Judge and Associate Judge.

C. An executive session pursuant to Section 551.087 of the Texas Government Code (Deliberation Regarding Economic Development Negotiations) (1) to discuss or deliberate regarding commercial or financial information that the City Council has received from a business prospect that the City Council seeks to have locate, stay, or expand in or near the territory of the City and with which the City Council is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described above; concerning Project 2400, Project Lyfi, and Project Paramount.
Councilmember Abraham made a motion to reconvene from Executive Session. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 7:0. The time was 9:45 PM.

14. Action Item Following Executive Session

A. Consider action regarding discussion from the executive session.
Mayor Ware made a motion to accept the letter of retirement from City Manager, Melissa Vossmer, effective May 29, 2026. Councilmember Godfrey seconded the motion, which passed by the following vote:

Ayes: 6, Mayor Ware, Councilmembers Godfrey, Jordan-Anderson, Campbell, Morris, and Fenton
Noes: 1, Councilmember Abraham

B. Consider action regarding discussion from the executive session.

Mayor Ware made a motion to approve appointing T. Belew Ellis as the Chief Municipal Court Judge. Councilmember Abraham seconded the motion, which passed by a vote of 7:0.

15. Adjournment

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

APPROVED:

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

ATTEST:

____
City Secretary