

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN AGENDA
March 7, 2023 @ 6:30 P.M.
City Hall Board Room
NO WORK SESSION

1. **INVOCATION** Minister Dana Brooks
2. **PLEDGE TO THE FLAG**
3. **ROLL CALL**
4. **MINUTES**
 - . February 7, 2023 BOMA Meeting Minutes
5. **CORRESPONDENCE**
6. **COMMENTS FROM CITIZENS**
7. **COMMENTS FROM MAYOR**
8. **COMMITTEE AND COMMISSION REPORTS**
 - *Safety *Finance *Street *Water & Sewer *Recreation *Tourism *Planning & Zoning
 - *Information Systems *Historic Zoning
9. **RESOLUTIONS AND ORDINANCES**

Resolutions:

 - a. A resolution to amend the benefits of Philip Miller, the newly hired Director of the City of Manchester Water and Sewer Department; sponsored by Alderman Bellamy.
 - b. A resolution authorizing the purchase of a Cues TV-O Trailer System for mainline inspections for Two Hundred and Twenty-Seven Thousand, Eight Hundred and Twenty-Three Dollars and Four Cents (\$227,823.03) for use of the Water and Sewer Department of the City of Manchester; sponsored by Vice Mayor Messick.

Ordinances:

 - a. 2nd reading or an ordinance to rezoning a portion owned by Common John Brewing Company at 210 Woodbury Highway from R-3 to C-3; sponsored by Vice Mayor Messick.
 - b. 2nd reading or an ordinance amending Title 14, Chapter 3 of the Manchester Municipal Code, the same being the Zoning Ordinance of the City of Manchester, Tennessee, to amend the definition of Wholesale Sales; sponsored by Vice Mayor Messick.
 - c. 1st reading of an ordinance rezoning property owned by I.A. Howard ET UX Marilyn Howard on Hillsboro Blvd. and Buck St. containing Thirty-Nine and Sixty-Eight/Hundredths (39.68) Acres, from R-2M and C-3 to R-2; sponsored by Vice Mayor Messick.
 - d. 1st reading of an ordinance to adopt a Bi-Weekly Pay Period for all City Employees; sponsored by Alderman Hobbs.
 - e. 1st reading of an ordinance to amend Manchester Municipal Code 18-203 relative to Tap Fees and Capacity Fees; sponsored by Vice Mayor Messick.
 - f. 1st reading of an ordinance to amend Manchester Municipal Code 18-201 relative to nonpayment of bills; sponsored by Vice Mayor Messick.
10. **OLD BUSINESS**
11. **NEW BUSINESS**
 - Mental Health Plan with David Pate “Wellness All Around” for First Responders \$20,450.00 yearly
 - Athletic Director Job Description
12. **ITEMS FROM THE BOARD OF MAYOR AND ALDERMAN**
13. **ADJOURNMENT:**

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
Meeting Minutes
February 7, 2023, @ 6:30 pm
City Hall Board Room

The Board of Mayor and Aldermen met in regular session at 6:30 p.m. in the Board Room at Manchester City Hall. The meeting was presided by Mayor Howard. Present for the meeting were Mayor Howard, Alderman Anderson, Alderman Bellamy, Alderman Hobbs, Vice Mayor Messick, Alderman Parsley, Attorney Johnson, Finance Director Myers, Executive Administrative Assistant Keele, Police Chief Sipe, Assistant Police Chief Floied, Fire Chief Chambers, Community Development & Zoning Director Brittany Fiske, Public Works Kristina Moore, MWSD Director Phillip Miller, Parks/Rec Director Fox, Assistant Parks/Rec Director Johnson, I.S. Director Smotherman, Engineer Scot St. John, and other citizens. Absent was Alderman French. The meeting opened with a prayer by Pastor John Daniel, and the pledge to the flag was spoken in unison. Mayor Howard called the meeting to order.

ROLL CALL:

Finance Director Myers called the roll.

APPROVAL OF MINUTES:

Alderman Parsley made a motion to approve the January 3, 2023 BOMA and Beer Board Meeting Minutes; seconded by Alderman Hobbs. The minutes passed 5-0.

CORRESPONDENCE: none

COMMENTS FROM CITIZENS: none

COMMENTS FROM MAYOR: Mayor Howard congratulated Alderman Parsley and his wife Susan on the birth of their new grandbaby and thanked everyone for attending tonight's meeting.

Safety Committee- Alderman Hobbs stated they would meet next Monday (2-13-23)

Finance Committee- Alderman Hobbs stated they will meet next Monday (2-13-23) starting 2023-24 Budget Season.

Street Committee- Vice Mayor Messick stated they would meet Thursday (2-9-23) and Director Fiske would be present.

Water /Sewer Commission- Director Miller stated the next meeting would be 2-9-23

Recreation Commission- Alderman Anderson discussed the Rec. Complex tour with the BOMA and thanked everyone that participated.

Tourism Development Commission- Alderman Hobbs stated they will meet 2-13-23 and discussed the composition of the new commission.

Planning & Zoning Commission- Vice Mayor Messick stated they meet once a month (2-20-23).

Information Systems Committee- Alderman Parsley stated nothing to report. New sound system being put in this month.

Historic Zoning Commission- Director Fiske stated they met last Thursday and awarded 3 ARC Grants.

RESOLUTIONS & ORDINANCES

Resolutions:

- a. A resolution amending the Physical Development Plan of the City of Manchester applicable to property at 118 Ester Lane (Michael and Sonya Jernigan); sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to a public hearing and resident Eric Sanders discussed flooding, sewer issues, and traffic issues. A discussion ensued with Director Fiske and the BOMA. Mayor Howard called for the vote. The resolution failed 0-5. Nay votes-Alderman Parsley, Vice Mayor Messick, Alderman Hobbs, Alderman Anderson, Alderman Bellamy.
- b. A resolution applying for an Economic Development Administration grant for improvements to the Manchester Sewer System; sponsored by Vice Mayor Messick. Alderman Hobbs made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard opened the floor to discussion. A discussion ensued and Mayor Howard called for the roll. The resolution passed 5-0
- c. A resolution to approve a contract with a change order in the amount of Two Hundred Fifty-Five Thousand Seven Hundred Eighty Dollars (\$255,780.00) with Norris Brothers Excavating, LLC for water main improvements, Project #102-178; sponsored by Vice Mayor Messick. Attorney Johnson discussed the resolution. Alderman Hobbs made a motion to approve and seconded by Alderman

Anderson. Mayor Howard opened the floor to discussion and called for the roll. The resolution passed 5-0.

