



Mayor Jesse Casey
Alderman Charlie Hunt
Alderman Brant Cain

Mayor Pro-Temp Gary Lovelace
Alderman Guy Walker
Alderwoman Lauren Bresch

The City of Hallsville Council meeting convened in regular session at 6:00 P.M. on Tuesday, November 16, 2021, at City Hall located at 115 West Main Street.

The following members were present:

Mayor Jesse Casey
Alderman Brant Cain
Alderwoman Lauren Bresch

Mayor Pro-Tem Gary Lovelace
Alderman Guy Walker
Alderman Charlie Hunt

City of Hallsville Staff Present:

City Secretary Laura Welch
Chief of Police Wesley Freeman

City Administrator Marty Byers

Other Attendees:

Carter Mize with Marshall News was present.

I. Call to Order

The meeting was called to order at 6:00 P.M. by Mayor Jesse Casey.

II. Invocation

The Invocation was led by Alderman Guy Walker.

III. Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Jesse Casey.

IV. Administer Oath of Office for Mayor and Two Alderman

City Secretary, Laura Welch, administered the Oath of Office for Mayor Jesse Casey and Alderman Charlie Hunt and Alderwoman Lauren Bresch.

V. Consent Agenda – October 2021

Mayor Jesse Casey asked to approve the Consent Agenda Items including City Administrator's Report, Police Department Summary for October 2021, the Water Department Summary for October 2021, the Permit Report for October 2021, and the Monthly Financials for October 2021.

City Administrator Marty Byers reported to the Council that the WWTP improvements are in the final stages performing electrical tie-ins. Mr. Byers stated the tenant at the property at 101 Cal Young Road elected to stay on the premises until November 30, 2021. Also, Mr. Byers reported all employee evaluations had been performed and completed.

Motion was made by Alderman Brant Cain, seconded by Alderwoman Lauren Bresch, to approve the October 2021 Consent Agenda as presented. The motion carried unanimously.

VI. Items to Be Considered

1. Consider and act upon approving a Mayor Pro-Tem.

Motion was made by Alderman Guy Walker, seconded by Alderman Charlie Hunt, to appoint Gary Lovelace as Mayor Pro-Tem. The vote was 4 yays and 1 abstained.

2. Consider and act upon establishing required duties, responsibilities and salary of the Mayor.

Motion was made by Alderman Brant Cain, seconded by Mayor Pro-Tem Gary Lovelace, that the Mayor's job description and compensation be adopted as presented and become part of these minutes (see attached). The motion carried unanimously.

VII. Executive Session

Executive Session items are discussed in closed session but any and all action is taken in regular open session. Executive Session is not open to the public because there is a compelling need of confidentiality. Executive Session may be called at any time during the meeting and the Council reserves the right to adjourn into Executive Session on any of the posted agenda items for the purposes permitted by the Texas Open Meeting Act, Texas Government Code Section 551.001 through Section 551.071, Consultation with Attorney, Section 551.074, Personnel Matters (Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, Dismissal, Complaint), and/or Section 551.072, Real Estate Transactions.

1. Section 551.074 Personnel Matters – Perform City Administrator's Employee Evaluation.

VIII. Adjourn Executive Session

Motion was made by Alderman Charlie Hunt, seconded Alderwoman Lauren Bresch, to adjourn Regular Business Session into Executive Session. The motion carried unanimously.

CITY OF HALLSVILLE

JOB DESCRIPTION: Mayor -- Jesse Casey

DEPARTMENT: General

Job description specifications are intended to present a descriptive list of the range of duties performed by the Mayor. Specifications are not intended to reflect all duties performed within the scope of the office of Mayor.

GENERAL PURPOSE

Performs a wide variety of professional, legislative, and ceremonial duties, exercises appointive powers, and signatory authorities.

REQUIRED DUTIES AND RESPONSIBILITIES

- Serves as presiding officer at all City Council meetings and votes only in case of a tie
- Calls special meetings of the City Council whenever the Mayor deems necessary, or upon application of three council members
- Approves City Council agenda items
- Administers Oaths of Office
- Participates with City Staff in preparing annual operating budget and presents budget to Council for adoption. Reviews monthly financial reports and ascertains that financial prudence is maintained
- Performs such other duties as the City Council's representative
- Signs contracts and bonds of the municipality when chief elected official's signature is required
- Performs ceremonial duties
- Maintains an "open door" policy with the citizens of the City by telephone, letter, or in person
- Promotes and supports local businesses
- Signs proclamations recognizing special events and personal achievements
- Serves a minimum of 20 hours weekly of office time in City Hall during business hours. Speaking engagements may substitute for office hours

COMPENSATION

- Established at \$24,000 annually
- Subject to receive longevity incentive
- Subject to participate in health care insurance program or cost sharing medical program

IX. Re-convene Regular Business Session

1. Action resulting from Executive Session

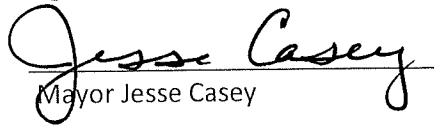
Motion was made by Alderman Brant Cain, seconded by Alderman Charlie Hunt, that the City Administrator's Annual Evaluation become a part of his personnel file. An expression of appreciation is extended to him for being a part of our City's team oriented workforce. The carried unanimously.

XI. Adjournment

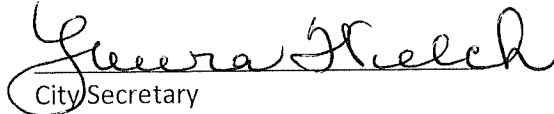
The Council meeting adjourned at 6:35 P.M. A motion was made to adjourn the meeting by Alderman Charlie Hunt and seconded by Mayor Pro-Tem Gary Lovelace.

City of Hallsville

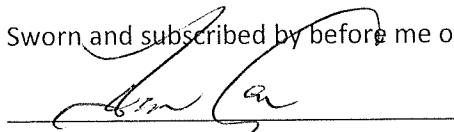
Signed:


Mayor Jesse Casey

Attest:


City Secretary

Sworn and subscribed by before me on the 21st day of December, 2021.


Faron Cain
Notary Public, State of Texas

