

**CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
SPECIAL CALL AGENDA
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. 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
5. **CORRESPONDENCE**
6. **COMMENTS FROM CITIZENS**
7. **COMMENTS FROM MAYOR**
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.
10. **OLD BUSINESS**
11. **NEW BUSINESS**
 - BOMA Vacant Alderman Seat Appointment
 - Citizen Appointments to Committees and Commissions (10-1-24)
12. **ITEMS FROM THE BOARD OF MAYOR AND ALDERMAN**
13. **ADJOURNMENT:**

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 Levensgood 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
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- **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

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

www.matlockclements.com

Certified Public Accountants

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.

Alderman Applications – Vacant Seat (Alderman Hobbs)

- **Joe Pat Cope**
- **Thomas Crosslin**
- **Helen DeBellis**
- **Scott Dickson - withdrew**
- **Shannon Fletcher**
- **Larry Floyd**
- **Sterling “Jeff” Haley**
- **Nick Hodges**
- **Matthew Huffer**
- **Ward Johnson**
- **Benjamin Laine**
- **William “Billy” Levengood**
- **Rachel Metcalf**
- **Hope Petty**
- **W.D. Smith**
- **Wilma Thomas**
- **Dustin Welch**