

**Special Called Finance Committee Meeting**  
**City of Manchester**  
**January 22<sup>nd</sup>, 2024**

Present: Alderman Hobbs, Vice Mayor Messick, Alderman Parsley

The Manchester City Finance Committee held a special called meeting on Monday, January 22<sup>nd</sup>, at 4:00 p.m. in the board room at Manchester City Hall. Others present were: Mayor Howard, Director Myers, Chief Bill Sipe, Chief Chambers, Director Fiske, Lori West 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 the approval of the agenda. All were in agreement with the agenda as stands. The third agenda item was approving the minutes from the December 14<sup>th</sup> special called meeting. It was approved unanimously. Motion carried. Fourth agenda item was public comments which none were given.

Fifth agenda item was presented by Director Fiske concerning automatic external defibrillators. Quotes presented ranged from \$1300 to \$1700 per unit. She stated that the safety committee approved adding nine defibrillators at city locations where they are not currently. She recommended units with storage cabinets so they can be clearly labeled and would also have alarms. Chief Chambers added comments about the number of units the city currently has and who services the units. A motion was made by Vice-Mayor Messick and seconded by Alderman Hobbs to budget \$15,500 out of capital projects for units. Motion carried.

Sixth agenda item was presented by Fire Chief Chambers about the firehall roof bids. The lowest bid was from Ross Services Corporation at a cost of \$55,987. The roof is thirty-seven years old and is in need of replacement. The motion was made by Vice-Mayor Messick and seconded by Alderman Parsley to budget \$56,000 from capital projects. Motion carried.

Seventh agenda item was discussing approved job descriptions and the Water Department Administrative Assistant Job Description. Director Miller was not in attendance. Christine David stepped in to discuss the job description. Discussion ensued but was ultimately decided to wait for Director Miller. Director Myers had also added to this area the general discussion of job descriptions. Mrs. David updated the committee that we had recently learned that maybe not all job descriptions currently contained in the "Approve Job Description" notebook may have properly been approved by BOMA. We are trying to figure out where we stand. Director Myers added that after a meeting with the mayor, it was decided to research the last five years of BOMA minutes to glean information on job descriptions that were approved and also contact directors for job descriptions they may have in their departments that have proof of board approval. We will be working with directors in updating job descriptions that are deemed unapproved to present to the board. However, during the process there may be a slowing of hiring until it is assured the vacant position has an approved job description. Discussion ensued on the importance of job descriptions and the value of employees knowing their job duties. It was decided to add the water department position to next month's agenda if Director Miller wanted to proceed.

Eighth agenda item was presented by Mayor Howard on the possible interstate lighting grant. The mayor asked that the Interstate lighting grant be increased because we are needing more funds to complete the task but she has TDOT will be providing 50% of our match. The motion was made by Vice-Mayor Messick and seconded by Chairman Hobbs to increase our match to \$340,000 with the state providing \$170,000 and tourism committee will be providing \$50,000 of the match.

Ninth agenda item was the discussion of the budgeting of the Degges Consulting Services fees. Vice-Mayor Messick made the motion to pay \$72,000 this next year out of the general fund with Alderman Parsley seconding the motion. Motion carried.

Discussion on the Chief of Staff position salary was the next agenda item. Discussion ensued on the job description in order to set the pay scale. Alderman Hobbs said he thought the position should not be paid more than the directors since the position did not include managing the directors. Motion was made by Vice-Mayor Messick with a second coming from Chairman Hobbs pay scale of \$75,000 to \$85,000 annually from the general fund. Motion passed with Alderman Parsley voting no. The hiring processed was discussed.

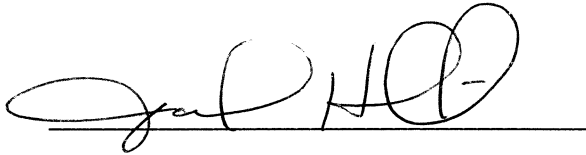
The eleventh agenda was the discussion of Bonnaroo and a possible entertainment tax/fee. Attorney Johnson explained that the best way to avoid a court challenge is to have the state legislature to approve an entertainment fee on ticket fees. At present, our ordinance for an event fee would probably not stand a court challenge and therefore is not being enforced.

Twelfth agenda item was the discussion of impact fees. Director Myers updated the analysis to include commercial and industrial square footage.

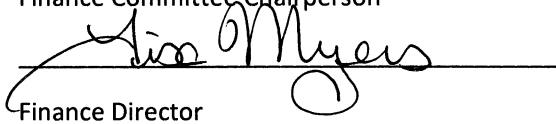
Next was an update from the insurance committee that had met before the finance committee. Alderman Hobbs said the committee would be holding interviews on Feb. 1<sup>st</sup> to make their recommendations to the aldermen at the February work session. Attorney Johnson explained the process under state and local purchasing guidelines

The fourteenth agenda item was increasing an interest rate update on current bank accounts from Director Myers. She also discussed added services on our bank accounts such as having a check scanner and positive pay.

The last agenda item before adjournment was discussion about the finance department staffing. Director Myers asked the committee for another member. She recognizes the city is smaller than the county, but pointed out that the city finance department handles cash, open records, human resources, collect tax revenue and purchasing that the county office does not handle with greater the staff. Director Myers went on to say that human resources should be removed from the finance department due to privacy and possible conflicts and that function should answer directly to the mayor. The mayor agreed that human resources should be moved. Alderman Hobbs said we should look at during budget season and look at a good plan going forward. He also stated he would support bringing in temporary help or increase overtime for immediate results.



Finance Committee Chairperson



Finance Director

2/20/2024

Date

2/20/24

Date