



Mayor Tim Marshall
Councilmember Jerry Webb
Councilmember Jarom Tefteller
Councilmember Carl Byers

Mayor Pro-Tem Pete Herrmann
Councilmember Jasmine McDowell
Councilmember Brian Williams

MINUTES

The City of Gilmer Council Meeting convened in regular session at 5:15 P.M. on Tuesday, August 11, 2026, at Gilmer City Hall, 110 Buffalo St., Gilmer, Texas.

The following Councilmembers were present:

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

Mayor Pro-Tem Pete Herrmann
Councilmember Brian Williams
Councilmember Carl Byers

The following Councilmembers were absent:

None

The following staff were present:

Mary Bullock, City Manager
Deana Powell, City Secretary
Lisa Long, Civic Center Director

Mike Martin, City Attorney
Garrett Williamson, Accountant
Billy Joe Williams, Fire Chief

Other Attendees:

Phillip Williams, Gilmer Mirror

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

Mayor Tim Marshall called the meeting to order at 5:16 P.M. The invocation was led by Mayor Pro-Tem Pete Herrmann, and the Pledge of Allegiance was led by Councilmember Jerry Webb.

II. Public Comment No speakers

III. Announcements

1. **Mayor's Announcements:** No announcements at this time.
2. **City Manager's Announcements:** No announcements at this time.
3. **City Council Member's Announcements:** No announcements at this time.

IV. Consent Agenda

1. **Consider approval of City Council Minutes from July 28, 2026, Regular Meeting**
2. **Consider approval of City Council Minutes from July 29, 2026, Special Call Meeting**
3. **Consider approval of City Council Minutes from August 3, 2026, Special Call Meeting for Budget Work Session and Special Call Proposed Tax Rate**
4. **Consider approval of Code Enforcement Report for July 2026**
5. **Consider approval of Police Department Report for July 2026**
6. **Consider approval of Fire Department Report for July 2026**
7. **Consider approval of Expense Report for July 2026**
8. **Consider approval of Finance Report for July 2026**

Mayor Pro-Tem Pete Herrmann made a motion to approve all consent agenda items and seconded by Councilmember Jerry Webb with a vote of 6/0 for approval. Motion passed unanimously.

V. Items to Consider

1. **Consider, discuss, and take possible action to establish a Burn Ban in the City of Gilmer and to authorize the City Fire Chief to take action and all matters related thereto (Enclosure).**

Fire Chief Billy Joe Williams spoke to the council on the reason the burn ban was issued and that it looks as if it will stay in place for now. Chief Williams does not see the county lifting their burn ban any earlier as well. Councilmember Jarom Tefteller entered the meeting at the beginning of this discussion.

Councilmember Jarom Tefteller made a motion to approve to establish a burn ban in the City of Gilmer for the next 90 days and to authorize the Fire Chief to take action and seconded by Mayor Pro-Tem Pete Herrmann with a vote of 7/0 for approval. Motion passed unanimously.

2. **Consider, discuss, and take possible action on waiving fees and discuss waiving the contract for use of the Civic Center for training purposes, and all matters related thereto (Enclosure).**

Lisa Long, Civic Center Director and City Manager Mary Bullock spoke on this discussion item. This is for a training opportunity for the County, City's around the County, ESD's, and possibly School Districts to receive training on active shooter scenarios. This will be a great thing for the community and the surrounding communities as well. We are asking to allow this training to be conducted by Upshur County without signing the contract as they will not have time to add it to their meeting in time for their approval before the training start date of August 18th or 19th. Asking that the council will allow the city to sign on behalf of the County for this reason and to waive any rental fees as city employees will also be attending this training.

Councilmember Jarom Tefteller made a motion to approve waving the fees for this training held by Upshur County and to authorize the City Manager to sign the contract on their behalf and seconded by Mayor Tim Marshall with a vote of 7/0 for approval. Motion passed unanimously.

3. Consider, discuss, and take possible action on any recommendations from the planning and zoning commission, and all matters related thereto (Enclosure).

