

**CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
AGENDA**

November 4, 2025 @ 6:30 P.M.

City Hall Board Room

No Work Session

1. ROLL CALL:

2. INVOCATION:

3. PLEDGE TO THE FLAG

4. APPROVAL OF AGENDA

5. MINUTES

- 10-7-25 BOMA Meeting Minutes; 10-16-25 BOMA Special Call Meeting Minutes

6. COMMENTS FROM CITIZENS

7. COMMENTS FROM MAYOR

8. COMMITTEE AND COMMISSION REPORTS

- *Safety *Finance *Street *Water & Sewer *Recreation *Tourism *Planning & Zoning
*Historic Zoning

9. RESOLUTIONS AND ORDINANCES

Resolutions:

- a) A resolution approving a contract with Dukes Root Control, Inc., in the amount not to exceed, One Million Three Hundred and Seven Thousand Six Hundred and Forty and 29/100 Dollars (\$1,307,640.29) for Sewer Inspection, Cleaning, and other services; sponsored by Alderman Crosslin.
- b) A resolution authorizing a contract to purchase one (1) used 2015 Mack Front Loader Truck at a total cost not to exceed One Hundred Thousand and 00/100 Dollars (\$100,000.00), for use by the Street Dept.; sponsored by Vice Mayor Messick.
- c) A resolution approving a contract with Nedrow and Associates, Inc., at a total cost of Sixty-Three Thousand, Seven Hundred and Forty-Five and 00/100 Dollars (\$63,745.00) to provide Flygt pumps and parts to the Water and Sewer Department; sponsored by Alderman Crosslin.
- d) A resolution approving a contract with Nuvonic, at a total cost of Thirty-Eight Thousand, One Hundred and Eighty-Five and 54/100 Dollars (\$38,185.54) to provide Berson parts to the Water and Sewer Department; sponsored by Alderman Crosslin.

Ordinances:

- a) 1st reading of an ordinance to add Manchester Municipal Code 1-110, relative to creation and membership of the Policies and Procedures Committee; sponsored by Alderman Crosslin.
- b) 1st reading of an ordinance to amend Manchester Municipal Code 2-502 relative to Water and Sewer Commission membership; sponsored by Mayor Hobbs.
- c) 1st reading of an ordinance amending the Budget Ordinance for Fiscal Year 2025-2026, Ordinance No. 1743; sponsored by Alderman Crosslin.
- d) 1st reading of an ordinance rezoning property owned by the Charles Porter Walker Family Trust on Woodbury Hwy., from R-3 to C-3; sponsored by Vice Mayor Messick.
- e) 1st reading of an ordinance rezoning property owned by Kenneth Swack on 207 Rose St., from R-3 to R-4; sponsored by Vice Mayor Messick
- f) 1st reading of an ordinance rezoning property owned by Marcelo Aguilar on 504 S. Spring St., from R-3 to R-4; sponsored by Vice Mayor Messick.

- g) 1st reading of an ordinance rezoning property owned by David Lewis ET. UX. On Hendrixson Dr., from R-3 to C-3; sponsored by Vice Mayor Messick.
- h) 1st reading of an ordinance amending the Physical Development Plan of the City of Manchester applicable to property on the Old Tullahoma Hwy (Tax Map 086 parcels 026.00 & 027.00); sponsored by Vice Mayor Messick.

11. OLD BUSINESS

12. NEW BUSINESS

- Janitorial Job Description
- Purchasing Agent Job Description
- MWSD Job Descriptions (CCTV Operator, DC Tech Trainee-Tech II, Waste Water Treatment Plant Operator)

13. ITEMS FROM THE BOARD OF MAYOR AND ALDERMAN

14. ADJOURNMENT:

www.cityofmanchestertn.com
LIVE STREAMING <https://www.youtube.com/@CityOfManchesterTennessee>

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
Meeting Minutes
October 7, 2025, @ 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 Vice Mayor Messick. Present for the meeting were Vice Mayor Messick, Alderman French, Alderman Crosslin, Alderman Threet, Executive Administrative Assistant Keele, Finance Senior Accountant Weber, MWSD Interim Director Foley, Parks/Rec. Director Fox, I.S. Technician Cody Rogers, MPD Chief Sipe, Deputy Chief Roger Chambers, City Engineer Adam Carter, and Community Development & Zoning Director Brittany Fiske. City Attorney Johnson participated via zoom. Meeting opened with a prayer by Pastor Petty, and the pledge to the flag was spoken in unison. Vice Mayor Hobbs called the meeting to order.

ROLL CALL:

Absent was Alderman Anderson, Alderman Parsley, and Mayor Hobbs.

MOTION TO APPROVE AGENDA: Motion made by Alderman Crosslin to approve agenda as provided and seconded by Alderman French. The motion passed 4-0.

APPROVAL OF MINUTES: Alderman Anderson made a motion to approve the 8-5-25 BOMA Meeting Minutes. Alderman Crosslin seconded the motion. The motion passed 5-0.

CORRESPONDENCE: none

COMMENTS FROM CITIZENS: none

COMMENTS FROM MAYOR: none

Safety Committee- Assistant Chief Roger Chambers discussed the MFD Sept. report. Chief Sipe discussed the MPD Sept. report. Next Safety meeting will be 10-13-25.

Finance Committee- Senior Accountant Weber discussed the Sept. Finance Committee meeting. Next meeting 10-21-25.

Street Committee-Director Gannon was called out due to flooding.

Water /Sewer Commission- Interim Director Foley discussed the MWSD Sept. report. Next MWSD meeting will be 10-14-25.

Recreation Commission- Director Fox discussed the Parks & Rec Dept. events in Sept. and upcoming events in October. Next meeting will be 10-13-25.

Tourism- nothing to report.

Planning & Zoning Commission- Director Fiske discussed the upcoming 10-20-25 Planning and Zoning meeting.

Historic Zoning Commission-Director Fiske stated they met on 10-2-25.

RESOLUTIONS & ORDINANCES

Resolutions:

- a) A resolution approving a contract with Seal Rite, Inc, in the amount of Forty-Five Thousand Three Hundred and Seventy-Eight and 50/100 Dollars (\$45,378.50) for sealing and striping the parking lot at Fred Deadman Park; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Crosslin. Vice Mayor Messick opened the floor for discussion and called for the roll. The resolution passed 4-0.
- b) A resolution to authorize the expenditure of up to Thirty-Seven Thousand Three Hundred and Eighty-One and 00/100 Dollars (\$37,381.00) for an I.T. Network Refresh Project; sponsored by Alderman Crosslin. Alderman French made a motion to approve and seconded by Alderman Crosslin. Vice Mayor Messick 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 on Woodbury Hwy (Manchester LLC); Sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Alderman Crosslin. Vice Mayor Messick opened the floor to a public hearing and called for the roll. The ordinance passed 2nd and final reading 4-0.
- b) 2nd reading of an ordinance rezoning property owned by Manchester LLC, on Woodbury Highway from C-2 to R-4; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Alderman Crosslin. Vice Mayor Messick opened the floor to a public hearing and called for the roll. The ordinance passed 2nd and final reading 4-0.

OLD BUSINESS

NEW BUSINESS

COMMENTS FROM BOMA: Alderman Crosslin asked everyone to keep Director Burrows and his family in their prayers.

ADJOURNMENT:

- Being no further business to discuss, Vice Mayor Messick asked for a motion to adjourn and Alderman French made the motion. The motion was seconded by Alderman Crosslin. The motion to adjourn was passed 4-0. The meeting adjourned at 6:48 p.m.

SIGNATURES:

Mayor Joey Hobbs

Executive Administrative Assistant Keele

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMAN
SPECIAL CALL BOARD MEETING Minutes
Manchester City Hall Board Room
October 16, 2025
5:30 P.M.

CALL THE MEETING TO ORDER:

Pursuant to a call by Mayor Hobbs, there will be a Special Called Board of Mayor and Alderman Board Meeting on Thursday, October 16th, 2025, at 5:30 p.m. The meeting was called to order by Mayor Hobbs. Mayor Hobbs read the call sheet and the agenda. Present for the meeting were Mayor Hobbs, Alderman Anderson, Vice Mayor Messick, Alderman Crosslin, Alderman Threet, Alderman Parsley, Alderman French, Assistant Police Chief Floied, I.T. Cody Rogers, Administrative Assistant Mayfield. Absent was Attorney Johnson.

ROLL CALL: all present

COMMENTS FROM CITIZENS none

RESOLUTION

Resolution:

- a) A resolution amending the Budget Ordinance for Fiscal Year 2025-2026, Ordinance No. 1743; sponsored by Alderman Crosslin. Vice Mayor Messick made a motion to approve and seconded by Alderman Anderson. Mayor Hobbs opened the floor to a public hearing. The motion passed 6-0.

