

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN AGENDA
August 6th, 2024 @ 6:30 P.M.
City Hall Board Room
No BOMA Work Session

1. **INVOCATION:** Pastor Billy Levengood
2. **PLEDGE TO THE FLAG**
3. **ROLL CALL**
4. **MINUTES**
 - July 2nd, 2024 BOMA Meeting Minutes and BOMA Beer Board Minutes; August 2nd, 2024 BOMA Special Call 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 adopting Plans of Services preliminary to annexation of Thirteen and Sixty-Three/Hundredths (13.63) Acres of property owned by J.J. Manchester, located on Hospitality Blvd.; sponsored by Vice Mayor Messick.
 - b) A resolution annexing Thirteen and Sixty-Three/Hundredths (13.63) Acres of property owned by J.J. Manchester LLC., located on Hospitality Blvd.; sponsored by Vice Mayor Messick.
 - c) A resolution adopting a MWSD Policy for mandatory emergency on-call roster; sponsored by Vice Mayor Messick.

Ordinances:

 - a) 2nd reading of an ordinance rezoning property owned by Mike and Mildred Henley on Oakdale St., from R-3 to R-4; sponsored by Vice Mayor Messick.
 - b) 2nd reading of an ordinance to amend Manchester Municipal Code 8-215, Hours of Sale for Beer; sponsored by Alderman Hobbs.
 - c) 1st reading of an ordinance rezoning property owned by J.J. Manchester LLC., located on Hospitality Blvd. and recently annexed into the City, from RS-1 to C-2.; sponsored by Vice Mayor Messick.
 - d) 1st reading of an ordinance to amend Manchester Municipal Code 14-707 relative to Absolute Minimum Lot Size; sponsored by Vice Mayor Messick.
 - e) 1st reading of an ordinance to amend Manchester Municipal Code 14-516 relative to Temporary Political Signs; sponsored by Vice Mayor Messick.
 - f) 1st reading of an ordinance of the City of Manchester, Tennessee, adopting a budget for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025; sponsored by Alderman Hobbs.
(Passed 1st reading 8-2-24 – 2nd reading 8-19-24 Special Called BOMA Meeting)
10. **OLD BUSINESS**
11. **NEW BUSINESS**
 - MWSD Job Descriptions: Heavy Equip. Operator – Wastewater Operator – Distribution Operator - Foreman
12. **ITEMS FROM THE BOARD OF MAYOR AND ALDERMAN**
13. **ADJOURNMENT:** BEER BOARD TO FOLLOW

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
Meeting Minutes
July 2nd, 2024, @ 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 (7:02 pm), Alderman Anderson, Alderman Bellamy, Alderman Hobbs, Vice Mayor Messick, Attorney Johnson, Executive Administrative Assistant Keele, Finance Director Burrows, MWSD Director Miller, Asst. Director Parks/Rec. Johnson, I.S. Director Smotherman, MPD Chief Sipe, MPD Assistant Chief Floied, MFD Chief Chambers, Public Works Kristina Moore, Community Development & Zoning Director Brittany Fiske, MWSD Director Jeffrey Perry, Engineer Adam Carter, and other citizens. Absent was Alderman Parsley, Parks & Rec. Director Fox, and Public Works Director Gannon. Meeting opened with a prayer by Minister Hart and the pledge to the flag was spoken in unison. Mayor Howard called the meeting to order.

ROLL CALL:

Finance Director Burrows called the roll. Alderman Parsley and Alderman French absent

APPROVAL OF MINUTES:

Alderman Hobbs made a motion to approve the June 4, 2024 BOMA Minutes and BOMA Beer Board Minutes; June 27, 2024 BOMA Special Call Minutes. The motion was seconded by Alderman Bellamy and the motion carried 4-0.

CORRESPONDENCE: none

COMMENTS FROM CITIZENS: Coffee County resident Sarah Bradley commented on the bid for the Sewer Interceptor Cleaner resolution.

COMMENTS FROM MAYOR: Mayor Howard thanked everyone for attending the meeting.

Safety Committee- Chief Sipe stated next meeting is on July 8th. Chief Sipe discussed Bonnaroo operations. Chief Sipe recognized Officer Wigley and Officer Bellamy that completed the TN Law Enforcement Academy.

Finance Committee- Finance Director Burrows stated the finance committee has met to discuss and finalize the FY 2024-2025 budget.

Street Committee- Kristina Moore stated they did not meet in June and are busy with paving and the Hills Chapel Sidewalks.

Water /Sewer Commission- Director Perry discussed items that have been ordered and the oxidation ditch. Director Perry stated that there needs to be a resolution made for a mandatory On-Call policy. Director Perry discussed a reporting system that has been implemented. Director Perry discussed filling 5 positions.

Recreation Commission- Director Fox discussed the upcoming 4th of July events. Director Fox stated they had started the Ball-Park Lighting Project.

Tourism Development Commission- Alderman Hobbs asked Katy Riddle to discuss a marketing grant and showcased the new video

Planning & Zoning Commission- Director Fiske stated the July 15th agenda would be posted on Monday. Director Fiske stated the impact fees were implemented on July 1st.

Information Systems Committee- nothing to report.

Historic Zoning Commission- Director Fiske stated no July or August meeting scheduled.

RESOLUTIONS & ORDINANCES

Resolutions:

- a) A resolution authorizing the purchase of Twenty (20) MSA G-1 Breathing Apparatuses at One Hundred and Sixty Thousand Dollars and 00/100 Dollars (\$160,000.00) for use of the Fire Department of the City of Manchester; sponsored by Alderman Hobbs. Fire Chief Chambers asked that the resolution be tabled to the next meeting. Alderman Bellamy made a motion to approve the resolution to be tabled to the next meeting after the safety committee meets and seconded by Hobbs. 4-0
- b) A resolution approving a contract with Insituform Technologies, LLC, in the amount of Three Hundred and Fifty-One Thousand Five Hundred and Twenty-One and 50/100 Dollars (\$351,521.50) for Sewer Interceptor Cleaning and Internal Inspection, Project 102-203; sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to approve and seconded by Alderman Bellamy. Mayor Howard opened the floor to discussion and Alderman Anderson asked if Director Perry wanted to clarify the statements from Coffee County resident Sarah Bradley regarding the Bid. Director Perry stated he feels confident with the bid which was approved by the Water and Sewer Commission. Mayor Howard called for the roll. The resolution passed 4-0.
- c) A resolution to authorize an agreement for a Tennessee Tourism Marketing Grant not to exceed Twenty Thousand 00/100 Dollars (\$20,000), which requires a one hundred percent match from the City of Manchester; sponsored by Alderman Hobbs. Alderman Hobbs made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard opened the floor to discussion and called for the roll. The resolution passed 4-0.

Ordinances:

- a) 2nd reading of an ordinance amending the Physical Development Plan of the City of Manchester applicable to property at 2514 McMinnville Highway (Swanson Development, LP); sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to postpone Ordinances (a)(b)(c) until there is a full board. Executive Administrative Assistant Keele announced that Alderman French was stuck on traffic on I-24 and was 5 minutes away. Attorney Johnson stated that Vice Mayor Messick could make a motion to postpone deliberation on the ordinances until the end of the meeting. Mayor Messick made a motion to deliberate on Ordinances (a) (b) and (c) until Alderman French gets to the meeting. The motion was seconded by Alderman Bellamy. Alderman Anderson stated pulling things on and off the agenda based on the number of people present doesn't look very professional. Mayor Howard called for the roll and the motion was approved 3-1, with Alderman Anderson voting nay. Alderman Bellamy asked if we needed a vote of 4 to approve and Attorney Johnson stated legislation requires a 4-quorum vote but not for a motion. Mayor Howard opened the floor to a public hearing. After no discussion Mayor Howard called for the roll and the motion passed 4-1 with Alderman Anderson voting nay.
- b) 2nd reading of an ordinance rezoning that property owned by Swanson Developments, LP, on 2514 McMinnville Highway and recently annexed in the City of Manchester: sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to a public hearing and Coffee County resident Sarah Bradley opposed the ordinance. Mayor Howard asked Mr. Swanson if he realized that he is taking a risk and it may be years before he can develop the property and Mr. Swanson stated yes. City resident Ghesling stated there had been more discussion about the ice-skating rink than the development from the entire board. Mayor Howard called for the roll. The ordinance passed 2nd and final reading 4-1 with Alderman Anderson voting nay.
- c) 1st reading of an ordinance rezoning property owned by Mike and Mildred Henley on Oakdale St., from R-3 to R-4; sponsored by Vice Mayor Messick. Alderman Bellamy made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard opened the floor to discussion and asked Director Fiske what the ruling was from the Planning Commission and she stated positive. Mayor Howard called for the roll. The ordinance passed first reading 5-0.
- d) 1st reading of an ordinance to amend Manchester Municipal Code 8-215, Hours of Sale for Beer; sponsored by Alderman Hobbs. Vice Mayor Messick made a motion to approve and seconded

by Alderman Hobbs. Attorney Johnson discussed we were changing the MMC to match the State of TN current statute. Mayor Howard called for the roll and the ordinance passed first reading 4-0.

OLD BUSINESS-none

NEW BUSINESS

- Citizen Appointment to Duck River Utilities Commission- BOMA Appointment. Vice Mayor Messick made a motion to reappoint Mike Anderson to the Duck River Utilities Commission and seconded by Alderman Hobbs. The motion passed 5-0. Alderman French arrived at 7:02 pm
- Duck River Utilities Commission General Manager Randal Braker - discussion DRA Grant to the DRUC. DRUC General Manager discussed the City would have to approve the withdraw/transfer from the Trust to the DRUC. General Manager Braker discussed the nickel charge for infrastructure upgrades. Alderman French made a motion to approve and seconded by Vice Mayor Messick. The motion passed 5-0.
- MWSD Distribution Manager Job Description- Alderman Bellamy made a motion to approve and seconded by Alderman French. Mayor Howard called for the roll and the motion passed 5-0.
- Swim Instructor Job Description- Alderman French made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard called for the roll and the motion passed 5-0.
- Ice Skating Rink Operations approved by Recreation Commission- Alderman French made a motion to approved and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion. Vice Mayor Messick asked if it could be free and a discussion ensued. Alderman Anderson discussed the recreation commissions view. Vice Mayor Messick made a motion to amend the fee to 5.00 in the proposal, and seconded by Alderman Anderson. Mayor Howard called for a vote on the amended motion to the proposal and passed 5-0. Mayor Howard called for a motion on the original motion to approve the proposal and the motion passed 5-0.

COMMENTS FROM BOMA: Alderman Bellamy stated everything is wonderful. Alderman Hobbs hopes everyone will come out and enjoy the 4th of July City celebration. Vice Mayor Messick thanked the Directors for giving their report. Mayor Howard urged everyone to get out and vote.

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 Alderman Hobbs. The motion to adjourn was passed 5-0. The meeting adjourned at 7:29 p.m.

SIGNATURES:

Mayor Marilyn Howard

Executive Administrative Assistant Keele

City of Manchester
Board of Mayor and Alderman
Beer Board Minutes
July 2nd, 2024

Immediately Following the Mayor and Aldermen Board Meeting.

Mayor Howard called the meeting to order.

Application(s):

1. **Name of Business: Fajitas Manchester LLC, Business Address: 1165 Woodbury Hwy., Manchester, TN 37355; Previous Name of Business: Fajitas 2 Inc.; Name and Address of Property Owner: Yeon Su Na, 1316 Arbor Knoll Blvd, Antioch, TN 37013; Name of Applicant: Maria Elizalde, 2804 Cat Creek Rd., Manchester, TN 37355; Application is for on-premises consumption and retail. Assistant Police Chief Floied stated the applicant has met all requirements and is favorable for permit. 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 application passed 6-0.**

 2. **Name of Business: Cracker Barrel Old Country Store #3, Business Address: 103 Paradise St., Manchester, TN 37355; Previous Name of Business: n/a; Name and Address of Property Owner: Cracker Barrel Old Country Store, Inc., P.O. Box 787, Lebanon, TN 37080; Name of Applicant: Blair Bines, Sr., 902 Trailstar Ct., Murfreesboro, TN 37130; Application is for on-premises consumption only. Assistant Police Chief Floied stated the applicant has met all requirements and is favorable for permit. 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 application passed 6-0.**
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- **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 Alderman Hobbs. The motion to adjourn was passed 6-0. The meeting adjourned at 7:34 p.m.**

Mayor Marilyn Howard

Exec. Administrative Assistant Keele

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMAN
SPECIAL CALL BOARD MEETING Minutes
Manchester City Hall Board Room
August 2nd, 2024
5 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 Friday, August 2nd, 2024, at 5 p.m. The meeting was called to order by Mayor Howard. Attorney Johnson read the call sheet and the Agenda. Present for the meeting were Mayor Howard, Attorney Johnson, Alderman French Alderman Bellamy, Vice Mayor Messick, Alderman Anderson, Alderman Parsley, Alderman Hobbs, Executive Administrative Assistant Keele, Public Works Kristina Moore, Fire Chief Chambers, I.S. Director Smotherman, Police Chief Sipe, Parks & Rec. Director Fox, and citizens.

