

**CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
AGENDA
July 1, 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

- June 3, 2025 BOMA Meeting Minutes; June 19, 2025 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 of the Board of Mayor and Alderman of the City of Manchester adopting a fee schedule for the Manchester Recreation Complex and establishing related procedures; sponsored by Vice Mayor Messick.

Ordinances:

- a) 2nd reading of an ordinance rezoning that property owned by Richard Agbigor, on Gilley Circle and recently annexed into the City amended from RS-1 to R-4 Map 068 Parcel 055.00; sponsored by Vice Mayor Messick.
- b) 2nd reading of an ordinance rezoning that property owned by Richard Agbigor, on Gilley Circle and recently annexed into the City amended from RS-1 to R-1: Map 068F, Group B, Parcels 017.00, 018.00, and 019.00; sponsored by Vice Mayor Messick.
- c) 2nd reading of an ordinance rezoning that property owned by Manchester Villas, LLC, on 3180 Murfreesboro Highway to C-3 and recently annexed into the City; sponsored by Vice Mayor Messick.
- d) 2nd reading of an ordinance to amend Manchester Municipal Code 14-809 and 14-810 relative to Annexation, Zoning, and Subdivision Fees; sponsored by Vice Mayor Messick.
- e) 2nd reading of an ordinance amending the Manchester Municipal Code by deleting the current 3 and adding a new Chapter 3 to Title 13, Property Maintenance Regulations; sponsored by Vice Mayor Messick.
- f) 1st reading of an ordinance to amend Manchester Municipal Code 18-201, 18-202, 18-203, and 18-205 regarding Water, Sewer, Service, and Equipment Fees; sponsored by Alderman Anderson.
- g) 1st reading of an ordinance rezoning property owned by Southern Custom Building, LLC, located on Ingram Street, identified as Coffee County Tax Map 085A, Group A, Parcel 005.00, from I-1 to R-4; sponsored by Vice Mayor Messick.
- h) 1st reading of an ordinance rezoning property owned by the Manchester Housing Authority located on Woodrow Street, identified as Coffee County Tax Map 075E, Groups B, C, and D, from R-2 to R-4 residential; sponsored by Vice Mayor Messick.

9. OLD BUSINESS

10. NEW BUSINESS

- a. Manchester Event & Visitor Center Job Descriptions:
 - General Manager
 - Event Coordinator
 - Part-Time Event Staff/Laborer
 - Part-Time Bookkeeper/Accountant
- b. Historic Zoning Commission - Mayoral Appointment w/BOMA Confirmation
- c. Duck River Utilities Commission - BOMA Appointment
- d. Planning and Zoning Commission – Mayoral Appointment

11. ITEMS FROM THE BOARD OF MAYOR AND ALDERMAN

12. ADJOURNMENT: Beer Board to follow.

www.cityofmanchestertn.com

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

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
Meeting Minutes
June 3, 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 Mayor Hobbs. Present for the meeting were Mayor Hobbs, Alderman French, Alderman Crosslin, Vice Mayor Messick, Alderman Parsley, Alderman Anderson, Alderman Threet, Attorney Johnson, Executive Administrative Assistant Keele, Finance Director Burrows, MWSD Director Perry, Parks/Rec. Director Fox, I.S. Technician Erica Scott, MPD Chief Sipe, MPD Assistant Chief Floied, MFD Assistant Chief Tyler Hickerson, Public Works Assistant Director Moore, City Engineer Adam Carter, Coffee County Industrial Board Director Anne Majors, Community Development & Zoning Director Brittany Fiske. Absent was Public Works Director Gannon, MFD Chief Chambers, and I.S. Director Smotherman. Meeting opened with a prayer by Pastor Levensgood, and the pledge to the flag was spoken in unison. Mayor Hobbs called the meeting to order.

ROLL CALL:

Roll was taken via Open Meetings program. All present.

MOTION TO APPROVE AGENDA: Alderman Crosslin made a motion to approve the agenda and seconded by Alderman Anderson. The motion passed 6-0.

APPROVAL OF MINUTES: Alderman Crosslin made a motion to approve the May 6, 2025 BOMA Meeting & BOMA Beer Board Minutes; May 15, 2025 BOMA Special Call Meeting Minutes; and seconded by Alderman Anderson. The minutes passed 6-0.

CORRESPONDENCE: none

COMMENTS FROM CITIZENS: Steve Malenowski from State of TN Historical Commission spoke against the Peoples Bank ordinance.

COMMENTS FROM MAYOR: Mayor Hobbs welcomed everyone.

Safety Committee- Assistant Fire Chief Hickerson discussed the MFD May report. Chief Sipe discussed May events Bonnaroo.

Finance Committee- Director Burrows discussed the FY 2025-2026 Budget; and the May Finance meeting.

Street Committee- Assistant Director Kristina Moore discussed open positions and next meeting would be 6-12-25

Water /Sewer Commission- Director Perry discussed the next meeting would be 6-5-25 and discussed May report for the MWSD.

Recreation Commission- Director Fox discussed May events, and upcoming events.

Tourism- Vice Mayor Messick discussed the Good Friends Fest and June meeting has been cancelled.

Planning & Zoning Commission- Director Fiske discussed next meeting would be 6-15-25, and agenda would be going out.

Information Systems Committee- Mayor Hobbs discussed Tinnie Smitherman's retirement.

Historic Zoning Commission- Director Fiske stated the next meeting has been cancelled.

*Attorney Johnson discussed with the board the "Statement of Interest" relating to the FY 2025-2026 Budget Ordinance. Alderman Crosslin, Alderman French, and Alderman Parsley declared an indirect interest.

RESOLUTIONS & ORDINANCES

Resolutions:

- a) A resolution of the Board of Mayor and Alderman of the City of Manchester granting permission to dissolve the Greater Manchester Economic Development Corporation, all in accordance with state law; sponsored by Alderman Crosslin. Alderman Anderson made a motion to approve and seconded by Alderman Crosslin. Mayor Hobbs opened the floor to discussion and Alderman French spoke if the board had concerned not funding instead of

- dissolving. Mayor Hobbs discussed funding was not in the budget. Mayor Hobbs called for the roll. The resolution passed 5-1 with Alderman French voting nay.
- b) A resolution authorizing a contract to sublease the Conference Center for a one (1) year term from the PBA: sponsored by Mayor Hobbs. Alderman Crosslin made a motion to approve and seconded by Vice Mayor Messick. Mayor Hobbs opened the floor to discussion. Alderman Anderson discussed the PBA contract. Mayor Hobbs called for the roll. The resolution passed 5-1 with Alderman Anderson voting nay.
 - c) A resolution adopting a Plan of Services preliminary to Annexation of property owned by Richard Agbigor, located on Gilley Circle; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Alderman Crosslin. Mayor Hobbs opened the floor to a public hearing and after none called for the roll. The resolution passed 5-1 with Alderman Anderson voting nay.
 - d) A resolution Annexing property owned by Richard Agbigor, located at Gilley Circle; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Vice Mayor Messick. Mayor Hobbs opened the floor to a public hearing and neighboring resident Ricky Chrisie spoke opposed to the development. Coffee County resident Sarah Bradley spoke opposed. Neighboring resident Kathy Hyett and Milton Freeze spoke opposing the development. A discussion ensued with the BOMA. Alderman Anderson stated she would be voting no and discussed her opposition. Mayor Hobbs called for the roll and the resolution passed 4-1 with Alderman Anderson voting nay and Alderman French abstaining.
 - e) A resolution adopting a Plan of Services preliminary to Annexation of One and Ninety-Seven/Hundredths (1.97) Acres of property owned by Manchester Villas, LLC, located on 3180 Murfreesboro Hwy; sponsored by Vice Mayor Messick. Alderman Crosslin made a motion to approve and seconded by Vice Mayor Messick. Mayor Hobbs opened the floor to a public hearing and after none called for the roll. The resolution passed 4-1 with Alderman Anderson voting nay and Alderman French abstaining.
 - f) A resolution Annexing One and 97/100 (1.97) Acres of property owned by Manchester Villas, LLC, located at 3180 Murfreesboro Highway; sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to approve and seconded by Alderman Crosslin. Mayor Hobbs opened the floor to a public hearing and Coffee County resident Sarah Bradley spoke. Mayor Hobbs called for the roll and the resolution passed 4-1 with Alderman Anderson voting nay and Alderman French abstaining.
 - g) A resolution renaming "Substation Lane" to "Phillips Drive"; sponsored by Vice Mayor Messick. Alderman Anderson made a motion to approve and seconded by Alderman Crosslin. Mayor Hobbs opened the floor to discussion and after none called for the roll. The resolution passed 6-0.
 - h) A resolution accepting Creek Wood Road in Springhouse Villas Development as a City Street; sponsored by Vice Mayor Messick. Alderman Crosslin made a motion to approve and seconded by Alderman Parsley. Mayor Hobbs opened the floor to discussion and after none called for the roll. The resolution passed 5-1 with Alderman Anderson voting nay.

Ordinances:

- a) 2nd reading of an ordinance adding provisions to Manchester Municipal Code 4-603 regarding Assistant Fire Chief vehicle "Take Home" policy; sponsored by Alderman French. Alderman Anderson made a motion to approve and seconded by Alderman French. Mayor Hobbs opened the floor to discussion and after none called for the roll. The ordinance passed 2nd and final reading 6-0.
- b) 2nd reading of an ordinance amending the budget ordinance for fiscal year 2024-25, Ordinance no. 1726; sponsored by Alderman Crosslin. Vice Mayor Messick made a motion to approve and seconded by Alderman French. Mayor Hobbs opened the floor to a public hearing and after none called for the roll. The ordinance passed 2nd and final reading 5-1 with Alderman French voting nay.
- c) 2nd reading of an ordinance to revise Title 14 Chapter 12 of Manchester Municipal Code, Stormwater Ordinance; sponsored by Vice Mayor Messick. Alderman French made a motion

- to approve and seconded by Alderman Crosslin. Mayor Hobbs opened the floor to a public hearing and called for the roll. The ordinance passed 2nd and final reading 6-0.
- d) 1st reading of an ordinance of the City of Manchester, Tennessee adopting a budget for the Fiscal Year July 1, 2025 through June 30, 2026; sponsored by Mayor Hobbs. Alderman Crosslin made a motion to approve and seconded by Vice Mayor Messick. Mayor Hobbs opened the floor to discussion and after none called for the roll. The ordinance passed 1st reading 5-1 with Alderman Anderson voting nay.
 - e) 1st reading of an ordinance rezoning that property owned by Richard Agbigor, on Gilley Circle and recently annexed into the City amended from RS-1 to R-4 Map 068 Parcel 055.00; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Vice Mayor Messick. Mayor Hobbs opened the floor to discussion. A discussion ensued and Alderman Threet stated he would be no voting on any 4's. Mayor Hobbs called for the roll and the motion passed 4-3 with Mayor Hobbs breaking the tie. Alderman Anderson, Alderman Crosslin, and Alderman Threet voted nay.
 - f) 1st reading of an ordinance rezoning that property owned by Richard Agbigor, on Gilley Circle and recently annexed into the City amended from RS-1 to R-4; Map 068F, Group B, Parcels 017.00, 018.00, and 019.00; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Vice Mayor Messick. Mayor Hobbs opened the floor to discussion and called for the roll. The ordinance failed 0-6 With Alderman Anderson, Alderman Crosslin, Alderman Threet, Alderman French, Vice Mayor Messick, and Alderman Parsley voting nay.
 - g) 1st reading of an ordinance rezoning that property owned by Richard Agbigor, on Gilley Circle and recently annexed into the City amended from RS-1 to R-1: Map 068F, Group B, Parcels 017.00, 018.00, and 019.00; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Vice Mayor Messick. Mayor Hobbs opened the floor to discussion and called for the roll. The ordinance passed 1st reading 5-0 with Alderman Anderson abstaining.
 - h) 1st reading of an ordinance rezoning that property owned by Manchester Villas, LLC, on 3180 Murfreesboro Highway to C-3 and recently annexed into the City; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Alderman Crosslin. Mayor Hobbs opened the floor to discussion and called for the roll. The ordinance passed 1st reading 5-0 with Alderman Anderson abstaining.
 - i) 1st reading of an ordinance to amend Manchester Municipal Code 14-809 and 14-810 relative to Annexation, Zoning, and Subdivision Fees; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Alderman Crosslin. Mayor Hobbs opened the floor to discussion and called for the roll. Director Fiske spoke to the BOMA regarding the fee changes. Mayor Hobbs called for the roll. The ordinance passed 1st reading 4-2 with Vice Mayor Messick and Alderman Parsley voting nay.
 - j) 1st reading of an ordinance amending the Manchester Municipal Code by deleting the current 3 and adding a new Chapter 3 to Title 13, Property Maintenance Regulations; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Alderman Anderson. Mayor Hobbs opened the floor to discussion and called for the roll. The ordinance passed 1st reading 6-0.
 - k) 1st reading of an ordinance rezoning property owned by Peoples Bank and Trust Company on Highway 41 out of the Historic District; sponsored by Alderman Threet. Alderman French made a motion to approve and seconded by Alderman Crosslin. Mayor Hobbs opened the floor to discussion and a discussion ensued. Alderman French discussed the importance of committee and commissions and serving on these committees/commissions. Mayor Hobbs called for the roll and the ordinance passed 1st reading 4-3 with Mayor Hobbs breaking the tie. Alderman Anderson, Alderman French, and Vice Mayor Messick voted nay.