ADJOURNMENT: Alderman Crosslin made a motion to adjourn and seconded by Alderman Parsley. The motion passed 6-0.

SIGNATURES:

Mayor Joey Hobbs

Executive Administrative Assistant Keele

RESOLUTION NO. _____

A RESOLUTION APPROVING A CONTRACT WITH DUKES ROOT CONTROL, INC, IN THE AMOUNT NOT TO EXCEED, ONE MILLION THREE HUNDRED AND SEVEN THOUSAND SIX HUNDRED AND FORTY AND 29/100 DOLLARS (\$1,307,640.29) FOR SEWER INSPECTION, CLEANING, AND OTHER SERVICES

WHEREAS the City of Manchester applied for; has historically experienced issues with sewer flow and bottlenecks; and

WHEREAS the City of Manchester has solicited a quote for sewer inspection services through a government cooperative purchasing authority (HGAC); and

WHEREAS the Engineer of the City of Manchester and the MWSD Director evaluated the quote and found the proposal of Dukes Root Control, Inc. provides the City the maximum value within the funds budgeted; and

WHEREAS, in order to fulfill the City of Manchester's needs for sewer inspection and cleaning the Manchester Water and Sewer Department and the City Engineer have recommended the services of Dukes Root Control, Inc, listed on Exhibit "A" at a total cost of One Million Three Hundred and Seven Thousand, Six Hundred and Forty and 00/100 Dollars (\$1,307,640.29); and

WHEREAS Manchester Municipal Code 5-703(4) requires any contractual obligation in excess of Thirty-Five Thousand Dollars (\$35,000) be approved by resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester contract with Dukes Root Control, Inc., to provide the services listed on Exhibit "A" attached hereto and incorporated herein not to exceed a total cost not to exceed One Million Three Hundred and Seven Thousand, Six Hundred and Forty and 00/100 Dollars (\$1,307,640.29).

Resolved this _____ day of _____ 2025.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

RESOLUTION NO. .

A RESOLUTION AUTHORIZING A CONTRACT TO PURCHASE ONE (1) USED 2015 MACK FRONT LOADER TRUCK AT A TOTAL COST NOT TO EXCEED ONE HUNDRED THOUSAND AND 00/100 DOLLARS (\$100,000.00), FOR USE BY THE STREET DEPARTMENT

WHEREAS the City of Manchester Street Department needs more equipment for its refuse operations; and

WHEREAS the Street Department has determined that one (1) used 2015 Mack Front Loader Truck, will best serve the Department's needs; and

WHEREAS the Street Department has sufficient funds in its account (budget line item number 260-43200-943) for the fiscal year 2025/2026 sanitation budget to purchase this equipment; and

WHEREAS this equipment is available from Coffee County, Tennessee, a Tennessee political subdivision, making the purchase exempt from the City's bidding requirements (MMC 5-704(3)); and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester contract to purchase one (1) used 2015 Mack Front Loader Truck at a total cost not to exceed One Hundred Thousand and 00/100 Dollars (\$100,000.00) from Coffee County, Tennessee a State of Tennessee political subdivision.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the purchases be funded from the

appropriate line item in the Street Department's 2025/2026 sanitation budget (line item number: 260-43200-943).

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

Resolved this _____ day of _____ 2025.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

RESOLUTION NO. _____

A RESOLUTION APPROVING A CONTRACT WITH NEDROW AND ASSOCIATES, INC., AT A TOTAL COST OF SIXTY THREE THOUSAND, SEVEN HUNDRED AND FORTY FIVE AND 00/100 DOLLARS (\$63,745.00) TO PROVIDE FLYGT PUMPS AND PARTS TO THE WATER AND SEWER DEPARTMENT

WHEREAS the City of Manchester is planning for and undergoing water and sewer system maintenance and rehabilitation; and

WHEREAS the City of Manchester needs the services of Nedrow and Associates, Inc. to provide Flygt pumps and parts which are the only compatible equipment for use within the City's water and sewer system; and

WHEREAS the Manchester Water and Sewer Director has made an exhaustive search for a company to timely provide this equipment and service and has been unable to find another company with the same equipment, and

WHEREAS Nedrow and Associates, Inc, has offered these services, for needed pumps and parts for a total not to exceed Sixty-Three Thousand Seven Hundred and Forty Five and 00/100 Dollars (\$63,745.00), and

WHEREAS at the recommendation of the MWSD Director and with the opinion of the City Attorney, the Board of Mayor and Aldermen feel that this arrangement is the "sole source" for this equipment and is the best value for the City and is in its best interest; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester contract with Nedrow and Associates, Inc, for needed pumps and parts for a total not to exceed Sixty Three Thousand Seven Hundred and Forty Five and 00/100 Dollars (\$63,745.00), The Mayor and the Finance Director are hereby authorized to execute the documents to attain this equipment and services.

Resolved this _____ day of _____ 2025.

Mayor Hobbs, Mayor

Anthony Burrows, Finance Director

RESOLUTION NO. _____

A RESOLUTION APPROVING A CONTRACT WITH NUVONIC, AT A TOTAL COST OF THIRTY EIGHT THOUSAND, ONE HUNDRED AND EIGHTY FIVE AND 54/100 DOLLARS (\$38,185.54) TO PROVIDE BERSON PARTS TO THE WATER AND SEWER DEPARTMENT

WHEREAS the City of Manchester is planning for and undergoing water and sewer system maintenance and rehabilitation; and

WHEREAS the City of Manchester needs the services of Nuvonic (fka Aquionics Inc.), to provide Berson parts, which are the only compatible equipment and parts for use within the City's water and sewer system; and

WHEREAS the Manchester Water and Sewer Director has made an exhaustive search for a company to timely provide this equipment and service and has been unable to find another company with the same equipment, and

WHEREAS Nuvonic, has offered these services, for needed Berson parts, for a total not to exceed Thirty Eight Thousand One Hundred and Eighty Five and 00/100 Dollars (\$38,185.54) and

WHEREAS at the recommendation of the MWSD Director and with the opinion of the City Attorney, the Board of Mayor and Aldermen feel that this arrangement is the "sole source" for the Berson parts and is the best value for the City and is in its best interest; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester contract with Nuvonic, for needed Berson parts, for a total not to exceed Thirty Eight Thousand One Hundred and Eighty Five and 00/100 Dollars (\$38,185.54), The Mayor and the Finance Director are hereby authorized to execute the documents to attain this equipment and services.

Resolved this _____ day of _____ 2025.

Mayor Hobbs, Mayor

Anthony Burrows, Finance Director

ORDINANCE NO. _____

**AN ORDINANCE TO
ADD MANCHESTER MUNICIPAL CODE 1-110, RELATIVE TO CREATION AND
MEMBERSHIP OF THE POLICIES AND PROCEDURES COMMITTEE**

Whereas the City of Manchester previously had a Policies and Procedures Committee charged with the duty to review the City's policies and procedures; and

Whereas the Board of Mayor and Aldermen of the City of Manchester had repealed the requirements for said committee in 2023 pending further review; and

Whereas the Board of Mayor and Aldermen of the City of Manchester now believes, after said review, it is in the best interest of the City of Manchester to reinstate the committee with minor changes to the membership to improve the efficiency and effectiveness of the Committee.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the below language of Manchester Municipal Code 1-110 be added in its entirety:

“1-110. Policies and procedures committee. A Policies and Procedures Committee is hereby established for the City of Manchester. The committee membership shall include, as voting members; the Mayor, two (2) members of the Board of Mayor and Aldermen, and two (2) residents of the City of Manchester, all to be appointed by the Mayor, subject to confirmation by the Board of Mayor and Alderman. The term of the Aldermen appointed to the committee shall be for one (1) year commencing on the first Tuesday of September of each year. The term of the city residents shall be four (4) years, however their initial appointments shall be for staggered terms of four (4) and two (2) years. The city's Finance Director, Human Resources Director and City Attorney shall be *ex officio* members of the committee, when required, but shall not be entitled to vote. The committee shall meet as needed and/or as determined by the Mayor. Each September the committee shall select from its members a chairman and secretary. The committee shall adopt its own internal governance rules. The committee shall periodically review all policies and procedures of the city and make recommendations to the Board of Mayor and Aldermen concerning the addition, deletion and/or modifications of policies.”

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 and that all ordinances in conflict be repealed to the extent of the conflict.

