

**CITY OF MANCHESTER**  
**BOARD OF MAYOR AND ALDERMEN AGENDA**  
**August 1, 2023 @ 6:30 P.M.**  
**City Hall Board Room**  
**No Work Session**

1. **INVOCATION**

2. **PLEDGE TO THE FLAG**

3. **ROLL CALL**

4. **MINUTES**

- June 6, 2023 BOMA meeting minutes; July 11, 2023 BOMA Special Called 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 authorizing a contract to purchase a Utility Tractor and Lawn Mower at a total cost of Fifty-Four Thousand Eight Hundred Seventy-Five and 14/100 Dollars (\$54,875.14), for use by the Parks and Recreation Department; sponsored by Alderman Anderson.

**Ordinances:**

- a. 2<sup>nd</sup> reading of an ordinance rezoning property owned by Pam Riddle at 2324 Murfreesboro Hwy. from RS-1 to R-4; sponsored by Vice Mayor Messick.
- b. 2<sup>nd</sup> reading of an ordinance to amend Manchester Municipal Code 18-205 relative to water rates; sponsored by Vice Mayor Messick.
- c. 2<sup>nd</sup> reading of an ordinance rezoning property owned by 2415 Construction LLC on Shelton Road, from R-1 to R-2; sponsored by Vice Mayor Messick.
- d. 1<sup>st</sup> reading of an ordinance rezoning property owned by Loyd Glen Chapman and Shawn Trail on 512 West Taylor St., from R-3 to R-4; sponsored by Vice Mayor Messick.
- e. 1<sup>st</sup> reading of an ordinance rezoning property owned by Loyd Glen Chapman and Shawn Trail on 811 Lynchburg Rd., from R-3 to R-4; sponsored by Vice Mayor Messick.
- f. 1<sup>st</sup> reading of an ordinance adding provisions to Manchester Municipal Code regarding Citizen Comments; sponsored by Alderman Hobbs.
- g. 1<sup>st</sup> reading of an ordinance to add a provision to Title 5 Chapter 7 of Manchester Municipal Code to adopt a Cybersecurity and Bid Policy; sponsored by Alderman Parsley.
- h. 1<sup>st</sup> reading of an ordinance to amend Manchester Municipal Code 1-110 relative to Policies and Procedures Committee; sponsored by Alderman Hobbs.

10. **OLD BUSINESS**

11. **NEW BUSINESS**

- Approve Elm Street Light
- MWSD Billing Office Manager Job Description
- Form Working Committee BOMA/PBA
- Rec. Center Job Descriptions – Aquatics Manager – Athletic Coordinator - Wellness Manager

12. **ITEMS FROM THE BOARD OF MAYOR AND ALDERMAN**

13. **ADJOURNMENT:**

**CITY OF MANCHESTER**  
**BOARD OF MAYOR AND ALDERMEN**  
**Meeting Minutes**  
**June 6, 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 over by Mayor Howard. Present for the meeting were Mayor Howard, Alderman French, Alderman Anderson, Alderman Bellamy, Alderman Hobbs, Vice Mayor Messick, Alderman Parsley, Attorney Johnson, Finance Director Myers, Executive Administrative Assistant Keele, Police Chief Sipe, Fire Chief Chambers, Community Development & Zoning Director Brittany Fiske, Public Works Director George Gannon, Parks/Rec Director Fox, Asst. Parks/Rec. Director Johnson, I.S. Director Smotherman, Engineer Scot St. John, and other citizens. MWSD Director Miller was absent. The meeting opened with a prayer by Pastor Jeff Bailey, and the pledge to the flag was spoken in unison. Mayor Howard called the meeting to order.

**ROLL CALL:**

Director Myers called the roll.

**APPROVAL OF MINUTES:**

May 2, 2023 BOMA Meeting Minutes; May 10, 2023 BOMA Special Called Meeting Minutes; May 18, 2023 BOMA Special Called Meeting Minutes. Alderman French made a motion to approve all minutes and seconded by Alderman Anderson. The motion passed 6-0.

**CORRESPONDENCE:** none

**COMMENTS FROM CITIZENS:** none

**COMMENTS FROM MAYOR:** Mayor Howard welcomed all attendees.

**Safety Committee-** Alderman Hobbs stated no meeting in June, and the next meeting will be 7-10-23.

**Finance Committee-** Alderman Hobbs announced the committee met to discuss the budget and next meeting will be 7-10-23.

**Street Committee-** Director Gannon announced the next Street Dept. meeting 6-8-23. Vice Mayor Messick commented on all of the sidewalks that are being poured by the Street Dept.

**Water /Sewer Commission-** Vice Mayor Messick announced the next meeting would be Thursday at City Hall.

**Recreation Commission-** Director Fox announced the next meeting would be 7-13-23.

**Tourism Development Commission-** Alderman Hobbs stated they would meet in July.

**Planning & Zoning Commission-** Director Fiske stated next meeting 6-22-23.

**Information Systems Committee-** Alderman Parsley nothing to report.

**Historic Zoning Commission-** Alderman Bellamy stated they did not meet.

**RESOLUTIONS & ORDINANCES**

**Resolutions:**

- a. A resolution to approve Burris, Thompson, and Associates to perform a Salary Study at a cost not to exceed Twenty-Seven Thousand, Six Hundred and Forty (\$27,640.00) Dollars for professional services and not to exceed Eleven Thousand, Seven Hundred (\$11,700.00) Dollars for optional services; sponsored by Alderman Hobbs. Alderman French 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, and the resolution passed 5-1 with Vice Mayor Messick voting nay.
- b. A resolution to approve an agreement between the City of Manchester, Tennessee and Coffee County, Tennessee, for the City of Manchester provide services at the County Industrial Park for an annual payment of One Hundred and Fifty Thousand (\$150,000.00) Dollars, Attachment "A" Agreement; sponsored by Alderman Hobbs. Alderman French made a motion to approve and seconded by Alderman Parsley. Mayor Howard opened the floor to discussion and Alderman Hobbs discussed the agreement. Mayor Howard called for the roll, and the resolution passed 6-0.

- c. A resolution adopting a Plan of Services preliminary to Annexation of Six and Twenty-Two/Hundredths (6.22) acres of property owned by Pam Riddle, located at 2324 Murfreesboro Hwy.; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard opened the floor to a public hearing. Vice Mayor Messick discussed the resolution. City resident Tim Cassidy and County resident Sarah Bradley spoke. Alderman Anderson discussed growth. Mayor Howard called for the roll. The resolution passed 5-1 with Alderman Anderson voting nay.
- d. A resolution annexing Six and Twenty-Two/Hundredths (6.22) acres of property owned by Pam Riddle, located at 2324 Murfreesboro Hwy.; Sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion and after none called for the roll. The resolution passed 5-1 with Alderman Anderson voting nay.
- e. A resolution to approve a contract, with an alternative, in the amount of Two Million, Three Hundred Ninety-Four Thousand, Five Hundred Sixty-Five Dollars (\$2,394,565.00) with Norris Brothers Excavating, LLC for Hwy. 55 Water Main Relocation, Project #102-171; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion and after a discussion ensued called for the roll. The resolution passed 6-0.

**Ordinances:**

- a. 2<sup>nd</sup> reading of an ordinance amending the Budget Ordinance for Fiscal Year 2022-23, Ordinance No. 1654; sponsored by Alderman Hobbs. (Budget Amendment #2) Alderman French made a motion to approve and seconded by Alderman Parsley. Mayor Howard opened the floor to discussion and after none called for the roll. The ordinance passed 2<sup>nd</sup> and final reading 6-0.
- b. 2<sup>nd</sup> reading of an ordinance amending the Budget Ordinance for Fiscal Year 2022-23, Ordinance No. 1654; sponsored by Alderman Hobbs (Budget Amendment #3) Alderman French made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard opened the floor to discussion and after none called for the roll. The ordinance passed 2<sup>nd</sup> and final reading 6-0.
- c. 2<sup>nd</sup> reading of an ordinance amending the Budget Ordinance for Fiscal Year 2022-23, Ordinance No. 1654; sponsored by Alderman Hobbs (Budget Amendment #4) Alderman French made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion and after none called for the roll. The ordinance passed 2<sup>nd</sup> and final reading 6-0.
- d. 2<sup>nd</sup> reading of the 2023-2024 Fiscal Year Budget; sponsored by Alderman Hobbs. Alderman French made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion and after none called for the roll. The ordinance passed 2<sup>nd</sup> and final reading 4-2 with Alderman Anderson and Alderman Parsley voting nay.
- e. 2<sup>nd</sup> reading of an ordinance adding provisions to Manchester Municipal Code regarding Police vehicle "Take Home" policy; sponsored by Alderman Hobbs. Alderman French made a motion to approve and seconded by Alderman Bellamy. Mayor Howard opened the floor to discussion and after none called for the roll. The ordinance passed 2<sup>nd</sup> and final reading 6-0.
- f. 2<sup>nd</sup> reading of an ordinance to add a provision to Title 4 Chapter 2 of the Manchester Municipal Code to adopt an Information Security Policy; sponsored by Alderman Parsley. Vice Mayor Messick made a motion to approve and seconded by Alderman French. Mayor Howard opened the floor to discussion and after none called for the roll. The ordinance passed 2<sup>nd</sup> and final reading 6-0.
- g. 1<sup>st</sup> reading of an ordinance rezoning property owned by Pam Riddle at 2324 Murfreesboro Hwy. from RS-1 to R-4; sponsored by Vice Mayor Messick. Alderman Hobbs made a motion to approve and seconded by Alderman French. Mayor Howard opened the floor to discussion and after none called for the roll. The ordinance passed 1<sup>st</sup> reading 4-2 with Alderman Anderson and Alderman Bellamy voting nay.
- h. 1<sup>st</sup> reading of an ordinance to amend Manchester Municipal Code 18-205 relative to water rates; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Alderman Hobbs. A discussion ensued and Mayor Howard called for the roll. The ordinance passed 1<sup>st</sup> reading 6-0.

