

**CITY COUNCIL  
SPECIAL MEETING  
JUNE 3, 2015**

Council Members present were Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, and Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills and Rick J. Staigle. Also present was City Secretary Janice M. Moore and City Attorney Grady Randle.

**1. Call to Order**

Mayor Jessup called the special meeting to order at 6:09 p.m.

**2. Swearing In of New Council Member Terry J. Henley, Alderman IV**

Judge Bret Kisluk swore in Alderman Henley.

**3. Appointment of Mayor Pro Tempore**

Alderman Bezner moved to **appoint** Terry J. Henley as mayor pro tempore. Alderman Staigle second the motion, which passed unanimously.

**4. Approval of Minutes**

Mayor Pro Tempore Henley moved to **approve** the April 20, 2015 Joint Special minutes. Alderman Staigle seconded the motion, which passed unanimously.

Mayor Jessup requested Item #7 be moved ahead of item #6. There were no objections.

**7. Ordinance 2015-13**

AN ORDINANCE ADOPTING A COMMUNITY DEVELOPMENT PROGRAM AUTHORIZED UNDER CHAPTER 373 OF THE TEXAS LOCAL GOVERNMENT CODE.

Mayor Jessup read the title.

Alderman Isbell moved to **adopt** Ordinance 2015-13. Alderman Staigle seconded the motion.

Nadya Shelton expressed concern about information not being released to the public.

The motion passed unanimously.

## 8. Review/Discussion/Possible Action of the City Secretary Job Description

Alderman Bezner gave a PowerPoint presentation, which included the organizational chart, the powers and duties of the secretary, the secretary's responsibilities, communication, supervision, and an escalation policy. The Council directed the City Secretary to focus on core responsibilities and duties, not to engage in any new projects, and to receive approval from the mayor for all department head requests.


## 9. Adjournment

Mayor Pro Tempore Henley moved to **adjourn** the meeting at 7:27 p.m. Alderman Mills seconded the motion, which carried unanimously.

**These minutes were approved by the  
City Council on June 23, 2015.**

ATTEST:

  
Janice M. Moore, City Secretary

  
Charles D. Jessup IV, Mayor

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