City Manager Mary Bullock spoke to council about the Planning and Zoning Commission meeting held on August 6th to consider rezone of two properties. One on Martin Street that currently has a mobile home on it at this time and how long she has been working on getting funding to either build on this property or refurbish the existing home with no luck. There are mobile homes on the properties around this lot, and it is not feasible to build a \$150,000 home with lower valued homes surrounding it. The second location is on Crawford Street, also surrounded by mobile homes. This area has a water drainage issue, and it is not feasible to build a traditional stick-built home on a concrete foundation. The Planning and Zoning Commission is recommending the council to approve the zoning change from R1-R2 Residential to RM1-RM2 Residential Mobile Home.

Mayor Pro-Tem Pete Herrmann made a motion to approve the recommendations from the Planning and Zoning Commission to rezone the lots on Martin St and Crawford St from R1-R2 Residential to RM1-RM2 Residential Mobile Home and seconded by Councilmember Jasmine McDowell with a vote of 7/0 for approval. Motion passed unanimously.

4. Consider, discuss, and take possible action on approval of change orders for the Yamboree Park Phase I for the Asphalt credit, and all matters related thereto (Enclosure).

City Manager Mary Bullock spoke to the council about the presented change order for the Yamboree Park Phase I Asphalt credit that was negotiated at a previous meeting. This will be the final change order for this project.

Councilmember Jerry Webb made a motion to approve the change order for the Yamboree Park Phase I and seconded by Councilmember Jasmine McDowell with a vote of 7/0 for approval. Motion passed unanimously.

5. Consider, discuss, and take possible action on employee medical benefits and city contribution rates for the 2026/2027 Fiscal Year, and all matters related thereto (Enclosure).

City Manager Mary Bullock presented to the council the medical benefit options and cost for the 2026/2027 Fiscal Year. We had two bids come in during the RFP process and Higginbotham Insurance came in with the best bid for the medical insurance. After getting to go out to the market to see the actual cost of coverage for the cities employees we received an even better rate than initially quoted in the bid process. This is going to be a higher deductible PPO plan with an HSA attached. We also received quotes for our dental, vision, and life insurance plans through Joe Dodd with Clients First at a much lower cost than our current plan options. Mrs. Bullock is recommending that the council approve moving forward with the lower cost options for the upcoming fiscal year.

Councilmember Jarom Tefteller made a motion to approve the switch to Higginbotham Insurance for medical insurance and with Joe Dodd on the dental, vision, and life insurances and seconded by Mayor Tim Marshall with a vote of 7/0 for approval. Motion passed unanimously.

6. Consider, discuss, and take possible action on awarding of IT Professional Services contract and all matters related thereto (Enclosure).

City Manager Mary Bullock presented to council the results of the RFP for IT Professional Services done back in June. There were 6 bid proposals received and were narrowed down to three that went through the second round of interviews. One was the current IT Service company currently servicing City Hall and Public Works – ActaMSP (DataMax), the current IT Service company currently servicing Gilmer Police Department – Geekyour PC (Gilmer Computer Tech), and then Cendien was one that was a wild card that got thrown in there. They were scored after the interviews to narrow down who to send a second offer of an interview. The one that came out with the highest bid after the second round of interviews was Geekyour PC. They are a local company that currently services the cities police department and also Upshur County and will be able to have the best response time in case of an emergency. They were able to give us a best and final offer from the original bid of \$82,911 down to \$76,698.

Mayor Tim Marshall made a motion to approve entering into a contract with Geekyour PC for the City's IT Professional Services and seconded by Councilmember Jarom Tefteller with a vote of 7/0 for approval. Motion passed unanimously.

- IX. **Executive Session** – No executive session at this meeting
- X. **Adjourn Executive Session**
- XI. **Reconvene Regular Session** – (In accordance with Texas Government Code, Subchapter D).
- XII. **Adjournment**

Mayor Pro-Tem Pete Herrmann made a motion to adjourn and seconded by Councilmember Jasmine McDowell with a vote of 7/0 for approval. Motion passed unanimously.

With no more business to come before the council this meeting adjourned at 5:43 P.M.

ATTEST:



Deana Powell, City Secretary




Tim Marshall, Mayor