- i. 1<sup>st</sup> reading of an ordinance rezoning property owned by 2415 Construction LLC on Shelton Road, from R-1 to R-3; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard opened the floor to discussion and Vice Mayor Messick discussed the Planning and Zoning Commission sent to the BOMA with a "Unfavorable" recommendation. Alderman French rescinded his motion and the ordinance failed due to a lack of a motion to approve.
- j. 1<sup>st</sup> reading of an ordinance rezoning property owned by 2415 Construction LLC on Shelton Road, from R-1 to R-2; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard opened the floor and a discussion ensued with Director Fiske and Vice Mayor Messick. Mayor Howard called for the roll and the ordinance passed 1<sup>st</sup> reading 5-1, with Alderman Anderson voting nay.

**OLD BUSINESS:** none

**NEW BUSINESS**

- Westfield Litigation- Attorney Johnson discussed the J&H/Westfield surety bond mediation. Westfield is to pay 2.45 million and 100,000 from Insurance Co. of Engineer. City will retain retainage. J&H is in Bankruptcy. Vice Mayor Messick made a motion to approve the City to enter into a MOU relating to the settlement. Alderman French seconded the motion and Mayor Howard called for the roll. The motion passed 6-0.
- Inspector Hwy.55/McArthur Drive MWSD Project-Mayor Howard discussed hiring a inspector for the Hwy. 55 / McArthur Drive project awarded to Norris Bros. Vice Mayor Messick made a motion to approve and seconded by Alderman Hobbs. Mayor Howard called for the roll and the motion passed 6-0.
- Duck River Utility Commission (re)appointment-Mayor Howard discussed applicants that applied for the commission. Vice Mayor Messick made a motion to approve Nelson Watson and seconded by Alderman Hobbs. Mayor Howard called for the roll. The motion to approve Nelson Watson passed 5-1 with Alderman Anderson voting nay.
- Mayor Howard and Attorney Johnson discussed hiring Atty. Bart Kemp as a consultant to Attorney Johnson to help with the TDEC consent order. Alderman French made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard called for the roll and the motion passed 5-1 with Alderman Anderson voting nay.

**COMMENTS FROM BOMA:** Alderman French discussed sales tax revenue. Alderman Bellamy thanked the City employees. Alderman Hobbs thanked Director Smotherman on the cybersecurity policy. Vice Mayor Messick discussed the hard work the street department has done on the side walk projects. Mayor Howard thanked the BOMA for working through their different opinions.

**ADJOURNMENT:**

- Being no further business to discuss, Mayor Howard asked for a motion to adjourn and Alderman French made the motion. The motion was seconded by Vice Mayor Messick. The motion to adjourn was passed 6-0. The meeting adjourned at 7:20 p.m.

**SIGNATURES:**

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**Mayor Marilyn Howard**

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**Executive Administrative Assistant Keele**

CITY OF MANCHESTER  
BOARD OF MAYOR AND ALDERMAN  
SPECIAL CALL BOARD MEETING Minutes  
Manchester City Hall Board Room  
July 11, 2023  
6:30 P.M.

**CALL THE MEETING TO ORDER:**

Pursuant to a call by Mayor Howard, there will be a Special Called Board of Mayor and Alderman Board Meeting on Tuesday, July 11<sup>h</sup>, 2023, at 6:30 p.m. The meeting was called to order by Mayor Howard. City Attorney Johnson read the call sheet and the Agenda. Present for the meeting were Mayor Howard, City Attorney Johnson, Finance Director Myers, Alderman Bellamy, Alderman Anderson, Executive Administrative Assistant Keele, Police Chief Sipe, Assistant Police Chief Floied, Public Works Director Gannon, Parks & Rec. Director Fox, Water and Sewer Director Miller, Fire Chief Chambers, I.S. Director Smotherman, Planning & Zoning Director Fiske and other guest. Absent was Alderman French, Alderman Hobbs, Vice Mayor Messick, and Alderman Parsley. The meeting opened with a prayer by Pastor John Daniel, and the pledge to the flag was spoken in unison.

**Call Sheet:** Attorney Johnson announced pursuant to a call by Mayor Marilyn Howard, there will be a Special Called Board of Mayor and Alderman Board Meeting on Tuesday, July 11<sup>h</sup>, 2023, at 6:30 p.m. for the following:

**Call to Order:** Mayor Howard called for the roll, Finance Director Myers called the roll. Absent was Alderman French, Alderman Hobbs, Vice Mayor Messick, and Alderman Parsley. Mayor Howard announced due to a lack of quorum all items on the 7-11-23 Special Called Agenda would be heard on 8-1-23 at the next BOMA meeting.

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**Mayor Marilyn Howard**

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**Exec. Administrative Assistant Keele**

**RESOLUTION NO. .**

**A RESOLUTION AUTHORIZING A CONTRACT TO PURCHASE A UTILITY TRACTOR AND LAWN MOWER AT A TOTAL COST OF FIFTY-FOUR THOUSAND EIGHT HUNDRED SEVENTY-FIVE AND 14/100 DOLLARS (\$54,875.14), FOR USE BY THE PARKS AND RECREATION DEPARTMENT**

WHEREAS the City of Manchester Parks and Recreation Department needs new equipment for utility work and lawn care; and

WHEREAS the Parks and Recreation Department has determined that a John Deere Compact Utility Tractor with attachments and a John Deere zero-turn lawnmower will best serve the Department's needs; and

WHEREAS the Parks and Recreation Department has sufficient funds in its account for the fiscal year 2023/2024 budget to purchase this equipment; and

WHEREAS this equipment 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 in excess 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, TENNESSEE that the City of Manchester contract to purchase a John Deere Compact Utility Tractor with attachments at a cost of Forty Two Thousand Nine Hundred Forty Four and 76/100 Dollars (\$42,944.76) and a John Deere zero-turn lawnmower, at a cost of Eleven Thousand Nine Hundred Thirty and 38/100 Dollars (\$11,930.38), from TriGreen Equipment, LLC, the State of Tennessee Department of General Services contract vendor.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the purchases be funded from the appropriate line item in the Parks and Recreation Department's 2023/2024 budget.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the Mayor be authorized to enter into the contract.

Resolved this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Marilyn Howard, Mayor

\_\_\_\_\_  
Lisa Myers, Finance Director

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE REZONING PROPERTY OWNED BY PAM RIDDLE AT 2324 MURFREESBORO HIGHWAY FROM RS-1 TO R-4**

WHEREAS, prior to 2012, cities were empowered to annex territory by ordinance; and

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 April 17, 2022, considered the rezoning request that the property owned by Pam Riddle, described below, be rezoned from RS-1 to R-4 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-4 Residential to the following described property owned by Pam Riddle at 2324 Murfreesboro Highway:

BEGINNING at a wooden corner post being Allen Howard's Northeast corner (DB 423, P. 514; ROCCT); thence leaving Howard and along an existing fence in Mason's boundary North 16 degrees 17 minutes 02 seconds West 47.75 feet to a wooden post; thence North 19 degrees 19 minutes 08 seconds east 14.64 feet to a wooden corner post; thence South 82 degrees 36 minutes 06 seconds East 314.87 feet to a wooden corner post; thence South 06 degrees 58 minutes 04 seconds West 792.71 feet to a new iron pin set; thence with a new division line of Riddle North 81 degrees 21 minutes 39 seconds West 398.47 feet to a new iron pin set; thence North 14 degrees 03 minutes 57 seconds east 500.72 feet to a point; thence South 74 degrees 20 minutes 38 seconds East 16.64 feet to a wooden post; thence South 76 degrees 33 minutes 03 seconds East 20.64 feet to a wooden corner post; thence North 07 degrees 03 minutes 00 seconds East 233.24 feet to the POINT OF BEGINNING, and containing 6.22 acres, according to a survey prepared by Chris Bateman, R.L.S. # 1851, 521 Woosley Road, Tullahoma, TN 37388, on

February 7, 2023. Being a portion of the property on Map 068, Parcel 051.00 and recorded at Deed Book 244, Page 728; ROCCT.

