

**Finance Committee Meeting  
City of Manchester  
October 15th 2024**

**Present:** Mayor Hobbs, Vice Mayor Messick, Alderman Parsley, Finance Director Burrows, Police Chief Bill Sipe, Permits & Codes Director Brittany Fiske, Assistant Parks & Recreation Director Johnson, Sr, Accountant Kelley Weber, Carter Sain, LeAnn Bowen and John Coffelt.

The Manchester City Finance Committee held its regularly called meeting on October 15th, at 4:00 p.m. in the board room at Manchester City Hall.

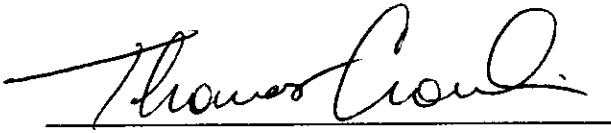
- 1) The meeting was called to order by Mayor Hobbs, Chairman of the committee.
- 2) Item #8 "Set Timeline for Salary Survey" was removed from the agenda. On a motion from Vice-Mayor Messick, seconded by Alderman Parsley the remaining agenda items were then approved by the full Committee.
- 3) On a motion made by Vice-Mayor Messick, seconded by Alderman Parsley the minutes of the July 31<sup>st</sup> Finance Committee Special Call were approved.
- 4) There were no public comments.
- 5) In item five it was again agreed by the Committee to seek out a new bank for the City's banking business. It was agreed that the local banks (Coffee County Bank, First Vision Bank, and Peoples Bank & Trust) would be invited to the November 19th Finance Committee meeting at the City's request for banking services to give a short presentation to solicit for the City's business.
- 6) Assistant Director Becki Johnson spoke on the proposal from TRANE to replace the "chiller" at the Rec Center. After some discussion Vice Mayor Messick made a motion to approve, which was seconded by Alderman Parsley. The motion Carried. However, afterward some concern was raised about issuing a PO for next years, budget and it was requested that the viability of such be further researched. 1The Sixth agenda item were reviews of requests for additional budget items.
- 7) An informational conversation was had surrounding the 2023 and 2024 Audits giving the Committee updates on the status of each. No further action needed.
- 8) Item #8 was removed from the agenda earlier.
- 9) The committee reviewed two job description, the first for the Finance Accounting Payroll position, which was discussed by Finance Director Burrows. A motion was made by Alderman Parsley to approve the job description. Motion seconded by Vice Mayor Messick. Motion carried.

The Committee then reviewed the second job description for a Storm Water Coordinator presented by Codes Director Brittany Fiske. A motion by Vice Mayor Messick was made to approve the job description and seconded by Alderman Parsley. The motion carried.

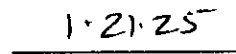
10) The FY 2026 Budget Calendar was presented by Finance Director Burrows for the Committee's review. A motion to adopt the calendar as is was made by Vice Mayor Messick. The motion was seconded by Alderman Parsley. The motion carried.

11) There were items added at the end.

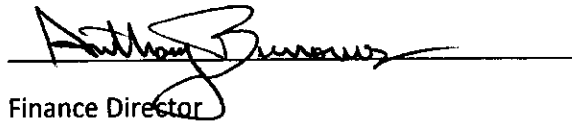
12) The last agenda item was adjournment. Motion made by Mayor Hobbs and seconded by Vice Mayor Messick. Motion carried. Meeting adjourned @ 4:35.



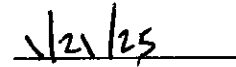
Finance Committee Chairperson



Date



Finance Director



Date