

## REGULAR COUNCIL MEETING

The regular meeting of the Baxley City Council was held on January 9, 2019, at 8:30 a.m., with the following members present: Mayor Tim Varnadore; Mayor Pro Tem Esco Hall, Jr. Councilmembers: Betty Livingston, Mickey Bass, Pat Williams, Adam Thomas and Santina Fryer.

Other city officials present were: Reid Lovett, City Manager; Reba Cash, City Clerk; Alex Johnson, City Attorney; and David Gore, Street Supervisor.

Members of the news media present were: Noah Gardner representing the Baxley News Banner and Jan Crosby representing WBYZ 94.5 Radio Station.

Members of the public present were Mollie Herndon and Mickey Davis.

Councilwoman Fryer gave the invocation

Councilwoman Livingston made a motion approving the minutes of the Regular Council meeting of December 26, 2018, at 8:30 a.m. This motion was seconded by Mayor Pro Tem Hall and carried unanimously.

Councilman Bass made a motion approving the minutes of the Called Council meeting of January 3, 2019, at 6:00 p.m. This motion was seconded by Councilman Thomas and carried unanimously.

Mayor Pro Tem Hall made a motion approving the First Reading of an Ordinance on a petition filed by J.E. Holland Properties requesting the property located on Beach Road, be rezoned from the current Single Family Residential (R-12) Zone to a Multi-Family Residential (RM-10) Zone in voting district 6. This motion was seconded by Councilman Thomas and was passed by five to one votes. Those voting in favor: Hall, Livingston, Thomas, Bass and Fryer. Opposing was Williams.

Councilman Bass made a motion to elect Dr. Esco Hall, Jr. to serve as Mayor Pro Tem for the upcoming 2019 year. This motion was seconded by Councilwoman Livingston and was passed by five to one votes. Those voting in favor: Livingston, Thomas, Bass, Williams and Fryer. Dr. Hall abstain from voting.

Councilman Bass made a motion to re-appoint Pres Johnson as Municipal Court Judge for the upcoming 2019 year. This motion was seconded by Mayor Pro Tem Hall and carried unanimously.

The following depository resolution for 2019 was approved on a motion by Mayor Pro Tem Hall and 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General Fund, Water and Sewer Funds, Water Meter Deposit Funds, Sinking Fund Accounts, and the Contingency Fund, may be withdrawn or transferred including the whole or any part of same; by checks or drafts issued in the name City of Baxley and signed by the City Clerk, who is Reba Cash ,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 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 9<sup>th</sup> day of January, 2019.

Councilwoman Livingston made a motion to adopt the following Resolution Establishing the Duties and Responsibilities of Fiscal Year 2018-2019 Budget and establish Procurement Procedures for same. This motion was seconded by Councilwoman Fryer 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 FY2019.

1. The fiscal year (budgetary accounting period) for the City of Baxley shall begin October 1, 2018 and shall end September 30, 2019. 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 or amended 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 9<sup>th</sup> day of January, 2019.

Councilman Bass made a motion to approve one new water/sewer discount application submitted by Jimmy L. Reynolds. This motion was seconded by Councilman Thomas and carried unanimously.

Councilwoman Livingston made a motion to approve the transfer beer and wine license for consumption on Premises only from owner Bryon R. Stanley to David C. Stanley & Antonio Lopez (new owners) of Hardware 341 located at 118 Azalea Road, Suite 6. This motion was seconded by Councilwoman Fryer was passed by four to two votes. Those voting in favor: Hall, Livingston, Williams, and Fryer. Opposing was Bass and Thomas.

#### Mayor's Report

1. Mayor Varnadore attended the Head of the Year Community-Wide Prayer service held at the Courthouse Annex seeking the blessing and protection on our county and officials.
2. Mayor Varnadore announce the invitation from the Progressive Resource Center and the MLK parade.

#### Council's Report

1. Mayor Pro Tem Hall echoed the Mayor's comment to attend the MLK parade and the Grand Marshall is Ms. Almaree Miller. Also, the Banquet of the NAACP is in February.
2. Councilwoman Fryer gave an update on the progress of the homeless shelter on Isom Lane.

#### City Manager's Report

1. City Manager Lovett announced the contract with Republic is up for renewal and after further negotiating he will report back to M & C at the upcoming meeting.

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

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City Clerk