

**CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
SPECIAL CALL AGENDA
October 30th, 2024 @ 4:30 P.M.
City Hall Board Room**

Pursuant to a call by Mayor Hobbs there will be a Special Called Board of Mayor and Alderman Board Meeting on Wednesday, October 30th, 2024, at 4:30 p.m. for the following:

1. **INVOCATION:**
2. **PLEDGE TO THE FLAG**
3. **ROLL CALL**
4. **MINUTES**
 - August 6th, 2024 Meeting Minutes and BOMA Beer Board Minutes; August 19th, 2024 BOMA Special Call Meeting Minutes; August 27th, 2024 Special Call Meeting Minutes; September 3rd, 2024 BOMA Meeting Minutes; September 10th, 2024 Special Call Meeting Minutes; October 1st, 2024 BOMA Meeting Minutes; October 24th, 2024 Special Call Meeting
5. **CORRESPONDENCE**
6. **COMMENTS FROM CITIZENS**
7. **ANNOUNCEMENTS FROM MAYOR**
 - New Promotions
8. **COMMITTEE AND COMMISSION REPORTS**
 - *Safety *Finance *Street *Water & Sewer *Recreation *Tourism *Planning & Zoning
 - *Information Systems *Historic Zoning
9. **RESOLUTIONS AND ORDINANCES**

Resolutions:

 - a) A resolution to approve Matlock Clements, P.C. as the City'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 Parsley.
 - b) A resolution authorizing a contract to purchase four (4) Dodge Durangos at a cost of Forty-Thousand Eight Hundred Fourteen and 00/100 Dollars (40,814.00) each, to be paid from the "General Fund" for use by the Police Department; sponsored by Ryan French.
 - c) A resolution to approve Wold Architects and Engineers, to perform consulting services at a cost not to exceed Eighty-Five Thousand and Five Hundred 00/100 (\$85,500.00) Dollars. Sponsored by Vice Mayor Messick.
 - d) A resolution authorizing a contract to purchase a Ford transit 350 passenger van at a total cost of Fifty-Three Thousand Seven Hundred Twenty-Three and 00/100 Dollars (\$53,723.00), for use by the Parks and Recreation Department: sponsored by Alderman Anderson.
 - e) A resolution approving a Special Refuse Removal and Recycle Service Fee increase pursuant to MMC 17-112; sponsored by Vice Mayor Messick.
 - f) A resolution authorizing the purchase of MSA G-1 Breathing Apparatuses at the total price of Two Hundred Thousand Dollars and 00/100 Dollars (\$200,000.00) for use of the Fire Department of the City of Manchester; sponsored by Alderman French.

Ordinances:

- a) 1st reading of an ordinance amending provisions to Manchester Municipal Code regarding Citizens Comments: sponsored by Mayor Hobbs.

10. OLD BUSINESS

11. NEW BUSINESS

- Citizen Appointments to Committees and Commissions
- BOMA Appointments to Committees and Commissions

12. ITEMS FROM THE BOARD OF MAYOR AND ALDERMAN

13. ADJOURNMENT:

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CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
Meeting Minutes
August 6, 2024, @ 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, Attorney Johnson, Executive Administrative Assistant Keele, Finance Director Burrows, MWSD Director Perry, Parks/Rec. Director Fox, Asst. Director Parks/Rec. Johnson, I.S. Director Smotherman, MPD Chief Sipe, MPD Assistant Chief Floied, MFD Chief Chambers, Public Works Director Gannon, Community Development & Zoning Director Brittany Fiske, Engineer Adam Carter, and other citizens. Absent was Alderman Parsley, Parks & Rec. Director Fox, and Public Works Director Gannon. Meeting opened with a prayer by Pastor Levengood and the pledge to the flag was spoken in unison. Mayor Howard called the meeting to order.

ROLL CALL:

Finance Director Burrows called the roll.