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-4 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 April 17, 2023.

PASSED FIRST READING: \_\_\_\_\_ June 6 \_\_\_\_\_, 2023

PASSED SECOND AND FINAL READING: \_\_\_\_\_, 2023

\_\_\_\_\_  
Marilyn Howard, Mayor

\_\_\_\_\_

## LEGAL DESCRIPTION

OWNERS: PAMELA RIDDLE AS RECORDED IN DEED BOOK 244, PAGE 728; ROCCT.

LYING IN THE FIRST CIVIL DISTRICT

COFFEE COUNTY, TENNESSEE

BEING A PORTION OF MAP 068, PARCEL 051.00

BEGINNING AT A WOODEN CORNER POST BEING ALLEN HOWARD'S NORTHEAST CORNER (DB 423, P. 514; ROCCT); THENCE LEAVING HOWARD AND ALONG AN EXISTING FENCE IN MASON'S BOUNDARY NORTH 16 DEGREES 17 MINUTES 02 SECONDS WEST 47.75 FEET TO A WOODEN POST; THENCE NORTH 19 DEGREES 19 MINUTES 08 SECONDS EAST 14.64 FEET TO A WOODEN CORNER POST; THENCE SOUTH 82 DEGREES 36 MINUTES 06 SECONDS EAST 314.87 FEET TO A WOODEN CORNER POST; THENCE SOUTH 06 DEGREES 58 MINUTES 04 SECONDS WEST 792.71 FEET TO A NEW IRON PIN SET; THENCE WITH A NEW DIVISION LINE OF RIDDLE NORTH 81 DEGREES 21 MINUTES 39 SECONDS WEST 398.47 FEET TO A NEW IRON PIN SET; THENCE NORTH 14 DEGREES 03 MINUTES 57 SECONDS EAST 500.72 FEET TO A POINT; THENCE SOUTH 74 DEGREES 20 MINUTES 38 SECONDS EAST 16.64 FEET TO A WOODEN POST; THENCE SOUTH 76 DEGREES 33 MINUTES 03 SECONDS EAST 20.64 FEET TO A WOODEN CORNER POST; THENCE NORTH 07 DEGREES 03 MINUTES 00 SECONDS EAST 233.24 FEET TO THE POINT OF BEGINNING, AND CONTAINING 6.22 ACRES, ACCORDING TO A SURVEY PREPARED BY CHRIS BATEMAN, R.L.S. # 1851, 521 WOOSLEY ROAD, TULLAHOMA, TN 37388, ON FEBRUARY 7, 2023.

FEE: 200<sup>00</sup>

DATE 2/27/23

MEETING DATE: 4/17/23

CASE#:

- APPROVAL
- DISAPPROVAL
- NO ACTION TAKEN

TIME OF MEETING: 5:30 P.M.

LOCATION: City Hall Meeting Room

MANCHESTER PLANNING COMMISSION

NAME OF PROPERTY OWNER: Pam Riddle

ADDRESS OF OWNER: \_\_\_\_\_

PHONE: \_\_\_\_\_ (Work) \_\_\_\_\_

I hereby request to the Manchester Planning Commission:

to Rezoning R5-1460 to R-4

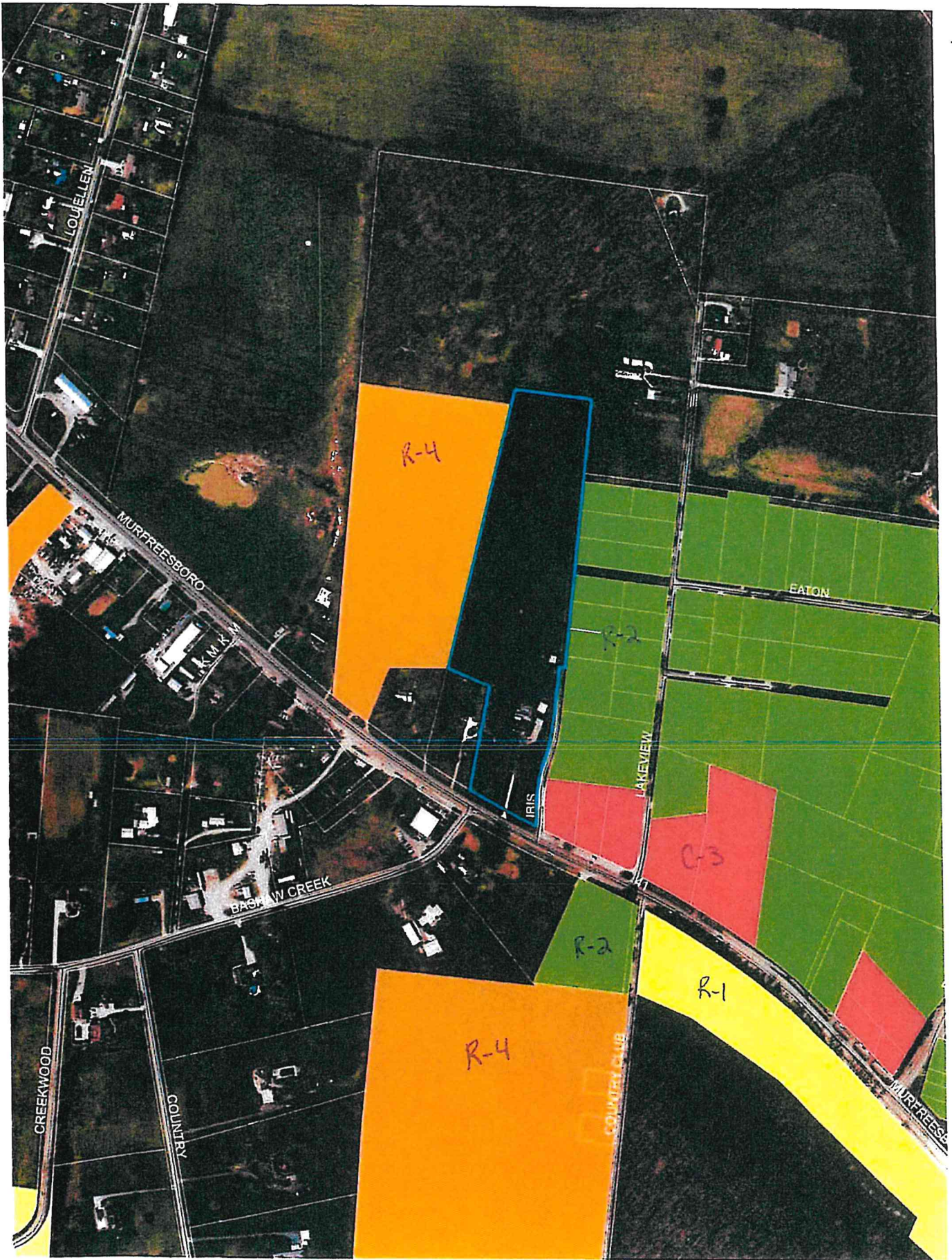
Intended use: \_\_\_\_\_

ADDRESS OF PROPERTY: Same as above

Property Tax Map No. 068 Group \_\_\_\_\_ Control Map \_\_\_\_\_ Parcel No. 051, 02

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

NOTE: positive recommendation

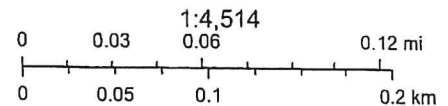


Coffee County - Parcel: 068 051.00



Date: April 21, 2023

County: Coffee  
Owner: RIDDLE PAMELA  
Address: MURFREESBORO HWY 2324  
Parcel Number: 068 051.00  
Deeded Acreage: 0  
Calculated Acreage: 10.6



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Side	10 feet
Rear	15 feet

\*The front yard setback will be required to meet the average setback of existing residential structures along the same street in the one hundred fifty feet (150') adjoining the lot. In no case shall this required front yard setback be more than thirty-five feet (35'). When abutting a collector or arterial roadway, as shown on the current Manchester Major Thoroughfare Plan, the front yard setback shall be a minimum of thirty-five feet (35').

(c) Maximum lot coverage. On any lot, the area occupied by all structures, including accessory structures, shall not exceed thirty-five (35) percent of the total area.

(d) Height requirements. No principal building shall exceed three (3) stories or thirty-five (35) feet in height, and no accessory structure shall exceed two (2) stories in height, except as provided in § 14-704.

(e) Parking space requirements. As regulated in § 14-501.

(f) Landscaping. The front yard, excluding necessary driveways, shall be landscaped.

(g) Accessory structures. (i) With the exception of signs and fences, accessory structures shall not be erected in any required front yard.

