

CEDAR BLUFF TOWN COUNCIL ORGANIZATIONAL MEETING  
MONDAY, NOVEMBER 7, 2016 AT 5:00 PM

The Town Council of the Town of Cedar Bluff, County of Cherokee, State of Alabama, met in Regular Session in the Council Room at Town Hall, 3420 Martha Vera Lane, Cedar Bluff, Alabama on Monday, November 7, 2016 at 5:00 p.m. pursuant to notice duly posted as prescribed by law. Mayor Tammy Crane presided and called the meeting to order. Members in attendance were as follows:

<b>Mayor</b> Tammy Crane	<b>District 1</b> Lorrie Green
<b>District 2</b> Donald Sanders	<b>District 3</b> Jerry Sprayberry
<b>District 4</b> Norman Burton	<b>District 5</b> Leatha Harp

The invocation was given by Councilmember Leatha Harp.  
Mayor Crane led the Pledge of Allegiance.

**1. ORGANIZATIONAL BUSINESS**

**a. Appointment of Mayor Pro Tem**

Mayor Crane made the motion to appoint Councilmember Norman Burton and Councilmember Jerry Sprayberry seconded.

Motion Carried (6-0)

Aye: Burton, Green, Harp, Sanders, Sprayberry, Crane

Nay: None

Abstain: None

**b. Resolution 2016-16 Order of Procedure for all Meetings**

Councilmember Norman Burton made the motion to approve Resolution 2016-16 and Councilmember Jerry Sprayberry seconded the motion.

Motion Carried (6-0)

Aye: Burton, Green, Harp, Sanders, Sprayberry, Crane

Nay: None

Abstain: None

**RESOLUTION 2016-16**  
**A RESOLUTION SETTING THE ORDER OF PROCEDURE FOR ALL MEETINGS**  
**OF THE CEDAR BLUFF TOWN COUNCIL**

**BE IT RESOLVED** by the Town Council of the Town of Cedar Bluff, Alabama that the order of procedure in all instances for meetings of the council shall be as follows:

**Section 1.** That the rules or order of procedure herein contained shall govern deliberations and meetings of the council of Cedar Bluff, Alabama.

**Section 2.** Regular meetings of the Council shall be held on the second Monday of each month and shall convene at 5:30 p.m. at Town Hall. A work session will convene at 5:00 immediately preceding the regular meeting. All meetings, regular, special or work session shall be open to the public.

**Section 3.** Special meetings may be held at the call of the presiding officer by serving notice on each member of the council not less than 24 hours before the time set for such special meetings; or special meetings may be held as otherwise provided by Section 11-43-50, Code of Alabama 1975 or other law. Notice of all special meetings shall be posted on a bulletin board accessible to the public at least 24 hours prior to such meeting.

**Section 4.** A quorum shall be determined as provided by Section 11-43-48, Code of Alabama, 1975.

**Section 5.** No member shall speak more than twice on the same subject without permission of the presiding officer.

**Section 6.** No person, not a member of the council, shall be allowed to address the same while in session without permission of the presiding officer. Any individual or group who wishes to address the council shall make a written request to be on the agenda to the town clerk. The request must state the nature of the specific comment, question or concern that will be addressed. The request must be made no later than 12:00 noon on the Friday prior to the council meeting. With the approval of the Mayor, the town clerk shall place each person's name on the agenda. Remarks shall be limited to five (5) minutes unless further time is granted by a majority vote of the council.

**Section 7.** All resolutions and ordinances and any amendments thereto shall be in writing at the time of introduction.

**Section 8.** Whenever it shall be required by one or more members, the "yeas" and "nays" shall be recorded and any member may call for a division on any question.

**Section 9.** All questions of order shall be decided by the presiding officer of the council with the right of appeal to the council by any member.

**Section 10.** The presiding officer of the council may, at his or her discretion, call any member to take the chair, allow him or her to address the council, make a motion or discuss any other matter at issue.

**Section 11.** Motions to lay any matter on the table shall be first in order; and on all questions, the last amendment, the most distant day and the largest sum shall be first put.

**Section 12.** All meetings of the council shall be open to the public, except when the council meets in executive session as authorized by state law.

**Section 13.** The council may meet in executive session only for those purposes authorized by state law. When a councilmember makes a motion to go into executive session for an enumerated purpose, the presiding officer shall put the motion to a vote. If the majority of the council shall vote in favor of the motion to go into executive session, the body shall then move into executive session to discuss the matter for which the executive session was called. No action may be taken in an executive session. When the discussion has been completed, the council shall resume its deliberations in public.

**Section 14.** A motion for adjournment shall always be in order.

**Section 15.** The rules of the council may be amended in the same manner as any other ordinance of general and permanent operation.

**Section 16.** The rules of the council may be temporarily suspended by a vote of two-thirds of the members present.

**Section 17.** All ordinances, resolutions or propositions submitted to the council which require the expenditure of money shall lie over until the next meeting; provided, that such ordinances, resolutions, or propositions may be considered earlier by unanimous consent of the council; and provided further, that this rule shall not apply to the current expenses of, or contracts previously made with, or regular salaries of officers or wages of employees of the city.

**Section 18.** The clerk, attorney, chief of police and such other officers or employees of the Town of Cedar Bluff, shall, when requested, attend all meetings of the council and shall remain in the council room for such length of time as the council may direct.

**Section 19.** No ordinance or resolution of a permanent nature shall be adopted at the meeting at which it is introduced unless unanimous consent be obtained for the immediate consideration of such ordinance or resolution, such consent shall be by roll call and the vote thereon spread on the minutes.

**Section 22.** Robert's Rules of Order is hereby adopted as the rules of procedure for this council in those situations which cannot be resolved by the rules set out in this ordinance.

