

**CITY OF TATUM
REGULAR MEETING MINUTES
November 18, 2024**

The City Council met in a regular session on November 18, 2024, at 5:33 pm in the City Hall Meeting Room. The following members were present, except Councilman Gregg Cole.

Mayor - Michael Henry

City Secretary – J. Muckleroy

City Council
JR Smith
Wendell Moore
Robin Palmer
Greggory Cole – Not Present
Tate Smith – Mayor Pro-Tem

CALL TO ORDER: The meeting was called to order at 5:33 pm.

Prayer: Mayor Henry offered prayer.
Pledge of Allegiance: Respectfully observed by all in attendance.
Citizen Comments: Please limit comments to a maximum of three minutes.

Mayor Henry asked if there were any citizen's comments. No comments.

- 1. Approve Meeting Minutes and checks**—Mayor Henry requested a correction to the October 14, 2024 meeting minutes. Mr. Wendell Moore motioned to discuss and approve the previous month's meeting minutes and checks with corrections. Mr. JR Smith seconded the motion. The motion passed with none opposed.

UNFINISHED BUSINESS:

- 2.** Mr. Wendell Moore motioned to adopt the new vision statement, and Mr. JR Smith seconded the motion. The motion passed with none opposed. The new vision statement will read: "To become a progressive, small town in the East Texas area that seeks to grow a vibrant economy, rural quality of life, and sense of community pride."
- 3.** Mr. Wendell Moore motioned to amend the vacation policy to approve a 40-hour rollover of vacation hours (43 hours for Tatum PD). These hours must be used within 90 days of the new calendar year, or they will be forfeited. Mr. Tate Smith seconded the motion. The motion passed with none opposed.
- 4.** Mr. JR Smith motioned to review/amend or cancel the ordinance for trucks transiting on city streets. After a prolonged discussion, Mr. Wendell Moore motioned to postpone this issue until the next council meeting. Mr. Tate Smith seconded the motion. The motion passed with none opposed.

Information Only:

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- Police Dept: Chief James Smith provided departmental updates.
- Public Works: Mr. Mike Morton provided departmental updates.
- Volunteer Fire Dept: Chief Rayford Gibson provided departmental updates.
- Economic Dev Corp: Mr. Nakia Smith provided departmental updates.
- City Administration: City Secretary Jackie Muckleroy provided departmental updates.

NEW BUSINESS:

5. Mr. Wendell Moore motioned to discuss Civic Plus Codification Software (Ordinances). This software includes meeting, agenda management, 311 CRM Systems, and Mass Notification Software. After discussion, Mr. Wendell Moore motioned to postpone this item until the next meeting and to get additional bids from other companies. Mr. Tate Smith seconded the motion. The motion passed with none opposed.
6. Mr. JR Smith motioned to adopt the "Payment Process for release of funds to Vendors." Mr. Wendell Moore seconded the motion, which passed with no opposition.
7. Mr. Wendell Moore motioned to discuss the qualifications and selection of preferred vendors for the repair and unscheduled maintenance of city vehicles. Mr. Tate Smith seconded the motion. Mr. Wendell Moore motioned that repairs on city vehicle repairs should not require an ASE Certified Vendor but should require a minimum of three bids from vendors. Mr. Tate Smith seconded the motion. The motion passed with none opposed.
8. Mr. JR Smith motioned to approve guidelines on establishing policy for annual performance evaluations for City employees for FY 24-25. The guidelines are for department heads to receive a yearly assessment in April. Other employees will receive semiannual evaluations in April and November of each year. Department heads will provide assessments to their teams. Mayor Henry will review them. For department heads, Mayor Henry will provide evaluations and feedback to council members. Mr. Wendell Moore seconded the motion. The motion passed with none opposed.
9. Mr. JR Smith motioned to discuss hiring a part-time Office Administrative Assistant to assist with water, municipal court duties, and other duties as assigned. Mr. Wendell Moore seconded the motion. This motion did not pass. Mr. Tate Smith was not in favor. Mr. Robin Palmer had concerns. Mayor Henry offered it as a "no," and the motion did not pass. Council members Gregg Cole and JR Smith were not present for this vote. The Council voted that hiring authority

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would not be granted to Mayor Henry but would remain with the Council.

10. Mr. Wendell Moore motioned to discuss using the city debit cards assigned to the Mayor, City Secretary, and Police Chief and to keep them locked in the safe for emergency use only. Mr. Tate Smith seconded the motion. The Mayor, City Secretary, and Police Chief will use credit cards. The motion passed with none opposed.

11. Mr. Wendell Moore requested three bids for painting the admin office and main auditorium at City Hall. The bids will be for labor only. The motion was seconded by Mr. Tate Smith, which passed with none opposed. The bids will be reviewed and approved by the city council at the December meeting.

Mr. Tate Smith motioned to adjourn, and Mr. Wendell Moore seconded the motion. All in favor.

The meeting adjourned at 7:22 pm.

Mayor Michael Henry

Date