(ii) Accessory structures shall be located at least five (5) feet from any side lot line, from the rear lot line, and from any building on the same lot. (1972 Code, § 11-605.3, as amended by Ord. #817, May 1998, and renumbered by Ord. #1577, Aug. 2019 *Ch21\_07-05-22*)

**14-612. R-4, High-density residential district.** (1) Purpose and intent of district. This class of district is designed to provide suitable areas for high-density residential development where sufficient urban services and facilities are available or where such facilities will be available prior to development. All types of residential activities are permitted, if they are in a planned unit development. It is the intent of this district to not restrict in number the dwelling units contained in a building provided there is sufficient area of zone lot and open space on such lot relative to the number of dwelling units thereon. This class of district is intended also to permit community facility and public utility installations which are necessary to serve and do serve specifically the residents of these districts, or which installations are benefitted by and compatible with a residential environment. Commercial activities may be permitted where included as a part of a planned development.

(2) Uses permitted. In the R-4, high-density residential district, the following uses are permitted.

Residential activities

(a) Permanent activities.

Dwelling, single detached

Dwelling, duplex

~~Dwelling, mobile home~~

Dwelling, multi-family (apartment, townhouse)

*up to 90 families*

(b) Semi-permanent residential.

Boarding house

Rooming house

(3) Accessory uses and structures. (a) Private garages and sheds.

(b) Outdoor recreational facilities exclusively for the use of the residents.

(c) Signs in compliance with the regulations set forth in § 14-516.

(d) Home occupations as defined by and subject to the provisions of § 14-509.

(e) Other accessory structures and uses customarily incidental to the permitted uses.

(4) Uses permitted as special exceptions. In the R-4, high-density residential district, the following uses may be permitted as special exceptions after review and approval by the board of zoning appeals in accordance with § 14-810.

Community facility activities

Administrative services

Community assembly

Community education

Cultural and recreational services

Health care facilities

Intermediate impact facilities

Personal and group care facilities

Religious facilities

Residential activities

Boarding house

Bed and breakfast inns

~~Mobile home park (Subject to the provisions of § 14-517)~~

(5) Uses prohibited. In the R-4, high-density residential district, any use not permitted by right, by accessory use, or as a special exception as defined above is strictly prohibited.

(6) Dimensional requirements. All uses permitted in the R-4, high-density residential district, shall comply with the following requirements.

- |     |   |                      |
|-----|---|----------------------|
| (a) | Minimum lot size                              | 5,000 square feet    |
|     | Area per fammily                              | 3,000 square feet    |
|     | Lot width at building setback                 | 75 feet              |
|     |   |                      |
| (b) | <u>Minimum yard requirements.</u>             | 20                   |
|     | Font yard setback for residential structures* | <del>25</del> feet   |
|     | Front yard setback for all other uses         | 35 feet              |
|     | Side  | 5 <del>10</del> feet |
|     | Rear  | 15 feet              |

\*The front yard setback will be required to meet the average setback of existing residential structures along the same street in the one hundred fifty feet (150') adjoining the lot. In no case shall this required front yard setback be more than thirty-five feet (35'). When abutting a collector or arterial roadway, as shown on the current Manchester Major Thoroughfare Plan, the front yard setback shall be a minimum of thirty-five feet (35').

(c) Maximum lot coverage. On any lot, the area occupied by all structures, including accessory structures, shall not exceed fifty (50) percent of the total area.

(d) Height requirements. No principal building shall exceed three (3) stories or thirty-five (35) feet in height, and no accessory structure shall exceed two (2) stories in height, except as provided in § 14-704.

(e) Parking space requirements. As regulated in § 14-501.

(f) Landscaping. The front yard, excluding necessary driveways, shall be landscaped.

(g) Accessory structures. (i) With the exception of signs and fences, accessory structures shall not be erected in any required front yard.

(ii) Accessory structures shall be located at least five (5) feet from any side lot line, from the rear lot line, and from any building on the same lot. (1972 Code, § 11-605.4, as amended by Ord. #817, May 1998, and renumbered and amended by Ord. #1577, Aug. 2019 *Ch21\_07-05-22*)

**14-613. Commercial district regulations.** The commercial districts established by this zoning ordinance are designed to promote and protect public health, safety, comfort, convenience, prosperity, and other aspects of the general welfare. These goals include, among others, the following specific purposes:



**CITY OF MANCHESTER**  
HEALTH AND CODES DEPARTMENT  
200 W. Fort Street  
Manchester, Tennessee 37355  
931-723-1464



March 27, 2023

Re: Plan of service for the proposed annexation of a portion of property owned by Pamela Riddle located at 2324 Murfreesboro Hwy. The portion requested for annexation is approximately 6.22 acres of the parcel.

Planning, Zoning and Inspection Services:

The Planning and Zoning jurisdiction of the city will extend to the annexed area on the effective date of annexation. City Planning will thereafter encompass the annexed area.

Any inspection services now provided by the City (Building, mechanical, plumbing, gas, housing, etc.) will begin in the annexed area on the effective date of annexation.

Sincerely,

A handwritten signature in cursive script that reads "Brittany Fiske".

Brittany Fiske  
Community Development and Zoning Director

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TO AMEND MANCHESTER MUNICIPAL CODE 18-205 RELATIVE TO WATER RATES**

WHEREAS Manchester Municipal Code 18-205 currently sets rates for water and sewer services within the City limits; 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 revise those rates.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 18-205 be amended to delete the current rate schedules and to add the following:

**18-205. Rates for water and sewerage service.** Effective July 31, 2023, water and sewer rates within the corporate limits shall be:

	<u>Water</u>	<u>Sewer</u>
Up to and including 2,000 gallons	\$10.97 minimum	\$13.78 minimum
For the next 98,000 gallons	\$5.49/1,000 gal.	\$6.89/1,000 gal.
All over the next 100,000 gallons	\$4.36/1,000 gal.	\$5.49/1,000 gal.
Unmetered residential customers		\$32.81/minimum

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the text after the rate schedules setting forth the multipliers and ready-to-serve charge remain as part of Code 18-205 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: \_\_\_\_\_ June 6 \_\_\_\_\_, 2023

PASSED SECOND AND FINAL READING: \_\_\_\_\_, 2023

\_\_\_\_\_  
Marilyn Howard, Mayor

\_\_\_\_\_  
Lisa Myers, Finance Director

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE REZONING PROPERTY OWNED BY 2415 CONSTRUCTION  
LLC ON SHELTON ROAD, FROM R-1 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 May 15, 2023, considered the amended rezoning request that the property owned by 2415 Construction LLC, described below, be rezoned from R-1 to R-2, 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 to the following described property owned by 2415 Construction LLC on Shelton Road:

TRACT NO. 1: BEGINNING at a point in Huckleberry Creek: thence north 48 deg. 18.5 min, west 224.65 feet to a point; thence north 01 deg. 07 min west 250.15 feet to a point; thence north 34 deg. 09 min. west 125.77 feet to a point; thence north 21 deg. 29 min east 130.53 feet to a point; thence north 45 deg. 10 min. east 208.7 feet to a point; thence north 79 deg. 53.5 min. east 212.84 feet to a point thence north 12 deg. 49 min. west 512.20 feet to a point; thence south 39 deg. 9.5 min. west 379.23 feet to the point of beginning, and containing 5.622 acres, more or less.

TRACT NO. 2: BEGINNING at an iron pin, corner of Tracts 1 and 2 herein; thence north 12 deg. 49 min. west 512.20 feet to a point; thence north 12 deg. 49 min. west 512.20 feet to a point; thence north 62 deg. 22.5 min. east 207.75 feet to a point thence south 63 deg. 11.54 min. east 227.01 feet to a point; thence north 15 deg. 53 min. west 455.38 feet to a point; thence north 71 deg. 10.5 min. west 250 feet to a point thence south 18 deg. 48 min. west 200.51 feet to a point; thence north 71 deg. 46 min. west 147.15 feet to the beginning. And containing 5.011 acres more or less.

However, there is included within the boundaries of Tract No. 2 above, but excluded from this conveyance, the following described parcel of land: Beginning at a stake in the north margin of Shelton Road at the southeast corner of Tract No. 2 above; thence in a westerly direction along the north margin of said road 25 feet to a stake; thence in a northerly direction 200.51 feet to a stake thence in an easterly direction 25 feet to a stake in the northwest corner of a lot owned by Tommy Shelton; thence in a southerly direction along the west line of Tommy Shelton's lot 200.51 feet to the place of beginning.

Being the same property conveyed to Larry W. Shelton and wife, Reeda Shelton, an undivided one-half interest and unto Charles M. Shelton, an undivided one-half interest, their heirs and assigns, by Warranty Deed from Tommy H. Shelton, a widower, dated September 24, 1993, and recorded on September 27, 1993, of record in Book W235, Page 371, in the Register's Office of Coffee County, Tennessee.

BEING all of Tracts 3 and 4 of an unrecorded plat drawn by W. H. Aldred April 11, 1979, and being more particularly described as follows, to-wit:

BEGINNING at an iron pin in the west margin of Shelton Road (50 feet right-of-way), the same point being the southeast corner of the aforesaid Tract 3; thence from said point of beginning North 80 deg. 00 min. West 124.90 feet to a stake; thence south 10 deg. 34 min. West 10.02 feet to a stake; thence North 81 deg. 55. Min. West 150.03 feet to a stake; thence North 74 deg. 12 min. West 96.11 feet to an iron pin; thence North 71 deg. 10.5 min. West 150.12 feet to a stake; thence North 15 deg. 53 min. West 455.38 feet to a stake; thence North 53 deg. 15 min. East 192.33 feet to a stake; thence North 25 deg. 38 min. East 242.27 feet to a stake; thence North 25 deg. 58 min. East 83.37 feet to a stake; thence North 80 deg. 09 min. East 352.52 feet to a stake in the West margin of Shelton Road; thence along the west margin of Shelton Road 1014.34 feet to the point of beginning and containing 11.071 acres.