Attorney Johnson read the call sheet: Pursuant to a call by Mayor Marilyn Howard, there will be a Special Called Board of Mayor and Alderman Board Meeting on Friday, August 2nd, 2024, at 5 p.m. for the following:

Call to Order: Mayor Howard called for the roll, Finance Director Burrows called the roll.

Citizen Comments: Renee Holt owner of Mercantile opposed the funding of the MCCCC. Ben Layne owner of Freddie's Restaurant opposed the funding of the MCCCC. Alderman French addressed the comments.

Ordinance:

- a) 1st reading of an ordinance of the City of Manchester, Tennessee, adopting a budget for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025; sponsored by Alderman Hobbs. Vice Mayor Messick made a motion to approve and seconded by Alderman French. Alderman Anderson discussed TCA 12-10-115 (B) 3 and stated she would not vote for any budget that approves appropriations for the conference center. Mayor Howard commented that the Conference Center is a contribution. Alderman Anderson stated she would make a motion to amend the budget to remove the appropriation to the conference center from the budget and it is in violation of the law. Alderman Parsley seconded the motion. Alderman French discussed an audit violation as result of the BOMA not providing a funding mechanism. Alderman Anderson stated for Alderman French to participate in the discussion is a conflict of interest since he has a direct financial interest in the operations of the Conference Center. Mayor Howard discussed events that will be impacted if funding is stopped. Alderman Bellamy called for a vote. Attorney Johnson stated Manchester Code requires any voting member of the board to declare a personal interest they have a right to vote or not and if they vote they must declare at the meeting what that conflict is. State law divides it into direct and indirect personal interest. Alderman French stated he would make that declaration as he has every time and that other board members should. The motion to amend the ordinance failed 2-4 with Alderman Anderson and Alderman Parsley voting yay. Mayor Howard called for the roll of original motion to approve the ordinance. Alderman French stated he makes his declaration of an indirect conflict because

his wife works for the PBA and receives a contribution from this budget and his spouse is not a direct employee of the City of Manchester. The motion to approve the ordinance on 1st reading passed 4-2 with Alderman Anderson and Alderman Parsley voting nay.

Adjournment: Mayor Howard asked for a motion to adjourn. Alderman French made the motion to adjourn and seconded by Vice Mayor Messick. Mayor Howard called for the roll and the motion passed 6-0 at 5:35 pm.

Mayor Marilyn Howard

Exec. Administrative Assistant Keele

RESOLUTION NO. _____

A RESOLUTION ADOPTING A PLAN OF SERVICES PRELIMINARY TO ANNEXATION OF THIRTEEN AND SIXTY THREE/HUNDREDTHS (13.63) ACRES OF PROPERTY OWNED BY J. J. MANCHESTER, LOCATED ON HOSPITALITY BLVD.

WHEREAS J. J. Manchester, LLC owns certain property located at Hospitality Blvd, which it has requested the City to annex, described as follows:

Map 085M, Group __, Parcel 020.00

Lying in the 1st Civil District of Coffee County, Tennessee, and being a portion of Map: 75, Parcel: 20, Property Assessor's Office of Coffee County, Tennessee, and being the major remaining portion of the property in WDB 272, page 471, ROCCT, and being generally bounded to the north by Haines and McConaughty, east by Stroop and Threet, south by the museum lot, Lot 3 (5.00 acres), and west by Goin, and being more particularly described as follows:

BEGINNING at a found iron pin at the northwest corner of the museum lot, in the east margin of Hospitality Blvd., and being 468.6 feet north of the north margin of Campground Road; thence with the east margin of Hospitality Blvd., an undeveloped 60-ft. right-of-way, North 21 deg. 13 min. 00 sec. East, 128.00 feet to a set iron pin; thence with a curve to the left, with a radius of 630 feet, an arc distance of 202.50 feet to a set iron pin; thence North 03 deg. 06 min. 00 sec. East, 631.47 feet to a set iron pin; thence North 86 deg. 54 min. 0 sec. West, 500.02 feet to an iron pin set at the northwest corner of said Lot 35(acres), and being in the east line of Goin; thence North 02 deg. 94 min. 3 sec. East, 593.86 feet to an iron pin found at Goin's northeast corner and being the northwest corner of the property herein described; thence South 85 deg. 5 min. 03 sec. East 772.16 feet to an iron pin found at the northwest corner of Stroop and Threet, and being the northeast corner of the property herein described; thence South 02 deg. 38 min. 49 sec. West, 1532.61 feet to a set iron pin at the northeast corner of said museum lot; thence North 86 deg. 54 min. 00 sec. West, 354.00 feet to the point of beginning, and containing 16.68 acres, more or less, according to that certain survey dated July 21, 2000, of Max Northcutt, TN RLS #1359, 213A North Spring Street, Manchester, TN 37355.

Being the same property conveyed to J.J. Manchester, LLC by Warranty Deed from the Industrial Board of Coffee County, Tennessee, Incorporated of record at Book: W276, Page: 979, Register's Office for Coffee County, Tennessee.

INCLUDED in the above description but excluded from this conveyance are the following:

1. Lot 6 (Map: 085, Parcel: 020.11) see WD Book 325, Page 923 ROCCT for description
2. Lot 7 (Map: 085, Parcel: 020.12) see WD Book 325, Page 923 ROCCT for description

and

WHEREAS, prior to annexation, the City of Manchester is obligated by T.C.A. 6-51-102 to formulate a Plan of Services to this area; and

WHEREAS the Plan of Services is set forth in the attached documents generated by the Water and Sewer Department dated May 30, 2024; Police Department dated May 29, 2024;

Manchester Fire-Rescue dated June 7, 2024; City of Manchester Street Department dated June 10, 2024; Finance Office dated July 3, 2024; Health and Codes Department dated May 29, 2024; Manchester City Schools dated June 4, 2024 and the Manchester Parks and Recreation Department dated June 5, 2024; and

WHEREAS the Plan of Services was studied by the Manchester Regional Planning Commission at its meeting June 17, 2024, and it generated its written report dated June , 2024, as required by T.C.A. 6-51-102, a copy of which is attached hereto; and

WHEREAS the Board of Mayor and Aldermen of the City of Manchester conducted a public hearing on both the Plan of Services and annexation on August 6, 2024.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the Plan of Services attached hereto be adopted in conjunction with the annexation of the following described property owned by Pam Riddle:

Resolved this _____ day of August, 2024.

Marilyn Howard Mayor

Anthony Burrows, Finance Director



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



July 5, 2024

Board of Mayor and Aldermen
City of Manchester
200 West Fort St.
Manchester, TN 37355

Re: Hospitality Blvd. Annexation Request
(Approximately 13.63 acres at the end of Hospitality Blvd.)

Ladies and Gentlemen:

Pursuant to T.C.A. § 6-51-102(b)(4), the Manchester Regional Planning Commission (the “Planning Commission”) issues this written report after study of the proposed plan of services (the “Plan of Services”) for the property currently owned by JJ Manchester, LLC described in Warranty Deed Book 276 page 979, in the Register’s Office of Coffee County, Tennessee. The Planning Commission believes that the Plan of Services adequately addresses the scope of services identified in T.C.A. § 6-51-102 as well as the timing of the services. The developer will be responsible for providing adequate water and sewer infrastructure as well as TDEC approval and any easements to the development. Police and Public Works stated they will require additional staff and equipment upon development. The proposed zoning being commercial will likely not affect the school system however, they remain in process of planning for additional schools. The proposed zoning will also not likely affect the need for additional park land. While on site hydrants or additional public hydrants may be required, Chief Chambers stated the Department will provide services. All other departments will provide services as well.

Following the aforementioned study at its duly called meeting on June 17, 2024, the Planning Commission voted to recommend approval of the Plan of Services and annexation of the property.

Sincerely,

MARK A. WILLIAMS, CHAIRMAN
MANCHESTER PLANNING COMMISSION

MAW/mt

Cc: Brittany Fiske, Community Development and Zoning Director



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



May 24, 2024

To: All Department Heads

Re: Plans of Service

Plans of service are requested for the proposed annexation by Thursday, June 6th at 4:00 P.M.
The proposed annexation is as follows:

Proposed annexation of property owned by JJ Manchester LLC. The parcel is located at the end of Hospitality Blvd. and contains 13.63 acres. The parcel is identified as tax map 085, control map 085, parcel 020.00. I have attached more than one vicinity map for your reference. The requested zone is C-2 Highway Service District Commercial.

If this time frame is not feasible, please contact me at your earliest convenience. Your cooperation in this matter is greatly appreciated.

Sincerely,

Brittany Fiske

Community Development and Zoning Director

PLAN OF SERVICE

CITY OF MANCHESTER, STREET DEPARTMENT

Proposed Annexation of 13.63 acres located at the end of Hospitality Blvd

June 10, 2024

1. Provide Sanitation Service (Contracted presently through Republic Services)
2. Provide pickup service of Brush and Junk (old appliances, furniture etc...)
3. Provide Leaf Service to the annexed property
4. Provide signs for street names, stop signs, speed limit etc. (If Applicable)
5. Provide clearing of storm drains as necessary. (If located on City Property)
6. Provide animal control in this area.
7. Remove litter and debris from road shoulders as needed. (If on City Property)
8. Mow road shoulders as needed. (If on City Property)
9. Maintain roadway (once roadway meets city standards).
10. More Public Works personnel needed
11. More Public Works equipment needed

THESE SERVICES WOULD BE PROVIDED AS SOON AS THERE IS FINAL BOARD APPROVAL. IT COULD TAKE UP TO ONE WEEK FOR REPUBLIC SERVICES TO GET CARTS DELIVERED TO RESIDENTIAL CUSTOMERS.



CITY OF MANCHESTER

FINANCE OFFICE
200 W. FORT STREET
MANCHESTER, TENNESSEE 37355

3-STAR COMMUNITY



Award Recipient for Economic Preparedness

July 3, 2024

To: Brittany Fiske

From: Anthony Burrows

Re: Plan of Service for the annexation of Parcel 085 020.00 the JJ Manchester LLC property on Hospitality Blvd.

The Finance Department's Plan of Service will be for the property taxes. The Finance Department will accept payment of these property tax payments through all means available and authorized by the City of Manchester.

If you have any questions or need additional information, please let me know.

Sincerely,

A handwritten signature in black ink that reads "Anthony Burrows". The signature is stylized and cursive.

Anthony Burrows
Finance Director



MANCHESTER FIRE-RESCUE

1509 Hillsboro Blvd
Manchester, TN 37355
Phone 931-728-2999
George J. Chambers III, Fire Chief
gchambers@cityofmanchestertn.com

7 June 2024

REPLY TO

ATTN OF: Community Development and Zoning Director

SUBJECT: Plan of Service for Proposed Annexation of Property owned by JJ Manchester LLC, 13.63 acres, on Hospitality Blvd

Manchester Fire-Rescue would provide automatic fire protection services for this property when annexed into the City of Manchester. This includes fire response, hazardous materials response, preplanning fire inspection services and fire prevention and safety training. Biggest concern may be adequate water pressure. Currently the flow on Hospitality Dr is anywhere from 1597 GPM to 1506 GPM at 20 PSI, which is very good pressure. Not knowing what type of development they are planning to put in there may will determine the number of hydrants required, and depending on the facility type may require a fire sprinkler system in the facility.

For any questions concerning this please feel free to contact Manchester Fire-Rescue at 931-728-2999 or email to gchambers@cityofmanchestertn.com.


GEORGE J. CHAMBERS III
Chief, Manchester Fire-Rescue



557 N. Woodland St.
Manchester, TN 37355
Office: (931) 728-0273
Cell: (931) 952-9043
Email: ajfox@cityofmanchestertn.com

Brittany Fiske
Community Development and Zoning Director
200 W. Fort St.
Manchester, TN 37355

June 5, 2024

Re: Plan of Service for proposed Annexation of property owned by JJ Manchester LLC. – Parcel Identified as Tax Map 085, Control Map 085, Parcel 020.00

Dear Community Development and Zoning Director Fiske,

The Parks and Recreation Department will provide the same level of service to the owner of this property. We provide services to both city residents and rural residents. Any citizen who lives on the property would receive a discounted city resident rate for the recreation center (if property becomes a hotel only the owner is included in the services provided, not guests of establishment).

