

**Finance Committee Meeting**  
**City of Manchester**  
**March 13<sup>th</sup>, 2023**

Present: Alderman Hobbs, Vice Mayor Messick and Alderman Parsley

Absent: none

The Manchester City Finance Committee held its monthly called meeting on Monday, March 13<sup>th</sup>, 2023 at 4:00 p.m. in the board room at Manchester City Hall. Others present were: Mayor Howard, Alderman Anderson, Finance Director Myers, Chelsy Campbell from Lester Greene McCord & Thoma Insurance, Director Brittany Fiske, Director George Gannon, Director AJ Fox, Asst. Director Becky Johnson, Jorita Scott, Chris David, and other employees, members of the press and citizens. The meeting was presided over Alderman Joey Hobbs, Chairman of the committee.

Minutes from the February Finance Committee meeting were approved with a unanimous vote.

**New Business:**

Director Brittany Fiske presented an estimate of the repairs to the city hall roof drain. The source of the leak is at the elbow that goes down the wall causing black mold. Scope of the work includes repairing the drain, removing the mold and re-painting. She spoke with C&H Construction and Terry Hershman looked at the scope of work that St. John Engineering provided giving an estimate of around \$8,000. She was asking for an amendment or it be in the 2024 budget. The alderman asked where in the budget it would be included. Director Fiske said it would be in the Building Department and this was confirmed by Director Myers. Vice-Mayor Messick made the motion for this amount be added to next year's budget and the motion was seconded by Donny Parsley. Motion carried. Director Fiske was directed to proceed with quotes/bids for the project with a start date of after July 1<sup>st</sup>, 2023.

Vice-Mayor Messick spoke about the Exit 105 Committee and the ask by the committee for the city to pay for 50% of St. John Engineering fees. The engineering fees would be a study to see the cost to run sewer and water to Exit 105 which will also require a new water tower due to low water pressure. The county is interested for the benefit of North Coffee School and the city interested for possible future annexation. The Exit 105 project, if approved, would not start until after current sewer problems are corrected. A motion was made by Alderman Hobbs for the general budget to pay up to \$20,000 toward the engineering costs. Alderman Parsley expressed concerns about obligating funds toward expansion when we have existing problems. Vote passed two to one with Alderman Parsley voting no to the motion.

Finance Director gave the update that no accounting firm submitted a proposal for the audit service RFP. She has extended the deadline until April 6<sup>th</sup>, 2023 and contacted the state comptroller's office for an additional list of possible CPA firms to contact via email of the RFP and the new deadline.

Finance Director, Lisa Myers, also said the RFP for outsourcing payroll and human resources yielded four proposals. The analysis is being performed now by MTAS and there may have to be a special called meeting prior to the April board meeting. We are no longer planning to outsource HR but looking at payroll. The Finance Director introduced Chris David who has joined the team as Payroll Benefits Specialist but is mainly concentrating on HR. Also introduced was Jorita Scott joining the Finance office as the accountant. However, with the turnover in the department, Jorita has been concentrating on payroll. The director is hoping to have a decision made in the direction of payroll services very soon.

The Finance Director introduced Chelsy Campbell, the city insurance broker with Lester Greene McCord & Thoma. Chelsy addressed the committee explaining about three issues that made up 85% of the issues. Each issue has or is being addressed. She was in attendance in case any of the committee members had lingering questions or concerns after the insurance broker and employees meeting that occurred last month. Ms. Campbell said that an analysis of the plan so far shows the city has saved around \$90,000 with twelve employees meeting the maximum out-of-pocket which is \$2000 less than the state plan. The committee was satisfied with her responses and the time given to training the current staff as well as informing the employees. The committee was informed that the finance department has the vision of continued education of our employees on all benefits on an ongoing basis.

Director Miller gave a presentation and status of grant funds that have been received or applied. There will be a camera trailer purchased with the ARP funds that was passed at the last board meeting. No other projects have been identified until the flow study is received. These funds have no matching requirements and the board voted that the \$3,275,123 be used by Water and Sewer Department for infrastructure. The second round of ARP money is a pass-through grant with the state. This grant is \$1,647,819 and is through TDEC. These funds must be exhausted by 2026. ARC funds are \$2,000,000 including a \$1,000,000 match from the city. If approved, the EDA will be \$1,250,000 including a \$250,000 city match. It is possible for this grant to be as much as \$2,000,000 with a \$500,000 city match. Total funds will be between \$8,172,942 to \$9,422,942.

Alderman Hobbs asked the status of radios and was given the 2021 resolution that purchased Motorola Radios. He will carry this information to the Safety Committee for discussion.

Alderman Hobbs asked about obtaining a monthly financial report and Vice-Mayor Messick asked about status of budget. Finance Director said this process has slowed due to department turn-over. There should be budget information at the April meeting and there will probably need to be special called meetings this year.

Mayor Howard informed the committee that the state will require us to use a uniform chart of accounts. Local Government Software is already programmed to feed directly to the comptroller's office. The Finance Director has already reached out to MTAS to see the best process.

Director AJ Fox addressed the committee about the repairs of the weight room floor. It has already been bid but will need an additional \$13,150 in addition to the insurance proceeds to proceed with the bid results of Fit Flooring. Alderman Hobbs made the motion to fund this out of the general fund and seconded by Vice Mayor Messick. Motion carried.

Meeting was adjourned around 4:55p.m.



Finance Committee Chairperson

5-4-2023

Date



Finance Director

5/4/2023

Date