Being the same property conveyed to Larry W. Shelton and wife, Reeda Shelton, an undivided one-half interest and unto Charles M. Shelton, an undivided one-half interest, their heirs and assigns, by Warranty Deed from Katie Pearl Welch, Maggie Ruth Shelton, Tammy H. Shelton, Jesse P. Shelton, Rena Shores, Wayne Shelton, James Shelton, Kendall Shelton, Billy Shelton, Armond Novello, Jackie M. Novello and Dera O Novello, dated November 13, 1979 of record in Book W171, Page 684, in the Register's Office of Coffee County, Tennessee.

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; 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 May 15, 2023.

PASSED FIRST READING: \_\_\_\_\_ June 6 \_\_\_\_\_, 2023

PASSED SECOND AND FINAL READING: \_\_\_\_\_, 2023

\_\_\_\_\_  
Marilyn Howard, Mayor

\_\_\_\_\_  
Lisa Myers, Finance Director





FEE: 200<sup>00</sup>

DATE: 4/13/23

MEETING DATE: 3/15/23

CASE#: 09-2023

TIME OF MEETING: 5:30 P.M.  
LOCATION: City Hall Meeting Room

- APPROVAL *Positive to BOMZ R-1 to R-2*
- DISAPPROVAL
- NO ACTION TAKEN

**MANCHESTER PLANNING COMMISSION**

NAME OF PROPERTY OWNER: 2415 Construction Inc

ADDRESS OF OWNER: 114 W Fort St Manchester TN 37355

PHONE: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

I hereby request to the Manchester Planning Commission:

Rezoning R1 to R3 Negative

Intended use: R1 to R2 Positive


ADDRESS OF PROPERTY: 0 Shelton Rd Manchester TN 37355

Property Tax Map No. 076 Group \_\_\_\_\_ Control Map \_\_\_\_\_ Parcel No. 132.04

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

NOTE: \_\_\_\_\_

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 \_\_\_\_\_



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

PERMIT #: 116706

DATE ISSUED: 4/20/2023

DESCRIPTION: VAR,SPEC EXC,REZONING,  
ORD AMD

DEBRIS

LOCATION: SHELTON RD  
SUBDIVISION:  
LOT#

AFFADAVIT W/C  
TILE PERMIT

OWNER NAME: 2415 CONSTRUCTION INC.  
ADDRESS: 114 W. FORT ST  
CITY: MANCHESTER  
STATE: TN  
ZIP: 37355  
PHONE:

CONTRACTOR: 2415 CONSTRUCTION INC.  
ADDRESS: 114 W. FORT ST  
CITY: MANCHESTER  
STATE: TN  
ZIP: 37355  
PHONE:

LICENSE:

ELEC CONTRACTOR VALUATION: \$ 0.00  
NO OF ELEVATORS:  
NO OF FLOORS:  
NO OF FAMILIES:  
USE ZONE:R-1 TO R-3  
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.

*[Signature]*  
\_\_\_\_\_  
(SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT)

*4-20-23*  
\_\_\_\_\_  
DATE

*[Signature]*  
\_\_\_\_\_  
(ZONING/BLDG CODE EXAMINER) DATE

\_\_\_\_\_  
(BLDG INSPECTOR) DATE

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE REZONING PROPERTY OWNED BY LOYD GLEN CHAPMAN  
AND SHAWN TRAIL ON 512 W. TAYLOR ST., FROM R-3 TO R-4**

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 June 22, 2023, considered the rezoning request that the property owned by Loyd Glenn Chapman and Shawn Trail, described below, be rezoned from R-3 to R-4, 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-4 to the following described property owned by Loyd Glenn Chapman and Shawn Trail on 512 W. Taylor St.:

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-4; 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 June 22, 2023.

PASSED FIRST READING: \_\_\_\_\_, 2023

PASSED SECOND AND FINAL READING: \_\_\_\_\_, 2023

\_\_\_\_\_  
Marilyn Howard, Mayor

FEE: 200.<sup>00</sup>

DATE: 5-26-23

MEETING DATE: 6-22-23

CASE#: 12-2023

TIME OF MEETING: 5:30 P.M.

APPROVAL Positive to BOMM

LOCATION: City Hall Meeting Room

DISAPPROVAL

NO ACTION TAKEN

**MANCHESTER PLANNING COMMISSION**

NAME OF PROPERTY OWNER: G+T Construction

ADDRESS OF OWNER: P.O. Box 1835 Manchester TN

PHONE: (Home) 273-1685 (Work) \_\_\_\_\_

I hereby request to the Manchester Planning Commission:

Rezoning R-3 to R-4

Intended use: Multi-Family

ADDRESS OF PROPERTY: 512 W-Taylor St.

Property Tax Map No. 075m Group B Control Map \_\_\_\_\_ Parcel No. 003.01

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

NOTE: \_\_\_\_\_

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 \_\_\_\_\_



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

PERMIT #: 116744

DATE ISSUED: 5/26/2023

DESCRIPTION: VAR,SPEC EXC,REZONING,  
 ORD AMD  
 LOCATION: 517 W. TAYLOR ST  
 SUBDIVISION: *512*  
 LOT#

DEBRIS  
 AFFDAVIT W/C  
 TILE PERMIT

OWNER NAME: G & T CONSTRUCTION  
 ADDRESS: P. O. BOX 1835  
 CITY: MANCHESTER  
 STATE: TN  
 ZIP: 37349  
 PHONE: 615-477-8856 SHAWN

CONTRACTOR: G & T CONSTRUCTION  
 ADDRESS: P. O. BOX 1835  
 CITY: MANCHESTER  
 STATE: TN  
 ZIP: 37349  
 PHONE: 273-1685  
 LICENSE:

ELEC CONTRACTOR VALUATION: S 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.

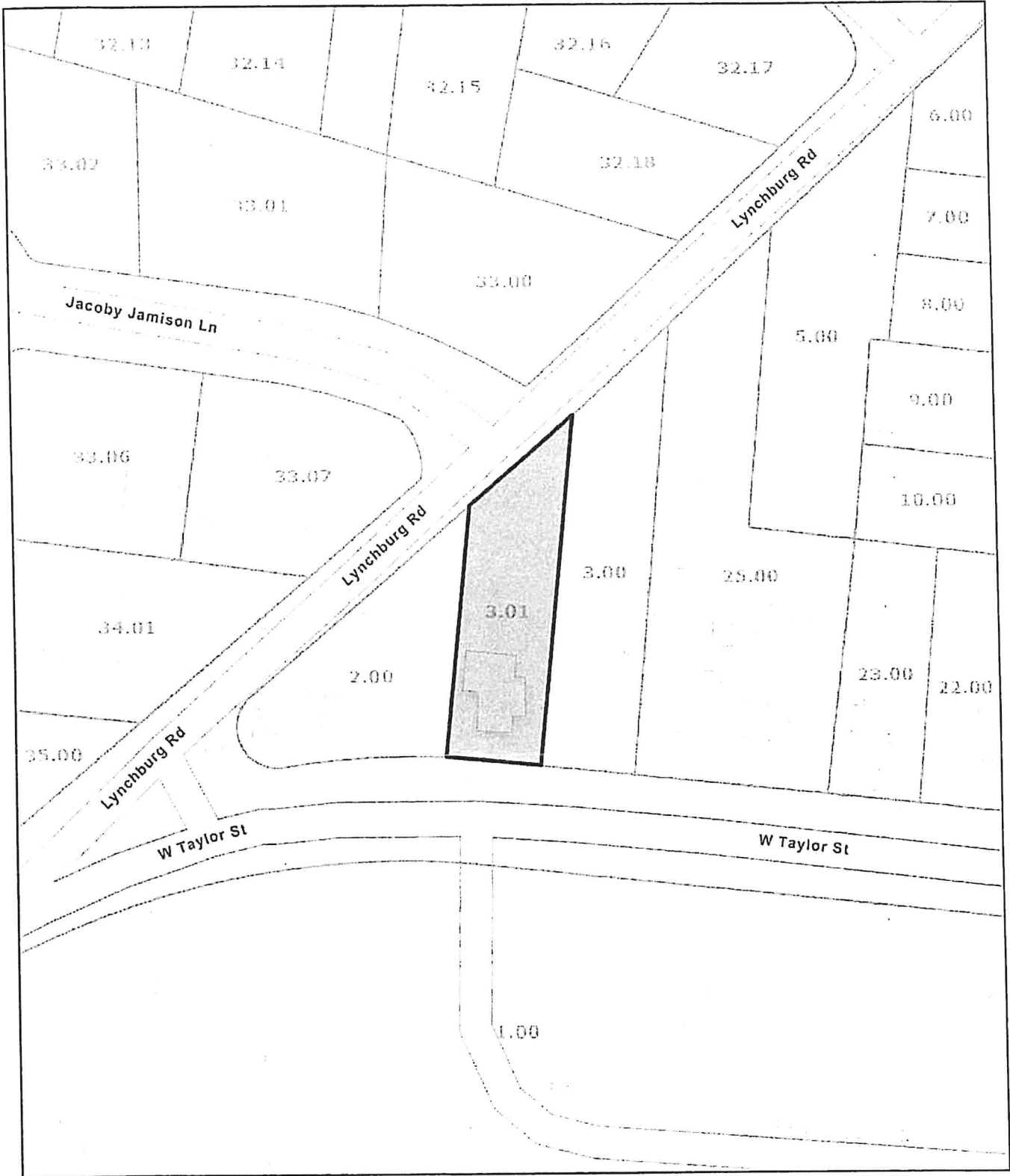
*[Signature]*  
 (SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT)

