



**MINUTES OF THE REGULAR MEETING  
VIA VIDEOCONFERENCE OF THE CITY COUNCIL  
CITY OF BALCH SPRINGS  
JANUARY 11, 2021  
6:30 PM – BRIEFING  
7:00PM – REGULAR MEETING**

The City Council of the City of Balch Springs, Texas conducted the briefing meeting via videoconference on Monday, January 11, 2021, 6:30 p.m.

Present: Councilmember Singletary (via videoconference), Councilmember Shelby (via videoconference), Mayor Pro Tem Segroves (via videoconference), Councilmember Rushing (via videoconference), Councilmember Myles (via videoconference), Councilmember Hill (via videoconference) and Mayor Gordon (In-person).

**BRIEFING MEETING AT 6:30PM**

**A. Briefing on the City's change of financial management system from STW to OpenGov.**

Geneva Mendez, Chief Financial Officer, briefed the City Council in regards to the City merger of STW the current software to OpenGov. Ms. Mendez is recommending that the city stay with STW/OpenGov; the cost is less than comparable vendors.

**B. Update on City Council Meeting Calendar.**

Mayor Gordon and the City Secretary briefed the City Council on the council meeting calendars:

- City Council Meeting Calendar - meeting dates, boards and commissions meeting dates, election information
- City Council Agenda calendar - regarding deadlines for agenda items.
- Budget Calendar – proposed dates regarding property tax deadlines and workshop meetings.

**C. City Councilmember liaison to City boards and Commissions.**

Mayor Gordon briefed the City Council on the 2020-2021 Council Appointments for City Boards and Commissions liaisons, for the purpose of fact-finding and to information the Council of the viewpoints on such committee, commission or board. The liaisons for the boards and commissions are as follows:

Civil Service Commission - Councilmember Singletary

Economic Development Corporation -Type A; Councilmember Hill  
Economic Development Corporation - Type B; Mayor Gordon  
Flood and Drainage Committee - Councilmember Shelby  
Library Board - Councilmember Segroves  
Parks and Recreation Advisory Board - Councilmember Rushing  
Planning and Zoning Commission - Councilmember Myles.

**Call meeting to order** - Mayor Gordon (In-person) called the meeting to order at 7:00 p.m.

### **Identification of a quorum**

Councilmember Singletary (via videoconference)  
Councilmember Shelby (via videoconference)  
Mayor Pro Tem Segroves (via videoconference)  
Councilmember Rushing (via videoconference)  
Councilmember Myles (via videoconference)  
Councilmember Hill (via videoconference)  
Mayor Gordon (In-person)

### **Staff:**

Susan Cluse, City Manager (In-person)  
Cindy Gross, City Secretary (In-person)  
Amanda Davis, City Attorney (via videoconference)

**Invocation** – The invocation was given by City Councilmember Singletary.

**Pledge** – The pledge of allegiance to the US Flag and Texas Flag was led by City Councilmember Rushing.

**Public Comment** – No public comments at this time.

### **CONSENT AGENDA**

- A. APPROVAL OF MINUTES:**
- 1. November 30, 2020 – Special Called Meeting and Workshop**
  - 2. December 7, 2020 - Regular Meeting**
  - 3. December 14, 2020 - Regular Meeting**
  - 4. December 15, 2020 - Special Called Meeting**

Councilmember Rushing made the motion to approve the Consent Agenda. Councilmember Hill seconds the motion. Voting for this motion were Councilmember Singletary, Councilmember Shelby, Mayor Pro Tem Segroves, Councilmember Rushing, Councilmember Myles and Councilmember Hill. **Motion passed. (6-0)**

### **REPORTS/UPDATES:**

- 1. Report(s) by the Executive Staff regarding items of community interest.**

Susan Cluse, City Manager announced that city staff has been affected by the COVID-19 virus, and to be patient as we work through this matter.

City Secretary announced that the Application for Place on Ballot will begin on Wednesday, January 13, 2021 and ending on Friday, February 12, 2021 at 5:00 PM.

**2. Update on COVID-19 public health and safety measures, cases, and associated pandemic matters.**

Brad Harris, Emergency Management Coordinator, reported that the city receives most of their reports from Dallas County, and that the city currently has (2500) total COVID-19 cases. Mr. Harris stated that city staff has been affected by the virus either testing positive and/or having to be quarantine. Mr. Harris stated that Dallas County has begun the vaccine process for only Teir 1A and those that are 75 years or older. Mr. Harris stated that the City is in discussion with the City of Mesquite regarding a partnership in order to get the city employees vaccinated; additional information will be provided at a later date.

