

**CITY OF TATUM**  
**Meeting Minutes**  
**March 18, 2025**  
**5:30 PM**

**Mayor**  
Michael Henry

**City Council**  
Tate Smith  
JR Smith  
Robin Palmer  
Wendell Moore  
Greggory Cole

**City Secretary**  
Jackie Muckleroy

Council Member Robin Palmer – Not Present

Meeting called to order:	Mayor Michael Henry called the meeting to order.
Prayer:	Observed by all in attendance.
Pledge of Allegiance:	Observed by all in attendance.
Citizen Comments:	No citizens comment.

Motion made by JR Smith and seconded by Wendell Moore to approve last month's meeting minutes and checks. All in favor. None opposed.

**Information Only:**

- |                        |  |
|------------------------|--|
| ○ Police Dept:         | Chief James Smith provided monthly updates.  |
| ○ Public Works:        | Mr. Mike Morton provided monthly updates.  |
| ○ Volunteer Fire Dept: | Chief Rayford Gibson provided monthly updates.   |
| ○ Economic Dev Corp:   | Mr. Nakia Smith provided monthly updates.  |
| ○ City Administration: | City Secretary - Jackie Muckleroy provided monthly financial updates.  |
| ○ Mayor                | Mr. Mike Henry update on possible road repairs with Co. Commissioner<br>Noted that most of the road issues were mainly due to drainage issues<br>that will need to be addressed. Suggestions made that grading would<br>need to be done to correct drainage. |

**NEW BUSINESS:**

**Discussion and Motion:** Review and Approval of revised Employee Policy

Wendell motioned to review and approve revised policy and JR seconded the motion.

Meeting recess at 6:15pm  
Meeting resumed at 6:23pm

Mayor Henry reviewed changes made to policy to council members; advised that he had received a copy of the employee policy that had not been seen before. Reviewed paid vacation time per new policy for all employees. Reviewed terms of employment; disciplinary actions and appeals process outlined clearly. HR personnel files will be held with the City Secretary who also serves as HR. Removed PTO verbiage and replaced with "vacation". Chief Smith explained that the City Employee Policy had to be completed so that his PD policy can be adjusted. Ms. Muckleroy advised that HR files should be centralized. Mayor expounded on employees calling in sick repeatedly and how this policy would address this issue and enforce policy. Mr. JR Smith requested that we add under city vehicle maintenance that pre-trips and post-trips/ equipment checks are conducted on city vehicles daily. There are forms available to complete this walk-around. This information will be added to the policy under the safety section. Councilman Cole motioned to accept and JR Smith seconded the motion. All in favor. None opposed.

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- Discussion and Motion:** AOKA Engineering – removed from the agenda. Issue with fee resolved and AOKA agreed to remove the additional fees. Will launch late April.
- Discussion and Motion:** Approve new day/time for monthly Council meetings – Councilman Cole motioned to discuss and seconded by Councilman JR Smith. After discussion on possible dates and times, it was decided that Mr. Nakia Smith would add to TEDCO meeting agenda for discussion. This item was tabled until the April Council Meeting. Wendell Moore motioned to table and seconded by Councilman Cole. All in favor. None opposed
- Discussion and Motion:** City Council Rules and Procedures discussion led by Mayor Henry. Mayor Henry would like to send this to City Attorney to review on the proper procedures for City Council so that a resolution can be passed on these rules and procedures. Encouraged members to review while pending approval from City Attorney. Councilman Tate Smith motioned to send this to the City Attorney for review and was seconded by Councilman Wendell Moore. All in Favor. None opposed.
- Discussion and Motion:** Approval to send formal notice/letter to Exxon regarding roads/drainage issues – Wendell Moore motioned to send letter and JR Smith seconded the motion. Ordinance forwarded to attorney for review was not applicable to this issue. Per Mayor Henry, the city attorney suggested that we would need to have an ordinance specific to this issue. Councilman Tate Smith motioned to prepare a letter to be sent to the attorney for review to be forwarded to store owner. This was seconded by Councilman Wendell Moore. All in favor. None opposed.
- Discussion and Motion:** Election Judge - Hours and Compensation  
Wendell Moore motioned to pay \$10 per hour for early voting and day of voting to election judge.  
Citizen Smith suggested that parameters be put in place to ensure that voting requirements or met, such as no cell phone usage, etc. nor should anyone call to inquire or encourage citizens to vote. This motion was seconded by Councilman JR Smith. All in favor and none opposed.
- Discussion and Motion:** Review and Approval of Codification Software Bids – Mayor Henry updated council on the need to organize our ordinances and resolutions. Last discussion it was decided that Mayor Henry would get three (3) estimates and bring before council for approval. Of the three (3) bids submitted, Mayor Henry would like to use American Legal Publishing provides more of what the city needs and the price was within our budget. The City of Longview uses this company for their codification software. Councilman Tate Smith suggested that we wait to put into the new years budget. Mayor Henry recommended that we table this to our July Council meeting. Wendell Moore motioned to postpone until the July Council meeting and it was seconded by Councilman Cole. All in favor. None opposed.
- Discussion and Motion:** Safe Exchange Zone Signs – Councilman Moore motioned to discuss and seconded by Councilman Cole. Chief Smith wanted to post a sign in

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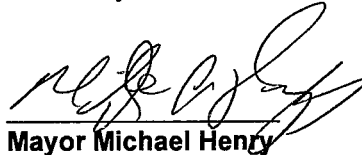
outside Community Center as a safe exchange for internet sales, child exchange etc.

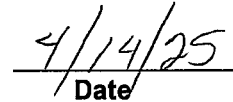
Mayor Henry asked if this would open up the city for liability? Councilman Tate Smith motioned that if City will not be held liable, we should order signs. Councilman Moore seconded the motion. City Secretary will check with city attorney before doing so. All in favor. None opposed.

**Discussion and Motion:**

Employee Evaluations – Councilman Wendell Moore motioned to discuss and Councilman JR Smith seconded the motion. Chief Smith advised that he placed all evaluations in a folder for the council to review. His concern is that he has an employee that is not making the cut. Chief inquired if disciplinary action could be taken now or should we wait until the new policy is issued to employees and signed. No motion needed per Mayor Henry.

Motion made by Councilman Wendell Moore to adjourn and seconded by Councilman Gregg Cole.  
Meeting adjourned at 6:43pm.

  
\_\_\_\_\_  
Mayor Michael Henry

  
\_\_\_\_\_  
Date