*05-26-23*  
 DATE

*[Signature]*  
 (ZONING) BLDG CODE EXAMINER) DATE

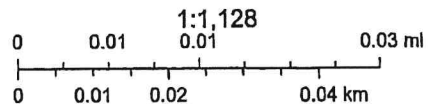
\_\_\_\_\_  
 (BLDG INSPECTOR) DATE

# Coffee County - Parcel: 075M B 003.01



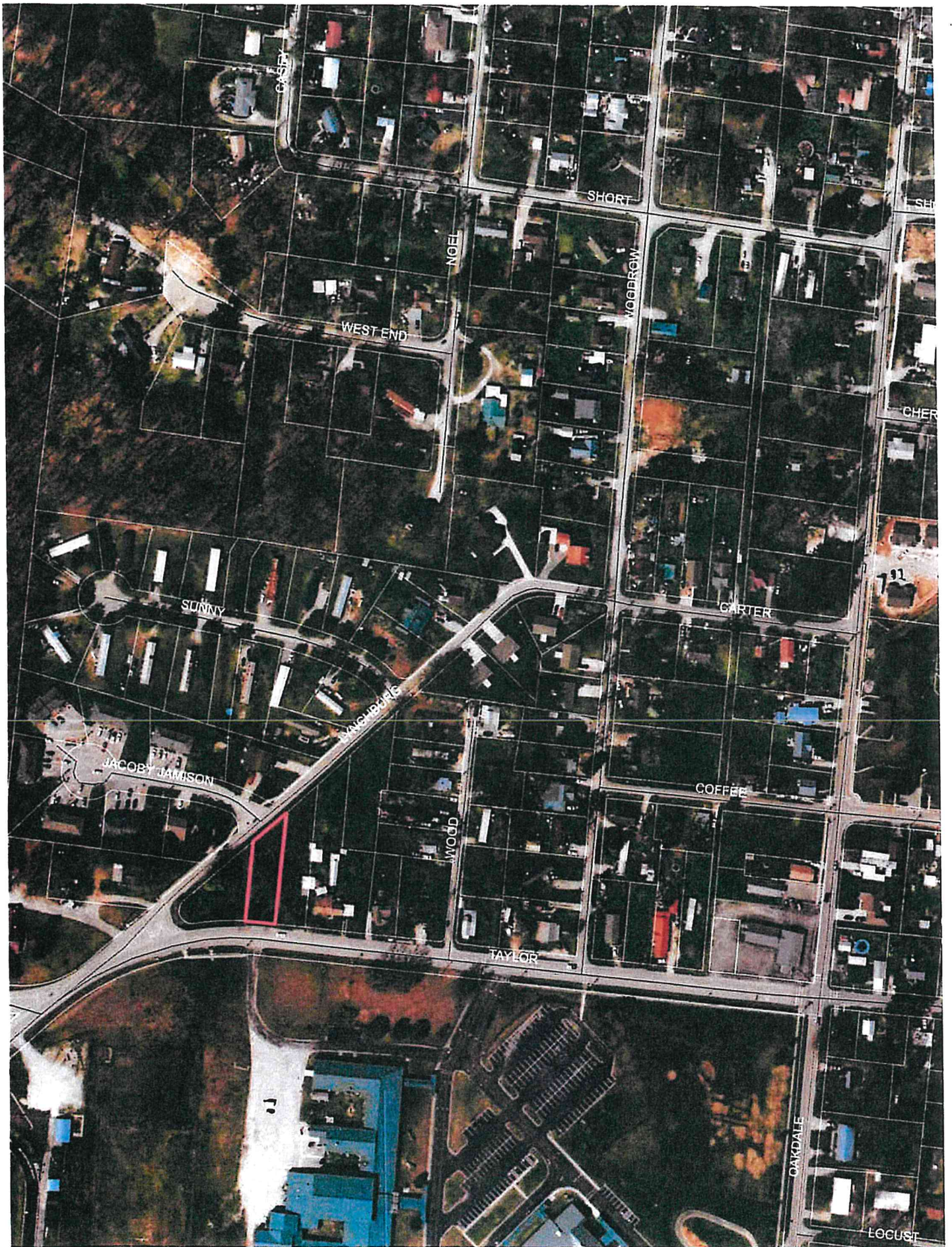
Date: May 26, 2023

County: Coffee  
Owner: DODGE ROSE LONNETTE  
Address: W TAYLOR ST 512  
Parcel Number: 075M B 003.01  
Deeded Acreage: 0  
Calculated Acreage: 0



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The property lines are compiled from information maintained by your local







**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE REZONING PROPERTY OWNED BY LOYD GLEN CHAPMAN  
AND SHAWN TRAIL ON 811 LYNCHBURG RD., FROM R-3 TO R-4**

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 June 22, 2023, considered the rezoning request that the property owned by Loyd Glenn Chapman and Shawn Trail, described below, be rezoned from R-3 to R-4, 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-4 to the following described property owned by Loyd Glenn Chapman and Shawn Trail on 811 Lynchburg Rd.:

Map 075M, Group B, Parcel 002.00

Beginning at an iron pin in the north margin of Taylor Street and being the southeast corner of the property herein conveyed thence from said point South 87 deg. 07 mi. 17 sec. West 111.29 stake; thence North 27 deg. 13 min. 14 sec. West 16.68 feet to a stake, which stake is located at the intersection of the Old Lynchburg Road and Taylor Street; thence North 49 deg. 03 min. 13 sec. East 93.60 feet to a stake in the edge of the right of way of the Old Lynchburg Road; thence further along the Old Lynchburg Road North 48 deg. 49 min. 59 sec. East a distance of 95.54 feet to an iron pin; thence South 04 deg. 07 min. 00 sec. West 143 feet along a fence to the point of beginning, as depicted by survey of Alton C. Morris, dated 13 October, 1982.

Being a portion of the same property conveyed to Loyd Glen Chapman and Shawn Trail from Rose Lonnette Dodge by Warranty Deed dated May 24, 2023 of record in Book 432, Page 454, Register's Office of Coffee County, Tennessee.

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-4; 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 June 22, 2023.

PASSED FIRST READING: \_\_\_\_\_, 2023

PASSED SECOND AND FINAL READING: \_\_\_\_\_, 2023

\_\_\_\_\_  
Marilyn Howard, Mayor

\_\_\_\_\_

FEE: 200.00

DATE: 5-26-23

MEETING DATE: 6-22-23

CASE#: 11-2023

TIME OF MEETING: 5:30 P.M.

APPROVAL Positive to BOMA

LOCATION: City Hall Meeting Room

DISAPPROVAL

NO ACTION TAKEN

**MANCHESTER PLANNING COMMISSION**

NAME OF PROPERTY OWNER: G & T Construction

ADDRESS OF OWNER: P.O. Box 1835 Manchester TN

PHONE: (Home) 273-1685 (Work) \_\_\_\_\_

I hereby request to the Manchester Planning Commission:

Ø Rezoning R-3 to R-4

Intended use: Multi-family

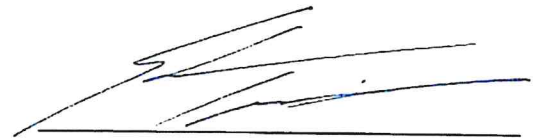
ADDRESS OF PROPERTY: 811 Lynchburg Rd.