OLD BUSINESS-none

NEW BUSINESS-

- Job Description City Engineer & Part-Time Mayor's Office Assistant -Alderman French made a motion to approve and seconded by Alderman Crosslin. Mayor Hobbs opened the floor to discussion and called for the roll. The job descriptions passed 6-0.

COMMENTS FROM BOMA: Alderman French asked to go back to resolution g and give the family an offer to name it Jack Phillip Lane. Alderman Crosslin made a motion and seconded by Alderman French. The motion passed 6-0. Alderman French discussed ordinance k and the importance of serving on a committee/commission.

ADJOURNMENT:

- Being no further business to discuss, Mayor Hobbs 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 7:49p.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
June 19, 2025
5 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, June 19th, 2025, at 5 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, Executive Administrative Assistant Keele, Finance Director Burrows, WMSR reporter Billy Levengood.

ROLL CALL: absent Alderman French

COMMENTS FROM CITIZENS none

ORDINANCES

- a) 2nd reading of an ordinance of the City of Manchester, Tennessee, adopting a budget for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026; sponsored by Mayor Hobbs. Vice Mayor Messick made a motion to approve and seconded by Alderman Crosslin. Mayor Hobbs opened the floor to discussion and called for the roll. The ordinance passed 2nd and final reading 4-1 with Alderman Anderson voting nay.

ADJOURNMENT: Alderman Crosslin made a motion to adjourn and seconded by Alderman Parsley. The motion passed 5-0.

SIGNATURES:

Mayor Joey Hobbs

Executive Administrative Assistant Keele

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF
MANCHESTER ADOPTING A FEE SCHEDULE FOR THE MANCHESTER
RECREATION COMPLEX AND ESTABLISHING RELATED PROCEDURES**

WHEREAS Title 2, Chapter 1 of the Manchester Municipal Code establishes the
Recreation Commission and governs the operation of the Manchester Recreation Complex; and

WHEREAS the Recreation Commission has reviewed existing fees and recommends
adoption of a comprehensive fee schedule and companion administrative procedures;

WHEREAS the Board of Mayor and Alderman deems it wise and advisable to adopt said
schedule to promote transparency, fiscal responsibility, and equitable access to recreational
services;

It is therefore, RESOLVED, by the Board of Mayor and Alderman of the City of
Manchester, Tennessee that:

Adoption of Fee Schedule. The fee schedules attached to this Resolution are incorporated
herein by reference and are hereby approved and shall become effective July 1, 2025.

Resolved this _____ day of _____ 2025.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

THE MANCHESTER RECREATION COMPLEX PRICING INFORMATION

Prices effective July 1, 2025

Hours of Operation

Monday-Thursday 5:00 AM-8:00 PM

Friday 5:00 AM- 6:00 PM

Saturday 7:30 AM- 5:00 PM

Sunday 12 PM - 5:00 PM

The Recreation Department will charge a fee to use The Recreation Complex. Our goal is to make it accessible and affordable to all in our community. All passes include free use of all 3 pools, walking track, wellness room, locker rooms, gymnasium, racquetball courts, and casual care nursery. Also, aerobic, spin, water aerobics, and arthritis classes will be included at no extra cost. Other instructional classes, such as gymnastics, dance, and swimming lessons will have an extra fee. No refunds will be given for NON-USE of membership. A 4% service fee is added for credit card transactions.

Daily

Adult	\$6.00
Student Age 5-18	\$5.00
Children Under 5	\$4.00
Senior Age 60 & Over	\$4.00
80 & over	\$2.00
10 visit pass	\$40.00 (available in winter)

Monthly

Year

Individual	\$55.00	\$365.00
Family	\$85.00	\$500.00
Senior Individual	\$50.00	\$260.00
80 & Over	----	----
Student***	\$35.00	\$230.00

***Proof of college or technical school enrollment required if over 18 years old.

Family is anyone related up to 22 years of age living full-time in the household.

Monthly Bank Draft available with a 12-month contract.

	<u>Monthly Bank Draft</u>
Individual	\$31.00
Family	\$42.00
Senior Individual	\$22.00
Student***	\$20.00

Financial Assistance will be available to those who qualify

Any questions or comments call Manchester Parks & Recreation at 931-728--0273.

Follow us on Facebook-Manchester Parks and Recreation or Twitter @manTNRec.

THE MANCHESTER RECREATION COMPLEX PRICING INFORMATION

****To receive discount proof of military status must be provided****

Military- Active, Retired, & Veteran 100 % Disabled- Free

Daily

Individual	\$4.00
4 & under	\$3.00
Senior	\$3.00

Yearly

Individual	\$255.00
Family	\$322.00
Senior Individual	\$160.00
Fully Disabled	-----

Monthly

Individual	\$38.00
Family	\$49.00
Senior Individual	\$35.00

Bank draft is a **12-month contract** for the total amount of a yearly pass broken down into 12 payments to be drafted out of your bank account the 1st day of every month.

Bank Draft w/12-month contract

Individual	\$22.00
Family	\$27.00
Senior Individual	\$14.00

*Seniors are defined as anyone 60 and older.

Any questions or comments call the Recreation Department at 931-728-0273.

**THE MANCHESTER RECREATION COMPLEX
SPECIAL DISCOUNT PRICING INFORMATION CORPRATE**

- **0-50 EMPLOYEEES \$1,000.00**
- **50-100 EMPLOYEES \$1,500.00**
- **100-150 EMPLOYEES \$2,000.00**
- **150+ EMPLOYEES \$2,500.00**

Proof of employment required, i.e. badge or paycheck stub, or list of employees from employer.

Yearly

Individual	\$270.00
Family	\$370.00

Monthly

Individual	\$40.00
Family	\$50.00

Bank draft is a **12-month contract** for the total amount of a yearly pass broken down into 12 payments to be drafted out of your bank account the 1st day of every month.

Bank Draft w/12-month contract

Individual	\$22.50
Family	\$31.00

Seniors are defined as anyone 60 and older.

Any questions or comments call the Recreation Department at 931-728-0273.

**THE MANCHESTER RECREATION COMPLEX
SPECIAL DISCOUNT PRICING INFORMATION**

- **Manchester City Schools**
- **Coffee County Government**
- **Coffee County Board of Education**

Proof of employment required, i.e. badge or paycheck stub, or list of employees from employer.

Yearly

Individual	\$270.00
Family	\$370.00

Monthly

Individual	\$40.00
Family	\$50.00

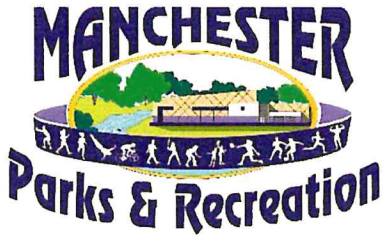
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Bank Draft w/12-month contract

Individual	\$22.50
Family	\$31.00

Seniors are defined as anyone 60 and older.

Any questions or comments call the Recreation Department at 931-728-0273.



Manchester Rec Center City Wellness Membership

The Manchester Rec Center offers a year membership at a 50 % discounted rate for current full-time City employees.

Year Individual	\$182.50
Family/Couple	\$250.00

Must provide proof if full-time employment within the following departments:

- ❖ Animal Control
- ❖ Finance
- ❖ Fire & Rescue
- ❖ Health & Codes
- ❖ Information Systems
- ❖ Parks & Recreation
- ❖ Police
- ❖ Public Works
- ❖ Water & Sewer
- ❖ Board of Mayor and Aldermen
- ❖ Mayor's Office

ORDINANCE NO. _____

**AN ORDINANCE REZONING THAT PROPERTY OWNED BY RICHARD AGBIGOR,
ON GILLEY CIRCLE AND RECENTLY ANNEXED INTO THE CITY**

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 Richard Agbigor; and

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

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

Whereas the Manchester Planning Commission recommended that the property owned by Richard Agbigor be rezoned according to and as described below.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 1 of the Manchester Municipal Code be, and it is, hereby amended from RS-1 to apply the zoning classification of R-4 to the following described properties owned by Richard Agbigor:

068-055.00

Being a tract of land lying in the 1st Civil District of Coffee County, Tennessee, generally bounded on the east by Frankberry (WDB. 256 pg. 654) and North Coffee Heights S/D (TDB, 173. Pg. 58) on the south by Merriman WDB. 306. Pg. 458, on the west by Love (WDB. 381 pg. 309) and on the west and the north Gilley (WDB. 346. Pg. 851) and being more particularly described as follows:

BEGINNING at a rebar found being the northwest corner of a 50-ft, undeveloped right-of-way and the southwest corner of Lot 27 of North Coffee Heights located N 73°35'50" W. 276.65 ft from a rebar found in the west margin of Gilley Circle at the southeast corner of said Lot 27, aforesaid rebar found being in the east line of the property herein described: thence proceeding along the westerly terminus of said right-of-way and the west lines of Lots 16 through 12 of said subdivision the following calls: thence S 05°51'41" W. 140.48 ft to wood fence post: thence S 30° 12'00" W. 55.69ft to a rebar found: thence S 31°25'11" W. 148.89 ft. to a wood fence corner post: thence S 30°43'15" W. 142.69 ft. to a wood fence corner post: thence N 32°34'58" W. 25.79 ft. to an iron rod found at wood fence corner post in the west line of Lot 12: thence leaving said line and proceeding along the north line of Merriman. N

59°25'40" W. 332.35 ft. to a wood fence corner post in the east line of Love: thence along the east line of Love N 31°06'03" E. 78.43 ft. to a wood fence corner post, the northwest corner of Love: thence leaving Love and along the east line of Gilley, the following calls: thence N 30°51'10" E 319.13 ft. to a wood fence corner post: thence N 05°24'38" E 157.24 ft. to a wood fence corner post: thence S 89° 11' 14" E 254.14 ft. to a wood fence corner post, the northwest corner of Frankenberry: thence leaving Gilley and with the west line of Frankenberry the following calls: thence S 06°18'20" W 381.94 ft. to a wood fence corner post: thence S 79°26'32" E 110.70 ft. to an iron pipe found at fence corner post, the northwest corner of Lot 29; thence leaving Frankenberry and along the west lines of Lots 29-27 the following calls: thence S 05°17'35" W 151.28 ft. to a ½ inch capped rebar set: thence S 05°40'47" W 275.12 ft to a rebar found: thence S 05°43'52" W 149.96 ft. to the POINT OF BEGINNING containing 11.46 acres as surveyed by Northcutt and Associates Land Surveying, Inc. 409 Woodbury Highway, Manchester, Tn 37355 Job #18C-310 dated 12-27-2018 and being the property described in WDB 196 Page 133 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 these properties zoned R-4 as described above; 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 **negative recommendation** of the Manchester Regional Planning Commission obtained at its meeting April 21, 2025.

