

## REGULAR COUNCIL MEETING

The regular meeting of the Baxley City Council was held on January 10, 2018, at 8:30 a.m., with the following members present: Mayor Steve Rigdon; Mayor Pro Tem Esco Hall, Jr. Councilmembers: Betty Livingston, Pat Williams, Adam Thomas, Mickey Bass, and Tim Varnadore.

Other city officials present were: Jeff Baxley and Reid Lovett, City Managers; Reba Cash, City Clerk; Alex Johnson, City Attorney; Chief of Police James L. Godfrey, David Gore, Street Supervisor and Dale Sapp, Water Supervisor.

Steve Simmons representing the Baxley News Banner was present.

Mayor Rigdon called the regular council meeting to order welcoming all in attendance to this special meeting.

Robert W. Guy, Jr., Superior Court Judge, duly swore in the newly elected officials: Mayor, Tim Varnadore; Councilmembers Mickey Bass, Adam Thomas, and Pat Williams.

Mayor Rigdon hands over the gavel to Mayor Varnadore.

Rev. Brad Park gave the invocation.

Special Resolution recognizing Steve Rigdon as Mayor read by City Manager Baxley:

### RECOGNIZING SERVICE OF MAYOR STEVE RIGDON

*WHEREAS, Steve Rigdon was elected Mayor of the City of Baxley in 1997, taking office in January, 1998.*

*WHEREAS, Mayor Rigdon was continuously reelected and served five consecutive terms, becoming the longest serving Mayor in the 142 year history of the City of Baxley.*

*WHEREAS, under Mayor Rigdon's leadership, the City experienced a great deal of growth in services, capital improvements, amenities, population and reputation, including but not limited to the endeavors listed on Exhibit A attached hereto, all accomplished with no property tax increase while increasing general fund reserves.*

*WHEREAS, Mayor Rigdon fostered good working relationships with Appling County and other government entities and agencies.*

*WHEREAS, Mayor Rigdon has chosen to retire as Mayor at the end of his current term, completing twenty years of service as Mayor.*

*WHEREAS, Mayor Rigdon has always acted in the best interests of the City of Baxley with utmost and unquestioned integrity and ethics, bringing honor and respect to the City and its officials and employees.*

*NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Baxley, in regular meeting duly called and assembled, that the Mayor and Council hereby express to outgoing Mayor Steve Rigdon their recognition and appreciation of his outstanding service rendered over the past twenty years for the benefit and advantage of the citizens and businesses of Baxley and Appling County.*

*BE IT FURTHER RESOLVED that a copy of this Resolution be presented to Mayor Rigdon for a personal record of this recognition.*

*DULY AND UNANIMOUSLY ADOPTED at a regular meeting of the Mayor and Council of the City of Baxley held on the 10<sup>th</sup> day of January, 2018.*

*EXHIBIT A*

Construction Projects

- Totally renovated City Hall
- New Public Works facility
- New Police Department headquarters
- Waste Water Treatment Plant \$12 million upgrade
- New Southside Fire Station
- Waterworks Park
- New Airport Terminal
- Farmers Market
- Animal Control Shelter

Airport Projects

- New terminal building
- New parallel taxiway
- Construction of new T-hangars
- Acquisition of three existing hangars
- Perimeter fencing
- Improve glide paths

Solar Initiatives

- Installation of Solar Panels to power City Hall
- Construction of 605 kw Solar Array to power WWTP

Designations by GMA

- City of Excellence
- City of Ethics
- Better Hometown

Infrastructure

- Downtown Streetscapes
- Paving numerous dirt streets and resurfacing many others
- Providing water and sewer services to previously unserved areas    Expansion of water and sewer lines to spur westward growth
- New Deep Well and elevated Water Tank

Community

- Water Works Park
- Winter Wonderland
- City-wide beautification

Mayor Pro Tem Hall made a motion approving the Resolution as read to Mayor Rigdon. This motion was seconded by Councilwoman Livingston and carried unanimously.

Mayor Rigdon after receiving the plaque and Resolution, made several remarks regarding how much of a blessing it has been to have served the City of Baxley and its employees the past 20 years and that it was an honor to have served alongside the council. Following these comments, all members of the Council, City Clerk and Manager Baxley expressed their gratitude for his integrity, leadership and friendship that he has shown while serving the community as Mayor.

