

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
Meeting Minutes
November 7th, 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 Anderson, Alderman Bellamy, Vice Mayor Messick, Alderman Parsley, Attorney Johnson, Finance Director Myers, Executive Administrative Assistant Keele, MWSD Director Miller, Public Works Director George Gannon, Parks/Rec Director Fox, Asst. Parks/Rec. Director Johnson, I.S. Director Smotherman, MPD Chief Sipe, MPD Assistant Chief Floied, MFD Chief Chambers, Community Development & Zoning Director Brittany Fiske, Engineer Scot St. John, and other citizens. Absent was Alderman Hobbs and Alderman French. The meeting opened with a prayer by Pastor Billy Levengood, 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 October 3, 2023, BOMA Minutes. Alderman Parsley seconded the motion. Mayor Howard called for the roll and the motion passed 4-0.

CORRESPONDENCE: Lori Parsley West presented a thank you letter on behalf of Susan Parsley thanking the employees of the City of Manchester donating time to her.

COMMENTS FROM CITIZENS: Kim Childress of the mach running organization thanked the MPD, MFD, and the Tourism Commission for helping sponsor the Haunts & Hops run at Common Johns.

COMMENTS FROM MAYOR: Mayor Howard thanked everyone for attending.

Safety Committee- Chief Sipe discussed at the last meeting purchasing radar signs and stated the next meeting would be 11-13-23.

Finance Committee- Director Myers discussed moving the regularly scheduled committee date and time.

Street Committee- Director Gannon announced the next Street Dept. meeting would be 11-9-23 and discussed leaf season.

Water /Sewer Commission- Director Miller announced the next meeting would be 11-9-23 at City Hall and he is working with the County on extending water lines.

Recreation Commission- Director Fox discussed the success of the Halloween Bash w/ Reeses Genes, Dusty Elam Basketball league with 202 participates, Trees of Christmas 12-4 thru 12-9, Christmas Parade, and farmer's market will open up on Wednesday.

Tourism Development Commission- Lori West announced the next meeting would be 11-13-23 @ 6.

Planning & Zoning Commission- Director Fiske stated next meeting would be 11-20-23 @ 5:30 pm.

Information Systems Committee- Director Smotherman stated next meeting would be 11-20-23.

Historic Zoning Commission- Director Fiske announced they met last Thursday and had one COA for approval and discussed the ARC Grant.

RESOLUTIONS & ORDINANCES

Resolutions:

- a) A resolution to approve a contract in the base amount of Seventy-Four Thousand Five Hundred Eighty and 00/100 Dollars (\$74,580.00) and Three add-alternates totaling Twenty-Four Thousand and 00/100 Dollars (\$24,000.00) with Southern Flooring, Inc. for the Recreation Center Gym Floor Replacement, Project #102-195/3255-046; sponsored by Alderman Anderson. Alderman Parsley made a motion to approve and seconded by Alderman Bellamy. Mayor Howard opened the floor to discussion and then called for the roll. The resolution passed 4-0.
- b) A resolution to approve the purchase of six radar signs funded by Capital Outlay Funds; sponsored by Alderman Hobbs. Attorney Johnson removed from agenda, amount under 35,000 threshold.

Ordinances:

- a) 2nd reading of an ordinance rezoning property owned by Loyd Glen Chapman and Shawn Trail on 512 West Taylor St., from R-3 to R-4; sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to table ordinance a, b, and c; and stated because it has been a habit to have a full board to vote on the zoning matters and there isn't a full board tonight and seconded by Alderman Parsley. The motion passed 3-1 with Alderman Anderson voting nay. Attorney Johnson stated 4 votes were not needed to pass a motion only legislation.
- b) 2nd reading of an ordinance rezoning property owned by Loyd Glen Chapman and Shawn Trail on 811 Lynchburg Rd., from R-3 to R-4; sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to table the ordinance due to its been a habit to have a full board to vote on the zoning matters and there isn't a full board tonight and seconded by Alderman Parsley. The motion passed