- d. A resolution approving a lease to own agreement with Enterprise FM Trust, over a Five (5) year term, in the total amount of Nine Hundred and Nineteen Thousand Three Hundred and Sixty-Four and 40/100 Dollars (\$919,364.40) for the Lease/Purchase of Nineteen (19) Police vehicles; sponsored by Alderman Hobbs. Vice Mayor Messick made a motion to table and seconded by Alderman Parsley. The motion passed to table 5-0.

Ordinances:

- a. 2nd reading of an ordinance rezoning property owned by Mike Jernigan at 118 Ester Lane from R-1 to R-3; sponsored by Vice Mayor Messick. Null Resolution (a) Failed
- b. 2nd reading of an ordinance rezoning property owned by Jan Hammonds E.T. AL., on 196 and 230 Campground Road and recently annexed into the City as C-2 Commercial; sponsored by Vice Mayor Messick. Alderman Anderson made a motion to approve and seconded by Alderman Parsley. Mayor Howard opened the floor to a public hearing and called for the roll. The ordinance passed 2nd and final reading 5-0.
- c. 2nd reading of an ordinance to amend Manchester Municipal Code 12-301 relative to Building Permit Fees; sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to approve and Alderman Parsley seconded the motion. Mayor Howard opened the floor to discussion and called for the roll. The ordinance passed 2nd and final reading 5-0.
- d. 2nd reading of an ordinance to add a provision to Title 14 Chapter 4 of Manchester Municipal Code to regulate Travel Trailers; sponsored by Vice Mayor Messick. Alderman Anderson made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion. Alderman Anderson discussed provisions for residents to live in travel trailers while building a home. A discussion ensued with Director Fiske and the BOMA. Vice Mayor Messick made a motion to table till 4-4-23 and to send back to Planning Commission to develop another ordinance to address living in a travel trailer while building a home. Alderman Parsley seconded the motion. Mayor Howard called for the roll and the motion to table to 4-4-23 passed 5-0. Mayor Howard called for the roll on the original motion and the motion passed 5-0.
- e. 2nd reading of an ordinance amending the Budget Ordinance for Fiscal Year 2022-23, Ordinance No. 1654; sponsored by Alderman Hobbs. Alderman Anderson made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion and a discussion ensued. Mayor Howard called for the roll. The motion passed 5-0.
- f. 1st reading or an ordinance to rezoning a portion owned by Common John Brewing Company at 210 Woodbury Highway from R-3 to C-3; sponsored by Vice Mayor Messick. Alderman Hobbs made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard opened the floor to discussion and called for the roll. The ordinance passed 1st reading 5-0.
- g. 1st reading or an ordinance amending Title 14, Chapter 3 of the Manchester Municipal Code, the same being the Zoning Ordinance of the City of Manchester, Tennessee, to amend the definition of Wholesale Sales; sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to approve and seconded by Alderman Anderson. Mayor Howard opened the floor to discussion and called for the roll. The motion passed 5-0.

OLD BUSINESS:

NEW BUSINESS

- Director Fox discussed the Rec. Complex Roof Bid Resolution and the 4 options (1 base bid and 3 alternates). Alderman Anderson made a motion to follow the Recreation Commission and proceed with the Base Bid and all the alternates to replace the entire roof at one time and seconded by Alderman Bellamy. Director Fox and Stacy Slaubaugh with St. John Engineering Firm discussed with the board the different options. A discussion ensued with the BOMA. Alderman Anderson called for a vote. The motion failed 3-2 with Alderman Hobbs & Vice Mayor Messick voting nay. Alderman Hobbs made a motion to approve Base Bid and Option 1 and seconded by Vice Mayor Messick. The motion failed 3-2 with Alderman Bellamy and Alderman Parsley voting nay. Stacy Slaubaugh discussed fixing the entire roof. Vice Mayor Messick made a motion to approve Base Bid with Option 1 and removed his motion. Alderman Hobbs made a motion to reconsider Alderman Andersons original motion to approve the Base Bid and all alternates and Mayor Howard called for the roll and the motion passed 4-1 with Vice Mayor Messick voting nay.

- MPD Major Position Job Description- Alderman Hobbs made a motion to approve the revised job description and seconded by Vice Mayor Messick. The revised MPD Major job description passed 5-0.
- MPD Mobile/Generator Lighting Policy- Attorney Johnson discussed the policy. Alderman Hobbs made a motion to approve the new policy and seconded by Vice Mayor Messick. The motion passed 5-0.
- Inspector for Waite St. Project- Adam Carter with St. John Engineering firm discussed the need for an inspector and the cost estimate is 25,000.00. Vice Mayor Messick made a motion to approve and seconded by Alderman Anderson. The motion passed 5-0.
- Planning & Zoning Commission - UGB residents two vacancies – 5yr term – Mayoral Appt. Mayor Howard appointed Rob Clutter and Brad Goodwin as the UGB members to the Planning and Zoning Commission.
- Voya – Finance Director Myers – Authorized Representative. Alderman Parsley made a motion to add Finance Director Lisa Myers as the trustee to the Voya Account and seconded by Alderman Hobbs. The motion passed 5-0.

COMMENTS FROM BOMA: Alderman Anderson discussed the Rec Complex 20-year anniversary. Alderman Bellamy made a motion to give Director Phillip Miller his accrued sick time from his previous job, just the same as Director Myers and the Assistant Finance Director. Alderman Anderson seconded this for the purpose of discussion. A discussion ensued about a need for a resolution with the correct numbers that were being voted on. Attorney Johnson stated a resolution would need to be prepared for the 3-7-23 BOMA meeting to be voted on. Alderman Bellamy made a motion to present a resolution at the next BOMA for Director Miller and seconded by Alderman Anderson. The motion passed 5-0.

ADJOURNMENT:

- Being no further business to discuss, Mayor Howard asked for a motion to adjourn and Alderman Hobbs made the motion. The motion was seconded by Alderman Parsley The motion to adjourn was passed 5-0. The meeting adjourned at 8:05 p.m.

SIGNATURES:

Mayor Marilyn Howard

Executive Administrative Assistant Keele

RESOLUTION NO. _____

A RESOLUTION TO AMEND THE BENEFITS OF PHILLIP MILLER, THE NEWLY HIRED DIRECTOR OF THE CITY OF MANCHESTER WATER AND SEWER DEPARTMENT

WHEREAS the City of Manchester had posted to hire a new MWSD Director; and

WHEREAS Phillip miller was found to be the most qualified candidate for the position and was hired for the position by Resolution dated November 1, 2022, and

WHEREAS a motion was made by Alderman Bellamy and passed, that Director Miller's annual leave accumulate at the rate of a 10 year employee and that his previously accumulated sick-leave from his previous employment with other qualified government utilities in Tennessee be accepted for purposes of retirement service credit with TCRS and illness, understanding that he will not be entitled to a payout of the previously accumulated sick leave upon his termination

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester is amending Director Phillip Miller's benefit package to include the provisions of his annual leave accumulate at the rate of a 10 year employee, and that his previously accumulated sick-leave from his previous employment with other qualified government utilities in Tennessee be accepted for purposes of retirement service credit with TCRS and illness, but that he will not be entitled to a payout of the previously accumulated sick leave upon his termination or retirement.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that any resolution inconsistent herewith, including, but not limited to, any resolution restricting spending be amended to allow the adjustments to policy and payment of the City's obligation under this resolution.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the Mayor and Finance Director are authorized to execute the necessary documents.

