

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN AGENDA
January 2, 2024 @ 6:30 P.M.
City Hall Board Room
5:30 PM BOMA Work Session

1. **INVOCATION:**

2. **PLEDGE TO THE FLAG**

3. **ROLL CALL**

4. **MINUTES**

- December 5, 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 approve a contract in the amount of Sixty-Seven Thousand Two Hundred Fifty and 00/100 Dollars (\$67,250.00) with Southern Flooring, Inc. for Recreation Center weight room floor replacement, Project #102-184.04; sponsored by Alderman Anderson.
- b) A resolution to amend by-laws of the Greater Manchester Economic Development Board; sponsored by Vice Mayor Messick.

Ordinances:

- a) 1st reading of an ordinance to amend Manchester Municipal Code 12-401 et. seq. RELATIVE TO BUILDING IMPACT FEES; sponsored by Vice Mayor Messick.

10. **OLD BUSINESS**

11. **NEW BUSINESS**

- Rescue Squad Training Waiver-Use of Rec Complex Pool
- Recognize Austin Haithcote TAUD Apprenticeship Certification

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

13. **ADJOURNMENT:**

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
Meeting Minutes
December 5th, 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, MWSD Director Miller, Public Works Kristina Moore, Parks/Rec Director Fox, Asst. Parks/Rec. Director Johnson, I.S. Director Smotherman, MPD Chief Sipe, MPD Assistant Chief Floied, MFD Training Captain Reed, Community Development & Zoning Director Brittany Fiske, Engineer Scot St. John, and other citizens. Absent was Chief Chambers and Public Works Director Gannon. The meeting opened with a prayer by Pastor Ron Fuller, 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: Alderman Parsley made a motion to approve the November 2nd, 2023, BOMA Minutes and BOMA Beer Board Minutes. Alderman Bellamy seconded the motion. Mayor Howard called for the roll and the motion passed 6-0.

CORRESPONDENCE: Finance Director Myers read a thank you note from Dr. Joey Vaughn addressing his father's passing.

COMMENTS FROM CITIZENS:

COMMENTS FROM MAYOR: Mayor Howard thanked everyone for attending, and wished Alderman Parsley a Happy Birthday.

Safety Committee- Chief Sipe discussed that his department has received 5 of the 7 Durangos and the next meeting would be 12-11-23.

Finance Committee- Director Myers discussed the next finance committee meeting would be a Special Called on 12-14-23 at 4 pm, and RFPs have been advertised for an Insurance Broker.

Street Committee- Administrative Assistant Kristina Moore stated their next meeting would be 12-14-23, and they did not meet in November.

Water /Sewer Commission- Director Miller stated they would not meet in December and the water line project on McArthur St. and Iris Drive is close to finishing.

Recreation Commission- Director Fox thanked everyone associated with the Christmas Parade, and discussed the Trees of Christmas.

Tourism Development Commission- Alderman Hobbs stated they would not meet in December.

Planning & Zoning Commission- Director Fiske stated next meeting would be a Special Called on 12-18-23 @ 5:30 pm.

Information Systems Committee- Director Smotherman stated no meeting in November.

Historic Zoning Commission- Director Fiske announced they would have a Special Called meeting in January, and no meeting in December.

RESOLUTIONS & ORDINANCES

Resolutions: a resolution to approve purchase of Batesville property addressed under new business

Ordinances:

- a) 2nd 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. (tabled 11-7-23) Vice Mayor Messick made a motion to untable and seconded by Alderman French. Mayor Howard opened the floor to discussion and called for the roll. The motion passed 6-0. Alderman French made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to a public hearing. Mayor Howard called for the roll and the ordinance passed 2nd and final reading 5-1 with Alderman Anderson voting nay.

- b) 2nd 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. (tabled 11-7-23) Vice Mayor Messick made a motion to untable and seconded by Alderman French. Mayor Howard opened the floor to discussion and called for the roll. The motion passed 6-0. Alderman French made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to a public hearing. Mayor Howard called for the roll and the ordinance passed 2nd and final reading 5-1 with Alderman Anderson voting nay.
- c) 2nd reading of an ordinance rezoning property owned by Mark Willis on Doak Road, from R-1 to C-2 sponsored by Vice Mayor Messick. (tabled 11-7-23) Vice Mayor Messick made a motion to untable and seconded by Alderman French. Mayor Howard opened the floor and called for the roll. The motion to untable the ordinance passed 6-0. Alderman French made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to a public hearing. City resident Eric Saunders addressed the BOMA in opposition of the ordinance. Mayor Howard called for the roll and the ordinance passed 2nd and final reading 6-0.
- d) 2nd reading of an ordinance to revise Title 14 Chapter 12 of Manchester Municipal Code, Stormwater Ordinance; sponsored by Vice Mayor Messick. Alderman Hobbs made a motion to approve and seconded by Alderman Anderson. Mayor Howard opened the floor to a public hearing and called for the roll. The ordinance passed 2nd and final reading 6-0.

