

**CITY OF VAN ALSTYNE**

**MINUTES**

**City Council Special Called Meeting**

Van Alstyne Community

Center 262 N. Preston Ave

**NOVEMBER 1, 2017**

**6:00 P.M.**

Members present: Mayor Larry Cooper, Brad Clough, Teddie Ann Salmon, Robert Jaska, Lee Thomas and Suzon Crowell (*via Skype*).

Staff present: Jennifer Gould and Steve White.

**AGENDA**

1. Call to Order Special Called Meeting. *Mayor Cooper called the meeting to order at 6:05pm.*
2. Invocation. *Recited by Mayor Cooper.*
3. Pledges of Allegiance. *US and Texas.*
4. Consider and take any action necessary regarding a job description, minimum qualifications and advertising for the position of Interim City Manager. *Teddie Ann Salmon advised that the position should be part time to oversee day to day operations with no ability to change policy, hire or fire. Discussion was held regarding advertisement. Teddie Ann Salmon made a motion to approve the add with corrections and send to Council members. Jennifer Gould will add the announcement to the website and TML. Brad Clough seconded the motion and the motion passed unanimously.*
5. Consider and take any action necessary regarding amending the ordinance that prescribes the duties of the City Manager. *Mayor Cooper suggested adding "except employees who are officers" to section 2-69(a). Discussion was held regarding employee management, state law requirements and what is done by other municipalities. Suzon Crowell advised that should would like a better understanding of roles and responsibilities of the City Clerk and City Hall staff. Julie Fort suggested learning the tasks performed at City Hall to see what makes the most sense for Van Alstyne adding that this change is not an emergency. Suzon Crowell made a motion to table the item to gain a better understanding of the roles and responsibilities of City Clerk and City Hall staff. Teddie Ann Salmon seconded the motion and the motion passed unanimously.*
6. Adjournment. *Teddie Ann Salmon made a motion to adjourn at 6:37pm. Brad Clough seconded the motion and the motion passed unanimously.*

---

Larry Cooper, Mayor

ATTEST:

---

Jennifer Gould, City Clerk