

**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

**PLEASE SILENCE ALL DEVICES
REGULAR CITY COUNCIL MEETING**

**June 11, 2026
6:00 PM**

1. Call to Order and Roll Call

2. Invocation and Pledges

3. Presentations & Proclamations

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

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.

5. Items to be Withdrawn From Consent Agenda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.

- A. Consider approval of the minutes from the May 14, 2026, Special-Called City Council Meeting. (City Secretary)
- B. Consider approval of the minutes from the May 14, 2026, Regular City Council Meeting. (City Secretary)
- C. Consider approval of the minutes from the May 28, 2026, Special-Called City Council Meeting. (City Secretary)
- D. Consider approval of a fuel contract renewal with Pete McArty Oil Company (Support Services)
- E. Consider approval of a resolution updating authorized representatives at the City's depository bank. (Finance)

7. Consideration of Items Withdrawn From the Consent Agenda

8. Ordinance

- A. Consider approval of an ordinance to update the staffing for the Marshall Fire Department Assistant Fire Marshal. (Fire)

9. Adjournment

Posted: June 5, 2026
2:20 PM
N. Smith

This meeting will be conducted in accordance with the Americans with Disabilities Act. Requests for sign interpretive services will be available with at least 72-hour notice prior to the meeting. To make arrangements for these services, please call the City Secretary's Office at 903-935-4446.



TO: City Council
DATE: June 11, 2026
ITEM #: 3.A
SUBJECT: Presentation of the Employee of the Month - June.
(Employee Engagement Committee)

Recommendation for Action:

Executive Summary:

Focus Area(s):

Budget Cost:

Staff Contact:

Attachments: None



TO: City Council
DATE: June 11, 2026
ITEM #: 6.A
SUBJECT: Consider approval of the minutes from the May 14, 2026, Special-Called City Council Meeting. (City Secretary)

Recommendation for Action: Motion to approve the minutes from the May 14, 2026, Special-Called City Council Meeting.

Executive Summary: Minutes from the May 14, 2026, Special-Called City Council Meeting.

Focus Area(s): Improving Communication

Budget Cost: N/A

Staff Contact: Nikki Smith, City Secretary

Attachments: 1. 5.14.26 Special-Called City Council Meeting Minutes

Second Floor Conference
Room, City Hall
401 South Alamo
Marshall, TX 75671
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
May 14, 2026
4:15 PM

1. Call to Order and Roll Call

Mayor Amy Ware called the Special-Called meeting to order in the Second Floor Conference Room, City Hall at 4:19 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 Godfrey Vote: 6:0**

ADMINISTRATIVE STAFF PRESENT:

Melissa Vossmer, City Manager
Scott Rectenwald, City Attorney
Randy Pritchard, Support Services Director
Alex Agnor, Asst. City Manager/Econ. Dev. & Strat. Init. Director

2. 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.

3. Discussion and Reports for City Council Consideration and Direction

A. Discussion concerning draft Council Ethics / Governance Policy.

Melissa Vossmer, City Manager, stated the document was compiled from council discussions, other city's policies and our governance policy. Melissa Vossmer explained the options council has for this item, including modifying the document, approving the document or tabling the item.

Council discussed what process to use to review the policy and decided to read through each section and discuss.

Section I was read with no changes made.

Section II was read. Council discussed creating a single point of contact for the manager to have with the council or for the manager to have the ability to contact the mayor to get advice or feedback regarding scheduling or changing items on an agenda.

Section III was read. Language in 3.3 was corrected regarding the Marshall Independent School District.

Section IV was read. Language in C7, C8, and C9 were discussed and were decided to be removed. Language in D6 was discussed to include wording to remind Council members that emails are public documents and to be courteous and professional. It was discussed to include a new point, D9, regarding violation(s) of the Code of Conduct by Council members and sanctions that could be imposed. Language in E5 and E6 was discussed to determine a procedure for Council sending emails and having those emails forwarded to all Council members.

The Council noted the next work session will begin with point 5 of E in Section IV.

4. **Adjournment**

Councilmember Godfrey made a motion to adjourn. Councilmember Fenton 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



TO: City Council
DATE: June 11, 2026
ITEM #: 6.B
SUBJECT: Consider approval of the minutes from the May 14, 2026, Regular City Council Meeting. (City Secretary)

Recommendation for Action: Motion to approve the minutes from the May 14, 2026, Regular City Council Meeting.

Executive Summary: Minutes from the May 14, 2026, Regular City Council Meeting.