Resolved this _____ day of March 2023.

Marilyn Howard, Mayor

Lisa Myers, Finance Director

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE PURCHASE OF A CUES TV-O TRAILER SYSTEM FOR MAINLINE INSPECTIONS FOR TWO HUNDRED AND TWENTY SEVEN THOUSAND, EIGHT HUNDRED AND TWENTY THREE DOLLARS AND FOUR CENTS (\$227,823.04) FOR USE OF THE WATER AND SEWER DEPARTMENT OF THE CITY OF MANCHESTER

WHEREAS, the City of Manchester Water and Sewer Department needs the capability to inspect their lines by visual means; and

WHEREAS, the Water and Sewer Committee has approved the purchase of the needed capability and the city has sufficient funds in its account to purchase this equipment, and

WHEREAS, the Manchester Water and Sewer Department has now determined that the CUES TV-O Trailer System will best serve the department's needs; and

WHEREAS, the CUES Trailer System is available pursuant to the State of Tennessee Department of General Services contract making the purchase exempt from the City's bidding requirements; and

WHEREAS, Code Section 5-703 (4) of the City of Manchester requires any obligation of the City on any contract of \$35,000 be approved by resolution; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, that the City of Manchester purchase the CUES TV-O Trailer System for mainline inspections for TWO HUNDRED AND TWENTY SEVEN THOUSAND, EIGHT HUNDRED AND TWENTY THREE DOLLARS AND FOUR CENTS (\$227,823.04) through the State of Tennessee Department of General Services Contract vendor.

RESOLVED THIS _____th DAY OF MARCH, 2023.

Marilyn Howard, Mayor

Lisa Myers, Finance Director

ORDINANCE NO. _____

AN ORDINANCE REZONING A PORTION OF PROPERTY OWNED BY COMMON JOHN BREWING CO. AT 210 WOODBURY HIGHWAY FROM R-3 TO C-3

WHEREAS the City of Manchester has a currently enacted Zoning Ordinance and Zoning Map; and

WHEREAS, pursuant to Tennessee Law, since the zoning of real estate is accomplished by ordinance: it must be amended by ordinance rather than by resolution; and

WHEREAS the Manchester Planning Commission, at its meeting January 19, 2023, considered the rezoning request that the property owned by Common John Brewing Co., described below, be rezoned from R-3 to C-3, and voted to send that request to the Board with a positive recommendation; and

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 6, Section 1 of the Manchester Municipal Code be, and it is hereby amended to apply the zoning classification of C-3 to the following described property owned by Common John Brewing Co. at 210 Woodbury Highway:

BEGINNING at a 1/2inch-capped rebar set in the east margin of an abandoned portion of North Woodland Street, located S 07° 11'46" W, 76.04 ft. from a rebar found at the southwest corner of the Common John Brewing Co., and being the southwest corner of the property herein described: thence proceeding along the margin of said abandoned right-of-way, the following calls: thence N 06°22'23" E, 49.59 ft. to a concrete right-of-way monument; thence N 08°43'55" E, 26.47 ft. to a rebar found, the southwest corner of the Common John Brewing Co.; thence leaving said right-of-way and proceeding along the former property line between the Crosslin Estate and the Common John Brewing Co. property, the following calls: thence N 87°42'01" E. 322.58 ft. to a chainlink fence corner post; thence N 16°21'49" W, 109.20 ft. to a point in fence;

thence N 16°32'49" W, 198.20 ft. to a chainlink fence corner post in the south line of the Char-El Apartment & Realty Corporation; thence proceeding along the south line of Char-El, S 80°00'27" E, 133.22 ft. to a wood fence corner post; thence leaving said line of Char-El and proceeding along the new severance line, as per this survey, between the remaining Crosslin Estate and the property herein described, the following calls: thence S 80°00'27" E, 116.78 ft. to a 1/2 inch capped rebar set; thence S 17°37'36" W, 340.34 ft. to a ½ inch capped rebar set; thence S 87°42'01" W, 388.70 ft. ; to the POINT OF BEGINNING, containing 1.70 acres, as surveyed by Northcutt and Associates Land Surveying, Inc., 409 Woodbury Highway, Manchester, TN, 37355, Job # 22C-448, dated 10-14-2022, and being a portion of the property described in WDB. 364, pg. 110, ROCCTN.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 2 of the Manchester Municipal Code entitled Zoning Map be amended to show this property as C-3; and

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication and passage and public hearing, the public welfare of the City of Manchester, Tennessee requiring it and that all ordinances in conflict be repealed to the extent of this conflict.

This ordinance is presented and passed with the positive recommendation of the Manchester Planning Commission obtained at its meeting on January 19, 2023.

PASSED FIRST READING: _____ February 7 _____, 2023

PASSED SECOND AND FINAL READING: _____, 2023

Marilyn Howard, Mayor



**CITY OF MANCHESTER, TENNESSEE
BUILDING PERMIT
VAR,SPEC EXC,REZONING, ORD AMD**

PERMIT # 116586

DATE ISSUED: 12/13/2022

DESCRIPTION	VAR,SPEC EXC,REZONING, ORD AMD	DEBRIS
LOCATION: SUBDIVISION LOT#	210 WOODBURY HWY	AFFADAVIT W/C TILE PERMIT
OWNER NAME:	COMMON JOHN BREWING COMPANY	CONTRACTOR: COMMON JOHN BREWING COMPANY
ADDRESS	210 WOODBURY HWY	ADDRESS: 210 WOODBURY HWY
CITY	MANCHESTER	CITY: MANCHESTER
STATE	TN	ST: TN
ZIP:	37355-1593	ZIP: 37355-1593
PHONE:		PHONE: 931-954-5387
		LICENSE:
ELEC CONTRACTOR VALUATION:	\$ 0.00	PLB CONTRACTR SITE PLN ON FILE
NO OF ELEVATORS		HEIGHT:
NO OF FLOORS:		BLDG LxW
NO OF FAMILIES:		NUMBER ROOMS
USE ZONE:C-3		NUM KITCHENS:
ROOF:		FOUNDATION:
EXTERIOR WALLS		INTERIOR WALLS:
SPRINKLERS:		NUMBER BATHS:
STANDPIPES:		HEAT SOURCE:
FIREPLACES:		
FRONT SETBACK:		REAR SETBACK:
LEFT SETBACK:		RIGHT SETBACK:
		TOTAL BLDG FEES \$ 200.00

Remarks _____ REZONING 1.70 ACRES FROM R-3 TO C-3

If not approved, give reason: _____

Board of Zoning Appeals in case number _____ adopted _____

Application approved by _____

NOTICE

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

(SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT) DATE

(ZONING / BLDG CODE EXAMINER) DATE

(BLDG INSPECTOR) DATE

FEE 200⁰⁰

DATE: 12/12/22

MEETING DATE: _____

CASE#: 27-2022

TIME OF MEETING: 5:30 P.M.

