

**CITY OF MANCHESTER**  
**BOARD OF MAYOR AND ALDERMEN**  
**Meeting Minutes**  
**February 6<sup>th</sup>, 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, Alderman Parsley, Attorney Johnson, Finance Director Myers, Executive Administrative Assistant Keele, MWSD Director Miller, Parks/Rec Director Fox, I.S. Director Smotherman, MPD Chief Sipe, MFD Chief Chambers, Public Works Director Gannon, Community Development & Zoning Director Brittany Fiske, Engineer Scot St. John, and other citizens. Meeting opened with a prayer by Pastor Dustin Welch, 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:** Vice Mayor Messick made a motion to approve the January 2<sup>nd</sup>, 2024 BOMA Minutes and the January 11<sup>th</sup>, 2024, Special Call BOMA minutes. Alderman Hobbs seconded the motion. Mayor Howard called for the roll and the motion passed 6-0.

**CORRESPONDENCE:** none

**COMMENTS FROM CITIZENS:** none

**COMMENTS FROM MAYOR:** Mayor Howard thanked everyone for attending the meeting.

**Safety Committee-** Chief Sipe stated the next Safety meeting would be 2-12-24, and they are working on the installation of equipment in the new dodge durangos.

**Finance Committee-** Director Myers discussed items on the agenda that were approved by the Finance Committee.

**Street Committee-** Director Gannon stated the next meeting would be 2-8-24, and working on repairing pot holes from the snow & ice.

**Water /Sewer Commission-** Director Miller stated next meeting would be Thursday, digging large hole in front of City Hall hoping to get out the I & I and the work is being done in-house.

**Recreation Commission-** Director Fox stated next meeting would be 2-8-24, they will be discussing the camera system RFP at the Rec Center and the RFP for the ball field lights. Repairs to the basketball court will begin in March at the Rec. Center.

**Tourism Development Commission-** Lori West stated the next meeting would be 1-12-24.

**Planning & Zoning Commission-** Director Fiske stated next meeting would be 2-19-24.

**Information Systems Committee-** Director Smotherman stated next meeting would be 2-19-24.

**Historic Zoning Commission-** Director Fiske stated no meeting in Feb.

**RESOLUTIONS & ORDINANCES**

**Resolutions:**

- a) A resolution to approve a contract in the amount of Fifty-Five Thousand Nine Hundred Eighty-Seven and 00/100 Dollars (\$55,987.00) with Ross Services Corporation for the Hire Hall #1 roof replacement; sponsored by Alderman Hobbs. Alderman French made a motion to approve and seconded by Alderman Parsley. Mayor Howard opened the floor to discussion and called for the roll. The resolution passed 6-0.
- b) A resolution authorizing the purchase of two (2) Ford F-350 4X4 crew cab diesel trucks (dump body and snow plow) for a total of One Hundred and Ninety-One Thousand Three Hundred and Fifty-Four Dollars and 00/100 (\$191,354.00) for use of the Public Works Department of the City of Manchester revising Resolution 38-2022; sponsored by Vice Mayor Messick. Alderman Anderson made a motion to approve and seconded by Alderman French. Mayor Howard opened the floor to discussion and called for the roll. The resolution passed 6-0.
- c) A resolution authorizing the purchase of a Xylem NC150 trailer mounted Bypass Pump for bypass pumping operations for Seventy Thousand, Five Hundred and Forty-Five Dollars (\$70,545.00) for use of the Water and Sewer Department of the City of Manchester; sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to table the resolution and send back to MWSD Commission to review rental quotes. Alderman Hobbs seconded the motion and Mayor Howard opened the floor to discussion. Director Miller stated they will need a bypass pump for the televising contract the BOMA had approved. MWSD Director Miller discussed the Interstate drive project and the contractor had cancelled on them because they didn't have a bypass pump. Vice Mayor Messick discussed the two bypass pumps the MWSD currently has and renting a by-pass pump as needed since we haven't needed one since 1836. Mayor Howard called for the roll and the motion to table the resolution failed 2-4 with Alderman French, Alderman Anderson, Alderman Hobbs, and Alderman Bellamy voting nay. Alderman French made a motion to approve the resolution and seconded by Alderman Anderson. Mayor Howard opened the floor to discussion. Mayor Howard called for the roll and the resolution passed 4-2 with Vice Mayor Messick and Alderman Parsley voting nay.