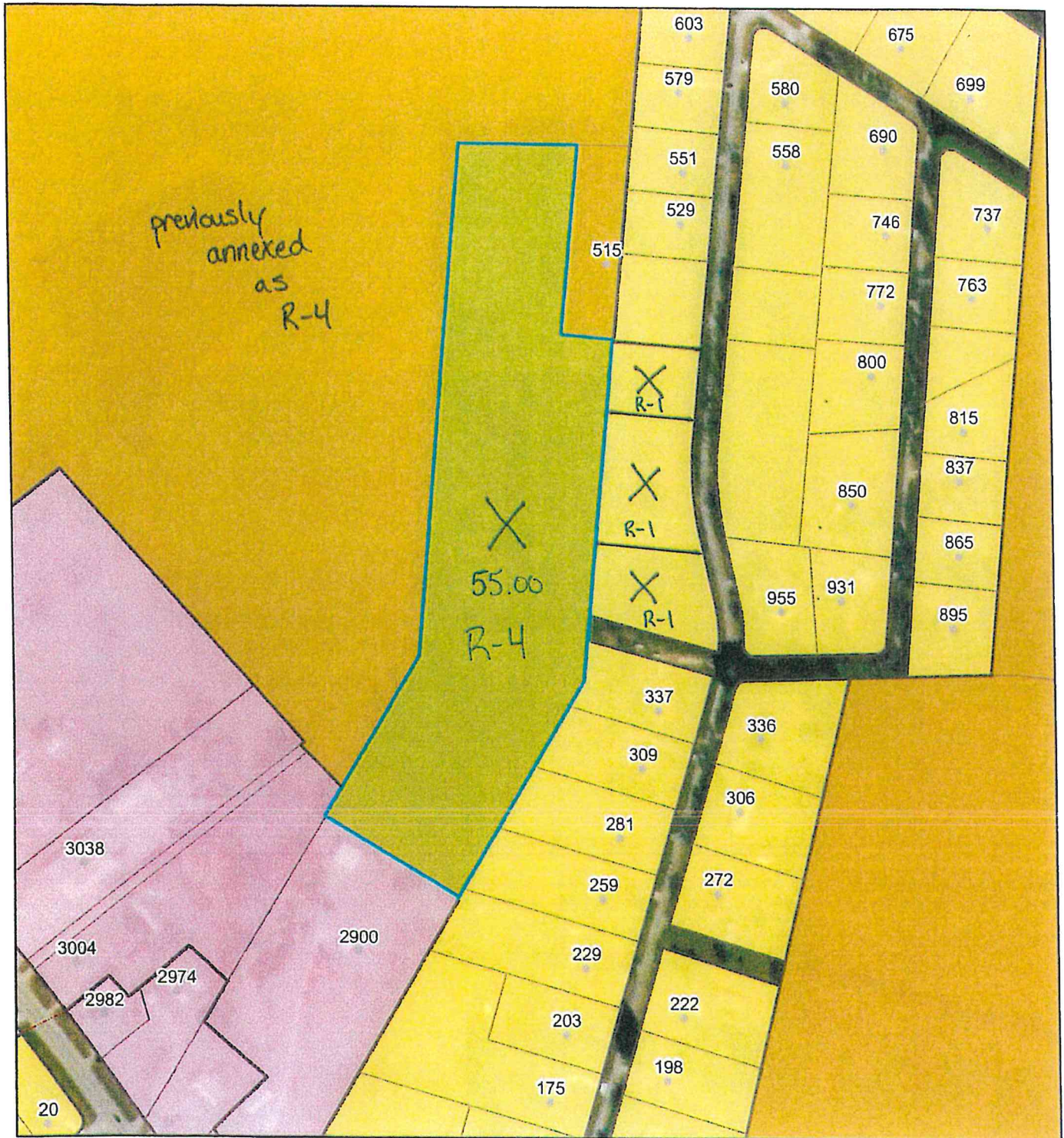
PASSED FIRST READING: _____ June 3 _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

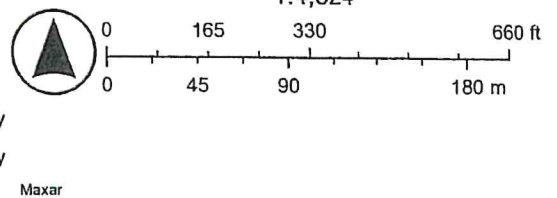
Agbigor



3/21/2025, 12:01:49 PM

- Coffee Parcels
- Coffee Addresses
- Manchester Landuse**
 - Commercial, Central and General Neighborhood
 - Residential Low Density / Single Family Duplexes
 - Residential High Density Multi-Family
 - Manchester City Limit

World Imagery
 Low Resolution 15m Imagery
 High Resolution 60cm Imagery
 High Resolution 30cm Imagery
 Citations
 1.2m Resolution Metadata



ORDINANCE NO. _____

**AN ORDINANCE REZONING THAT PROPERTY OWNED BY RICHARD AGBIGOR,
ON GILLEY CIRCLE AND RECENTLY ANNEXED INTO THE CITY**

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 Richard Agbigor; and

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

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

Whereas the Manchester Planning Commission recommended that the property owned by Richard Agbigor be rezoned according to and as described below.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 1 of the Manchester Municipal Code be, and it is, hereby amended from RS-1 to apply the zoning classification of R-1 to the following described properties owned by Richard Agbigor:

068C-B-068F-017.00-068C-B-068F-018.00 and 068C-B-068F-019.00

Being all of Lots No. 27, 28, and 29 with the Exclusion of the northerly 49 feet of Lot No 29 of the North Coffee Heights Subdivision, Plat No. 2 of record in Trust Deed Book 173 Page 58 A/K/A Plat Cabinet 233B. 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 these properties zoned R-1 as described above; 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 Regional Planning Commission obtained at its meeting April 21, 2025.

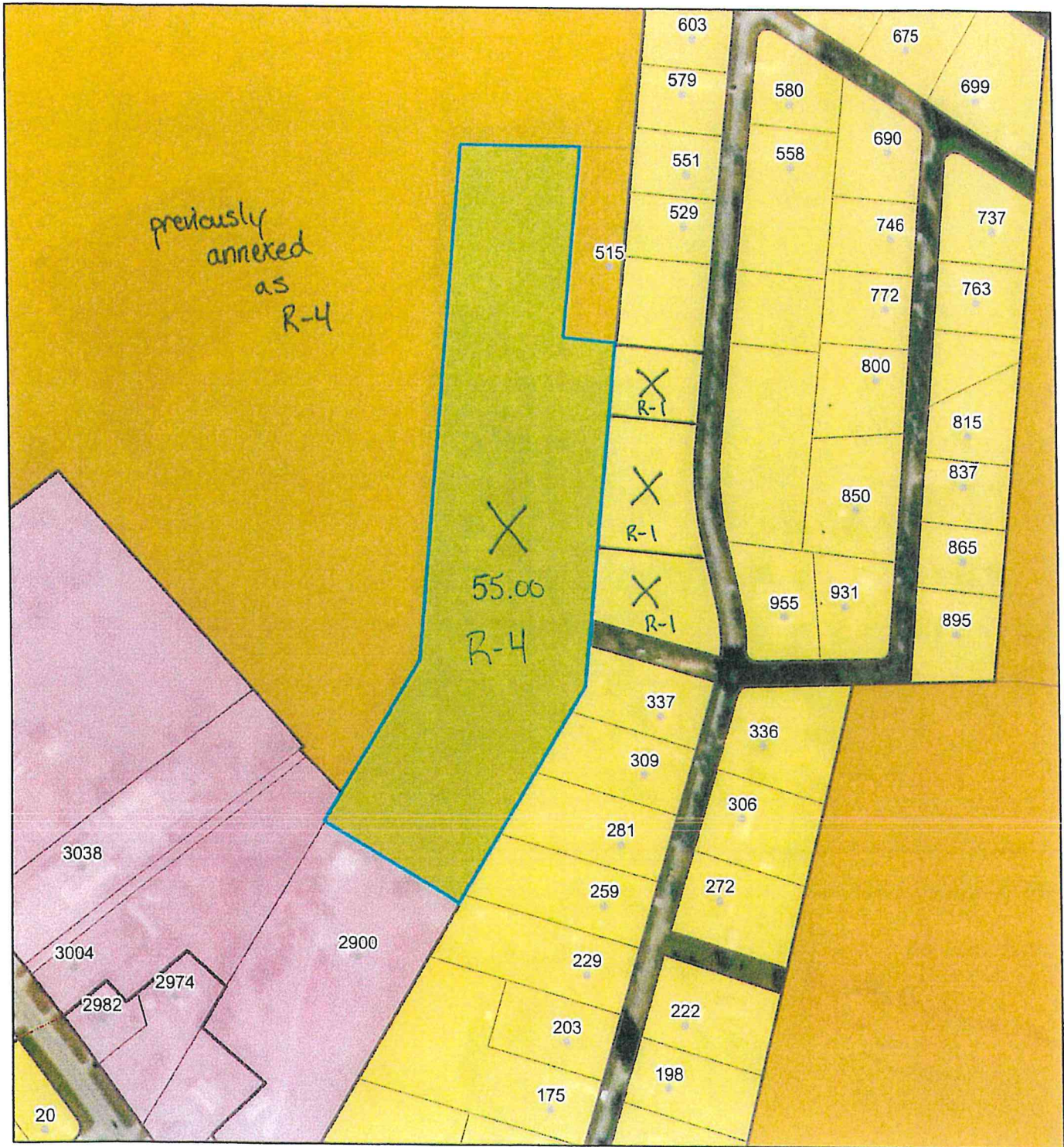
PASSED FIRST READING: _____ June 3 _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

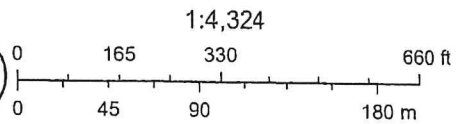
Agbigor



3/21/2025, 12:01:49 PM

- Coffee Parcels
- Coffee Addresses
- Manchester Landuse**
 - Commercial, Central and General Neighborhood
 - Residential Low Density / Single Family Duplexes
 - Residential High Density Multi-Family
 - Manchester City Limit

- World Imagery
- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations
- 1.2m Resolution Metadata



Maxar

ORDINANCE NO. _____

AN ORDINANCE REZONING THAT PROPERTY OWNED BY MANCHESTER VILLAS, LLC, ON 3180 MURFREESBORO HIGHWAY TO C-3 AND RECENTLY ANNEXED INTO THE CITY

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 Manchester Villas, LLC; and

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

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

Whereas the Manchester Planning Commission recommended that the property owned by Manchester Villas, LLC be rezoned to C-3 according to and as described below.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 1 of the Manchester Municipal Code be, and it is, hereby amended from RS-1 to apply the zoning classification of C-3 to the following described properties owned by Manchester Villas, LLC:

BEGINNING AT A WOODEN CORNER POST LYING ON THE EAST MARGIN OF MURFREESBORO HIGHWAY (120' R.O.W.), ALSO BEING THE SOUTHERN-MOST CORNER OF GILLEY (DB 408, P. 905; ROCCTN); THENCE LEAVING THE ROAD MARGIN AND ALONG A FENCE BEING GILLEY'S BOUNDARY LINE NORTH 51 DEGREES 57 MINUTES 42 SECONDS EAST 405.53 FEET TO A WOODEN CORNER POST; THENCE SOUTH 44 DEGREES 18 MINUTES 39 SECONDS EAST 214.96 FEET TO A WOODEN CORNER POST; THENCE SOUTH 55 DEGREES 16 MINUTES 15 SECONDS WEST 76.25 FEET TO AN OLD IRON PIPE FOUND; THENCE SOUTH 52 DEGREES 13 MINUTES 09 SECONDS WEST 338.19 FEET TO A CONCRETE RIGHT OF WAY MARKER FOUND ON THE EAST MARGIN OF MURFREESBORO HIGHWAY; THENCE ALONG SAID HIGHWAY MARGIN NORTH 42 DEGREES 05 MINUTES 13 SECONDS WEST 208.27 FEET TO THE POINT OF BEGINNING, AND CONTAINING 1.97 ACRES, ACCORDING TO A SURVEY PREPARED BY CHRIS BATEMAN R.L.S. #1851, 521 WOOSLEY ROAD, TULLAHOMA, TN 37388, ON JULY 27, 2022.

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 these properties zoned C-3 as described above; 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 Regional Planning Commission obtained at its meeting April 21, 2025.