APPROVAL

LOCATION: City Hall Meeting Room

DISAPPROVAL

NO ACTION TAKEN

MANCHESTER PLANNING COMMISSION

NAME OF PROPERTY OWNER: Common John Brewery

ADDRESS OF OWNER: 210 Woodbury Hwy. Manchester

PHONE: (Home) 934-5387 (Work) _____

I hereby request to the Manchester Planning Commission:

Rezoning R-3 to C-3

Intended use: Commercial

ADDRESS OF PROPERTY: 210 Woodbury Hwy

Property Tax Map No. 67F Group E Control Map _____ Parcel No. 002.01

Is this property in a Flood Hazard Area per FIRM Map No. 47031C0- _____
Map Revised: August 4, 2008.

NOTE: 1.70 Acres Cross lot to Common John Brewery

I do hereby certify that the information given above is accurate/correct to the best of my knowledge.



Signature of Owner / Authorized Agent

Rezoning instruction sheet received _____

Site Plan checklist received _____



***NORTHCUTT & ASSOCIATES
LAND SURVEYING, INC.***

409 WOODBURY HIGHWAY
MANCHESTER, TN 37355
931-728-9500

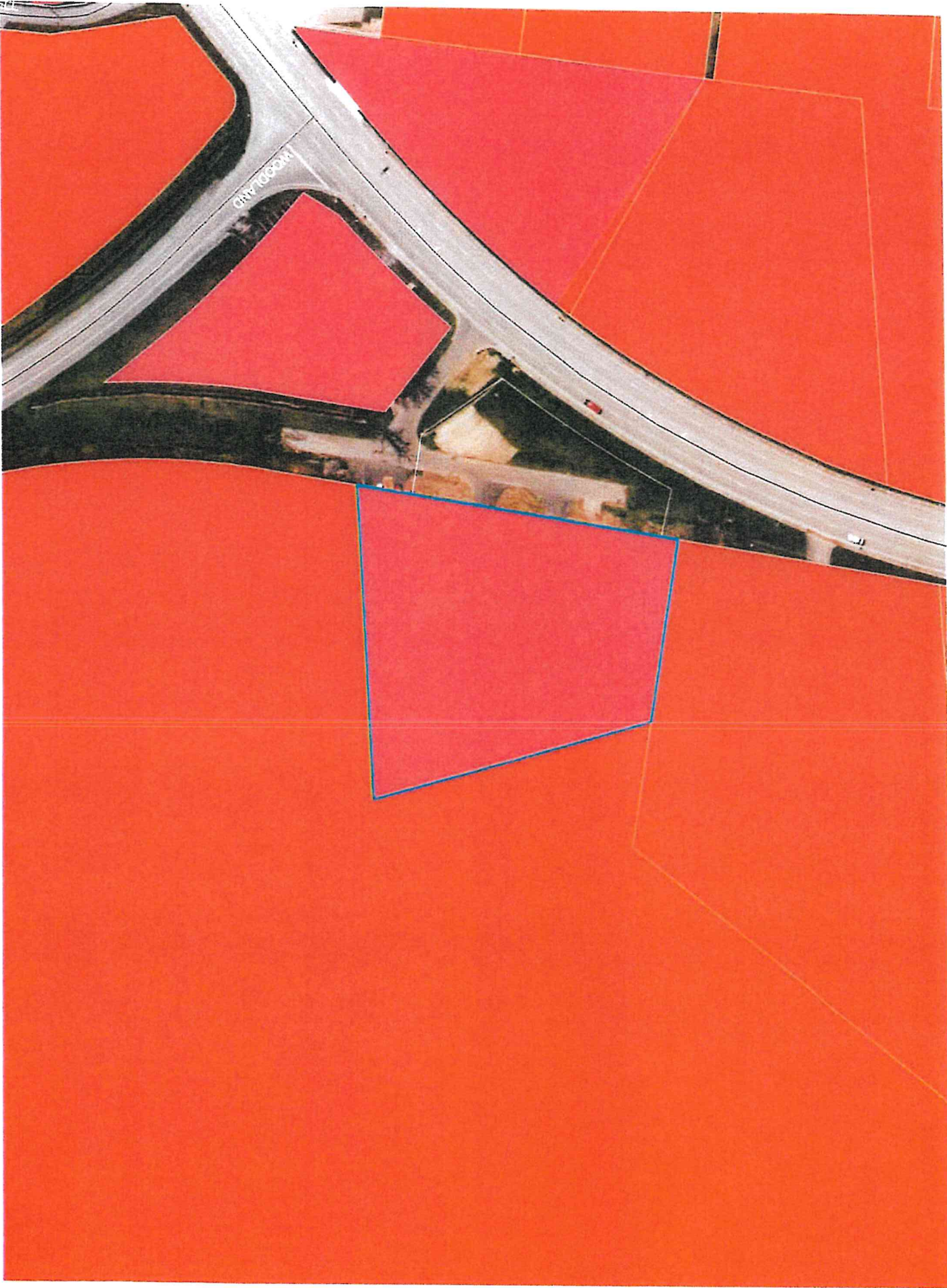
10-14-2022

JOB # 22C-448

ALANETA CROSSLIN ESTATE to COMMON JOHN, N WOODLAND STREET
1.70 Acres

Being a tract of land lying in the 1st Civil District of Coffee County, Tennessee, generally bounded on the west by an abandoned portion of North Woodland Street (80-ft. R/W varies), on the north by Common John Brewing Co. (WDB. 395, pg. 733) and Char-El Apartment & Realty Corporation (WDB. 326, pg. 686), and on the east and the south by the remaining Crosslin Estate (WDB. 364, pg. 110), and being more particularly described as follows:

