

CITY OF TATUM
REGULAR MEETING

Mayor - Michael Henry

June 10, 2024

5:30 PM

AGENDA

CITY COUNCIL

Tate Smith Pro-Tem

JR Smith

Wendell Moore

Robin Palmer

Greggory Cole

City Secretary - J. Muckleroy

Call To Order: Meeting called to order at 5:30PM by Mayor Henry.
Alderman JR Smith not in attendance.

Prayer: Prayer was given by Mayor Henry

Pledge of Allegiance: Observed by all in attendance.

Citizen Comments: Please limit comments to a maximum of three minutes:

- Fisherman's Auto Service – Bradley Edwards- proposal to perform work on city automobiles. On-call service is available for repairs.
Would like to contract to do automotive repairs for the City of Tatum.
- Mr. Huffman stated that he made an offer to the city for \$2000.00 and he feels it is fair. Open to City's decision. Not aware that could not drill within city limits.
Access needed to move cattle from one side to another.
- Mr. Terrazas asked if a decision was made on whether the parcel of land will be sold. Stated that he will place a bid if needed. Mayor Henry said that this will be addressed in the next line item.

UNFINISHED BUSINESS (formerly old business):

Parcel of land requested by Mr. Huffman and Mr. Terrazas. Council will adjourn into executive session as authorized by Texas Government Code Section 551.072 (Deliberation about real property). Mayor Henry announced that after looking over the Open Meeting Act requirements, this item did not fall under the coverage requirements for holding discussions in Executive Session.

Greg Cole (GC) made a motion and Wendell Moore (WM) seconded motion to discuss. Mayor asked about City Park and WM and GC stated they would like to see a park built.

WM motioned to hold on land and look into putting in a park. Seconded by GC. All in favor. City will hold on to land and look into building park and support giving local businesses our work.

Chief Smith:

Chief Smith commented that Fisherman prices are consistent prices, they are local

- **Police Department** **Chief Smith**
 - Discussed Drug kits
 - One (1) incidence with officer that led to an arrest
 - Five (5) agency assists; Five (5) referred to DA's office
 - 300 contacts made this month
 - Rusk County will not take dogs unless they are hurt. Panola will take animals if hurt.

- **Public Works:** **Mr. Mike Morton**
 - Monthly reports
 - Lines flushed
 - 7 water leaks
 - Rebuilt flush valves on 2215
 - McCormick pump house down due to weather
 - 1 new meter tap installed

- **City Secretary** **Jackie Muckleroy**

City Secretary thanked the Council and Citizens for their vote of confidence to the job of City Secretary as of March 2024. Expressed confidence in her ability to do the job due to her background/education being in business administration and support from the Council. She stated that the past 3 months have provided her the opportunity to get a feel for the responsibilities of this position. Significant challenges ahead, before we can get the city running the way it should be.

Provided the following update to the council on the status/challenges that have to be addressed in order to move forward and to operate efficiently as City Secretary.

- **Financials**
 - Five (5) bank accounts must be reconciled in QuickBooks on a monthly basis to ensure all transactions are recorded properly and accurately.
 - Bank statement reconciliations had not been reconciled since July of 2023, initially thought it was August but as I reconciled August, realized that July 2023 had to be amended.
 - Credit/Debit Card Reconciliations— as far as I can tell none have been updated in our accounting software or against bank statements for an extended period.
 - QuickBooks, the accounting software that we pull our reports from, has not been reconciled since July 2023. Therefore, the information in the reports is not up to date.

Ms. Muckleroy stated that she has been able to reconcile and bring three (3) of the five (5) bank accounts (smaller accounts) up to date. The two (2) larger accounts, Water Works and GF are in progress. I have been able to reconcile these two accounts up to

October 2023. Day to day does not allow me the time to address this full time. The mayor will discuss a solution to this later in this meeting.

- City Property (Buildings, Equipment and Vehicles)
 - Some city vehicles were not listed on our insurance policies – mainly some of the recent purchases made within the last 1-2 years.
 - Property values were grossly understated on our insurance policy. Current replacement values listed would not have covered cost to replace/rebuild. This has been updated and will be reviewed on an annual basis by Council for approval.
- Employee Policy/Handbook
 - Current version is outdated and does not currently conform to some federal and state requirements. As the HR Generalist, Payroll Manager, Records Retention analyst, Benefits Coordinator, etc. it is pertinent that this book be updated and in place for us to function and operate according to federal and state employment laws. Mayor Henry is working on this and will update Council when completed for approval.
- Internal Controls (Security)

At present, there are minimal internal controls in place to protect to safeguard the following:

 - Cash
 - Use of debit cards/credit cards and the reconciliation of them
 - Security – access to offices, desk, safe, etc. and I am only speaking for City Administration. This may should extend to all departments for the city, but I am addressing City Administration.

Per Ms. Muckleroy, this creates a lot of concern, about what can result from a lack of internal controls in place around these things. She stressed the importance of implementing good internal controls as soon as possible. She is working with Mayor Henry who will review and bring before Council as soon as these processes are drafted.

