

REGULAR COUNCIL MEETING

The regular meeting of the Baxley City Council was held on January 11, 2017, 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 introduced Dr. Kendall Bennamon, Pastor of Rachel Missionary Baptist Church, who read a scripture and gave the invocation.

Councilwoman Livingston made a motion approving the minutes of the Regular Council Meeting of December 28, 2016, at 8:30 a.m. This motion was seconded by Councilman Bass and carried unanimously.

Councilman Varnadore made a motion approving the First Reading of an Ordinance to rezone property filed by Harold L. Whitaker and Suzanne W. Deal, requesting the property located at 340 South Main Street, be rezoned from the current Professional (P-1) Zone to a Business (B-2) zone in voting district #5. This motion was seconded by Councilman Williams 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 2017 was approved on a motion by Councilman Bass seconded by Councilman Varnadore 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General Fund, Water and Sewer Funds, Water Meter Deposit Funds, Sinking Fund Accounts, and the Contingency Fund, may be withdrawn or transferred including the whole or any part of same; by checks or drafts issued in the name City of Baxley and signed by the City Clerk, who is Reba Cash,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 Dr. 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 11th day of January, 2017.

Councilman Varnadore made a motion to adopt the following Resolution Establishing the Duties and Responsibility of Fiscal Year 2016-2017 Budget and establish Procurement Procedures for same. This motion was seconded by Councilwoman Livingston and carried unanimously.

RESOLUTION

ESTABLISHING THE DUTIES AND RESPONSIBILITIES OF THE CITY MANAGER AS RELATED TO FISCAL CONTROL PROCEDURES OF THE FY2016-2017 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 FY2017.

1. The fiscal year (budgetary accounting period) for the City of Baxley shall begin October 1, 2016 and shall end September 30, 2017. 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 11th day of January 2017.

Councilman Bass made a motion to approve one new water/sewer discount application submitted by William Author Mann. This motion was seconded by Councilman Varnadore and carried unanimously.

Councilman Bass made a motion setting a public hearing date of February 7, 2017 at 6:00 p.m. to hear public comments on a petition for annexation filed by Jerry M. Johnson, requesting his property located on Peach Lane, be annexed and establishing a Residential (R-12) Zone in voting district # 5. This motion was seconded by Councilman Varnadore and carried unanimously.

Councilmember's Report

1. Mayor Pro Tem Hall invited the Mayor and Council to this year's Martin Luther King, Jr. Day Parade which will be held Monday, January 16th, 2017 starting at 2:00 p.m.

City Manager's Report

1. Announced the Community-wide Prayer service held at the annex building on Monday, January 9, went very well with Sheriff Mark Melton leading the service.
2. Thanked the Appling County Board of Commissioners, Lee Lewis and Hayden Rozier for their quick response in assisting our W/S department with a force main repair. The County delivered an excavator to the site which saved a tremendous amount of time and money. Baxley stated that this was another example of how well the City and County works together.
3. Manager Baxley ask the Mayor and Council to identify 2-3 citizens each to serve on the Comprehensive Plan Coordination Committee that would meet at the end of January. He stated that this was a part of the Comprehensive Plan update process that will be led by the Regional Commission.
4. The bid opening for the Fair Street project was Tuesday, January 10, 2017. Of the five submitted bids, the apparent low bidder was Sikes Brothers, Inc., in the amount of \$1,915,490.65. The project is scheduled to begin in the early spring and that public information meetings will be scheduled prior to construction beginning.
5. Provided an update on the Solar Array at the WWTP, stating the racking installation is beginning this week.
6. Informed the Council that the City/County are still discussing alternatives for commercial solid waste collection.
7. The Annual Chamber of Commerce Banquet is January 24, 2017 at the Baxley Church of God Fellowship Hall.

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

City Clerk