OLD BUSINESS: none

NEW BUSINESS

- Job Description Discussion: Chief of Staff/ Project Planner/ Chief Operating Officer/ City Manager: Vice Mayor Messick made a motion to approve Chief of Staff job description and seconded by Alderman French. Mayor Howard opened the floor to discussion and after none called for the roll. The motion passed 5-1 with Alderman Parsley voting nay.
- Discussion Remodeling Manchester City Schools & Land Acquisition: Manchester City School Director Dr. Joey Vaughn stated at this time they are not ready to discuss the remodeling project, and asked to speak about the land acquisition of 85 acres of the Batesville property. Dr. Vaughn discussed taking the 85 acres (35,000 per acre) and splitting the cost between the Manchester City School System and the City of Manchester. Dr. Vaughn stated that would prepare the city for educational growth and additional growth to the City. Dr. Vaughn stated there would be a board to oversee the property. Alderman French made a motion to pay half and there would be an oversight board, and we would have two budget years to pay with no interest, seconded by Alderman Hobbs. Mayor Howard discussed if we go 50/50 an authority like the PBA authority would need to be formed. Attorney Johnson discussed we would not have to form a board and we have two options. We could set up a joint governing board and operates like a PBA. The other option to put in one of the entities name but can be used by the City. Alderman French made stated he removes his motion and it could be added to future discussion but wants to make a motion to fund 50 percent of the acquisition so it can sell. Alderman Hobbs made a second and stated it had gone through Finance with a positive recommendation. Mayor Howard discussed the stipulations for the land by Batesville. Dr. Vaughn discussed that the school system would need 70 acres and the city could use 15 acres for municipal growth, like a police department. The acreage would allow 2 schools to be built on the 70 acres. A discussion ensued if there would be a high school built on the property. Dr. Vaughn reiterated that the 70 acres would be for future school growth and 15 acres for municipal growth. Alderman French rescinded his first motion and second motion and made a motion to give the school system all 85 acres but did not receive a second. Alderman Bellamy discussed we need to stick with what we have been talking about giving the city government 15 acres. Alderman Bellamy made a motion to by the property 15 acres go to the city government and 70 goes to the school, and the cost would be split 50/50, Alderman Bellamy stated technically all the land goes to the City and seconded by Alderman Anderson. The motion passed 6-0. Mayor Howard asked about the overcrowded schools

and what is the plan. Dr. Vaughn stated they have a board that will be addressing the needs. Dr. Vaughn discussed the overcrowding at Westwood Middle School, and Westwood Elem. is at full capacity. Dr. Vaughn discussed that College Street is in good shape right now. Mayor Howard stated she is concerned about our schools, but also about our roads and sewer.

- Vice Mayor Messick made a motion to reconsider the Land Use Plan and seconded by Alderman French. Mayor Howard opened the floor to discussion and after none called for the roll. The motion passed to reconsider 6-0. Alderman French made a motion to approve the Land Use Plan Ordinance and seconded by Vice Mayor Messick. Alderman Anderson stated she would be voting no on the ordinance because she would have liked to have seen a professional planner involved in the process and concerned with the processes. Mayor Howard called for the roll and the ordinance passed first reading 4-2 with Alderman Anderson and Alderman Parsley voting nay.

- Alderman Bellamy asked to make a motion that the BOMA and City of Manchester give a minimum of 5,000 but preferably 10,000 to the Coffee County Rescue Squad and wants that done immediately if the motion passes. Alderman Anderson seconded the motion to give 10,000. A discussion ensued about a budget amendment and the need to write the check immediately. The motion passed 6-0 to give the Coffee County Rescue Squad 10,000.

- **COMMENTS FROM BOMA:** Alderman French thanked the Planning and Zoning Commission members for coming and speaking to the BOMA. Alderman Hobbs thanked the School Board and the Land-Use Plan Board. Vice Mayor Messick stated this is a great little town and the Christmas Parade was the best, also he thanked the Planning and Zoning Committee members for coming out tonight. Alderman Parsley thanked everyone for trying to move us forward and everyone attending. Mayor Howard wished everyone a Merry Christmas and how she is for schools and concerned with the overcrowding.