APPROVAL OF MINUTES:

Alderman French made a motion to approve the July 2nd, 2024 BOMA Meeting Minutes and BOMA Beer Board Minutes; August 2nd, 2024 BOMA Special Call Meeting Minutes. The motion was seconded by Alderman Anderson and the motion carried 5-0.

CORRESPONDENCE: none

COMMENTS FROM CITIZENS:

COMMENTS FROM MAYOR: Mayor Howard thanked everyone for attending the meeting and asked that they keep Alderman Parsley in their prayers.

Safety Committee- Chief Sipe stated next meeting will be Sept. 9th, and discussed uncertified officers would be attending the academy in Sept. Chief Sipe discussed crossing guards and the activity in the school zones. Chief Sipe discussed an active shooter class they conducted

Finance Committee- Finance Director Burrows discussed the FY 2024-2025 Budget, and starting the 2023-2024 audit.

Street Committee- Director Gannon stated their next meeting would be next Thursday at 5:30 pm. Director Gannon discussed several projects.

Water /Sewer Commission- Director Perry discussed the interceptor project and other projects. Director Perry discussed a upcoming meeting with J. R. Wauford at the Water & Sewer Commission meeting.

Recreation Commission- Director Fox discussed Ball Field Lighting progress and the closure of the outdoor pool for repairs. Director Fox discussed several programs in August.

Tourism Development Commission- Alderman Hobbs stated they would meet in Sept.

Planning & Zoning Commission- Director Fiske stated next meeting is Aug. 19th and the agenda is on the website.

Information Systems Committee- Director Smotherman discussed upgrades to the Water/Billing system.

Historic Zoning Commission-Director Fiske stated they did not meet.

RESOLUTIONS & ORDINANCES

Resolutions:

- a) A resolution adopting Plans of Services preliminary to annexation of Thirteen and Sixty-Three/Hundredths (13.63) Acres of property owned by J.J. Manchester, located on Hospitality Blvd.; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard opened the floor to a public hearing. Mayor Howard asked what recommendation the Planning and zoning commission gave and Director Fiske stated it was a positive recommendation. Coffee County resident Sarah Bradley discussed her concerns. Alderman Anderson asked if this would be for a hotel and discussed she would not be approving. Mayor Howard called for the roll and the resolution passed 4-1 with Alderman Anderson voting nay.
- b) A resolution annexing Thirteen and Sixty-Three/Hundredths (13.63) Acres of property owned by J.J. Manchester LLC., located on Hospitality Blvd.; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard opened the floor to a public hearing and after no discussion called for the roll. The resolution passed 4-1 with Alderman Anderson voting nay.
- c) A resolution adopting a MWSD Policy for mandatory emergency on-call roster; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard opened the floor to discussion and after none called for the roll. The resolution passed 5-0.

Ordinances:

- a) 2nd reading of an ordinance rezoning property owned by Mike and Mildred Henley on Oakdale St., from R-3 to R-4; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard opened the floor to a public hearing and after none called for the roll. The ordinance passed 2nd and final reading 4-1 with Alderman Anderson voting nay.
- b) 2nd reading of an ordinance to amend Manchester Municipal Code 8-215, Hours of Sale for Beer; sponsored by Alderman Hobbs. 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 5-0.
- c) 1st reading of an ordinance rezoning property owned by J.J. Manchester LLC., located on Hospitality Blvd. and recently annexed into the City, from RS-1 to C-2.; 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 1st reading 5-0.
- d) 1st reading of an ordinance to amend Manchester Municipal Code 14-707 relative to Absolute Minimum Lot Size; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard opened the floor to discussion and Director Fiske discussed the ordinance. Mayor Howard called for the roll. And the ordinance passed 1st reading 4-1 with Alderman Anderson voting nay.
- e) 1st reading of an ordinance to amend Manchester Municipal Code 14-516 relative to Temporary Political Signs; sponsored by Vice Mayor Messick. Vice Mayor Messick 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 1st reading 5-0.
- f) 1st reading of an ordinance of the City of Manchester, Tennessee, adopting a budget for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025; sponsored by Alderman Hobbs. (Passed 1st reading 8-2-24 – 2nd reading 8-19-24 Special Called BOMA Meeting) Attorney Johnson explained that the ordinance was listed in case the ordinance failed the first reading on 8-2-24.

