

**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
December 11, 2025
4:15 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 4:21 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
Scott Rectenwald, City Attorney
Christol Hall, HR/Civil Service Director
John Wheeler, IT Technician
Doug Box, Interim Public Works Director
Randy Pritchard, Support Services Director
Cheryl 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
Cliff Carruth, Police Chief
Nikki Smith, City Secretary
David Rainwater, Fire Chief

2. Invocation and Pledges

Mayor Ware

3. Presentations & Proclamations

A. Presentation of the Employee of the Month - December. (Employee Engagement Committee)

Lacy Burson, Employee Engagement Committee, presented the Employee of the Month for December 2025, Vera Zuniga, Human Resources. The sponsor of the month is Steve and Penny Carlile. Vera Zuniga thanked everyone for the votes, stating it was an honor to receive the award and thanked Christsol Hall.

- B. Proclamation declaring January 4, 2026, as “Trinity Episcopal Church Day” in Marshall, Texas. (Mayor Ware)
Mayor Ware read the proclamation and presented it to members of the Trinity Episcopal Church, who thanked the Council for the proclamation and invited the public to attend the event on January 4th at 10:30 AM at the Trinity Episcopal Church.

Mayor Ware stated item 9A would be taken out of order and would be presented following the Citizen Comments.

5. 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.

- 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)

Lacy Burson, Main Street Manager, presented the FY25 HOT fund grant recommendations based on the Texas Two-Step Method and review by the Visit Marshall Board. The Texas Two-Step Method was explained as Step 1 — eligibility, which is determined by falling under one of seven guidelines; Step 2 — tourism impact evaluation. Lacy Burson provided the 2025 applicant information including amounts requested, event information and recommendations.

Councilmember Jordan-Anderson asked if an additional \$2,000 could be granted to Marshall Regional Arts Council.

Councilmember Abraham stated if additional money is granted to Marshall Regional Arts Council, then money would have to be taken from one of the other recipients and asked if the Arts Council provided information. Lacy Burson stated they provided an estimated number for Heads in Beds but did not provide any additional details or past surveys.

Mayor Ware asked about the \$3,000 amount that was noted. Lacy Burson stated the budgeted amount was \$64,000, which includes the \$3,000 noted being granted to Marshall Regional Arts Council.

Councilmember Abraham asked about an increase for Piney Park as a lot of information was provided and for Josey's Ranch as it brings in a lot of people.

Councilmember Campbell asked about Marshall Youth Softball Association (MYSA)

and Marshall Youth Baseball Association (MYBA) and if a second application for 2026 could be received. Lacy Burson said they can go back out to receive applications.

Melissa Vossmer, City Manager, stated the city can choose to not award any grants at the moment and go back out for 2025, or award the 2025 grants and go back out for another round for 2026 grant applications.

Councilmember Abraham stated the 2025 applications are outstanding, and we need to move on these applications now.

Mayor Ware stated that if we go with the council's direction, we have to read the amounts into the record.

Councilmember Jordan-Anderson asked if \$3,000 was being included for the Marshall Regional Arts Council. It was stated \$3,000 would be the amount for the Arts Council to stay within the allocated amount.

Mayor Ware made a motion to approve the allocations for FY 2025 Hotel Occupancy Tax (HOT) Fund Grants as follows:

\$23,000 Josey Ranch
\$3,000 Marshall Regional Arts Council
\$5,000 Gobble Up the Cash Barrel Race
\$15,000 Piney Park
\$3,000 Marshall Symphony Society
\$5,500 East Texas Performing Arts
\$5,000 Boogie Woogie Corporation
\$1,500 Marshall Lions Club
\$3,000 Marshall Mercantile

Which would be a grand total for 2025 allocations of \$64,000.

Councilmember Abraham seconded the motion.

Councilmember Jordan-Anderson asked for clarification of the amount for Marshall Regional Arts Council. Lacy Burson stated there is \$2,000 available within the budget to process a line item transfer.

Mayor Ware stated the motion on the floor is for \$3,000 to Marshall Regional Arts Council and if the amount was to increase, the motion would have to be voted down and a second motion could then be made.

The motion on the floor passed with the following vote:

Ayes: 6, Mayor Ware, Councilmembers Abraham, Morris, Campbell, Godfrey and Fenton

Noes: 0

Abstain: 1, Councilmember Jordan-Anderson

Alex Agnor, Assistant City Manager, stated that if all funding is not used, it can be reviewed to see where else it can be allocated. The application for 2026 can be received by contacting Lacy Burson or by visiting the website.

4. Time Sensitive Council Updates

- A. Update from Stan Hayes, P.E., regarding the cave in on U.S. Highway 80. Stan Hayes discussed the Highway 80 drainage repair, described the drainage system in the location of the cave in, provided a proposed site plan diagram, and photos of the failure. Stan Hayes stated the north side is in good shape. Bonding and insurance information, as well as a quote, has been requested from WMS R&B LLC.

