

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

September 2, 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

- 8-5-25 BOMA 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 to authorize an award of Manchester Tourism & Community Development Grant funds to the Common Johns Family Reunion Beerfest in the amount of Four Thousand and 00/100 dollars (\$4000.00); sponsored by Vice Mayor Messick.
- b) 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.
- c) A resolution adopting a Plan of Services preliminary to annexation of Twelve and Forty Four/Hundredths (12.44) acres of property owned by Curl Properties, LLC, located at 1409 Oakdale Street; sponsored by Vice Mayor Messick.
- d) A resolution annexing Twelve and 44/100 (12.44) acres of property owned by Curl Properties, LLC, located at 1409 Oakdale Street; sponsored by Vice Mayor Messick.
- e) A resolution of the City of Manchester, Tennessee, authorizing the submission of an application for grant funds under the 2025 Economic Development Administration Disaster Supplemental Grant Program; sponsored by Mayor Hobbs.
- f) A resolution adopting an updated Employee Handbook and Policy for the City of Manchester; sponsored by Alderman Crosslin.

Ordinances:

- a) 2nd reading of an ordinance rezoning property owned by Larry and Sue Banks on Spring Street from R-3 to R-4; sponsored by Vice Mayor Messick.
- b) 2nd reading of an ordinance rezoning property owned by Trevor Taylor on Stroud Drive from C-3 to R-3; sponsored by Vice Mayor Messick.
- c) 2nd reading of an ordinance rezoning property owned by Wesley and Aesha Parker on Summer Street from R-3 to R-4; sponsored by Vice Mayor Messick.
- d) 2nd reading of an ordinance amending provisions to Manchester Municipal Code 14-623 regarding Historic District Signage; sponsored by Alderman Crosslin.
- e) 2nd reading of an ordinance to amend MMC 3-202 Court Fines and Costs; sponsored by Alderman Parsley

- f) 2nd reading of an ordinance to amend the speed limit between Old Stone Fort State Park and Northridge Drive on State Hwy. 41 to (40) MPH; sponsored by Alderman Parsley.
- g) 2nd 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.
- h) 1st reading of an ordinance zoning Twelve and 44/100 (12.44) acres owned by Curl Properties, LLC located at 1409 Oakdale Street recently annexed into the City, as R-4 Residential; sponsored by Vice Mayor Messick.

9. OLD BUSINESS

- a) Revised resolution 41-2025 to amend to retroactive start date as of 7-1-25

10. NEW BUSINESS

- a) Job Descriptions: Marketing Coordinator
- b) Committee/Commissions Citizen Appointments
- c) BOMA Committee/Commission Appointments

11. ITEMS FROM THE BOARD OF MAYOR AND ALDERMAN

12. ADJOURNMENT:

www.cityofmanchestertn.com

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

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
Meeting Minutes
August 5, 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, Vice Mayor Messick, Alderman French, Alderman Crosslin, 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 Chief Chambers, Public Works Assistant Director Moore, City Engineer Adam Carter, Coffee County Industrial Board Director Anne Majors, Community Development & Zoning Director Brittany Fiske. Meeting opened with a prayer by Pastor Welch, 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 BOMA members present.

MOTION TO APPROVE AGENDA: Motion made by Alderman Parsley to approve agenda as provided and seconded by Alderman Crosslin. The motion passed 6-0.

APPROVAL OF MINUTES: Alderman French made a motion to approve the 7-1-25 BOMA Meeting Minutes & BOMA Beer Board Minutes. Alderman Crosslin seconded the motion. The motion passed 6-0.

CORRESPONDENCE: none

COMMENTS FROM CITIZENS: none

COMMENTS FROM MAYOR: Mayor Hobbs welcomed everyone.

Safety Committee- MFD Chief Chambers discussed the MFD July report. MPD Chief Sipe discussed the MPD July report and recognized two new hires.

Finance Committee- Director Burrows discussed July 15th Finance Committee Meeting and a Hotel/Motel Audit.

Street Committee- Director Gannon discussed Coffee St. and Hills Chapel sidewalk project, and drainage project around downtown.

Water /Sewer Commission-Director Perry discussed the MWSD July report.

Recreation Commission- Director Fox discussed attendees to the rec. complex in the month of July. And upcoming events.

Tourism- Vice Mayor Messick discussed the Ice Skating Rink and Christmas lighting project for downtown.

Planning & Zoning Commission- Director Fiske stated the next meeting would be 8-18-25

Historic Zoning Commission-Director Fiske stated the next meeting would be 8-7-25

RESOLUTIONS & ORDINANCES

Resolutions:

- a) A resolution to authorize an award of Manchester Tourism & Community Development Grant funds to the Southeast Bluegrass Banjo Championship in the amount of Two Thousand and Five Hundred and 00/100 dollars (\$2500.00); 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 resolution passed 6-0.
- b) A resolution authorizing the City of Manchester to apply for a State of Tennessee Department of Transportation Industrial Access Road Grant; sponsored by Mayor Hobbs. Alderman Crosslin made a motion to approve and seconded by Alderman Parsley. Mayor Hobbs opened the floor to discussion and called for the roll. The resolution passed 6-0.

- c) A resolution authorizing a contract to purchase two knuckle-boom trucks at a total cost of Three Hundred and Ninety-Four Thousand Two Hundred Twenty-Six and 00/100 Dollars (\$394,226.00), for use by the Street Department; sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to approve and seconded by Alderman Anderson. Mayor Hobbs opened the floor to discussion and called for the roll. The resolution passed 6-0.
- d) A resolution authorizing a contract to purchase 28 Mobile Data Terminals, DELL Computers, at a total cost of One Hundred Fourteen Thousand Five Hundred and Eighteen and 00/100 Dollars (\$114,518.00), for use by the Manchester Police Department; sponsored by Alderman Parsley. 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 resolution passed 6-0.
- e) A resolution of the Board of Mayor and Alderman of the City of Manchester adopting a longevity pay schedule; sponsored by Mayor Hobbs. Alderman Anderson made a motion to approve and seconded by Alderman Crosslin. Mayor Hobbs opened the floor to discussion and called for the roll. The resolution passed 6-0.
- f) A resolution authorizing the purchase of one (1) 2025 GMC Sierra 4WD crew cab at the price of Forty-Nine Thousand One Hundred Seventy-Six Dollars and 20/100 Dollars (\$49,176.20) and One (1) Dodge Ram 1500 Crew Cab 4WD at the price of Thirty-Four Thousand Nine Hundred and Ninety-One Dollars and 00/100 Dollars (\$34,991.00), both for the use of the Fire Department of the City of Manchester; sponsored by Alderman Parsley. 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 resolution passed 6-0.
- g) A resolution authorizing the purchase of a used 2010 Pierce Velocity custom pumper at a price of One Hundred Seventy-Eight Thousand Dollars and 00/100 Dollars (\$178,000.00) for use of the Fire Department of the City of Manchester; sponsored by Alderman Parsley. Alderman Crosslin made a motion to approve and seconded by Alderman Parsley. Mayor Hobbs opened the floor to discussion and called for the roll. The resolution passed 6-0.
- h) A resolution to apply for a State of Tennessee Department of Health Grant for Policy, Systems, and Environmental (PSE) Change for Healthy Food Environments and Safe and Accessible Spaces for Physical Activity Grant; 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 resolution passed 6-0.

Ordinances:

- a) 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. Alderman Crosslin made a motion to approve and seconded by Vice Mayor Messick. Mayor Hobbs opened the floor to a public hearing and then called for the roll. The ordinance passed 2nd and final reading 6-0.
- b) 2nd 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. Vice Mayor Messick 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 final reading 5-1 with Alderman Anderson voting nay.
- c) 2nd 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. Alderman French made a motion to approve and seconded by Alderman Crosslin. Mayor Hobbs opened the floor to a public Hearing. Director Fiske and Housing Director Huddleston discussed the project. Residents Archer, Fibelkorn, Kennedy, Johnson, and Vernon spoke against the rezoning. Alderman Anderson stated she would vote nay due to the recent Texas flooding. Housing Authority member Jessica Jernigan spoke in favor of the development. Mayor Hobbs called for the roll and the ordinance passed final reading 4-2 with Alderman Anderson and Alderman Parsley voting nay.
- d) 1st reading of an ordinance rezoning property owned by Larry and Sue Banks on Spring Street from R-3 to R-4; sponsored by Vice Mayor Messick. 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 1st reading 5-1 with Alderman Anderson voting nay.
- e) 1st reading of an ordinance rezoning property owned by Trevor Taylor on Stroud Drive from C-3 to R-3; 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 5-1 with Alderman Anderson voting nay.
 - f) 1st reading of an ordinance rezoning property owned by Wesley and Aesha Parker on Summer Street from R-3 to R-4; sponsored by Vice Mayor Messick. Alderman Parsley made a motion to approve and seconded by Alderman French. Mayor Hobbs opened the floor to discussion and called for the roll. The ordinance passed 1st reading 5-1 with Alderman Anderson voting nay.
 - g) 1st reading of an ordinance amending the Physical Development Plan of the City of Manchester applicable to property on Woodbury Hwy (Manchester LLC); Sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Alderman Crosslin. Mayor Hobbs opened the floor to discussion and called for the roll. The ordinance passed 1st reading 5-1 with Alderman Anderson voting nay.
 - h) 1st reading of an ordinance rezoning property owned by Manchester LLC, on Woodbury Highway from C-2 to R-4; sponsored by Vice Mayor Messick. Alderman Crosslin made a motion to approve and seconded by Vice Mayor Messick. Mayor Hobbs opened the floor to discussion and called for he roll. The ordinance passed 1st reading 5-1 with Alderman Anderson voting nay.
 - i) 1st reading of an ordinance amending provisions to Manchester Municipal Code 14-623 regarding Historic District Signage; sponsored by Alderman Crosslin. Vice Mayor Messick made a motion to approve and seconded by Alderman French. Mayor Hobbs opened the floor to discussion and called for the roll. The ordinance passed 1st reading 5-1 with Alderman Anderson voting nay.
 - j) 1st reading of an ordinance to amend MMC 3-202 Court Fines and Costs; sponsored by Alderman Parsley. Alderman Crosslin made a motion to approve and seconded by Alderman French. 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 to amend the speed limit between Old Stone Fort State Park and Northridge Drive on State Hwy. 41 to (40) MPH; sponsored by Alderman Parsley. Alderman Crosslin made a motion to approve and seconded by Alderman Parsley. Mayor Hobbs opened the floor to discussion and called for the roll. The ordinance passed 1st reading 6-0.
 - l) 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. Alderman Crosslin made a motion to approve and seconded by Alderman French. Mayor Hobbs opened the floor to a discussion. Vice Mayor Messick made a motion to amend 18-202 (2) only for existing customers and seconded by Alderman Parsley. Mayor Hobbs called for the roll. The motion to amend passed 5-1 with Alderman Anderson voting nay. Mayor Hobbs called for the roll on the original motion passed 4-2 with Alderman Threet and Alderman Parsley Voting Nay.

OLD BUSINESS

- a. 2nd reading of an ordinance rezoning property for Richard Agbighor on Gilley Circle from RS-1 to R-4 Map 068 Parcel 055.00; sponsored by Alderman French. Alderman French made a motion to approve and seconded by Vice Mayor Messick. Mayor Hobbs opened the floor to a public hearing and called for the roll. The ordinance passed final reading 4-3 with Mayor Hobbs breaking the tie. Alderman Anderson, Alderman Threet, and Alderman Parsley voted nay.
- b. 2nd reading of an ordinance rezoning property from Richard Agbighor on Gilley Circle from RS-1 to R-1 Map 068F, Group B, Parcels 017.00, 018.00, and 019.00; sponsored by Alderman French. Alderman Crosslin made a motion to approve and seconded by Vice Mayor Messick. Mayor Hobbs opened the floor to a public hearing and the ordinance passed final reading 5-1 with Alderman Parsley voting nay.