BEGINNING at a 1/2-inch capped rebar set in the east margin of an abandoned portion of North Woodland Street, located S 07°11'46" W, 76.04 ft. from a rebar found at the southwest corner of the Common John Brewing Co., and being the southwest corner of the property herein described; thence proceeding along the margin of said abandoned right-of-way, the following calls: thence N 06°22'35" E, 49.59 ft. to a concrete right-of-way monument; thence N 08°43'55" E, 26.47 ft. to a rebar found, the southwest corner of the Common John Brewing Co.; thence leaving said right-of-way and proceeding along the former property line between the Crosslin Estate and the Common John Brewing Co. property, the following calls: thence N 87°42'01" E, 322.58 ft. to a chainlink fence corner post; thence N 16°21'49" W, 109.20 ft. to a point in fence; thence N 16°21'49" W, 198.20 ft. to a chainlink fence corner post in the south line of the Char-El Apartment & Realty Corporation; thence proceeding along the south line of Char-El, S 80°00'27" E, 133.22 ft. to a wood fence corner post; thence leaving said line of Char-El and proceeding along the new severance line, as per this survey, between the remaining Crosslin Estate and the property herein described, the following calls: thence S 80°00'27" E, 116.78 ft. to a 1 / 2-inch capped rebar set; thence S 17°37'36" W, 340.34 ft. to a 1 / 2-inch capped rebar set; thence S 87°42'01" W, 388.70 ft. ; to the POINT OF BEGINNING, containing 1.70 acres, as surveyed by Northcutt and Associates Land Surveying, Inc., 409 Woodbury Highway, Manchester, Tn, 37355, Job # 22C-448, dated 10-14-2022, and being a portion of the property described in WDB. 364, pg. 110, ROCCTn.



ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE 14, CHAPTER 3 OF THE MANCHESTER MUNICIPAL CODE, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF MANCHESTER, TENNESSEE, TO AMEND THE DEFINITION OF WHOLESALE SALES

BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 3, Section 14-303(5)(u) of the Manchester Municipal Code be, and it is, hereby amended by deleting the definition of “Wholesale Sales” in its entirety and replaced with a new Section 14-303(5)(u) to read as follows:

(u) Wholesale sales. Includes the storage and sale from the premises of goods to other firms for resale, as well as the storage of goods and their transfer to retail outlets. These would include such uses as:

- Apparel, piece goods and notions
- Beer, wine and distilled alcoholic beverages
- Chemicals and allied products
- Drugs, drug proprietaries, and sundries
- Electrical goods and appliances
- Farm products raw materials
- Farm supplies
- Furniture and home furnishings
- Groceries and related products
- Hardware, plumbing, and heating equipment and supplies
- Lumber and other construction materials
- Machinery, equipment, and supplies
- Metals and minerals
- Motor vehicles sales, service, repair and refurbishing and sales of automobile parts and supplies
- Paper and paper products
- Petroleum and petroleum products
- Sporting, recreational, photographic, and hobby goods
- Tobacco and tobacco products
- Toys and supplies

BE IT FURTHER ORDAINED, that this ordinance shall take effect immediately upon its final passage the public welfare requiring it.

PASSED FIRST READING: February 7, 2023

PASSED SECOND AND FINAL READING: _____

Lisa Myers, Finance Director

Marilyn Howard, Mayor



CITY OF MANCHESTER, TENNESSEE BUILDING PERMIT ORDINANCE AMENDMENT

PERMIT #: 116595

DATE ISSUED: 12/21/2022

DESCRIPTION: ORDINANCE AMENDMENT
LOCATION: MANCHESTER INDUSTRIAL
PARK

DEBRIS
AFFADAVIT W/C

SUBDIVISION:
LOT#

TILE PERMIT

OWNER NAME: CarMax AUTO SUPER STORE,
INC
ADDRESS: 12800 TUCKAHOE CREEK
PKWY
CITY: RICHMOND
STATE: VA
ZIP: 23238-1115
PHONE:

CONTRACTOR:
ADDRESS:
CITY:
ST:
ZIP:
PHONE: 615-252-2383(Madison Haynes)
LICENSE:

ELEC CONTRACTOR VALUATION: \$ 0.00
NO OF ELEVATORS:
NO OF FLOORS:
NO OF FAMILIES:
USE ZONE:
ROOF:
EXTERIOR WALLS:
SPRINKLERS:
STANDPIPES:
FIREPLACES:

PLB CONTRACTR
SITE PLN ON FILE
HEIGHT:
BLDG LxW
NUMBER ROOMS
NUM KITCHENS:
FOUNDATION:
INTERIOR WALLS:
NUMBER BATHS:
HEAT SOURCE:

FRONT SETBACK:
LEFT SETBACK:

REAR SETBACK:
RIGHT SETBACK:

TOTAL BLDG FEES \$ 200.00

Remarks _____

If not approved, give reason: _____

Board of Zoning Appeals in case number _____ adopted _____

Application approved by _____

NOTICE

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Via Mail

(SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT) _____ DATE _____

Beth Lusk 12-21-22
(ZONING / BLDG CODE EXAMINER) _____ DATE _____

(BLDG INSPECTOR) _____ DATE _____

(q) Transient habitation. Includes the provision of lodging services to transient guests, having at least seventy (70) percent of its accommodation available on a less-than-weekly basis, other than those classified as residential activities.

Hotels
Motels
Tourist courts

(r) Transport and warehousing. Includes the provision of warehousing, storage, freight, handling, shipping, and trucking services.

Bus and truck maintenance and repair
Food lockers
General warehousing
Household goods storage
Packing and creating services
Railroad, bus and transient terminals
Refrigerated warehousing
Truck terminals freight handling services

(s) Undertaking services. Include the provision of undertaking and funeral services involving the care and preparation of the human deceased prior to burial.

Funeral and crematory services

(t) Vehicular, craft, and related equipment. Includes the retail or wholesale sale or rental from the premises of vehicular and related equipment with incidental maintenance.

Boat and motor dealers
Mobile home dealers
Motor vehicle dealers
Motorcycle dealers
Recreational vehicle and utility trailer dealers

(u) Wholesale sales. Includes the storage and sale from the premises of goods to other firms for resale, as well as the storage of goods and their transfer to retail outlets; ~~but exclude sale or storage of motor vehicles, except for parts and accessories.~~ These would include such uses as:

Apparel, piece goods, and notions
Beer, wine and distilled alcoholic beverages
Chemicals and allied products
Drugs, drug proprietaries, and sundries
Electrical goods and appliances
Farm products raw materials
Farm supplies
Furniture and home furnishings
Groceries and related products
Hardware, plumbing, and heating equipment and supplies
Motor vehicles, including parts + accessories

ORDINANCE NO. _____

**AN ORDINANCE REZONING PROPERTY OWNED BY I. A. HOWARD ET UX
MARILYN HOWARD ON HILLSBORO BLVD. AND BUCK ST. CONTAINING
THIRTY NINE AND SIXTY EIGHT /HUNDREDTHS (39.68) ACRES, FROM R-2M
AND C-3 TO R-2**