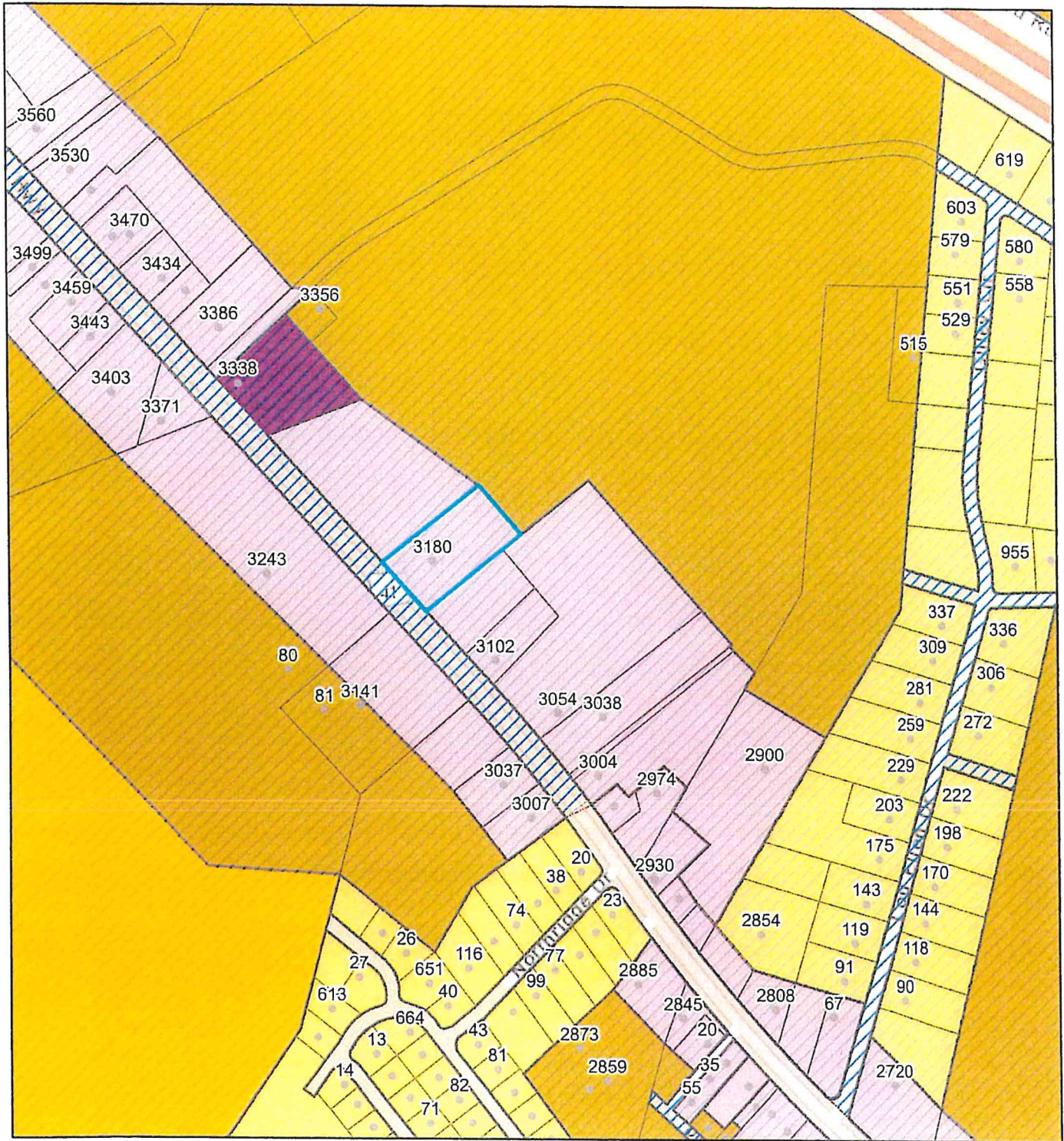
PASSED FIRST READING: _____ June 3 _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

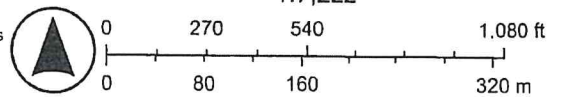
Land use 3180



10/16/2024, 2:03:11 PM

1:7,222

- Coffee Parcels
- Coffee Addresses
- Manchester Landuse**
- Commercial, Central and General Neighborhood
- Residential Low Density / Single Family Duplexes
- Residential Medium Density / Single Family Duplexes
- Residential High Density Multi-Family
- High Density Mobile Home
- Manchester City Limit
- Coffee UGB



ORDINANCE NO. _____

AN ORDINANCE TO AMEND MANCHESTER MUNICIPAL CODE 14-810 RELATIVE TO ANNEXATION, ZONING, AND SUBDIVISION FEES

WHEREAS Manchester Municipal Code 14-810 establishes fees to be paid for certain services; and

WHEREAS the Manchester Planning Commission has recommended a change to these fees for applications and services due to the increased cost to support same; 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 14-810 be amended to delete the current wording and to add the following:

“14 -810. Annexation, zoning, and subdivision fees. These annexation, zoning, and subdivision fees must be paid to the City of Manchester at the time the following services and/or applications are requested:

Annexation request	\$1,000
Amendment to official zoning map	\$750
Amendment to zoning ordinance	\$750
Minor Site plan	\$500(sites less than 5,000 sq.ft. of developed area)
Major Site plan	\$2,000(+\$.01 sq.ft. for anything over 20,000 of developed area)
Preliminary plat	\$300+\$100 per lot(5 or more lots)
Final plat	\$300+\$100 per lot(5 or more lots)
Minor prem/final plat (less than 5 lots)	\$200 +\$100 per lot(less than 5 lots)
Minor plat lot line shift	\$300
Construction plans	\$600+\$30 per lot
Variance request	\$200
Special Exception	\$200

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after

its publication, passage and public hearing, the public welfare of the City of Manchester, Tennessee requiring it and that all ordinances in conflict be repealed to the extent of this conflict.

PASSED FIRST READING: _____ June 3 _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

Existing fees

14-810. Zoning and subdivision fees. These zoning and subdivision fees must be paid to the City of Manchester at the time the following services are requested:

Amendment to official zoning map	\$200.00
Amendment to zoning ordinance	\$200.00
Site plan (per plan)	\$200.00
Preliminary plat (per lot)	\$ 15.00

Final plat (per lot)	\$ 10.00
Construction plans (sub set)	\$400.00
Request for variance	\$100.00
Temporary use permit	\$100.00
Special exception	\$100.00

(Ord. #826, Aug. 1998, as replaced by Ord. #925, April 2001, and Ord. #1127, Nov. 2005)

Proposed fees

Annexation request	\$1,000
Amendment to official zoning map	\$750
Amendment to zoning ordinance	\$750
Minor Site plan	\$500(sites less than 5,000 sq.ft. of developed area)
Major Site plan	\$2,000(+\$.01 sq.ft. for anything over 20,000 of developed area)
Preliminary plat	\$300+\$100 per lot(5 or more lots)
Final plat	\$300+\$100 per lot(5 or more lots)
Minor prem/final plat (less than 5 lots)	\$200 +\$100 per lot(less than 5 lots)
Minor plat lot line shift	\$300
Construction plans	\$600+\$30 per lot
Variance request	\$200
Special Exception	\$200

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE MANCHESTER MUNICIPAL CODE BY DELETING THE CURRENT 3 AND ADDING A NEW CHAPTER 3 TO TITLE 13, PROPERTY MAINTENANCE REGULATIONS IN ORDER TO REDUCE THE HAZARDS OF FIRE, ACCIDENTS OR OTHER CALAMITIES, LACK OF VENTILATION, LIGHT OR SANITARY FACILITIES, OR DUE TO OTHER CONDITIONS RENDERING SUCH DWELLINGS UNSAFE OR UNSANITARY, OR DANGEROUS OR DETRIMENTAL TO THE HEALTH, SAFETY AND MORALS OR OTHERWISE INIMICAL TO THE WELFARE OF THE RESIDENTS OF THE CITY AND PROVIDING FOR A PENALTY FOR ENFORCEMENT

BE IT ORDAINED by the Board of Mayor and Aldermen of the City of Manchester as follows:

Title 13, Property Maintenance Regulations, is hereby amended by deleting the current Chapter 3 and by adding a new Chapter 3 to read in its entirety as follows:

CHAPTER 3

SLUM CLEARANCE

SECTION

- 13-301. Findings of board.
- 13-302. Definitions.
- 13-303. "Public officer" designated; powers.
- 13-304. Initiation of proceedings; hearings.
- 13-305. Orders to owners of unfit structures.
- 13-306. When public officer may repair, etc.
- 13-307. When public officer may remove or demolish.
- 13-308. Lien for expenses; sale of salvage materials; other powers not limited.
- 13-309. Basis for a finding of unfitness.
- 13-310. Service of complaints or orders.
- 13-311. Enjoining enforcement of orders.
- 13-312. Additional powers of public officer.
- 13-313. Powers conferred are supplemental.
- 13-314. Structures unfit for human habitation deemed unlawful.

13-301. Findings of board. Pursuant to Tennessee Code Annotated, § 13-21-101, et seq., the Board of Mayor and Aldermen finds that there exists in the city structures which are unfit for human occupation or use due to dilapidation, defects increasing the hazards of fire, accident or other calamities, lack of ventilation, light or sanitary facilities, or due to other conditions rendering such dwellings unsafe or unsanitary, or

dangerous or detrimental to the health, safety and morals, or otherwise inimical to the welfare of the residents of the city.

13-302. Definitions.

(1) "Dwelling" means any building or structure, or part thereof, used and occupied for human occupation or use or intended to be so used, and includes any outhouses and appurtenances belonging thereto or usually enjoyed therewith.

(2) "Governing body" shall mean the Board of Mayor and Aldermen charged with governing the city.

(3) "Municipality" shall mean the City of Manchester, Tennessee, and the areas encompassed within existing city limits or as hereafter annexed.

(4) "Owner" shall mean the holder of title in fee simple and every mortgagee of record.

(5) "Parties in interest" shall mean all individuals, associations, corporations and others who have interests of record in a dwelling and any who are in possession thereof.

(6) "Place of public accommodation" means any building or structure in which goods are supplied or services performed, or in which the trade of the general public is solicited.

(7) "Public authority" shall mean any officer who is in charge of any department or branch of the government of the city or state relating to health, fire, building regulations, or other activities concerning structures in the city.

(8) "Public officer" shall mean the officer or officers who are authorized by this chapter to exercise the powers prescribed herein and pursuant to Tennessee Code Annotated, § 13-21-101, et seq.

(9) "Structure" means any dwelling or place of public accommodation or vacant building or structure suitable as a dwelling or place of public accommodation.

13-303. "Public officer" designated; powers. There is hereby designated and appointed a "public officer," to be the building official of the city, to exercise the powers prescribed by this chapter, which powers shall be supplemental to all others held by the building official.

13-304. Initiation of proceedings; hearings. Whenever a petition is filed with the public officer by a public authority or by at least five (5) residents of the city charging that any structure is unfit for human occupancy or use, or whenever it appears to the public officer (on his own motion) that any structure is unfit for human occupation or use, the public officer shall, if his preliminary investigation discloses a basis for such charges, issue and cause to be served upon the owner of, and parties in interest of, such structure a complaint stating the charges in that respect and containing a notice that a hearing will be held before the public officer (or his designated agent) at a place therein fixed, not less than ten (10) days nor more than thirty (30) days after the service of the complaint; and the owner and parties in interest shall have the right to file an answer to the complaint and to appear in person, or otherwise, and give testimony at the time and place fixed in the complaint; and the rules of evidence prevailing in courts of law or equity shall not be controlling in hearings before the public officer.

13-305. Orders to owners of unfit structures. If, after such notice and hearing as provided for in the preceding section, the public officer determines that the structure under consideration is unfit for human occupation or use, he shall state in writing his finding of fact in support of such determination and shall issue and cause to be served upon the owner thereof an order:

- (1) If the repair, alteration or improvement of the structure can be made at a reasonable cost in relation to the value of the structure (not exceeding fifty percent (50%) of the reasonable value), requiring the owner, within the time specified in the order, to repair, alter, or improve such structure to render it fit for human occupation or use or to vacate and close the structure for human occupation or use; or
- (2) If the repair, alteration or improvement of said structure cannot be made at a reasonable cost in relation to the value of the structure (exceeding fifty percent (50%) of the reasonable value), requiring the owner within the time specified in the order, to remove or demolish such structure.

