CITY OF TATUM
OCTOBER 19, 2026

Mayor
Tate Smith

City Council
Johnathan Knapp
Robin Palmer
Wendell Moore
JR Smith

Secretary

CITY COUNCIL MEETING MINUTES
October 19, 2026 — 6:00 p.m.

Call to Order, Attendance, and Quorum:
The Tatum City Council convened for its regularly scheduled meeting on Monday, October 19, 2026, at 6:00 p.m., with Mayor Pro Tem Tate Smith presiding.

Council members present: Mayor Pro Tem Tate Smith and Aldermen Johnathan Knapp, Robin Palmer, Wendell Moore, and J.R. Smith.

Council members absent: None.

Quorum: A quorum was present.

Citizens' Comments: No citizens' comments

OLD BUSINESS

1. Independent Inspection Contractor

The agenda included discussion and possible action regarding an independent contractor to provide City and building inspection services, including follow-up with a retired inspector from Kilgore and other prospective candidates. According to Wendell the gentleman was not interested in taking the position. He stated that he knew of someone else and would look into it. Mayor Pro-Tem Smith stated that they would continue to look for an individual to fill the position.

NEW BUSINESS

1. Approval of Previous Month's Checks and Meeting Minutes
A motion was made by JR Smith to approve the previous month's checks and meeting minutes.

Wendell Moore motion was seconded the motion.

Vote: All in favor; none opposed. Motion carried.

2. Filling the Vacant City Council Seat
The Council discussed filling the vacant City Council position.

Several potential candidates were mentioned, and Council members discussed contacting interested individuals to determine their willingness to serve.

Motion: Wendell Moore made a motion to table the appointment, contact prospective candidates, and reconsider the matter at the next Council meeting.

The motion was seconded by Johnathan Knapp.

Vote: All in favor. Motion carried.

3. Appointment of Mayor
The Council discussed the vacant mayoral position and whether Mayor Pro Tem Tate Smith would be willing to serve as Mayor.

Tate Smith expressed his willingness to serve in the position.

A motion was made Wendell Moore and seconded Robin Palmer to appoint Tate Smith as Mayor.

The Council also discussed the need to address the Mayor Pro Tem position at a future meeting.

Vote: All in favor. Motion carried.

4. Zoning Classification – 811 N. Hill Street
The Council considered the zoning classification of the property located at 811 N. Hill Street and a request involving the retail sale of distilled spirits.

Nakia Smith explained the submitted zoning application and highlighted the applicant's request to establish the property as the only location zoned for distilled-spirits sales for a specified period.

The applicant discussed delays resulting from additional regulatory requirements and requested a period of exclusivity to allow the proposed business to become established.

Council members discussed possible terms of three, five, and ten years.

Discussion also addressed the pending local-option election, applicable City ordinances, and the potential effects on future businesses.

Motion: J.R. Smith made a motion to establish a four-year period of exclusivity for distilled-spirits sales associated with the proposed zoning arrangement.

The motion was seconded by Wendell Moore.

Vote: All in favor. Motion carried.

5. Employee Pay Increases – Public Works, Police Department, and Administration

The Council considered proposed compensation adjustments for City employees.

Police Department

Chief Smith presented a proposed compensation schedule establishing pay increases based on years of service, employee evaluations, and anniversary dates.

The proposed structure was intended to provide predictable compensation progression and establish maximum salary levels.

Chief Smith reported that the proposed personnel expenditure was approximately $282,000 against a budget of $350,000, leaving approximately $67,000 available for an additional officer.

Following discussion and an executive session, the Council reconvened in open session at approximately 6:56 p.m.

A motion was made by Wendell Moore to approve the proposed Police Department pay scale and associated increases.

Description	Rate
Academy, FTO, Probation	$23.00/hour
1-3 Years	$25.00/hour
3-6 Years	$27.00/hour
6-9 Years	$29.00/hour

The motion was seconded by Johnathan Knapp, as identified in the presiding officer's recap.

Vote: All in favor. Motion carried.

Public Works Department

The Council discussed proposed salary increases for Public Works employees, considering years of service, certifications, responsibilities, overtime, and staffing limitations.

The following adjustments were proposed:

Employee	Previous Rate	Approved Rate
Michael	$28.25/hour	$33.00/hour
Cody	$25.00/hour	$28.00/hour

The Council also discussed modifying the weekend compensation arrangement for routine water-system checks.

The Council also discussed the need for an established Public Works compensation scale with defined salary ranges and maximum compensation levels.

Motion: Wendell Moore made a motion to increase Michael's hourly rate to $33.00 and Cody's hourly rate to $28.00, with weekend compensation adjusted from four hours each day to four hours on one day and two hours on the other.