WHEREAS the City of Manchester has a currently enacted a Zoning Ordinance and a Zoning Map; and

WHEREAS, pursuant to Tennessee Law, since the zoning of real estate is accomplished by ordinance: it must be amended by ordinance rather than by resolution; and

WHEREAS the Manchester Planning Commission, at its meeting February 20, 2023, considered the rezoning request that the property owned by I. A. Howard and wife Marilyn Howard, described below, be rezoned from R-2M and C-3 to R-2 Residential, and voted to send that request to the Board with a positive recommendation; and

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 6, Section 1 of the Manchester Municipal Code be, and it is hereby amended to apply the zoning classification of R-2 Residential to the following described property owned by I. A. Howard and wife Marilyn Howard on Hillsboro Blvd. and Buck St.:

Tract 1

Being a tract of land in the 1st Civil District of Coffee County, Tennessee, in the Town of Manchester, and being more particularly described as follows:

BEGINNING a metal fence post found at the mid-point of the southerly terminus of Buck Street, being the northwest corner of Pou and the northeast corner of the property herein described; thence leaving the terminus of said road and proceeding along the west line of Pou, which is staked with metal fence posts, S 32°01'55" W, 1774.87 ft. to a rebar found at a 60-inch twin oak in the north line of Greenbriar S/D. the southwest corner of Pou and the southeast corner of the property herein described; thence along the north line of Greenbriar, N 85°21'13" W, 305.90 ft. to an iron pipe found; thence along the north line of Thompson, N 85°46'55" W, 260.88 ft to a ½-inch capped rebar set; thence leaving said line of Thompson and proceeding along the east line of Chandler and east line of their 40-ft. right-of-way, the following calls: thence N 05°32'35" E, 62.79 ft. to a ½

inch capped rebar set; thence N 71°04'14" E, 31.23 ft. to a 1/2-inch capped rebar set; thence N 21°45'03" E, 42.49 ft. to a 1/2-inch capped rebar set; thence N 04°13'21" E, 556.68 ft. to a 1/2-inch capped rebar set; thence N 10°54'00" E, 66.42 ft. to a 1/2-inch capped rebar set; thence N 19°19'06" E, 23.68 ft. To a 1/2-inch capped rebar set in the south line of Adams (WDB. 367, pg. 833); thence leaving said line and proceeding around the Shady Acres S/D. the following calls: thence S 55°00'03" E, 193.06 ft. to an iron pipe found; thence S 22°45'36" E, 13.09 ft. to a 1/2-inch capped rebar set; thence S 33°13'58" W, 79.76 ft. to a wood fence post; thence S 56°46'02" E, 272.00 ft. to a rebar found at a wood fence corner post; thence N 32°32'10" E, 218.46 ft. to a 1/2-inch capped rebar set at a drain; thence N 32°22'39" E, 1270.20 ft. to a rebar found at a metal fence post, the southwest corner of Foster (WDB. 329, pg. 445); thence leaving Shady Acres and proceeding along the south line of said Foster, S 43°15'28" E, 150.19 ft. to a rebar found at the metal fence post; thence along the south line of Foster (WDB. 333, pg. 302), S 41°42'14" E, 150.16 ft. to a rebar found, the southwest corner of the southerly terminus of Buck Street; thence along the terminus of Buck Street, S 52°59'55" E, 24.96 ft. to the POINT OF BEGINNING, containing 18.24 acres, as surveyed by Northcutt & Associates Land Surveying, Inc., 1019 Hillsboro Boulevard, Manchester, TN 37355, Job # 15c-152, dated 09-21-2015.

Tract 2

Being a tract of land lying in the 1st Civil District of Coffee County, Tennessee, in the Town of Manchester, and being more particularly described as follows:

BEGINNING at a 1/2-inch rebar found in the west margin of a 40-ft. private right-of-way, being the southwest corner of Moreau and the northeast corner of the property herein described; thence proceeding along the west margin of said right-of-way, the following calls: thence S 19°42'08" W, 45.07 ft. to a 1/2-inch capped rebar set; thence S 10°54'00" W, 71.52 ft. to a 1/2-inch capped rebar set; thence S 04°13'21" W, 553.18 ft. to a 1/2-inch capped rebar set; thence S 21°45'03" W, 27.17 ft. to a 1/2-inch capped rebar set; thence S 51°52'46" W, 22.65 ft. to a 1/2-inch capped rebar set in the east line of Chandler; thence proceeding around Chandler, the following calls: thence N 05°32'35" E, 143.51 ft. to a 1/2-inch capped rebar set; thence N 85°46'56" W, 206.98 ft. to a 1/2-inch capped rebar set in the east line of Brook Hollow S/D; thence proceeding along the east line of said subdivision, the following calls: thence N 05°32'54" E, 566.53 ft. to a rebar found at a metal fence post; thence N 06°25'58" E, 129.69 ft. to a rebar found at a 24-inch hacked oak, the southwest corner of Moreau; thence leaving said line and proceeding along the south line of Moreau, S 56°16'32" E, 265.22 ft. to the POINT OF BEGINNING, containing 3.33 acres, as surveyed by Northcutt & Associates Land Surveying, Inc., 1019 Hillsboro Boulevard, Manchester, Tn 37355, Job # 15c-152, dated 09-21-2015.

Being the same property conveyed to IA Howard and wife Marilyn Howard by Warranty Deed 385 Page 855, and Warranty Deed ROCCtn, also listed as Parcel 036.00, Property Tax Map 085G, Control Map B.

Tract 3

Being a tract of land lying in the 1st Civil District of Coffee County, Tennessee, in the Town of Manchester, and being more particularly described as follows:

Being a portion of the property conveyed to I. A. Howard and wife Marilyn Howard by Warranty Deed 381 Page 152 ROCCTn, as depicted as a part of Lot 4, Plat P390B ROCCTn, also listed as Parcel 02 00, Property Tax Map 085F Control Map A.

Both parcels together totaling approximately 39.68 acres

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 2 of the Manchester Municipal Code entitled Zoning Map be amended to show this property as R-2 Residential; and

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication and passage and public hearing, the public welfare of the City of Manchester, Tennessee requiring it and that all ordinances in conflict be repealed to the extent of this conflict.

This ordinance is presented and passed with the positive recommendation of the Manchester Planning Commission obtained at its meeting on February 20, 2023.

