

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
Meeting Minutes
July 2nd, 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 (7:02 pm), Alderman Anderson, Alderman Bellamy, Alderman Hobbs, Vice Mayor Messick, Attorney Johnson, Executive Administrative Assistant Keele, Finance Director Burrows, MWSD Director Miller, Asst. Director Parks/Rec. Johnson, I.S. Director Smotherman, MPD Chief Sipe, MPD Assistant Chief Floied, MFD Chief Chambers, Public Works Kristina Moore, Community Development & Zoning Director Brittany Fiske, MWSD Director Jeffrey Perry, 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 Minister Hart 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. Alderman Parsley and Alderman French absent

APPROVAL OF MINUTES:

Alderman Hobbs made a motion to approve the June 4, 2024 BOMA Minutes and BOMA Beer Board Minutes; June 27, 2024 BOMA Special Call Minutes. The motion was seconded by Alderman Bellamy and the motion carried 4-0.

CORRESPONDENCE: none

COMMENTS FROM CITIZENS: Coffee County resident Sarah Bradley commented on the bid for the Sewer Interceptor Cleaner resolution.

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

Safety Committee- Chief Sipe stated next meeting is on July 8th. Chief Sipe discussed Bonnaroo operations. Chief Sipe recognized Officer Wigley and Officer Bellamy that completed the TN Law Enforcement Academy.

Finance Committee- Finance Director Burrows stated the finance committee has met to discuss and finalize the FY 2024-2025 budget.

Street Committee- Kristina Moore stated they did not meet in June and are busy with paving and the Hills Chapel Sidewalks.

Water /Sewer Commission- Director Perry discussed items that have been ordered and the oxidation ditch. Director Perry stated that there needs to be a resolution made for a mandatory On-Call policy. Director Perry discussed a reporting system that has been implemented. Director Perry discussed filling 5 positions.

Recreation Commission- Director Fox discussed the upcoming 4th of July events. Director Fox stated they had started the Ball-Park Lighting Project.

Tourism Development Commission- Alderman Hobbs asked Katy Riddle to discuss a marketing grant and showcased the new video

Planning & Zoning Commission- Director Fiske stated the July 15th agenda would be posted on Monday. Director Fiske stated the impact fees were implemented on July 1st.

Information Systems Committee- nothing to report.

Historic Zoning Commission-Director Fiske stated no July or August meeting scheduled.

RESOLUTIONS & ORDINANCES

Resolutions:

- a) A resolution authorizing the purchase of Twenty (20) MSA G-1 Breathing Apparatuses at One Hundred and Sixty Thousand Dollars and 00/100 Dollars (\$160,000.00) for use of the Fire Department of the City of Manchester; sponsored by Alderman Hobbs. Fire Chief Chambers asked that the resolution be tabled to the next meeting. Alderman Bellamy made a motion to approve the resolution to be tabled to the next meeting after the safety committee meets and seconded by Hobbs. 4-0
- b) A resolution approving a contract with Insituform Technologies, LLC, in the amount of Three Hundred and Fifty-One Thousand Five Hundred and Twenty-One and 50/100 Dollars (\$351,521.50) for Sewer Interceptor Cleaning and Internal Inspection, Project 102-203; 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 and Alderman Anderson asked if Director Perry wanted to clarify the statements from Coffee County resident Sarah Bradley regarding the Bid. Director Perry stated he feels confident with the bid which was approved by the Water and Sewer Commission. Mayor Howard called for the roll. The resolution passed 4-0.
- c) A resolution to authorize an agreement for a Tennessee Tourism Marketing Grant not to exceed Twenty Thousand 00/100 Dollars (\$20,000), which requires a one hundred percent

match from the City of Manchester; sponsored by Alderman Hobbs. Alderman Hobbs made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard opened the floor to discussion and called for the roll. The resolution passed 4-0.

