

**Special Called Finance Committee Meeting**  
**City of Manchester**  
**November 21<sup>st</sup>, 2023**

Present: Alderman Hobbs, Vice Mayor Messick, Alderman Parsley

The Manchester City Finance Committee held a special called meeting on Friday, November 21<sup>st</sup>, at 3:00 p.m. in the board room at Manchester City Hall. Others present were: Mayor Howard, Director Myers, Chief Bill Sipe, Asst. Chief Floied, Director Fox, Asst. Director Johnson, Director Fiske, Brent Parsley and members of the press. The first agenda item was to call the meeting to order by Alderman Joey Hobbs, Chairman of the committee.

The second agenda item was approving the minutes from the November 3<sup>rd</sup> special called meeting. Alderman Parsley made the motion to approve the minutes with a second from Vice-Mayor Messick. Motion carried.

The third agenda item was the approval of the agenda. Alderman Parsley moved to approve with a second from Vice-Mayor Messick. Motion carried.

Fourth agenda item was public comments which none were given.

Fifth agenda item was the discussion of the Recreation Fireworks Bid. Director Fox explained with the cost increasing this bid was for a three-year contract with a cap on the amount of increase per year. Two vendors submitted bids but only one met the specifications for the number of shell counts. First year will be \$20,000 and next year's price will be the rate of inflation plus 1% not to exceed 5%. The city has worked with both vendors. Alderman Hobbs asked if the Tourism Committee could help with the increased cost of the firework show. Alderman Messick inquired if the Tourism Committee could fund part of the increased expense if we actually had a larger show? It was decided to ask Tourism for additional funds and then negotiate with the one vendor that met the bid specifications for a possible larger shell count. The motion was made by Alderman Hobbs to accept Pyro Shows bid and to negotiate for a larger show and ask Tourism for funding toward the fireworks seconded by Alderman Parsley. Motion carried.

Sixth agenda item was the results of the RFP for a five-year maintenance plan at the Recreation facility. Director Fox asked to approve Wold to develop the plan by re-budgeting from the \$550,000 in the Capital Equipment Fund of \$12,500 to Recreation Fund Professional Fees line item. They were the original architects and are very knowledgeable of how aquatics works and the order improvements should occur. They will oversee projects as they occur and can either bill by the hour or receive a percentage of the project cost. Alderman Hobbs wanted to make sure that we have the option to choose any engineering firm to oversee future projects. After clarification from the Wold representative of no further obligation, a motion was made by Alderman Hobbs to proceed with the five-year plan only with Wold at a cost of \$12,500 by moving funds from the Recreation line in the Capital Equipment Fund to the Recreation Fund to cover the cost. Motion was seconded by Alderman Parsley. Motion carried.

Seventh agenda item was discussing security cameras at the Recreation Department. Director Fox presented a quote from Ben Lomand with an estimated cost of over \$113,000. Alderman Hobbs asked if the police department has been consulted about the security cameras. He felt that the police could have great insight in case any investigation was needed. Assistant Police Chief Floied stated that the Police Department could get with their provider of LPR cameras to see about placing one at the Recreation Department that would feed directly into their department's software for faster response time during a possible emergency. Discussion ensued regarding bidding versus using a contract solution organization such as Sourcewell due to the cost and this project not currently in the budget. It was decided for Director Fox to proceed with researching specifications and find pricing using a service or bidding and return with his findings and the police department pursue adding an LPR(s) to add to their system for the Recreation Department and return at the January meeting.

Eighth agenda item was the discussion of approving a budget amended moving the insurance money of \$11,954.82 from fund balance to the current budget for repairs of the weight room floor at the Recreation Center. The insurance company will be giving us additional monies once the bids are in and reviewed on December 10<sup>th</sup>. Motion was made by Vice-Mayor Messick to approve the budget amendment with a second from Alderman Parsley. Motion carried.

Ninth agenda item was the discussion of bidding an irrigation system for downtown paid for by the ARC Downtown Grant. Since Director Fiske had to leave the meeting, Finance Director Myers asked if she could speak on her behalf. Director Fiske has bid out this project twice with no bids submitted. Therefore, Director Fiske is asking for permission to garner three quotes in lieu of the bidding process for consideration by the Finance Committee in order to move forward with the project. Due to inflation, Director Myers also stated she would like for the Finance Committee to give future consideration of updating the purchasing amounts for quotes and bids. Alderman Hobbs made the motion for Director Fiske to move forward with three quotes with a second coming from Alderman Parsley. Motion carried.

Tenth agenda item was Chief Sipe requesting approval to order equipment already budgeted in the Drug Fund at a cost of a little over \$17,000 for the newly purchased vehicles. Motion was made by Alderman Hobbs and seconded by Vice-Mayor Messick motion carried. Eleventh agenda item was reviewing police equipment purchases through the VCIF grant funds. Chief Sipe went over the equipment being purchased with the VCF Grant. Twelfth agenda item was revisiting of the 2024 Finance Committee schedule. It was decided to meet the third Tuesday of each month so items could be sent timely to the city attorney in preparation of the BOMA meeting. Meeting was adjourned around 4:30 p.m.

  
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Finance Committee Chairperson  
  
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Finance Director

12-14-2023  
Date  
12/14/23  
Date