

**VILLAGE OF TOBACCOVILLE
COUNCIL MEETING MINUTES
Thursday, December 1, 2011 - 7 p.m.**

CALL TO ORDER

Mayor Keith Snow called the meeting to order and gave the invocation. The following elected officials and staff were present: Mayor Snow, Mayor Pro Tem Myron Marion, Council Members Mark Baker, Robin Beck and Lori Shore-Smith, Attorney Amy Lanning, Administrator Dan Corder and Clerk Robin Key. No one represented the press. Total attendance: 34

APPROVAL OF MINUTES

Council Member Beck made a motion to approve the November 3, 2011 Council Meeting Minutes. Council Member Shore-Smith seconded the motion. The vote was unanimous.

OUTGOING MAYOR REMARKS

Mayor Keith Snow addressed the Council and audience, thanking them for the opportunity to serve.

OATHS OF OFFICE

Spencer G. Key, Jr., District Court Judge for Surry County, NC, administered the Oath of Office of Mayor to Billy W. McHone, the Oath of Office of Council Member to Mark Baker, and the Oath of Office of Council Member to Myron W. Marion. There was a short break, and the meeting resumed with the new Council in place.

ORGANIZATION OF NEW COUNCIL

- a. Election of Mayor Pro Tem: Council Member Baker made a motion to appoint Council Member Marion as Mayor Pro Tem. Council Member Shore-Smith seconded the motion. The vote was unanimous.
- b. Selection of Meeting Time and Day: Council Member Beck made a motion to continue to hold monthly Village of Tobacoville Council meetings on the first Thursday of the month at 7 p.m. Council Member Shore-Smith seconded the motion. The vote was unanimous.
- c. Designated Areas of Responsibility: There was a consensus of the Council to approve the attached list of Designated Areas of Responsibility for 2011-2013. (Attachment)
- d. Adoption of Rules of Order: Mayor Pro Tem Marion made a motion to adopt the *Suggested Rules of Procedure for a City Council 3rd Edition* by A. Fleming Bell, II, suspending Rule 11. Council Member Baker seconded. The vote was unanimous.

On behalf of the Council, Council Member Beck presented Former Mayor Keith Snow with an engraved clock to commemorate his years of service to the Village.

ADMINISTRATOR'S UPDATE & STATUS SHEET REVIEW

Administrator Corder reviewed items on the status sheet. (Attachment)

PUBLIC COMMENT

Mayor McHone recognized Noah Simmons, a local Boy Scout, who was in attendance. Noah advised the Council that he is in the process of earning his Eagle Scout Award.

Mayor McHone thanked Becky Dodson, Chairman of the Park and Recreation Committee, for the outstanding tree lighting event held on Monday, November 28, 2011.

FINANCIAL REPORT

Administrator Corder reviewed the October financial report. Mayor Pro Tem Marion conducted an internal audit of the records and found no discrepancies. (Internal Audit Attached)

BUDGET WORKSHOP

There was a consensus of the Council to hold a Budget Workshop Meeting on Monday, January 9, 2012 at 6 p.m. in the Conference Room.

ADJOURNMENT

Mayor Pro Tem Marion made a motion to adjourn and Council Member Shore-Smith seconded the motion. The meeting adjourned at 7:45 p.m.

Minutes Prepared By:

Minutes Approved By:

Robin S. Key
Village Clerk

SEAL

Billy W. McHone
Mayor