PASSED FIRST READING: _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND MANCHESTER MUNICIPAL CODE 2-502 RELATIVE
TO
WATER AND SEWER COMMISSION MEMBERSHIP**

WHEREAS Manchester Municipal Code 2-501 et. seq. delineates the membership, its appointment, and the duties and responsibilities of the Manchester Water and Sewer Commission; and

WHEREAS the Manchester Water and Sewer Commission has been designated and functions as a seven-member Commission, but currently has two vacancies that need filling; and

WHEREAS it has recently come to the attention of the Board of Mayor and Alderman that it can set the requisite membership requirements to reflect an increase in the number of aldermanic appointments to the Commission, and Manchester believes it to be in the best interest of the City to revise its code to reflect such and that the appointment and term of the members be clarified.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that:

1. Manchester Municipal Code 2-502(1) be amended to delete the last sentence of the paragraph.

2. Manchester Municipal Code 2-502(1) shall be amended to delete the second sentence of the paragraph and replace it with: “Three Commission members shall be members of the Board of Mayor and Alderman of the City of Manchester Tennessee and be appointed by the Mayor and confirmed by the Board of Mayor and Alderman.”

3. Manchester Municipal Code 2-502(5) shall be amended to delete it in its entirety and replace it as follows:

“Members from Board of Mayor and Alderman. The Aldermanic members appointed to the Commission shall have a vote as do other members. They may serve as Chairman of the Commission, and attend all meetings, and report to the Board of Mayor and Aldermen of the proceedings, status, and conduct of the affairs and business of the Commission, The Aldermanic members shall serve from appointment in September, to September of the following year.”

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, 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: _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

ORDINANCE NO. 0000
 AN ORDINANCE AMENDING THE BUDGET ORDINANCE
 FOR FISCAL YEAR 2025-26, ORDINANCE NO. 1743

Be it ordained by the Board of Mayor and Aldermen of the City of Manchester, Tennessee, that the Budget Ordinance for Fiscal Year 2025-2026, Ordinance No. 1743, be amended as follows:

SECTION 1. The available funds for said budget are changed as follows:

	Original Budget	Amended Budget
<u>General Purpose School Fund</u>		
Local Taxes	4,216,710	4,217,710
Other State Taxes	1,000	0
Other Sources	3,903,651	8,820,824

SECTION 2. The appropriation(s) for the department(s) in the fund(s) is (are) changed as follows:

	Original Budget	Amended Budget
<u>General Purpose School Fund</u>		
Instructional Expenditures	13,250,464	13,310,159
Support Services	162,959	287,398
Vocational Education	0	5,000
Office of the Principal	942,824	1,011,653
Transportation	127,899	287,649
Capital Outlay	0	4,499,460

SECTION 3. Unless indicated in Section 1 above, to the extent required by the new appropriation, funds shall be drawn from the Fund Balance(s) of the Fund(s) as of June 30, 2026.

SECTION 4. The financial plan shall be used as guidance and generally followed in the implementation of this amendment.

SECTION 5. This Ordinance shall take effect from and after its publication, passage and public hearing.

1st Reading _____.

2nd Reading _____.

Joey Hobbs, Mayor

Attest:

Anthony Burrows, Finance Director

ORDINANCE NO. _____

AN ORDINANCE REZONING PROPERTY OWNED BY THE CHARLES PORTER WALKER FAMILY TRUST ON WOODBURY HWY., FROM R-3 TO C-3

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 October 20, 2025, considered the rezoning request that the property owned by The Charles Porter Walker Family Trust described below, be rezoned from R-3 to C-3, and voted to send that request to the Board with a positive recommendation; and

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 6, Section 1 of the Manchester Municipal Code be, and it is hereby amended to apply the zoning classification of C-3 to the following described property owned by The Charles Walker Family Trust on Woodbury Hwy.:

A tract of land about one-half mile north of Manchester on the west side of Woodbury Highway and beginning at a stake located at the point of intersection of the northwest right of way line or relocated Highway 53 and J.W. Walker, and running north 04 deg. 20.5 min east 616.53 to a stake; thence north 86 deg. 11.5 min. east with a fence 400.15 feet to a stake relocated in the west right of way margin of relocated Highway No. 53; thence curving southwesterly with the northwest margin of the right of way of Highway No. 53, 810 feet, more or less, to the point of beginning and containing 3.559 acres, more or less per survey of W.H. Aldred, Registered Engineer No. 5255, dated May 25, 1976.

And being the same property conveyed to The Charles P. Walker Family Trust, by Quitclaim Deed from Melody Star Walker Ryan, dated 28th day of August, 2013 in Warranty Deed Book W356, Page 900, Register's Office of Coffee County, Tennessee.

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

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

This ordinance is presented and passed with a positive recommendation of the Manchester Planning Commission at its meeting on October 20, 2025.

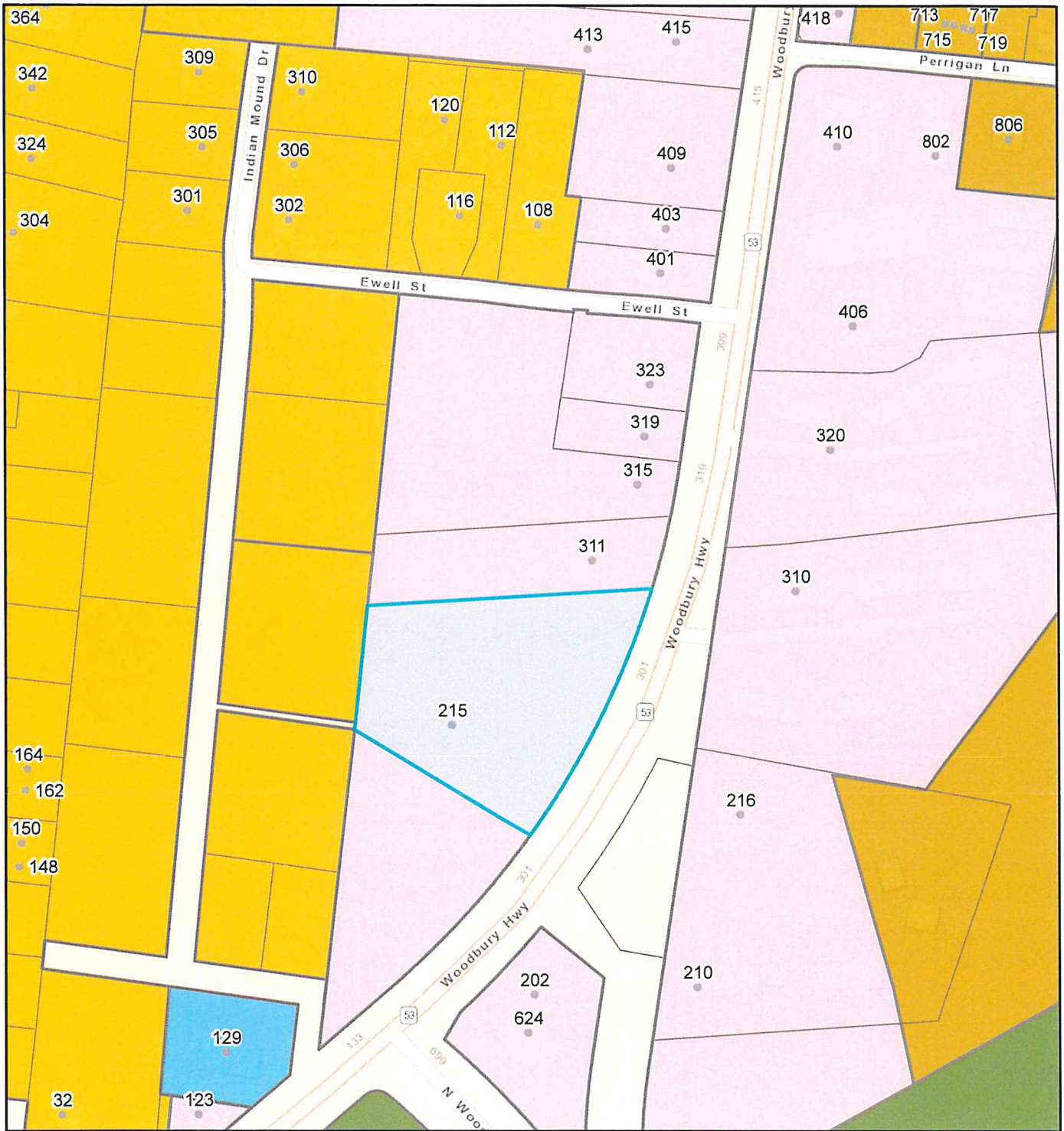
PASSED FIRST READING: _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

