

**REGULAR CALLED MEETING
City Council
January 13, 2026**

The City Council of the City of Brownwood, Texas met in a Regular Called Meeting on Tuesday, January 13, 2026, at 9:00 a.m., in the Council Chambers, City Hall, 501 Center Avenue, Brownwood, Texas, with the following members present:

Stephen E. Haynes	:	Mayor
H D Jones	:	Councilmember Ward 1
Ed McMillian	:	Councilmember Ward 2
Melody Nowowiejski	:	Councilmember Ward 3
Draco A. Miller	:	Councilmember Ward 4
Walker Willey	:	Councilmember Ward 5
Pat Chesser	:	City Attorney
Marshal McIntosh	:	City Manager
Christi Wynn	:	City Secretary

with no members absent, constituting a quorum of the City Council.

CALL TO ORDER:	Mayor Haynes called the meeting to order.
PLEDGE OF ALLEGIANCE:	Pledge of Allegiance was led by Councilmember McMillian.
INVOCATION:	Invocation was given by Councilmember Willey.
ITEMS TO BE WITHDRAWN:	None

INTRODUCTIONS, ANNOUNCEMENTS, AND RECOGNITIONS:

Colton Martin, Tony Morales, and Tim Norway from the Planning and Development Department have successfully completed Code Enforcement training and have been formally issued Code Enforcement badges.

Interim Director of the Planning and Development Department, Gary Hurtado, recognized Colton Martin, Tony Morales, and Tim Norway for successfully completing the Code Enforcement Officer training. This included one year of on-the-job training, a Code Enforcement training course, and taking a State exam to earn their licensed badges. Colton Martin was not in attendance as he was attending additional training. Tim Norway and Colton Martin are now double certified as a Code Officer and Building Inspector, and Tony Morales will be soon.

City Secretary, Christi Wynn, received the 2025 Texas Municipal Clerks Association (TMCA) Distinguished Service Award.

City Manager, Marshal McIntosh, recognized City Secretary, Christi Wynn, for receiving the 2025 Texas Municipal Clerks Association Distinguished Service Award. This award is specifically for a professionally certified Texas Registered Municipal Clerk with at least ten years' experience with the TMCA who has made significant or career long contributions to the Municipal Clerk profession. She was nominated by her peers and was selected by the TMCA Board.

CITIZENS PRESENTATIONS: None

APPROVAL OF MINUTES:

A motion was made by Willey, seconded by McMillian, to approve the Regular Called Meeting, December 9, 2025, and the Joint Allies Meeting, December 11, 2025, as presented. Upon vote, the motion carried unanimously.

CLAIMS AND ACCOUNTS:

Chief Accountant, Leah Thomas, was available for questions regarding the checklist. A motion was made by Miller, seconded by Jones, that the Claims and Accounts dated January 7, 2026, be approved for payment as submitted. Upon vote, the motion carried unanimously.

REQUESTS AND PRESENTATIONS:**Consider accepting an Event Trust Fund matching grant of up to \$85,316 from the Governor's office of Economic Development and Tourism to help pay for expenses for the 2026 NJCAA D3 Women's National Championship Basketball Tournament.**

Sports Coordinator, Robert Anders, reported that the City of Brownwood will host the 2026 NJCAA Women's Basketball National Tournament from March 11–14, 2026, at the Brownwood Coliseum. The tournament will bring twelve teams and fans from across the nation, with teams traveling as far as New York. The estimated total attendance throughout the event is approximately 2,000 people. Mr. Anders stated that the estimated economic impact to the City of Brownwood is \$424,800. To host the NJCAA tournament, the host city is required to cover several costs, including but not limited to hospitality items, game official fees (estimated to be around \$15,000 to \$17,000), game-day staffing fees, and other related services. The matching grant is a 6.25:1 match of host spending. Once the City spends \$13,651, additional funding becomes available through the grant, up to a maximum of \$85,316. Mr. Anders noted that to receive this grant, Brownwood was required to bid for and win the tournament against locations nationwide. The bidding and award process took approximately two and a half months.

