

## REGULAR COUNCIL MEETING

The regular meeting of the Baxley City Council was held on January 12, 2016, at 8:30 a.m., with the following members present: Mayor Steve Rigdon; Mayor Pro Tem Esco Hall, Jr. Councilmembers: Betty Livingston, Mickey Bass, Pat Williams, George Skipper and Tim Varnadore.

Other city officials present were: Jeff Baxley, City Manager; Reba Cash, City Clerk; Alex Johnson, City Attorney, and Chief of Police James L. Godfrey.

Steve Simmons representing Baxley News Banner was present.

Mayor Rigdon called the regular council meeting to order at 8:30 a.m.

Mayor Pro Tem Hall gave the invocation.

Marsha Thomas, Clerk of Superior Court, duly swore in the newly re-elected officials: Councilmembers: Dr. Esco Hall, Jr., Betty Livingston and George Skipper.

Mayor Rigdon asked for any comments or advice from the newly re-elected officials: Councilman Skipper commented he was glad to be of service to his city and his district. Councilwoman Livingston commented she's been serving on the council for 31 years and she has been appreciative for her time in office. Councilman Hall commented he has been with the city council for 33 years and he's seen a lot over these years, having served with different Mayors and Councilmembers he reflected on the various positive changes in government since he ran for office back in 1982. He was most proud of the efforts in establishing district as opposed to at-large elections.

Mayor Rigdon introduced President Jannie Everette, of Thiokol Memorial Project, Inc. from Camden County. who will be hosting the 45<sup>th</sup> Anniversary Commemorative Ceremony which is to be held Wednesday, February 3<sup>rd</sup> from 10:00 – 11:30 at the Chris Gilman Wildcat Stadium in Kingsland, Georgia. This event is for remembering and honoring our Patriots and Heroes.

Councilwoman Livingston made a motion approving the minutes of the Regular Council Meeting of December 22, 2015, at 8:30 a.m. This motion was seconded by Councilman Hall and carried unanimously.

Councilman Varnadore made a motion to elect Dr. Esco Hall, Jr. to serve as Mayor Pro Tem. This motion was seconded by Councilwoman Livingston and carried unanimously.

Councilman Bass made a motion to re-appoint Pres Johnson as Municipal Court Judge. This motion was seconded by Councilman Varnadore and carried unanimously.

The following depository resolution for 2016 was approved on a motion by Councilwoman Livingston seconded by Councilman Bass and carried unanimously.

**DEPOSITORY RESOLUTION**

BE IT AND IT IS HEREBY RESOLVED , that any and all funds on deposit in the name of the City of Baxley in any depository, including, but not restricted to the General Fund, Water and Sewer Funds, Water Meter Deposit Funds, Sinking Fund Accounts, and the Contingency Fund, may be withdrawn or transferred including the whole or any part of same; by checks or drafts issued in the name City of Baxley and signed by the City Clerk, who is Reba Cash, or the City Manager who is presently Jeffrey P. Baxley , and co-signed by either the Mayor of said City who is presently Steve Rigdon , or the Mayor Pro Tem, who is presently Esco Hall, Jr.

Any and all checks or drafts signed in the name of the City of Baxley by or through said officials shall be legal and valid and fully binding on the City of Baxley.

Duly adopted in a regular meeting of the Mayor and Council of the City of Baxley held on the 12<sup>th</sup> day of January, 2016.

Councilman Varnadore made a motion to adopt the following Resolution Establishing the Duties and Responsibility of Fiscal Year 2015-2016 Budget and establish Procurement Procedures for same. This motion was seconded by Councilman Bass and carried unanimously.

**RESOLUTION**

ESTABLISHING THE DUTIES AND RESPONSIBILITIES OF THE  
CITY MANAGER AS RELATED TO FISCAL CONTROL PROCEDURES OF  
THE FY2015-2016 BUDGET AND ESTABLISHING  
PROCUREMENT PROCEDURES FOR SAME.

**WHEREAS**, Article II, Section 1.11(g) of the City Charter of the City of Baxley, Georgia, defines the duties and responsibilities of the City Manager regarding the preparation of the annual budget; and

**WHEREAS**, Mayor and Council of the City of Baxley are required to establish, by resolution, specific fiscal control procedures, procurement policies and budgetary accounting period each fiscal year; and,

**WHEREAS**, the following policies/procedures shall apply to both the General Fund and Enterprise Fund(s) of the City of Baxley.

**NOW THEREFORE BE IT RESOLVED**, by Mayor and Council, the City of Baxley, Georgia, in Council duly assembled, and by authority of same, that the following fiscal procurement policies are hereby adopted for FY2016.

1. The fiscal year (budgetary accounting period) for the City of Baxley shall begin October 1, 2015 and shall end September 30, 2016. The General Fund and Enterprise Fund(s) budgets have been prepared by the City Manager and adopted by Mayor/Council in

accordance with the provisions of the City Charter and the rules/regulations of Federal Register Volume 4, #189 issued by the United States Department of Treasury.

2. Purchase of services, supplies and equipment shall be made at state contract bid prices, or from state agencies as available. Other supplies/services where specifications and procedures will permit, shall be purchased by annual supply contract or on a bid basis.
3. The provisions of the City of Baxley Purchasing Manual, as adopted and/or amended, by the Mayor and Council, shall apply as to purchases of services, supplies, equipment, and repairs made by the City Manager and/or his designee.
4. No expenditure of funds shall be made that has not been included in the budget duly approved by Mayor and Council and a purchase order, authorized by the City Manager has been issued; no funds transferred from one department to another without prior approval of the City Council.
5. A minimum or \$2500.00 value is hereby established to qualify as Fixed-Asset amount.

**ADOPTED** this the 12<sup>th</sup> day of January 2016.

Councilman Bass made a motion setting a public hearing date of February 9, 2016 at 6:00 p.m. to hear public comments on

1. A petition for annexation filed by Heath Sellers of Sellers Electric Contracting, Inc. requesting his property located at 1383 Golden Isles West be annexed and establishing a Business (B-2) Zone.
2. A petition for zoning amendment filed by Joseph W. Faircloth, requesting his property located 803 West Parker Street be rezoned from the current Residential to Commercial.

This motion was seconded by Councilman Varnadore and carried unanimously.

Councilman Varnadore thanked the Council for all of their prayers during his time of illness.

#### City Manager's Report

1. Reminding the Council of a Public Hearing tonight at 6:00 p.m.
2. Announced that the contract with GEFA concerning the Solar Array has been mailed.
3. The survey on N. Brobston Street is complete.
4. Explained the City of Baxley – Lost Revenue Comparisons from 2009 – 2015.
5. The Chamber Banquet is January 26, 2016 at Baxley Church of God.

There being no further business Mayor Rigdon declared the meeting adjourned.