- 3-1 with Alderman Anderson voting nay. Attorney Johnson stated 4 votes were not needed to pass a motion only legislation.
- c) 2nd reading of an ordinance rezoning property owned by Mark Willis on Doak Road, from R-1 to C-2 sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to table the ordinance due to its been a habit to have a full board to vote on the zoning matters and there isn't a full board tonight and seconded by Alderman Parsley. The motion passed 3-1 with Alderman Anderson voting nay. Attorney Johnson stated 4 votes were not needed to pass a motion only legislation.
 - d) 2nd reading of an ordinance adopting an unclaimed property policy adding Title 20 Chapter 4 Section 408 to the Manchester Municipal Code; sponsored by Alderman Hobbs. Alderman Parsley made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard opened the floor to discussion and called for the roll. The ordinance passed final reading 4-0.
 - e) 2nd reading of an ordinance to add a provision to Title 4 Chapter 2 of Manchester Municipal Code to clarify leave policy; sponsored by Mayor Howard. Vice Mayor Messick made a motion to approve and seconded by Alderman Anderson. Mayor Howard opened the floor to discussion and called for the roll. The ordinance passed final reading 4-0.
 - f) 2nd reading ordinance to amend Manchester Municipal Codes 9-202, Exemptions; sponsored by Alderman Hobbs. Alderman Anderson made a motion to approve and seconded by Alderman Parsley. Mayor Howard opened the floor to discussion and called for the roll. The motion passed final reading 4-0.
 - g) 2nd reading of an ordinance adding provisions to Manchester Municipal Code 4-603 regarding Manchester Water and Sewer Department Director Vehicle "Take Home" Policy; sponsored by Vice Mayor Messick. Alderman Bellamy made a motion to approve and seconded by Alderman Parsley. Mayor Howard opened the floor to discussion and called for the roll. The ordinance passed final reading 4-0.
 - h) 1st reading of an ordinance to adopt an updated Land Use Plan (Physical Development Plan); sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to approve and asked that Director Fiske speak regarding the ordinance. Director Fiske discussed the 2015 Land Use Plan and the proposed 2022 Land Use Plan that incorporates the UGB. Vice Mayor Messick stated it doesn't change any zoning. Director Fiske stated the Planning and Zoning Commission has already passed the Land Use Plan and will use it whether the BOMA pass it or not. Alderman Bellamy seconded the motion and Mayor Howard opened the floor to discussion. Alderman Anderson stated she would not be voting on the ordinance because she believes there were some procedural mistakes relating to the open meetings act. Alderman Anderson stated she doesn't share the same vision as the Planning Commission relating to annexation and high-density areas; concerned we are planning for the UGB area and we don't have a planner on staff and the TCA code states we should. Mayor Howard called for the roll. The ordinance failed 1-3 with Alderman Anderson, Vice Mayor Messick stated he was voting nay so he could bring it back, and Alderman Parsley voting nay.
 - i) 1st reading of an ordinance to revise Title 14 Chapter 12 of Manchester Municipal Code, Stormwater Ordinance; sponsored by Vice Mayor Messick. Alderman Parsley made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard opened the floor to discussion and called for the roll. The ordinance passed 1st reading 4-0.
 - j) 1st reading or an ordinance rezoning property owned by Matt and Emily Norman at 1201 Oak Drive from R-2 to R-3; sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to approve and seconded by Alderman Bellamy. Mayor Howard opened the floor to discussion. Alderman Bellamy discussed the two maps presented and Director Fiske explained the zoning and the 2022 land use plan map. Mayor Howard called for the roll. The ordinance failed 1-3 voting nay Alderman Anderson, Vice Mayor Messick, and Alderman Parsley.

OLD BUSINESS: none

NEW BUSINESS

- Part-time Pay Rate Scale for Recreation Center Staff - Pay Scale attached- Approved by Rec. Commission & Finance Committee Finance Committee voted to increase budget for part-time wages by \$70,000.00 for 2023-2024 Fiscal Budget Year. Alderman Parsley made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard asked if there would need to be a Budget Amendment and Director Myer's stated they would like the wages to be voted on to set a pay scale for their office. A discussion ensued and Mayor Howard called for the roll. The motion passed 4-0.
- MPD Retirement Presentation to Vandagriff, Guffey, and Garza.

COMMENTS FROM BOMA: Vice Mayor Messick discussed a call he received bragging on the Public Works Department. Attorney Johnson discussed the Hills Chapel Sidewalk Project and he has made contact with 4 out 5 of the property owners.

ADJOURNMENT:

- Being no further business to discuss, Mayor Howard asked for a motion to adjourn and Alderman Parsley made the motion. The motion was seconded by Alderman Anderson. The motion to adjourn was passed 4-0. The meeting adjourned at 7:25 p.m.

SIGNATURES:

Mayor Marilyn Howard

Executive Administrative Assistant Keele