PASSED FIRST READING: _____, 2023

PASSED SECOND AND FINAL READING: _____, 2023

Marilyn Howard, Mayor





ORDINANCE NO. _____

AN ORDINANCE TO ADOPT A BI-WEEKLY PAY PERIOD FOR ALL CITY EMPLOYEES

WHEREAS Manchester Municipal Charter Article VIII establishes that the Board of Mayor and Alderman can promulgate Personnel Rules and Regulations for the employees of the City; and

WHEREAS the Finance Committee and the Board of Mayor and Alderman feel it appropriate to make all employee pay periods consistent to further ensure the conduct of orderly and efficient City business; and;

WHEREAS the Board of Mayor and Aldermen believes that updating the Personnel Rules to end all weekly pay cycles for employees starting July 1st, 2023, by going to a 1.5 week pay cycle for four pay periods and then into a bi-weekly pay cycle for all employees currently on a weekly pay cycle is appropriate.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE to adopt a Personnel Rule that ends all weekly pay cycles for employees starting July 1st, 2023, by going to a 1.5 week pay cycle for four pay periods and then into a bi-weekly pay cycle for all employees currently on a weekly pay cycle.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication and passage, the public welfare of the City of Manchester, Tennessee requiring it.

PASSED FIRST READING: _____, 2023

PASSED SECOND AND FINAL READING: _____, 2022

Marilyn Howard, Mayor

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND MANCHESTER MUNICIPAL CODE 18-203
RELATIVE TO TAP FEES AND CAPACITY FEES,**

WHEREAS Manchester Municipal Code 18-203 currently sets rates for tap fees and other charges; and

WHEREAS, at the recommendation of the Manchester Water and Sewer Commission, the Board of Mayor and Aldermen of the City of Manchester believes it to be in the best interest of the City to increase some tap fees and add a wastewater capacity fee.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 18-203 be amended to replace its current title and add the following:

“18-203. Tap fees, capacity fees, service discontinued for cause, charges for reinstatement of service.”

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 18-203 be amended to delete (1) (a) in its entirety and add the following:

(1)

(a) Residential inside city

(i) Water, (¾’ service) \$1500

Over ¾’ service computed at cost

(ii) Sewer, (4’ connection) \$2000

Over 4’ connection computed at cost

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 18-203 be amended to delete (1) (c) in its entirety and add the following:

(1)

(c) Restaurant inside city

(i) Water, (¾' service) \$1500

Over ¾' service computed at cost

(ii) Sewer, (4' connection) \$2000

Over 4' connection computed at cost

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 18-203 be amended to add the following paragraph:

“(2) Capacity fees.

(a) Upon Tennessee Department of Environment and Conservation (TDEC) approval, a new development capacity fee will be charged for wastewater at \$1000.00/SFU (single family unit, or equivalent). Capacity fees for hotels and motels shall be based on the number of guestrooms, divided in half and rounded up to the nearest whole number, and multiplied by the applicable fee. Capacity fees for new commercial/industrial facilities shall be based on data from similar facilities, standard design criteria, and or other published data, with the basis of 200 gallons per day equivalent to one SFU, rounded up to the next highest whole number and multiplied by the applicable fee.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the text before and

after the new paragraph number (2) remain as part of Code 18-203, except for the subsequent paragraphs to be renumbered, and continue in full force and effect.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication, passage and public hearing, the public welfare of the City of Manchester, Tennessee requiring it and that all ordinances in conflict be repealed to the extent of this conflict.

PASSED FIRST READING: _____, 2023

PASSED SECOND AND FINAL READING: _____, 2023

Marilyn Howard, Mayor

Lisa Myers, Finance Director

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND MANCHESTER MUNICIPAL CODE 18-201
RELATIVE TO NONPAYMENT OF BILLS**

WHEREAS Manchester Municipal Code 18-201 currently sets the number of days before someone's water can be cut-off for nonpayment; and

WHEREAS, at the recommendation of the Manchester Water and Sewer Commission, the Board of Mayor and Aldermen of the City of Manchester believes it to be in the best interest of the City to increase the number of days from ten (10) to forty five (45) before someone's water can be cut-off for nonpayment.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 18-201 be amended to increase the number of days from ten (10) days to forty five (45) days before someone's water can be cut-off for nonpayment.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication, passage and public hearing, the public welfare of the City of Manchester, Tennessee requiring it and that all ordinances in conflict be repealed to the extent of this conflict.

PASSED FIRST READING: _____, 2023

PASSED SECOND AND FINAL READING: _____, 2023

Marilyn Howard, Mayor

Lisa Myers, Finance Director

Sage Keele

From: Lisa Myers
Sent: Tuesday, March 7, 2023 9:55 AM
To: Mayor Marilyn Howard
Cc: Sage Keele
Subject: FW: Employee Assistance Program including 6 in person visits
Attachments: EAP 6 visit flyer.pdf

Importance: High

This may need to be distributed to the alderman prior to tonight's vote. Let me know if you want me to do.

From: Chelsy Campbell <ccampbell@lgmtins.com>
Sent: Tuesday, March 7, 2023 9:39 AM
To: Lisa Myers <lmyers@cityofmanchestertn.com>
Subject: Employee Assistance Program including 6 in person visits
Importance: High

Good Morning Lisa,

Attached is the comprehensive EAP plan that we have purchased for the City. I know we discussed this and needed to get my hands on it for you. I'm sorry for the delay. I have been out sick and still working from home. Trying to not spread my germs!

* If you present this to the board, can you make sure they know we are paying extra for this for the employees. I'm just trying to make them realize we are really trying to take care of the employees.

Thank you!

Chelsy

From Current City Insurance Provider



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Personal issues, planning for life events or simply managing daily life can affect your work, health and family. Your GuidanceResources program provides support, resources and information for personal and work-life issues. The program is company-sponsored, confidential and provided at no charge to you and your dependents. This flyer explains how GuidanceResources can help you and your family deal with everyday challenges.

Confidential Counseling

6 Session Plan

This no-cost counseling service helps you address stress, relationship and other personal issues you and your family may face. It is staffed by GuidanceConsultantsSM—highly trained master's and doctoral level clinicians who will listen to your concerns and quickly refer you to in-person counseling (up to 6 sessions per issue per year) and other resources for:

- › Stress, anxiety and depression
- › Relationship/marital conflicts
- › Problems with children
- › Job pressures
- › Grief and loss
- › Substance abuse

Financial Information and Resources

Discover your best options.

Speak by phone with our Certified Public Accountants and Certified Financial Planners on a wide range of financial issues, including:

- › Getting out of debt
- › Credit card or loan problems
- › Tax questions
- › Retirement planning
- › Estate planning
- › Saving for college

Legal Support and Resources

Expert info when you need it.

Talk to our attorneys by phone. If you require representation, we'll refer you to a qualified attorney in your area for a free 30-minute consultation with a 25% reduction in customary legal fees thereafter. Call about:

- › Divorce and family law
- › Debt and bankruptcy
- › Landlord/tenant issues
- › Real estate transactions
- › Civil and criminal actions
- › Contracts

Work-Life Solutions

Delegate your "to-do" list.