ADJOURNMENT:

- Being no further business to discuss, Mayor Howard asked for a motion to adjourn and Alderman Bellamy made the motion. The motion was seconded by Alderman French. The motion to adjourn was passed 6-0. The meeting adjourned at 7:23 p.m.

SIGNATURES:

Mayor Marilyn Howard

Executive Administrative Assistant Keele

RESOLUTION NO. _____

A RESOLUTION TO APPROVE A CONTRACT IN THE AMOUNT OF SIXTY SEVEN THOUSAND TWO HUNDRED FIFTY AND 00/100 DOLLARS (\$67,250.00) WITH SOUTHERN FLOORING, INC. FOR RECREATION CENTER WEIGHT ROOM FLOOR REPLACEMENT, PROJECT #102-184.04

WHEREAS the City of Manchester solicited rebids for the replacement of the Recreation Center's Weight Room floor after damage was incurred; and

WHEREAS the rebids were reviewed by the City's Engineer firm and the Finance Department and after said review, Southern Flooring, Inc. was the low bidder for the base rebid, and by letter, the City engineer firm recommended acceptance of the base rebid of Southern Flooring, Inc., for the replacement of the Recreation Center's Weight Room floor; and

WHEREAS Manchester Municipal 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.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester enter into a contract with Southern Flooring, Inc., for the replacement of the Recreation Center Weight Room floor, Project # 102-184.04 for the base rebid of Sixty Seven Thousand Two Hundred Fifty and 00/100 Dollars (\$67,250.00).

Resolved this _____ day of January, 2024.

Marilyn Howard, Mayor

Lisa Myers, Finance Director

RESOLUTION NO. _____

**A RESOLUTION TO AUTHORIZE THE AMENDMENT OF THE BY-LAWS OF THE
GREATER MANCHESTER ECONOMIC DEVELOPMENT CORPORATION OF
MANCHESTER, TENNESSEE**

WHEREAS the City of Manchester Board of Mayor and Aldermen had previously granted permission for the formation of the Greater Manchester Economic Development Corporation by Resolution 71-2019 dated May 7th, 2019, and approved its charter and bylaws; and

WHEREAS, after due consideration, and the recommendation of the Board of Directors of the Greater Manchester Economic Corporation, the Board of Mayor and Aldermen determined that it is wise, expedient, necessary and advisable that the By-Laws be amended to increase the Board membership to as much as 9 members

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the By-Laws of the Greater Manchester Economic Development Council be amended as reflected in the attachment and incorporated by reference in this resolution.

Resolved this ____ day of January 2024.

Lisa Myers, Finance Director

Marilyn Howard, Mayor

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND MANCHESTER MUNICIPAL CODE 12-401 et.seq.
RELATIVE TO BUILDING IMPACT FEES**

WHEREAS the City of Manchester continues to grow at an increasing rate that impacts school population and other city services and infrastructure; and

WHEREAS Manchester Municipal Code 12-401 et.seq. currently sets fees for building permits and other charges for construction type activities within the City limits; and

WHEREAS Manchester Municipal Code 14-803 gives the authority to enact and amend the fee schedule for building permits to the Board of Mayor and Aldermen; and

WHEREAS, at the recommendation of the Manchester Finance Committee, 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 permit fees and charges by adding certain impact fees.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code Title 12, Chapter 4, be amended to add the following:

“12-410 Rates for Building Impact Fees

Effective _____, _____, 2024, building impact fees within the corporate limits shall be:

Single residential Units	\$2.00 per square foot
Multi-Family Residential Units	\$2.00 per square foot
All Other Building Types	\$1.00 per square foot

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the funds generated from these impact fees

be shared between the Manchester Education Capital Fund (80%) for new projects and to other city infrastructure projects (20%) and used accordingly.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on the date listed previously 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: _____, 2024

PASSED SECOND AND FINAL READING: _____, 2024

Marilyn Howard, Mayor

Lisa Myers, Finance Director



557 N. Woodland St.
Manchester, TN 37355
Phone: (931) 728-0273

December 19, 2023

To the Board of Mayor and Alderman,

At the December 7, 2023 Manchester Parks and Recreation commission meeting a request was made to waive the fees for pool use by the Coffee County Rescue Squad. The ordinance Amending/Establishing fees for pool use was referenced. Under current rules we would need to charge to cover the costs of lifeguards. The Recreation Commission voted to recommend waiving those fees. Please consider approving the request to waive all fees for the Coffee County Rescue Squad for the calendar year of January 1, 2024 - December 31, 2024. Thank you.

Respectfully Submitted by,

A handwritten signature in blue ink that reads "Becki Johnson". The signature is written in a cursive, flowing style.

Becki Johnson, Assistant Director- Parks and Recreation