As the City of Manchester continues to grow, I would like to bring to your attention that the recommended standard of available park land to residents by the National Parks and Recreation Association is 10 acres per 1,000 residents. Considering the United States Census Bureau population estimate from July 1, 2022, the population of the city exceeds the amount of current park acreage. We are serving an estimated 13,020 residents with 109 acres of park land.

Sincerely,

A handwritten signature in blue ink that reads "Becki Johnson".

Becki Johnson
Assistant Director- Parks and Recreation



Manchester City Schools

Dr. Joey Vaughn, Director

215 E Fort Street

Manchester, TN 37355

Office: (931)728-2316

Fax (931)728-7075

"Every Child Matters"

June 4, 2024

Ms. Brittany Fiske
Community Development and Zoning Director
200 W. Fort Street
Manchester, TN 37355

RE: Plan of Service — Proposed Annexation of Property Owned by JJ Manchester LLC.

Ms. Fiske:

If the property being annexed is developed residential, below are the needs to support the Plan of Service.

- Until plans for potential development are submitted, it will be impossible to predict the number of schools needed.
- Manchester City Schools will need to construct new school buildings.
- We will need three (3) years to plan for such growth in order to construct a new school.

We will do our best to serve and accommodate these new families with the assistance of the Mayor and Aldermen in the future.

Sincerely,

Dr. Joey Vaughn
Director of Schools

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200 West Fort St.
Manchester Tennessee 37355
931-728-2099
931-728-4673
931-723-1591 Fax

Manchester Police Department

May 29, 2024

To: Brittany Fiske
From: Adam Floied
Assistant Chief of Police
Ref: Plan of service for Hospitality Blvd.

This is a response to a Plan of Service request for property owned by JJ Manchester LLC, property at the end of Hospitality Blvd, Manchester, TN (13.63 acres). There is a concern with the growing population and neighborhood, commercial, industrial and apartment complex developments, that we will need to increase our patrol staff and fleet to be able to provide adequate police services to the increasing population. The addition of this property could impact our patrol staff call volume and responsibilities.

Respectfully,


Adam Floied
Assistant Chief of Police

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WAREHOUSE (931) 728-1273

736 W. HIGH STREET
MANCHESTER, TN 37355

BILLING OFFICE (931) 728-7171

May 30, 2024

Brittany Fiske
Director of Health & Codes
200 W. Fort Street
Manchester, TN 37355

Re: Plan of Service for Proposed Annexation of Property, 13.63 Acres, Hospitality Blvd

Ms. Fiske,

Water

There is an 8" water main that runs along Hospitality Blvd on the left-hand side of the roadway. The line ends about where the property starts.

Sewer

As shown on the attached map, sewer is not immediately available for the property. The nearest 8" gravity main is on Hospitality Blvd just south of the property approximately 220' away.

Also, currently the property is upstream from a chronic overflowing manhole that is under a mandatory self-imposed moratorium. Which means that no new connections to the sewer can be made upstream until corrections can be made or the manhole is no longer under moratorium.

Any easements needed for a project would be the developer's responsibility. Prior to acceptance of any infrastructure, those easements would need to be conveyed to the City of Manchester Water & Sewer Department.

A map of the approximate location of the utilities has been attached for reference.

**** Note:** 1) No demand numbers were indicated for this annexation. It would be necessary for any developers to generate the demand for any proposed project and with the concurrence of the City Engineer, make the determination if the infrastructure is adequate. Any necessary upgrades to the infrastructure would be at the cost of the developer.

**** Note: 2) Every new connection to the sewer system requires state approval. Recently the response time from the State has been increased. Based on recent experience; it is not possible for the City to predict when the State may act on an approval request. The City is under and Agreed Order with the Tennessee Department of Environment and Conservation (TDEC) due to the existing condition of some portions of the system. There is an area of concern directly downstream of this proposed property annexation; therefore, TDEC will be reviewing closely the design plans as well as the proposed sewer volume submitted for approval to TDEC by your firm. MWSD will provide any requested information to RDEC as they review your design plan including recent sewer rehabilitation efforts in the area to help support your submittal; however, MWSD cannot give a commitment that TDEC will approve connection of the proposed development.**



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



May 29, 2024

Re: Plan of service for the proposed annexation of parcel of land located in the City of Manchester Urban Growth Boundary. The description of the property is as follows: The property is owned by JJ Manchester LLC. The parcel is located at the end of Hospitality Blvd. and contains 13.63 acres. The parcel is identified as tax map 085, control map 085, parcel 020.00. The requested zone is C-2 Highway Service District Commercial.

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) will begin in the annexed area on the effective date of annexation.

Sincerely,

Brittany Fiske
Community Development and Zoning Director

RESOLUTION NO. _____

**A RESOLUTION ANNEXING THIRTEEN AND SIXTY THREE/HUNDREDTHS (13.63)
ACRES OF PROPERTY OWNED BY J. J. MANCHESTER, LLC, LOCATED ON
HOSPITALITY BLVD**

WHEREAS J. J. Manchester, LLC, owns certain property located on Hospitality Blvd., which they has requested in writing that the City annex the following property, described as follows:

Map 085M, Group __, Parcel 020.00

Lying in the 1st Civil District of Coffee County, Tennessee, and being a portion of Map: 75, Parcel: 20, Property Assessor's Office of Coffee County, Tennessee, and being the major remaining portion of the property in WDB 272, page 471, ROCCT, and being generally bounded to the north by Haines and McConaughty, east by Stroop and Threet, south by the museum lot, Lot 3 (5.00 acres), and west by Goin, and being more particularly described as follows:

BEGINNING at a found iron pin at the northwest corner of the museum lot, in the east margin of Hospitality Blvd., and being 468.6 feet north of the north margin of Campground Road; thence with the east margin of Hospitality Blvd., an undeveloped 60-ft. right-of-way, North 21 deg. 13 min. 00 sec. East, 128.00 feet to a set iron pin; thence with a curve to the left, with a radius of 630 feet, an arc distance of 202.50 feet to a set iron pin; thence North 03 deg. 06 min. 00 sec. East, 631.47 feet to a set iron pin; thence North 86 deg. 54 min. 0 sec. West, 500.02 feet to an iron pin set at the northwest corner of said Lot 35(acres), and being in the east line of Goin; thence North 02 deg. 94 min. 3 sec. East, 593.86 feet to an iron pin found at Goin's northeast corner and being the northwest corner of the property herein described; thence South 85 deg. 5 min. 03 sec. East 772.16 feet to an iron pin found at the northwest corner of Stroop and Threet, and being the northeast corner of the property herein described; thence South 02 deg. 38 min. 49 sec. West, 1532.61 feet to a set iron pin at the northeast corner of said museum lot; thence North 86 deg. 54 min. 00 sec. West, 354.00 feet to the point of beginning, and containing 16.68 acres, more or less, according to that certain survey dated July 21, 2000, of Max Northcutt, TN RLS #1359, 213A North Spring Street, Manchester, TN 37355.

Being the same property conveyed to J.J. Manchester, LLC by Warranty Deed from the Industrial Board of Coffee County, Tennessee, Incorporated of record at Book: W276, Page: 979, Register's Office for Coffee County, Tennessee.

INCLUDED in the above description but excluded from this conveyance are the following:

1. Lot 6 (Map: 085, Parcel: 020.11) see WD Book 325, Page 923 ROCCT for description
2. Lot 7 (Map: 085, Parcel: 020.12) see WD Book 325, Page 923 ROCCT for description

and

WHEREAS, as a condition of annexation, the City of Manchester is obligated by T.C.A. 6-51-102 to formulate a Plan of Services to this area; and

WHEREAS, by separate Resolution, the Board of Mayor and Aldermen adopted a Plan of Services preliminary to annexation of the hereafter described property; and

WHEREAS the Board of Mayor and Aldermen of the City of Manchester conducted a public hearing on the annexation on August 6, 2024.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that, pursuant to the written request of the owners, J. J. Manchester, LLC, the following property owned by it, be and is annexed into the City of Manchester:

Map 085M, Group __, Parcel 020.00

Lying in the 1st Civil District of Coffee County, Tennessee, and being a portion of Map: 75, Parcel: 20, Property Assessor's Office of Coffee County, Tennessee, and being the major remaining portion of the property in WDB 272, page 471, ROCCT, and being generally bounded to the north by Haines and McConaughty, east by Stroop and Threet, south by the museum lot, Lot 3 (5.00 acres), and west by Goin, and being more particularly described as follows:

BEGINNING at a found iron pin at the northwest corner of the museum lot, in the east margin of Hospitality Blvd., and being 468.6 feet north of the north margin of Campground Road; thence with the east margin of Hospitality Blvd., an undeveloped 60-ft. right-of-way, North 21 deg. 13 min. 00 sec. East, 128.00 feet to a set iron pin; thence with a curve to the left, with a radius of 630 feet, an arc distance of 202.50 feet to a set iron pin; thence North 03 deg. 06 min. 00 sec. East, 631.47 feet to a set iron pin; thence North 86 deg. 54 min. 0 sec. West, 500.02 feet to an iron pin set at the northwest corner of said Lot 35(acres), and being in the east line of Goin; thence North 02 deg. 94 min. 3 sec. East, 593.86 feet to an iron pin found at Goin's northeast corner and being the northwest corner of the property herein described; thence South 85 deg. 5 min. 03 sec. East 772.16 feet to an iron pin found at the northwest corner of Stroop and Threet, and being the northeast corner of the property herein described; thence South 02 deg. 38 min. 49 sec. West, 1532.61 feet to a set iron pin at the northeast corner of said museum lot; thence North 86 deg. 54 min. 00 sec. West, 354.00 feet to the point of beginning, and containing 16.68 acres, more or less, according to that certain survey dated July 21, 2000, of Max Northcutt, TN RLS #1359, 213A North Spring Street, Manchester, TN 37355.

Being the same property conveyed to J.J. Manchester, LLC by Warranty Deed from the Industrial Board of Coffee County, Tennessee, Incorporated of record at Book: W276, Page: 979, Register's Office for Coffee County, Tennessee.

INCLUDED in the above description but excluded from this conveyance are the following:

1. Lot 6 (Map: 085, Parcel: 020.11) see WD Book 325, Page 923 ROCCT for description
2. Lot 7 (Map: 085, Parcel: 020.12) see WD Book 325, Page 923 ROCCT for description

Resolved this _____ day of _____ 2024.

Mayor Marilyn Howard

Anthony Burrows, Finance Director

J. J. Manchester, LLC
Jay Howard Crippen
Knoxville, TN 37932

May 9, 2024

Brittany Fiske
City of Manchester, TN – Health & Codes Department
200 W. Fort Street
Manchester, TN 37355

Dear Brittany;

This letter is to formally request for annexation of our property into the City of Manchester, TN. Our property is located at Hospitality Blvd, Lot #5 consisting of approximately 13.63 acres. The property is identified as Parcel 020.00 of Tax Map 085 as recorded by Coffee County Registers of Deeds. The request would bring all properties we own within the city limits of Manchester.

If you have any questions or if I may be of further assistance, I can be contacted by phone at 865-679-9951. My email address is jhc9951@gmail.com and our mailing address is Jay H. Crippen, 11209 River Birch Court, Knoxville, TN 37932.

Sincerely,



Jay H. Crippen, Managing Member

Property owner at Hospitality Blvd Lot #5

J. J. Manchester LLC

CITY OF MANCHESTER, TENNESSEE

DEPARTMENT OF HEALTH AND CODES

200 W. Fort Street

Manchester, TN 37355

931-723-1464

Email: gfrazier@cityofmanchestertn.com

REZONING APPLICATION

FEE: \$200

DATE: 5/14/24

MEETING DATE: June 17, 2024

CASE #: 08-2024

TIME OF MEETING: 5:30 P.M.