The motion was seconded by Johnathan Knapp.

Vote: All in favor. Motion carried.

Administrative Employees

Although administrative compensation was included on the agenda, it was not addressed in this meeting therefore, it will be placed on next month's agenda.

6. Employee Vacation Policy

The Council reviewed the City's vacation and sick leave policies, including accumulated leave balances, carryover provisions, and employee leave buybacks.

Discussion focused on the potential financial impact of allowing employees to accumulate and cash out substantial amounts of unused leave.

Nakia Smith emphasized the importance of establishing reasonable limitations and ensuring that anticipated leave payouts are included in the City's annual budget.

Council members also discussed the distinction between vacation leave and sick leave and the need to review the policies separately.

Motion: Wendell Moore made a motion to table the matter and conduct a workshop to review the existing policy and consider appropriate revisions.

The motion was seconded by Robin Palmer.

Vote: All in favor. Motion carried.

7. Use of City-Owned Equipment

The Council reviewed the existing policy governing the use of City-owned equipment.

Discussion included the approval process for equipment use, liability concerns, and restrictions on who may operate City equipment.

The Council considered provisions brought forth by Johnathan Knapp requiring approval before equipment use, appropriate liability waiver, and operation of City equipment by authorized City employees only.

A motion was made by Wendell Moore to retain the existing approval process while incorporating additional restrictions and safeguards.

The motion was seconded by Johnathan Knapp.

Vote: All in favor. Motion carried.

8. 2025 Texas Community Development Block Grant – Authorized Signatories
Grant Agreement No. CDV25-0395

Nakia Smith provided an update regarding the City's Community Development Block Grant project.

The update included the status of engineering plans, preliminary review comments, and an engineering invoice awaiting the availability of grant funds.

The Council reviewed a proposed resolution updating the authorized signatories for the grant following changes in City leadership.

A motion was made to approve the resolution updating the authorized signatories for Grant Agreement No. CDV25-0395 by Robin Palmer

The motion was seconded by Johnathan Knapp.

Vote: All in favor. Motion carried.

9. City Ordinance Codification Project
Nakia Smith provided an update regarding the City's ordinance codification project.

The following financial information was presented:

Description	Amount
Total project cost	$6,900.00
Amount previously paid	$3,450.00
Remaining balance	$3,450.00

The Council was informed that the codification publisher required the City to submit all outstanding ordinances and resolutions, responses to the legal review, and any additional requested changes.

The deadline for submitting materials for the first edition was identified as November 30, 2026.

Once all required materials are submitted and confirmed, the publisher anticipates approximately 10–12 weeks to complete and deliver the first edition.

Discussion included coordination with City departments, legal review, and the possibility of a workshop to finalize outstanding materials.

Action: Discussion only. No formal action taken.

10. City Secretary Job Duties and Position Requirements

The Council reviewed proposed duties and position requirements for the vacant City Secretary position.

Nakia Smith presented the draft for consideration and discussed the importance of establishing clear responsibilities before advertising the vacancy.

Council members discussed reviewing the document, making necessary revisions, and proceeding with the hiring process.

Wendell Moore proposed that Council members review the document with Nakia Smith during the week, circulate the revised version for signatures, and proceed with advertising the position if all members agreed. Otherwise, the matter would return for Council consideration.

Action: Discussion only. No formal action taken.

11. Exxon Property Owner Correspondence

The Council discussed correspondence received from an attorney representing the Exxon property owner concerning a City ordinance and related enforcement matters.

Nakia Smith recommended that the correspondence be forwarded to the City Attorney for legal review before the City issued a formal response or took further action.

Mayor Tate Smith requested that Chief Smith forward the correspondence and coordinate with the City Attorney.

Action: Discussion only. No formal action taken.

12. Gaming Device Application and Fee Schedule
The Council discussed the City's authority to assess fees associated with gaming machines and potential revisions to the existing gaming device application.

Nakia Smith raised concerns regarding a proposed charge of $1,200 per machine and recommended obtaining legal guidance concerning the City's statutory authority and applicable limitations.

Discussion included the distinction between regulatory fees and occupation taxes, potential statutory limitations, and the need to establish a legally supportable fee structure.

The Council agreed that the matter should be referred to the City Attorney for clarification before further consideration.

Action: Discussion only. No formal action taken.

Adjournment
Wendell Moore moved to adjourn the meeting. Jonathan Knapp seconded the motion.

Vote: All in favor; none opposed. Motion carried.

The meeting adjourned at 7:46 p.m.

APPROVED by the City Council on: 11/09/2026

Tate R Smith Date: 11/09/26
Tate Smith, Mayor

ATTEST:

n.a. Smith Date: 11/09/2026
Nakia Smith, Acting City Administrator