

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**  
January 29, 2026  
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 06:09 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 Fenton 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
Tom Forrest, Interim Planning Director	
Doug Box, Interim Public Works Director	
Randy Pritchard, Support Services Director	
Alex Agnor, Asst. City Manager/Econ. Dev. & Strat. Init. Director	

**2. Invocation and Pledges**

Mayor Ware

**3. Presentations & Proclamations**

NONE

**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 Items to be Withdrawn From Consent Agenda**

There were no items withdrawn from the Consent Agenda.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 Fenton seconded the motion, which passed by a vote of 6:0.**

- A. Consider approval of the minutes from the December 4, 2025, Special-Called City Council Meeting. (City Secretary)
- B. Consider approval of the 2026 interlocal agreement with Marshall Harrison County Health District. (Fire)
- C. Consider approval of the second of four (2 of 4) annual renewals of the contract for the supply and delivery of various chemicals with Brenntag Southwest for the Water Treatment Plant. (Public Works)
- D. Consider approval to authorize the Mayor to approve a Sole Source Procurement of Asphalt from Longview Asphalt, Inc. (Public Works)
- E. Consider approval of a contract with the Harrison County Elections Administrator for the May 2, 2026 Elections. (City Secretary)
- F. Consider Approval of the Appointment of Clayton Allen to the Marshall Downtown Development Corporation Board of Directors

## **7. Consideration of Items Withdrawn From the Consent Agenda**

There were no items withdrawn from the Consent Agenda.

## **8. Public Hearing & Ordinance**

- A. Conduct a public hearing to consider an ordinance to rezone 1014 Mahone Street Block 3 of Parcel ID 14718, 0.152000 acres HSE Lot W ½ 6, 7 & 8 Sexton 2<sup>nd</sup> Subdivision from R-2 (Single Family Detached) to R-6 (Duplex, Triplex, Quadplex). (Planning & Development)

Tom Forrest, Interim Planning Director, stated a request was received by the applicant asking for 1014 Mahone Street Block 3 to be rezoned from R-2 (Single Family Detached) to R-6 (Duplex, Triplex, Quadplex). The applicant wants to convert the property to a duplex. This is not consistent with the map but is compatible with the area. Staff recommends approval of the rezone. The Planning & Zoning board denied the request and one letter was received in opposition to the request.

Mayor Ware opened the Public Hearing.

No one came forward to speak.

Mayor Ware closed the Public Hearing.

**Councilmember Jordan-Anderson made a motion to table the item. The motion died for lack of a second.**

**Councilmember Campbell made a motion to approve an ordinance to rezone 1014 Mahone Street Block 3 of Parcel ID 14718, 0.152000 acres HSE Lot W ½ 6, 7 & 8 Sexton 2<sup>nd</sup> Subdivision from R-2 (Single Family Detached) to R-6 (Duplex, Triplex, Quadplex). Councilmember Morris seconded the motion, which passed with the following vote:**

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

**Noes: 0**

**Abstain: 1 Councilmember Jordan-Anderson**

## **9. Resolution**

- A. Consider Approving a Resolution Authorizing the Application for and Acceptance of the 2026 MPD Technology Grant  
Cliff Carruth, Police Chief, provided information regarding the purpose of the 2026 MPD Technology Grant, highlighting the operational needs, project overview, benefits and of the new smart boards the Police Department is wanting to purchase. Cliff Carruth asked for approval of the resolution to authorize the application and acceptance of the grant.

**Councilmember Jordan-Anderson made a motion to approve a Resolution Authorizing the Application for and Acceptance of the 2026 MPD Technology Grant. Councilmember Godfrey seconded the motion, which passed by a vote of 6:0.**

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

- A. Consideration of approval for the Police Department Weapons Purchase Program. (Police)  
Cliff Carruth provided an overview of the weapon purchase program, stating it has been used several times in the last 20 years. Cliff Carruth explained how the program works, stated the cost of the purchase this year is approximately \$55,000 and the weapons

purchased must meet the requirements of the policy for duty usage.