Focus Area(s): Improving Communication

Budget Cost: N/A

Staff Contact: Nikki Smith, City Secretary

Attachments: 1. 5.14.26 Regular City Council Meeting Minutes

**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**

**May 14, 2026
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 6:05 PM.

PRESENT:

Mayor and Council Members:

Mayor Amy Ware
Councilmember Leo Morris
Councilmember Reba Godfrey
Councilmember Amanda Abraham (remote)
Councilmember Micah Fenton
Councilmember Dathaniel Campbell
Councilmember Risa Jordan-Anderson

ADMINISTRATIVE STAFF PRESENT:

Melissa Vossmer, City Manager
Scott Rectenwald, City Attorney
Lisa Pepi, Finance Director
Doug Box, Interim Public Works Director
Randy Pritchard, Support Services Director
Cheryl Carpenter, Community Engagement
Reggie Cooper, Neighborhood Code Enforcement Director
Alex Agnor, Asst. City Manager/Econ. Dev. & Strat. Init. Director
Cliff Carruth, Police Chief
Nikki Smith, City Secretary

2. Invocation and Pledges

Mayor Ware

3. Oath of Office

- A. Issue Oath of Office for Council members representing Districts 5, 6, and 7. (City Attorney)
Scott Rectenwald, City Attorney, administered the Oath of Office for Councilmembers representing Districts 5, 6, and 7.

4. Executive Session

Councilmember Fenton made a motion to convene into Executive Session. Councilmember Morris seconded the motion, which by a vote of 7:0.

- A. Pursuant to the Open Meetings Act, Texas Government Code, Section 551.074 (Personnel) – Discussion of Mayor, and Mayor Pro-Tem, for the City Council.
Council reconvened from the Executive Session. The time was 6:21 PM.

Councilmember Jordan-Anderson logged off of the remote session.

5. Election of Mayor and Mayor Pro-Tem

- A. Consider election of the Mayor for the City Council. (City Attorney)
Councilmember Campbell nominated Councilmember Ware for the position of Mayor of the City Council. Councilmember Fenton seconded the motion, which passed by a vote of 6:0.
- B. Consider election of the Mayor Pro-Tem for the City Council. (City Attorney)
Councilmember Fenton nominated Councilmember Abraham for the position of Mayor Pro-Tem of the City Council. Councilmember Godfrey seconded the motion, which passed by a vote of 6:0.

6. Presentations & Proclamations

- A. Proclamation Declaring May 17–23, 2026 Annual Public Works Week for 2026. (Public Works)
Mayor Ware read the proclamation and the Council presented it to the Public Works Department.

Doug Box, Interim Public Works Director, stated the employees are a great group of men and women who always answer the call and the community is fortunate to have them.

- B. Presentation of the Employee of the Month - May. (Employee Engagement Committee)
Demond Williams, Employee Engagement Committee, presented the Employee of the Month for May 2026, William "Art" Jones, Public Works Department. The sponsor of the month is Rayford's Truck and Tractor. Randy Pritchard stated that Art Jones is retiring after 28 years of service to the city.
- C. Proclamation declaring May 16, 2026, as "Status of Women Day" in Marshall, Texas.
Mayor Ware read the proclamation and the Council presented it to the Top Ladies of Distinction (TLOD).

Shirley Davis, President of TLOD, invited the council to the event on Saturday, May 16, 2026, at 12:00 PM at the Convention Center to honor women in the community and recognize the members.

7. 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.

8. Items to be Withdrawn From Consent Agenda

There were no items withdrawn from the Consent Agenda.

9. 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 Fenton 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 April 16, 2026, Special-Called City Council Meeting. (City Secretary)
- B. Consider approval of the minutes from the April 23, 2026, Special-Called City Council Meeting. (City Secretary)
- C. Consider approval of the minutes from the April 23, 2026, Regular City Council Meeting. (City Secretary)
- D. Consider approval of the minutes from the April 27, 2026, Special-Called City Council Meeting. (City Secretary)
- E. Consider approval of the minutes from the April 28, 2026, Special-Called City Council Meeting. (City Secretary)
- F. Consider approval of the minutes from the April 30, 2026, Special-Called City Council Meeting. (City Secretary)
- G. Consider approval of the minutes from the May 1, 2026, Special-Called City Council Meeting. (City Secretary)
- H. Consider approval of a resolution updating the authorized representatives for Texpool. (Finance)
- I. Consider approval of a resolution updating authorized representatives at the City's depository bank. (Finance)

- J. Consider Approval to enter into a 36 Month Lease Agreement with Deep South JCB for the Leasing of 3 JCB 35Z-1 Mini Excavators and 1 JCB 35Z-1 Mini Excavator with a 48" Ditching Bucket & 12" Tooth Bucket. (Public Works)

10. Consideration of Items Withdrawn From the Consent Agenda

There were no items withdrawn from the Consent Agenda.