NEW BUSINESS

- a. **Job Descriptions:** *Booking Coordinator, *Part-Time Event Staff/Laborer, *Full-Time Event Staff/Laborer, *Part-Time Bookkeeper/Accountant, *I.T. Manager, *Grant Writer, *MFD Maintenance Captain, *MFD Deputy Fire Chief, *MFD Fire Training Officer. 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 motion passed 6-0.
- b. **PBA Appointments:** Thornton, Singles, Knott, Imhoff. Alderman French made a motion to approve and seconded by Alderman Crosslin. Mayor Hobbs opened the floor to discussion. Alderman Threet made a motion to amend by postponing until the 9-2-25 BOMA Meeting. The motion to amend was seconded by Alderman Anderson. Mayor Hobbs called for the roll and the motion to amend failed 3-4 with Mayor Hobbs breaking the tie and Alderman Crosslin, Alderman French, and Vice Mayor Messick voting nay. Mayor Hobbs called for the roll on the original motion. All applicants were approved by the BOMA 4-1 with Alderman Anderson voting nay and Alderman Threet abstaining.

COMMENTS FROM BOMA:

- Alderman Threet discussed an article on the Coffee County Planning Commission in the Wall Street Journal. Alderman French spoke on the passing of Sally Berryman.

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 6-0. The meeting adjourned at 7:30p.m.

SIGNATURES:

Mayor Joey Hobbs

Executive Administrative Assistant Keele

RESOLUTION NO. _____

A RESOLUTION TO AUTHORIZE AN AWARD OF MANCHESTER TOURISM & COMMUNITY DEVELOPMENT GRANT FUNDS TO THE FAMILY REUNION BEEFEST IN THE AMOUNT OF FOUR THOUSAND AND 00/100 DOLLARS (\$4,000.00)

WHEREAS the City of Manchester depends upon tourism; and

WHEREAS the City of Manchester Tourist and Community Development Commission held a public meeting addressing an application for marketing funds for the Common John Family Reunion Beerfest, a brewing festival and competition, on September 20, 2025; and

WHEREAS the Commission approved and found that the award of the requested funds fits within the City's marketing needs and approved the use of Tennessee Tourism Marketing Grant funds in the amount of Four Thousand and 00/100 dollars (\$4,000.00); and

WHEREAS Manchester Municipal Code 2-308 requires any agreement for such obligation exceeding \$500 to be approved by resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE ratifies and approves the City of Manchester Tourist and Community Development Commission's award of Tennessee Tourism Marketing Grant funds in the amount of Four Thousand and 00/100 dollars (\$4,000.00) to the Common John Family Reunion Beerfest.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that any resolution inconsistent herewith, including, but not limited to, any resolution restricting spending be amended to allow payment of the City's obligation under this resolution.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the Mayor and Finance Director are authorized to execute the necessary documents consistent with this resolution.

Resolved this _____ day of _____ 2025.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

Manchester Tourism & Community Development Support Grant

Organization: Common John Brewing Co.
 Contact Name: Renee Haggard Position: VP
 Email: reneeh@commonjohnbc.com Phone Number: 931-247-5932

Request Type

Organization Type: Government Related Non-Profit Profit Other: _____
 Request Type: Marketing Sponsorship Infrastructure (Gov. Only) Public Art Installation
 Request Amount: \$ 4,000 Is this a competitive request? Yes No
(Any amount above \$4,000 will need to be submitted for budgeting process February - March)
 Title of Event: Family Reunion / Beerfest Type of Event: Beer Festival
 Start Date: 9-20-25 End Date: 9-20-25
 Summary usage: Advertising / Marketing / Accommodations
 Host Type: Government Nonprofit Other (please describe): Business

Qualifiers (Excludes Infrastructure & Art)	3 Points	2 Points	1 Point	Points
Anticipated Attendance: <u>600-800</u>	500+	200+	100+	<u>3</u>
Anticipated Room Nights: <u>100-150</u>	100+	50+	25+	<u>3</u>
Number of Days of Event: <u>2</u>	3+ Days	2+ Days	1 Day	<u>2</u>
Number of Tickets Sold: <u>700</u>	500+	100+	50+	<u>3</u>
Type of Event: <u>Beer Festival</u>	Regional <small>(50% or more non-local)</small>			
			Point Total	<u>13</u>

13+ Points	10+ Points	9 or Fewer Points
<u>Up to \$4,000</u>	Up to \$3,000	Up to \$2,000

Public Art Consideration Guide

76% to 100% of Budget: Up to \$2,000
 75% of Budget: Up to \$3,500
 49% or less: Up to \$4,000

[Handwritten Signature]

Grant Amount Rewarded: \$ 4,000 Vote Count: 5 Date: 7-14-25

TH: BOMA

COMMON JOHN

◀ BREWING CO ▶

Manchester, Tenn.

2025 BEERFEST

TOURISM PARTNERSHIP REQUEST

WHAT DID WE DO WITH 2024'S BUDGET?

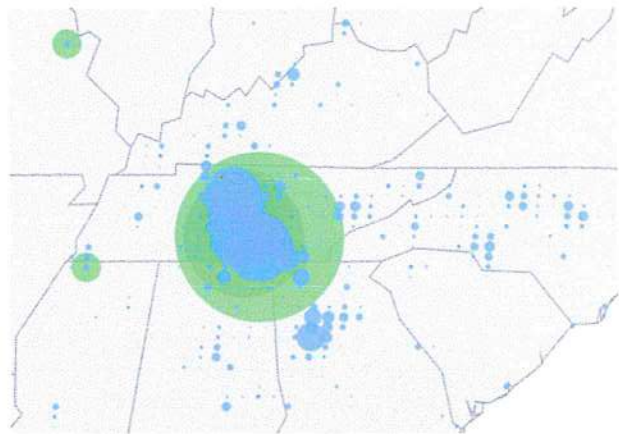
Between July 2024 and September 2024 we invited roughly 400,000 people through video, graphic, and search ad campaigns to Manchester, TN

- Reached 200,000 through FB/IG
- Reached 100,000 through Google
- Reached 100,000 through Youtube

8,849 unique people we connected with from these campaigns visited our event landing page to learn more. Of those people over 1,000 of them walked through Common John's Doors on September 14th, 2024. Based on data available roughly 40% of those people live 25+ miles outside of Manchester.

Unique Visitors

8,849



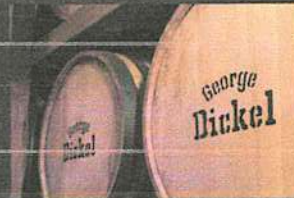
WE SPENT \$10,000 DOLLARS ON MARKETING AND ENTERTAINMENT ALONE FOR THIS ONE DAY EVENT IN MANCHESTER, TN.



FOR 2025 WE ARE WORKING THAT MUCH HARDER TO ENCOURAGE PEOPLE TO COME A DAY EARLY AND STAY A DAY LATER

We have an entire section of our event page highlighting local camping, hiking, hotels, and tours. We have hyperlinks for page visitors to learn more about all the reasons to stay in Manchester and explore all our area has to offer. We are currently working to highlight local restaurants as well.

And why not make it a whole weekend of adventure? Arrive a day early, stay a little longer! Explore the breathtaking [Old Stone Fort](#), hike the stunning [Fiery Gizzard](#), or relax by the beautiful [Rutledge Falls](#). Finding a place to stay is easy! There is a nearby five-star hotel offering discounted rates just for you. Got a penchant for whiskey? You're just a stone's throw away from the iconic [Jack Daniel's](#) and [George Dickel](#) distilleries!



This isn't just another beer festival; this is a celebration of the craft beer culture that brings people together in extraordinary ways—through laughter, friendship, and unforgettable memories.

**WE HOPE YOU CONTINUE TO SEE THE VALUE IN PARTNERING
WITH COMMON JOHN FOR THIS PARTICULAR EVENT.
THANK YOU**

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 schedule and companion administrative procedures attached to this Resolution as “Fee Table A– Manchester Recreation Complex” and incorporated herein by reference is hereby approved and shall become effective October 1, 2025.

Fee Table A– Manchester Recreation Complex:

Category	Daily	Annual	Monthly Draft †	Notes / Discounts
Individual (19-59)	\$ 6.00	\$ 310.00	\$ 31.00	—
Youth (5-18)	\$ 5.00	\$ 230.00	\$ 20.00	—
Senior (60 +)	\$ 4.00	\$ 230.00	\$ 22.00	—
Age 80 +	\$ 2.00	N/A	N/A	—
Family (up to 5)	\$ 10.00	\$ 420.00	\$ 42.00	+ \$ 30 annual each add'l member
City Employee	—	50 % off base Ind./Fam.	—	Full-time employees
Military / Veteran	\$ 5.00	20 % off base	—	Valid military/Vet ID

Category	Daily	Annual	Monthly Draft †	Notes / Discounts
Corporate Wellness	—	annual Rate per agreement	—	MOU on file
Ten-Visit Pass (winter)	\$ 40.00	N/A	N/A	Non-transferable
Group Fitness Drop-In	\$ 10.00	—	—	Punch cards available
Swim Lesson Session (8-class)	—	\$ 60.00	—	Per session
Pool Rental (per hr)	—	\$ 100.00	—	2-hr minimum after-hours

Resolved this _____ day of _____ 2025.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

RESOLUTION NO. _____

A RESOLUTION ADOPTING A PLAN OF SERVICES PRELIMINARY TO ANNEXATION OF TWELVE AND FOURTY FOUR/HUNDREDTHS (12.44) ACRES OF PROPERTY OWNED BY CURL PROPERTIES, LLC, LOCATED AT 1409 OAKDALE STREET

WHEREAS Curl Properties, LLC, owns certain property located at 1409 Oakdale Street, which it has requested the City to annex, described as follows:

Beginning at an old iron pin lying 38.3 feet off the center line of Oakdale Street, also being the northeast corner of the property described herein; thence along Jernigan's boundary, parallel to an existing gravel driveway South 07 degrees 25 minutes 20 seconds West 403.74 feet to an old iron pin found at a corner post; thence North 89 degrees 00 minutes 43 seconds West 1656.63 feet to a new iron pin set; thence with a new dividing line North 00 degrees 10 minutes 09 seconds West 402.77 feet to a new iron pin set; thence with a wire fence North 89 degrees 27 minutes 39 seconds East 45.75 feet to a metal fence post; thence South 89 degrees 42 minutes 52 seconds East 144.89 feet to a 14-inch white oak; thence South 89 degrees 08 minutes 04 seconds East 369.28 feet to a wooden post; thence South 88 degrees 52 minutes 09 seconds East 82.38 feet to an iron pin; thence with Ray's boundary South 08 degrees 34 minutes 52 seconds West 100.00 feet to an old iron pin found; thence south 88 degrees 58 minutes 50 seconds East 200.34 feet to an iron pin at a metal fence post; thence North 08 degrees 22 minutes 38 seconds East 100.12 feet to an old iron pin; thence crossing Kingsway Lane North 89 degrees 56 minutes 02 seconds East 51.67 feet to a wooden corner post; thence South 88 degrees 49 minutes 04 seconds East 143.43 feet to an angle iron found at a fence corner post; thence South 8 degrees 19 minutes 43 seconds East 403.01 feet to a wooden fence post; thence South 8 degrees 50 minutes 36 seconds East 269.67 feet to the point of beginning and containing 15.01 acres, according to a survey prepared by Chris Bateman, R.L.S. #1851, 521 Woosley Road, Tullahoma, TN 37388, on May 3, 2019.