**Councilmember Jordan-Anderson made a motion to approve the Police Department Weapons Purchase Program. Councilmember Fenton seconded the motion, which passed by a vote of 6:0.**

- B. Consider Approval of a Three-year Contract with TJD Consulting for the Provision of Grant Writing and Management Services in the amount of \$54,000 per Year in Years 1 and 2; with the Option to Move to a Per Grant Proposal Cost Option in Year 3. Melissa Vossmer, City Manager, asked for approval to award a three-year contract with TJD Consulting for the Provision of Grant Writing and Management Services. The RFP was developed to select a firm. The committee reviewed the responses and interviewed three firms. The services are for locating, writing and managing grants. The selected firm will be the eyes and ears for getting grants. The proposal submitted by TJD Consulting provided cost options. The first and second years are a flat rate of \$4,500 monthly payments and the third year the cost is per grant.

Councilmember Godfrey asked about the annual cost, which was said to be \$54,000 per year for years one and two.

Councilmember Campbell asked about performance-based grant writing.

**Councilmember Godfrey made a motion to approve a three-year contract with TJD Consulting for the provision of grant writing and Management Services in the amount of \$54,000 per Year in Years 1 and 2; with the Option to Move to a Per Grant Proposal Cost Option in Year 3. Councilmember Fenton seconded the motion, which passed by a vote of 6:0.**

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

- A. Discussion Concerning Revising the City Council Governance Policy to Expand Section VII Council and Staff Relations, and, if appropriate, Direct the City Attorney to Prepare Such Language for Consideration.

Melissa Vossmer stated her concerns regarding council and staff relations and posed the question of how to make council aware of conversations being held and how to interact with staff.

Councilmembers discussed continuity with council and staff for an open line of communication but ensuring that the Open Meetings Act isn't violated by having a "walking quorum."

Resolution R-12-14 was discussed. This resolution only relates to disseminating information for agendas. A discussion regarding drafting a resolution to have responses be sent to all council members was held.

Council requested the City Attorney check with TML and the Office of the Attorney General and research what processes other cities have in place and for staff to see what other cities do to expand the scope and process of sending out communication to make it more transparent.

It was asked if marking a message as confidential made it exempt from the Open Records Act, which it was explained that it does not. The nature of the information might allow for an exemption to be claimed.

It was asked for the findings to be brought back before council at the work session on the twenty-sixth (26th).

## 12. Executive Session

**Councilmember Fenton made a motion to convene into Executive Session. Councilmember Morris seconded the motion, which passed by a vote of 6:0. The time was 7:02 PM.**

- A. An Executive Session pursuant to the Open Meetings Act, Chapter 551 of the Texas Government Code under Section 551.074 Personnel Matters: Review proposals received for the management of the recruitment of the new City Manager.
- B. 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.
- C. An Executive Session pursuant to Texas Government Code Sec.551.072 authorizing a governmental body to deliberate in executive session on the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

**Councilmember Fenton made a motion to reconvene from Executive Session. Councilmember Godfrey seconded the motion, which passed by a vote of 6:0. The time was 7:22 PM**

## 13. Action Item Following Executive Session


- A. Discussion and Action of an Executive Recruitment Firm for the Marshall City Manager – City Council / City Manager  
**Mayor Ware made a motion to authorize the City Attorney to negotiate a contract with Clear Career for the Marshall City Manager. Councilmember Godfrey seconded the motion, which passed by a vote of 6:0.**
- B. Consider approval of an Economic Development Performance Agreement for Project 2400. (Marshall EDC)  
**Mayor Ware made a motion to table an Economic Development Performance Agreement for Project 2400. Councilmember Godfrey seconded the motion, which passed by a vote of 6:0.**
- C. Discussion and Action concerning an offer to purchase certain lots owned by the City of Marshall on North Grove St. by East Texas Baptist University pursuant to Texas Government Code §253.014.

**Councilmember Godfrey made a motion to approve the unimproved property with the closing be on or before March 5, 2026, and to authorize the City Attorney to execute the contract. Councilmember Campbell seconded the motion, which passed by a vote of 6:0.**

**14. Adjournment**

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

APPROVED:



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

ATTEST:



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City Secretary