

AGENDA

EAST MOUNTAIN CITY COUNCIL
REGULAR SESSION
December 11, 2023
MONDAY 6:00 PM
CITY HALL CONFERENCE ROOM

***CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE & ROLL CALL**

***PUBLIC COMMENTS:** Must sign in. 5 minute limit

***APPROVAL OF PREVIOUS MINUTES: November 13, 2023 Regular Session Minutes**

AGENDA ITEMS

1. Councilmen-John Adams
2. Gregg Appraisal, additional parking-Mayor Marc Covington
3. Review Handbook-Mayor Marc Covington
4. Discuss PD Report: Chief Stephen Rathbun
5. Adjournment

Witness My Hand and Official Seal
Of the City of East Mountain, Texas
On This **8th day of December, 2023**



Lisa Stewart, City Secretary

Posted the **8th day of December at 12:30 PM**

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND PARKING SPACES ARE AVAILABLE.
FOR FURTHER INFORMATION, PLEASE CONTACT THE CITY OFFICE AT 903-297-6041.

The City Council of the City of East Mountain reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters above, with respect to and as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.074 (Personnel Matters) and 551.087 (Negotiations).

CITY OF EAST MOUNTAIN
CITY COUNCIL-REGULAR SESSION
December 11, 2023

The meeting was called to order at 6:00 PM by Mayor Marc Covington. A quorum was present. The invocation was given by Mr. John Adams. All present participated in the Pledge of Allegiance.

Roll Call:

Those Council Members present were: Mr. Danny Medlin, Mr. Eugene Brown and Mr. Billy Morrow, and Mr. Richard Lattier, and Mr. John Adams was absent

Open Discussion: No Open Discussion

Approval of the Previous Minutes:

Mr. Eugene Brown made a motion to approve the minutes of the November 11, 2023 for Regular Session Meetings and Mr. Billy Morrow seconded. The vote was unanimous.

Agenda Item One Councilmen-John Adams

Mr. John Adams addressed the council to announce his resignation and he didn't want to resign until he had someone who could step in his place. Ms. Jo has offered to step up to come back and take his place at least til next election. He mentioned that he thought that everyone has a gift or ability accessed with in doing the job. He asked to be removed the check book as a signer
Mayor told John he appreciated everything he done on the council
John mentioned that he thought we have a good staff at this time and everyone is still learning
John reminded everyone that "There is always two sides to every story." Bear in mind when making any decisions are made.

Agenda Item Two, Gregg Appraisal, additional parking-Mayor Marc Covington

Gregg county is asking for the approval of expanding their parking area. Mr. Richard Lattier ask if there was any cost to us for this. Mayor let him know there was not only that they needed approval and signing resolution. Mr. Eugene Brown made motion to approve and Mr. Richard Lattier seconded. Vote was unanimous.

Agenda Item Three, Review Handbook-Mayor Marc Covington

Mayor Marc Covington started going on the handbook. Billy ask if we have a sign and acknowledgement by each employee to be put in their files that they have acknowledged the handbook. Maybe replied that there would be a page added for this.
Pg. 3 Mr. Billy Morrow ask about "smoking in permitted outside city building" is there a designated place for smoking? No there is no designated area.
Pg 4 real estate- takes out anything pertaining to fire department
Water system-remove water advisory board, add governed by city council and mayor
Pg. 5 volunteer service and civic organizations- needs to be removed
Pg. 6 Council ask there if has always been this many holidays and Mayor replied with that only two have been added in the last couple of years (MLK and Juneteenth) and there had already been around 10 before these were added
Pg. 7 Mr. Eugene Brown asks about adding "Bereavement" to the policy. Mr Eugene Brown added that it should be 3 days for immediate family and 1 day for extended family members.
Mr. Danny Medlin asks if we use our sick time for this. Lisa mentioned yes and also that she had to her vacation time to bury her mom. He then asks how many days she had left and it was mentioned only 2 hrs. of sick/personal time.
It was agreed upon to add the bereavement days to the policy.
Pg. 8 Dress Code – Mr. Billy Morrow asks law enforcement facial hair. Mayor replied that they go by the law enforcement police manual.
Nepotism- Mr. Eugene Brown asks if this should include family for elected officials also.

Pg. 9 Work Schedule-all time sheets need to be given to city secretary every 2 weeks of pay week. Mr. Eugene Brown asks if the Chief turns in a time sheet, and no he doesn't. Mayor mentioned that one could be printed from the cop sink every two weeks. Mr. Eugene Brown suggested that this be done and handed to city secretary to keep in his file. Mr. Richard Lattier and Mr. Billy Morrow both agreed one needed to print every two weeks and given to city secretary. It was mentioned that one needed to be printed for the reserve also from the cop sink and given to the city secretary every two weeks.