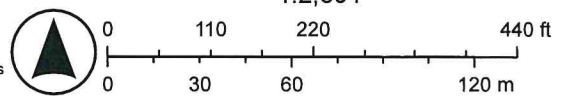
Anthony Burrows, Finance Director

Woodbury Hwy. Land Use

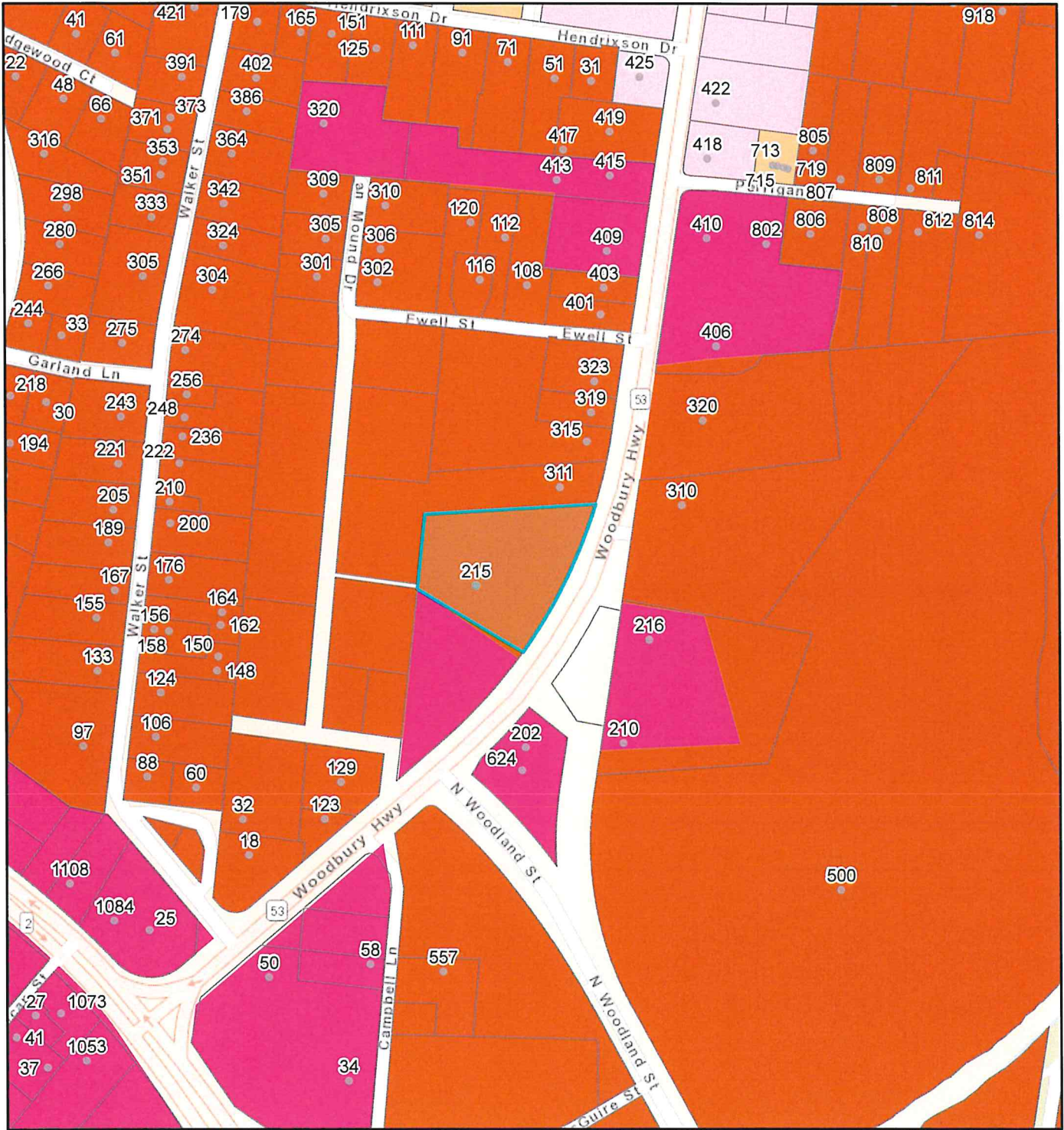


10/30/2025, 12:11:05 PM

- Coffee Parcels
- Coffee Addresses
- Manchester Landuse**
- Commercial, Central and General Neighborhood
- Institutional and Other Public
- Recreational and Open Space
- Residential Medium Density / Single Family Duplexes
- Residential High Density Multi-Family
- Manchester City Limit

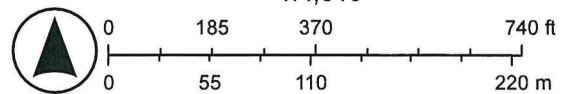


Woodbury Hwy. Zoning



10/30/2025, 12:07:28 PM

- Coffee Parcels
- Coffee Addresses
- Manchester Zoning**
- C-2
- C-3
- R-3
- R-4
- Manchester City Limit



Tennessee STS GIS, Esri, HERE, Garmin, INCREMENT P, NGA, USGS

World_Street_Map

Coffee County - Parcel: 067P D 005.00



Date: October 30, 2025

County: COFFEE

Owner: RYAN STAR WALKER TRUSTEE OF CHARLES P WALKER FAMILY TRUST C/O JOY GARNER

Address: WOODBURY HWY

Parcel ID: 067P D 005.00

Deeded Acreage: 2.1

Calculated Acreage: 0

Vexcel Imagery Date: 2023



State of Tennessee, Comptroller of the Treasury, Division of Property Assessments (DPA), Esri Community Maps Contributors, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/ NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

ORDINANCE NO. _____

AN ORDINANCE REZONING PROPERTY OWNED BY KENNETH SWACK ON 207 ROSE 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 October 20, 2025, considered the rezoning request that the property owned by Kenneth Swack 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 Kenneth Swack on 207 Rose St.:

Being in the City of Manchester, and beginning on the southeast corner of a 50-foot street east and opposite the southeast corner of a lot conveyed by G.M. McMillen to Thomas Rhoton; thence east with the north boundary line of a street between Jones and the lot herein conveyed 300 feet, more or less, to the west side of the railroad; thence north with the railroad 100 feet; thence west to the east side of said 50 foot street; thence south with the east boundary line of the same 100 feet to the beginning, and being in south Manchester, Tennessee.

And being the same property conveyed to Kenny Swack, by Quitclaim Deed from Kenny Swack and wife, Charity Swack, dated 27th day of September, 2017 in Warranty Deed Book W383, Page 171, Register's Office of Coffee County, Tennessee.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 2 of the Manchester Municipal Code entitled Zoning Map be amended to show this property as R-4; and

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

This ordinance is presented and passed with a positive recommendation of the Manchester Planning Commission at its meeting on October 20, 2025.

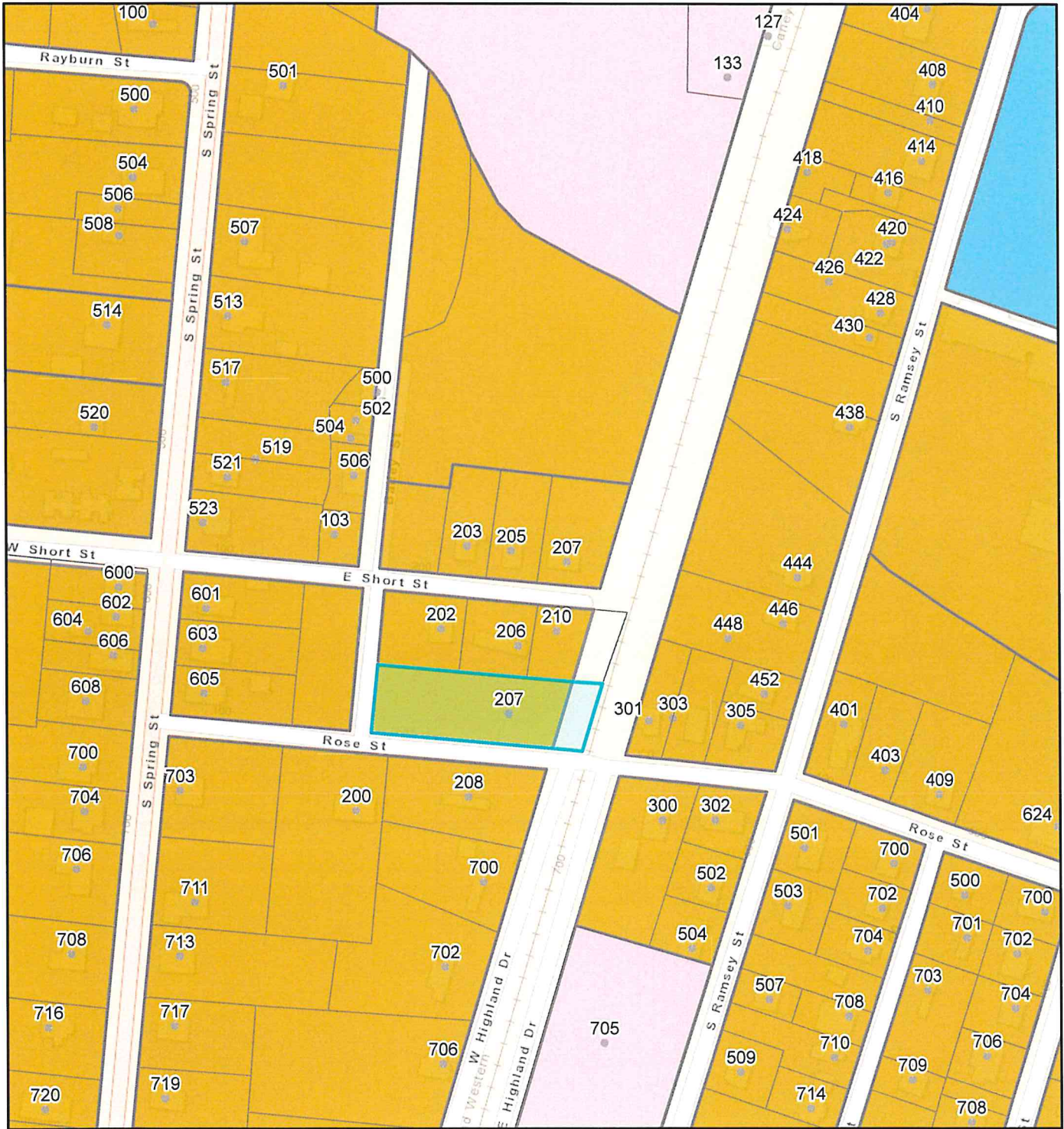
PASSED FIRST READING: _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025






