

CITY OF MANCHESTER  
BOARD OF MAYOR AND ALDERMAN  
SPECIAL CALL BOARD MEETING Minutes  
Manchester City Hall Board Room  
September 22, 2025  
5:30 P.M.

**CALL THE MEETING TO ORDER:**

Pursuant to a call by Mayor Hobbs, there will be a Special Called Board of Mayor and Alderman Board Meeting on Monday, September 22<sup>nd</sup>, 2025, at 5:30 p.m. The meeting was called to order by Mayor Hobbs. Attorney Johnson read the call sheet and the agenda. Present for the meeting were Mayor Hobbs, Alderman French, Vice Mayor Messick, Alderman Crosslin, Alderman Threet, Alderman Parsley, Executive Administrative Assistant Keele, Finance Dept. Senior Accountant Kelley Weber, H.R. Manager Tina Warren, Community Development and Zoning Director Brittany Fiske, and City Engineer Adam Carter.

**ROLL CALL:** absent Alderman Anderson

**COMMENTS FROM CITIZENS** Coffee County resident Sarah Bradley discussed the employee handbook resolution

**Resolution:**

- a) A resolution to approve ADP Inc., to perform governmental personnel, benefit, and payroll services at a cost not to exceed One Hundred Thousand and 00/100 (\$100,000.00) Dollars; sponsored by Alderman Crosslin. Alderman Crosslin made a motion to approve and seconded by Alderman Parsley. Mayor Hobbs opened the floor to discussion and called for the roll. The resolution passed 5-0.
- b) A resolution adopting an updated Employee Handbook and Policy for the City of Manchester; sponsored by Alderman Crosslin. Alderman Crosslin made a motion to approve and seconded by Alderman Parsley. Mayor Hobbs opened the floor to discussion and a discussion ensued. Mayor Hobbs called for the roll. The resolution passed 5-0.

**Ordinance:**

- a) 1<sup>st</sup> reading of an ordinance zoning Twelve and 44/100 (12.44) acres owned by Curl Properties, LLC located at 1409 Oakdale Street recently annexed into the City, as R-4 Residential; sponsored by Vice Mayor Messick. Alderman French made a motion to send back to Planning and Zoning as a R2 recommendation. Alderman Threet seconded the motion. Mayor Hobbs called for the roll and the motion passed 5-0 to send back to Planning and Zoning Commission as R2.

**New Business:**

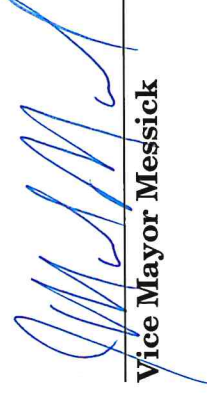
- Termination Appeal Hearing requested by Cody Hoehn. Mr Hoehn failed to appear. Attorney Johnson called HR Manager Tina Warren and Tri-County Drug Screening Representative Tonya Lawson to testify. Alderman French made a motion to uphold the termination and seconded by Alderman Parsley. The motion passed 4-1 with Alderman Threet voting nay.

**ADJOURNMENT:** Alderman French made a motion to adjourn and seconded by Alderman Parsley at 5:59 pm. The motion passed 5-0.

**SIGNATURES:**



**Executive Administrative Assistant Keele**



**Vice Mayor Messick**