Being the same property conveyed to Curl Properties, LLC, by Warranty Deed from David and wife, Bambi Jernigan, dated February 12, 2021, and recorded February 17, 2021, of record in Book W409, page 664, Register's Office of Coffee County, Tennessee.

INCLUDED IN THE ABOVE DESCRIPTION BUT EXCLUDED FROM THIS REQUEST IS THE FOLLOWING:

Beginning at a new iron pin set being the southeast corner of Montes, thence along a new division line of Jernigan South 00 degrees 42 minutes 31 seconds East 94.67 feet to a new iron pin set; thence North 88 degrees 58 minutes 50 seconds West 705.73 feet to an old iron pin found; thence North 08 degrees 22 minutes 38 seconds East 100.12 feet to an old iron pin found; thence North 89 degrees 56 minutes 02 seconds East 51.67 feet to a wooden corner post; thence South 88 degrees 49 minutes 04 seconds East 143.43 feet to an angle iron; thence South 88 degrees 19 minutes 43 seconds East 403.01 feet to a wooden post; thence South 88 degrees 34 minutes 12 seconds East 91.99 feet to the point of beginning and containing 1.57 acres, according to a survey prepared by Chris Bateman, R.L.S. #1851, 521 Woosley Road, Tullahoma, TN 37388 on August 24, 2019.

and

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

WHEREAS the Plan of Services is set forth in the attached documents generated by the Water and Sewer Department dated July 10, 2025, Police Department dated July 2, 2025; Manchester Fire-Rescue dated 10 July 2025; City of Manchester Street Department provided in July, 2025; Finance Office dated July 10, 2025; Health and Codes Department dated July 8, 2025; Manchester City Schools dated July 10, 2025 and the Manchester Parks and Recreation Department dated July 7, 2025; and

WHEREAS the Plan of Services was studied by the Manchester Regional Planning Commission at its meeting July 21, 2025, and it generated its written report dated July 31, 2025, as required by T.C.A. 6-51-102, a copy of which is attached hereto; and

WHEREAS the Board of Mayor and Aldermen of the City of Manchester conducted a public hearing on both the Plan of Services and annexation on September 2, 2025.

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

Beginning at an old iron pin lying 38.3 feet off the center line of Oakdale Street, also being the northeast corner of the property described herein; thence along Jernigan's boundary, parallel to an existing gravel driveway South 07 degrees 25 minutes 20 seconds West 403.74 feet to an old iron pin found at a corner post; thence North 89 degrees 00 minutes 43 seconds West 1656.63 feet to a new iron pin set; thence with a new dividing line North 00 degrees 10 minutes 09 seconds West 402.77 feet to a new iron pin set; thence with a wire fence North 89 degrees 27 minutes 39 seconds East 45.75 feet to a metal fence post; thence South 89 degrees 42 minutes 52 seconds East 144.89 feet to a 14-inch white oak; thence South 89 degrees 08 minutes 04 seconds East 369.28 feet to a wooden post; thence South 88 degrees 52 minutes 09 seconds East 82.38 feet to an iron pin; thence with Ray's boundary South 08 degrees 34 minutes 52 seconds West 100.00 feet to an old iron pin found; thence south 88 degrees 58 minutes 50 seconds East 200.34 feet to an iron pin at a metal fence post; thence North 08 degrees 22 minutes 38 seconds East 100.12 feet to an old iron pin; thence crossing Kingsway Lane North 89 degrees 56 minutes 02 seconds East 51.67 feet to a wooden corner

post; thence South 88 degrees 49 minutes 04 seconds East 143.43 feet to an angle iron found at a fence corner post; thence South 8 degrees 19 minutes 43 seconds East 403.01 feet to a wooden fence post; thence South 8 degrees 50 minutes 36 seconds East 269.67 feet to the point of beginning and containing 15.01 acres, according to a survey prepared by Chris Bateman, R.L.S. #1851, 521 Woosley Road, Tullahoma, TN 37388, on May 3, 2019.

Being the same property conveyed to Curl Properties, LLC, by Warranty Deed from David and wife, Bambi Jernigan, dated February 12, 2021, and recorded February 17, 2021, of record in Book W409, page 664, Register's Office of Coffee County, Tennessee.

INCLUDED IN THE ABOVE DESCRIPTION BUT EXCLUDED FROM THIS REQUEST IS THE FOLLOWING:

Beginning at a new iron pin set being the southeast corner of Montes, thence along a new division line of Jernigan South 00 degrees 42 minutes 31 seconds East 94.67 feet to a new iron pin set; thence North 88 degrees 58 minutes 50 seconds West 705.73 feet to an old iron pin found; thence North 08 degrees 22 minutes 38 seconds East 100.12 feet to an old iron pin found; thence North 89 degrees 56 minutes 02 seconds East 51.67 feet to a wooden corner post; thence South 88 degrees 49 minutes 04 seconds East 143.43 feet to an angle iron; thence South 88 degrees 19 minutes 43 seconds East 403.01 feet to a wooden post; thence South 88 degrees 34 minutes 12 seconds East 91.99 feet to the point of beginning and containing 1.57 acres, according to a survey prepared by Chris Bateman, R.L.S. #1851, 521 Woosley Road, Tullahoma, TN 37388 on August 24, 2019.

Resolved this _____ day of September 2025.

Joey Hobbs Mayor

Anthony Burrows, Finance Director

CITY OF MANCHESTER

MANCHESTER POLICE DEPARTMENT
200 W. FORT ST., MANCHESTER, TN 37355
(931) 728-2099
FAX (931) 723-1591

BILL SIPE, CHIEF OF POLICE

TENNESSEE

To: Director Brittany Fiske
From: Bill Sipe, Chief of Police
Date: July 2, 2025
Subject: Police services review and plan of services for proposed annexation at 1409 Oakdale Street (Map 068 Parcel 020.00)

In reference to the proposed annexation of approximately 12.4 acres of property owned by Curl Properties, LLC, located at 1409 Oakdale Street, the Manchester Police Department has reviewed the request and the intended zoning designation of R-4 High Density Residential.

This property includes an existing dwelling already within the city limits, and the proposed annexation will expand coverage to the remaining acreage. After review, I can confirm that the Manchester Police Department has adequate manpower, equipment, and operational capacity to effectively provide law enforcement services to this area upon annexation.

We do not anticipate any disruption in service or resource strain as a result of this addition. The department remains committed to maintaining a high level of public safety across all areas within the city limits, including any newly annexed properties.

Please let me know if any further information or clarification is needed.

Respectfully,



Bill Sipe
Chief of Police
Manchester Police Department



Manchester City Schools

Dr. Joey Vaughn, Director

800 Parks Street

Manchester, TN 37355

Office: (931)728-2316 Fax (931)728-7075

"Every Child Matters"

July 10,, 2025

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

RE: Plan of Service - Property Owned by Curl Properties LLC

Dear Ms. Fiske:

If the property being annexed (1409 Oakdale Street, map 068 parcel 020.00) is developed residential, below are the needs to support the Plan of Service.

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

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

Sincerely,

Dr. Joey Vaughn
Director of Schools

JV:cd



CITY OF MANCHESTER
HEALTH AND CODES DEPARTMENT
107 HILLSBORO BLVD.
Manchester, Tennessee 37355
931-723-1464



July 8, 2025

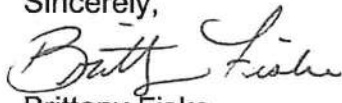
Re: Plan of service for the proposed annexation of property owned by Curl Construction LLC at 1409 Oakdale St. and 12.4 acres Map 086, Parcel 020.00 to be zoned R-4.

Planning, Zoning and Inspection Services:

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

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

Sincerely,


Brittany Fiske
Codes/Safety Director



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

Email: ajfox@cityofmanchestertn.com

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

July 7, 2025

Re: Plan of Service for Property Owned by Curl Properties LLC – Parcel Identified as Tax Map
068, Parcel 020.00 – Located at 1409 Oakdale St. – Approximately 12.4 Acres

Dear Community Development and Zoning Director Fiske,

The Parks and Recreation Department will deliver the same level of service to the owner of this property as provided to other city property owners/residents.

Sincerely,

A handwritten signature in black ink that reads "A.J. Fox".

A.J. Fox
Parks and Recreation Director



CITY OF MANCHESTER

FINANCE OFFICE
200 W. FORT STREET
MANCHESTER, TENNESSEE 37355

3-STAR COMMUNITY



July 10, 2025

To: Brittany Fiske

From: Anthony Burrows

Re: Plan of Service for the annexation of property located at 1409 Oakdale Street., tax map 068, Parcel 020.00., owned by Curl Properties LLC.

The Finance Department's Plan of Service will be for the collection of property taxes and any other taxes or fees associated with this property. The Finance Department will accept payment of these property tax payments coordinated through the City Tax Office and authorized by the City of Manchester.

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

Sincerely,

Anthony Burrows
Finance Director

PLAN OF SERVICE

CITY OF MANCHESTER, STREET DEPARTMENT

The City of Manchester Public Works would be able to provide the following services upon annexation of the portion of property located at 1409 Oakdale St, owned by Curl Properties LLC

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

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



MANCHESTER FIRE - RESCUE

1509 Hillsboro Blvd
Manchester, TN 37355
Phone 931-728-2999
George J. Chambers III, Chief

10 July 2025

REPLY TO
ATTN OF: Community Development and Zoning Director

FROM: Manchester Fire-Rescue, Chief Chambers

SUBJECT: Plan of Service for Annexation of a portion of property at 1409 Oakdale St, approximately 12.4 acres into the City Limits

Manchester Fire-Rescue can provide fire protection services to this area when annexed into the City of Manchester. Should the land be used for something in the future, then there may be other requirements associated with the new proposed land use.

For any questions, feel free to contact me at the Fire Department at 728-2999.

Respectfully,


GEORGE J. CHAMBERS III
Chief, Manchester Fire-Rescue



CITY OF MANCHESTER
WATER AND SEWER DEPARTMENT
736 W. HIGH STREET
MANCHESTER, TENNESSEE 37355

WAREHOUSE (931) 728-1273
BILLING OFFICE (931) 728-7171

FAX (931) 728-1563
FAX (931) 728-8244

July 10, 2025

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

Re: Plan of Service for Curl Properties LLC, 13.44 Acres at 1409 Oakdale Street.

Ms. Fiske,

Water

There are no large diameter water mains in the near vicinity of the property. As shown on the map below, the nearest water main that may be capable of sustaining flow for the subdivision is at the intersection of Elm Street and Oakdale Street. This is a 6" main and may need to be looped to Archery Lane for proper hydraulic flows.

Sewer

As shown on the attached map, sewer is not immediately available to the property. The nearest eight-inch gravity main is located just North of Warren Street on Oakdale Street. Another option for an eight-inch gravity main is at the intersection of Old Tullahoma Highway and Elm Street.

