

**Finance Committee Meeting Minutes**  
**City of Manchester**  
**August 19, 2025**

**Present:** Mayor Hobbs, Vice Mayor Messick, Alderman Crosslin, Alderman Parsley, Finance Director Anthony Burrows, Sr. Accountant Kelley Weber, and John Coffelt.

The Manchester City Finance Committee held its regularly called meeting on August 19th, at 4:00 p.m. in the board room at Manchester City Hall.

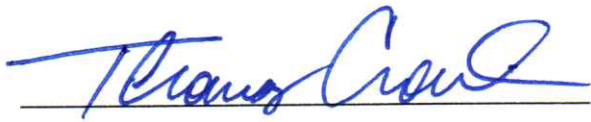
- 1) The meeting was called to order by Alderman Crosslin, Chairman of the Committee.
- 2) On a motion from Vice Mayor Messick, and seconded by Alderman Parsley the agenda items were approved as written.
- 3) On a motion made by Vice Mayor Messick, and seconded by Alderman Parsley the minutes of the July 15th Finance Committee Meeting were approved.
- 4) There were no public comments.
- 5) The Administration brought forth a proposal to replace the current payroll software known as Paycom with a HR/Payroll software from ADP. A Cost/Benefit analysis was discussed and it was decided it would be in the City's best interest to upgrade to a better software. A motion was made by Vice Mayor Messick to move forward with the software conversion. The motion was seconded by Alderman Parsley. Motion Passed.
- 6) A review was made of the assimilation of the Manchester Conference Center (now called the Manchester Events & Visitor Center) on August 8th from the Public Building Authority. This was for information only. No further action.
- 7) Item seven was a review of the building maintenance requirements of the Manchester Events & Visitor Center. Items discussed were remodeling, new floors, ADA compliance and the HVAC. A motion was made by Alderman Parsley to contribute an additional \$34,000 to the ME&VC and to proceed with the repairs. The motion was seconded by Vice Mayor Messick. Motion Passed.
- 8) The Mayor discussed the possible purchase of used vehicles to meet the needs of the Water & Sewer Department. This would allow the W&SD to have the vehicles they need but save the City money compared to the purchase of new vehicles. This was for information only. Estimates for actual cost of the vehicles will be discussed at the next Finance Committee Meeting.
- 9) A late funding request by the Storehouse Pantry was considered by the Committee. On a motion from Vice Mayor Messick, seconded by Alderman Parsley it was approved to contribute \$3,000 to the Storehouse Pantry for their work in the community Motion passed.

10) For information only, the Finance Director updated the Committee as to the status of bids for mental health services for City employees. The results of the bid process to be shared at the October meeting. No further action at this time.

11) The Committee discussed the possible change of policy to cap the sick leave accrual. This was exploratory for information only. No decision was reached and it was determined that more research needed to be done before implementation.

12) The Committee then discussed a request put forth by mayor Hobbs to step in and provide some additional funding to the Coffee County Humane Society after the Society lost it's funding from the County. After some discussion A motion was made by Vice Mayor Messick to provide the Humane Society with a \$10,000 donation. The motion was seconded by Alderman Parsley. Motion Passed.

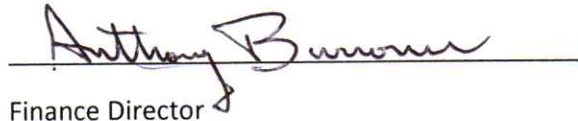
13) The last item was for adjournment. Motion made by Alderman Parsley, and seconded by Vice Mayor Messick. Motion passed. Meeting adjourned @ 5:03pm.



Finance Committee Chairperson

9-24-25

Date



Finance Director

10-16-25

Date