OLD BUSINESS-none

NEW BUSINESS

- MWSD Job Descriptions: Heavy Equip. Operator – Wastewater Operator – Distribution Operator – Foreman. Alderman Hobbs made a motion to approve and seconded Vice Mayor Messick. The four job descriptions passed 5-0.

COMMENTS FROM BOMA: Alderman Bellamy thanked everyone for the way they treated him for the last 8 years. Attorney Johnson announced there would be a reception in honor of Mayor Howard and Alderman Bellamy on 8-19-24. Mayor Howard stated she has enjoyed serving the City and appreciates those that she has worked with.

ADJOURNMENT:

- Being no further business to discuss, Mayor Howard asked for a motion to adjourn and Alderman French made the motion. The motion was seconded by Alderman Hobbs. The motion to adjourn was passed 5-0. The meeting adjourned at 6:59 p.m.

SIGNATURES:

Mayor Joey Hobbs

Executive Administrative Assistant Keele

City of Manchester
Board of Mayor and Alderman
Beer Board Minutes
August 6, 2024

Immediately Following the Mayor and Aldermen Board Meeting.

Mayor Howard called the meeting to order.

Application(s):

1. Name of Business: OTS32 LLC, DBA: Oscars Taco Shop; Business Address: 177 Relco Drive, Manchester, TN 37355; Previous Name of Business: n/a; Name and Address of Property Owner: SES Enterprises Inc., P.O. Box 18153 Huntsville, AL 35804; Name of Applicant: Sandra Ruiz, 6013 Trailwater Ally, Antioch, TN 37013; Application is for on-premises consumption and retail. Assistant Police Chief Floied stated the applicant has met all requirements and is favorable for permit. Alderman French made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard opened the floor to discussion and after none called for the roll. The application passed 6-0

- **Adjournment:** Being no further business to discuss, Mayor Howard asked for a motion to adjourn and Alderman French made the motion. The motion was seconded by Alderman Hobbs. The motion to adjourn was passed 6-0. The meeting adjourned at 7:04 p.m.

Mayor Joey Hobbs

Exec. Administrative Assistant Keele

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMAN
SPECIAL CALL BOARD MEETING Minutes
Manchester City Hall Board Room
August 19, 2024
4:30 P.M.

CALL THE MEETING TO ORDER:

Pursuant to a call by Mayor Howard, there will be a Special Called Board of Mayor and Alderman Board Meeting on Monday, August 19th, 2024, at 4:30 p.m. The meeting was called to order by Mayor Howard. Finance Director Burrows read the call sheet and the Agenda. Present for the meeting were Mayor Howard, Alderman French Alderman Bellamy, Vice Mayor Messick, Alderman Anderson, Alderman Parsley, Alderman Hobbs, Finance Director Burrows, Executive Administrative Assistant Keele, Public Works Director Gannon, Fire Chief Chambers, I.S. Director Smotherman, Police Chief Sipe, Parks & Rec. Director Fox, City Engineer St. John and citizens.

Attorney Johnson read the call sheet: Pursuant to a call by Mayor Marilyn Howard, there will be a Special Called Board of Mayor and Alderman Board Meeting on Monday, August 19th, 2024, at 4:30 p.m. for the following:

Call to Order: Mayor Howard called for the roll, Finance Director Burrows called the roll.

Citizen Comments: none

Ordinance:

- a) 2nd reading of an ordinance of the City of Manchester, Tennessee, adopting a budget for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025; sponsored by Alderman Hobbs. Alderman French 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 2nd and final reading 4-2 with Alderman Anderson and Alderman Parsley voting nay.