LOCATION: CITY HALL MEETING ROOM

- APPROVAL Positive to BOMA
- DISAPPROVAL
- NO ACTION TAKEN

MANCHESTER PLANNING COMMISSION

Name of Property Owner: J.J. MANCHESTER / Jay H. Chippen

Address of Owner: 11209 River Birch Court Knoxville, TN 37932

Home Phone: 865-531-6079 Work Phone: 865-679-9951

I hereby request to the Planning Commission:

Rezoning RS-1 Commercial to C-2

Intended Use: HOTEL

Address of Property: Hospitality Blvd, Lot #.5

Property Tax Map No: 085 Group: Control Map: Parcel No. 020.00

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

Note: PARK STORM WATER MANAGEMENT AREA
AS PER Northcutt Surveying, Inc

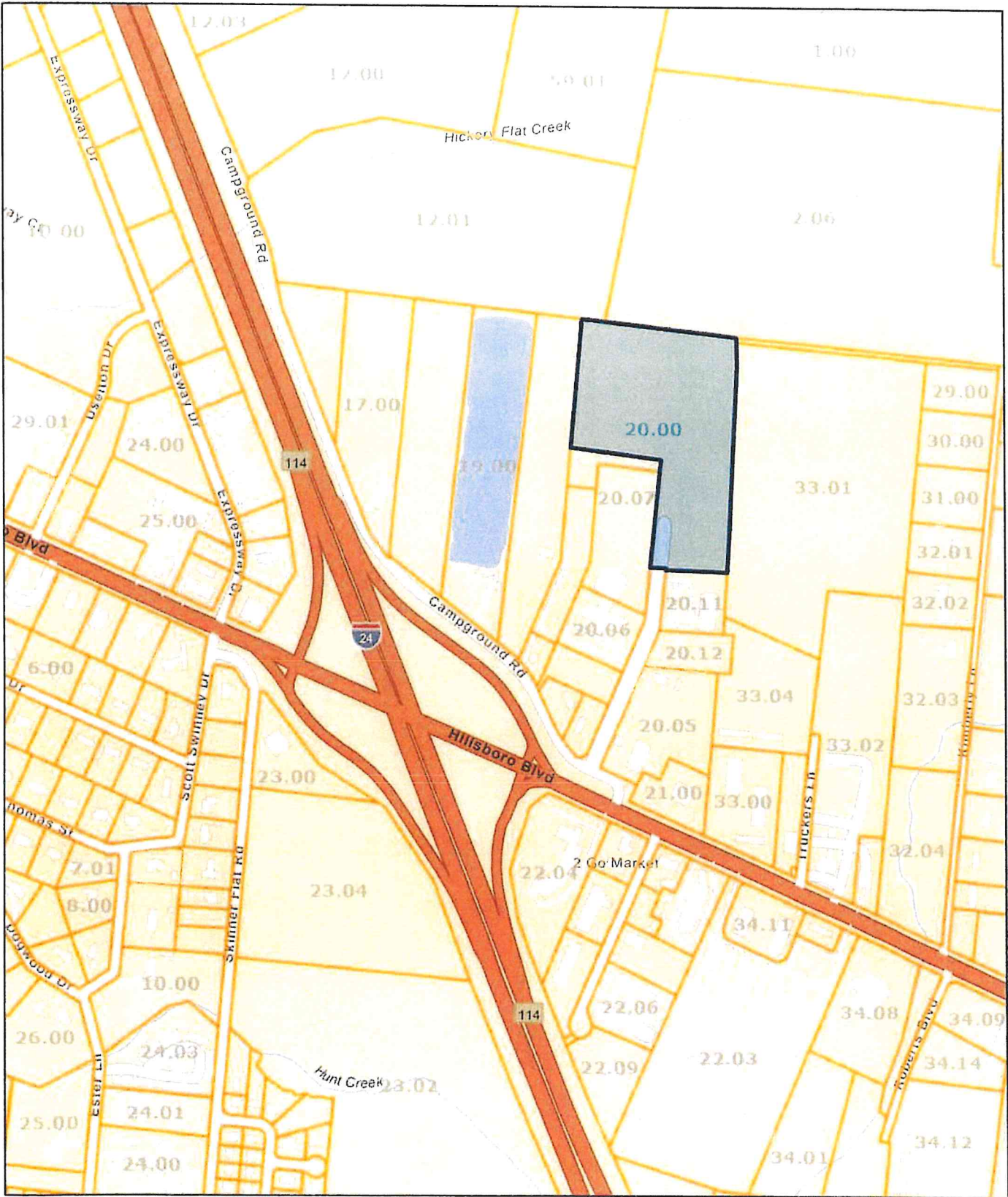
I do hereby, certify that the information given above is accurate/correct to the best of my knowledge

Signature of Owner/Authorized Agent

- Rezoning instruction sheet received
- Site Plan checklist received

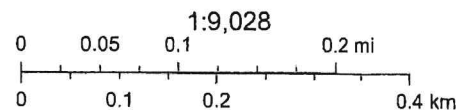
117116

Coffee County - Parcel: 085 020.00



Date: May 24, 2024

County: Coffee
Owner: J J MANCHESTER LLC
Address: HOSPITALITY BLVD
Parcel Number: 085 020.00
Deeded Acreage: 13.63
Calculated Acreage: 0



Esri Community Maps Contributors, Tennessee STS GIS, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/ NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS, State of Tennessee, Comptroller of the Treasury

C-2

R-1

GROSCH

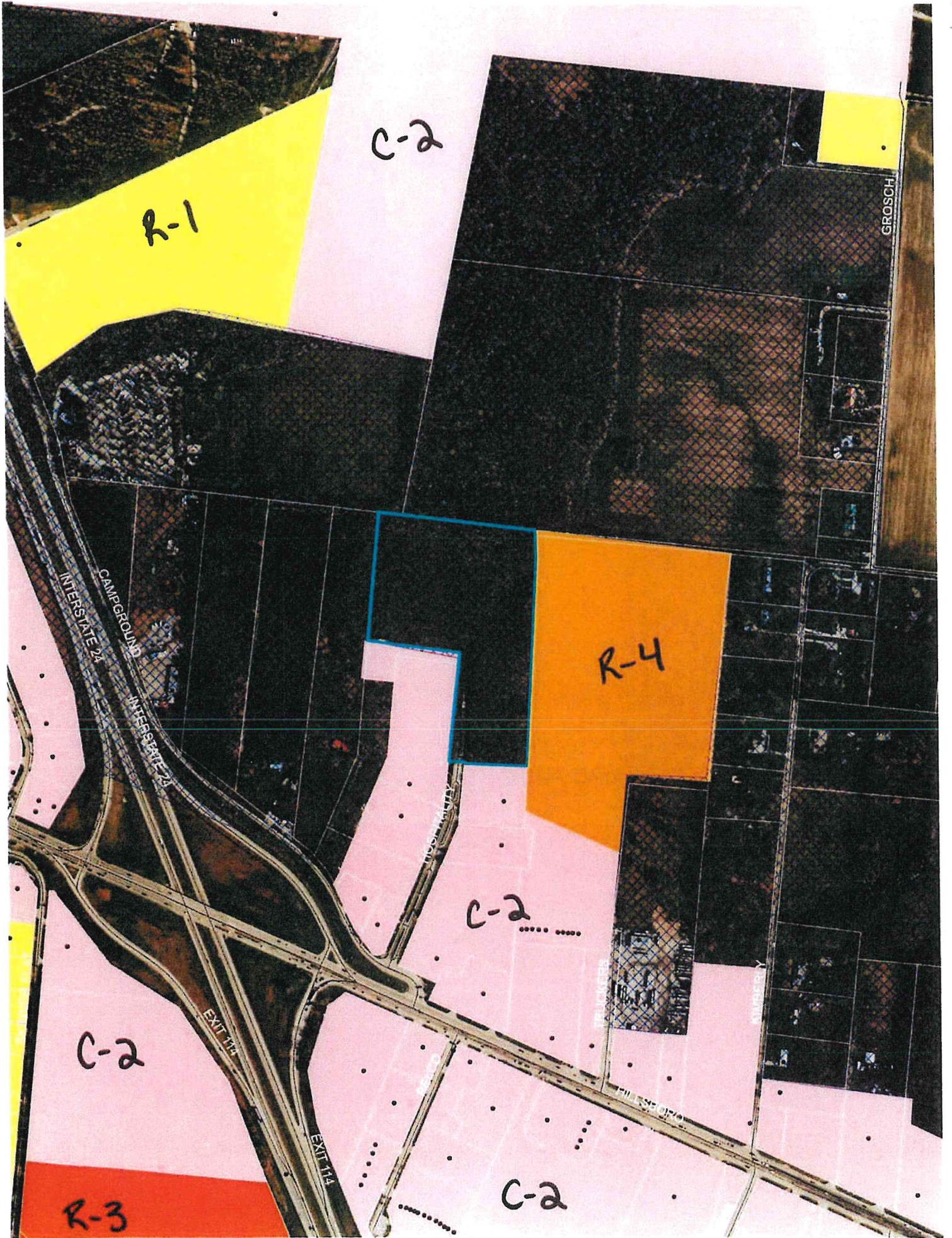
R-4

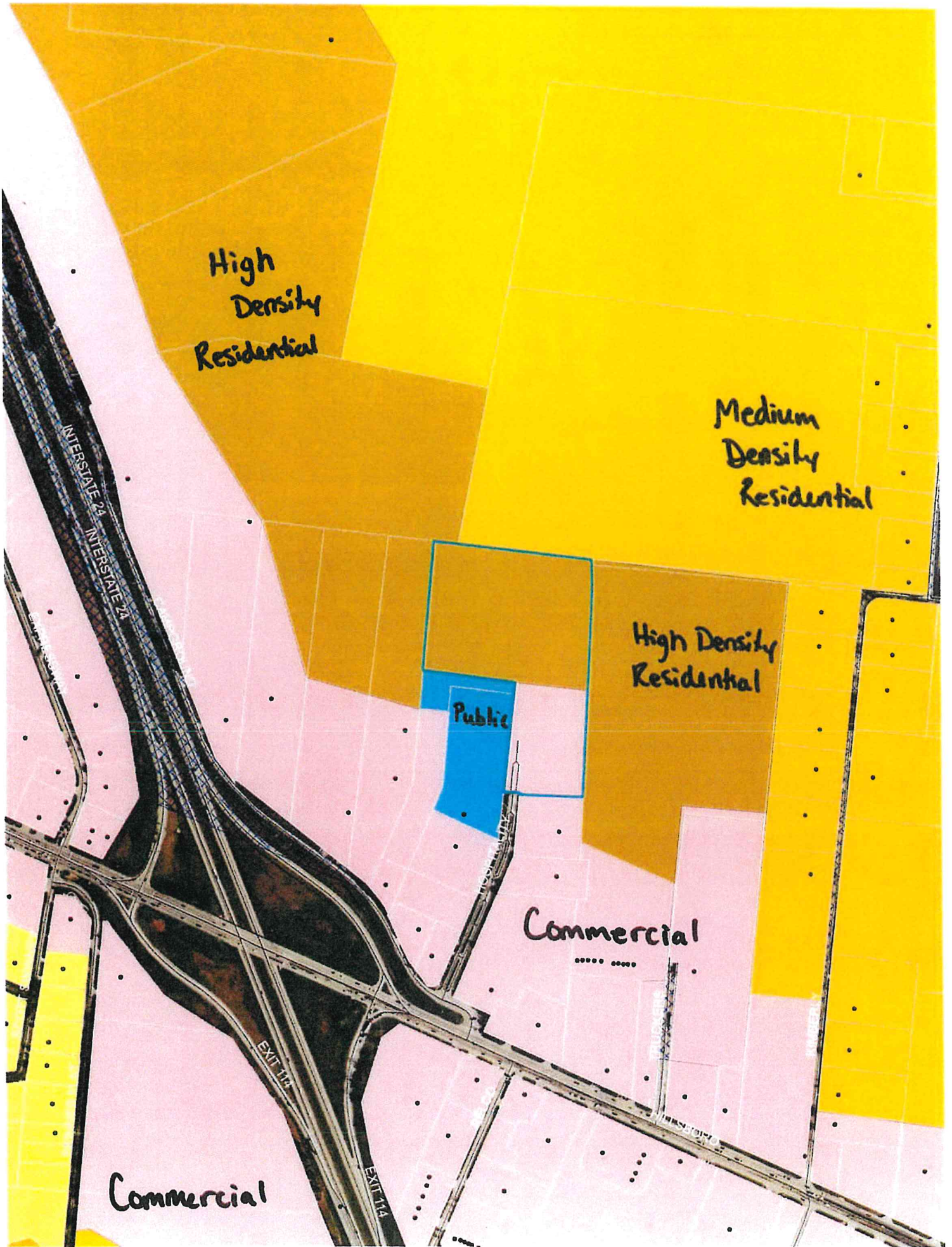
C-2

C-2

C-2

R-3





High
Density
Residential

Medium
Density
Residential

High Density
Residential

Public

Commercial

Commercial

INTERSTATE 24
INTERSTATE 24

EXIT 113

EXIT 114

BUCKLE UP

Side yard setback

of adjacent front yards shall be provided

None, except that when an open area is provided, it shall be at least ten (10) feet wide, and shall be unobstructed

Rear yard setback

Twenty (20) feet

(c) Maximum lot coverage. There are no restrictions on the area occupied by all buildings including accessory buildings on a lot or parcel located in the C-1 district.

(d) Height requirement. The maximum height of all buildings located in the C-1 district shall be established as follows, except as provided in § 14-704.

(i) The maximum building height at the street line shall be four (4) stories or fifty (50) feet.

(ii) For each foot the building is setback from the street line, the height of the building may be increased by one and one-half (1 1/2) feet to a maximum height of sixty-five (65) feet.