11. Action Items for City Council Consideration

- A. Consider approval of the proposal to repair a 16-inch water main on Highway 80 East. (Public Works)
Doug Box stated RBIS was used for the emergency repair of the 16-inch water main on Highway 80 East by securing the service clamp. Doug Box noted this pipe was the same as the Spring Street repair, that a section of pipe was removed and replaced, and a valve was installed. The cost of this repair is \$131,298.00

Councilmember Jordan-Anderson arrived in the Council Chambers at this point.

Doug Box stated the laws and regulations that allow for this repair to be made under an emergency repair.

Councilmember Godfrey made a motion to approve the proposal to repair a 16-inch water main on Highway 80 East. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 7:0.

- B. Consider approval of the proposal to perform repairs to an existing 24-inch concrete cylinder water main located on Spring Street. (Public Works)
Doug Box asked for approval of the proposal for repairs on Spring Street. Doug Box stated RBIS did temporary repairs and now the pipe can be replaced with line stops, valves and adapters, at a cost of \$316,700.00.

Councilmembers asked about the procedures for bidding not being followed which was explained that the exemptions of Chapter 252 allowed for the emergency repair. Councilmembers asked about the integrity of the pipe, the permanency of the repair and if the city would lose water during the repair. The integrity will be addressed as the repairs will look to stabilize the pipe and remain in place until the new infrastructure is replaced. A citywide shortage is not anticipated.

Councilmember Godfrey made a motion to approve the proposal to perform repairs to an existing 24-inch concrete cylinder water main located on Spring Street. Councilmember Campbell seconded the motion, which passed by a vote of 7:0.

12. Discussion and Reports for City Council Consideration and Direction

- A. Discussion and Direction for Wrecker Ordinance Modernization and Fee Schedule Update. (Police)

Cliff Carruth, Police Chief, provided background information regarding on-call wreckers and stated complaints have been received from citizens and council members regarding excessive tow fees. TxDOT has also filed a complaint, notifying the City of roadways being blocked too long by wrecker services. It was noted that the Sheriff's Office has the same issue. Cliff Carruth stated the purpose of the discussion is to provide clarity and fairness; information for public safety; update the language in the ordinance; and to look at best practices.

Councilmembers asked about pre-printed fee schedules being made available for the individual having their vehicle towed and if a company can be removed from the rotation list for not abiding by the ordinance, which both can be applied to this item.

B. Presentation of the 2025 City of Marshall Year End Report. (Communications and Community Engagement)

Melissa Vossmer, City Manager, presented the 2025 City of Marshall Year End Report and recognized Cheryel Carpenter, Community Engagement, for her work on the report, and the directors for providing the information. This report was created to share the accomplishments and the big picture of the work being done in the City. Melissa Vossmer stated she could not be more proud of the work accomplished, and this report celebrates, educates, and informs.

C. Discussion to review and discuss the findings of the Downtown Traffic Signal Report. (Public Works)

Doug Box, introduced Mr. McCarty, Jet Right Engineering, who provided a report on the five (5) traffic signals that were reviewed to determine if the signal should be maintained or replaced with a stop sign. The Texas Manual on Uniform Traffic Control Devices (TMUTCD) provides for nine (9) standard traffic signal warrants and an intersection must meet at least one (1) for a signal to be installed. The intersections report results indicated the following:

Houston Street and Grove Street should be changed to a stop sign.

Alamo Boulevard and Houston Street should be changed to a stop sign.

Alamo Boulevard and Travis Street should be changed to a stop sign.

Washington Avenue and Travis Street should maintain the signal.

Travis Street and Bolivar Street should maintain the signal.

Councilmembers asked questions regarding upgrades to the intersections, including striping and cameras, and asked about the timeframe used for the report. A discussion was held regarding the type of stop sign to be used, if a signal could be installed again at a future date, if future forecast of traffic was considered, and if the signals could be changed to four-way blinking lights.

The report provided was done following the directions given by the City and included current traffic patterns. The cost per intersection is approximately \$98,500 as the mechanisms in place are outdated and hard to replace or repair.

D. Discussion regarding Convention Center lighting. (Facilities)

Reggie Cooper, Neighborhood Code Enforcement Director, stated the Convention Center lighting is a safety-driven issue and this report provides options for potential solutions. The immediate recommendation was to set up temporary portable lights at a cost of approximately \$450 per light for a week, which would be approximately \$10,800 per month for six (6) lights. Long-term options were provided to include a full electrical

rewiring, solar lighting, or a hybrid approach.

Randy Pritchard, Support Services Director, explained how the solar panels would work, stated the poles would be repainted instead of replaced, and the cost would be under \$100,000 for the upgrades.

Staff was directed to get costs put together for the solar option, to bid the project out and look at several companies. Staff was also tasked to look into grants, HOT funds and other potential funding methods.

