

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
Meeting Minutes
May 2, 2023, @ 6:30 pm
City Hall Board Room

The Board of Mayor and Aldermen met in regular session at 6:30 p.m. in the Board Room at Manchester City Hall. The meeting was presided over by Mayor Howard. Present for the meeting were Mayor Howard, Alderman French, Alderman Anderson, Alderman Bellamy, Alderman Hobbs, Vice Mayor Messick, Alderman Parsley, Attorney Johnson, Finance Director Myers, Executive Administrative Assistant Keele, Police Chief Sipe, Assistant Police Chief Floied, Fire Chief Chambers, Community Development & Zoning Director Brittany Fiske, Public Works Director George Gannon, Parks/Rec Director Fox, Asst. Parks/Rec. Director Johnson, I.S. Director Smotherman, Engineer Scot St. John, and other citizens. MWSD Director Miller was absent. The meeting opened with a prayer by Pastor David Petty, and the pledge to the flag was spoken in unison. Mayor Howard called the meeting to order.

ROLL CALL:

Director Myers called the roll.

APPROVAL OF MINUTES:

Alderman Anderson made a motion to approve the April 4, 2023, Minutes and BOMA Beer Board minutes; seconded by Alderman Parsley. The minutes passed 6-0

CORRESPONDENCE: none

COMMENTS FROM CITIZENS: none

COMMENTS FROM MAYOR: Mayor Howard presented the Coffee County Rescue Squad with a proclamation honoring their 60th Anniversary.

Safety Committee- Alderman Hobbs stated no meeting in May.

Finance Committee-Alderman Hobbs announced a Special Called Finance Committee meeting 5-4-23.

Street Committee- Director Gannon announced the next Street Dept. meeting 5-11-23.

Water /Sewer Commission- Vice Mayor Messick announced the next meeting 5-4-23 at City Hall.

Recreation Commission- Director Fox announced the next meeting Thursday @ noon and summer activities.

Tourism Development Commission- Alderman Hobbs stated next meeting 5-8-23.

Planning & Zoning Commission- Director Fiske stated next meeting 5-15-23.

Information Systems Committee- Alderman Parsley nothing to report.

Historic Zoning Commission- Alderman Bellamy no meeting in May.

RESOLUTIONS & ORDINANCES

Resolutions:

- a. A resolution to approve Matlock Clements, P.C. as the City of Manchester's auditor for Fiscal Year 2023-2024 at a cost not to exceed Forty-Two Thousand Dollars (\$42,000) for the Standard and an additional "Single Audit" of Federal Funds expenditures: sponsored by Alderman Hobbs. Alderman French made a motion to approve and seconded by Alderman Parsley. Mayor Howard opened the floor to discussion. A discussion ensued and Mayor Howard called for the roll. The resolution passed 6-0.
- b. A resolution to approve the City of Manchester to receive State of Tennessee Environment and Conservation Water Infrastructure Investment Program (American Rescue Finds); sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion and called for the roll. The resolution passed 6-0.
- c. A resolution to authorize the expenditure of up to Fifty Thousand Dollars (\$50,000) for an engineering study for flood analysis for Coffee and street over Grindstone Hollow Creek; sponsored by Vice Mayor Messick. Alderman Hobbs made a motion to approve and seconded by Alderman French. Mayor Howard opened the floor to discussion. A discussion ensued and Mayor Howard called for the roll. The resolution passed 6-0.

Ordinances:

- a. 2nd reading of an ordinance to add a provision of Title 14 Chapter 4 of Manchester Municipal Code to regulate permitted travel trailers; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion and after none called for the roll. The ordinance passed 2nd and final reading 6-0.
- b. 1st reading of an ordinance amending the Budget Ordinance for Fiscal Year 2022-23, Ordinance No. 1654; sponsored by Alderman Hobbs. Alderman Anderson made a motion to approve and seconded by Alderman French. Mayor Howard opened the floor to discussion. After a discussion ensued Mayor Howard called for the roll. The ordinance passed 1st reading 6-0.
- c. 1st reading of an ordinance adding provisions to Manchester Municipal Code regarding Police vehicle "Take Home" policy; sponsored by Alderman Hobbs. Alderman French made a motion to approve and seconded by Alderman Bellamy. Mayor Howard opened the floor to discussion. A discussion ensued and Mayor Howard called for the roll. The ordinance passed 1st reading 6-0.
- d. 1st reading of an ordinance to add a provision to Title 4 Chapter 2 of the Manchester Municipal Code to adopt an Information Security Policy; sponsored by Alderman Parsley. Alderman

Anderson made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion and called for the roll. The ordinance passed 1st reading 6-0.

OLD BUSINESS: none

NEW BUSINESS

- Monies from rec center roof project. Alderman Anderson made a motion to move 67,000.00 to Aquatic repairs from the Rec Center Roof Project and 126,000.00 remain in the Rec Center Roof Project from the change order. Alderman French seconded the motion. A discussion ensued between Director Fox and the BOMA regarding the change order and decrease in cost of the roof project. Mayor Howard called for the roll and the motion passed 6-0.
- Annual Evaluations for Directors a discussion ensued with the BOMA. Alderman French made a motion to open a discussion and seconded by Alderman Hobbs. A discussion ensued with the BOMA. A salary study proposal was discussed and Director Myers stated it is in the 2023-2024 budget. Vice Mayor Messick discussed waiting till the salary study is performed to continue the discussion.
- 7-4-23 BOMA Meeting move to 7-11-23. Alderman French made a motion to move the 7-4-23 BOMA Meeting to 7-11-23, due to the Holiday. Alderman Hobbs seconded the motion and Mayor Howard called for the roll. The motion passed 6-0.
- A resolution was introduced to purchase 3 dodge Durango SUV's for the MPD by Alderman Hobbs. Alderman French seconded the motion. Mayor Howard opened the floor to discussion and called for the roll. The resolution passed 6-0.

COMMENTS FROM BOMA: Alderman French discussed the Budget having “fact based” evidence. Alderman Anderson discussed upcoming event at Common John's. Alderman Bellamy discussed the MPD stairwell and needed repairs. Codes Director Fiske discussed the project. Alderman Hobbs thanked Director Myers for her hard work getting the budget together. Alderman Parsley thanked everyone for coming out. Mayor Howard thanked the BOMA for working together and Director Myers working hard on the budget.

ADJOURNMENT:

- Being no further business to discuss, Mayor Howard asked for a motion to adjourn and Vice Mayor Messick made the motion. The motion was seconded by Alderman Hobbs. The motion to adjourn was passed 6-0. The meeting adjourned at 7:09 p.m.

SIGNATURES:

Mayor Marilyn Howard

Executive Administrative Assistant Keele