(e) Parking space requirements. Parking spaces in the central business district are not regulated in § 14-501.

(f) Accessory structures. Accessory structures shall be located at least five (5) feet from any lot line, and any building on the same lot.

(g) Landscaping provisions. Each site shall be developed with a minimum of ten (10) percent of the lot area landscaped to enhance site appearance. Included in the ten (10) percent coverage, there shall be maintained a landscaped strip at least ten (10) feet wide along all street right-of-way lines, exclusive of business driveways and walkways. The provisions of this section may be waived by the board of zoning appeals in cases where the lack of setbacks would make strict application of the provision impossible. (1972 Code, § 11-606.1, as amended by Ord. #1100, June 2005, Ord. #1156, Dec. 2006, and amended and renumbered by Ord. #1577, Aug. 2019 *Ch21_07-05-22*)

14-615. C-2, Highway service district. (1) District description. This district is designed to provide adequate space in appropriate locations for uses which serve the needs of the motoring public. Automobile and other vehicular service establishments, transient sleeping accommodations, and eating and drinking establishments primarily characterize this district. In addition, commercial trade and service uses are permitted if necessary to serve the recurring needs of persons frequenting these districts. Community facilities and utilities necessary to serve these districts, or necessary for the general

community welfare are also permitted. Bulk limitations required of uses in these districts, in part, are designed to maximize compatibility with lesser intense use of land or building in proximate residential districts. Appropriate locations for this district are along major traffic arteries. Such districts should be situated near major transportation interchanges in clustered development patterns, and not patterns of striped commercial development extending in a continuous manner along such major traffic arteries.

(2) Uses permitted. In the C-2, highway service district, the following uses and their accessory uses are permitted.

Community facility activities

Administrative services
 Community assembly
 Community education
 Cultural and recreational services
 Essential services
 Health care facilities
 Intermediate impact facilities
 Personal and group care facilities
 Religious facilities

Commercial activities

Animal care and veterinarian services
 Automotive parking
 Automotive service and repair
 Building materials and farm equipment
 Consumer repair services
 Construction sales and services
 Convenience commercial
 Entertainment and amusement services
 Financial, consulting, and administrative
 Food and beverage service
 Food service - drive-in
 General business and communication services
 General personal service
 General retail trade
 Medical and professional services
 Transient habitation
 Transport and warehousing
 Undertaking services
 Vehicular, craft and related equipment

(3) Accessory uses and structures. The following accessory uses are permitted in the C-2, highway service district.

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

(b) Accessory off-street parking and loading facilities as required in § 14-501.

(c) Accessory structures and uses customarily incidental to the permitted uses, provided that such accessory structures and uses are carried out on the same lot and are not otherwise prohibited.

(4) Uses permitted as special exceptions. In the C-2, highway service district, the following uses and their accessory uses may be permitted as special exceptions, after review and approval in accordance with § 14-810.

Commercial Activities

Wholesale

Manufacturing activities

Limited manufacturing activities

Agricultural, resources production, and extractive activities

Plant and forest nurseries

(5) Uses prohibited. Any uses or structures not allowable as permitted uses, conditional uses, temporary uses, or accessory uses are prohibited within the C-2, highway service district.

(6) Dimensional regulations. All uses permitted in the C-2, highway service district, shall comply with the following requirements in chapter 7.

(a) Minimum lot size.

Minimum lot area 20,000 square feet

Lot width at building setback 100 feet

(b) Minimum yard requirements.

Front yard setback 35 feet

Side yard setback, 15 feet

except where the side

yard abuts or is

adjacent to a

residential district,

in which case the

minimum setback for

that yard shall be

forty (40) feet.

Rear yard setback, 20 feet

except where the rear

yard abuts or is

adjacent to a

residential district,

in which case the

minimum setback for

that yard shall be
forty (40) feet.

(c) Maximum lot coverage. On any area or parcel of land, the area occupied by all buildings including accessory buildings, shall not exceed seventy (70) percent of the total area of such lot or parcel.

(d) Height requirements. No building shall exceed sixty (60) feet in height, except as provided in § 14-804.

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

(f) Accessory structures. Accessory structures shall be located at least five (5) feet from any lot line, and any building on the same lot.

(7) Landscaping provisions. Each site shall be developed with a minimum of ten (10) percent of the lot area landscaped to enhance site appearance. Included in the ten (10) percent coverage, there shall be maintained a landscaped strip at least ten (10) feet wide along all street rights-of-way lines exclusive of business driveways and walkways.

(8) Planned commercial development provisions. All developments within the C-2, highway service district, involving two (2) or more buildings on a single tract, site, or lot or any development site involving three (3) or more acres must be submitted as a planned commercial development as provided in § 14-620(1). (1972 code, § 11-606.2, as amended by Ord. #1193, Jan. 2008, and renumbered by Ord. #1577, Aug. 2019 *Ch21_07-05-22*)

~~14-616. C-3, General commercial district. (1) District description. These districts are designed to provide for a wide range of commercial uses concerned with retail trade and consumer services; amusement and entertainment establishments; automotive and vehicular service establishments; transient sleeping accommodations; drive-in stores; eating and drinking places, financial institutions; and offices. The uses in this district service a wide market area and, therefore, ease of automotive access is a requirement. However, it is not intended that this district permit uses which generate large volumes of truck traffic. Appropriate open space between commercial and residential areas is required.~~

~~(2) Uses permitted. In the C-3, general commercial district, the following uses and their accessory uses are permitted.~~

~~Community facility activities~~

~~Administrative services~~

~~Community assembly~~

~~Community education~~

~~Cultural and recreational services~~

~~Essential services~~

~~Health care facilities~~

~~Intermediate impact facilities~~

~~Personal and group care facilities~~

~~Religious facilities~~

RESOLUTION NO. _____

**A RESOLUTION ADOPTING A MWSD POLICY FOR MANDATORY EMERGENCY
ON-CALL ROSTER**

WHEREAS the City of Manchester Water and Sewer Commission believe it to be in the best interest of Manchester to adopt a mandatory on-call roster policy to effectively serve its customer's needs; and

WHEREAS the Director of the Water and Sewer Department agrees and was tasked to develop said policy; and

WHEREAS the policy attached as Exhibit "A" has been developed to fairly administer said policy and compensate employees for the mandatory duty.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the policy attached as Exhibit "A" is adopted as the policy of the Manchester Water and Sewer Department and the City of Manchester, Tennessee and is in its best interest.

Resolved this _____ day of _____ 2024.

Marilyn Howard, Mayor

Anthony Burrows, Finance Director

Mandatory On Call Policy

In order for the Manchester Water and Sewer Department to effectively serve our customers and our community, employees must be available after normal working hours in the case of emergency calls. The following policy is now in effect:

All employees of the Manchester Water and Sewer Department will be subjected to an after-hours call rotation with the exception of the following positions. Director, Assistant Director, Operations Superintendent, and the Warehouse Office Manager. The on-call roster crews will be chosen by the Director and The Assistant Director. The Foreman will be the ranking member on each shift. Subject to the approval of the Mayor, missed calls will be subject to disciplinary action, including and up to termination for refusing to go on call when on the roster for that time period.

The following pay and benefit policies will also apply to such duty:

On call pay will include 1 hour each day for actually being on call.

Answering service will be paid 2 hours a day and it will rotate among all crew members.

After hours call-out will require a 1-hour minimum response time.

Each call will hold a 2-hour minimum for any call less than 2 hours.

The person holding the answering service phone is allowed to drive a city vehicle home to respond to calls.

ORDINANCE NO. _____

AN ORDINANCE REZONING PROPERTY OWNED BY AND MIKE AND MILDRED HENLEY ON OAKDALE 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 17, 2024, considered the rezoning request that the property owned by Mike and Mildred Henley 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 Mike and Mildred Henley on Oakdale St.:

BEING in the City of Manchester, and being the Westerly 100 feet of Lots Numbers Seventeen (17) and Eighteen (18) in Block "A" of the Simmons subdivision according to a plat thereof recorded in Trust Deed Book 56, Page 444, Register's Office of Coffee County, Tennessee, and forming one body of land fronting 50 feet on the East side of Oakdale Street and fronting 100 feet on the North side of Cherry Street.

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 neither a positive or negative recommendation of the Manchester Planning Commission at its meeting on June 17, 2024.

PASSED FIRST READING: _____ July 2nd _____, 2024

PASSED SECOND AND FINAL READING: _____, 2024

Marilyn Howard, Mayor



SHORT

OAKDALE

CHERRY

Zoning

C-3

R-4

R-3

R-3

R-2

CHERRY

R-4

DAKDALE

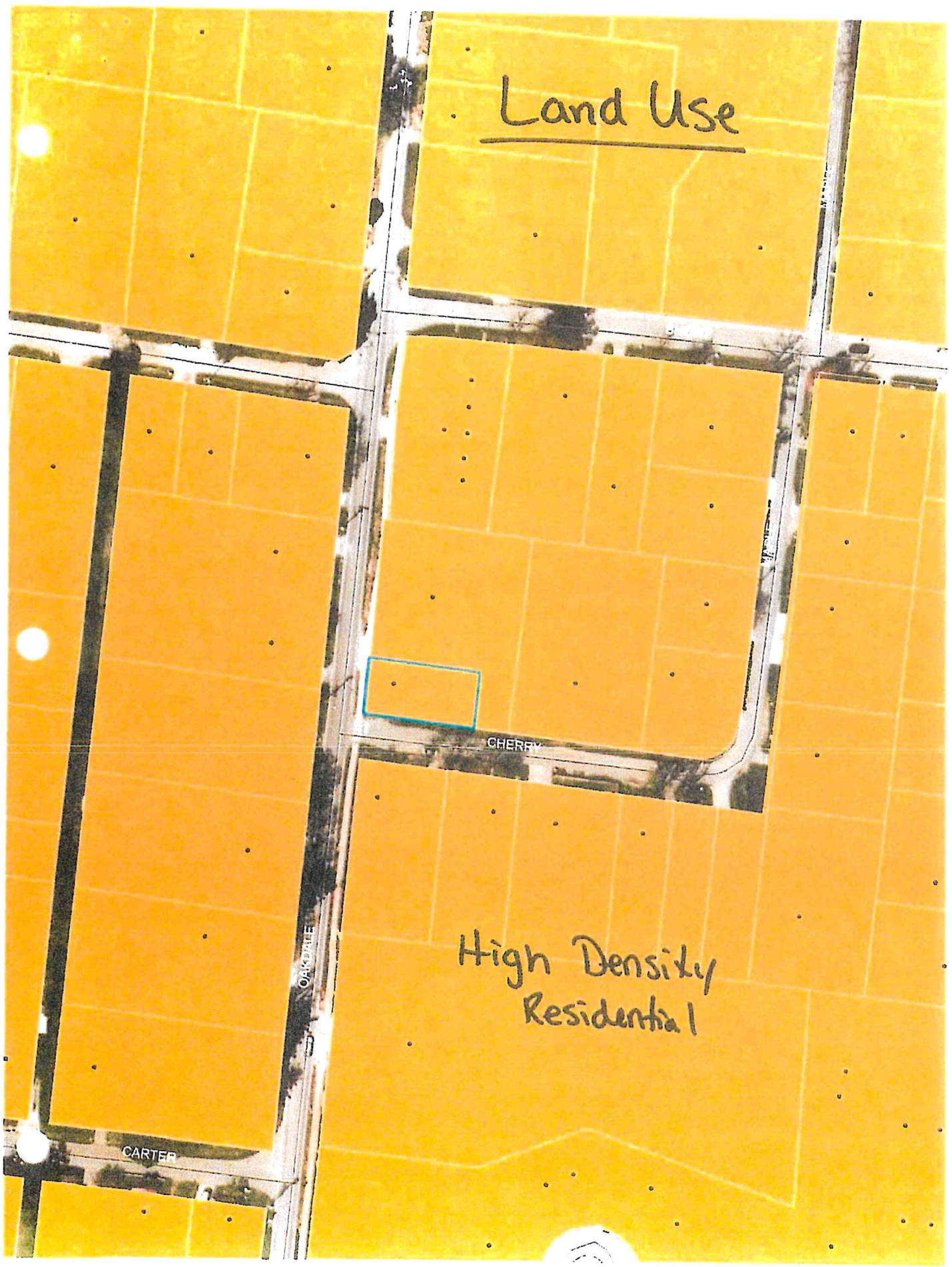
Land Use

High Density Residential

CHERRY

CARTER

OAKDALE



ORDINANCE NO. _____

AN ORDINANCE TO AMEND MANCHESTER MUNICIPAL CODE 8-215, HOURS OF SALE FOR BEER

WHEREAS Manchester Municipal Code 8-215 in part, establishes the hours of sale for beer in the City of Manchester and;

WHEREAS the Board of Mayor and Alderman feel it appropriate to clarify the wording in the code to establish the exact requirement and;

WHEREAS the Board of Mayor and Aldermen believes that amending the code is the most efficient way of clarifying the code.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that of Manchester Municipal Code 8-215 be amended to delete the SECOND PARAGRAPH of the current **8-215. Hours for sale:**

“Any permittee of the city having a permit for sale of beer for off premises consumption may sell beer for off premises consumption at any time where a permittee of the Tennessee Alcoholic Beverage Commission having a permit for sale for off premises consumption of alcoholic beverages may lawfully sale beer.”

be amended to add the following language:

“No permittee of the city shall sell, give away, or otherwise dispense beer for off premises consumption except between the hours of eight o'clock a.m. (8:00 a.m.) and three o'clock a.m. (3:00 a.m.) the following day on Monday through Saturday and between ten o'clock a.m. (10:00 a.m.) on Sunday and three o'clock a.m. (3:00 a.m.) on the following Monday.”