Joey Hobbs, Mayor

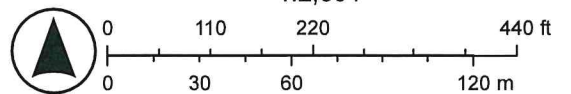
Anthony Burrows, Finance Director

Rose St. Land Use



10/30/2025, 11:58:08 AM

-  Coffee Parcels
-  Coffee Addresses
- Manchester Landuse
 -  Commercial, Central and General Neighborhood
 -  Institutional and Other Public
 -  Residential High Density Multi-Family
 -  Manchester City Limit
- World_Street_Map



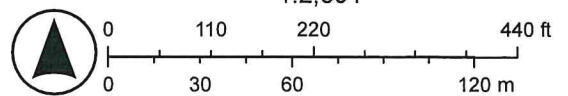
Tennessee STS GIS, Esri, HERE, Garmin, INCREMENT P, NGA, USGS

Rose St. zoning



10/30/2025, 12:01:47 PM

- Coffee Parcels
 - Coffee Addresses
 - Manchester Zoning**
 - R-3
 - R-4
 - Manchester City Limit
 - C-3
 - I-1
- World_Street_Map

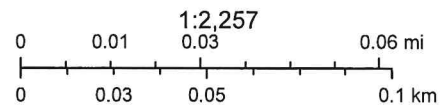


Coffee County - Parcel: 076I H 006.00



Date: October 30, 2025

County: COFFEE
Owner: SWACK KENNETH RYAN
Address: ROSE ST 207
Parcel ID: 076I H 006.00
Deeded Acreage: 0
Calculated Acreage: 0
Vexcel Imagery Date: 2023



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The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

ORDINANCE NO. _____

**AN ORDINANCE REZONING PROPERTY OWNED BY MARCELO AGUILAR ON
504 S. SPRING 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 October 20, 2025, considered the rezoning request that the property owned by Marcelo Aguilar 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 Marcelo Aguilar on 504 S. Spring St.:

BEGINNING at a capped rebar found in the west margin of South Spring Street, approximately 105 ft. south of the observed centerline intersection of South Spring Street and Rayburn Street, said rebar being the southeast corner of Logue and the northeast corner of the property herein described; thence proceeding along the margin of said road, the following calls: thence S 06°21'31" W, 16.17 ft.; thence S 05°20'28" W, 67.29 ft. to a rebar found at back of sidewalk, being the northeast corner of Aguilar (WDB. 440, pg. 508) and the southeast corner of the property herein described; thence leaving the margin of said road and proceeding around said Aguilar, the following calls: thence N 82°35'33" W, 118.10 ft. to a 1 / 2-inch capped rebar set; thence N 83°56'36" W, 27.80 ft. to a 1 / 2-inch capped rebar set; thence S 03°01'13" W, 39.00 ft. to a 1 / 2-inch capped rebar set in the north line of West; thence proceeding along the north line of West, N 84°43'18" W, 155.62 ft. to a metal fence post; thence proceeding along the north line of Bradley, N 86°50'11" W, 4.17 ft. to a 1 / 2-inch capped rebar set, being the southeast corner of Banaski and the southwest corner of the property herein described; thence proceeding along line of Banaski, the following calls: thence N 07°36'49" E, 103.87 ft. to a wood fence corner post; thence S 84°42'12" E, 53.90 ft. to a to a wood fence corner post; thence N 03°50'00" E, 14.49 ft. to a wood fence post; thence N 04°09'36" E, 86.79 ft. to a rebar found in the south margin of Rayburn Street, being the northeast corner of Banaski and the northwest corner of the

property herein described; thence proceeding along the south margin of Rayburn Street, S 84°53'31" E, 50.01 ft. to a 1 / 2-inch capped rebar set, the northwest corner of Logue; thence leaving the margin of said road and proceeding around Logue, the following calls: thence S 04°09'36" W, 86.60 ft. to a 1 / 2-inch capped rebar set; thence S 85°06'46" E, 79.01 ft. to a 1 / 2-inch capped rebar set; thence S 84°04'46" E, 117.67 ft. to the POINT OF BEGINNING, containing 0.78 Acre, as surveyed by Northcutt and Associates Land Surveying, Inc., 409 Woodbury Highway, Manchester, Tn, 37355, Job # 25C-070, dated 04-10-2025, and being the property described in WDB. 413, pg. 935, ROCCTn.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 2 of the Manchester Municipal Code entitled Zoning Map be amended to show this property as 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 a positive recommendation of the Manchester Planning Commission at its meeting on October 20, 2025.

PASSED FIRST READING: _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

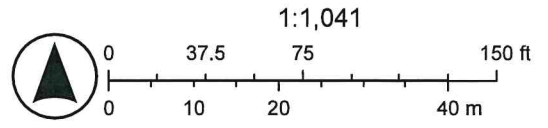
Anthony Burrows, Finance Director

504 S. Spring St. Land Use



10/30/2025, 12:17:08 PM

-  Coffee Parcels
-  Coffee Addresses
- Manchester Landuse
 -  Residential High Density Multi-Family
 -  Manchester City Limit
- World_Street_Map



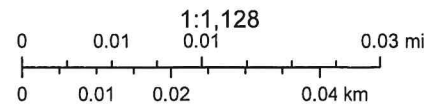
Tennessee STS GIS, Esri, HERE, Garmin, INCREMENT P, NGA, USGS

Coffee County - Parcel: 076I C 020.00



Date: October 30, 2025

County: COFFEE
Owner: AGUILAR MARCELO ETUX SANDRA RAMIREZ
Address: S SPRING ST 504
Parcel ID: 076I C 020.00
Deeded Acreage: 0
Calculated Acreage: 0
Vexcel Imagery Date: 2023



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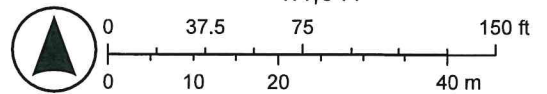
The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

504 S. Spring St. zoning



10/30/2025, 12:32:03 PM

- Coffee Parcels
 - R-4
 - Coffee Addresses
 - Manchester City Limit
 - R-3
- Manchester Zoning
World_Street_Map



ORDINANCE NO. _____

**AN ORDINANCE REZONING PROPERTY OWNED BY DAVID LEWIS ET. UX. ON
HENDRIXSON DR., FROM R-3 TO C-3**

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 October 20, 2025, considered the rezoning request that the property owned by David Lewis et. ux. described below, be rezoned from R-3 to C-3, and voted to send that request to the Board with a positive recommendation; and

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 6, Section 1 of the Manchester Municipal Code be, and it is hereby amended to apply the zoning classification of C-3 to the following described property owned by David Lewis et. ux. On Hendrixson Dr.:

Being all of Lot Numbers Three (3) through Fourteen (14), all inclusive in Block "H" of the Tween Rivers Subdivision, according to a plat thereof on file in Plat Cabinet Envelope 106A in Register's Office of Coffee County, Tennessee.