Concilmember Morris asked if the cavities were at the collapse or further down, which was stated they are further down.

Councilmember Jordan-Anderson asked about the picture under Hwy 80. It was explained that this picture is near the center of the street and the edge of the street. Councilmember Jordan-Anderson asked how much of the cavity is under Hwy 80, which was said to be about 1/3 of it.

Councilmember Abraham asked about concrete pipes under Hwy 80. It was stated there are three (3) pipes under the highway with a brick structure under the center lanes.

Mayor Ware provided historical information on Grand Street stating that when it became a highway it was updated.

Councilmember Jordan-Anderson stated that Hwy 80 is a state highway. Therefore, per the maintenance agreement, the state is responsible for structures under it.

Stan Hayes stated TxDOT is positive they will help with the repairs.

Concilmember Abraham stated that TxDOT has agreed to share in the responsibility of things under their ROW but the utility outside of their ROWs is our responsibility. There is a need to get the project moving forward and figure out who pays later.

Concilmember Campbell contacted many engineers, Jay Dean's Office, and TxDOT. Councilmember Campbell stated we had a torrential amount of rain that contributed to the collapse, but the infrastructure has held for many years. What was done years ago held for a long time, and now it is time to fix the issue. Councilmember Campbell thanked TxDOT and State Representatives for being willing to help.

6. Items to be Withdrawn From Consent Agenda

Items D & I were withdrawn from the Consent Agenda.

7. Consent Agenda

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

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

- A. Consider approval of the minutes from the October 9, 2025, Special-Called City Council Work Session. (City Secretary)
- B. Consider approval of the minutes from the October 9, 2025, Regular City Council Meeting. (City Secretary)
- C. Consider approval of the minutes from the October 17, 2025, Special-Called City Council Meeting. (City Secretary)
- E. Consider approval of appointments and reappointments to the various City boards, commissions, and committees. (City Secretary)
- F. Consider approval for Emergency Repairs to the Public Works Department's Flail Mower (\$53,061.00). (Public Works)
- G. Consider Approval of 2026 Professional Engineering Services Agreement with Hayes Engineering, Inc. to be Engineer of Record for the City of Marshall. (Public Works)
- H. Consider approval of the appointment of Doug Lewis to the Board of Directors of the Marshall Economic Development Corporation (MED). (Marshall EDC)

8. Consideration of Items Withdrawn From the Consent Agenda

- D. Consider approval of the 2026 City Council meeting schedule. (City Secretary)
Mayor Ware stated the Spring Break meeting is usually moved. Discussion was held to keep the March 26th meeting and remove the March 12th meeting.

Melissa Vossmer stated the February 27th meeting had been added for the work session with Ron Cox.

Mayor Ware made a motion to approve the 2026 City Council meeting schedule as written in the packet with the exception of removing the regular scheduled meeting for Thursday, March 12, 2026, meeting. Councilmember Abraham seconded the motion, which passed by a vote of 7:0.

- I. Consider to retroactively approve an emergency contract with WMS R&B, LLC for the repairs needed to address the cave in on U.S. Highway 80 in the amount not to exceed \$338,663.00. (Public Works)
Councilmember Jordan-Anderson commented that, with the information that the state will help, the total won't be \$338,663.00. It was explained the contract will still be for this amount as TxDOT will reimburse the City. Councilmember Jordan-Anderson asked if we could reword the approval.

Councilmember Abraham suggested the wording to state that we are approving an emergency contract for the repairs that are needed with an amount not to exceed, with the understanding that a portion of the repairs will be reimbursed by TxDOT.

Councilmember Abraham made a motion to retroactively approve an emergency contract with WMS R&B, LLC for the repairs needed to address the cave-in on U.S. Highway 80 in the amount not to exceed \$338,663.00, with the condition that we understand that a portion of that will be reimbursed to the city by TxDOT for the area underneath their right-of-way. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 7:0.

Melissa Vossmer thanked the council for reaching out to the state representatives.

Councilmember Campbell thanked the citizens for their understanding and patience.

Melissa Vossmer asked Stan Hayes to provide the timeline of the project.

Stan Hayes stated things would move pretty quickly, that there is demo to do in order to clear up the area and see what we are dealing with, removal of the bad stuff, which will be done in approximately 1–3 weeks, if we can get asphalt.

Mayor Ware asked what the temperature needed to lay asphalt, which is 50 and rising. Stan Hayes stated the company won't open if the temperature is not right.

Councilmember Abraham asked if we would have the road structurally sound while waiting on asphalt, to which Stan Hayes stated it would be structurally sound.

9. Action Items for City Council Consideration

- B. Consider approval of a Procurement Policy applicable to all Procurements made with Federal Funds. (Finance)

Melissa Vossmer stated there currently is no policy for utilizing federal funds. This item puts a policy in place for federal requirements.