- City Ordinances - many are not up to date and those that are available are not online for review. Ms. Muckleroy is working with Mayor Henry and Council to address this.
- Permits – City is receiving an influx of permit requests on regular basis. Since the city hired a Code Enforcement Officer, it has created a need for a Planning and Zoning Committee. It impacts the City Secretaries duties on a daily basis. Ms. Muckleroy requested that creating a Planning and Zoning Committee be placed at the top of the Councils list of priorities, as this will alleviate the additional workload. Mayor Henry, Ms. Muckleroy, Chief Smith and Matt Allison had a meeting with iWorQ, a software company, that offers permitting and code enforcement software, that would automate this process. iWorQ, removed the installation fee of \$4000.00 which reduced our startup costs and annual subscription fee to \$6000.

- Ms. Muckleroy stated that her desk is the dumping ground for everything that no one knows what to do with. She expressed her reason for bringing these issues forth, is to make the Council and citizens aware of the challenges she faced coming into this position and to request their buy in and support. She expressed that trying to rectify issues that occurred over the past 2 years cannot be fixed within 6 months. First and foremost, we have to get the financials caught up so that we have a true picture of what we are working with...Until we do, it presents a challenge for you to make any substantial financial, planning, hiring, etc. decisions. With that, she thanked everyone for their time.

Mayor Henry reviewed the information discussed by Ms. Muckleroy and assured the Council that he would be completing the employee handbook and following up with them regarding the items outlined by Ms. Muckleroy.

- **Volunteer Fire Department: Chief Rayford Gibson**

- Tree fallen across road at FM 782 & FM 1797
- Since last council meeting TVFD has responded to the following:
 - 2 grass fires
 - 20 med calls
 - 7 accidents
 - 5 structure fires
 - 36 weather related calls

For the month a total of 70 emergency calls were responded to. Chief Gibson expressed his thanks to all city volunteers.

- **Economic Development Corp: Mr. Nakia Smith**

- Mr. Smith stated that TEDCO is charged with bringing new business to Tatum. He currently has new business prospect for Tatum, but the confidentiality agreement does not allow him to divulge the names of prospective business. He mentioned that Eastman is building a new division in nearby counties. Tatum is a key place for housing. Eastman will bring in 350 jobs for the building of new homes. Tatum must be prepared and working to put things in place so that we can be ready for the business that may come our way.
- Tax Workshop is coming up on June 16-17, 2024. This workshop will help attendees stay up on tax codes. TEDCO is paying for Mayor Henry and the City Secretary to attend this workshop. TEDCO will take care of the registration and fees.
- The current fiscal year is ending. Mr. Smith provided the new TEDCO projected budget provided for review. Offered to do a Budget Workshop for the Council and City Department Heads.
- TEDCO website - Mayor asked if it has been finalized?

Mr. Smith said that it is finalized and the website address is <https://www.Tatum-edc.com>.

Mayor Henry asked Mr. Smith asked are you satisfied with it?
Yes, I am. It was built by someone in the EDC world.

Mayor asked what is the necessity for having a Planning and Zoning Commission?

Mr. Smith stated that without a Planning & Zoning Committee, lack of zoning could affect home values. Mr. Smith stated that this committee would provide the needed skills to help develop the city. We need qualified people that understand the business of planning and zoning a city. At present, we have individuals that want to be on the committee, but do not want to head the committee. Councilmen RP asked about the current zoning map on the wall and where does it stand?

Mr. Nakia Smith, the current zoning map is useful but needs updating. Without an updated zoning map, it will affect the cities' ability to grow. He mentioned that there is land near Bodacious that would be a perfect spot for a business, but needs to be zoned properly.

Councilmen RP said some homes are zoned as commercial property.

Mr. Victor Terrazas asked if a P&Z is formed, will they have complete control of properties?

Mr. Nakia Smith said that it is something that the Council would have to approve. Ms. Malantha Palmer asked about the Cities website and if it can be updated? Mr. Smith said that Group M7 has the contract and updates need to come from the City. Ms. Muckleroy replied that some updates had been provided from the city.

NEW BUSINESS:

Discussion and Motion on selecting the Mayor Pro-Tem.

Motion by WM and was seconded by GC. All in Favor

Information Only: Oath of Office for selected Mayor Pro-Tem

Oath administered to Councilman, Tate Smith (TS), by City Secretary, Jackie Muckleroy. TS was appointed as Mayor Pro-Tem.

Discussion and Motion on setting dates for Budget Workshop. Department Heads are requested to draft budget requests and submit to City Secretary 24 hours prior to workshop.

Tate Smith TS made a motion to discuss and WM seconded the motion.

Mayor Henry asked what approval and spending amounts for department heads is acceptable and what approval and spending amounts would be acceptable for the Mayor Henry?

TS said \$500 for department heads and \$800

TS made a motion to increase the spending and approval amounts for department heads and for Mayor Henry. WM seconded the motion. All in Favor

Discussion and Motion for Mayor Henry to relieve RP as the Administrator for the city bank accounts.

Motion made by WM to relieve RP and put Mayor Henry as the Administrator on bank accounts. Seconded by GC. All in Favor

Did a recount: WM in favor GC in Favor TS in Favor. RP opposed

Discussion and Motion on the use of credit cards vs. debit cards for City employees - advantages and disadvantages.

