



## **POLICIES & PROCEDURES COMMITTEE MEETING MINUTES**

**City of Manchester**

**February 19, 2026**

**Present:** Mayor Hobbs, Alderman Crosslin, Attorney Craig Johnson, Finance Director Anthony Burrows, HR Manager Tina Warren, Rec Center Director AJ Fox, Water and Sewer Director Lonnie Foley, Senior Accountant Kelley Weber, Madelaine Mayfield and Yvonne Wagner

The Manchester Policies and Procedures Committee held its first regular meeting on February 19, 2026 at 5 pm in the board room of Manchester City Hall.

1. The Meeting was called to order by Mayor Hobbs.
2. There were no citizen comments.
3. Alderman Crosslin was elected as Chairperson of the Committee.
4. Sr. Accountant Kelley Weber was elected as Secretary of the Committee.
5. Since this was the first meeting of the committee there were no minutes to be approved.
6. On a motion by Mayor Hobbs and seconded by Finance Director Anthony Burrows the agenda was approved as written 6-0.
7. Public Works submitted a request a review of essential vs non-essential employees and to figure out an incentive for these employees during weather closures.

Public Works submitted a request for consideration of adding an extra week of vacation for employees over 30 years of service to the City. This would be City wide not just a single department. This would be added to the accrual schedule for payroll.

Finance Department submitted a request that Job Descriptions would be approved by Policies and Procedures Committee and HR and not need to be presented to BOMA. This was carried over until next meeting to discuss wording for resolution to be presented at BOMA meeting in April.

Finance Department submitted a request to raise the purchase dollar thresholds. Currently the Directors have approval up to \$5K, Mayor has approval up to \$10K, Finance Committee has approval up to \$25K and anything over \$25K is presented at BOMA for approval. The request is to raise the Directors purchasing authority to \$9,999, the Mayor's authority to \$34,999, Finance Committee's authority to \$49,999 anything over \$50K will be presented to BOMA; this change can be made as the City now has a full-time Purchasing Agent. This was passed unanimously to send to Finance Committee and BOMA.

Manchester Water and Sewer Director submitted requests to review overtime policy, holiday week inequity, after-hours call-out pay, holiday week protection clause and job title revisions. Clarification was made regarding overtime – the employee will be paid 1 ½ times their rate of pay for hours worked over their scheduled hours. If the employee has the phone for on-call then they will be paid 1 hour (straight time) each day that they carry the phone in addition to their regular pay. On a motion made by Mayor Hobbs and seconded by Kelley Weber to send this to BOMA for resolution; the motion passed unanimously 6-0. Discussion related to the job description title revisions was placed back into the Directors authority as they understand and know these positions better than anyone.

HR submitted a request to review the Annual Leave MMC vs the Employee Handbook. The decision was made to bring ideas back to next meeting and further discussion will be held.

8. Since this was the first meeting of the committee there was no Old Business that needed to be discussed.
9. Tourism Director Job Description – this will be discussed further at the next meeting in March.

MMC Review - this will be discussed further at the next meeting in March.

Employee Hand book Review - this will be discussed further at the next meeting in March.

HR Accrual Caps – please bring suggestions to the next meeting in March.

10. The last item was for adjournment. Motion made by Attorney Craig Johnson and seconded by Mayor Hobbs. Motion passed unanimously. Meeting adjourned @ 6 pm.

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Policies & Procedures Committee Chairperson

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Date

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Policies & Procedures Committee Secretary

\_\_\_\_\_  
Date

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