CITY OF TATUM
SPECIAL MEETING
SEPTEMBER 30, 2026

Mayor	City Council	Secretary
Tate Smith – Mayor, Pro-Tem	Jonathan Knapp Robin Palmer Wendell Moore JR Smith	

SPECIAL CITY COUNCIL MEETING MINUTES
September 30, 2026 — 3:30 p.m.

Call to Order, Attendance, and Quorum:
The special meeting was called to order at 3:30 p.m.

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

Council members absent: None.

Quorum: A quorum was present.

Citizens' Comments: No citizens' comments

NEW BUSINESS

1. **Removal of Authorized Signers from VeraBank Accounts**
   J.R. Smith moved to remove Michael Henry and Jacqueline Muckleroy as authorized signers on all City of Tatum accounts at VeraBank. Robin Palmer seconded the motion.

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

2. **Authorization to Post the City Secretary Position**
   The Council discussed advertising the vacant City Secretary position. Nakia Smith was assigned to compile preliminary position criteria reflecting the Council's expectations. Jonathan Knapp moved to authorize posting the City Secretary position once those criteria were compiled. Wendell Moore seconded the motion.

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

3. **Authorization to Post the Public Works Position**

The Council discussed the Water Department vacancy and advertising it as a Public Works position because the employee would perform duties across multiple areas. Wendell Moore moved to authorize posting the Public Works position. J.R. Smith seconded the motion.

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

4. **Temporary Administrative, Compliance, and Grant Support**
   The Council discussed and approved a temporary, part-time contract arrangement for Nakia Smith to assist the City until a new City Secretary is hired, with compensation of $600.00 per week.

   The approved agreement included the following duties:

1. **Council Support:** Assist with gathering agenda materials, assist City staff in preparing meeting packets, track Council action items, and coordinate follow-up with City staff and the City Attorney.
2. **Administrative Coordination:** Organize City correspondence, contracts, policies, and files; assist with pending administrative matters; and support continuity of office operations.
3. **Compliance Support:** Maintain a calendar of filing, reporting, renewal, and meeting deadlines; gather supporting documentation; and notify the designated City official of matters requiring attention or approval.
4. **Grant Support:** Research funding opportunities, coordinate information from City departments, prepare draft applications and supporting documents, and track grant deadlines and award requirements. Assist with reporting for existing grants as specifically assigned. Any ongoing grant administration extending beyond the temporary arrangement would require a separate determination of scope and compensation.
5. **Transition Assistance:** Prepare an organized summary of pending matters, upcoming deadlines, grant activity, and relevant records to support the incoming City Secretary.

   The Council approved the agreement's terms and agreed to review compensation after 30 days considering the scope of work performed.

   Jonathan Knapp moved to approve the agreement and compensation. J.R. Smith seconded the motion.

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

5. **Adjournment**
   J.R. Smith moved to adjourn the meeting. Jonathan Knapp seconded the motion.

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

The meeting adjourned at **4:01 p.m.**

APPROVED by the City Council on: 10-19-26

Tate R. Smith
Tate Smith, Mayor Pro Tem

Date: Oct. 19/26

ATTEST:

M Smith
City Alderman

Date: 10-14-26