Councilwoman Livingston made a motion approving the minutes of the Regular Council meeting of December 27, 2017, at 8:30 a.m. This motion was seconded by Councilman Bass and carried unanimously.

Councilwoman Livingston made a motion approving the First Reading of an Ordinance annexing property filed by Jerome and J.W. Murray, located on Alpine Drive, with an agreed upon condition be annexed and establish a Business (B-2) Zone in voting district #2. The condition states a buffer, described as two (2) rows of staggered evergreen trees planted 20' on center. The evergreen trees to be 4' – 6' tall at the time of planting and extend along the frontage of Ash Street. This motion was seconded by Councilman Bass and carried unanimously.

Councilman Bass made a motion approving the Second Reading/Adoption of an Ordinance rezoning property filed by Jerome and J.W. Murray, located at 1149 East Parker St., be rezoned from the current Industrial (I-1) Zone to a Business (B-2) zone in voting district #2. This motion was seconded by Councilwoman Livingston and carried unanimously.

Councilman Bass made a motion approving the First Reading of a Zoning Variance Ordinance filed by Y. R. Reddy on behalf of Uma-Buffellow Consultants Ltd., located at 309 City Circle Road, present zoning Industrial (I-1) Zone in voting district #3. This motion was seconded by Councilwoman Livingston and carried unanimously.

Councilwoman Livingston made a motion approving the Second Reading/Adoption to amend the Sewer Use Ordinance. This motion was seconded by Mayor Pro Tem Hall and carried unanimously.

Councilman Bass made a motion to elect Dr. Esco Hall, Jr. to serve as Mayor Pro Tem for the upcoming 2018 year. This motion was seconded by Councilman Thomas and carried unanimously.

Councilwoman Livingston made a motion to re-appoint Pres Johnson as Municipal Court Judge for the upcoming 2018 year. This motion was seconded by Councilman Bass and carried unanimously.

The following depository resolution for 2018 was approved on a motion by Councilman Bass and seconded by Mayor Pro Tem Hall 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 Jeffrey Reid Lovett, and co-signed by either the Mayor of said City who is presently Tim Varnadore, 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 10<sup>th</sup> day of January, 2018.

Councilman Bass made a motion to adopt the following Resolution Establishing the Duties and Responsibilities of Fiscal Year 2017-2018 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 FY2017-2018 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 FY2018.

1. The fiscal year (budgetary accounting period) for the City of Baxley shall begin October 1, 2017 and shall end September 30, 2018. 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 10<sup>th</sup> day of January, 2018

Councilman Bass made a motion setting the qualifying fees for special election in District One, in the amount of \$35.00. (Qualifying March 5<sup>th</sup>-9<sup>th</sup>, Election on May 22<sup>nd</sup>). This motion was seconded by Councilwoman Livingston and carried unanimously.

Councilwoman Livingston made a motion setting a public hearing date for Tuesday, February 6, 2018 at 6:00 p.m., to hear public comments on an application for zoning amendment filed by Wade C. Moody, located at 486 South Main Street be rezoned from the current Residential (RM-10) Zone to a Business (B-2) Zone in voting district #5. This motion was seconded by Councilman Thomas and carried unanimously.

#### Council's Report

1. Mayor Pro Tem Hall announced Friday, January 12 at 6:00 p.m. a Grand Marshall Program will be held that the Thankful New Jersey Missionary Baptist Church.
2. Mayor Pro Tem Hall announces the MLK parade is January 15 at 2:00 p.m.
3. Mayor Pro Tem Hall announced the Black History Program is coming in February.

#### City Manager's Report

1. City Manager reported that the recent delay in trash service due to the holidays and the weather has finally been resolved. Republic service are back on schedule and our pick up will be handled out of Vidalia again, which in our experience, is good news.
2. City Manager reported that you may begin to see construction work on Tippins Street the material orders for the water line replacement and cross drains will begin very soon. With the help of the county working with us, this project should move quickly.

There being no further business, Mayor Varnadore declared the meeting adjourned.

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City Clerk