13-306. When public officer may repair, etc. If the owner fails to comply with the order to repair, alter, improve and to vacate and close the structure as specified in the preceding section hereof, the public officer may/shall (select one) cause such structure to be repaired, altered, improved, and to be vacated and closed; and the public officer may/shall (select one)³ cause to be posted on the main entrance of any dwelling so closed, a placard with the following words: **"This building is unfit for human occupation or use. The use or occupation of this building for human occupation or use is prohibited and unlawful."**

13-307. When public officer may remove or demolish. If the owner fails to comply with an order, as specified above, to repair, remove or demolish the structure, the public officer may cause such structure to be removed and demolished.

13-308. Lien for expenses; sale of salvaged materials; other powers not limited.

The amount of the cost of such repairs, alterations or improvements, or vacating and closing, or removal or demolition by the public officer shall be assessed against the owner of the property, and shall upon the filing of the notice with the office of the Register of Deeds of Coffee County, be a lien on the property in favor of the municipality, second only to liens of the state, county and municipality for taxes, any lien of the municipality for special assessments, and any valid lien, right, or interest in such property duly recorded or duly perfected by filing, prior to the filing of such notice. These costs shall be collected by the municipal tax collector or county trustee at the same time and in the same manner as property taxes are collected. If the owner fails to pay the costs, they may be collected at the same time and in the same manner as delinquent property taxes are collected and shall be subject to the same penalty and interest as delinquent property taxes. In addition, the town may collect the costs assessed against the owner through an action for debt filed in any court of competent jurisdiction. The city may bring one (1) action for debt against more than one or all of the owners of properties against whom said costs have been assessed and the fact that multiple owners have been joined in one (1) action shall not be considered by the court as a misjoinder of parties. If the structure is removed or demolished by the public officer, he shall sell the materials of such structure and shall credit the proceeds of such sale against the cost of the removal or demolition, and any balance remaining shall be deposited in the Chancery Court of Coffee County by the public officer, shall be secured in such manner as may be directed by such court, and shall be disbursed by such court to the person found to be entitled thereto by final order or decree of such court. Nothing in this section shall be construed to impair or limit in any way the power of the city to define and declare nuisances and to cause their removal or abatement, by summary proceedings or otherwise.

13-309. Basis for a finding of unfitness. The public officer defined herein shall have the power and may determine that a structure is unfit for human occupation or use if he finds that conditions exist in such structure which are dangerous or injurious to the health, safety or morals of the occupants or users of such structure, the occupants or users of neighboring structures or other residents of the city of Manchester. Such conditions may include the following (without limiting the generality of the foregoing): defects therein increasing the hazards of fire, accident,

or other calamities; lack of adequate ventilation, light, or sanitary facilities; dilapidation; disrepair; structural defects; or uncleanness.

13-310. Service of complaints or orders. Complaints or orders issued by the public officer pursuant to this chapter shall be served upon persons, either personally or by registered mail, but if the whereabouts of such persons are unknown and the same cannot be ascertained by the public officer in the exercise of reasonable diligence, and the public officer shall make an affidavit to that effect, then the serving of such complaint or order upon such persons may be made by publishing the same once each week for two (2) consecutive weeks in a newspaper printed and published in the city. In addition, a copy of such complaint or order shall be posted in a conspicuous place on premises affected by the complaint or order. A copy of such complaint or order shall also be filed for record in the Register's Office of Coffee County, Tennessee, and such filing shall have the same force and effect as other lis pendens notices provided by law.

13-311. Enjoining enforcement of orders. Any person affected by an order issued by the public officer served pursuant to this chapter may file a bill in chancery court for an injunction restraining the public officer from carrying out the provisions of the order, and the court may, upon the filing of such suit, issue a temporary injunction restraining the public officer from taking action pending the final disposition of the cause; provided, however, that within sixty (60) days after the posting and service of the order of the public officer, such person shall file such bill in the court. The remedy provided herein shall be the exclusive remedy and no person affected by an order of the public officer shall be entitled to recover any damages for action taken pursuant to any order of the public officer, or because of noncompliance by such person with any order of the public officer.

13-312. Additional powers of public officer. The public officer, in order to carry out and effectuate the purposes and provisions of this chapter, shall have the following powers in addition to those otherwise granted herein:

- (1) To investigate conditions of the structures in the city in order to determine which structures therein are unfit for human occupation or use;
- (2) To administer oaths, affirmations, examine witnesses and receive evidence;
- (3) To enter upon premises for the purpose of making examination, provided that such entry shall be made in such manner as to cause the least possible inconvenience to the persons in possession and in compliance with legal requirements for gaining entry;
- (4) To appoint and fix the duties of such officers, agents and employees as he deems

necessary to carry out the purposes of this chapter; and
(5) To delegate any of his functions and powers under this chapter to such officers and agents as he may designate.

13-313. Powers conferred are supplemental. This chapter shall not be construed to abrogate or impair the powers of the city with regard to the enforcement of the provisions of its charter or any other ordinances or regulations, nor to prevent or punish violations thereof, and the powers conferred by this chapter shall be in addition and supplemental to the powers conferred by the charter and other laws.

13-314. Structures unfit for human habitation or use deemed unlawful. It shall be unlawful for any owner of record to create, maintain or permit to be maintained in the city structures which are unfit for human occupation or use due to dilapidation, defects increasing the hazards of fire, accident or other calamities, lack of ventilation, light or sanitary facilities, or due to other conditions rendering such dwellings unsafe or unsanitary, or dangerous or detrimental to the health, safety and morals, or otherwise, inimical to the welfare of the residents of the city. In addition to other enforcement actions taken pursuant to this chapter, violations of this section may subject the offender to a penalty of fifty dollars (\$50.00) for each offense. Each day a violation is allowed to continue shall constitute a separate offense.

This ordinance shall become effective upon final passage, the public welfare requiring it.

Passed this:

First Reading: June 3, 2025

Second Reading: _____

Joey Hobbs, Mayor

Anthony Burrows, City Recorder

ORDINANCE NO. _____

AN ORDINANCE TO AMEND MANCHESTER MUNICIPAL CODE 18-201, 18-202, 18-203, and 18-205 REGARDING WATER, SEWER, SERVICE, AND EQUIPMENT FEES

WHEREAS Manchester Municipal Code Section 18, Chapter 2, currently sets forth the policies, rates, and fees governing the provision of water and sewer services; and

WHEREAS, the Manchester Water and Sewer Department (MSWD), upon review and recommendation of the Manchester Water and Sewer Commission, and the Board of Mayor and Alderman of the City of Manchester believes it to be in the best interest of the City to revise those rates due to rising costs of administration and operations relative to requests for these services.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 18-201 shall be deleted in its entirety and amended as follows to add:

“18-201. Monthly payments for water and sewer services required.

Every water customer shall pay the established rates for water supplied on or before the due day on the bill. If payment is not received before the next day of the month a charge of fifteen percent (15%) will be added to the net bill (both water and sewer), and if not paid within forty-five (45) days after due date the water will be cut off and shall not be turned on again until all arrearages (both water and sewer) shall have been paid in full and the customer shall have paid a sum of \$100.00 for turning the water on again; said \$100.00 charge to be applicable to and payable where it has been necessary for authorized personnel of the water and sewer commission to travel to the customer's premises for the purpose of cutting the water off and said personnel upon arrival accepting payment of all charges and arrearages. Failure of the customer to receive the bill will not be considered an excuse for non-payment.”

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 18-202 shall be amended to delete (1) in its entirety and add the following:

“(1) For temporary service, up to a maximum of thirty (30) days, there shall be a non-refundable service connection fee of one hundred dollars (\$100.00). If service is not terminated within thirty (30) days, the fee for permanent service will be charged.”

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 18-202 shall be amended to delete (2) in its entirety and add the following:

“(2) For each permanent service or when an existing customer transfers the service to a new location, there shall be a non-refundable service connection fee of one hundred dollars (\$100).”

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 18-202 shall be amended to delete the first sentence of (3) and add the following:

“(3) In addition to the non-refundable service connection fee, applicants for residential service must post a non-refundable deposit of one hundred fifty dollars (\$150.00) when requesting service.”

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 18-203 shall be amended to delete the second and third sentences of (3) and add the following:

“...There will be a fifty-dollar (\$50.00) charge for returned checks. In addition, there will be a fee of one hundred dollars (\$100.00) for reinstatement of services ...”

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 18-205 shall be amended to delete the existing rate table and replace it with the following:

“18-205. Rates for water and sewerage service. Effective ____, __, 2025, water and sewer rates within the corporate limits shall be:

	<u>Water</u>	<u>Sewer</u>
Up to and including 2,000 gallons	\$14.99 minimum	\$18.84 minimum
Next 98,000 gallons	\$7.50/1,000 gal.	\$9.45/1,000 gal.
All over 100,000 gallons	\$6.10/1,000 gal.	\$7.50/1,000 gal.
Unmetered residential customers”		\$32.81 minimum

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF MANCHESTER, TENNESSEE, that the provisions of Code 18-205 following the amended rate table shall remain in full force and effect.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMAN 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 requiring it, and that all ordinances in conflict herewith are hereby repealed to the extent of such conflict.

PASSED FIRST READING: _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

ORDINANCE NO. _____

AN ORDINANCE REZONING PROPERTY OWNED BY SOUTHERN CUSTOM BUILDING, LLC, LOCATED ON INGRAM STREET, IDENTIFIED AS COFFEE COUNTY TAX MAP 085A, GROUP A, PARCEL 005.00, FROM I-1 TO R-4

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

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

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

WHEREAS, the Manchester Planning Commission, at its meeting on June 16, 2025, considered a rezoning request that the property owned by the Southern Custom Building, LLC, described below, be rezoned from I-1 to R-4 Residential, and voted to send that request to the Board with a positive recommendation;

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 6, Section 1 of the Manchester Municipal Code, and it is hereby amended to apply the zoning classification of R-4 Residential to the following described property owned by Southern Custom Building, LLC, located on Ingram Street, Manchester, TN:

BEGINNING on a stake in in Mrs. May's north line, one of the southeasterly corners of Verlon Floyd; running thence with Mrs. May's north line, North 87 degrees 30 minutes West, 200 feet to a stake; thence North 03 degrees East, 150 feet to the center of a street or roadway; to be laid out (said street or roadway to be 30 feet in width); thence South 87 degrees 30 minutes East, 200 feet to a stake in the center of a street to be laid out, which is an extension of a street through the Ingram property; thence South 03 degrees West, 150 feet to the beginning.

And being the same property conveyed to Southern Custom Building, LLC, from Thomas R. Morgan by Warranty Deed in Warranty Deed Book 449, Page 971, Register's Office of Coffee County, Tennessee.

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

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMAN 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 16, 2025.