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

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

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

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

Sincerely,

Jeffrey Perry /s/

Jeffrey Perry, Director

Water & Sewer Department



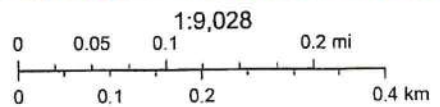
Curl Annexation Request June 2022

Coffee County - Parcel: 086 020.00



Date: August 8, 2025

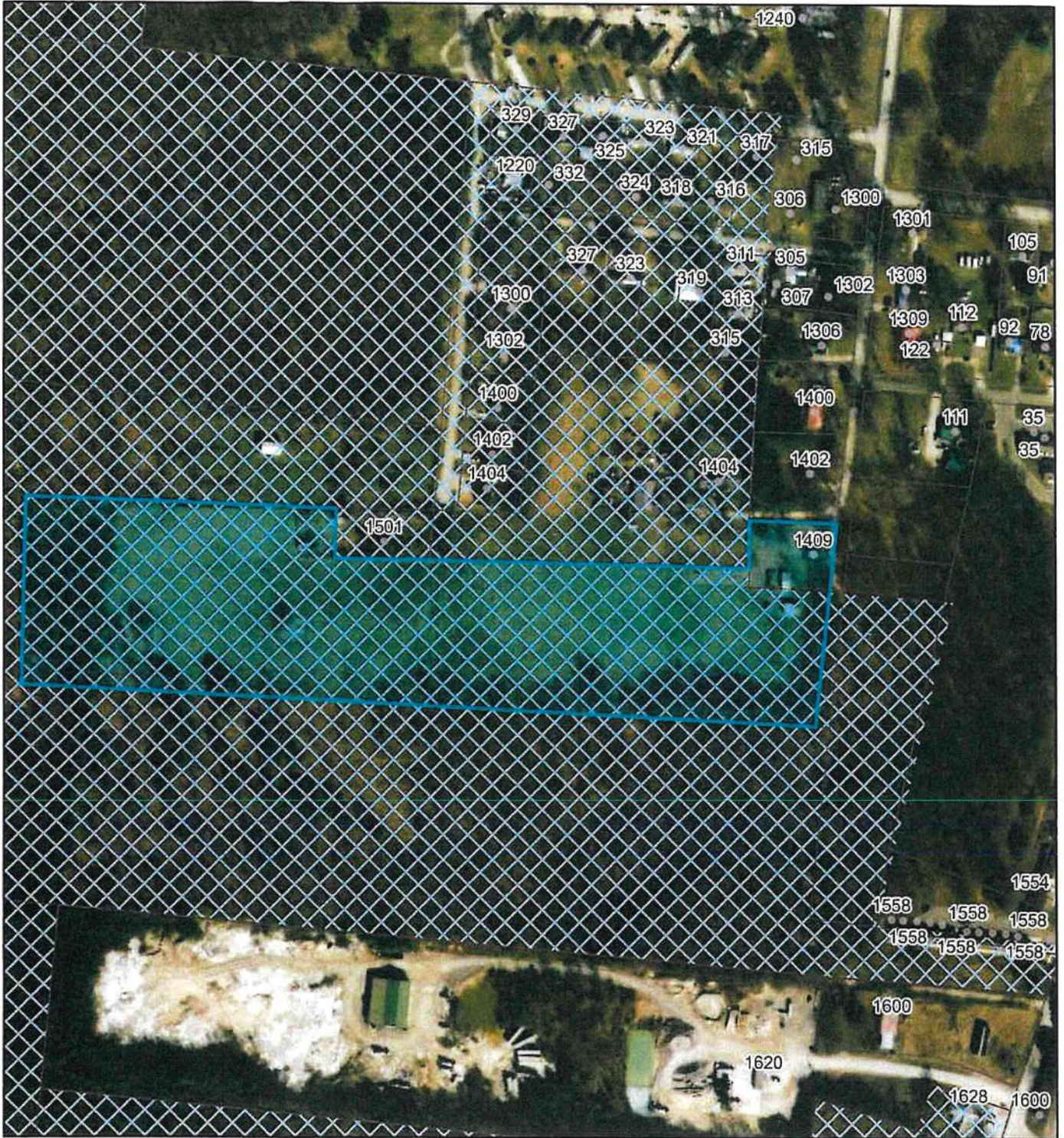
County: COFFEE
Owner: CURL PROPERTIES LLC
Address: OAKDALE ST
Parcel ID: 086 020.00
Deeded Acreage: 0
Calculated Acreage: 12.44
Vexcel Imagery Date: 2023



State of Tennessee, Comptroller of the Treasury, Office of Local Government (OLG), 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.

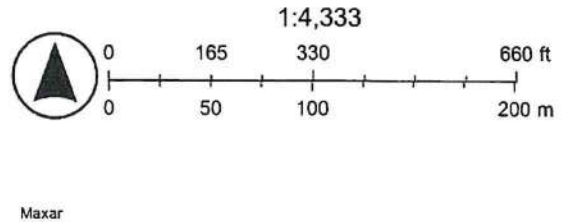
ArcGIS Web Map



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-  Coffee Parcels
-  Coffee Addresses
-  Coffee UGB
-  MANCHESTER
-  Manchester City Limit
-  World Imagery

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



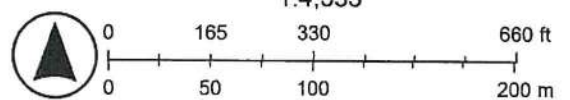
landuse



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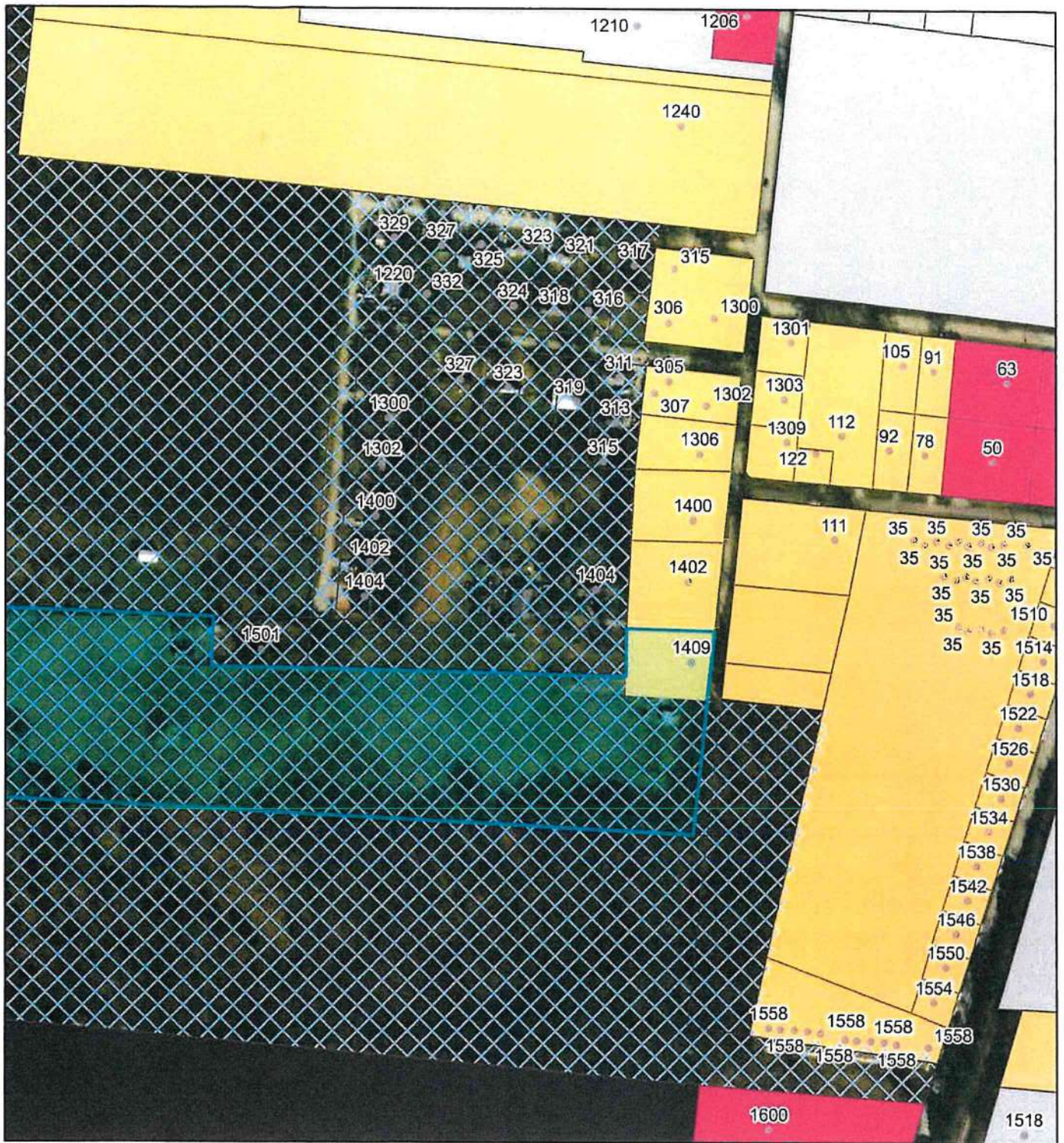
- Coffee Parcels
- Coffee Addresses
- Coffee UGB
- MANCHESTER
- Manchester Landuse
 - Commercial, Central and General Neighborhood
 - Residential Low Density / Single Family Duplexes
 - Residential High Density Multi-Family

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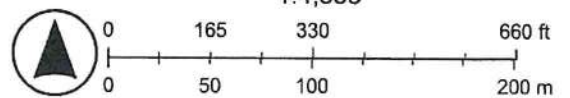
Maxar

Zoning



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- Coffee Parcels
- R-4
- Coffee Addresses
- Manchester City Limit
- Coffee UGB
- World Imagery
- MANCHESTER
- Low Resolution 15m Imagery
- Manchester Zoning
- C-3
- I-1
- I-2
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations
- 1.2m Resolution Metadata



Maxar



CITY OF MANCHESTER

200 W. Fort Street
Manchester, Tennessee 37355
931-723-1464

3-STAR COMMUNITY



Award Recipient for Continuous Preparedness

July 31, 2025

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

Re: Annexation 1409 Oakdale St.
(remaining 12.44 +/- acres not in city limits)

Ladies and Gentlemen:

Pursuant to T.C.A. § 6-51-102(b)(4), the Manchester Regional Planning Commission (the "Planning Commission") issues this written report after study of the plan of services (the "Plan of Services") for the property currently owned by Curl Properties, LLC as described in Deed Book W409, page 664-665, in the Register's Office of Coffee County, Tennessee. The Planning Commission believes that the Plan of Services adequately addresses the scope of services identified in T.C.A. § 6-51-102 as well as the timing of the services. It does not appear that the services will require the City to bear the cost of any additional infrastructure. The developer will be responsible for providing adequate water and sewer infrastructure to the development.

Following the aforementioned study at its duly called meeting on July 21, 2025, the Planning Commission voted to recommend approval of the Plan of Services.