Property Tax Map No. 075m Group Ø Control Map \_\_\_\_\_ Parcel No. 002.00

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

NOTE: \_\_\_\_\_

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

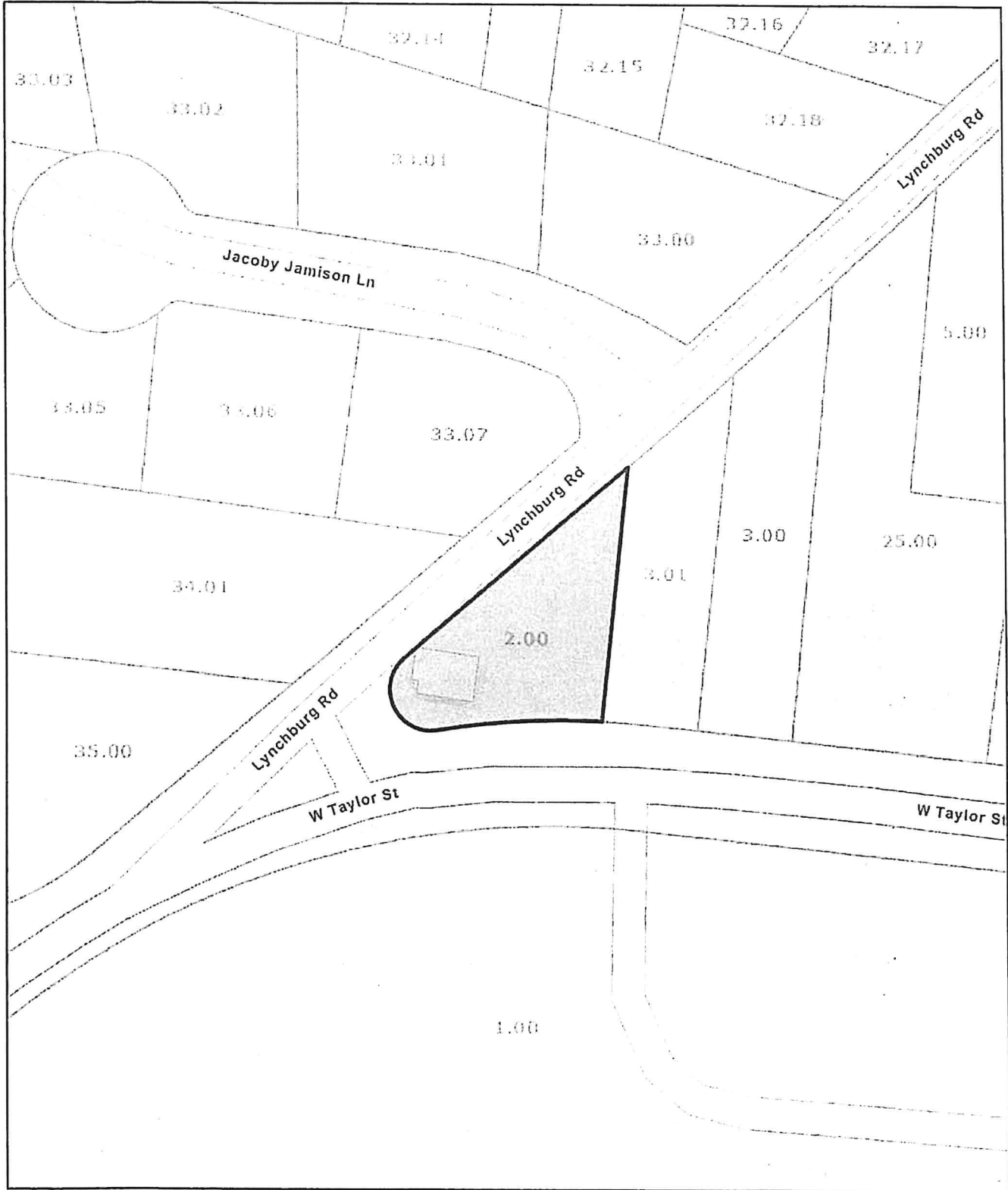


Signature of Owner / Authorized Agent

Ø Rezoning instruction sheet received \_\_\_\_\_

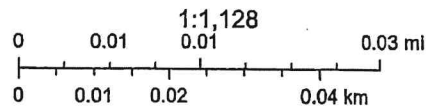
Ø Site Plan checklist received \_\_\_\_\_

# Coffee County - Parcel: 075M B 002.00



Date: May 26, 2023

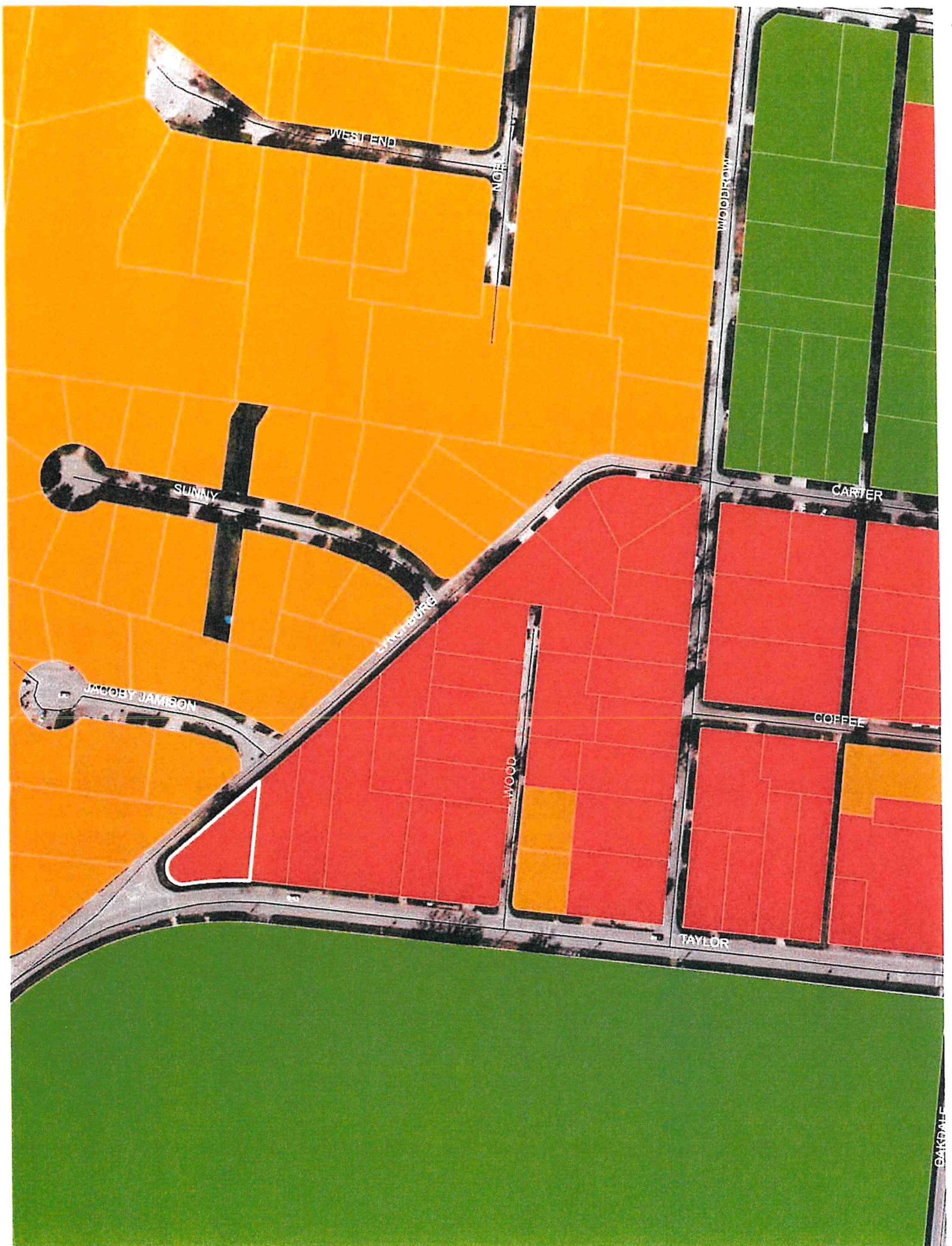
County: Coffee  
Owner: DODGE ROSE LONNETTE  
Address: LYNCHBURG RD 811  
Parcel Number: 075M B 002.00  
Deeded Acreage: 0  
Calculated Acreage: 0



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The property lines are compiled from information maintained by your local









ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE ADDING PROVISIONS TO MANCHESTER MUNICIPAL CODE  
REGARDING CITIZENS COMMENTS**

WHEREAS the Manchester Municipal Code provides for the procedures used during Board, Committee and Commission meetings; and

WHEREAS the Board of Mayor and Aldermen believes it in the best interest of the City of Manchester that certain additions be made to those procedures to coincide with recent Tennessee legislation.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that there be an addition to Title 1, by adding the following:

**“1-111. Citizen’s Comments.** During every Board, Committee, and Commission meeting within City government their shall be one time set aside on the agenda for citizens to comment on relevant agenda items for that particular meeting.