Adjournment: Mayor Howard asked for a motion to adjourn. Alderman French made the motion to adjourn and seconded by Alderman Bellamy. Mayor Howard called for the roll and the motion passed 6-0 at 4:35 pm.

Mayor Joey Hobbs

Exec. Administrative Assistant Keele

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMAN
SPECIAL CALL BOARD MEETING Minutes
Manchester City Hall Board Room
August 19, 2024
5 P.M.

CALL THE MEETING TO ORDER:

Pursuant to a call by Mayor Howard, there will be a Special Called Board of Mayor and Alderman Board Meeting on Monday, August 19th, 2024, at 5 p.m. The meeting was called to order by Mayor Howard. Attorney Johnson read the call sheet and the Agenda. Present for the meeting were Mayor Howard, Alderman French Alderman Bellamy, Vice Mayor Messick, Alderman Anderson, Alderman Parsley, Alderman Hobbs, Finance Director Burrows, Executive Administrative Assistant Keele, Public Works Director Gannon, Fire Chief Chambers, I.S. Director Smotherman, Police Chief Sipe, Parks & Rec. Director Fox, City Engineer St. John and citizens.

Attorney Johnson read the call sheet: Pursuant to a call by Mayor Marilyn Howard, there will be a Special Called Board of Mayor and Alderman Board Meeting on Monday, August 19th, 2024, at 5 p.m. for the following:

Call to Order: Mayor Howard called for the roll, Finance Director Burrows called the roll.

Citizen Comments: none

New Business:

Newly Elected City of Manchester Board of Mayor and Alderman Oath of Office Ceremony. Attorney Johnson administered the Oath of Office for the following:

- Mayor Joey Hobbs (4-year term)
- Alderman Julie Anderson (4-year term)
- Alderman Ryan French (4-year term)
- Alderman James Threet (4-year term)

Attorney Johnson administered the duties of the Manchester BOMA Beer Board for the following: Mayor Joey Hobbs, Alderman Julie Anderson, Alderman Ryan French, and Alderman James Threet.

Newly Elected City of Manchester School Board Oath of Office Ceremony.

Attorney Johnson administered the Oath of Office for the following:

- School Board Susan Parsley (4-year term)
- School Board Lee Sullivan (4-year term)

Mayor Hobbs asked Finance Director Burrows to call the roll after the new Board of Mayor and Alderman were sworn in.

Adjournment: Mayor Hobbs asked for a motion to adjourn. Alderman French made the motion to adjourn and seconded by Alderman Parsley. Mayor Hobbs called for the roll and the motion passed 6-0 at 5:30 pm.

Mayor Joey Hobbs

Exec. Administrative Assistant Keele

**CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
SPECIAL CALL MINUTES
August 27, 2024 @ 5:30 P.M.
City Hall Board Room**

TO: Vice Mayor Messick, Alderman French, Alderman Anderson, Alderman Parsley, and Alderman Threet:

Pursuant to a call by Mayor Joey Hobbs, there will be a Special Called Board of Mayor and Alderman Board Meeting on Tuesday, August 27th, 2024, at 5:30 p.m. for the following:

Mayor Joey Hobbs cancelled the meeting prior to 5:30 pm on August 27th, 2024, due to a lack of quorum.

Mayor Joey Hobbs

Executive Administrative Assistant

**CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
Meeting Minutes
September 3, 2024, @ 6:30 pm
City Hall Board Room**

Due to a lack of quorum, the September 3, 2024, meeting was not held. Present were Alderman Anderson, Alderman Threet, and Alderman Parsley. Absent were Mayor Joey Hobbs, Alderman French, and Vice Mayor Messick.

SIGNATURES:

Mayor Joey Hobbs

Executive Administrative Assistant Keele

**CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
SPECIAL CALL MINUTES
September 10th, 2024 @ 7 P.M.
City Hall Board Room**

Pursuant to a call by Alderman Parsley, Alderman Threet, and Alderman Anderson, there will be a Special Called Board of Mayor and Alderman Board Meeting on Tuesday, September 10th, 2024, at 7 p.m.