Our Work-Life specialists will do the research for you, providing qualified referrals and customized resources for:

- › Child and elder care
- › Moving and relocation
- › Making major purchases
- › College planning
- › Pet care
- › Home repair

GuidanceResources® Online

Knowledge at your fingertips.

GuidanceResources Online is your one stop for expert information on the issues that matter most to you...relationships, work, school, children, wellness, legal, financial, free time and more.

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Get peace of mind.

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- › Name an executor to manage your estate
- › Choose a guardian for your children
- › Specify your wishes for your property
- › Provide funeral and burial instructions

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**City of Manchester
Job Description**

Job Title: Athletic Director
Department: Parks and Recreation Department
Reports To: Director of Parks and Recreation
FLSA Status: non exempt
Prepared By: Bonnie Gamble
Prepared Date: 1-6-03
Approved By:
Approved Date:

SUMMARY

Plans, administers, and directs athletic activities for the Parks and Recreation Department by performing the following duties personally or through subordinate supervisors. These athletic activities include, but are not limited to: Tennis, Racquetball, Basketball, Volleyball, Soccer, Football, Softball, and Baseball. Facilities under administration of Athletic Director include: Recreation Complex Gymnasium, Racquetball Courts, Casual Care Nursery, Concessions, Softball fields, baseball fields, concession buildings, and Tennis Courts. Ability to work some evenings and weekends is necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Interprets and participates in formulating athletic policies under supervision of Parks and Recreation Director.

Recommends part time and seasonal employees for athletic programs to the Parks and Recreation Director. Evaluates the job performance of these employees.

Directs preparation and dissemination of publicity to promote athletic events.

Plans and coordinates activities of athletic, concessions, and casual care nursery.

Prepares program and activity budgets for authorization by Parks and Recreation Director. department expenditures.

Plans and schedules sports events, and oversees ticket sales activities.

Certifies reports of income produced from all athletic events.

Interfaces with Maintenance staff to provide coordination of necessary equipment, facility use, clean up, and repair necessary for athletic events.

Coordinates with Youth and Adult Athletic leagues with usage of Park facilities and supervises any volunteers involved in athletic events.

Provide accident reports to the Recreation Director.

SUPERVISORY RESPONSIBILITIES

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and work independently. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelors degree in Recreation or Physical Education from an accredited institution and experience in recreational programs, or a Bachelors degree in a related field with two years experience in planning and leading Recreational programs.

LANGUAGE SKILLS

Must have adequate writing skills to prepare promotion materials, advertisement of programs, write letters to patrons, and program plans. Verbally must be able to direct a group and speak in front of groups of people comfortably.

MATHEMATICAL SKILLS

Knowledge of basic math. Must have computer skills with knowledge of spreadsheets, Microsoft word, clip art and ability to prepare own flyers and advertising.

REASONING ABILITY

Must have problem solving capability.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be certified in CPR and First Aid.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to do normal lifting up to 50 lbs. routinely.

Prolonged and extensive standing/walking

Flexibility and ease of movement which includes considerable reaching, bending, kneeling, and crouching.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Subject to varying situations and locations.

May be exposed to infectious and contagious diseases

May be exposed to hazardous agents, body fluids, and wastes

May be exposed to the risk of bloodborne diseases

Handle possible accidents and injuries related to athletic activities.
Ability to work in hot and cold weather conditions.

City of Manchester Job Description

Job Title: Athletic Director

Department: Parks and Recreation

Reports to: Parks and Recreation Director

FLSA Status: Non-Exempt

Prepared by: A.J. Fox

Prepared Date: 02/22/23

Approved By:

Approved Date:

SUMMARY

The position is under the direction of the Parks and Recreation Director. Plans, administers, and directs athletic activities for the Parks and Recreation Department by performing the following duties personally or through subordinate supervisors. These athletic activities include, but are not limited to: tennis, racquetball, basketball, volleyball, soccer, football, softball, and baseball. Facilities under administration of Athletic Director include: Recreation Complex Gymnasium, Racquetball Courts, Softball fields, Baseball Fields, and Tennis Courts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Interprets and participates in formulating athletic policies under supervision of Parks and Recreation Director
- Develop, plan, and market athletic programs and events for the recreation center and park areas
- Supervise part-time staff and volunteers that are involved in athletic programs and events, including training
- Coordinate and assist with maintenance staff in the management of athletic facilities to include establishing an athletic maintenance budget
- Assist maintenance staff with the preparation of athletic venues for practices, games, and etc.
- Lead with Director and Assistant Director on establishing partnerships with the Manchester Tourism Commission, Manchester Chamber of Commerce, and other entities.
- Facilitate and interact with youth sports league boards, tournament directors, and other users on scheduling and use of facilities
- Coordinate with Assistant Director on needs of concessions for sports activities
- Supervises recreation center and part-time staff when assigned
- Drive van/bus for programs and special events
- Works front desk when needed
- Ordering of athletic equipment
- Inputs athletic programs in recreation software

- Plan and lead Homeschool PE program
- Assist with budgeting, setup, implementation, cleanup, and evaluation of special events, programs, and activities.
- Aid in securing sponsorships for special events, programs, and activities
- Coordinates and/or attends meetings with various youth and adult sports organizations
- Secures sponsorships
- Recruits tournaments and sporting events
- Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

Act in building supervisor role as needed overseeing part-time staff.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education and/or Experience
 - Bachelor's degree in recreation, physical education, or related field from an accredited college or university is preferred
 - Or High School Diploma or GED from an accredited high school with two years' work experience; or equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.
 - Must have good computer skills and ability to learn new software applications. Bilingual skills a plus. Customer service experience. Accuracy in accounting for transactions. Must be able to answer phones in a clear and concise manner. Must be able to communicate to the public in a polite and reasoned manner.
- Language Skills

Ability to read and interpret documents and emails such as those pertaining to safety rules, operating and maintenance instructions, and procedure manuals. Must be able to communicate to the public in a polite and reasoned manner.
- Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. The ability to compute rate, ratio, and percent.
- Reasoning Ability

Must be able to apply common sense understanding to carry out detailed, but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must possess a valid driver's license.
- Obtain F Endorsement on driver's license within six months of hire date
- CPR, First Aid, and AED certifications required or able to be obtained within six months of hire date

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to stand and/or sit for long periods of time.
- Must be able to reach and/or lift objects above head level.
- The employee will operate light duty vehicles.
- Must be able to routinely lift 50 pounds.
- Intermittently sitting, standing, stopping, kneeling, and walking is required.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Will have to work and/or communicate with the public in a polite, courteous, professional, and reasoned manner.
- Maybe exposed to infectious diseases and/or blood-borne pathogens.
- Evening, weekend, and holiday hours may be required.