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: _____ July 2nd _____, 2024

PASSED SECOND AND FINAL READING: _____, 2024

Marilyn Howard, Mayor

ORDINANCE NO. _____

AN ORDINANCE REZONING PROPERTY OWNED J. J. MANCHESTER, LLC, ON HOSPITALITY BLVD. AND RECENTLY ANNEXED INTO THE CITY, FROM RS-1 TO C-2

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

WHEREAS the Tennessee General Assembly revised the annexation statutes, which now provide that annexation by written consent be accomplished by resolution; and

WHEREAS the City of Manchester recently annexed certain property owned by J. J. Manchester, LLC; and

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 17, 2024, considered the rezoning request that the property owned by J. J. Manchester, LLC, described below, be rezoned from RS-1 to C-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 C-2 to the following described property owned by J. J. Manchester, LLC on Hospitality Blvd.:

Map 085M, Group __, Parcel 020.00

Lying in the 1st Civil District of Coffee County, Tennessee, and being a portion of Map: 75, Parcel: 20, Property Assessor's Office of Coffee County, Tennessee, and being the major remaining portion of the property in WDB 272, page 471, ROCCT, and being generally bounded

to the north by Haines and McConaughty, east by Stroop and Threet, south by the museum lot, Lot 3 (5.00 acres), and west by Goin, and being more particularly described as follows:

BEGINNING at a found iron pin at the northwest corner of the museum lot, in the east margin of Hospitality Blvd., and being 468.6 feet north of the north margin of Campground Road; thence with the east margin of Hospitality Blvd., an undeveloped 60-ft. right-of-way, North 21 deg. 13 min. 00 sec. East, 128.00 feet to a set iron pin; thence with a curve to the left, with a radius of 630 feet, an arc distance of 202.50 feet to a set iron pin; thence North 03 deg. 06 min. 00 sec. East, 631.47 feet to a set iron pin; thence North 86 deg. 54 min. 0 sec. West, 500.02 feet to an iron pin set at the northwest corner of said Lot 35(acres), and being in the east line of Goin; thence North 02 deg. 94 min. 3 sec. East, 593.86 feet to an iron pin found at Goin's northeast corner and being the northwest corner of the property herein described; thence South 85 deg. 5 min. 03 sec. East 772.16 feet to an iron pin found at the northwest corner of Stroop and Threet, and being the northeast corner of the property herein described; thence South 02 deg. 38 min. 49 sec. West, 1532.61 feet to a set iron pin at the northeast corner of said museum lot; thence North 86 deg. 54 min. 00 sec. West, 354.00 feet to the point of beginning, and containing 16.68 acres, more or less, according to that certain survey dated July 21, 2000, of Max Northcutt, TN RLS #1359, 213A North Spring Street, Manchester, TN 37355.

Being the same property conveyed to J.J. Manchester, LLC by Warranty Deed from the Industrial Board of Coffee County, Tennessee, Incorporated of record at Book: W276, Page: 979, Register's Office for Coffee County, Tennessee.

INCLUDED in the above description but excluded from this conveyance are the following:

1. Lot 6 (Map: 085, Parcel: 020.11) see WD Book 325, Page 923 ROCCT for description
2. Lot 7 (Map: 085, Parcel: 020.12) see WD Book 325, Page 923 ROCCT for description

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 2 of the Manchester Municipal Code entitled Zoning Map be amended to show this property as C-2, Highway Service District; 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 17, 2024.

PASSED FIRST READING: _____, 2024

PASSED SECOND AND FINAL READING: _____, 2024

Marilyn Howard, Mayor

CITY OF MANCHESTER, TENNESSEE

DEPARTMENT OF HEALTH AND CODES

200 W. Fort Street

Manchester, TN 37355

931-723-1464

Email: gfrazier@cityofmanchestertn.com

REZONING APPLICATION

FEE: \$200

DATE: 5/14/24

MEETING DATE: June 17, 2024

CASE #: 08-2024

TIME OF MEETING: 5:30 P.M.

LOCATION: CITY HALL MEETING ROOM

- APPROVAL Positive to BOMA
- DISAPPROVAL
- NO ACTION TAKEN

MANCHESTER PLANNING COMMISSION

Name of Property Owner: J.J. Manchester / Jay H. Chippen

Address of Owner: 11209 River Birch Court Knoxville, TN 37932

Home Phone: 865-531-6079 Work Phone: 865-679-9951

I hereby request to the Planning Commission:

Rezoning RS-1 Commercial to C-2

Intended Use: HOTEL

Address of Property: Hospitality Blvd, Lot #5

Property Tax Map No: 085 Group: Control Map: Parcel No. 020.00

Is this property in a Flood Hazard Area per FIRM Map No. 47031C0-

Map Revised: August 4, 2008.

Note: PARK STORM WATER MANAGEMENT AREA AS PER Northcutt Surveying, Inc

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



R-1

C-2

R-4

C-2

R-3

C-2

C-2

GROSCH

INTERSTATE 24

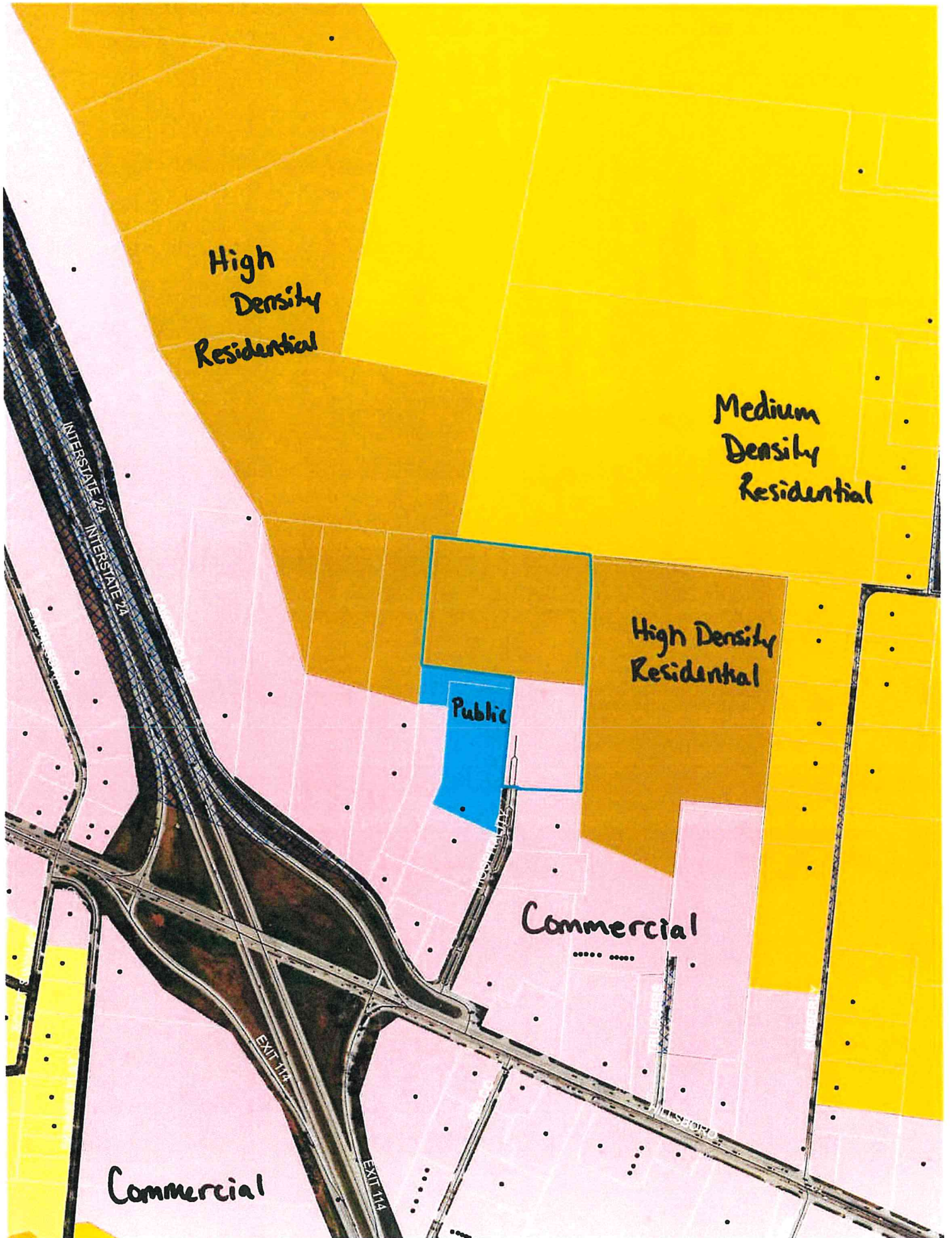
CAMPGROUND

INTERSTATE 24

EXIT 114

EXIT 114

EXIT 114



High
Density
Residential

Medium
Density
Residential

High Density
Residential

Public

Commercial
.....

Commercial

INTERSTATE 24
INTERSTATE 24

EXIT 113

EXIT 114

ORDINANCE NO. _____

AN ORDINANCE TO AMEND MANCHESTER MUNICIPAL CODE 14-707 RELATIVE TO ABSOLUTE MINIMUM LOT SIZE

WHEREAS Manchester Municipal Code 14-707 establishes the absolute minimum lot size in a residential district; and

WHEREAS the Manchester Planning Commission has recommended a change to the absolute minimum lot size by decreasing it to 5000 sq. feet and a width of 50 feet at its narrowest point; and

WHEREAS the Board of Mayor and Alderman believe that it is in the best interest of the City of Manchester to adopt those recommended changes.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 14-707 be amended to delete the current wording and to add the following:

“14 -707. Absolute minimum lot size. In no case shall the building inspector or the board of zoning appeals permit any lot in a residential district to be used a building site which, is less than five thousand (5000) square feet in total area and fifty(50) feet in width at its narrowest point, or has a front setback of less than fifteen (15) feet and a side setback of less than five (5) feet, with the exception of officially approved planned developments. (1972 Code, Section 1107)”

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: _____, 2024

PASSED SECOND AND FINAL READING: _____, 2024

Marilyn Howard, Mayor

Anthony Burrows, Finance Director

14-707. Absolute minimum lot size. In no case shall the building inspector or the board of zoning appeals permit any zone lot in a residential district to be used as building site which, is less than ~~six thousand (6,000)~~ square feet in total area and ~~thirty (30) feet~~ in width at its narrowest point, or has a front setback of less than fifteen (15) feet and a side setback of less than five (5) feet, with the exception of officially approved planned developments. (1972 Code, § 11-707)

14-707. Absolute minimum lot size. In no case shall the building inspector or the board of zoning appeals permit any zone lot in a residential district to be used as building site which, is less than five thousand (5,000) square feet in total area and fifty (50) feet in width at its narrowest point, or has a front setback of less than fifteen (15) feet and a side setback of less than five (5) feet, with the exception of officially approved planned developments. (1972 Code, § 11-707)

ORDINANCE NO. _____

AN ORDINANCE TO AMEND MANCHESTER MUNICIPAL CODE 14-516 RELATIVE TO TEMPORARY POLITICAL SIGNS

WHEREAS Manchester Municipal Code 14-516 (3) (xiii) establishes the regulation of temporary political signs; and

WHEREAS the Codes Department has recommended a change to the size and placement of said signs to be more compatible with recent changes in State law; and

WHEREAS the Board of Mayor and Alderman believe that it is in the best interest of the City of Manchester to adopt those recommended changes.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 14-516 (3) (xiii) be amended to delete the current wording and to add the following:

“Temporary political signs.” Temporary political or campaign posters or signs may be located on private property that is located more than one hundred feet (100’) from a polling place. These signs cannot be installed more than sixty (60) days before the first day voting begins and shall be removed within seven (7) days after voting ends for such election. The period between a primary and general election is exempt from this time limitation restriction. No temporary political or campaign poster or sign on commercial property may exceed thirty-two square feet (32 sq. ft.) in size. No temporary political or campaign poster or sign on residential property may exceed sixteen square feet (16 sq. ft.) in size. Each property, whether commercial or residential, is limited to two (2) posters or signs on the property per candidate, issue, or subject.”