Due to a lack of quorum, the meeting was not held. Present were Alderman Anderson, Alderman Threet, Alderman Parsley. Absent were Mayor Joey Hobbs, Alderman French and Vice Mayor Messick.

Mayor Joey Hobbs

Executive Administrative Assistant Keele

**CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
Meeting Minutes
October 1, 2024, @ 6:30 pm
City Hall Board Room**

Due to a lack of quorum, the October 1, 2024, meeting was not held. Present for the meeting were Mayor Hobbs, Alderman Anderson, Alderman Threet, and Alderman Parsley. Absent were Vice Mayor Messick, and Alderman French.

SIGNATURES:

Mayor Joey Hobbs

Executive Administrative Assistant Keele

**CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
SPECIAL CALL MINUTES
October 24th, 2024 @ 5:30 P.M.
City Hall Board Room**

TO: Vice Mayor Messick, Alderman French, Alderman Anderson, Alderman Parsley, and Alderman Threet:

Pursuant to a call by Mayor Joey Hobbs, there will be a Special Called Board of Mayor and Alderman Board Meeting on Thursday, October 24th, 2024, at 5:30 p.m. for the following:

Due to a lack of quorum, the meeting was not held. Present were Mayor Joey Hobbs, Alderman Crosslin, Vice Mayor Messick, and Alderman French. Absent were Alderman Anderson, Alderman Threet, and Alderman Parsley.

Mayor Joey Hobbs

Executive Administrative Assistant Keele

RESOLUTION NO. 00 - 2024

A RESOLUTION TO APPROVE MATLOCK CLEMENTS, P.C. AS THE CITY'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

WHEREAS the City of Manchester, Tennessee is required by statute to have an annual audit; and

WHEREAS the City of Manchester, Tennessee has reviewed the written proposal of Matlock Clements, P.C., dated August 5th, 2024, to perform the city's statutory audit for the period July 1, 2023 through June 30, 2024 and an additional "single audit" of Federal funds expenditures and found said proposal to be advantageous to the City.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester, Tennessee accepts the written proposal of Matlock Clements, P.C., dated August 5th, 2024, in an amount not to exceed Forty-Two Thousand Dollars (\$42,000), for its annual statutory audit and an additional "single audit" of Federal funds expenditures.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the Mayor and Finance Director are authorized to execute a contract on behalf of the City of Manchester.

Resolved this _____ day of _____ 2024.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

CITY OF MANCHESTER

COST PROPOSAL – MUNICIPAL AUDIT SERVICES

FOR FISCAL YEAR ENDING JUNE 30, 2024

Matlock Clements

Certified Public Accountants

Matlock Clements

Certified Public Accountants

www.matlockclements.com

270 Glenis Dr., Suite A
Murfreesboro, TN 37129
Phone: 615-907-1881
Fax: 615-907-0357

August 5, 2024

City of Manchester
Attn: Anthony Burrows, Finance Director
200 W. Fort Street
Manchester, TN 37355

Re: Cost Proposal – Municipal Audit Services

Dear Leaders of the City of Manchester,

On behalf of all employees of Matlock Clements, P.C., I want to thank you for inviting us to make our Proposal for Contract to Audit Accounts of the City of Manchester for the year beginning July 1, 2023 and ending June 30, 2024.

The following is a summary of the cost proposal format:

1. Proposed Fee Schedule
2. Description of invoicing procedures, including proposed method to ensure accuracy.

We propose to have the final reports completed and delivered to the City of Manchester's administrative office by no later than December 31, 2024, and each November 30 of any subsequent year's extension of the contract.

We are pleased to provide this and any other relevant information concerning our interest and proposal.

