



**Mayor Tim Marshall**  
**Councilmember Jerry Webb**  
**Councilmember Jasmine McDowell**  
**Councilmember Jarom Tefteller**

**Mayor Pro-Tem Pete Herrmann**  
**Councilmember Brian Williams**  
**Councilmember Michael Chevalier**

## **SPECIAL MEETING MINUTES**

The City of Gilmer Council Special Meeting convened in special session at 5:15 P.M. on Tuesday, August 5, 2025, at Gilmer City Hall, 110 Buffalo St., Gilmer, Texas.

### **The following Councilmembers were present:**

Mayor Tim Marshall  
Councilmember Michael Chevalier (via Zoom)  
Councilmember Brian Williams

Mayor Pro-Tem Pete Herrmann  
Councilmember Jerry Webb  
Councilmember Jasmine McDowell

### **The following Councilmembers were absent:**

Councilmember Jarom Tefteller

### **The following staff was present:**

Greg Hutson, City Manager  
Michael Martin, City Attorney

Mary Bullock, City Secretary  
Garrett Williamson, Accountant

### **Other Attendees:**

Phillip Williams, Gilmer Mirror  
Herb Winkeller, Resident

Brandon Dodd

### **I. Call to Order Invocation Pledge of Allegiance**

Mayor Tim Marshall called the meeting to order at 5:18 P.M. The invocation was led by Mayor Pro-Tem Pete Herrmann, and the Pledge of Allegiance was led by Councilmember Brian Williams.

## II. Items to Consider

1. Consider, discuss, and take possible action to authorize Luana Howell, Upshur County Tax Assessor, as the designated officer of the city's taxing unit, and all matters related thereto.

Mayor Pro-Tem Pete Herrmann made a motion to authorize Luana Howell, Upshur County Tax Assessor, as the designated officer of the city's taxing unit, with a second by Councilmember Jerry Webb and a vote of 6/0 for approval.

2. Consider, discuss, and take possible action regarding Property Tax Rate for Fiscal Year 2025-2026, and all matters related thereto (Enclosure).
  - a. Discuss proposed tax rate for 2025-2026.
  - b. Take Record Vote on proposed tax rate for 2025-2026.
  - c. Vote to schedule public hearing on proposed tax rate for 2025-2026.

The council discussed each tax rate with the De Minimis Tax Rate being the proposed tax rate.

The council took a record vote on the proposed tax rate for 2025-2026, with a 6/0 vote for approval:

Mayor Tim Marshall – For the Proposal

Mayor Pro-Tem Pete Herrmann – For the Proposal

Councilmember Michael Chevalier – For the Proposal

Councilmember Jerry Webb – For the Proposal

Councilmember Brian Williams – For the Proposal

Councilmember Jasmine McDowell – For the Proposal

Councilmember Jarom Tefteller– Absent

The City Council voted unanimously to schedule a public hearing on the proposed tax rate for 2025-2026 on August 25, 2025, at 5:15 P.M., with a 6/0 vote for approval.

3. Consider, discuss, and take possible action to approve Ordinance 25-048 amending the City Budget for the City of Gilmer, Texas for the one-year period beginning October 1, 2024, and ending September 30, 2025, for the payroll increase of an additional employee to public works in the amount of \$7,116.00, and all matters related thereto (Enclosure).

City Secretary Mary Bullock explained the proposed Budget Amendment was to bring back a former employee and the costs are for his payroll and benefits through September 30, 2025.

Mayor Pro-Tem Pete Herrmann made a motion to approve Ordinance 25-048 amending the City Budget for the City of Gilmer, Texas for the one-year period beginning October 1, 2024, and ending September 30, 2025, with a second by Councilmember Jerry Webb and a vote of 6/0 for approval.

## III. Executive Session

1. Consider and take action to enter Executive Session under Article Number §551.074, Personnel Matters – City Manager.

Mayor Tim Marshall made a motion to enter into Executive Session at 5:39 P.M., with a second by Mayor Pro-Tem Pete Herrmann and a vote of 6/0 for approval.

**IV. Adjourn Executive Session**

Mayor Pro-Tem Pete Herrmann made a motion to exit Executive Session at 5:57 P.M., with a second by Councilmember Brian Williams, and a vote of 6/0 for approval.

**V. Convene Regular Meeting – (In accordance with Texas Government Code, Subchapter D).**

1. Consider, discuss, and take possible action related to personnel matters, and all matters related thereto.

Mayor Tim Marshall made a motion to promote Mary Bullock to City Manager effective October 1, 2025, with a starting salary of \$115,000 per year with all items in her contract as proposed to city council, with a second by Mayor Pro-Tem Pete Herrmann, and a vote of 6/0 for approval.

**VI. Adjournment**

Mayor Tim Marshall made a motion to adjourn, with a second by Councilmember Jerry Webb and a vote of 6/0 for approval.

Meeting adjourned at 5:59 P.M.

  
Tim Marshall, Mayor

ATTEST:

  
Mary Bullock, City Secretary