Mr. Eugene Brown said this would cover us if any questions came up.

Mr. Richard Lattier ask the Mayor if he could access the Chief days he worked. Mayor replied that he could but would have to get a log in and password to log into cop sink.

Mr. Billy Morrow asks if the chief sends a schedule and we replied yes, that we get a monthly calendar of his days and hours to work. Chief sends the monthly calendar to the Mayor, Lisa and Renee. If he has to change a work day or if he will be absent on a work day he lets us know of the changes or absent.

Mr. Billy Morrow ask how many hours that the Reserve works, and Renee thought it was at least 16 but would have to check with Chief to verify that.

Pg. 10-City Vehicles

Taking out purchase orders required.

Mr. Richard Lattier ask if purchases over a certain amount had to be approved for Chief. Mayor mentioned that anything over \$100.00 has to be approved by him or city council before it can be purchased and must let city secretary know it has been approved.

Mr. Richard Lattier asks if the reserve only drives the older vehicle and the Mayor replied yes. It was asked if the reserve is given a fuel card also and Renee said she thought the Chief went and filled up the vehicle for the reserve instead of giving them a fuel card.

It was then ask if they specified which vehicles on the fuel tickets and Lisa and Renee let them know there is a 801 or 809 on the tickets. Mr. Eugene Brown asks if the mileage is written on each fuel ticket. Replied with no it isn't. He suggested that it should be added to each. Mayor agreed.

Continuing Education-Mr. Eugene Brown suggested that "Gov't mandated training" need to be added

Pg. 12 Job Descriptions-Mr. Eugene Brown mentioned there is nothing showing who the court clerk reports to. Mr. Richard Lattier ask Renee who she calls first and replied with the Mayor. She mentioned that all court clerks usually report to the mayor.

Mr. Eugene Brown suggested that it be known that she reports to the Mayor and all agreed.

Renee mentioned usually the order of reporting to is- first Mayor, followed by the Judge and then the City Secretary

Mr. Eugene Brown suggests that court clerk must attend all state of Texas and Federal Gov't training. Renee mentioned that she usually does and a lot of her training is online.

Mr. Richard Lattier ask if the court clerk could perform all duties and yes she can. Then ask if the city secretary could perform court clerk duties, which was replied no at this time. Mayor said it is going to take a little longer for this due to all going on with water at this time but would eventually be trained on all in the future.

City Secretary does not attend court with court clerk due to court held during the day and she is working in the office on water.

Pg. 13 deposits-Mr. Eugene Brown asks about the deposits being made. Ask if the days needed to be changed. It was agreed on to leave as it is

Pg.18 Additional Requirements- Chief needs to report to Upshur County coming on and getting off of shift.

Mr. Danny Medlin asks about patrol car being used for personal use such as working at the school. Danny also ask if he is logged in to Upshur county and The Mayor replied that the Chief is on call 24/7 so he takes the patrol car in case there is a call and he is needed to respond to it. That he is not logged in to Upshur County but they have his phone number in case he is needed. Chief has to have badge and gun on while on call.

Patrol car is not used and chief not on call when out with family or on vacation.

Pg. 19 Drug use, Possession and Testing-recommended that we get a 3rd party drug testing facility.

Mr. Billy Morrow made suggestion that random drug testing be added to handbook and immediate testing if any accident on the job. Terminated if refuse.

Pg. 28 Reserve Officer Applications-City council should meet any new reserve that is expected to start and ask questions, then make decision if they approve the reserve.

Pg. 29 Reserve Officer- Chief needs to give monthly report on reserves, how much they have worked, what done and the days worked.

Tobacco Free Workplace Policy-no use of tobacco, smokeless product by employees at work place or in company vehicles

One council suggested that there needs to be an Ordinance to make city hall smoke free.

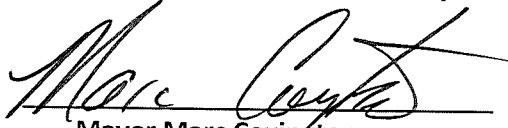
Agenda Item Four, Discuss PD Report-Chief Stephen Rathbun

Mayor went over the PD Report due to the Chief was absent from the meeting.

Agenda Item Five, Adjournment

Mr. Billy Morrow made motion to adjourn, Mr. Eugene Brown second. The vote was unanimous. Adjourned at 8pm

Accepted and approved this 8^h Day of January, 2024



Mayor Marc Covington

Attested:



City Secretary, Lisa Stewart