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 14-516 be amended to delete the current Table 2 and add the attached Table 2 as its replacement.

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: _____, 2024

PASSED SECOND AND FINAL READING: _____, 2024

Marilyn Howard, Mayor

Anthony Burrows, Finance Director

Currently

"Temporary political signs." On premises temporary political signs may be located in any residential, commercial, or industrial district. In commercial and industrial districts, these signs cannot be installed more than sixty (60) days before and shall be removed within seven (7) days after the election or political event. The period between a primary and general election is exempt from this time limitation restriction. In commercial and industrial districts, the number of these signs shall not exceed two (2), nor shall any sign exceed six feet (6') in height, and the total area of all such signs shall not exceed sixteen (16) square feet.

MTAS

"Temporary political signs." ~~On premises~~ Temporary political or campaign posters or signs may be located on private property that is located more than one hundred feet (100') from a polling place. ~~in any residential, commercial, or industrial district. In commercial and industrial districts,~~ These signs cannot be installed more than sixty (60) days before the first day voting begins and shall be removed within seven (7) days after voting ends for such ~~the~~ election ~~or political event~~. The period between a primary and general election is exempt from this time limitation restriction. ~~In commercial and industrial districts, the number of these signs shall not exceed two (2), nor shall any sign exceed six feet (6') in height, and the total area of all such signs shall not exceed sixteen (16) square feet.~~ No temporary political or campaign poster or sign on commercial property may exceed thirty-two square feet (32 sq. ft.) in size. No temporary political or campaign poster or sign on residential property may exceed sixteen square feet (16 sq. ft.) in size. Each property, whether commercial or residential, is limited to 2 poster(s) or sign(s) on the property per candidate, issue, or subject.

Proposed

"Temporary political signs." Temporary political or campaign posters or signs may be located on private property that is located more than one hundred feet (100') from a polling place. These signs cannot be installed more than sixty (60) days before the first day voting begins and shall be removed within seven (7) days after voting ends for such election. The period between a primary and general election is exempt from this time limitation restriction. No temporary political or campaign poster or sign on commercial property may exceed thirty-two square feet (32 sq. ft.) in size. No temporary political or campaign poster or sign on residential property may exceed sixteen square feet (16 sq. ft.) in size. Each property, whether commercial or residential, is limited to 2 poster(s) or sign(s) on the property per candidate, issue, or subject.

TABLE 2
TEMPORARY, ON-SITE SIGNS

Type	Number of Signs Permitted	Maximum Total Surface Display Area	Minimum Setback	Height (+)	Max Time Allowed	Permit Required	Zones Allowed	Notes
Political Signs (*)	2 <i>per candidate</i>	16-sf 32-sf	5 ft	6ft	60 days	No	All	Shall be removed within 7 days of election
Real Estate (**)	1	See Footnote	5 ft	6 ft	N/A	No	All	Shall be removed within 3 days of the settlement or lease of the property
Auction signs	1	16 sf	5 ft	6 ft	14 days	No	All	Shall be removed within 3 days of the event
Special Event Signs (*)	2	16 sf	5 ft	6 ft	2 times per year for 30 days	Yes	All	Shall be removed immediately following the event
Portable Signs	1	32 sf	8 ft	6 ft	30 days	Yes	All except residential	
Banners (*)	2	32 sf	8 ft	10 ft (+)	3 times per year for 30 days	No	All	
Inflatables	1	N/A	8 ft	25 ft (+)	3 times per year for 30 days	No	All except residential	
Construction Signs	1	32 sf	8 ft	6 ft	N/A	No	All	Shall be removed prior to erection of permanent sign
Yard Sale Signs (*)	1	9 sf	5 ft	6 ft	7 days	No	All	Shall be removed within 3 days of the event
Temporary Farm Products Signs (*)	2	16 sf	5 ft	6 ft	N/A	No	All	Shall be removed immediately following the event
Signs in Residential Districts	3	32 sf	5 ft	6 ft	2 times per year for 30 days	No		

(+) Refer to Table 3 for sign height limitations based on distance to electric lines.

(*) Section only applies to signs in commercial and industrial districts.

(**) Maximum total surface display area is 32 sf in commercial and industrial districts and 16 sf in residential districts.

**ORDINANCE NO:
AN ORDINANCE OF THE CITY OF MANCHESTER, TENNESSEE
, ADOPTING A BUDGET FOR THE FISCAL YEAR JULY 1, 2024**

WHEREAS, Tennessee Code Annotated Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

WHEREAS, the governing body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the governing body will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF MANCHESTER, TENNESSEE AS FOLLOWS:

SECTION 1: That the governing body estimates anticipated revenues of the municipality from all sources to be as follows:

GENERAL FUND	FY2023 Actual	FY2024 Unaudited	FY2025 Proposed
Local Taxes	\$ 12,881,000	\$ 13,257,600	\$ 14,323,600
License and Fees	345,000	245,000	290,000
Intergovernmental	2,567,225	3,028,113	2,873,684
Charges for Services	67,455	62,823	36,000
Fines and Forfeitures	154,523	138,326	151,600
Miscellaneous Revenues	184,797	731,746	329,632
Nonspendable Fund Balance	98,484	98,484	98,484
Assigned Fund Balance	-	-	-
Unassigned Fund Balance	10,831,652	14,019,457	12,942,435
Total Available Funds	\$ 27,130,136	\$ 31,581,549	\$ 31,045,435
SANITATION			
Charges for Current Services	\$ 1,321,717	\$ 1,309,907	\$ 1,487,500
Transfer from Other Funds	50,000	100,000	-
Unassigned Fund Balance	702,943	714,201	679,670
Total Available Funds	\$ 2,074,660	\$ 2,124,108	\$ 2,167,170
RECREATION FUND			
Local Taxes	\$ 269,610	\$ 254,702	\$ 236,130
Intergovernmental	201,107	16,500	750,000
Charges for Current Services	1,000,578	994,602	983,300
Other Revenues	657,195	57,394	10,000
Transfer from Other Funds	831,000	2,036,450	1,800,000
Unassigned Fund Balance	1,199,766	917,030	285,458
Total Available Funds	\$ 4,159,256	\$ 4,276,678	\$ 4,064,888

DRUG CONTROL FUND

Fines and Forfeitures	\$	21,725	\$	21,591	\$	21,000
Other Revenues		142,366		5,186		105,000
Unassigned Fund Balance		433,233		335,400		254,805
Total Available Funds	\$	597,323	\$	362,177	\$	380,805

TOURISM FUND

Local Taxes	\$	134,805	\$	-	\$	131,000
Grant Revenue		3,400		-		-
Unassigned Fund Balance		367,782		258,977		279,977
Total Available Funds	\$	505,988	\$	258,977	\$	410,977

CAPITAL EQUIPMENT FUND

Total Revenues	\$	8,050	\$	-	\$	-
Transfer from Other Funds		871,215		603,886		-
Unassigned Fund Balance		315,172		292,199		-
Total Available Funds	\$	1,194,437	\$	896,085	\$	-

GENERAL DEBT SERVICE FUND

Other Revenues	\$	17,367	\$	73,570	\$	43,500
Transfer from Other Funds		1,733,543		1,757,550		240,052
Unassigned Fund Balance		2,889,756		3,057,235		1,697,385
Total Available Funds	\$	4,640,666	\$	4,888,355	\$	1,980,937

GENERAL PURPOSE SCHOOL FUND

Local Taxes	\$	5,628,178	\$	4,216,710	\$	4,216,710
Licenses and Permits		721		650		650
Charges for Current Services		42,107		38,857		51,229
Other Local Revenues		70,186		29,500		29,500
State Education Funds		9,681,421		10,395,902		10,388,691
Other State Revenues		34,083		1,000		1,000
Federal Funds Received Thru State		29,348		-		-
Transfer from Other Funds		1,728,437		1,858,467		1,858,467
Unassigned Fund Balance		7,186,695		4,854,730		4,093,250
Total Available Funds	\$	24,401,176	\$	21,395,816	\$	20,639,497

CAFETERIA FOOD SERVICE FUND

Charges for Current Services	\$	28,311	\$	208,281	\$	208,280
Other Local Revenues		(8,808)		8,305		1,300
State Education Funds		-		9,816		9,815
Federal Funds Received Thru State		1,483,240		1,234,431		1,153,640
Other Sources		-		-		-
Unassigned Fund Balance		969,151		869,151		869,151
Total Available Funds	\$	2,471,894	\$	2,329,984	\$	2,242,186

SECTION 2. That the governing body appropriates from these anticipated revenues and unexpended and unencumbered funds as follows:

GENERAL FUND

General Government	\$	9,148,060	\$	7,159,317	\$	8,224,724
Public Safety		5,164,276		2,224,474		6,950,123
Public Works		2,057,174		1,475,494		3,906,692
Total Appropriations	\$	16,369,510	\$	10,859,285	\$	19,081,539

SANITATION FUND

Sanitation Fund	\$	1,324,889	\$	1,398,648	\$	1,522,031
Total Appropriations	\$	1,324,889	\$	1,398,648	\$	1,522,031

PARKS AND RECREATION FUND

Administration	\$	236,530	\$	245,627	\$	334,461
Center		1,467,847		2,981,947		2,113,410
Park Area		470,062		414,810		1,963,131
Total Appropriations	\$	2,174,439	\$	3,642,383	\$	4,411,002

DRUG CONTROL FUND

Drug Fund	\$	219,288	\$	124,610	\$	206,595
Total Appropriations	\$	219,288	\$	124,610	\$	206,595

TOURISM FUND

Tourism Fund	\$	67,502	\$	108,806	\$	110,000
Total Appropriations	\$	67,502	\$	108,806	\$	110,000

CAPITAL EQUIPMENT FUND

Capital Equipment Program	\$	808,359	\$	626,859	\$	-
Total Appropriations	\$	808,359	\$	626,859	\$	-

GENERAL DEBT SERVICE FUND

General Debt Service Fund	\$	1,623,514	\$	1,663,640	\$	1,643,402
Total Appropriations	\$	1,623,514	\$	1,663,640	\$	1,643,402

GENERAL PURPOSE SCHOOL FUNDInstruction

Regular Instruction Program	\$	7,789,316	\$	8,837,062	\$	9,026,055
Alternative Instruction Program		36,342		40,650		43,224
Special Education Program		1,482,889		1,640,717		1,695,226
Student Body Education Program		-		2,000		2,000

Support Services

Attendance		218,052		161,307		148,016
Health Services		257,067		277,207		274,747
Other Student Support		161,323		474,618		507,396
Regular Instruction Program		323,997		438,184		427,153
Special Education Program		295,162		295,167		305,350
Technology		515,970		641,732		647,915
Board of Education		254,489		320,886		332,279
Office of Superintendent		272,865		299,356		307,881
Office of Principal		714,715		845,703		870,635
Fiscal Services		348,606		382,484		415,402
Operation of Plant		884,963		1,039,730		1,185,824
Maintenance of Plant		463,887		533,416		559,247
Transportation		38,577		66,763		71,112

Operation of Non-Instructional Services

Community Services		672,055		1,139,916		96,885
Early Childhood Education		291,005		306,491		300,980
Regular Capital Outlay		1,489,039		1,060,942		40,000
Debt Payments		50,400		50,400		50,400
Indirect Cost		17,567		18,320		-
Total Appropriations	\$	16,578,286	\$	18,873,051	\$	17,307,727

CAFETERIA FOOD SERVICE FUND

Food Service	\$	1,159,410	\$	1,560,833	\$	1,373,035
Total Appropriations	\$	1,159,410	\$	1,560,833	\$	1,373,035

SECTION 3: At the end of the current fiscal year the governing body estimates balances/(deficits) as follows:

General Fund	\$ 14,019,457
Sanitation Fund	\$ 714,201
Recreation Fund	\$ 917,030
Drug Fund	\$ 335,400
Tourism Fund	\$ 258,977
Capital Equipment Replacement Fund	\$ 292,199
General Debt Service Fund	\$ 3,057,235
General Purpose School Fund	\$ 4,854,730
Central Cafeteria Fund	\$ 869,151

SECTION 4: That the governing body recognizes that the municipality has bonded and other indebtedness as follows:

Bonded or Other Indebtedness	Debt Redemption	Interest Requirements	Debt Authorized and Unissued	Condition of Sinking Fund
Bonds	920,000	480,850		
Notes	-	-		
Capital Leases	20,052			
Other Debt				

SECTION 5: During the coming fiscal year the governing body has planned capital projects and proposed funding as follows:

Proposed Capital Projects	Proposed Amount Financed by Appropriations	Proposed Amount Financed by Debt
Sidewalk Project	\$ 645,035	
Multi-Modal Sidewalk Grant	45,750	
ARC Downtown Grant	188,516	
TDEC/LPRF Ballfield Light Grant	749,345	
Total Appropriations	\$ 1,628,646	

SECTION 6: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 T.C.A. Section 6-56-208. In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Section 6-56-205 of the Tennessee Code Annotated.