Ms. Cluse, City Manager, updated the City council regarding the sim cards for the council iPads as a part of the CARES Act funding. City Secretary stated that city staff will be meeting with SWAGIT to discuss the city options regarding livestreaming capabilities.

**INDIVIDUAL ITEMS:**

**1. Consideration and action regarding the appointment of Mayor Pro Tem.**

Mayor Gordon open the floor for nominations to appoint a Mayor Pro Tem.

Councilmember Hill would like to nominate Helen Shelby as Mayor Pro Tem.  
Councilmember Rushing would like to nominate herself as Mayor Pro Tem.

Mayor Gordon closed the floor for nominations.

Voting to nominate Councilmember Rushing as Mayor Pro Tem were: Councilmember Singletary, Councilmember Shelby, Councilmember Segroves, Councilmember Rushing, Councilmember Myles and Councilmember Hill. **Motion passed. (6-0)**

**2. Consideration and action regarding appointment of Arianna Hill to the Board of Adjustments.**

Councilmember Singletary moved to appoint Arianna Hill to the Board of Adjustments. Mayor Pro Tem Rushing seconds the motion. Voting for this motion were Councilmember Singletary, Councilmember Shelby, Councilmember Segroves, Mayor Pro Tem Rushing, Councilmember Myles and Councilmember Hill. **Motion passed. (6-0)**

**3. Consideration and action regarding approval of a resolution to enter into a renewal Master Agreement Governing Major Capital Improvement Program with Dallas County to receive funding awards for transportation improvement projects.**

Councilmember Hill moved to approve a resolution 869-21, to enter into a renewal Master Agreement Governing Major Capital Improvement Program with Dallas County to receive funding awards for transportation improvement projects. Councilmember Shelby seconds the motion. Voting for this motion were Councilmember Singletary, Councilmember Shelby, Councilmember Segroves, Mayor Pro Tem Rushing, Councilmember Myles and Councilmember Hill.

**Motion passed. (6-0)**

4. **Consideration and action regarding approval of a resolution authorizing the Mayor or City Manager to execute the Real Estate Purchase and Sale Agreement with Bloomfield Homes, L.P. for property located at 14804 Lakeside Road, and authorizing the Mayor to take all other actions necessary to effectuate the closing and sale of the property.**

Councilmember Hill moved to approve a resolution 870-21, authorizing the City Manager to execute the Real Estate Purchase and Sale Agreement with Bloomfield Homes, L.P. for property located at 14804 Lakeside Road, and authorizing the Mayor to take all other actions necessary to effectuate the closing and sale of the property. Mayor Pro Tem Rushing seconds the motion. Voting for this motion were Councilmember Singletary, Councilmember Shelby, Councilmember Segroves, Mayor Pro Tem Rushing, Councilmember Myles and Councilmember Hill.

**Motion passed. (6-0)**

#### **NOTICE OF EXECUTIVE SESSION**

5. **In accordance with Texas Government Code, Chapter 551, the City Council will recess in Executive Session to discuss the following:**

Mayor Gordon convened into closed session at 7:36 PM.

- A. **Section 551.071: Consult with the attorney regarding pending or contemplated litigation, or a settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act, re: (i) Cause no. 3:17-CV-01208-M; (ii) Fire Chief; and (iii) Mayor and City Councilmembers.**
- B. **Section 551.074: Deliberate the appointment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee, re: (i) Fire Chief; and (ii) Mayor and City Councilmembers.**
- C. **Section 551.087: Deliberate commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the territory of the City and with which the City is conducting economic development negotiations, re: (i) JM & R Body Works.**

- D. **Section 551.072: Deliberate the purchase, exchange, lease, or value of real property, re: potential land purchase.**

**RECONVENE INTO OPEN SESSION**

Mayor Gordon reconvened into open session at 9:58 pm.

**6. Take action, if any, on matters discussed in Executive Session.**

Councilmember Hill moved to accept the Separation Agreement and General Release effective February 1, 2021 for Fire Chief Randy Smith. Councilmember Shelby seconds the motion. Voting for this motion were Councilmember Singletary, Councilmember Shelby, Councilmember Segroves, Mayor Pro Tem Rushing, Councilmember Myles and Councilmember Hill.

**Motion passed. (6-0)**

**7. Requests for information, and/or new business to be placed on future agendas.**

Mayor Gordon

- Introduction of Newly Elected Councilmember Angela Singletary on the next agenda.

**8. Closing prayer – Councilmember Singletary gave the closing prayer.**

**9. Adjourn - Mayor Gordon adjourned the Regular Meeting at 10:01 PM.**

**PASSED AND APPROVED AT A REGULAR MEETING HELD ON JANUARY 25, 2021.**