And being the same property conveyed to David Lewis, by Quitclaim Deed from Linda Jones, Jason Rigney, and Mark Cutshaw, dated 13th day of July, 2023 in Warranty Deed Book W433, Page 927, Register's Office of Coffee County, Tennessee.

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

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

This ordinance is presented and passed with a positive recommendation of the Manchester Planning Commission at its meeting on October 20, 2025.

PASSED FIRST READING: _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

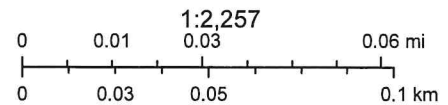
Anthony Burrows, Finance Director

Coffee County - Parcel: 068M B 002.00



Date: October 30, 2025

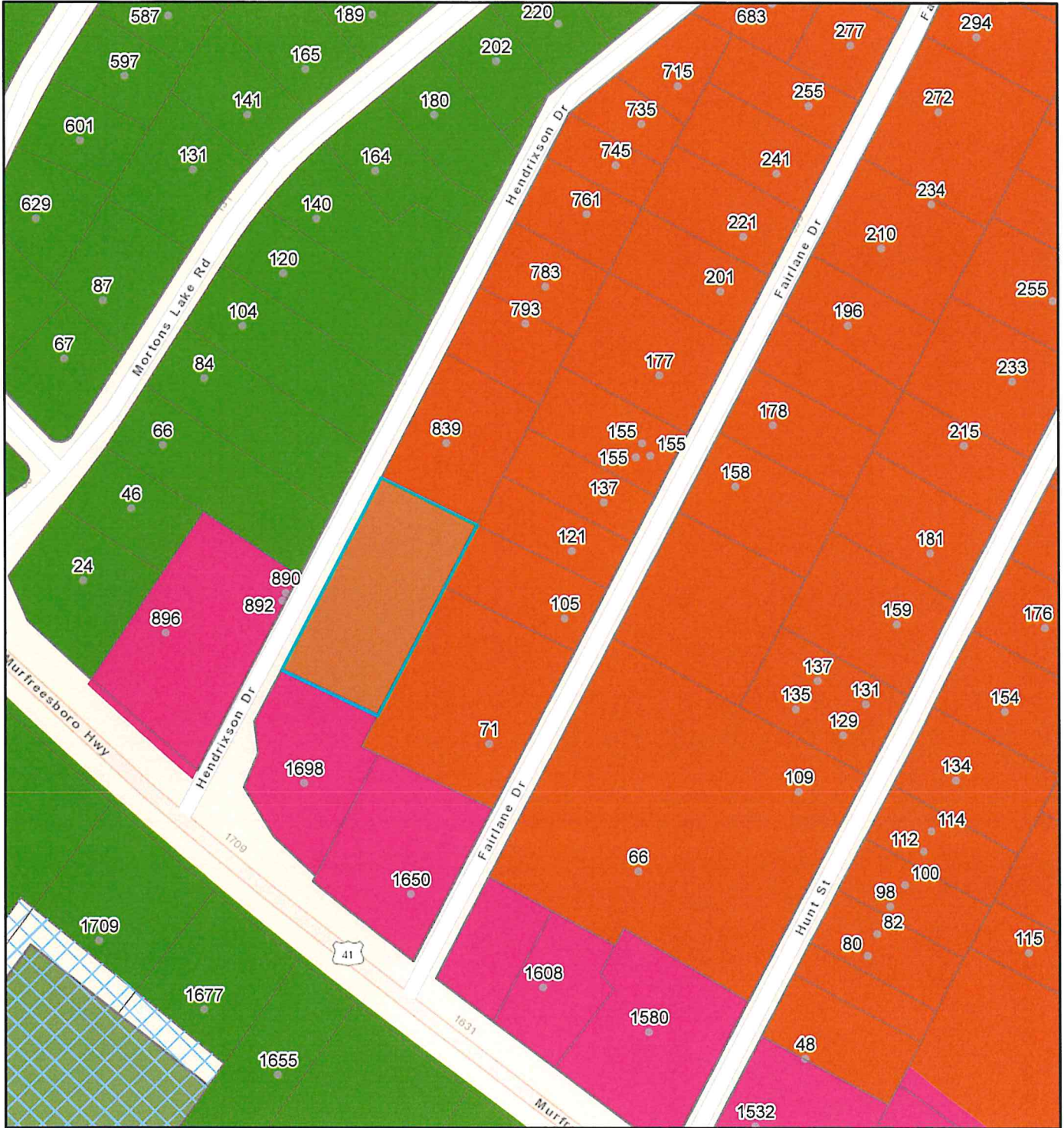
County: COFFEE
Owner: LEWIS DAVID A ETUX DENNIS P
Address: HENDRIXSON DR
Parcel ID: 068M B 002.00
Deeded Acreage: 0
Calculated Acreage: 0
Vexcel Imagery Date: 2023



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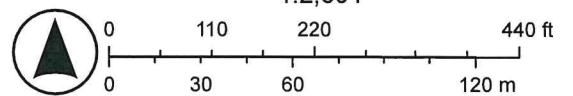
The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

Lewis zoning



10/30/2025, 1:44:22 PM

- | | |
|--------------------------|---|
| Coffee Parcels | Manchester Landuse |
| Coffee Addresses | Commercial, Central and General Neighborhood |
| Coffee UGB | Recreational and Open Space |
| MANCHESTER | Residential Low Density / Single Family Duplexes |
| Manchester Zoning | Residential Medium Density / Single Family Duplexes |
| C-3 | Manchester City Limit |
| R-2 | World_Street_Map |
| R-3 | |



Tennessee STS GIS, Esri, HERE, Garmin, INCREMENT P, NGA, USGS

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE PHYSICAL DEVELOPMENT PLAN OF THE CITY OF MANCHESTER APPLICABLE TO PROPERTY ON THE OLD TULLAHOMA HIGHWAY (Tax Map 086 parcels 026.00 & 027.00)

WHEREAS, the Board of Mayor and Aldermen of the City of Manchester, Tennessee adopted a Physical Development Plan as contemplated by T.C.A. 13-4-202; and

WHEREAS, on September 15, 2025, the Planning Commission of the City of Manchester recommended an amendment to the plan to reclassify certain property owned by James Massingille et ux, located on the Old Tullahoma Highway and described below, from high density mobile home to high density residential; and

WHEREAS this constitutes the Planning Commission's initiation of an amendment to the general plan as contemplated by T.C.A. 13-4-202(b)(1)(A); and

WHEREAS the Board of Mayor and Aldermen of the City of Manchester gave notice in a newspaper of general circulation in the City that it would hold a public hearing to address an amendment to the Physical Development Plan to incorporate the changes as identified above; and the attached, and

WHEREAS the Board of Mayor and Aldermen held a public hearing on this change in the Physical Development Plan on November 4, 2025; and

WHEREAS, after considering the statements made at the public hearing, the Board of Mayor and Aldermen believes this change to be in the best interest of the City.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the current Land Use Plan (Physical Development Plan) be updated as amended to reclassify certain property owned by James

Massingille et ux, located on the Old Tullahoma Highway and described below, from high density mobile home to high density residential:

Tax Map 086 parcel 026.00

TRACT NO. 1: Being Lots Numbers Twenty Three (23) through Twenty Six (26), all inclusive, and Lots Numbers Ninety Seven (97) through One Hundred (100), all inclusive, in the Trail Subdivision, a plat of which is of record in Trust Deed Book 49, page 89, Register’s Office of Coffee County, Tennessee.

TRACT NO. 2: Beginning in the Phillips Trail Line at the Southwest corner of Lot Number. One Hundred (100) in the Rosa Trail Subdivision, a plat of which is of record in Trust Deed Book 49, page 89, Register’s Office of Coffee County, Tennessee, same being Quall’s southwest corner; thence North 87 deg. West 25 poles to a stake; thence North 03 deg. East 200 feet to a stake; thence South 87 deg. East 25 poles to a stake; thence South with Phillips Trail line 200 feet to the beginning.

And being the same property conveyed to James L. Massingille and wife, Pamela S. Massingille, by Warranty Deed from Kathy E. Arnold, dated 6th day of September, 2018 in Warranty Deed Book W390, Page 91, Register’s Office of Coffee County, Tennessee.

Tax Map 086 parcel 027.00

BEING Lots Numbers 27 through 32 all inclusive and Lots Numbers 101 through 106 all inclusive in the Trail Subdivision of which the Plat is of record in Trust Deed Book 49, Page 89, Register’s Office of Coffee County, Tennessee.