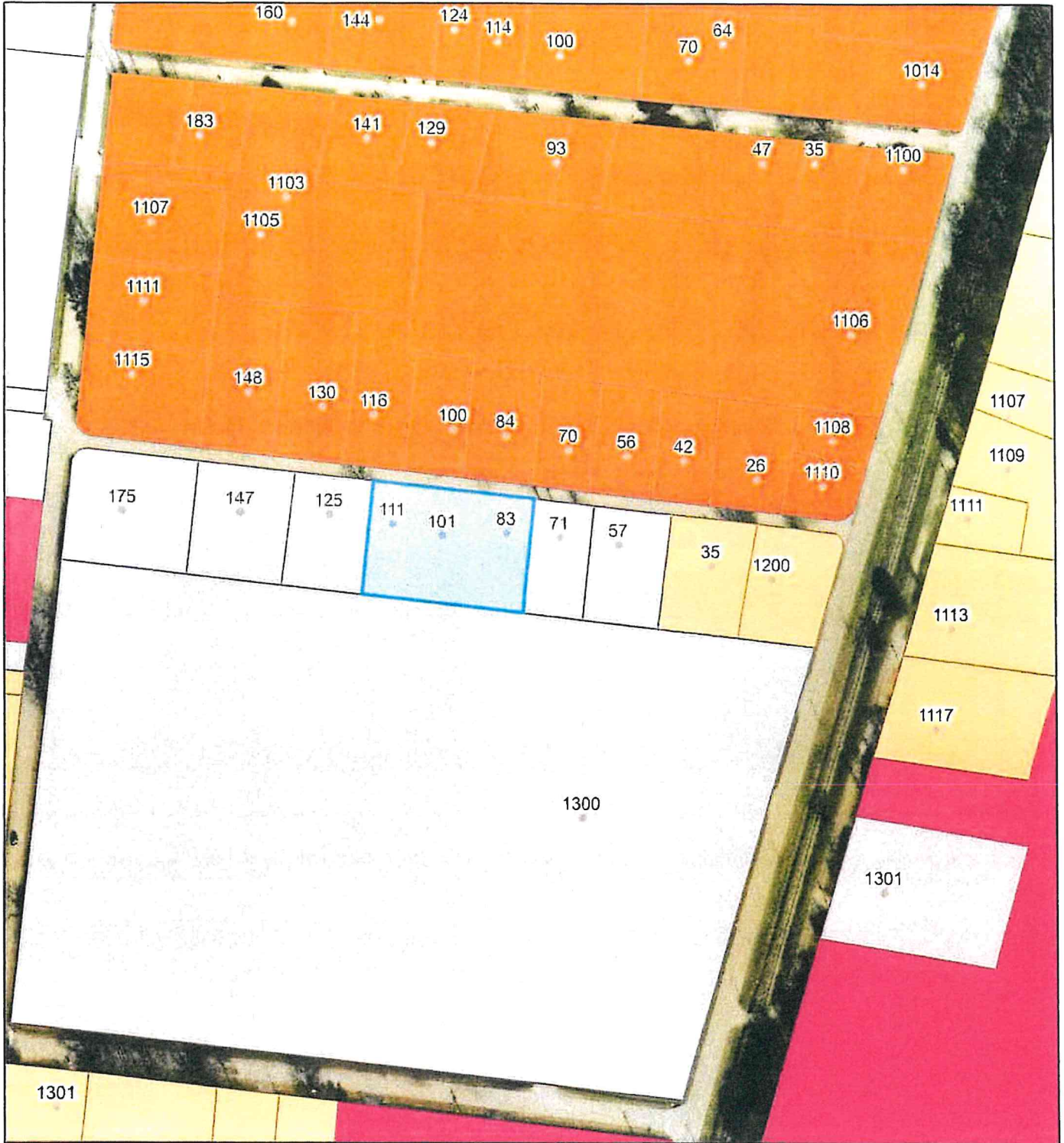
PASSED FIRST READING: _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

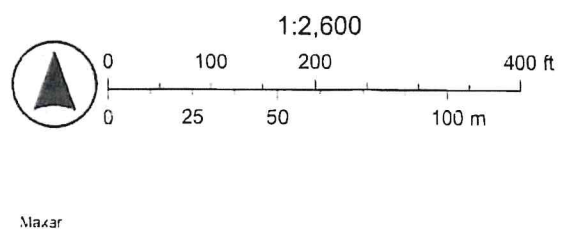
Anthony Burrows, Finance Director

Zoning Lowe



6/13/2025, 3:59:45 PM

- Coffee Parcels
- Coffee Addresses
- Manchester Zoning
 - C-3
 - I-1
 - R-3
 - R-4
- Manchester City Limit
- World Imagery
- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations
- 60cm Resolution Metadata



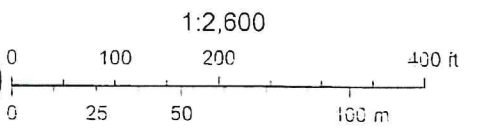
Land Use Lowe



6/13/2025, 3:58:01 PM

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

- World Imagery
- Low Resolution 15m imagery
- High Resolution 50cm Imagery
- High Resolution 30cm Imagery
- Citations
- 50cm Resolution Metadata



Maxar

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: 5/19/25 (117490)
MEETING DATE: 6/10/25 CASE #: 08-2025

TIME OF MEETING: 5:30 P.M.
LOCATION: CITY HALL MEETING ROOM
 APPROVAL
 DISAPPROVAL
 NO ACTION TAKEN

MANCHESTER PLANNING COMMISSION
Name of Property Owner: Southern Custom Buildings LLC - David Lowe
Address of Owner: 2028 McArthur St Manchester
Home Phone: _____ Work Phone: _____

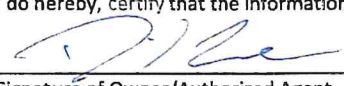
I hereby request to the Planning Commission:
 Rezoning F1 to R-4
Intended Use: MultiFamily Unit

Address of Property: 83 Ingram St Manchester

Property Tax Map No: _____ Group: A Control Map: OB5A Parcel No. 005,00

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

Note: _____

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

Signature of Owner/Authorized Agent

- Rezoning instruction sheet received
- Site Plan checklist received



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

PERMIT #: 117490

DATE ISSUED: 5/19/2025

DESCRIPTION: VAR,SPEC EXC,REZONING,
ORD AMD
LOCATION: 83 INGRAM ST
SUBDIVISION:
LOT#

DEBRIS
AFFADAVIT W/C
TILE PERMIT

OWNER NAME: SOUTHERN CUSTOM
BUILDING LLC
ADDRESS: 2008 MCARTHUR ST
CITY: MANCHESTER
STATE: TN
ZIP: 37355
PHONE:

CONTRACTOR: SOUTHERN CUSTOM BUILDING LLC
ADDRESS: 2008 MCARTHUR ST
CITY: MANCHESTER
ST: TN
ZIP: 37355
PHONE:
LICENSE:

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

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

FRONT SETBACK:
LEFT SETBACK:

REAR SETBACK:
RIGHT SETBACK:

TOTAL BLDG FEES \$ 200.00

Remarks REZONING FROM I-1 TO R-4

If not approved, give reason: _____

Board of Zoning Appeals in case number _____ adopted _____

Application approved by _____

NOTICE

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

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

(SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT)

DATE

(ZONING / BLDG CODE EXAMINER)

DATE

(BLDG INSPECTOR)

DATE

ORDINANCE NO. _____

AN ORDINANCE REZONING PROPERTY OWNED BY THE MANCHESTER HOUSING AUTHORITY LOCATED ON WOODROW STREET, IDENTIFIED AS COFFEE COUNTY TAX MAP 075E, GROUPS B, C, AND D, FROM R-2 TO R-4 RESIDENTIAL

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

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

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

WHEREAS, the Manchester Planning Commission, at its meeting on June 19, 2025, considered a rezoning request that the property owned by the Manchester Housing Authority, described below, be rezoned from R-2 to R-4 Residential, and voted to send that request to the Board with a positive recommendation;

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 6, Section 1 of the Manchester Municipal Code, and it is hereby amended to apply the zoning classification of R-4 Residential to the following described property owned by Manchester Housing Authority located on Woodrow Street, Manchester, TN:

Tract One:

Being all of Lot Numbers One (1) through Twenty-One (21), Block F, on the Plan of Hillwood Subdivision of record in Plat Cabinet 251B, Register's Office of Coffee County, Tennessee, to which Plan reference is hereby made for a more complete description of the Property. EXPRESSLY EXCLUDING the portion of the Lots Fifteen (15) & Sixteen (16) that were included on Hillwood Subdivision, Phase 2, of record in Plat Cabinet 899A, Register's Office of Coffee County, Tennessee.

Tract Two:

Being all of Lot Numbers Twelve (12) through Sixteen (16), Block E, on the Plan of Hillwood Subdivision of Plat Cabinet 251B, Register's Office of Coffee County, Tennessee to which Plat reference is hereby made for a more complete description of the Property. EXPRESSLY EXCLUDING the portion of the Lot Twelve (12) that was included on Hillwood Subdivision, Phase 2, of record in Plat Cabinet 899A, Register's Office of Coffee County, Tennessee.

Tract Three:

Being all of Lot Numbers Five (5) through Eight (8), Block C, on the Plan of Hillwood Subdivision of Plat Cabinet 159A, Register's Office of Coffee County, Tennessee to which Plan reference is hereby made for a more complete description of the Property.

Tract Four:

Being all of Lot Numbers Two (2) through Nine (9), Block E, on the Plan of Hillwood Subdivision of record in Plat Cabinet 159A, Register's Office of Coffee County, Tennessee, to which Plan reference is hereby made for a more complete description of the Property. EXPRESSLY EXCLUDING the portion of the Lots Fifteen (15) & Sixteen (16) that were included on Hillwood Subdivision, Phase 2, of record in Plat Cabinet 899A, Register's Office of Coffee County, Tennessee.

And being the same property conveyed to Manchester Housing Authority by Quitclaim Deed from I.A. Howard and wife, Marilyn Howard, dated March 27, 2024, and recorded on April 11, 2024, in Warranty Deed Book 440, Page 243, Register's Office of Coffee County, Tennessee.

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

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMAN 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 19, 2025.

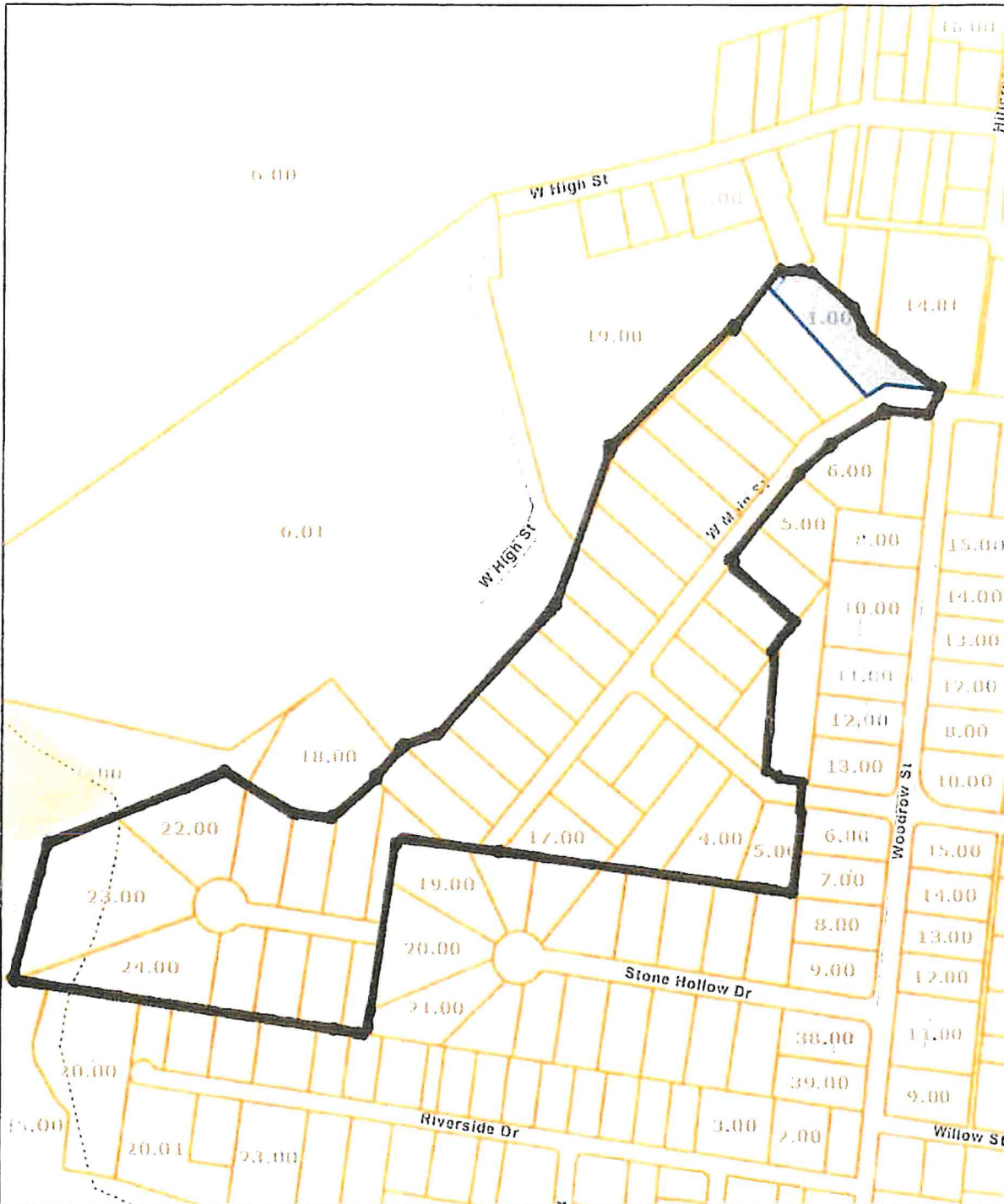
PASSED FIRST READING: _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

