

**MINUTES OF SPECIAL CALLED AND WORKSHOP MEETING  
CITY OF BALCH SPRINGS  
JANUARY 26, 2021  
6:00 PM**

The City Council of the City of Balch Springs, Texas conducted the Special Called and Workshop Meeting via videoconference on Tuesday, January 26, 2021, 6:00 pm.

**Call to order**

Mayor Gordon (In-person) called the Special Called and Workshop Meeting to order at 6:00 pm.

**Identification of quorum.**

Present: Councilmember Singletary (In-person)  
Councilmember Shelby (via videoconference)  
Councilmember Segroves (via videoconference)  
Councilmember Myles (via videoconference)  
Councilmember Hill (via videoconference)  
Mayor Gordon (In-person)

Absent: Mayor Pro Tem Rushing

Staff: Susan Cluse, City Manager (In-person)  
Cindy Gross, City Secretary (In-person)  
Jon Haber, Police Chief (In-person)  
Amanda Davis, City Attorney (via videoconference)

**PUBLIC COMMENTS** – No public comments at this time.

**SPECIAL MEETING:**

**NOTICE OF EXECUTIVE SESSION**

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

City Council convened into closed session at 6:02 pm.

**Pursuant to Sections 551.071 and 551.074; Consultation with the attorney regarding pending or contemplated litigation, or 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; and deliberation regarding the appointment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, re: (i) City Manager, City Secretary, Police Chief and Appointment of Interim Fire Chief.**

## **RECONVENE INTO OPEN SESSION**

City Council reconvened into open session at 7:24 pm.

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

Mayor Pro Tem Rushing moved to approve the appointment of Sean Davis as Interim Fire Chief effective February 1, 2021, and the terms and conditions will be brought back at February 8, 2021 City Council Meeting. Councilmember Singletary 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)**

## **WORKSHOP MEETING:**

### **3. Executive Level Staff:**

#### **A. Executive Level Staff Performance Objectives**

#### **B. Quarterly Meeting Schedule**

Mark Morris, HR Director, gave the City Council an overview of the process of performances objectives and measurements, and goals for executive staff.

City Council and city staff held a discussion regarding the expectations in regards to the executive staff performance objectives and goals processes.

Mayor Gordon stated that since the City Council did not receive the information that was requested the quarterly reports in a timely matter will be postponed until a date.

### **4. City Council Work Session:**

#### **A. 2021 City Council Performance Indicators**

#### **B. City Council Retreat**

#### **C. Water Utilities Process**

Mike Mowery, Strategic Government Resources (SGR) spoke to the City Council in regards to the I-OPT assessment tool and how it helps governmental agency employees and elected officials across the country learn how to work well together and it also helps couches and individuals understand each other better and be more successful. Mr. Mowery is proposing to do a I-OPT Workshop with City Council and executive staff.

Mayor Gordon is proposing a council retreat with the participation of executive staff on February 4, 2021 at 6:00 pm at the Civic Center.

City Council and staff briefly discussed the procedures in regards to what the City Council needs to do in order to prepare their 2021-2022 performance indicators and to possibly continue the city council retreat on February 6, 2021.

Councilmember Singletary addressed concerns regarding the water utility process, sewer issues and not being able to contact city employees.

City Manager held a discussion regarding the procedures, notifications and credit card fees being charged in regards to the water utilities process, and what the process is for city councilmembers to notify city staff.

5. **Adjourn** - Mayor Gordon adjourned the Special and Workshop Meeting at 9:01 pm.

**PASSED AND APPROVED AT A REGULAR MEETING HELD ON MARCH 1, 2021.**