And being the same property conveyed to James L. Massingille and wife, Pamela S. Massingille, by Warranty Deed from Lee Brewer, Shannon Brewer Banks, and Danny Brewer, dated 5th day of February, 2018 in Warranty Deed Book W385, Page 653, Register’s Office of Coffee County, Tennessee.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that 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 Regional Planning Commission obtained at its meeting October 20, 2025.

PASSED FIRST READING: _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

ATTEST: _____
Anthony Burrows, Finance Director

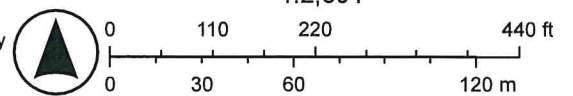
Land Use amendment Massingille



10/30/2025, 12:40:55 PM

- Coffee Parcels
- Coffee Addresses
- Coffee UGB
- MANCHESTER
- Manchester Landuse
- Commercial, Central and General Neighborhood

- Residential High Density Multi-Family
- High Density Mobile Home
- Manchester City Limit
- World_Street_Map



Tennessee STS GIS, Esri, HERE, Garmin, INCREMENT P, NGA, USGS

City of Manchester Job Description

Job Title: Custodian

Department: Parks and Recreation

Reports To: Recreation Director

FLSA Status: Non-Exempt

Prepared by: Tina Warren

Prepared Date: Sept. 16, 2025

Summary:

Cleaning, sanitizing, and maintaining the cleanliness and safety of the Manchester Recreation Center. Manage cleaning supplies, operate and maintain cleaning equipment, and report any maintenance or safety issues to Recreation Director.

Essential Job Functions:

1. General Cleaning:
 - Sweeping, mopping, vacuuming, and polishing floors; dusting furniture, walls and equipment; and washing windows.
2. Restroom Care:
 - Scrubbing, sanitizing and restocking restrooms with supplies.
3. Trash and Debris:
 - Gathering and emptying trash receptacles and disposing of waste properly.
4. Minor Maintenance:
 - Performing minor repairs to building fixtures and equipment, and changing air filters and cleaning vents.
5. Equipment Operation:
 - Operating and maintaining commercial cleaning equipment; such as floor buffers, vacuums, and carpet cleaners.
6. Supply Management:
 - Managing inventory of cleaning supplies and equipment, and ensuring they are stored properly and safely.
7. Safety and Security:
 - Assuring security of buildings during assigned hours, locking doors and windows, and reporting suspicious activity.
8. Special Events:
 - Setting up and dismantling furniture and equipment for meetings and events.
9. Outdoor Maintenance:
 - Performing minor groundskeeping duties, such as picking up paper and other debris from the ground.

Requirements & Skills:

1. Education:
 - A High School diploma or equivalent is required.
2. Skills:
 - Basic mathematical skills for mixing chemicals and measuring supplies.
3. Communication:
 - The ability to get along with people from diverse backgrounds and communicate effectively.
4. Safety Consciousness:
 - The ability to understand and follow safety procedures for chemicals and equipment, and read labels and safety data sheets (SDS).
5. Organizational Skills:
 - Excellent organizational skills to maintain supplies and equipment.

Certifications:

1. Must have a valid 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.

- Ability to lift 50lbs routinely
- Must be able to work on their feet for long periods of time
- Ability to climb ladders
- Able to bend over and work in confined spaces.

Work Environment:

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

- Subject to varying situations and locations.
- May be exposed to infectious and contagious diseases
- May be exposed to hazardous agents, body fluids, and wastes
- May be exposed to the risk of bloodborne diseases.

Job Title: Purchasing Agent
Reports To: Finance Director
Supervises: None
FLSA Status:
Approved Date:

Job Summary

A Purchasing Agent purchases materials, equipment, supplies and services of a specialized or complex nature in compliance with Manchester Municipal Code and State of Tennessee purchasing policies and regulations. Reviews and analyzes purchase requisitions, investigates and develops sources of supplies, prepares bid specifications, issues bid requests and reviews quotations. Purchasing Agent also interpret purchasing procedures to departments and vendors.

Nature of Work

This position typically reports to the Director of the Finance Department. The Purchasing Specialist must be able to use initiative and independent judgment. This position requires knowledge of purchasing policies and procedures and familiarity with materials, products and commodities in an area of specialization. This position requires the ability to prepare and analyze technical specifications and bids, good verbal and written communication skills and the ability to develop and maintain effective working relationships. This position requires proficiency in the use of database, spreadsheet, word processing and presentation software tools, including the ability to produce reports, documents and presentations.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Reviews and processes purchase requisitions. Verifies accuracy and conformance with Manchester Municipal Code and State of Tennessee purchasing policies and regulations and determines appropriate method to process requisition based on dollar amount, timeliness, existing open contracts, and/or competitive bidding.
- Implements and follows up on change orders.
- Identifies requesting departments' needs and budgetary requirements and makes recommendations to develop and refine specifications for commodities, supplies or equipment.

- Prepares bid specifications, legal advertisements, formal bid invitations or requests for proposals; receives and analyzes bids, quotes, and proposals.
- Identifies and maintains lists of eligible vendors and selects vendor to procure requisitioned commodities, meeting criteria such as price, quantity, quality and delivery date and orders
- Reconciles and processes invoices/requests for payments against requisitions.
- Trains on and interprets purchasing procedures and processes including purchasing software for departments.
- Resolves and answers questions regarding purchasing issues with departments and/or vendors.
- Creates and maintains files of purchasing records.

Minimum Qualification Requirements

This position requires a high school diploma or equivalent and four years of procurement related experience; or a bachelor's degree in a related field.

Job Description

Position Title: CCTV Operator

Department: Water and Sewer Maintenance & Construction

Reports To: Superintendent/Supervisor /Manager/Director

FLSA Status: Non-Exempt

Position Summary

The CCTV Operator is responsible for the inspection, evaluation, and documentation of the wastewater collection system using closed-circuit television (CCTV) equipment. This position plays a vital role in identifying structural defects; blockages, infiltration/inflow sources, and other issues that impact the performance of the sewer system. The operator ensures that inspections are performed safely, efficiently, and in accordance with departmental standards, regulatory requirements, and asset management goals.

Essential Duties and Responsibilities

- Operate CCTV inspection equipment, including robotic cameras, push cameras, and related software, to inspect sanitary sewer mains and laterals.
- Set up and calibrate equipment prior to inspection, ensuring optimal video quality and data accuracy.
- Perform pre-and post-cleaning inspections of sewer lines in coordination with jet/vac teams.
- Accurately record observations, pipe conditions, and defects using standardized coding systems (e.g., PACP/NASSCO standards).
- Maintain daily inspection logs, videos, photos, and field notes for review and upload to the asset management system.
- Identify issues such as cracks, offsets, roots, grease, inflow and infiltration sources, and cross-connections
- Mark and locate defects or points of interest in the field for the follow-up maintenance or repair.
- Coordinate with supervisors, GIS technician, and engineers to review inspection data and prioritize repairs.

- Perform routine maintenance and minor troubleshooting on CCTV and related equipment to ensure proper functionality.
 - Assist with cleaning, jetting, and other wastewater collection duties when not performing CCTV work.
 - Adhere to all City of Manchester Water & Sewer Department safety policies, including confined space, traffic control, and PPE requirements.
 - Participate in safety tailgate meetings, training sessions, and departmental briefings.
 - Maintain cleanliness, organization, and readiness of assigned vehicle, tools, and work area.
 - Respond to emergency calls after hours or on weekends, as needed.
 - **Maintenance and Inspection**
 - Conduct pre-trip and post-trip vehicle inspections; ensure equipment is clean, fueled, and ready for use.
 - Perform routine maintenance checks on vacuum hoses, nozzles, pumps, and jetting components.
 - Troubleshoot minor mechanical issues and report major repairs to Fleet Maintenance.
 - Accurately document work performed, material collected, and any observed system deficiencies.
 - **Teamwork and Communication**
 - Work closely with sewer maintenance crews, inspectors, and supervisors to complete assignments.
 - Communicate effectively with team leaders to prioritize work orders and emergency responses.
 - Provide support in training new employees in safe operation of vacuum truck equipment.
-

Required Qualifications

- **Education & Experience**

- High school diploma or GED required.
- Minimum of 2 year of experience in wastewater collection system maintenance, utility construction, or inspection field preferred.
- Prior experience with CCTV sewer line inspection equipment and software strongly preferred.
- Certification in NASSCO PACP (Pipeline Assessment Certification Program) required within 12 months of hire.
- Valid Tennessee CDL (or the ability to obtain within 180-days from hire date).
- Confined Space Entry, Lockout/Tagout, and Traffic Control (Flagger) certifications preferred (must obtain within 6 months).
-
- **Knowledge, Skills, and Abilities**
 - Thorough understanding of wastewater collection systems and components (manholes, laterals, mains, force mains, etc.).
 - Ability to operate and maintain CCTV inspection systems (e.g., EnviroSight, Aries, IBAK, or CUES systems).
 - Familiarity with GIS and asset management platforms (Cityworks, ESRI, or equivalent).
 - Proficiency in reading and interpreting maps, as-builts, and technical drawings.
 - Strong attention to detail and documentation accuracy.
 - Ability to work independently and make sound decisions in the field.
 - Effective communication skills for reporting findings to supervision, engineers, and field crews.
 - Strong mechanical aptitude and troubleshooting ability for equipment maintenance.
 - Commitment to safe work practices and adherence to OSHA and municipal standards.