Ordinances:

- a) 2nd reading of an ordinance amending the Physical Development Plan of the City of Manchester applicable to property at 2514 McMinnville Highway (Swanson Development, LP); sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to postpone Ordinances (a)(b)(c) until there is a full board. Executive Administrative Assistant Keele announced that Alderman French was stuck on traffic on I-24 and was 5 minutes away. Attorney Johnson stated that Vice Mayor Messick could make a motion to postpone deliberation on the ordinances until the end of the meeting. Mayor Messick made a motion to deliberate on Ordinances (a) (b) and (c) until Alderman French gets to the meeting. The motion was seconded by Alderman Bellamy. Alderman Anderson stated pulling things on and off the agenda based on the number of people present doesn't look very professional. Mayor Howard called for the roll and the motion was approved 3-1, with Alderman Anderson voting nay. Alderman Bellamy asked if we needed a vote of 4 to approve and Attorney Johnson stated legislation requires a 4-quorum vote but not for a motion. Mayor Howard opened the floor to a public hearing. After no discussion Mayor Howard called for the roll and the motion passed 4-1 with Alderman Anderson voting nay.
- b) 2nd reading of an ordinance rezoning that property owned by Swanson Developments, LP, on 2514 McMinnville Highway and recently annexed in the City of Manchester: sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to a public hearing and Coffee County resident Sarah Bradley opposed the ordinance. Mayor Howard asked Mr. Swanson if he realized that he is taking a risk and it may be years before he can develop the property and Mr. Swanson stated yes. City resident Ghesling stated there had been more discussion about the ice-skating rink than the development from the entire board. Mayor Howard called for the roll. The ordinance passed 2nd and final reading 4-1 with Alderman Anderson voting nay.
- c) 1st 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 Bellamy made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard opened the floor to discussion and asked Director Fiske what the ruling was from the Planning Commission and she stated positive. Mayor Howard called for the roll. The ordinance passed first reading 5-0.
- d) 1st reading of an ordinance to amend Manchester Municipal Code 8-215, Hours of Sale for Beer; sponsored by Alderman Hobbs. Vice Mayor Messick made a motion to approve and seconded by Alderman Hobbs. Attorney Johnson discussed we were changing the MMC to match the State of TN current statute. Mayor Howard called for the roll and the ordinance passed first reading 4-0.

OLD BUSINESS-none
NEW BUSINESS

- Citizen Appointment to Duck River Utilities Commission- BOMA Appointment. Vice Mayor Messick made a motion to reappoint Mike Anderson to the Duck River Utilities Commission and seconded by Alderman Hobbs. The motion passed 5-0. Alderman French arrived at 7:02 pm
- Duck River Utilities Commission General Manager Randal Braker - discussion DRA Grant to the DRUC. DRUC General Manager discussed the City would have to approve the withdraw/transfer from the Trust to the DRUC. General Manager Braker discussed the nickel charge for infrastructure upgrades. Alderman French made a motion to approve and seconded by Vice Mayor Messick. The motion passed 5-0.
- MWSO Distribution Manager Job Description- Alderman Bellamy made a motion to approve and seconded by Alderman French. Mayor Howard called for the roll and the motion passed 5-0.
- Swim Instructor Job Description- Alderman French made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard called for the roll and the motion passed 5-0.
- Ice Skating Rink Operations approved by Recreation Commission- Alderman French made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion. Vice Mayor Messick asked if it could be free and a discussion ensued. Alderman Anderson discussed the recreation commissions view. Vice Mayor Messick made a motion to amend the fee to 5.00 in the proposal, and seconded by Alderman Anderson. Mayor Howard called for a vote on the amended motion to the proposal and passed 5-0. Mayor Howard called for a motion on the original motion to approve the proposal and the motion passed 5-0.


COMMENTS FROM BOMA: Alderman Bellamy stated everything is wonderful. Alderman Hobbs hopes everyone will come out and enjoy the 4th of July City celebration. Vice Mayor Messick thanked the Directors for giving their report. Mayor Howard urged everyone to get out and vote.

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 7:29 p.m.

SIGNATURES:


Executive Administrative Assistant Keele


Mayor Marilyn Howard