Councilmember Miller asked what preparations are being made by the community for the event. Mr. Anders responded that the City is working closely with Howard Payne University's Athletic Director to utilize flooring and locker room facilities. Additional preparations include enhanced signage and a full Texas-themed welcome banquet for teams and guests to experience a mechanical bull and the presence of a horse so visitors who have never experienced one may interact. They are also working to notify nearby restaurants to prevent a shortage, and local sponsors are assisting with hospitality items for the teams.

A motion was made by McMillian, seconded by Miller, to accept the Event Trust Fund matching grant of up to \$85,316 from the Governor's office of Economic Development and Tourism to help pay expenses for the 2026 NJCAA D3 Women's National Championship Basketball Tournament. Upon vote, the motion carried unanimously.

ORDINANCES AND RESOLUTIONS:**Consider a resolution re-adopting the City of Brownwood Investment Policy.**

Finance Director, Melanie Larose, stated that the Public Funds Investment Act requires a review and re-adoption of our Investment Policy at least once per calendar year. Our current investment

policy was amended on January 10, 2023. We are not recommending any changes to it at this time.

A motion was made by Nowowiejski, seconded by Miller, to approve a resolution re-adopting the City of Brownwood Investment Policy. Upon vote, the motion carried unanimously.

RESOLUTION NO. R-26-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BROWNWOOD, TEXAS, REGARDING THE ANNUAL REVIEW OF THE CITY'S INVESTMENT POLICY AND INVESTMENT STRATEGIES

Consider a resolution establishing cash payment rounding accommodations due to limited coin availability.

Finance Director, Melanie Larose, stated that we have experienced periods of limited coin availability, including shortages of pennies, which can make it difficult for City departments to consistently provide exact change for in-person cash transactions. While many City services use recurring billing accounts, other services such as permits, Health Department services, and certain landfill fees are one-time or transaction-based charges with no ongoing billing account, creating operational and audit challenges when small cash discrepancies occur. The proposed resolution establishes a uniform and transparent process for handling cash payments when exact change is unavailable. All City fees and charges will continue to be calculated to the exact cent. Customers with ongoing billing accounts may voluntarily round cash payments up or down, with small differences applied as credits or balances on their accounts. For one-time or transaction-based fees, cash payments may be rounded to the nearest nickel using federal cash-rounding guidelines. Rounding will apply only to cash payments, and all transactions will be recorded based on the amount tendered, with no register adjustments. This approach aligns with accepted accounting principles, Texas municipal audit standards, and constitutional requirements, while maintaining accurate billing records and avoiding the permanent reduction or forgiveness of any charges.

A motion was made by Willey, seconded by McMillian to approve a resolution establishing cash payment rounding accommodations due to limited coin availability. Upon vote, the motion carried unanimously.

RESOLUTION NO. R-26-02

A RESOLUTION OF THE CITY OF BROWNWOOD, TEXAS, ESTABLISHING A POLICY FOR CASH PAYMENT ROUNDING ACCOMMODATIONS DUE TO LIMITED COIN AVAILABILITY; AUTHORIZING THE USE OF FEDERAL CASH ROUNDING GUIDELINES FOR ONE-TIME OR TRANSACTION-BASED FEES; AND PROVIDING FOR ADMINISTRATION, SEVERABILITY, AND AN EFFECTIVE DATE.

Consider a resolution adopting the City of Brownwood Purchasing Policy.

Finance Director, Melanie Larose, stated that the City has operated under an internal Purchasing Policy for many years. While the policy has been followed in practice, it has not previously been formally adopted by the City Council. Recent state and federal grant applications now require a resolution from the governing body confirming adoption of purchasing policies. The Purchasing Policy has been updated to reflect revised purchasing threshold amounts approved by the Texas Legislature, to add provisions addressing federal purchasing requirements for compliance with

grant and funding standards, and to include disciplinary provisions related to violations of the City's Code of Ethics. These updates clarify compliance requirements and do not materially change existing purchasing practices.

A motion was made by Miller, seconded by Nowowiejski, to approve a resolution adopting the City of Brownwood Purchasing Policy as submitted. Upon vote, the motion carried unanimously.