Sincerely,

MARK A. WILLIAMS, CHAIRMAN
MANCHESTER REGIONAL PLANNING
COMMISSION

MAW/mt

Cc: Brittany Fiske, Community Development and Zoning Director

RESOLUTION NO. _____

A RESOLUTION ANNEXING TWELVE AND 44/100 (12.44) ACRES OF PROPERTY OWNED BY CURL PROPERTIES, LLC, LOCATED AT 1409 OAKDALE STREET

WHEREAS Curl Properties, LLC. owns certain property located on Oakdale Street, which it has requested in writing that the City annex, described as follows:

Beginning at an old iron pin lying 38.3 feet off the center line of Oakdale Street, also being the northeast corner of the property described herein; thence along Jernigan's boundary, parallel to an existing gravel driveway South 07 degrees 25 minutes 20 seconds West 403.74 feet to an old iron pin found at a corner post; thence North 89 degrees 00 minutes 43 seconds West 1656.63 feet to a new iron pin set; thence with a new dividing line North 00 degrees 10 minutes 09 seconds West 402.77 feet to a new iron pin set; thence with a wire fence North 89 degrees 27 minutes 39 seconds East 45.75 feet to a metal fence post; thence South 89 degrees 42 minutes 52 seconds East 144.89 feet to a 14-inch white oak; thence South 89 degrees 08 minutes 04 seconds East 369.28 feet to a wooden post; thence South 88 degrees 52 minutes 09 seconds East 82.38 feet to an iron pin; thence with Ray's boundary South 08 degrees 34 minutes 52 seconds West 100.00 feet to an old iron pin found; thence south 88 degrees 58 minutes 50 seconds East 200.34 feet to an iron pin at a metal fence post; thence North 08 degrees 22 minutes 38 seconds East 100.12 feet to an old iron pin; thence crossing Kingsway Lane North 89 degrees 56 minutes 02 seconds East 51.67 feet to a wooden corner post; thence South 88 degrees 49 minutes 04 seconds East 143.43 feet to an angle iron found at a fence corner post; thence South 8 degrees 19 minutes 43 seconds East 403.01 feet to a wooden fence post; thence South 8 degrees 50 minutes 36 seconds East 269.67 feet to the point of beginning and containing 15.01 acres, according to a survey prepared by Chris Bateman, R.L.S. #1851, 521 Woosley Road, Tullahoma, TN 37388, on May 3, 2019.

Being the same property conveyed to Curl Properties, LLC, by Warranty Deed from David and wife, Bambi Jernigan, dated February 12, 2021, and recorded February 17, 2021, of record in Book W409, page 664, Register's Office of Coffee County, Tennessee.

INCLUDED IN THE ABOVE DESCRIPTION BUT EXCLUDED FROM THIS REQUEST IS THE FOLLOWING:

Beginning at a new iron pin set being the southeast corner of Montes, thence along a new division line of Jernigan South 00 degrees 42 minutes 31 seconds East 94.67 feet to a new iron pin set; thence North 88 degrees 58 minutes 50 seconds West 705.73 feet to an old iron pin found; thence North 08 degrees 22 minutes 38 seconds East 100.12 feet to an old iron pin found; thence North 89 degrees 56 minutes 02 seconds East 51.67 feet to a wooden corner post; thence South 88 degrees 49 minutes 04 seconds East 143.43 feet to an angle iron; thence South 88 degrees 19 minutes 43 seconds East 403.01 feet to a wooden post; thence South 88 degrees 34 minutes 12 seconds East 91.99 feet to the point of beginning and containing 1.57 acres, according to a survey prepared by Chris Bateman, R.L.S. #1851, 521 Woosley Road, Tullahoma, TN 37388 on August 24, 2019.

and

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

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

WHEREAS the Board of Mayor and Aldermen of the City of Manchester conducted a public hearing on the annexation on September 2, 2025.

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

Beginning at an old iron pin lying 38.3 feet off the center line of Oakdale Street, also being the northeast corner of the property described herein; thence along Jernigan's boundary, parallel to an existing gravel driveway South 07 degrees 25 minutes 20 seconds West 403.74 feet to an old iron pin found at a corner post; thence North 89 degrees 00 minutes 43 seconds West 1656.63 feet to a new iron pin set; thence with a new dividing line North 00 degrees 10 minutes 09 seconds West 402.77 feet to a new iron pin set; thence with a wire fence North 89 degrees 27 minutes 39 seconds East 45.75 feet to a metal fence post; thence South 89 degrees 42 minutes 52 seconds East 144.89 feet to a 14-inch white oak; thence South 89 degrees 08 minutes 04 seconds East 369.28 feet to a wooden post; thence South 88 degrees 52 minutes 09 seconds East 82.38 feet to an iron pin; thence with Ray's boundary South 08 degrees 34 minutes 52 seconds West 100.00 feet to an old iron pin found; thence south 88 degrees 58 minutes 50 seconds East 200.34 feet to an iron pin at a metal fence post; thence North 08 degrees 22 minutes 38 seconds East 100.12 feet to an old iron pin; thence crossing Kingsway Lane North 89 degrees 56 minutes 02 seconds East 51.67 feet to a wooden corner post; thence South 88 degrees 49 minutes 04 seconds East 143.43 feet to an angle iron found at a fence corner post; thence South 8 degrees 19 minutes 43 seconds East 403.01 feet to a wooden fence post; thence South 8 degrees 50 minutes 36 seconds East 269.67 feet to the point of beginning and containing 15.01 acres, according to a survey prepared by Chris Bateman, R.L.S. #1851, 521 Woosley Road, Tullahoma, TN 37388, on May 3, 2019.

Being the same property conveyed to Curl Properties, LLC, by Warranty Deed from David and wife, Bambi Jernigan, dated February 12, 2021, and recorded February 17, 2021, of record in Book W409, page 664, Register's Office of Coffee County, Tennessee.

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Resolved this _____ day of _____ 2025.

Mayor Joey Hobbs

Anthony Burrows, Finance Director



CITY OF MANCHESTER

200 W. Fort Street
Manchester, Tennessee 37355
931-723-1464



July 31, 2025

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

Re: Annexation 1409 Oakdale St.
(remaining 12.44 +/- acres not in city limits)

Ladies and Gentlemen:

Pursuant to T.C.A. § 6-51-102(b)(4), the Manchester Regional Planning Commission (the "Planning Commission") issues this written report after study of the plan of services (the "Plan of Services") for the property currently owned by Curl Properties, LLC as described in Deed Book W409, page 664-665, in the Register's Office of Coffee County, Tennessee. The Planning Commission believes that the Plan of Services adequately addresses the scope of services identified in T.C.A. § 6-51-102 as well as the timing of the services. It does not appear that the services will require the City to bear the cost of any additional infrastructure. The developer will be responsible for providing adequate water and sewer infrastructure to the development.

Following the aforementioned study at its duly called meeting on July 21, 2025, the Planning Commission voted to recommend approval of the Plan of Services.

Sincerely,

MARK A. WILLIAMS, CHAIRMAN
MANCHESTER REGIONAL PLANNING
COMMISSION

MAW/mt

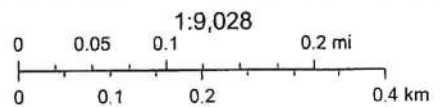
Cc: Brittany Fiske, Community Development and Zoning Director

Coffee County - Parcel: 086 020.00



Date: August 8, 2025

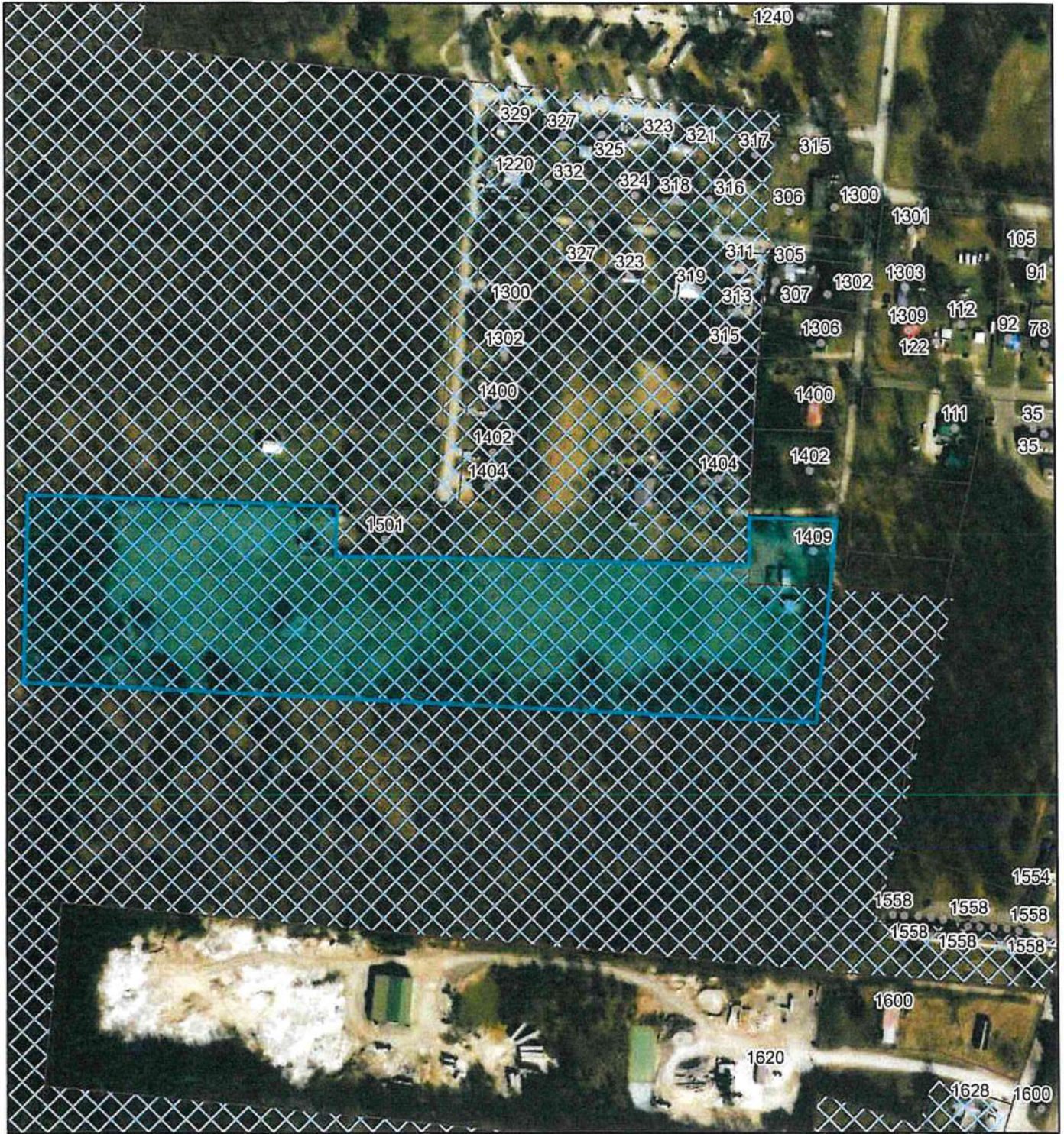
County: COFFEE
 Owner: CURL PROPERTIES LLC
 Address: OAKDALE ST
 Parcel ID: 086 020.00
 Deeded Acreage: 0
 Calculated Acreage: 12.44
 Vexcel Imagery Date: 2023



State of Tennessee, Comptroller of the Treasury, Office of Local Government (OLG), Esri Community Maps Contributors, OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS




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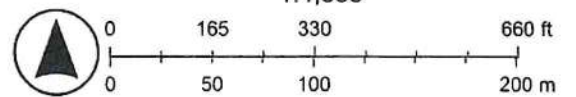
ArcGIS Web Map



6/30/2025, 1:19:02 PM

-  Coffee Parcels
-  Coffee Addresses
-  Coffee UGB
-  MANCHESTER
-  Manchester City Limit
-  World Imagery