TS made motion to discuss and WM seconded it.

WM made a motion to replace debit with credit cards. GC seconded motion. All in Favor

Discussion and Motion on generator for Water Works building.

TS made a motion to discuss generator. GC seconded the motion.

WM doesn't feel we need one. Can use present generator in that building. He does not feel we have justification to spend money on that.

RP asked if generator can be used for both buildings. Mayor Henry said in his discussion with JR Smith (JS) he thought we could run both buildings off the City Hall generator; 35KW size.

TS said we should get a bid on cost for new or plug to run to other building. Tate made a motion to table it until we can get a bid. It was installed by Mall Energy. They no longer service

Greg seconded it. All in favor

Discussion and Motion on bringing on Ms. Dana Buddecke, as a contractor, to help Jackie with getting financials current for new fiscal year;

Motion to discuss made by TS RP seconded.

WM made a motion to bring Ms. Dana on as contractor with \$25 per hour until finances are in order for budget. GC seconded the motion. No time frame set. We will review after 2 months.

All in favor

Discussion and Motion on payroll increase for Water Works employees:

GC made motion WM seconded motion.

TS wants to see more accountability before issuing raises.

Cody asked if we come in at 2am. Do you want us to come in and sign?

GC said we are asking for a time stamp.

Nakia said that we can use ADP Mobile system in place to clock and it provides a location stamp. This goes back to modernizing our systems. Perfect for location timestamp. Mayor Henry said this goes back to having the GPS units in all our city vehicles, we can check on the GPS trackers in truck. Bryce said that it is ok to clock in because it offers accountability.

- Bryce Vestal (90-day probationary period ended 6/1/24)
 - WM motion for \$3 per hour GC seconded. All in favor
- Mike Morton
 - WM motion for \$3 per hour. GC seconded motion. All in Favor
- Cody Jones
 - WM motion for \$3 per hour. GC seconded motion. All in Favor

Discussion and motion on obtaining bids for

- Pest Control bids for City Hall, Public Works, Warehouse and Sherman Smith
- Asphalt for City
- Carport for PD
- Cleaning for City Hall & Sherman R Smith Center

GC made a motion to discuss and WM seconded that motion.

All bids can be submitted and we will review bids during the time that the Budget meeting is being discussed.

Per RP, he received several bids for milling. Robin Liles said he would sell for \$60 per ton and he will load and deliver it. He also stated that 575 Johnson needs millet now.

TS asked who will spread it? Cody Jones/Public Works stated that they will spread it.

Mayor said he spoke with Judge Miller about using people doing community service for this type work. Per Councilmen WM this needs to be addressed. He said that millings can be started and we can have Robin Liles deliver and begin filling these pot holes.

Per TS, the millings can't stay long because it will harden and not be able to move.

He stated that Mr. Liles can bring one load first and we see how fast they it can spread.

TS made a motion to bring one truck load (approx. 12 loads) for now and GC seconded it. All in Favor

TS suggested that bids on the remaining items will be addressed at the budget meeting.

Tate made motion to table until the Budget Meeting and GC seconded. All in favor.

Discussion and Motion on Wet weather gear for Officers and how much to spend on them.

TS made a motion and GC seconded it. Per Mayor a full set cost pants and jacket cost is approximately \$150 per person to cover PD and Water Works.

All in Favor - none opposed

Discussion and Motion on bringing on a new Reserve Officer

Chief Smith stated that he a reserve officer in mind that is

- Triple certified
- Currently working in Longview

He stated that she would work a minimum of 24 hours a month and that it would take approx. \$2K to get her started

TS made a motion to bring her on as long as she passes the psychological exam.

Mayor asked how long is FTO (field officer training)? Sargeant Jones responded that it is generally, about 200 hours.

Councilman TS made a motion to bring in a new reserve officer. Councilman RP seconded the motion. All in Favor.

Discussion and Motion on Salary increase for Chief of Police

TS made a motion to discuss salary. GC seconded it.

WM asked Chief to explain his request. Chief provided information to the Council for review. Stated that if his offer is accepted, he would be open to a 2-year contract.

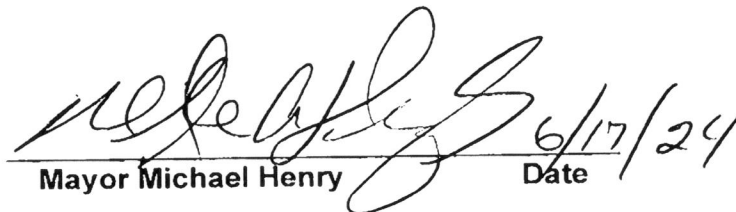
Citizen Truman Davis asked if there were any current police department complaints? Chief responded there are no current complaints.

RP made a motion to pay Chief \$80K for a 3-year contract.

WM seconded the motion. All in Favor

TS made a motion to adjourn. GC seconded the motion. All in Favor

Meeting adjourned at 7:48pm



Mayor Michael Henry Date 6/17/24