

**MINUTES**  
**SMITHS GROVE CITY COMMISSION SPECIAL MEETING**  
**SMITHS GROVE MUNICIPAL BUILDING**  
**WEDNESDAY JANUARY 5, 2011 5:00 P.M.**

All members were present: Mayor Higginbotham, Commissioner Varner, Commissioner Pierce, Commissioner Martin and Commissioner Stiffey. Also present was City Attorney Wes Milliken.

Mayor Higginbotham called the meeting to order at 5:00 p.m.

Mayor Higginbotham read from ‘The Commission Plan’ obtained from the Kentucky League of Cities Legal Handbook which details the organization of city government for Smiths Grove. The duties of the Mayor and the powers of the legislative body were reviewed by the entire Commission.

Mayor Higginbotham also read from the Kentucky League of Cities Legal Handbook the proper way to plan and conduct effective Commission meetings. The roles of each member of the legislative body and the city clerk were reviewed as well as the proper way to conduct business in the meetings including how to make a motion, consider the motion and vote on said motion. When faced with questions involving routine business or questions of little importance where there appears to be little or no opposition to the question, a motion may be adopted by unanimous consent. In such cases, the presiding officer simply states ‘If there is no objection, the action requested will be taken’.

Mayor Higginbotham made motion to appoint Terry Pierce as Mayor Pro Tem. The motion was seconded by Commissioner Martin. All members voted aye. Motion carried.

Commissioner Pierce addressed the City Code of Ordinances and stated that upon his review, it appeared that several ordinances have either been duplicated, outdated, or are in error. Commissioner Pierce would like the Commission to have a work session in the spring to review together the Ordinance Codes and begin to update the above referenced Ordinances.

Mayor Higginbotham began a discussion regarding the City Departments and the need to appoint each Commissioner to one department. The departments in use during 2010 and earlier years were reviewed and the Commission decided to tweak and possibly rename the departments. The following departments were proposed to be in force beginning in 2011: Police and Public Safety, Cemetery & Public Grounds, Public Works, and Code & Municipal Ordinance Enforcement. City Attorney Wes Milliken will be drawing up an Ordinance establishing these new departments within the city government structure and the ordinance will be addressed at the Commission meeting on January 24, 2011. Upon passing this Ordinance, the department assignments will be as follows: Police & Public Safety – Commissioner Martin; Cemetery & Public Grounds – Commissioner Pierce; Public Works – Commissioner Varner; Code & Municipal Ordinance Enforcement – Commissioner Stiffey.

Mayor Higginbotham adjourned the meeting with no further discussion approximately at 6:55 p.m.

APPROVED: \_\_\_\_\_  
BERT E. HIGGINBOTHAM, MAYOR

ATTEST : \_\_\_\_\_  
DANIEL C. JONES, CITY CLERK

DATE: \_\_\_\_\_

Minutes prepared by Daniel C. Jones, City Clerk