13. Executive Session

Councilmember Godfrey made a motion to convene into Executive Session. Councilmember Fenton seconded the motion, which passed by a vote of 7:0. The time was 8:05 PM.

- A. An executive session pursuant to Texas Government Code 551.072, permitting a governmental body to conduct a closed meeting to deliberate 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; to wit, exchange of properties located within the 200-300 blocks of N. Wellington and N. Washington.

Council reconvened from the Executive Session. The time was 8:40 PM.

14. Action Item Following Executive Session

- A. Consider action regarding discussion from the executive session.
Mayor Ware made a motion to have the City Attorney enter into negotiations as discussed in the executive session. Councilmember Godfrey seconded the motion, which passed by a vote of 7:0.

15. Adjournment

Councilmember Godfrey made a motion to adjourn. Councilmember Fenton 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



TO: City Council
DATE: June 11, 2026
ITEM #: 6.C
SUBJECT: Consider approval of the minutes from the May 28, 2026, Special-Called City Council Meeting. (City Secretary)

Recommendation for Action: Motion to approve the minutes from the May 28, 2026, Special-Called City Council Meeting.

Executive Summary: Minutes from the May 28, 2026, Special-Called City Council Meeting.

Focus Area(s): Improving Communication

Budget Cost: N/A

Staff Contact: Nikki Smith, City Secretary

Attachments: 1. 5.28.26 Special-Called City Council Meeting Minutes

Second Floor Conference
Room, City Hall
401 South Alamo
Marshall, TX 75671
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
May 28, 2026
4:15 PM

1. Call to Order and Roll Call

Mayor Amy Ware called the Special-Called meeting to order in the Second Floor Conference Room, City Hall at 4:22 PM.

PRESENT:

Mayor and Council Members:

Mayor Amy Ware
Councilmember Leo Morris
Councilmember Reba Godfrey
Councilmember Amanda Abraham
Councilmember Dathaniel Campbell

ABSENT: Councilmember Risa Jordan-Anderson **Motion to Excuse: Councilmember Morris Second: Mayor Ware Vote: 5:0**
Councilmember Micah Fenton

ADMINISTRATIVE STAFF PRESENT:

Melissa Vossmer, City Manager
Scott Rectenwald, City Attorney
Nikki Smith, City Secretary

2. 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.

3. Discussion and Reports for City Council Consideration and Direction

B. Discussion of Revisions to Resolution R-12-14. (Councilmember Godfrey, City Manager, City Secretary)

Council decided to begin with Item B. Mayor Ware read the draft resolution and the council discussed the changes.

The council requested to include wording to state that the packet is sent physically and/or electronically to councilmembers prior to a meeting.

The intent of the resolution was discussed and changes were requested to be made to allow for any information prepared for a Councilmember on a matter not on a posted or anticipated agenda to be provided solely to the requesting Councilmember, unless another Councilmember requests it after notice of its availability.

A discussion was held regarding an individual councilmembers authority to make requests that utilize a significant amount of staff time and/or city resources for items not on, or anticipated to be on, an agenda. Records requests versus council requests for research of possible city business were discussed. Council indicated a desire to allow the City Manager to decide if a request should become an agenda item if the amount of time to research the item would be excessive and hinder staff's ability to fulfill primary job functions.

- A. Discussion concerning draft Council Ethics / Governance Policy.
Council continued the discussion of the policy.

The following items of Section IV E. Council and Staff Relations Policy were discussed:

- #17 - have the City Attorney update the language
- #21 - update the language to clarify the attorney-client relationship
- #23 - City Manager needs to be capitalized
- #21 - last "members" needs to be lower case
- #5, #6, and #17 - combined and reordered, removing the last sentence of #5, adding #6 to #5 and moving #17 to the position of #6
- #6 - delete the wording following the resolution number

Council noted the next work session will begin with E in Section IV and would be on June 25, 2026.

4. Adjournment

Councilmember Godfrey made a motion to adjourn. Councilmember Campbell seconded the motion, which passed by a vote of 5:0.

APPROVED:

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

ATTEST:

City Secretary



TO: City Council
DATE: June 11, 2026
ITEM #: 6.D
SUBJECT: Consider approval of a fuel contract renewal with Pete McCarty Oil Company (Support Services)

Recommendation for Action: Staff recommends approval of this contract renewal.

Executive Summary: This will be the final renewal of an existing contract for fuel services from Pete McCarty Oil Company. The city contracts with Pete McCarty Oil company to provide fuel to its fleet. McCarty supplies fuel cards to each user and the fuel is purchased on site from their pumps. The city is no longer required to maintain its own fuel pumps.

Focus Area(s): This item aligns with the following council-adopted focus area(s): Improve customer service.