Sincerely,



Eric Clements, CPA, CFE

1. - PROPOSED FEE SCHEDULE

Our total all-inclusive proposed fee is \$42,000, of which \$10,000 is related to single audit procedures. Our proposed fee includes all costs associated with financial statement preparation.

Our firm is willing to enter into a contract renewable annually for subsequent years if desired. Subsequent year price increases would not exceed 3% from the prior year.

2. - INVOICING PROCEDURE

Invoicing occurs when the final audit report is presented by Matlock Clements, P.C. and is accepted by the City of Manchester. The invoice terms are net 30 days.

Ownership of the audit reports shall belong to the City of Manchester, and it is expressly understood that publication of the audit report (in whole or in part) or reference for such audit report shall be at the sole discretion of the City of Manchester.

RESOLUTION NO. .

A RESOLUTION AUTHORIZING A CONTRACT TO PURCHASE FOUR (4) DODGE DURANGOS AT A COST OF FORTY THOUSAND EIGHT HUNDRED FOURTEEN AND 00/100 DOLLARS (\$40,814.00) EACH, TO BE PAID FROM THE “GENERAL FUND” FOR USE BY THE POLICE DEPARTMENT

WHEREAS the City of Manchester Police Department needs Four (4) new vehicles; and

WHEREAS the Police Department has determined that a Dodge Durango V-6 will best serve the Department’s needs; and

WHEREAS the City will have sufficient funds in the General Account (110-42100-943.001) to purchase these vehicles; and

WHEREAS these vehicles are available pursuant to the State of Tennessee Department of General Services contract making the purchase exempt from the City’s bidding requirements; and

WHEREAS Code Section 5-703 (4) of the City of Manchester requires any obligation of the City on any contract in excess of \$35,000 be approved by resolution; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester contract to purchase four (4) Dodge Durangos V-6, at a cost of Forty Thousand and Eight Hundred and Fourteen and 00/100 Dollars (\$40,814.00) each, base price, for a total of One Hundred and Sixty Nine Thousand and Fifty Nine and 00/100 Dollars (\$169,056.00) after the selection of minor options, from TT of Columbia, the State of Tennessee Department of General Services contract vendor.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the purchases be funded from the General fund (110-42100-943.001).

RESOLUTION NO. .

A RESOLUTION TO APPROVE WOLD ARCHITECTS AND ENGINEERS, TO PERFORM CONSULTING SERVICES AT A COST NOT TO EXCEED EIGHTY-FIVE THOUSAND AND FIVE HUNDRED 00/100 (\$85,500.00) DOLLARS.

WHEREAS the City of Manchester, Tennessee seeks to engage Architectural and Engineering consulting services; and

WHEREAS the Manchester Recreation Committee and the Parks and Recreation Department has reviewed the written proposal submitted and chosen Wold Architects and Engineers (see attached) for professional architectural and engineering consulting services for the Manchester Recreation Center Improvements, Phase 1, not to exceed Eighty-Five Thousand and Five Hundred 00/100 (\$85,500.00) Dollars plus reimbursable expenses and found said proposal to be advantageous to the City.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester, Tennessee accepts the written proposal of Wold Architects and Engineers, incorporated by reference (see attached), for architectural and engineering professional services not to exceed Eighty-Five Thousand and Five Hundred 00/100 (\$85,500.00) Dollars, plus reimbursable expenses, and approves same.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the Mayor and Finance Director are authorized to execute a contract on behalf of the City of Manchester.

Resolved this _____ day of _____ 2024.

Joey Hobbs, Mayor



August 2, 2024

A.J. Fox, Parks and Recreation Director
Manchester Recreation Center
557 North Woodland Street
Manchester, Tennessee 37355

Re: City of Manchester
Manchester Recreation Center Improvements Phase 1
Commission No. 9999

Dear A.J.:

Wold appreciates the opportunity to continue our partnership with you all and the City of Manchester on improvements to your Recreation Center. We are pleased to present the following scope of work description and proposed design fees and process for the anticipated project budget.