Councilmember Abraham was not present during the vote.

Councilmember Morris made a motion to approve a Procurement Policy applicable to all Procurements made with Federal Funds. Mayor Ware seconded the motion, which passed by the following vote:

Ayes: 5, Mayor Ware, Councilmembers Morris, Campbell, Godfrey and Fenton

Noes: 0

Abstain: 1, Councilmember Jordan-Anderson

- C. Consider approval of the Hayes Engineering Inc. Work Order for Professional Services for the FY26 Street Improvements Program (\$118,500). (Public Works)

Doug Box, Interim Public Works Director, stated this program is for a Professional Services Work Order for Hayes Engineering Inc. for the FY26 Street Improvements Program at a cost of \$118,500. Doug Box provided information on the phases of the FY26 Street Improvements Program, and will include three storm sewer inlets and storm piping for three outlets along Fisher Drive, and addressing drainage issues at roadway sags.

Councilmember Jordan-Anderson asked Doug Box to repeat Fisher Drive information. Doug Box stated work will address the issues of the roadway sagging, and three outfalls. Councilmember Jordan-Anderson stated this was part of the 2025 Street Improvement Program and asked why it is now part of the 2026 Street Improvement Program.

Melissa Vossmer stated the design work is not complete for the Fisher Drive issue, but funds from 2025 will be used, and we are in the position now to begin to address the issues.

Councilmember Godfrey made a motion to approve the Hayes Engineering Inc. Work Order for Professional Services for the FY26 Street Improvements Program (\$118,500). Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 7:0.

- D. Discussion and approval of the 2025 Joint Funding Agreement with the Marshall Firefighters' Relief & Retirement Fund (Pension), which increases the City's contributions beginning FY26 by 2% each year, through FY28, growing to a normal, annual contribution base rate of 27.8%; and, upon reaching the annual fixed rate of 27.8%, approve the development of an Actuarially Determined Contribution (ADC) Agreement for consideration by the City which will, on an annual basis, utilize the updated Fund Actuarial analysis to determine that fiscal years rate of contribution by the City, not to exceed 34.8%.

Brad Henrich, Actuary with Foster & Foster, provided an overview of the funding method of the pension and the options for resolution, which are to have an increase in contributions, reduction of benefits, or a combination of the two. A tentative agreement was reached, and the members have already approved it. The item is now being presented to council for approval.

The agreement is for the City to increase their contribution rate by 2% each year for the next three years, to get to 27.8% and the members will lower their benefits by 2%.

Brad Henrich stated the funding flaw was addressed. There is now a mechanism in place that self-corrects and reflects on the results and adjusts, so the plan will not get out of balance again. Members have agreed to share in the cost of the pension. The city negotiated the ultimate cap at 34.8% and this aligns with the interests of the board, members and the city.

Mayor Ware stated an informal agreement was reached and agreed to by the members with a 43:2 vote of the firefighters. The Firefighters Pension Review Board approved and put out an RFP for investment firms.

Councilmember Abraham asked what the current rate was, which was said to be 21.8%. Councilmember Abraham asked if we are sure the city can make the increases.

Melissa Vossmer stated that the 2% per year is a smoothing of what is needed and being over three years feels manageable. Melissa Vossmer stated this addresses the issue of an unfunded liability for the audit and this is more comfortable given the activity and approval of the board.

Councilmember Campbell asked if contributions are based on performance and not based on a flat fee. Mayor Ware stated the contracts are in the process of being signed.

Tanner Lane, Firefighter, stated the investment consultant gave a preliminary contract with a fixed fee schedule, but the whole fund's performance is considered.

Councilmember Campbell stated the fees charged by the firm should be performance-driven for management of assets and investments.

Councilmember Abraham stated the company needed to be incentivized to do better.

Tanner Lane stated board education and oversight is important and work is being done to establish a board policy for RFPs for investment. Mayor Ware agreed more review, oversight and education is needed.

Councilmember Morris asked if quarterly reports for the pension board are given to the firefighters, which it was stated that most of them are aware at a 1,000-foot view, but they need to and will do a better job of relaying the reports to the members.

Councilmember Morris stated the firefighters need to know what is going on with their money and what is going on with their pension system.

Mayor Ware made a motion to approve the 2025 Joint Funding Agreement with the Marshall Firefighters' Relief & Retirement Fund (Pension), which increases the City's contributions beginning FY26 by 2% each year, through FY28, growing to a normal, annual contribution base rate of 27.8%; and, upon reaching the annual fixed rate of 27.8%, approve the Actuarially Determined Contribution (ADC) Agreement which will, on an annual basis, utilize the updated Fund Actuarial analysis to determine that fiscal years rate of contribution by the City, not to exceed 34.8%. Councilmember Godfrey seconded the motion, which passed by a vote of 7:0.

10. Adjournment

Councilmember Godfrey made a motion to adjourn. Councilmember Campbell 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

City Secretary