Budget Cost: Fuel cost for FY 2024: \$401,838 -- 169,071 gallons. Avg of \$2.37 per gallon
Fuel cost for FY 2025: \$375,569 -- 150,084 gallons. Avg of \$2.50 per gallon
Fuel cost FY 2026 YTD: \$192,741 -- 61,655 gallons. Avg of \$3.12 per gallon
Based on this trend, I expect the city to use approximately 150,000 gallons of fuel in 2026 which could cost as much as \$480,00 at average \$3.20/gal

Staff Contact: Randy Pritchard

Attachments: 1. Contract - 2023-FUEL-001

CITY OF MARSHALL, TEXAS
(Bid No. 2023-FUEL-001)

Contract and Agreement

This contract and agreement is entered into by and between the City of Marshall, Texas and Pete McCarty Oil Co., Inc. of Marshall, Texas.

I. Contracting Parties:

Receiving Party: **City of Marshall, Texas**

Performing Party: **Pete McCarty Oil Co., Inc.**

II. Statement of Services to be performed:

Furnish 87 octane unleaded fuel and Number 2 diesel fuel to the City of Marshall within the time period designated and for the price(s) stated by the bidder in their bid proposal for Bid No. 2023-FUEL-001 signed and dated on April 25, 2023. Bid No. 2023-FUEL-001, including the terms and conditions contained therein, is incorporated and made a part of this contract by reference as if fully set forth and copied at length.

III. Contract Amount:

Pete McCarty Oil, Co., Inc. of Marshall, Texas agrees to furnish approximately 120,000 gallons of 87 octane unleaded fuel and approximately 100,000 gallons of Number 2 diesel fuel to the City of Marshall for a profit margin of **\$0.10/per gallon**.

IV. Payment for Goods or Services:

The Receiving Party shall pay the Performing Party for goods or services within thirty (30) days from receipt of properly submitted itemized bill(s) signed by authorized City employees.

V. Term of Contract:

Initial Period of Contract: This contract is to begin on **June 1, 2023** and end on **May 31, 2024**.


The contract may be renewed for second and third annual period provided both parties agree to such extension in writing no less than sixty (60) days prior to the end of each annual period. Contract renewals are subject to City Council approval. It is further conditioned that any annual price increase proposed cannot exceed the CONSUMER PRICE INDEX for the previous twelve (12) month period.

RECEIVING PARTY

Receiving Party certifies that it has authority to contract for the above services.

City of Marshall, Texas
P.O Box 698
Marshall, Texas

Name of Receiving Party



Authorized Signature



Date

PERFORMING PARTY

The undersigned signatory for the Performing Party hereby represents and warrants that she/he is an officer of the organization for which she/he has executed this Contract; and that the officer has full and complete authority to enter into this contract on behalf of the Performing Party.

Pete McCarty Oil Co., Inc.
P.O. BOX 1436
Marshall, TX 75671

Name of Performing Party

Authorized Signature

Date



TO: City Council
DATE: June 11, 2026
ITEM #: 6.E
SUBJECT: Consider approval of a resolution updating authorized representatives at the City's depository bank. (Finance)

Recommendation for Action: Staff recommends approval of the Resolution updating depository bank signatories, and authorizing designated representatives to execute and manage the City's banking, treasury, and fraud prevention services.

Executive Summary: This item authorizes the update of designated signatories for the City's depository bank accounts to align with current staffing and operational needs. The only change from the last resolution approved by Council is the addition of the recently hired City Manager as an authorized signatory.

The item also designates authorized representatives empowered to act on behalf of the City in its relationship with the depository bank. These responsibilities include executing banking services agreements; establishing and maintaining bank accounts; accessing account information; initiating and managing treasury-related transactions; and administering banking, cash management, and fraud-prevention services necessary for the City's daily financial operations.

Focus Area(s): This item aligns with the following council adopted focus area(s):

Budget Cost: No fiscal impact

Staff Contact: Lisa Pepi, Finance Director

Attachments: 1. 2026_06_11_Banking_Resolution

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARSHALL, TEXAS, AUTHORIZING UPDATED SIGNATORIES FOR THE CITY'S DEPOSITORY BANK ACCOUNTS; ESTABLISHING DUAL SIGNATURE REQUIREMENTS; DESIGNATING AUTHORIZED REPRESENTATIVES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Marshall, Texas (the "City"), maintains various depository bank accounts for the purpose of conducting its financial operations; and

WHEREAS, from time to time it is necessary to update the list of authorized signatories and representatives to ensure proper internal controls, continuity of operations, and alignment with current staffing; and

WHEREAS, prior independent audit processes have recommended the implementation of dual-signature requirements; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALL, TEXAS:

SECTION 1. AUTHORIZED SIGNATORIES.