RESOLUTION NO. R-26-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BROWNWOOD, TEXAS, ADOPTING A PURCHASING POLICY; PROVIDING FOR COMPLIANCE WITH APPLICABLE PROVISIONS OF THE TEXAS LOCAL GOVERNMENT CODE AND FEDERAL PROCUREMENT REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.

AGREEMENTS AND CONTRACTS:

Consider and approve a Service Agreement with InvoiceCloud for Electronic Bill Presentment and Payment (EBPP) Services.

Finance Director, Melanie Larose, stated that the City recently implemented the electronic billing and payment platform Nuvei with the expectation that it would meet operational and customer service needs. However, staff have determined that the system does not meet those expectations and has resulted in operational challenges, citizen complaints, and reconciliation issues. After several months of use, the platform has been found to lack the integration capabilities, functionality, and customer-focused features needed to support the City's payment, billing, and reconciliation processes. Mrs. Larose presented InvoiceCloud as an alternative electronic payment platform currently used by thousands of local governments, including many Tyler Technologies customers. There will be no cost to the City to transition to InvoiceCloud. The only ongoing expense will be a \$20 monthly maintenance fee per payment reader, for a total cost of \$240 per month. Staff explored the option of purchasing the payment readers outright to achieve cost savings, but that option would not include continued maintenance support. Nuvei has already been paid for the current year, and the City will not receive a refund. It is unknown whether customer email addresses and passwords will be transferable from Nuvei to the new system. The transition to InvoiceCloud is expected to take approximately 120 days and would significantly improve both internal operations and the customer experience. While acknowledging concerns about changing systems shortly after implementation, staff indicated that the volume of citizen complaints and ongoing operational challenges make the transition necessary.

A motion was made by Willey, seconded by Nowowiejski, to approve a Service Agreement with InvoiceCloud for Electronic Bill Presentment and Payment (EBPP) Services. Upon vote, the motion carried unanimously.

REPORTS:

Texas Bank Holiday Classic

Sports Coordinator Robert Anders reported that the Texas Bank Holiday Classic was a success. The tournament included 54 teams from across the State of Texas, as well as two teams from New York, with several teams ranked in the Top 10. Mr. Anders noted that the Brownwood Lions Girls team won their division. He also stated that local stores ran out of food during the event. The estimated economic impact to the City of Brownwood was \$900,000. Mr. Anders added that an

event calendar is shared with the public to help hotels and local businesses better prepare for future events.

The 14th Annual Martin Luther King Jr. Celebration Presented by Revitalize Our Community will be on Monday January 19th, 2026.

Councilmember Draco Miller stated that the ROC Organization will host the 14th Annual Martin Luther King Jr. Celebration on Monday, January 19, 2026, beginning at 9:00 a.m. with a march. The event will include speakers Pastor Eric Jordon, the Mayor of Palestine, Texas, and Mayor Haynes, as well as a musical performance. Councilmember Miller encouraged everyone to attend and participate.

Non-emergency City services will be closed for Martin Luther King, Jr. Day, Monday, January 19, 2026.

Mayor Haynes announced the closure.

State of the City Address, January 23, 2026.

Mayor Haynes invited everyone to attend the State of the City Address on January 23, 2026, from 11:30 to 1:00 at the Brownwood Event Center.

EXECUTIVE SESSION:

Council convened into Executive Session at 9:45 a.m., in the Haynes Conference Room, pursuant to the provisions of the Open Meetings Law, Chapter 551, Government Code Vernon's Texas Codes Annotated, in accordance with the authority contained therein to discuss the following:

Section 551.071 – Consultation with Attorney

- A. Pre-suit demand by Joe Cooksey.

Council reconvened into open session at 10:20 a.m.

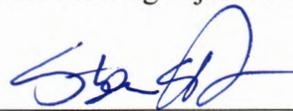
ACTION TAKEN AS A RESULT OF THE EXECUTIVE SESSION:

Section 551.071 – Consultation with Attorney

- A. No action taken.

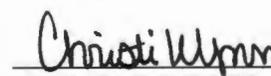
ADJOURNMENT:

There being no further business, Mayor Haynes declared *the meeting adjourned.*



STEPHEN E. HAYNES, Mayor

ATTEST:



CHRISTI WYNN, City Secretary