Scope of Work

The base scope of work will include improvements to the exterior slide stair tower, outdoor pool plaster and tile coping, and surrounding exterior lighting. Pool mechanical room improvements and new flooring in the aerobics room are also planned for Phase 1. A detailed list of items from the Improvements Plan is attached.

Recommended Project Budget

Based on the scope of work mentioned above and detailed on the attached exhibit, we propose a fixed fee of \$85,500.00. This includes all consultant fees including the aquatics specialty consultant. Reimbursables are to be billed in addition per our master contract that will be developed upon acceptance of this fee letter to expedite the renovation project's progress.

Proposed Design Process

The design process will include bi-weekly coordination meetings. A design schedule will be established following a project kick-off meeting.

We are excited about the opportunity to continue working with you all. Please feel free to contact me with any questions.

Sincerely,

Wold Architects and Engineers

A handwritten signature in black ink that reads "Beth Meadows".

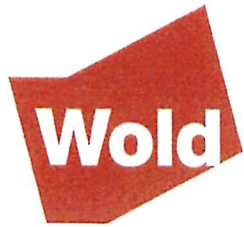
Beth Meadows | AIA, CDT
Associate

cc: Accounting

AM/Admin/TN/Promo/CI_Manchester/crsp/2024.08.02 Letter to A.J. Fox

Wold Architects and Engineers
214 Centerview Drive, Suite 300
Brentwood, TN 37027
woldae.com | 615 370 8500

**PLANNERS
ARCHITECTS
ENGINEERS**



EXHIBIT

Scope for Phase 1 includes the following:

- 1.2 Remove rust and chipping paint from outdoor pool stair tower. Repaint/recoat surface.
- 1.3.1 Remove coping and replace on outdoor pool.
- 1.4.1 Remove plaster and coat exposed rebar and replaster outdoor pool.
- 1.5 Test wiring from building to pool deck boxes and then pool deck boxes to pool light fixtures. Replace existing wiring and pool lighting fixtures that do not function or test properly.
- 1.7 Replace existing light pole head with new LED heads to best illuminate area.
- 1.9 Remove existing wood parquet Aerobics Room floor and replace with new wood floor.
- 2.3.2 Replace handrail anchors as needed.
- 2.6 Replace Pool mechanical room HVAC unit.
- 2.7 Pool mechanical room piping (HVAC and plumbing pipe only).
- 2.8 Pool Mechanical room sprinkler piping.
- 2.9 Corroded pool piping hardware – replace hardware in pool equipment room.
- 2.19 Pool pump strainers – remove all and replace with new strainers.
Pool Filtration Systems – Demo existing and provide three new filtration systems.
Pumps – Remove and replace all recirculation and feature pumps (remove and do not replace the pool drain down pump).
UV Systems – Provide for new bulbs in each UV system and start up.
- 2.20 Corroded Conduit.

RESOLUTION NO. .

A RESOLUTION AUTHORIZING A CONTRACT TO PURCHASE A FORD TRANSIT 350 PASSENGER VAN AT A TOTAL COST OF FIFTY-THREE THOUSAND SEVEN HUNDRED TWENTY THREE AND 00/100 DOLLARS (\$53,723.00), FOR USE BY THE PARKS AND RECREATION DEPARTMENT

WHEREAS the City of Manchester Parks and Recreation Department needs a new means to transport cargo and passengers; and

WHEREAS the Parks and Recreation Department has determined that a Ford Transit - 350 Passenger Van will best serve the Department's needs; and

WHEREAS the Parks and Recreation Department has sufficient funds in its account for the fiscal year 2024/2025 budget to purchase this van; and

WHEREAS this van is available pursuant to the State of Tennessee Department of General Services contract making the purchase exempt from the City's bidding requirements; and

WHEREAS Code Section 5-703 (4) of the City of Manchester requires any obligation of the City on any contract in excess of \$35,000 be approved by resolution; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester contract to purchase a Ford Transit - 350 Passenger Van at a cost of Fifty Three Thousand Seven Hundred Twenty Three and 00/100 Dollars (\$53,723.00), from Ford of Murfreesboro, the State of Tennessee Department of General Services contract vendor.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the purchases be funded from the appropriate line item in the Parks and Recreation Department's 2024/2025 budget.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the Mayor be authorized to enter into the contract.