Adopted and Approved this the 7<sup>th</sup> day of November, 2016.

---

**Mayor**

**ATTEST**

---

**c. Appointment of Officers Appointed by Council:**

**Town Clerk**

Councilmember Norman Burton made the motion to appoint Susie Surrent to the position of Town Clerk and councilmember Donald Sanders seconded the motion.

Motion Carried (6-0)

Aye: Burton, Green, Harp, Sanders, Sprayberry, Crane

Nay: None

Abstain: None

**Police Chief**

Councilmember Jerry Sprayberry made the motion to appoint Steve Walden to the position of Chief of Police and councilmember Donald Sanders seconded.

Motion Carried (6-0)

Aye: Burton, Green, Harp, Sanders, Sprayberry, Crane

Nay: None

Abstain: None

**d. Resolution 2016-17 Designate Depository for Town Funds**

Councilmember Norman Burton made the motion to approve Resolution 2016-17 and councilmember Leatha Harp seconded.

Motion Carried (6-0)

Aye: Burton, Green, Harp, Sanders, Sprayberry, Crane

Nay: None

Abstain: None

**RESOLUTION 2016-17**

**A RESOLUTION TO DESIGNATE REGIONS BANK AS A DEPOSITORY FOR TOWN FUNDS**

BE IT RESOLVED by the Town Council of the Town of Cedar Bluff, Alabama that the Centre Branch of Peoples Bank of Alabama is hereby designated as a depository for checking accounts for the Town of Cedar Bluff:

Town of Cedar Bluff Alcohol Account

Town of Cedar Bluff Earmarked Streets and Roads Account

Town of Cedar Bluff CDBG

Town of Cedar Bluff Cell Tower Escrow  
Town of Cedar Bluff Capital Improvement Fund  
Town of Cedar Bluff General Fund  
Town of Cedar Bluff Parks and Recreation Account  
Town of Cedar Bluff Police Forfeiture Fund  
Town of Cedar Bluff Police Seizure Account  
Town of Cedar Bluff Town Reserve Account  
Town of Cedar Bluff Sanitation Account  
Town of Cedar Bluff Sanitation Reserve Account  
Town of Cedar Bluff State Gasoline Tax 7 Cents Account  
Town of Cedar Bluff Volunteer Fire Department  
Town of Cedar Bluff 4 Cent Gasoline Tax Account  
Town of Cedar Bluff Municipal Court Account  
Town of Cedar Bluff Corrections Fund Account  
Town of Cedar Bluff Bond Account

AND that funds may be withdrawn from these accounts by a request containing any two (2) of the following signatures:

Tammy Crane, Mayor  
Lorrie Green, Council member District 1  
Donald Sanders, Council member District 2  
Jerry Sprayberry, Council member District 3  
Norman Burton, Council member District 4  
Leatha Harp, Council member District 5

BE IT FURTHER RESOLVED that the signatures of the persons above designated shall be furnished to the Centre Branch of Peoples Bank of Alabama. This resolution shall continue in force until revoked by the Town council, and notice thereof given to the Centre Branch of Regions Bank.

ADOPTED and APPROVED this the 7<sup>th</sup> day of November, 2016.

---

Tammy Crane, Mayor

Councilmember Billie Burkhalter is removed as a signer on all account for the Town of Cedar Bluff and her replacement is newly elected Councilmember Lorrie Green. Mayor, Tammy Crane and Mayor Pro Tem, Norman Burton are able to open or close any account for the Town of Cedar Bluff as well as endorse or cash checks on all Town of Cedar Bluff accounts. All other signers will be able to

endorse and cash checks on all accounts for the Town of Cedar Bluff. All signers are as follows:

Mayor, Tammy Crane  
Mayor Pro Tem, Norman Burton  
Councilmember, Lorrie Green  
Councilmember, Donald Sanders  
Councilmember, Jerry Sprayberry  
Councilmember, Leatha Harp

**e. Resolution 2016-18 Attorney Appointment**

Councilmember Donald Sanders made the motion to approve Resolution 2016-18 and councilmember Norman Burton seconded the motion.

Motion Carried (6-0)

Aye: Burton, Green, Harp, Sanders, Sprayberry, Crane

Nay: None

Abstain: None

RESOLUTION 2016-18  
ATTORNEY APPOINTMENT

BE IT RESOLVED by the Mayor and Council of the Town of Cedar Bluff, Alabama that Laura Lloyd, Attorney at Law, of firm Turnbach, Warren, Lloyd, Fredrick & Smith, P.C. be appointed to the office of Town Attorney and that she shall hold such office until the next general election or until her successor is elected and qualified.

BE IT FURTHER RESOLVED that the said Town Attorney shall be paid for the above services as Town Attorney.

Passed and adopted this 7th day of November 2016.

---

Tammy Crane, Mayor

ATTEST:

---

Susie Surrett, Town Clerk

**f. Appointment to Cedar Bluff Utility Board for open position**

After the recommendation of Mayor Crane, Councilmember Donald Sanders made the motion to appoint James “Bo” Martin to the open position and councilmember Leatha Harp seconded.

Motion Carried (6-0)

Aye: Burton, Green, Harp, Sanders, Sprayberry, Crane

Nay: None

Abstain: None

Next Mayor Crane announced that three new members had been appointed to the Planning and Zoning Commission. The new members are Loretta Higgins, John Hyatt and Bob Pickerel.

**2. Adjourn**

Councilmember Norman Burton made the motion to adjourn.

Motion Carried.

**Approved: December 12, 2016**

---

**Tammy Crane, Mayor**

**ATTEST**

---

**Susie Surrect, Town Clerk**