**Ordinances:**

- a) 2<sup>nd</sup> reading of an ordinance to adopt an updated Land Use Plan (Physical Development Plan); sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Alderman Hobbs. Alderman French made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to a public hearing. Coffee County resident Sarah Bradley spoke in opposition of the Land Use Plan. City residents Brent Rader, Laura Finch, Rocky Jones, and Janet Fowler, all spoke in opposition of the Land Use Plan. Director Fisk clarified that the Land Use Plan does not rezone anything unless the property owners request it to be rezoned. Rob Clutter of the Manchester Planning and Zoning Commission UGB Member discussed that the Land Use Plan is a vision of what may happen, and is a suggestion or a guide. Clutter discussed the community is on the edge of a lot of growth and the need to have a plan in place or we are going to be in trouble. Attorney Johnson discussed the state statutes and the Land Use Plan is a guide and it does not rezone any property unless the property owner request their land to be rezoned. A discussion ensued with the BOMA. Mayor Howard called for the roll. The ordinance passed 2<sup>nd</sup> and final reading 4-2 with Alderman Parsley and Alderman Anderson voting nay.
- b) 1<sup>st</sup> reading of an ordinance to amend Manchester Municipal Code 12-401 et. seq. RELATIVE TO BUILDING IMPACT FEES; sponsored by Vice Mayor Messick. (tabled 1-2-24) Alderman French made a motion to remove the ordinance from the table and seconded by Vice Mayor Messick. Mayor Howard opened the floor to discussion and called for the roll. The motion to remove the ordinance from the table passed 6-0. Vice Mayor Messick made a motion to pass the alternative ordinance with a change of maximum fee from 75,000 to 100,000 and seconded by Alderman French. Mayor Howard opened the floor to discussion and called for the roll. The ordinance passed 1<sup>st</sup> reading 6-0.

**OLD BUSINESS:** none

**NEW BUSINESS**

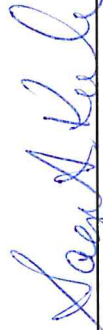
- **Insurance Broker/Consultant Services-** Vice Mayor Messick made a motion to approve Bush Insurance/Insurance Benefits Associates as the City's Insurance Consultant, and seconded by Alderman French. Mayor Howard opened the floor to discussion and after none called for the roll. The motion passed 6-0.
- **Chief of Staff pay scale passed by Finance Committee \$75K to \$85K-** Vice Mayor Messick made a motion to approve and seconded by Alderman French. Mayor Howard opened the floor to discussion and called for the roll. The motion passed 5-1 with Alderman Parsley voting nay.
- **Parks & Recreation intent to apply for TDEC Grant 50/50 match-** 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 motion for the Parks & Rec to send an intent to apply for the TDEC Grant which would cover lighting for three remaining ball fields and ADA improvements passed 6-0.
- **Fitness Instructor Job Description-** Alderman Anderson made a motion to approve and seconded by Alderman French. Mayor Howard opened the floor to discussion and called for the roll. The job description passed 6-0.
- **Lifeguard Job Description-** 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 motion passed 6-0.
- **Finance Director Job Description-** Alderman Hobbs made a motion to approve the new revised job description and seconded by Alderman French. Mayor Howard opened the floor to discussion and called for the roll. The motion passed 6-0.
- **Finance Dept. Contracting Year-End Closing Services-** Alderman French made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion. Alderman Bellamy questioned why we are hiring someone to close out the year and hadn't in the past. Mayor Howard stated this is new and bringing in this company will help with the transition. Alderman Hobbs discussed the need to close everything out and this will help moving forward. Vice Mayor Messick stated this is a onetime fee. Mayor Howard called for the roll. The motion passed 5-1 with Alderman Bellamy voting nay.
- **FY 2024-2025 Budget Calendar-** Alderman Hobbs 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 6-0.

**COMMENTS FROM BOMA:** Alderman French discussed beer permitting for food trucks and the need to change the language and would like it on the next agenda. Alderman French stated he would not be at the June BOMA 2024 meeting. Alderman Bellamy stated he appreciates the employees and they work like dogs. Vice Mayor Messick discussed that he wasn't picking on Director Miller but he looks at spending money very conservatively.

**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 Vice Mayor Messick. The motion to adjourn was passed 6-0. The meeting adjourned at 7:49 p.m. BOMA Beer Board followed.

**SIGNATURES:**



**Executive Administrative Assistant Keele**



**Mayor Marilyn Howard**