SECTION 7: Money may be transferred from one appropriation to another in the same fund only by appropriate ordinance by the governing body, subject to such limitations and procedures as it may prescribe as allowed by Section 6-56-209 of the Tennessee Code Annotated. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

SECTION 8: A detailed financial plan will be attached to this budget and become part of this budget ordinance. In addition, the published operating budget and budgetary comparisons shown by fund with beginning and ending fund balances and the number of full time equivalent employees required by Section 6-56-206, Tennessee Code Annotated will be attached.

SECTION 9: If for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations in this budget ordinance shall become the appropriations for the next fiscal year until the adoption of the new budget ordinance in accordance with Section 6-56-210, Tennessee Code Annotated provided sufficient revenues are being collected to support the continuing appropriations. Approval of the Director of the Division of Local Finance in the Comptroller of the Treasury for a continuation budget will be requested if any indebtedness is outstanding.

SECTION 10: There is hereby levied a property tax of \$1.5221 per \$100 of assessed value on all real and personal property.

SECTION 11: All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 12: This ordinance shall take effect upon passage, the public welfare requiring it.

PASSED FIRST READING: 5/18/23

PASSED SECOND READING: 6/06/23

ATTEST:

Signature on File

Marilyn Howard, Mayor

ATTEST:

Signature on File

Lisa Myers, Finance Director

City of Manchester Job Description

Job Title: Heavy Equipment Operator

Department: Water & Sewer

Reports To: Foreman

FLSA Status: Nonexempt

Prepared Date: 7-17-2024

Approved By:

Approved Date:

SUMMARY:

Operates and controls heavy equipment such as backhoes, trenchers, and others as assigned. May be required to perform other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Operates backhoes, graders, trenchers, and other related classified equipment utilized in the maintenance and construction of water & sewer lines or facilities.

Uses smaller machines and hand tools as required.

Responsibilities include greasing backhoes and performing preventative maintenance on all heavy equipment.

Job duties include those of a Light equipment operator as well as the proficient use of all equipment classified as heavy equipment.

Knowledge of the proper and safe operation of heavy equipment.

Performs other relate duties as assigned.

Once trained, take on call responsibilities. On call responsibilities include the following: must be available at all times during the on-call period, must do weekend work as needed, must work some holidays.

SUPERVISORY RESPONSIBILITIES

None Required

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

High school diploma or General Education Degree (G.E.D.) or one-year related experience and /or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions. Ability to deal with standardized situations with only occasional or no variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Tennessee Commercial Driver License (Class A or B)

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.

While performing the duties of this job, the employee is: required to stand and walk for long periods of time. The employee is occasionally required to sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

While performing the duties of this position, the employee must be able to work in all weather conditions. The employee is frequently exposed to moving mechanical parts. Occasionally, the employee is exposed to wet conditions; high, precarious places; acidic, toxic, or caustic chemicals; risk of electric shock; noise level in the work environment can be loud.

City of Manchester Job Description

Job Title: Wastewater Operator
Department: Water & Sewer
Reports To: Chief WWTP Operator
FLSA Status: Non-Exempt
Prepared Date: 7-17-2024
Approved By:
Approved Date:

SUMMARY

(Pretreatment) Operates and maintains pretreatment program, sample collection, and inspections of the pretreatment facilities.

(Collection System) Operates and maintains the sewer collection system, sewer line maintenance, manhole maintenance, and lift station maintenance.

(Treatment Plant) Operates sewage treatment, sludge processing, and disposal equipment in wastewater (sewage) treatment plant to control flow and processing of sewage by performing the following duties.

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

- Monitors control panels and adjusts valves and gates manually or by remote control to regulate flow of sewage.
- Observes variations in operating conditions and interprets meter or gauge readings and test results to determine load requirements.
- Starts and stops pumps, engines, and generators to control the flow of raw sewage through filtering, settling, aeration, and sludge digestion processes.
- Maintains log of operations and records meter and gauge readings.
- Collects sewage sample and conducts laboratory tests.
- Delivers samples, to outside laboratory, not run in house.
- Operates and maintains power generating equipment to provide electricity for plant.
- Operates and maintains sludge press.
- Once trained, take on call responsibilities. On call responsibilities include the following: must be available at all times during the on-call period, must do weekend work as needed, must work some holidays.

SUPERVISORY RESPONSIBILITIES

None Required

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

High school diploma or General Education Degree (G.E.D.) or one-year related experience and /or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide. Ability to perform these operations using units of money, weight, measurement, volume, and distance.

REASONING ABILITY

Ability 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

Driver's License, preferably CDL.
Preferably Grade II Collection License.
Preferably Grade III or IV Wastewater Treatment License.

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.

While performing the duties of this job, the employee is: required to stand and walk for long periods of time. The employee is occasionally required to sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

While performing the duties of this position, the employee must be able to work in all weather conditions. The employee is frequently exposed to moving mechanical parts. Occasionally, the employee is exposed to wet conditions; high, precarious places; acidic, toxic, or caustic chemicals; risk of electric shock; noise level in the work environment can be loud.

City of Manchester Job Description

Job Title: Distribution Operator
Department: Water & Sewer
Reports To: Distribution Manager
FLSA Status: Nonexempt
Prepared Date: 7-22-2024
Approved By:
Approved Date:

SUMMARY

- Operates and maintains the public potable water distribution system in accordance with state and federal regulations.

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

- Demonstrate the ability to perform the necessary preventative maintenance on potable water tanks, pumps and distribution system.
- Responsible for maintaining files in order to meet state requirements regarding the distribution system.
- Responsible for collection and delivery of samples to water plant for analysis.
- Must sample and test water for chlorine residuals.
- Ability to review, understand, and recommend changes in distribution system plans for new line construction, system improvements, and (but not limited to) necessary changes that would improve the overall quality of the distribution system.
- Ability to perform inspections on projects, service lines. and mainlines.
- Ability to correspond both verbally and in writing with the state, customers, potential customers, and any citizen who may inquire about the potable distribution system.
- Must inspect, repair, and perform preventative maintenance on all potable water storage tanks and grounds.
- Must keep clear and accurate files on items such as, but not limited to, inspection procedures, water sampling, and customer complaints.
- Perform flow and pressure test on main lines and service lines.
- Once trained, take on call responsibilities. On call responsibilities include the following: must be available at all times during the on-call period, must do weekend work as needed, must work some holidays.

SUPERVISORY RESPONSIBILITIES

- None required.

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are a 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

- High School Diploma or General Education Degree (G.E.D.); or one-year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

- Ability to read and comprehend instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply, and divide. Ability to perform these operations using units of money, weight, measurement, volume, and distance.

REASONING ABILITY

- Ability 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

- Valid Tennessee Driver License.
- Preferably Grade II Distribution License.
- Must have a Backflow Certification or obtain one within 1-year of employment.

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.
- While performing the duties of this job, the employee is: required to stand and walk for long periods of time. The employee is occasionally required to sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

- While performing the duties of this position, the employee must be able to work in all weather conditions. The employee is frequently exposed to moving mechanical parts. Occasionally, the employee is exposed to wet conditions, loud noises, confined spaces, heights, acidic, toxics, or caustic chemicals and risk of electrical shock.

City of Manchester Job Description

Job Title: Foreman

Department: Water & Sewer

Reports To: Superintendent

FLSA Status: Non-Exempt

Prepared Date: 7-17-2024

Approved By:

Approved Date:

SUMMARY

Instructs, leads, and inspects activities of workers in operation and maintenance infrastructure by performing the following duties or through subordinates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervises and leads daily activities concerned with infrastructure (water & sewer systems).

Monitors employee functions on daily assignments.

Takes actions in the event of emergencies such as main line leaks, blockages, and service line troubles.

Reads and takes actions in order to comply with daily work order.

Directs work crews.

Responsible for effectively and efficiently completing work orders on day to day basis in order to ensure that all City, State, and Federal regulations are met.

Must understand a clear working knowledge of the Manchester Water & Sewer Standard Specifications.

Ability to follow and give good written and oral instruction.

Must have a clear understanding of all safety factors involved with the use of heavy equipment.

Must be able to operate all equipment classified as light equipment.

Ability to field locate lines effectively.

Performs other related duties as assigned.

Once trained, take on call responsibilities. On call responsibilities include the following: must be available at all times during the on-call period, must do weekend work as needed, must work some holidays.

SUPERVISORY RESPONSIBILITIES

Must lead and direct crew member(s) as required.

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.

City of Manchester Job Description

EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (G.E.D.). One year of prior experience and some computer training is preferred. Individual must be computer literate.

LANGUAGE SKILLS

Ability to read, analyze, and interpret reports and manuals. Ability to convey thoughts both orally and in written form, and must be able to follow simple instructions.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide. Ability to perform these operations using units of money, weight, measurement, volume, and distance.

REASONING ABILITY

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

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Tennessee Driver License

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.

While performing the duties of this job, the employee is frequently required to stand, walk, climb and/or balance. The employee is required to use hands, reach with arms, stoop, kneel, crouch, crawl, talk and hear. The employee is regularly required to lift and move up to 25 lbs. frequently lift and/or move 50 lbs., and occasionally lift and/or move up to 100 lbs. Specific vision abilities required by this job include distance and color vision.

WORK ENVIRONMENT

While performing the duties of this position, the employee must be able to work in all weather conditions. The employee is frequently exposed to moving mechanical parts. Occasionally, the employee is exposed to wet conditions; high, precarious places; acidic, toxic, or caustic chemicals; risk of electrical shock; noise level in the work environment can be loud.

City of Manchester
Board of Mayor and Alderman
Beer Board Agenda
August 6, 2024

Immediately Following the Mayor and Aldermen Board Meeting

Call the Meeting to Order:

Citizen Comments:

Application(s):

1. Name of Business: OTS32 LLC, DBA: Oscars Taco Shop; Business Address: 177 Relco Drive, Manchester, TN 37355; Previous Name of Business: n/a; Name and Address of Property Owner: SES Enterprises Inc., P.O. Box 18153 Huntsville, AL 35804; Name of Applicant: Sandra Ruiz, 6013 Trailwater Ally, Antioch, TN 37013; Application is for on-premises consumption and retail.

Adjournment:

City of Manchester Beer Permit Application

ALL INFORMATION MUST BE FILLED IN BY APPLICANT FOR APPROVAL

The applicant certifies and affirms that no person, firm, corporation or association having at least a 3% ownership interest in the business or any person to be employed in the distribution or sale of beer has been convicted of any violation of the laws against possession, sale, manufacture or transportation of beer or other alcoholic beverages or any crimes involving moral turpitude within the past ten years, and agrees to abide by the ordinances of the City of Manchester, Tennessee and the State of Tennessee regulation the possession, sale, manufacture or transportation of beer or other alcoholic beverages and agrees that compliance with the law is a condition of the license. State law requires the permit to be held by the owner of the business.

The State of Tennessee requires all beer permit holders to furnish us with a copy of the sales and use tax "Certificate of Registration" form #13-002-0104.

Name of Business PBA OSCARS TACO SHOP
OTS 32, LLC Phone # 931-
(Please provide copy of Business License.)

Business Address 177 Relco Drive, Manchester, TN, 37355

Previous Name of Business _____
Name and Address of Property Owner Huntsville, AL, 35804
SFS Enterprises Inc, PO Box 18153
(If property is being leased, a copy of the lease agreement will need to be submitted with this application.)

Names, addresses and phone numbers of any persons, firms, corporations or associations having any ownership interest in the business.
Sandra Ruiz,
37013

Applicant's representative's name and address to receive annual tax notices or any other communication from the Beer Board. _____

Applicant is seeking a permit to engage in the business of
 On-premises consumption Retail
 Off-premises consumption Wholesale
 On and Off-premises consumption Manufacturing

BACKGROUND CHECK INFORMATION (Attach copy of Photo ID)

Name of Applicant Sandra Ruiz Company Title Manager
Applicant's Address _____ Phone # _____
Applicant's Date of Birth _____ Applicant's Social Security # _____
All addresses of Applicant in the last 5 years _____

Submitted this the 9 day of JULY 2024

I certify that the information provided herein is true and correct to the best of my knowledge.

Applicant Signature SR