**HARTSHORNE CITY COUNCIL**

**Special MEETING MINUTES**

**January 29th, 2019**

Mayor Joy Cline met with board members on January 29th, 2019 for a Special Meeting with the Hartshorne City Council.

Roll Call: Grove, Faulkner, Baker, Jackson and Young. Bond, and Kelly absent.

Quorum present.

Motion by Jackson and seconded by Grove for Mike Kern with Kern Accounting to address the council regarding purchase orders.

Motion by Baker and seconded by Faulkner for mayor to be the purchasing agent. Jackson, Baker, Grove, Faulkner, Young vote aye. Kelly and Bond absent. Motion passes.

Motion by Baker and seconded by Jackson for council president to be listed as the alternate purchasing agent in the event that the mayor is unavailable. Jackson, Baker, Grove, Faulkner, and Young vote aye. Kelly and Bond absent. Motion passes.

A requisition form will be filled out for all purchase orders and turned in to the department head and must be signed off. Form will be then given to mayor or council president if mayor is unavailable for approval and signature. Final signature will be by treasurer confirming that funds are available for the purchase.

Motion by Faulkner and seconded by Jackson to adjourn the meeting. Jackson, Baker, Grove, Faulkner, and Young vote aye. Kelly and Bond absent. Motion passes.