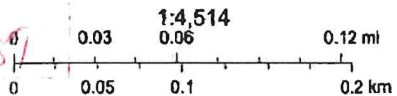
Coffee County - Parcel: 075E B 001.00



Date: April 22, 2025

County: COFFEE
 Owner: MANCHESTER HOUSING AUTHORITY
 Address: W MAIN ST
 Parcel ID: 075E B 001.00
 Deeded Acreage: 0
 Calculated Acreage: 0

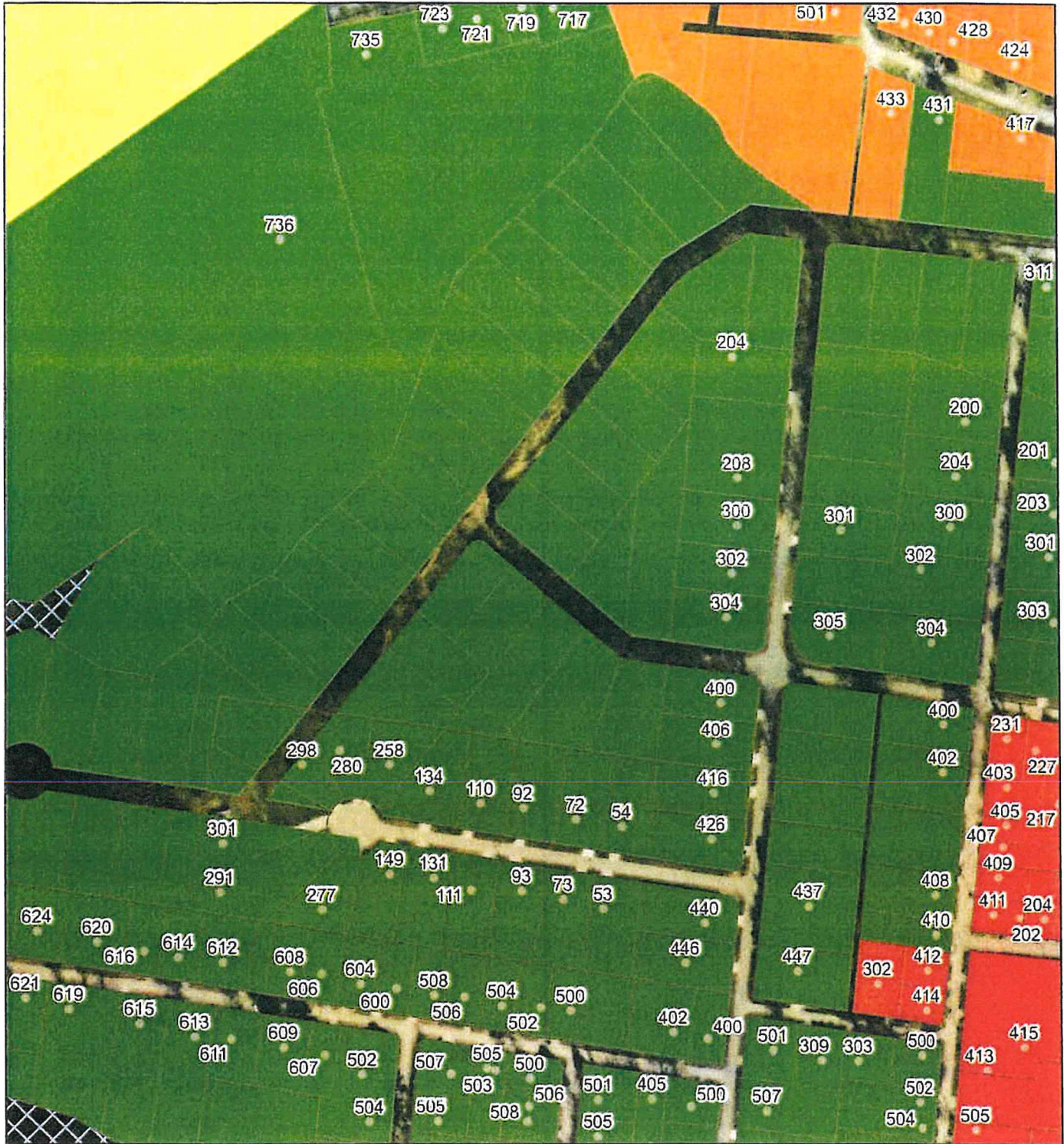
REZONING REQUEST



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

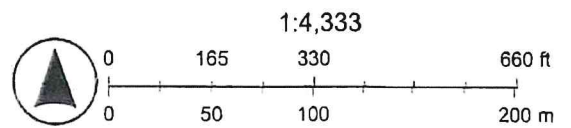
The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

Zoning MHA



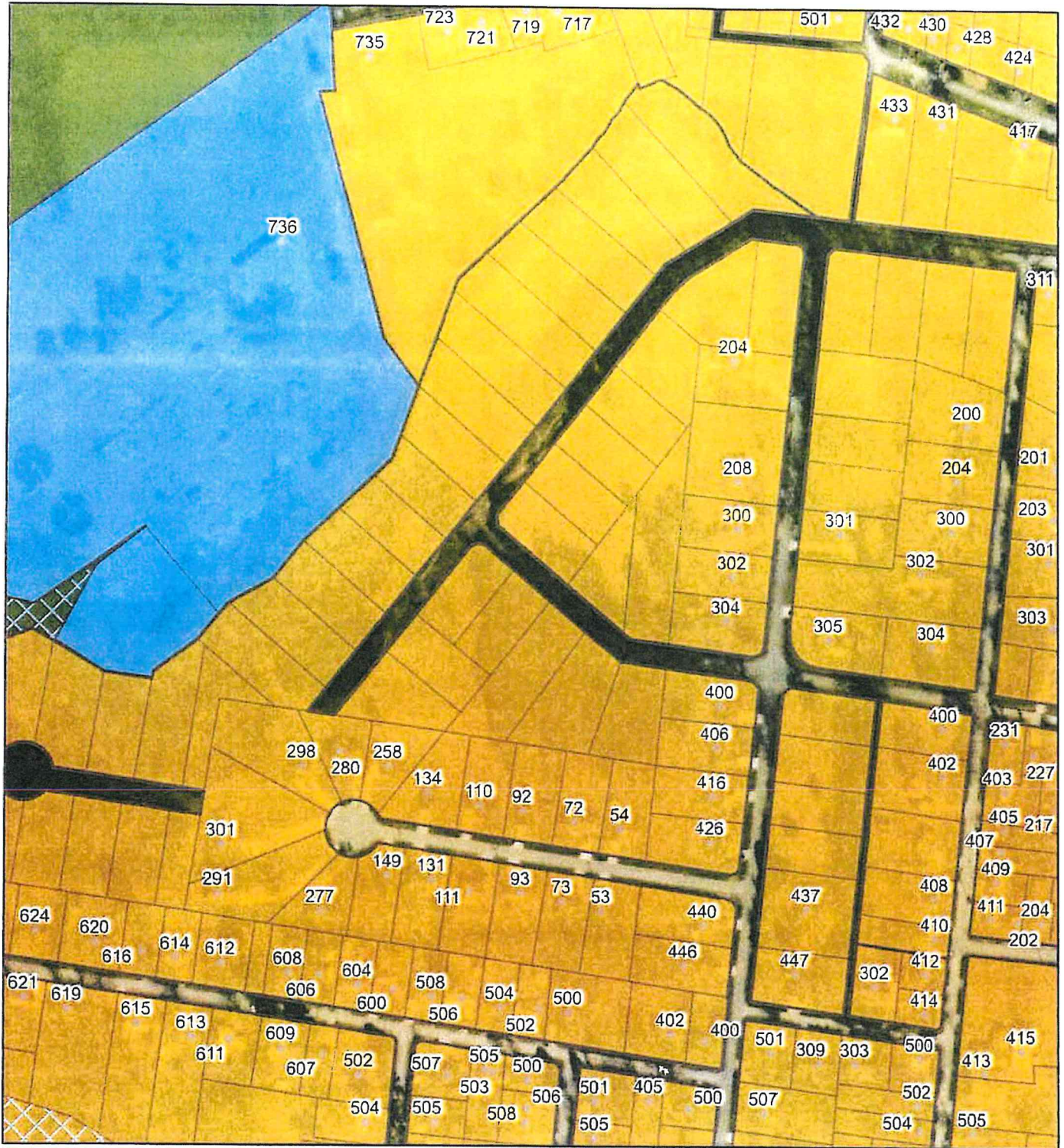
6/13/2025, 4:03:34 PM

- Coffee Parcels
- Manchester City Limit
- Coffee Addresses
- Coffee UGB
- MANCHESTER
- Manchester Zoning
- R-1
- R-2
- R-3
- World Imagery
- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations
- 1 2m Resolution Metadata



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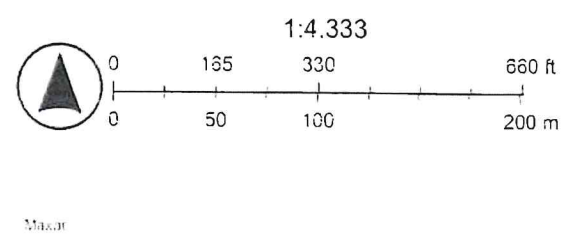
Land Use MHA



6/13/2025, 4:06:02 PM

- Coffee Parcels
- Coffee Addresses
- Coffee UGB
- MANCHESTER
- Manchester Landuse
 - Institutional and Other Public
 - Recreational and Open Space
 - Residential High Density Multi-Family

- - - Manchester City Limit
- World Imagery
- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations
- 1 2m Resolution Metadata



FEE: 200⁰⁰

DATE: 04/24/2025

MEETING DATE: 8/19/25

CASE#: 06-2025

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

APPROVAL
 DISAPPROVAL
 NO ACTION TAKEN

MANCHESTER PLANNING COMMISSION

NAME OF PROPERTY OWNER: Manchester Housing Authority

ADDRESS OF OWNER: 710 Butler Circle, Manchester, TN

PHONE: (Home) _____ (Work) _____

I hereby request to the Manchester Planning Commission:

Rezoning R-2 to R-4

Intended use: Residential housing, multi-family

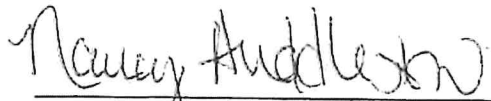
ADDRESS OF PROPERTY: Woodrow Street Manchester TN 37355

Property Tax Map No. _____ Group _____ Control Map _____ Parcel No. _____

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

NOTE: See attached listing of all parcels being requested for rezoning.

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



Signature of Owner / Authorized Agent

Rezoning instruction sheet received _____

Site Plan checklist received _____

City of Manchester

Job Description

Job Title: General Manager

Department: Tourism

Reports To: Tourism Director

FLSA Status: Exempt

Job Summary:

This position plans, manages, supervises, coordinates use of the Manchester Visitor & Conference Center (MVCC). The Visitor & Conference Center Manager is responsible for managing all operational aspects of the MVCC, a 13,000-sq. ft. banquet and conference center. Oversight includes facilities maintenance, coordination of events, and marketing of the facility. This position is responsible for the execution and oversight of the financial management, general operation, marketing and sales initiatives and client development/stewardship of the MVCC. It is required that the General Manager supervises and participates in the planning and daily execution of all conference center functions. Outstanding customer service will be provided, maintaining an accommodating relationship with organizations, businesses, and individuals in the community to ensure successful functions, repeat business, and financial profitability. Specifically, the MVCC General Manager is responsible for directing the staff in servicing all banquet activities, conference meetings, and privately booked functions. This is a “hands on” management position that requires a presence in direction of major facility events. General knowledge of food and beverage preparations, services standards, guest relations, and etiquette is required.

Essential Duties and Responsibilities:

- Prepares and monitors compliance with the MVCC annual operational/facility budget
- Administer annual budget by tracking revenue and expenditures
- Manages sales, marketing, and booking of the MVCC.
- Prepares and reviews event programming to confirm all services and necessary preparations are addressed
- Supervises, directs and coordinates the activities of event personnel, subcontractors and vendors as required to successfully execute assigned programming

Assists in Payroll when needed.