Working Conditions

- Work is performed outdoors in all weather conditions, often in traffic areas and confined spaces.
 - Exposure to raw sewage, hazardous gases, loud noise, and moving mechanical parts.
 - Required to participate in after-hours standby rotation, overtime, and emergency call-outs.
-

Physical Requirements

- Frequent standing, walking, bending, climbing, kneeling, and lifting.
- Ability to operate hand and power tools, heavy equipment, and controls on the vacuum truck.
- Ability to wear and work in PPE, including respirators, harnesses, and protective clothing.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Job Description

Position Title: Distribution/Collection Technician (Trainee – Tech II)

Department: Water & Sewer Maintenance & Construction

Reports To: Superintendent/Supervisor/Manager/Director

FLSA Status: Non-Exempt

Position Summary

The Distribution/Collection Technician performs skilled and semi-skilled work in the installation, maintenance, repair, and operation of water distribution and wastewater collection systems. This position ensures the safe, reliable, and efficient delivery of potable water and the proper conveyance of wastewater to treatment facilities. Utility Technicians are also first responders to emergencies such as main breaks, sewer stoppages, pump station failures, and service line issues.

Essential Duties and Responsibilities

Water Distribution System Duties

- Install, maintain, and repair water mains, service lines, valves, hydrants, and meters.
- Conduct leak detection, pressure testing, flushing, and disinfection of water lines.
- Locate, mark, and protect underground utilities prior to excavation.
- Respond to and repair water main breaks and leaks in a timely manner.
- Assist with new service taps and meter installations.

Wastewater Collection System Duties

- Clean and maintain gravity sewer lines, manholes, and force mains.
- Install and repair sewer service laterals and cleanouts.
- Operate jetter/vacuum trucks to clear blockages and remove debris.
- Assist in pump station maintenance, inspection, and repair activities.
- Support response to sanitary sewer overflows (SSOs) and document compliance requirements.

General Responsibilities

- Maintain accurate records of work orders, repairs, and system inspections.
 - Operate heavy equipment such as backhoes, excavators, dump trucks, and trenching equipment.
 - Set up and maintain traffic control and safe work zones.
 - Read and interpret maps, blueprints, GIS data, and as-built drawings.
 - Follow all safety rules, policies, and procedures including confined space entry, trench safety, and PPE use.
 - Assist with emergency call-outs during evenings, weekends, and holidays.
-

Required Qualifications

Education & Experience

- High school diploma or GED required.
- Prior experience in water distribution, wastewater collection, utility construction, or a related trade preferred.
- Experience operating light and heavy construction equipment a plus.

Licenses & Certifications

- Valid driver's license required; CDL Class A or B with tanker and air brake endorsements preferred or must be obtained within 6–12 months of hire.
- State-issued Water Distribution and/or Wastewater Collection Operator certifications preferred (or ability to obtain within required timeframes).
- Confined Space Entry, Traffic Control/Flagger, and First Aid/CPR certifications required within 12 months of employment.

Knowledge, Skills, and Abilities

- Knowledge of water and wastewater utility systems, equipment, and repair techniques.
- Ability to use hand tools, power tools, and specialized equipment.
- Basic mechanical and troubleshooting skills for pumps, valves, meters, and pipelines.
- Ability to read maps, plans, and technical drawings.
- Good communication and teamwork skills.

- Ability to work in emergency and high-pressure situations.
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Working Conditions

- Work performed outdoors in all weather conditions, including heat, cold, rain, and snow.
 - Frequent exposure to raw sewage, pressurized water lines, confined spaces, and hazardous conditions.
 - Required to work on-call rotation, nights, weekends, and holidays for emergency response.
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Physical Requirements

- Ability to lift and carry up to 100 lbs.
 - Frequent walking, bending, climbing, kneeling, and standing for extended periods.
 - Ability to work in confined spaces, trenches, and elevated areas.
 - Ability to operate heavy equipment and drive commercial vehicles.
 - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
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Job Description

Position Title: Wastewater Treatment Plant Operator (Experienced)

Department: Water & Sewer – Wastewater Operations

Reports To: Chief Wastewater Operator / Plant Superintendent

FLSA Status: Non-Exempt

Position Summary

The Wastewater Treatment Plant Operator is responsible for the daily operation, monitoring, and maintenance of the City's wastewater treatment plant and associated facilities. The Operator ensures compliance with Tennessee Department of Environment & Conservation (TDEC) and U.S. Environmental Protection Agency (EPA) regulations for effluent quality, plant performance, and environmental protection. This position requires advanced knowledge, independent decision-making, and the ability to train and guide less experienced operators.

Essential Duties and Responsibilities

Operations & Monitoring

- Operate, monitor, and adjust wastewater treatment processes including aeration, clarification, disinfection, digestion, and sludge dewatering.
- Conduct regular rounds of the facility to monitor pumps, blowers, motors, SCADA systems, gauges, and alarms.
- Collect and analyze samples for process control; adjust chemical feed rates and equipment settings accordingly.
- Maintain required records, logs, and reports for TDEC compliance and internal use.
- Monitor influent, effluent, and biosolids to ensure regulatory compliance.

Maintenance & Troubleshooting

- Perform preventive and corrective maintenance on pumps, motors, blowers, valves, chemical feed systems, and related equipment.
- Troubleshoot electrical, mechanical, and instrumentation issues; coordinate with maintenance staff for major repairs.
- Assist in calibration of flow meters, lab equipment, and monitoring devices.

- Maintain facility grounds, structures, and equipment in clean and safe condition.

Safety & Compliance

- Adhere to all OSHA, TDEC, and City safety policies including confined space, lockout/tagout, chemical handling, and PPE use.
- Handle and store chemicals safely (e.g., chlorine, polymers, sodium hypochlorite, alum, ferric chloride).
- Respond to emergency situations such as power outages, equipment failures, spills, and permit excursions.
- Participate in required safety and regulatory training.

Leadership & Team Support

- Provide guidance and mentoring to less experienced operators and trainees.
- Assist in scheduling, work assignments, and shift coverage as needed.
- Communicate effectively with supervisors, lab personnel, collection system staff, and regulatory agencies.
- Participate in planning for plant improvements, upgrades, and capital projects.

Required Qualifications

Education & Experience

- High school diploma or GED required; associate's or bachelor's degree in environmental science, biology, chemistry, or related field preferred.
- Minimum of 2–4 years of experience as a wastewater treatment plant operator.
- Experience with SCADA systems, process control, and laboratory testing preferred.

Licenses & Certifications

- Must possess a valid Tennessee Wastewater Operator Certification **Grade II or higher** (Grade III/IV preferred depending on plant classification).
- Valid Tennessee driver's license (CDL preferred or ability to obtain within 12 months).
- Confined Space Entry, First Aid/CPR, and HAZMAT/chemical safety certifications (or ability to obtain within 12 months).

Knowledge, Skills, and Abilities

- Thorough knowledge of wastewater treatment principles, process control, and laboratory testing.
 - Strong mechanical aptitude with ability to operate and maintain pumps, blowers, motors, and related equipment.
 - Ability to read and interpret technical manuals, regulations, permits, and schematics.
 - Skilled in mathematics, chemistry, and biology as applied to wastewater treatment.
 - Proficiency in Microsoft Office, CMMS, and SCADA system applications.
 - Strong problem-solving skills and ability to make independent decisions under pressure.
 - Ability to work rotating shifts, weekends, holidays, and respond to emergency call-outs.
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Working Conditions

- Work performed indoors and outdoors, often in extreme weather conditions.
 - Exposure to raw sewage, hazardous chemicals, moving equipment, electrical systems, and loud noise.
 - Required to work in confined spaces, elevated areas, and near open tanks.
 - Must be available for rotating shifts and standby/on-call duties.
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Physical Requirements

- Ability to lift up to 75 lbs and perform strenuous physical labor.
 - Frequent walking, climbing, bending, and kneeling.
 - Ability to wear and work in PPE, including respirators and chemical protective gear.
 - Ability to perform tasks requiring fine motor skills and close visual attention.
 - Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
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