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



Maxar

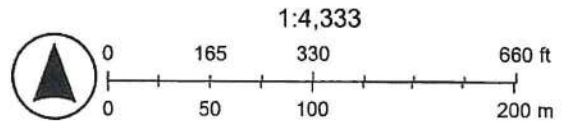
landuse



6/30/2025, 1:20:24 PM

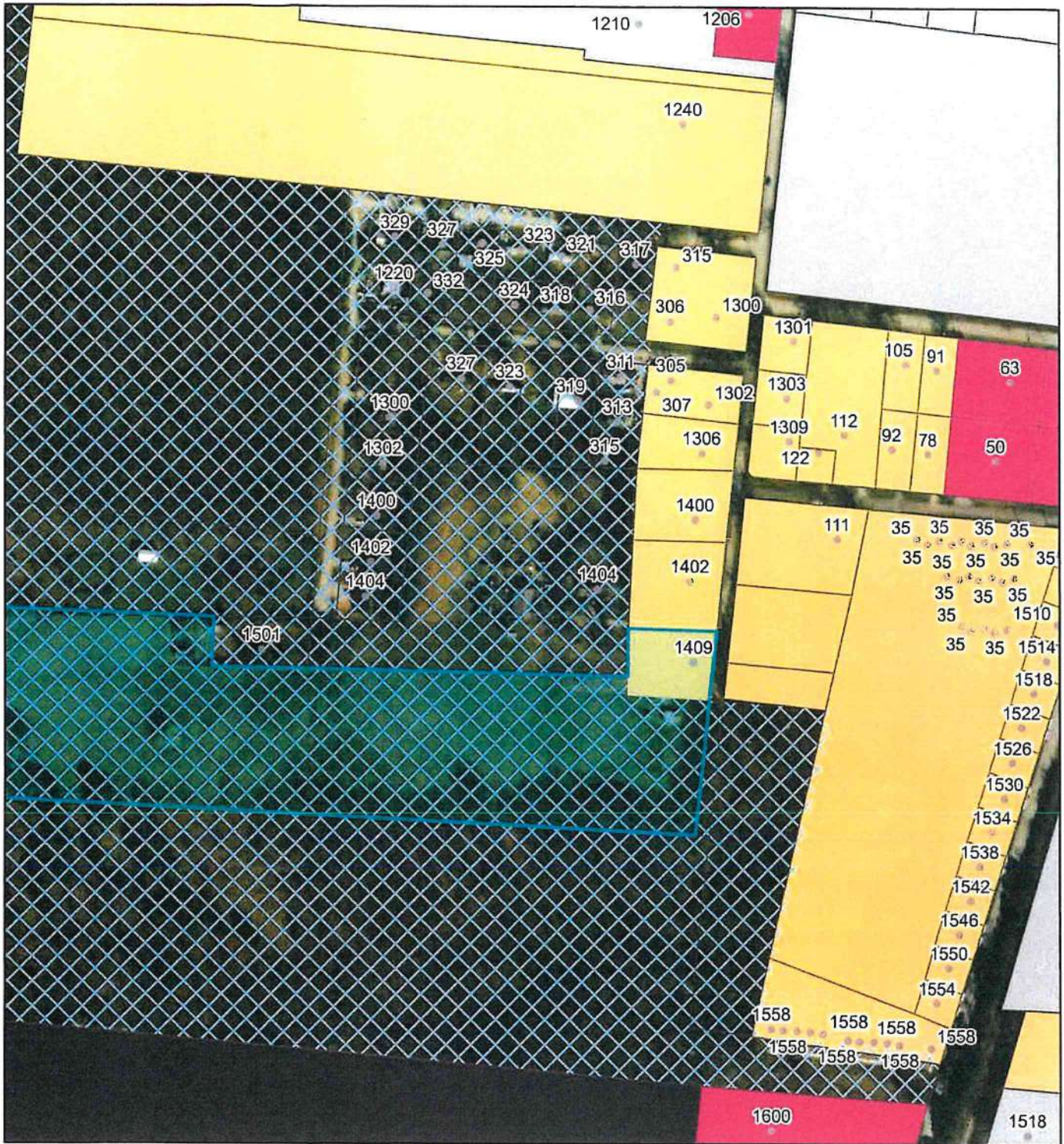
- Coffee Parcels
- Coffee Addresses
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- Manchester Landuse
- Commercial, Central and General Neighborhood
- Residential Low Density / Single Family Duplexes
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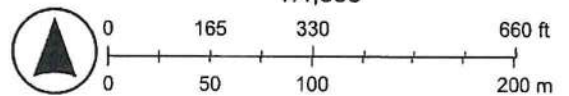
Maxar

Zoning



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- Coffee Parcels
- R-4
- Manchester City Limit
- C-3
- I-1
- I-2
- Manchester UGB
- Manchester Zoning
- MANCHESTER
- Manchester Zoning
- C-3
- I-1
- I-2
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- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations
- 1.2m Resolution Metadata



Maxar

**A RESOLUTION OF THE CITY OF MANCHESTER, TENNESSEE,
AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR GRANT
FUNDS UNDER THE 2025 ECONOMIC DEVELOPMENT ADMINISTRATION
DISASTER SUPPLEMENTAL GRANT PROGRAM**

WHEREAS, the City of Manchester, Tennessee is eligible for grant funds under the 2025 Economic Development Administration Disaster Supplemental Grant Program; and

WHEREAS, there is a need for improvements to the Manchester Sewer System to accommodate the projected sewer demands of Little Leaf Farms, a development expected to generate significant job creation and private investment; and

WHEREAS, the City of Manchester wishes to make improvements to the municipal sewer system that will reduce inflow/infiltration and add additional capacity to the sewer collection system to accommodate future development; and

WHEREAS, the proposed project will support the economic recovery following the federally declared disaster (FEMA-DR-4742) resulting from the natural disaster events that occurred on August 7, 2023 in the Manchester vicinity; and

WHEREAS, the City of Mt. Manchester wishes to make an application for funding to support this critical infrastructure project;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE, THAT:

- 1) The Mayor be authorized and directed to execute and submit an application for funds to the U.S. Economic Development Administration in the amount of \$4,000,000 under the 2025 EDA Disaster Supplemental Grant Program.
- 2) The Mayor be authorized and directed to enter into all necessary agreements to receive and administer such grant funds.
- 3) The total estimated cost of the project is \$5,000,000 with the City of Manchester committing to provide the 20% local match of \$1,000,000.
- 4) The City of Manchester will assume full ownership, operation, and maintenance responsibilities for all infrastructure improvements associated with this project.

PASSED AND SO ORDERED THIS ___nd DAY OF SEPTEMBER, 2025.

Joey Hobbs
Mayor

Anthony Burrows
Finance Director

RESOLUTION NO. _____

A RESOLUTION ADOPTING AN UPDATED EMPLOYEE HANDBOOK AND POLICY FOR THE CITY OF MANCHESTER

WHEREAS the Board of Mayor and Alderman of the City of Manchester believe it to be in the best interest of Manchester to adopt an updated Employee Policy Handbook to clarify and give further detail to MMC 4-201, et. seq. for the effective use of its employees; and

WHEREAS the Manager of Human Resources was directed to create said handbook and policy; and

WHEREAS the handbook and policy attached as Exhibit "A" has been developed to fairly administer the City Personnel rules and regulations outlined in MMC 4-201, et. seq.

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

Resolved this _____ day of _____ 2025.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

ORDINANCE NO. _____

**AN ORDINANCE REZONING PROPERTY OWNED BY LARRY AND SUE BANKS ON
SPRING STREET FROM R-3 TO R-4**

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 July 21, 2025, considered the rezoning request that the property owned by Larry and Sue Banks, described below, be rezoned from R-3 to R-4 High-Density Residential, and voted to send that request to the Board with a positive recommendation; and

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

BEGINNING at a set iron pin in corner in drive at edge of walk on West side of South Spring Street, said point being most northerly corner of previously owned Riddle property and southerly corner of McCoin property; thence South 05° 30' West 212.11 feet to corner of walk; thence South 47° 40.4' West 24.42 feet to edge of walk at Coffee Street; thence North 84° 52.2' West 337.69 feet to set iron rod at edge of walk on west fence line; thence North 04° 46' East 474.47 feet with old fence line to an existing corner post; thence South 83° 54.8' East 150.0 feet to set iron rod in old fence line; thence South 03° 03.6' East 235.0 feet with old fence line to set iron rod corner on old fence line; thence South 85° 14.5' East 74.39 feet to set iron pin; thence South 81° 27.5 East 125.93 feet to the point of beginning, as surveyed by R.N. Kanter on May 7 and 13, 1983, dated May 17, 1983.

Being the same property conveyed to R.I. Riddle and wife, Lillie Riddle by warranty deeds of record in Deed Book 52, page 539; Deed Book 54, page 131; Deed Book 55, page 203 and Deed Book 183, page 532, all in the 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 show this property as R-4 High-Density 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 July 21, 2025.

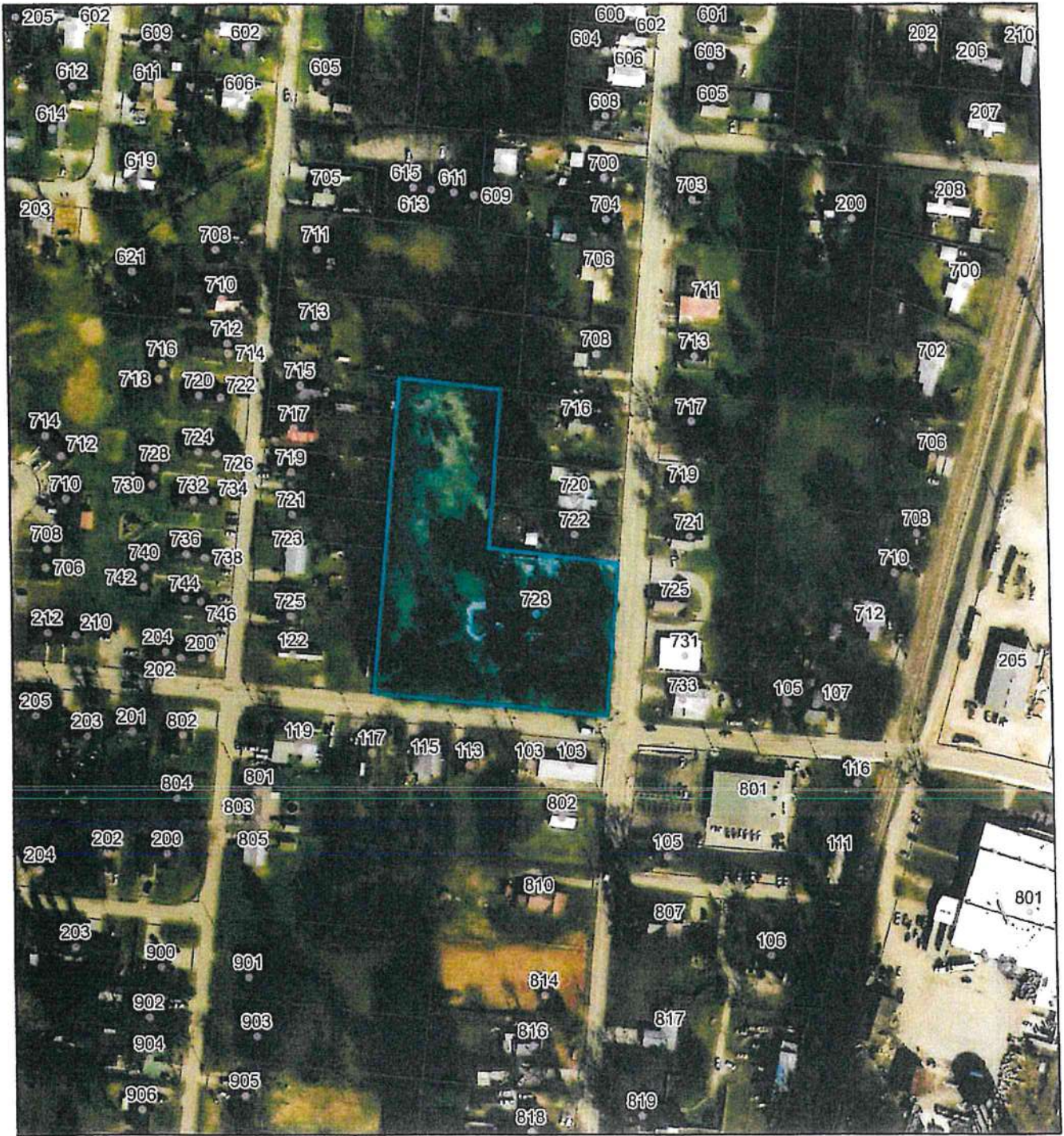
PASSED FIRST READING: _____ August 5 _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