The following individuals are hereby authorized as official signatories on the City's depository bank accounts:

- Greg Smith, City Manager
- Alex Agnor, Assistant City Manager
- Lisa Pepi, Finance Director

SECTION 2. DUAL SIGNATURE REQUIREMENT.

All checks, drafts, or other instruments for the disbursement of City funds shall require the signatures of **two (2) authorized signatories**.

SECTION 3. AUTHORIZED REPRESENTATIVES.

The following individuals are hereby designated as authorized representatives of the City for purposes of executing banking services agreements, and managing treasury-related services:

- Lisa Pepi, Finance Director

SECTION 4. PRIOR AUTHORIZATIONS REVOKED.

All prior resolutions, signature cards, or other authorizations designating signatories or representatives for the City's depository accounts are hereby revoked and replaced by this Resolution, effective upon adoption.

SECTION 5. BANK RELIANCE.

The City's depository bank is authorized to rely upon this Resolution until it receives written notice of amendment or rescission, duly adopted by the City Council.

SECTION 6. EFFECTIVE DATE.

This Resolution shall take effect immediately upon its adoption.

PASSED AND APPROVED by the City Council of the City of Marshall, Texas, on this the ____ day of _____, 2026.

Mayor

ATTEST:

Nikki Smith, City Secretary



TO: City Council
DATE: June 11, 2026
ITEM #: 8.A
SUBJECT: Consider approval of an ordinance to update the staffing for the Marshall Fire Department Assistant Fire Marshal. (Fire)

Recommendation for Action: The Fire Chief recommends approval of this ordinance.

Executive Summary:

Purpose

The proposed ordinance amends Section 2-4.1 of the City of Marshall Code of Ordinances to update the civil service classification plan for the Fire Department. Specifically, this action authorizes a net reclassification of one (1) Fire Lieutenant position to one (1) Fire Captain position to support the operational needs of the Fire Marshal's Office.

This action is necessary to retain a highly trained and certified incumbent in the Assistant Fire Marshal role by enabling his promotion to the rank of Fire Captain, consistent with the duties and responsibilities of that position.

Background & Justification

The current Assistant Fire Marshal holds the civil service rank of Fire Lieutenant. Over the past several years, the City has made a significant investment in this individual through:

- Specialized training and professional certifications required for the Fire Marshal and code enforcement function
- Completion of the Police Academy — a mandatory requirement for the Assistant Fire Marshal position — representing an approximately eight (8) month commitment of time and City resources
- Formal development as a successor to the Fire Marshal role
- On-the-job experience in fire investigations, inspections, and code enforcement oversight

The Assistant Fire Marshal is next in line on the existing promotional list for Fire Captain. This ordinance creates the pathway to promote him to Captain while keeping him in his current functional assignment within the Fire Marshal's Office — preserving continuity of operations and protecting the City's investment in his professional development.

Without this action, the City risks losing a skilled, certified professional who is otherwise qualified for promotion under the civil service system but cannot advance without an authorized position at the Captain rank.

Legal Authority

This ordinance is authorized under Section 143.021 of the Texas Local Government Code, which requires the governing body of a city that has adopted Chapter 143 civil service

provisions to establish by ordinance the classifications and number of positions in each classification for fire fighters. The sequenced promotion/reinstatement mechanism has been reviewed to comply with Chapter 143 procedures for position abolishment, reinstatement lists, and promotion from the civil service promotional list.

Fiscal Impact

The reclassification results in a net increase in one (1) Captain-level position and a corresponding reduction of one (1) Lieutenant-level position. The incremental salary difference between the ranks constitutes the only direct budget impact. No new headcount is added; total authorized positions remain at fifty (50).

The City's existing investment in the Assistant Fire Marshal's training, certifications, and operational readiness is preserved and the risk of attrition of a certified, mission-critical employee is mitigated.

Recommendation

The Fire Chief recommends approval of this ordinance. The proposed reclassification is operationally necessary, legally compliant with Chapter 143 civil service requirements, and fiscally responsible. It ensures the continuity of Fire Marshal's Office operations, retains a well-qualified certified professional, and protects the City's substantial investment in personnel development.

Focus Area(s): This item aligns with the following council adopted focus area(s): Investing in our Workforce, Improving Customer Service.

Budget Cost: The reclassification results in a net increase in one (1) Captain-level position and a corresponding reduction of one (1) Lieutenant-level position. The incremental salary difference between the ranks constitutes the only direct budget impact. No new headcount is added; total authorized positions remain at fifty (50).