Resolved this _____ day of _____ 2024.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

RESOLUTION NO. _____

A RESOLUTION APPROVING A SPECIAL REFUSE REMOVAL AND RECYCLE SERVICE FEE INCREASE PURSUANT TO MMC 17-112;

WHEREAS the City of Manchester has previously charged a waste removal and recycle fee of Five (\$5.00) dollars; and

WHEREAS the Manchester Street Committee has determined that a rate increase of Eight Dollars (\$8.00) to the customers is in the best interest of the City; and

WHEREAS Manchester Municipal Code 17-112 requires any special waste removal service fee to be approved by resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester shall increase its special service fee for waste removal and recycling of refuse from Five Dollars (\$5.00) to the rate of Eight Dollars (\$8.00).

Resolved this _____ day of _____ 2024.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE PURCHASE OF MSA G-1 BREATHING APPARATUSES AT THE TOTAL PRICE OF TWO HUNDRED THOUSAND DOLLARS AND 00/100 DOLLARS (\$200,000.00) FOR USE OF THE FIRE DEPARTMENT OF THE CITY OF MANCHESTER

WHEREAS, the City of Manchester Fire Department needs new self-contained breathing apparatuses; and

WHEREAS, the Fire Department has determined that the MSA G-1 apparatuses from Safe Industries will best serve the department's needs; and

WHEREAS, the city fire department has sufficient funds in its account to purchase this equipment, and

WHEREAS, this equipment is available pursuant to the State of Tennessee Department of General Services contract (HGAC) making the purchase exempt from the City's normal bidding requirements; and

WHEREAS, Code Section 5-703 (4) of the City of Manchester requires any obligation of the City on any contract of \$35,000 be approved by resolution; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, that the City of Manchester purchase MSA G-1 self-contained breathing apparatuses from Safe Industries at a cost of TWO HUNDRED THOUSAND DOLLARS AND ZERO CENTS (\$200,000.00) through a State of Tennessee Department of General Services (HGAC) contract vendor.

RESOLVED THIS _____th DAY OF October, 2024.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

ORDINANCE NO. _____

**AN ORDINANCE AMENDING PROVISIONS TO MANCHESTER MUNICIPAL CODE
REGARDING CITIZENS COMMENTS**

WHEREAS the Manchester Municipal Code provides for the procedures used during Board, Committee and Commission meetings; and

WHEREAS the Board of Mayor and Aldermen believes it in the best interest of the City of Manchester that certain amendments be made to those procedures in MMC 1-111.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that there be an amendment to MMC 1-111 by adding the following language at the end of the paragraph:

Persons wishing to speak shall register online or via the Mayor's Office 48 hours in advance of the start time of the meeting. Persons duly registered to speak, shall limit their comments to items relevant to the agenda and keep their comments under 3 minutes.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication and passage, the public welfare of the City of Manchester, Tennessee requiring it.

PASSED FIRST READING: _____, 2024

PASSED SECOND AND FINAL READING: _____, 2024

Joey Hobbs, Mayor

Manchester Regional Planning Commission UGB Member

Mayoral Appointment (1 Vacancy)

Cheryl Swan

Loyd Glen Chapman

Recreation Commission Appointed by Mayor (1 Vacancy)

Stan Rogers Reapplied

Tourism Commission BOMA Appointment (1 Vacancies)

Joseph Sherrill Reapplied

Historic Zoning Commission Mayoral Appointment w/Board Confirmation

(2 Vacancies)

Norm Vetter Reapplied