Banks



7/18/2025, 10:44:06 AM

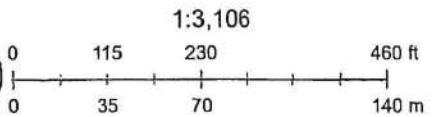
-  Coffee Parcels
-  Coffee Addresses
-  Manchester City Limit

World Imagery
Low Resolution 15m Imagery

High Resolution 60cm Imagery
High Resolution 30cm Imagery

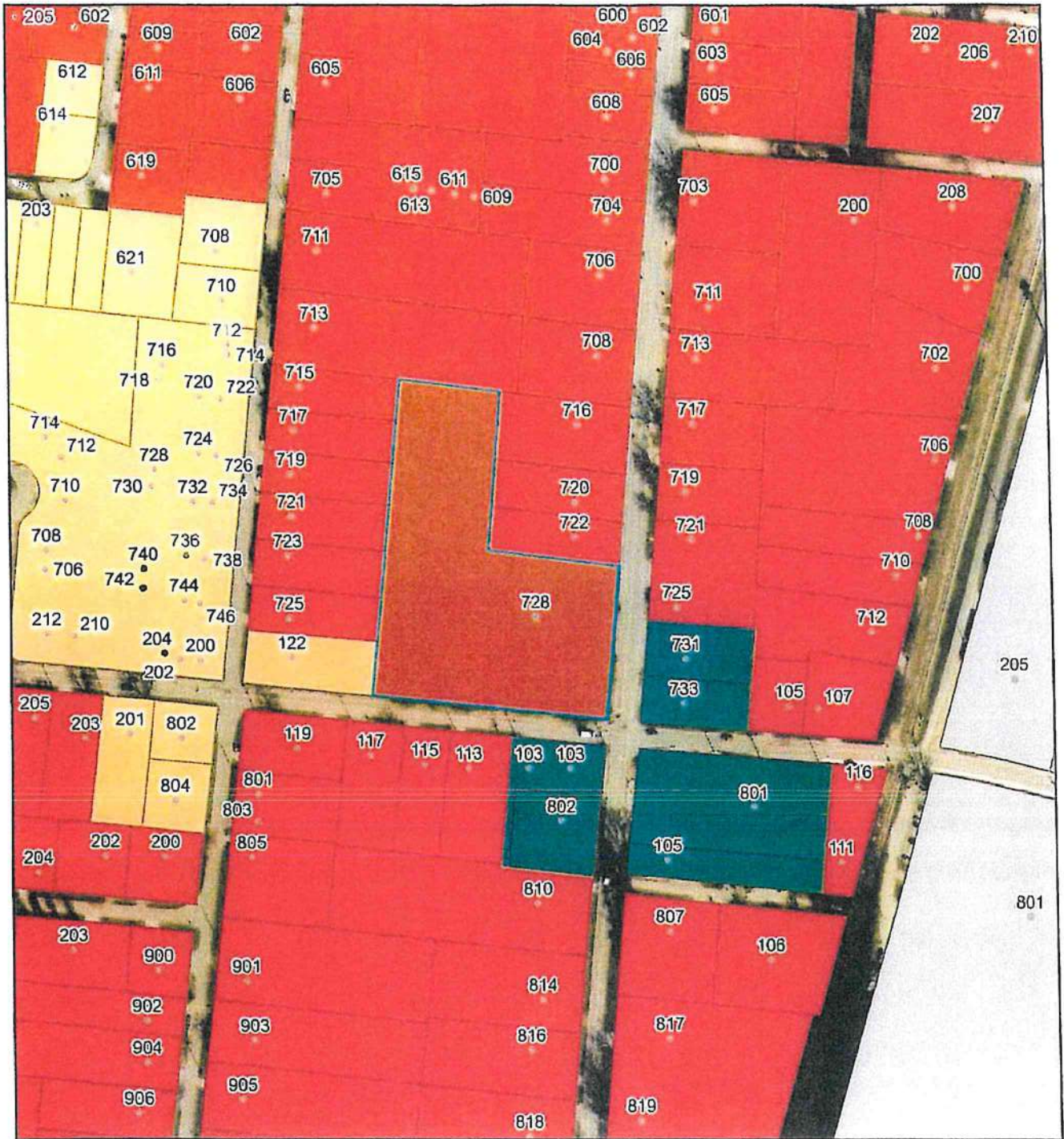
Citations

60cm Resolution Metadata



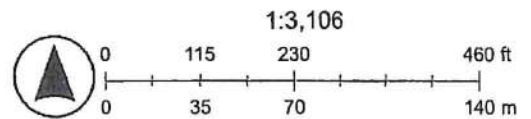
Maxar

Banks zoning



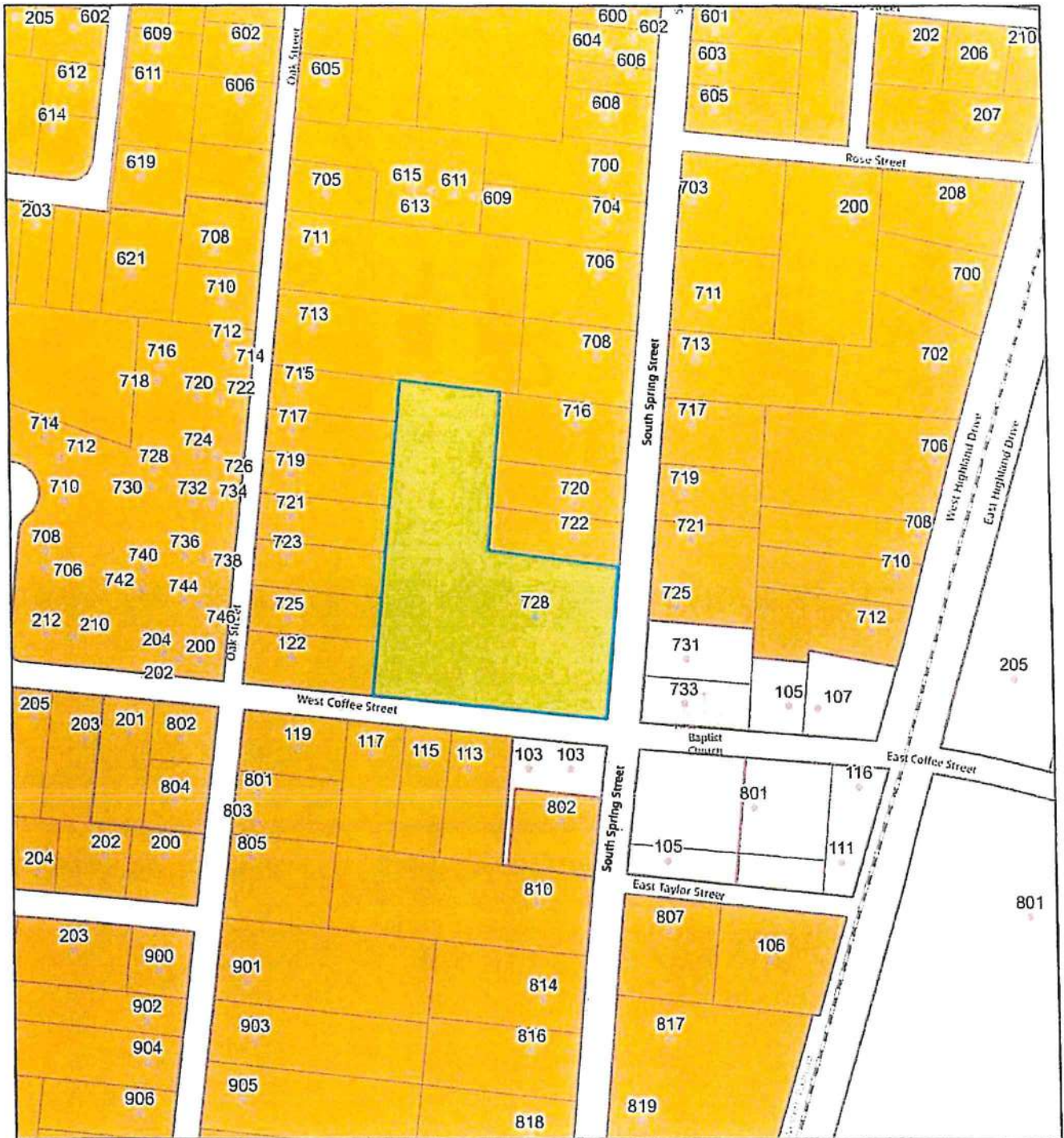
7/18/2025, 10:46:19 AM

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





Maxar




Banks land use

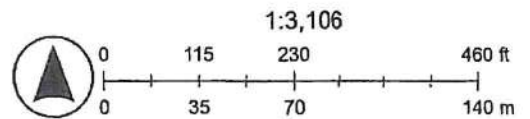


7/18/2025, 10:48:20 AM

-  Coffee Parcels
-  Coffee Addresses

Manchester Landuse

-  Commercial, Central and General Neighborhood
-  Residential High Density Multi-Family
-  Manchester City Limit



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ORDINANCE NO. _____

**AN ORDINANCE REZONING PROPERTY OWNED BY TREVOR TAYLOR ON
STROUD DRIVE FROM C-3 TO R-3**

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 July 21, 2025, considered the rezoning request that the property owned by Trevor Taylor, described below, be rezoned from C-3 to R-3 Medium-Density Residential, and voted to send that request to the Board with a positive recommendation; and

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 6, Section 1 of the Manchester Municipal Code be, and it is hereby amended to apply the zoning classification of R-3 Medium-Density Residential to the following described property owned by Trevor Taylor located on Stroud Drive:

Being a tract of land lying in the 1st Civil District of Coffee County, Tennessee, generally bounded on the northeast by Stroud Drive (30-ft. R/W), on the southeast by Sitz Drive (30-ft. R/W), on the southwest by Taylor, Lot 1 (WDB. 317, pg. 619), and on the northwest by Yulo (WDB. 432, pg. 95), and being more particularly described as follows:

BEGINNING at a rebar found at the intersection of the southwest margin of Stroud Drive and the northwest margin of Sitz Drive, being the easternmost corner of the property herein described; thence proceeding along said margin of Sitz Drive, S 47°41'08" W, 88.21 ft. to a 1 / 2-inch capped rebar set, being the new easternmost corner of Lot 1 and the southernmost corner of the property herein described; thence leaving the margin of said road and proceeding along the new severance line, as per this survey, between Lot 1 and the property herein described, N 43°34'58" W, 200.02 ft. to a 1 / 2-inch capped rebar set in the southeast line of Yulo, being the new northernmost corner of Lot 1 and the westernmost corner of the property herein described; thence proceeding along the southeast line of Yulo, N 47°43'51" E, 91.85 ft. to a 1 / 2-inch capped rebar set in the southwest margin of Stroud Drive, being the easternmost corner of Yulo and the northernmost corner of the

property herein described; thence proceeding along the margin of said road, S 42°32'21" E, 199.90 ft. to the POINT OF BEGINNING, containing 0.41 Acre, as surveyed by Northcutt and Associates Land Surveying, Inc., 409 Woodbury Highway, Manchester, Tn, 37355, Job # 25C-019, dated 01-29-2025, and being a portion of the property described in WDB. 317, pg. 619, ROCCTn.