Staff Contact: David Rainwater, Fire Chief

Attachments:

1. Ordinance for Fire Department Staffing Changes June 2026
2. Executive Summary Ordinance Update for MFD Staffing Change Asst Fire Marshall to Captain

ORDINANCE NO. O-26-_____

AN ORDINANCE OF THE CITY OF MARSHALL, TEXAS,

**AMENDING SECTION 2-4.1 OF THE CODE OF ORDINANCES
RELATING TO THE CLASSIFICATION PLAN; ABOLISHING ONE
POSITION IN A PROMOTED RANK AND CREATING A POSITION IN A
PROMOTED RANK; DESIGNATING THE NUMBER OF POSITIONS IN
EACH CLASSIFICATION FOR FIRE FIGHTERS; PROVIDING A
SAVINGS CLAUSE, A SEVERABILITY CLAUSE, AND AN EFFECTIVE
DATE.**

WHEREAS, the City of Marshall, Texas (the “City”) is a home-rule municipality that has adopted the civil service provisions of Chapter 143 of the Texas Local Government Code applicable to fire fighters; and

WHEREAS, Section 143.021 of the Texas Local Government Code requires that the governing body establish by ordinance the classifications and designate the number of positions in each classification for fire fighters; and

WHEREAS, the City Council previously designated the number of positions in each fire fighter classification by Ordinance No. O-11-05, codified at Section 2-4.1 of the Code of Ordinances, as subsequently amended; and

WHEREAS, the City Council desires to update the classification plan to reflect the operational needs of the Fire Marshal Office operations by increasing the number of positions in the Fire Captain rank by one (1) and abolishing one (1) position in the Fire Lieutenant rank; and

WHEREAS, the City Council finds that the adoption of this Ordinance is in the best interests of the citizens of the City of Marshall and promotes the public health, safety, and welfare; and

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
MARSHALL, TEXAS:**

SECTION 1. Findings Incorporated.

The recitals set forth above are true and correct and are hereby incorporated into this Ordinance as if fully set forth herein.

SECTION 2. Amendment of Classification Plan.

Currently, Section 2-4.1 of the Code of Ordinances of the City of Marshall, Texas, is hereby amended to designate the number of positions in each classification for fire fighters as follows:

Classification	Number of Positions
<i>Fire Fighters</i>	
Probationary Fire Fighter	As required
Fire Fighter	Thirty (30)
Fire Lieutenant (includes asst. fire marshal/inspector)	Seven (7)
Fire Captain	Seven (7)
Fire Battalion Chief (includes EMS Chief)	Four (4)
Assistant Chief/Training Officer (non-civil service)*	One (1)
Fire Chief (non-civil service)*	One (1)
<i>*Fire Chief and Assistant Chief/Training Officer are non-civil service positions.</i>	
<i>*Maximum allowed total position is 50</i>	

SECTION 3. Amendment of Classification Plan; Staffing structure – effective date of ordinance (second reading of ordinance).

One lieutenant position will be abolished on ----- at 12:01 a.m. The Director will immediately create a reinstatement list, where the Lieutenant with the least tenure in that rank will be reduced to the rank of Firefighter and that person will be number 1 on the reinstatement list.

As of 12:02 a.m. on ----, a fire Captain position will be created.

As of 12:03 a.m. on ---, the fire Lieutenant who is number 1 on the existing Captain promotional list will be promoted to the newly created Captain position.

As of 12:04 a.m. on --- the person on the Lieutenant reinstatement list will be returned to the fire lieutenant rank and there will be no break in service.

As of the effective date of this ordinance, the following staffing structure exists for the fire department and no other:

Classification	Number of Positions
<i>Fire Fighters</i>	
Probationary Fire Fighter	As required
Fire Fighter	Thirty (30)
Fire Lieutenant	Six (6)
Fire Captain	Eight (8)
Fire Battalion Chief (includes EMS Chief)	Four (4)
Assistant Chief/Training Officer (appointed position/non-civil service)*	One (1)
Fire Chief (non-civil service)*	One (1)
<i>*Fire Chief and Assistant Chief/Training Officer are non-civil service positions.</i>	
<i>*Maximum allowed total position is 50</i>	

SECTION 4. Savings Clause.

- (a) All existing rules, regulations, and policies of the City of Marshall Fire Department and the Fire Fighters’ and Police Officers’ Civil Service Commission not in conflict with this Ordinance shall remain in full force and effect.
- (b) All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed only to the extent of such conflict.

SECTION 5. Severability.

If any provision, section, subsection, sentence, clause, or phrase of this Ordinance, or the application of same to any person or set of circumstances, is for any reason held to be unconstitutional, void, or invalid, the validity of the remaining portions of this Ordinance, or its application to other persons or sets of circumstances, shall not be affected thereby, it being the intent of the City Council that no portion hereof, or provision or regulation contained herein, shall become inoperative or fail by reason of any unconstitutionality, voidness, or invalidity of any other portion hereof.