Reconciles Insurance deductions monthly.

Files liability insurance claims.

Maintains harmony among workers and resolves grievances.

Performs Accounting and Bookkeeper duties.

Maintains accounting and statistical records.

Issues written and oral instructions, assigns duties and examines work for accuracy, and conformance to policies and procedures, when needed.

Interprets policy and interacts with municipal officials, department heads, bank officers, and other members of the general public.

SUPERVISORY RESPONSIBILITIES

Supervises employees in the Finance Department and indirectly responsible for administration of all financial affairs of the City as per City Charter, in absence of Finance Director.

QUALIFICATIONS

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

EDUCATION and/or EXPERIENCE

Bachelor's degree from a four-year college or university and two to four years related experience and/or training; or equivalent combinations of education and experience. Knowledge of fund accounting. Strong computer skills, including PC knowledge of MS Office utilizing MS WORD, EXCEL or comparable word processing and spreadsheet package. Experience working in a high-volume team environment.

LANGUAGE SKILLS

Strong oral and written communication skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- Demonstrate understanding of facility maintenance and repair needs and solutions to include utilities and security systems
- Ability to work effectively in fast paced and stressful situations as the General Manager of the MVCC

Minimum Requirements:

- Bachelor's Degree from an accredited institution and five years of full-time work experience in conference center/special events, and sales, marketing operation; including supervisory and financial management/budgeting experience or comparable experience.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk to hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

City of Manchester

Job Description

Job Title: Event Coordinator

Department: Tourism

Reports To: General Manager

FLSA Status: Exempt

Position Summary:

As an Event Coordinator you are responsible to meet with group coordinator / event hosts prior to functions, make introductions, and ensure that all arrangements are agreeable. Read and analyze banquet event order in order to gather guest information, determine proper set up, specific guest needs, buffets, action stations, etc. Working closely with the banqueting team, they are responsible for the execution and delivery of all events, maximizing revenue, utilization of meeting space and working to achieve or exceed the defined budgeted revenues for banquet department.

Event Coordinator Duties and Responsibilities:

1. Preparation of Banquet Event Orders and responsible to ensure they are issued and distributed in a timely fashion at least 2 weeks out from event.
2. Prepare all typed materials like proposals, change forms, menus, linens, floor plans, and all other inter-departmental forms accurately.
3. Answer banquet and outside inquiries routing them for appropriate handling.
4. Monitor all correspondence to ensure it meets with Center policy and procedures.
5. Respond within 24-48 hours to any Group, checking space/rates in system and communicating to book event.
6. Calculate profit margins and food cost before formalizing event invoices.
7. Work to ensure event is adequately staffed and prepared to ensure all aspects of the event have been cost effective and serviced both clients and center needs.
8. Tour, inspect and monitor banquet rooms and presentations.
9. Respond to requests for proposals for small meetings / events including set-up, food and beverage needs, rooms and audio-visual needs.
10. Ensure accurate follow up and communication both internally and to the guest / client. Handle client complaints tactfully and promptly.
11. Ensure that all accounts are properly updated in the banqueting system.
12. Ensure feedback received from host / guests is passed on to all departments.

13. Ensure a positive working relationship between all departments.
14. Review employee performance and conducts personnel actions such as disciplinary.
15. Arrange and manage familiarization / educational trips in line with business needs.
16. Attending various trade shows and assigned sales trip with accurate follow up report.
17. Maintain valid call objectives and relevant action plans for each key account/key prospect and ensure all follow up is done in timely manner.
18. Maintains high standards of personal appearance and grooming, which include compliance with the dress code.
19. Participate in business review meeting, sales meetings and management meetings.
20. Any other job related to banqueting assigned by the management.
21. Stay abreast of current trends with superior attention to detail.

Knowledge, Skills and Abilities:

1. Excellent communication skills necessary.
2. Knowledgeable at negotiating and sales.
3. Confident at presenting presentations.
4. Must be flexible to accommodate irregular or extended hours duties.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk to hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

City of Manchester

Job Description

Job Title: Event Staff/Laborer
Department: Manchester Event & Visitor Center
Reports To: Event Coordinator
FLSA Status: Non-Exempt/Part-Time
Prepared By: Tina Warren/HR Manager
Prepared Date: June 27, 2025
Approved By:
Approved Date:

SUMMARY

This position primarily assists in the setup, breakdown, and maintenance of the event venue, ensuring smooth operations before, during, and after events.

ESSENTIAL DUTES AND RESPONSIBILITIES include the following.

- Help and coordinate with planning and managing events
- Report to and take instructions from the General Manager and Event Coordinator
- Coordinate with other members of the staff to ensure tasks are completed on time
- Unload equipment and set up venues, such as chairs, tables, stages, sound and light equipment
- Ensure cleanliness and organization of venue
- Operate cash register
- Serving food and drinks
- Clean the meeting spaces and setup after the event and check equipment for damages or missing parts
- Pack up equipment and other inventory when the event is over
- Follow event safety standards and regulations
- Provide security
- Welcome guest and user to seats
- Performs other related duties as needed and as assigned.

QUALIFICATIONS

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 a GED
- Prior working experience in the hospitality industry
- Exceptional customer service and communication
- Excellent problem-solving
- Ability to multitask and remain highly organized
- Being able to adapt and work productively in hectic situations
- Ability to work for long hours
- Attention to detail
- Team player

LANGUAGE SKILLS

Strong oral and written communication skills. Ability to effectively present information and respond to questions from clients, customers, and the general public.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Requires stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions.

Work Environment

Exerting up to 50 pounds of force and/or up to 25 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

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.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

City of Manchester

Job Description

Job Title: Accountant/Bookkeeper
Department: Manchester Event & Visitor Center
Reports To: City Finance Director
FLSA Status: Non-Exempt/Part-Time
Prepared By: Anthony Burrows, Finance Director
Prepared Date: June 27, 2025
Approved By:
Approved Date:

SUMMARY

This is a staff accounting position responsible for a variety of routine and complex administrative, technical and professional accounting related functions including General Ledger, Bank Reconciliations, Accounts Receivable and maintaining accounting and statistical records.

ESSENTIAL DUTES AND RESPONSIBILITIES include the following.

Ensure compliance with charter, GASB and other applicable local, state and federal regulations.

Cash collections and disbursements by receipting, posting, and reporting to the State.

Verifies receipts, and makes bank deposits. Reviews discrepancies with customer service representatives and directs corrections.

Reconciles accounts directly or reviews reconciliations performed by others as an internal control.

Prepares periodic reports and analysis as per departmental procedures or as requested by Finance Director. Assists in the preparation of various state and/or federal reports.

Prepares submissions for state and federal grants and tracks reimbursements.

Assists with system issues, month end closings, and the budget process as required.

Keys in journal entries into the accounting system.

Reconciles bank accounts on a timely basis.

Assist with receipting of taxes, business licenses, etc, when needed.

Performs general accounting duties.

Maintains accounting and statistical records.

Examines work for accuracy, and conformance to policies and procedures, when needed.

Interprets policy and interacts with municipal officials, department heads, bank officers, and other members of the general public.

Interprets City Ordinances relating to Finance.

Performs other related duties as needed and as assigned.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree and related experience and/or training; or equivalent combinations of education and experience. Knowledge of fund accounting. Strong computer skills, including PC knowledge of MS Office utilizing MS WORD, EXCEL or comparable word processing and spreadsheet package. Experience working in a team environment.

LANGUAGE SKILLS

Strong oral and written communication skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

The physical demands and environment described here are representative of those that must be met primarily performed in an office setting. While performing the duties of this job, the employee is frequently required to sit for long periods of time, as well as to reach, bend, kneel, turn, twist and use hands, handle or feel objects, tools or controls. Must be physically able to operate computer and other automated office equipment. Requires the ability to exert up to 25 pounds of force occasionally, and /or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment. Specific vision abilities required by this position include close vision and the

ability to adjust focus. The ability to identify and distinguish colors is preferred. Must be able to communicate in person and by telephone.

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.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

CITY OF MANCHESTER
CITIZEN PARTICIPATION FORM
OFFICE 931-728-4652

Email: mayor@cityofmanchestertn.com

The City of Manchester relies heavily upon citizen participation on the Boards and Commissions that help Manchester serve its residents. The assistance received from the groups greatly assists the City in making Manchester a better place to live.

We greatly encourage citizen participation in serving on one of the Boards or Commissions listed below. If you feel you could devote sufficient time, please volunteer for your selected Board or Commission. Please complete the form and return to the Board of Mayor and Aldermen, City Hall, 200 West Fort Street, Manchester, TN 37355. Email form to mayor@cityofmanchestertn.com.

Please circle the Board or Commission that you wish to serve:

Planning and Zoning Commission

Recreation Commission

ADA Compliance Committee

Tourism Commission

Health, Education, & Housing Facility Board

Stormwater/Building Codes Board of Appeals

Manchester Public Building Authority

Other _____

Water & Sewer Commission

Manchester Housing Authority

Duck River Utilities Commission

Historic Zoning Commission

Greater Manchester Economic Development Board

Coffee County Industrial Board (City Seat)

Coffee County 911 Board (City Seat)

Name: Madeline McLaughlin

Home Phone: _____ Business Phone: 931-...

Cell Phone: _____ Email Address: Madeline.mclaughlin@...

Address: Sycamore Dr. Manchester, TN 37355

Education: B.A. in Political Science & History Occupation: Economic Development Coordinator
University of Mississippi (Ole Miss)

Are you: Manchester resident Elector in Manchester Manchester Business Owner

Coffee County Resident Elector in Coffee County Coffee County Business Owner

Why do you want to serve on the Board or Commission circled above?

Working in Economic Development, I am able to see how important our history & downtown story is for a thriving local economy & community.

Have you served on a Board or Commission before? If yes, please specify.

No - but I work for the Industrial Board of Coffee County.

Dates of Service: Jan 2024 -> Present

Signature: Madeline McLaughlin

Date: 6/27/25

***Please return by mail, email, or deliver to Mayor's Office at City Hall**

**CITY OF MANCHESTER
CITIZEN PARTICIPATION FORM
OFFICE 931-728-4652
Email: mayor@cityofmanchestertn.com**

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Please circle the Board or Commission that you wish to serve:

Planning and Zoning Commission
Recreation Commission
ADA Compliance Committee
Tourism Commission
Health, Education, & Housing Facility Board
Stormwater/Building Codes Board of Appeals
Manchester Public Building Authority
Other _____

Water & Sewer Commission
Manchester Housing Authority
Duck River Utilities Commission
Historic Zoning Commission
Greater Manchester Economic Development Board
Coffee County Industrial Board (City Seat)
Coffee County 911 Board (City Seat)

Name: James R. Wilhelm
Home Phone: 931-728-5110 Business Phone: N/A
Cell Phone: 931-728-5110 Email Address: jjwilhelm@gmail.com
Address: Manchester TN 37355
Education: BS Occupation: Retired

Are you: Manchester resident () Elector in Manchester () Manchester Business Owner
() Coffee County Resident () Elector in Coffee County () Coffee County Business Owner

Why do you want to serve on the Board or Commission circled above?
My Civic duty

Have you served on a Board or Commission before? If yes, please specify.
yes Current board

Dates of Service: _____
Signature: James R. Wilhelm
Date: 6/20/25

***Please return by mail, email, or deliver to Mayor's Office at City Hall**

**City of Manchester
Board of Mayor and Alderman
Beer Board Agenda
July 1, 2025**

Immediately Following the Mayor and Aldermen Board Meeting

Call the Meeting to Order:

Approval of Agenda:

Citizen Comments:

Application(s):

1. Name of Business: Marutinandan Inc.; DBA: Gas & Go; Business Address: 1973 Hillsboro Blvd., Manchester, TN 37355; Previous Name of Business: n/a; Name and Address of Property Owner: R & R Partnership 730 Mille Tennessee Blvd. Ste-16, Murfreesboro, TN, 37129; Name of Applicant: Ekata Patel, 1973 Hillsboro Blvd., Manchester, TN 37355; Application is for off-premises consumption and retail.

Adjournment:

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