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: \_\_\_\_\_, 2023

\_\_\_\_\_  
Marilyn Howard, Mayor

\_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TO ADD A PROVISION TO TITLE 5 CHAPTER 7 OF  
MANCHESTER MUNICIPAL CODE TO ADOPT A CYBERSECURITY AND BID  
POLICY**

WHEREAS the City of Manchester maintains well established rules, policies, and regulations pertaining to information security and bid procedures, which vendor bidding procedure and information use policies are in separate chapters as set forth in Titles 4 and 5 of the Manchester Municipal Code; and

WHEREAS the Information Security Committee recommends and the Board of Mayor and Aldermen of the City of Manchester believes it to be in the best interest of the City to adopt an additional cybersecurity and bid policy as directed by Federal and State law.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the Manchester Cybersecurity and Bid Policy attached to this ordinance as Exhibit "A" shall become part of the Manchester Code by reference.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that there be added to Title 5 Chapter 7 of Manchester Municipal Code the following provision:

**"5-726. Cybersecurity and Bid Policy.** A Cybersecurity and Bid policy is hereby adopted for the City of Manchester as contained in an Information Security Program Manual in the office of the Records Custodian of the City of Manchester, Tennessee, which is hereby adopted and incorporated by reference as part of this code and hereafter referred to as the Manchester Cybersecurity and Bid Policy. The provisions of this policy shall govern if another portion of this code is in contradiction of the terms herein."

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: \_\_\_\_\_, 2023

\_\_\_\_\_  
Marilyn Howard, Mayor

\_\_\_\_\_  
Lisa Myers, Finance Director

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND MANCHESTER MUNICIPAL CODE 1-110 RELATIVE TO POLICIES AND PROCEDURES COMMITTEE**

WHEREAS Manchester Municipal Code 1-110 created the Manchester Policies and Procedures Committee in 2012; and

WHEREAS the Board of Mayor and Alderman has come to the conclusion that the Policies and Procedures Committee and its processes, as outlined in the code, has never effectively met to make recommendations to the Board of Mayor and Alderman concerning policies and procedures, and the City of Manchester believes it to be in the best interest of the City to revise its code to delete this requirement currently; and after consultation, to decide how this procedure should be promulgated in the future.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 1-110 be amended to delete the wording in its entirety.

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

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Lisa Myers, Finance Director

## **Job Description: Water and Sewer Office Billing Manager**

Position Overview: We are seeking a highly skilled and motivated individual to join our team as a Water and Sewer Office Billing Manager. The ideal candidate will possess a college degree, along with a strong background in accounting and financial management. As the Billing Manager, you will be responsible for overseeing all aspects of billing operations, managing customer accounts, and ensuring accurate and timely billing processes for water and sewer services. This is a critical role that requires attention to detail, exceptional organizational skills, and the ability to work effectively in a fast-paced environment.

### Key Responsibilities:

- Manage the day-to-day operations of the Water and Sewer Office Billing Department, including supervising staff, assigning tasks, and providing guidance and support.
- Develop and implement billing policies, procedures, and controls to ensure accurate and efficient billing processes.
- Maintain customer accounts and ensure accurate record-keeping of billing information, payments, and adjustments.
- Review and reconcile billing statements, identifying discrepancies and taking appropriate corrective actions.
- Respond to customer inquiries, concerns, and complaints regarding billing matters in a timely and professional manner.
- Collaborate with other departments, such as Finance and Customer Service, to resolve billing issues and improve overall billing processes.
- Analyze billing data and generate reports to track billing performance, identify trends, and provide recommendations for improvement.
- Stay up-to-date with industry regulations and best practices related to water and sewer billing, ensuring compliance with legal and regulatory requirements.
- Assist in the preparation of annual budgets, providing input on revenue projections and cost analysis related to billing operations.
- Train and develop staff members, conducting performance evaluations and implementing training programs as needed.

### Qualifications and Skills:

- Bachelor's degree in a relevant field, such as Accounting, Finance, or Business Administration.
- Proven experience in billing operations, preferably in the water and sewer industry.
- Strong knowledge of accounting principles and practices, including billing, accounts receivable, and general ledger reconciliation.

- Proficiency in using billing software and computer systems, with the ability to quickly learn new software applications.
- Excellent analytical and problem-solving skills, with a keen eye for detail and accuracy.
- Exceptional organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Strong communication and interpersonal skills, with the ability to work effectively with both internal and external stakeholders.
- Ability to lead and motivate a team, fostering a positive work environment and promoting professional development.
- Familiarity with relevant regulations and industry standards related to water and sewer billing is preferred.

If you are a self-driven professional with a passion for accuracy and efficiency in billing operations, and you possess the necessary qualifications and skills, we encourage you to apply for this challenging and rewarding position. Join our team and contribute to the delivery of essential water and sewer services to our community.

**City of Manchester**  
**Job Description**

**Job Title:** Aquatics Manager

**Department:** Parks and Recreation

**Reports to:** Parks and Recreation Director

**FLSA Status:** Non-Exempt

**Prepared by:** A.J. Fox

**Prepared Date:** 07/10/23

**Approved By:**

**Approved Date:**

**SUMMARY**

The position is under the direction of the Parks and Recreation Director. Plans, administers, and directs aquatics programs for the Parks and Recreation Department by performing the following duties personally or through subordinate staff. These aquatics duties include but are not limited to: supervise cleaning, balancing pool chemicals, maintaining proper water levels, train lifeguards, upholding safety standards in the aquatics area, and provide aquatic programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Studies and analyzes recreational needs and resources to produce a variety of programs for the aquatics area
- Develops short- and long-term goals and objectives with the Parks and Recreation Director
- Leads recreational programs to individuals and/or groups through personal participation, teaching, and staff assignments
- Conducts or supervises daily cleaning of pools, deck, and locker rooms
- Backwashes the aquatic filter systems
- Adds chemicals in prescribed amounts to balance water chemistry
- Maintains daily records pertaining to chemical levels, water temperature, water levels, and safety protocols
- Collaborates with public health department concerning health codes
- Develops program schedules and coordinates with other staff members and maintenance staff
- Trains or provides training for lifeguards and water safety instructors
- Develops work schedules for lifeguards and water safety instructors
- Develops advertising media to promote aquatics events, programs, and operational hours
- Recommends purchases of necessary equipment, services, and chemicals from outside vendors to the Parks and Recreation Director
- Inputs aquatic programs in recreation software

- 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 organizations that utilize the aquatic facilities
- Supervises recreation center and part-time staff when assigned
- Drive van/bus for programs and special events
- Works front desk when needed
- Other duties may be assigned

### **SUPERVISORY RESPONSIBILITIES**

- Supervises aquatic staff to include but not limited to lifeguards and water safety instructors
- 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:**

- CPR, First Aid, AED, and other required trainings to be lifeguard certified are required or able to be obtained within six months of hire date
- Water Safety Instructor certification is preferred
- Aquatic Facility Operator or Commercial Pool Operator is preferred
- Must possess a valid driver's license.
- Obtain F Endorsement on driver's license 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
- Must be able to tolerate aquatic facilities that are sanitized by chlorine

**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

**City of Manchester  
Job Description**

**Job Title:** Athletics Coordinator  
**Department:** Parks and Recreation  
**Reports to:** Parks and Recreation Director  
**FLSA Status:** Non-Exempt  
**Prepared by:** A.J. Fox  
**Prepared Date:** 07/10/23  
**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 staff. 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
- 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

## **City of Manchester Job Description**

**Job Title:** Wellness Manager  
**Department:** Parks and Recreation  
**Reports to:** Parks and Recreation Director  
**FLSA Status:** Non-Exempt  
**Prepared by:** A.J. Fox  
**Prepared Date:** 07/10/23  
**Approved By:**  
**Approved Date:**

### **SUMMARY**

The position is under the direction of the Parks and Recreation Director. Plans, administers, and directs wellness programs for the Parks and Recreation Department by performing the following duties personally or through subordinate staff. These wellness duties include but are not limited to: supervises and maintains cleanliness of the wellness room, aerobics room, and spin room. Schedule and teach group fitness and water aerobics classes. Maintains proper working order of wellness equipment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Studies and analyzes recreational needs and resources to produce a variety of wellness programs
- Develops short- and long-term goals and objectives with the Parks and Recreation Director
- Leads recreational programs to individuals and/or groups through personal participation, teaching, and staff assignments. Must have the knowledge and ability to design wellness programs for specific age groups, ability levels, and design personal workout routines
- Conducts or supervises daily cleaning of wellness areas
- Maintains proper working order of wellness equipment by personally servicing equipment or submitting work orders for repairs
- Develops program schedules and coordinates with other staff members and maintenance staff
- Develops advertising media to promote wellness events, programs, and operational hours
- Recommends purchases of necessary equipment and services from outside vendors to the Parks and Recreation Director and maintains contact with vendors
- Inputs wellness programs in recreation software
- 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 organizations that utilize wellness areas and provide recreational programs in the community
- Supervises recreation center and part-time staff when assigned
- Drive van/bus for programs and special events
- Works front desk when needed
- Other duties may be assigned

#### **SUPERVISORY RESPONSIBILITIES**

- Supervises wellness staff
- 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:**

- Should hold and maintain at least one national professional certification as a personal trainer or fitness instructor
- CPR, First Aid, and AED are required or able to be obtained within six months of hire date
- Must possess a valid driver's license
- Obtain F Endorsement on driver's license 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
- Must maintain a healthy physical condition to allow teaching of group fitness and water aerobics classes

**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