SECTION 7. Effective Date.

This Ordinance shall take effect immediately upon its passage and approval as provided by law and the Charter of the City of Marshall, Texas.

PASSED AND APPROVED on first reading this ____ day of _____, 20 ____.

AYES: ____ NOES: ____ ABSTAINED: ____

Mayor, City of Marshall, Texas

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

To: Greg Smith, City Manager

Date: April 1, 2025

From: David Rainwater, Fire Chief

RE: Proposed Ordinance: Amendment to Classification Plan – Fire Department Staffing

Purpose

The proposed ordinance amends Section 2-4.1 of the City of Marshall Code of Ordinances to update the civil service classification plan for the Fire Department. Specifically, this action authorizes a net reclassification of one (1) Fire Lieutenant position to one (1) Fire Captain position to support the operational needs of the Fire Marshal's Office.

This action is necessary to retain a highly trained and certified incumbent in the Assistant Fire Marshal role by enabling his promotion to the rank of Fire Captain, consistent with the duties and responsibilities of that position.

Background & Justification

The current Assistant Fire Marshal holds the civil service rank of Fire Lieutenant. Over the past several years, the City has made a significant investment in this individual through:

- Specialized training and professional certifications required for the Fire Marshal and code enforcement function
- Completion of the Police Academy — a mandatory requirement for the Assistant Fire Marshal position — representing an approximately eight (8) month commitment of time and City resources
- Formal development as a successor to the Fire Marshal role
- On-the-job experience in fire investigations, inspections, and code enforcement oversight

The Assistant Fire Marshal is next in line on the existing promotional list for Fire Captain. This ordinance creates the pathway to promote him to Captain while keeping him in his current functional assignment within the Fire Marshal's Office — preserving continuity of operations and protecting the City's investment in his professional development.

Without this action, the City risks losing a skilled, certified professional who is otherwise qualified for promotion under the civil service system but cannot advance without an authorized position at the Captain rank.

What the Ordinance Does

The ordinance accomplishes the following through a sequenced, legally compliant process:

Step 1 – Effective Classification (Current / Section 2 of Ordinance)

Increases the authorized number of Fire Captain positions by one (1) and reduces the authorized number of Fire Lieutenant positions by one (1), resulting in seven (7) Captains and seven (7) Lieutenants (from the prior six (6) Captains and eight (8) Lieutenants).

Step 2 – Transition Sequence (Section 3 of Ordinance)

Upon the effective date of the ordinance (second reading), the following actions occur in timed sequence to comply with Chapter 143 civil service requirements:

- 12:01 a.m. — One (1) Lieutenant position is abolished. Per civil service rules, the Director creates a reinstatement list; the Lieutenant with the least tenure in rank is reduced to Firefighter and placed as #1 on the reinstatement list.
- 12:02 a.m. — One (1) new Fire Captain position is created.
- 12:03 a.m. — The Fire Lieutenant ranked #1 on the existing Captain promotional list is promoted to the newly created Captain position.
- 12:04 a.m. — The individual on the Lieutenant reinstatement list is immediately returned to the Fire Lieutenant rank with no break in service.

Final Authorized Staffing Structure

Upon passage, the permanent staffing structure will be as follows:

Classification	Authorized Positions
Probationary Fire Fighter	As Required
Fire Fighter	30

Fire Lieutenant	6
Fire Captain	8
Fire Battalion Chief (incl. EMS Chief)	4
Assistant Chief / Training Officer (non-civil service)	1
Fire Chief (non-civil service)	1
Maximum Authorized Total: 50 Positions	

Legal Authority

This ordinance is authorized under Section 143.021 of the Texas Local Government Code, which requires the governing body of a city that has adopted Chapter 143 civil service provisions to establish by ordinance the classifications and number of positions in each classification for fire fighters. The sequenced promotion/reinstatement mechanism has been reviewed to comply with Chapter 143 procedures for position abolishment, reinstatement lists, and promotion from the civil service promotional list.

Fiscal Impact

The reclassification results in a net increase in one (1) Captain-level position and a corresponding reduction of one (1) Lieutenant-level position. The incremental salary difference between the ranks constitutes the only direct budget impact. No new headcount is added; total authorized positions remain at fifty (50).

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Recommendation

The Fire Chief recommends approval of this ordinance. The proposed reclassification is operationally necessary, legally compliant with Chapter 143 civil service requirements, and fiscally responsible. It ensures the continuity of Fire Marshal's Office operations, retains a well-qualified certified professional, and protects the City's substantial investment in personnel development.

The Fire Chief and City Attorney are available to answer questions at the time of Council consideration.