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 show this property as R-3 Medium-Density 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 July 21, 2025.

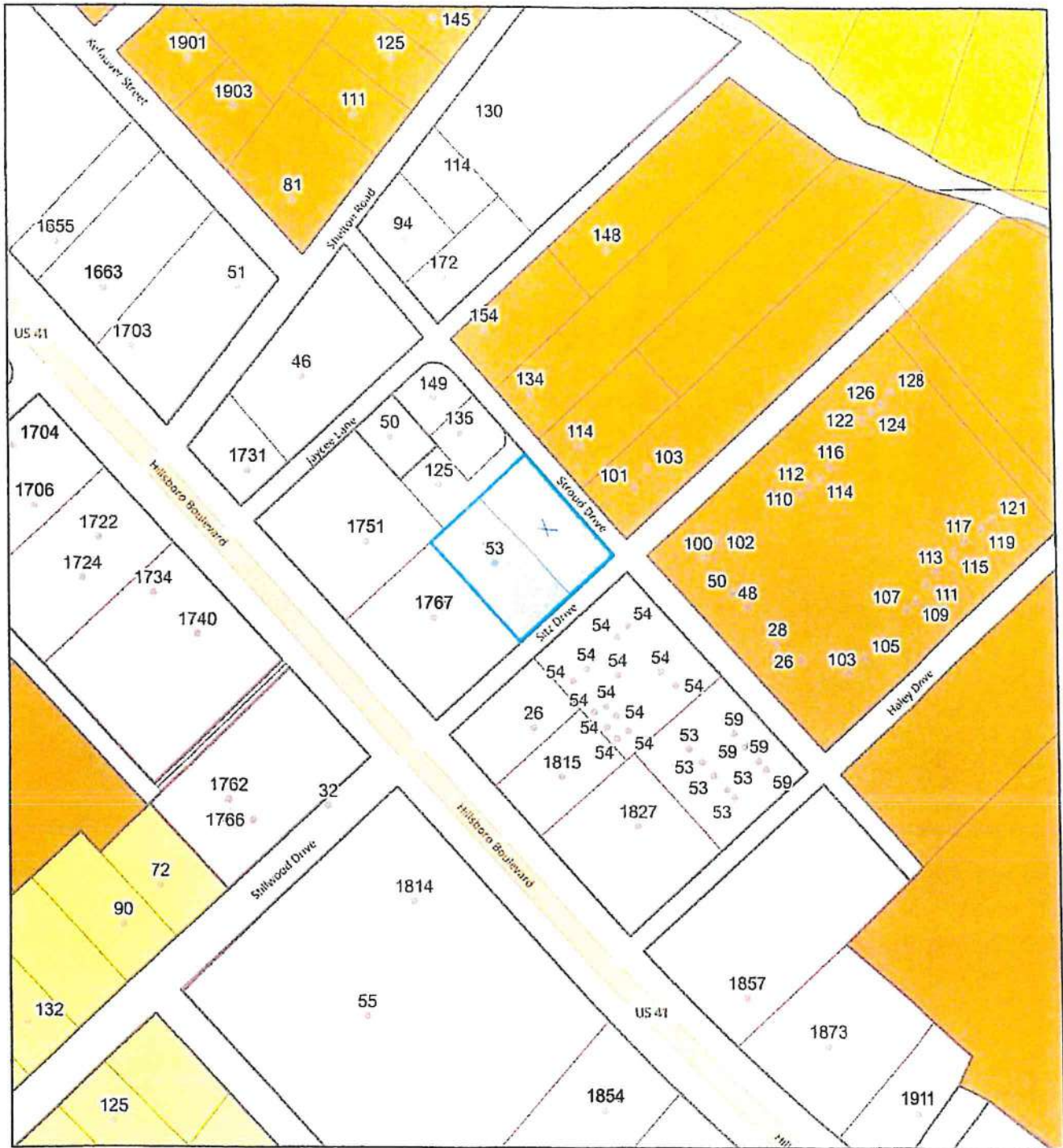
PASSED FIRST READING: _____ August 5 _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025



Joey Hobbs, Mayor

Anthony Burrows, Finance Director






Taylor land use

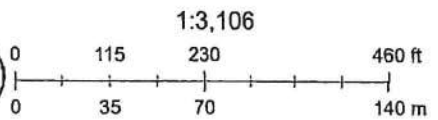


7/18/2025, 10:49:54 AM

-  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
-  Manchester City Limit



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ORDINANCE NO. _____

**AN ORDINANCE REZONING PROPERTY OWNED BY WESLEY AND AESHA
PARKER ON SUMMER STREET FROM R-3 TO R-4**

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 July 21, 2025, considered the rezoning request that the property owned by Wesley and Aesha Parker, described below, be rezoned from R-3 to R-4 High-Density Residential, and voted to send that request to the Board with a positive recommendation; and

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 6, Section 1 of the Manchester Municipal Code be, and it is hereby amended to apply the zoning classification of R-4 High-Density Residential to the following described property owned by Wesley and Aesha Parker located on Summer Street:

Being in the City of Manchester and being all of Lots Numbers Nine (9) and Ten (10) in the Mrs. L. E. Summers Subdivision according to a plat thereof recorded in Trust Deed Book 59, pages 486 and 487, Register's Office of Coffee County, Tennessee and forming one body of land fronting 200 feet on the southwest side of Summer Street and extending southwardly between parallel lines a distance of 565 feet.

And being the same property conveyed to Muriel E. Poff and wife, Ella M. Poff, by Warranty Deed from Nellena Ray, Wendell Norton, Sandra Anderson and Nan Jacobs, dated June 15, 1987, and recorded on June 15, 1987, at 10:10 A. M. in Warranty Deed Book 201, page 279, Register's Office of Coffee County, Tennessee. Muriel E. Poff predeceased Ella M. Poff on March 30, 2023, leaving her sole owner of the above described real property as survivor of the tenancy by the entireties. Ella M. Poff is now deceased, having died testate on October 21, 2024, whose estate was probated in Coffee County

Chancery Court, Tennessee, as case number 24PR-208. The Last Will and Testament devised the above-mentioned property to Jerry Harmon.

This conveyance is subject to any and all, recorded and unrecorded, zoning regulations, building restrictions and setback line, easements and rights of way for public utilities; including but not limited to any and all matters on subdivision Plat for Mrs. L. E. Summers Subdivision of record in Trust Deed Book 59, page 486, 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 show this property as R-4 High-Density 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 July 21, 2025.

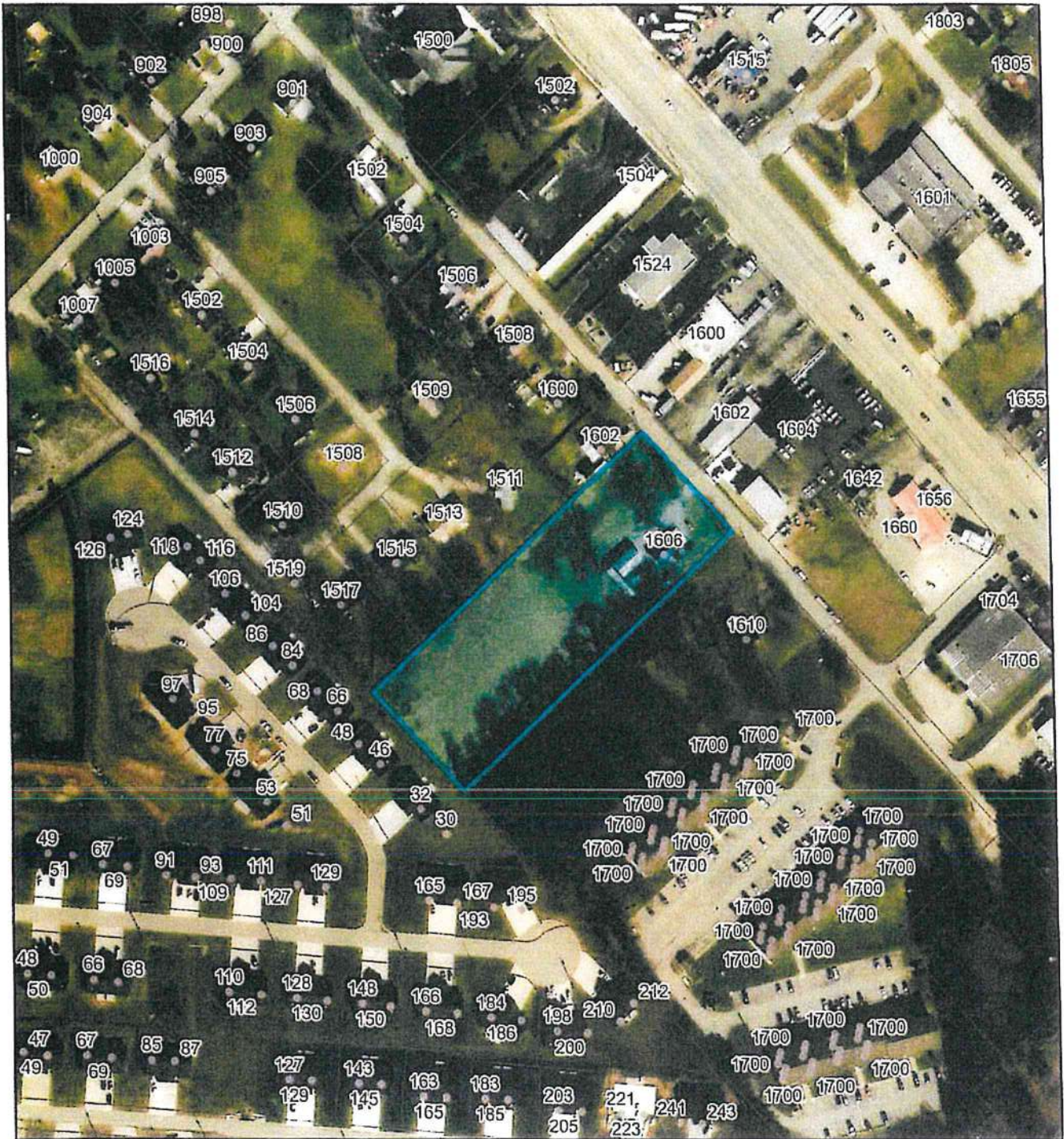
PASSED FIRST READING: _____ August 5 _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

Parker



7/18/2025, 12:52:21 PM

1:3,106

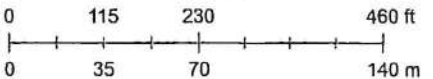
-  Coffee Parcels
-  Coffee Addresses
-  Manchester City Limit
-  World Imagery
-  Low Resolution 15m Imagery

High Resolution 60cm Imagery

High Resolution 30cm Imagery

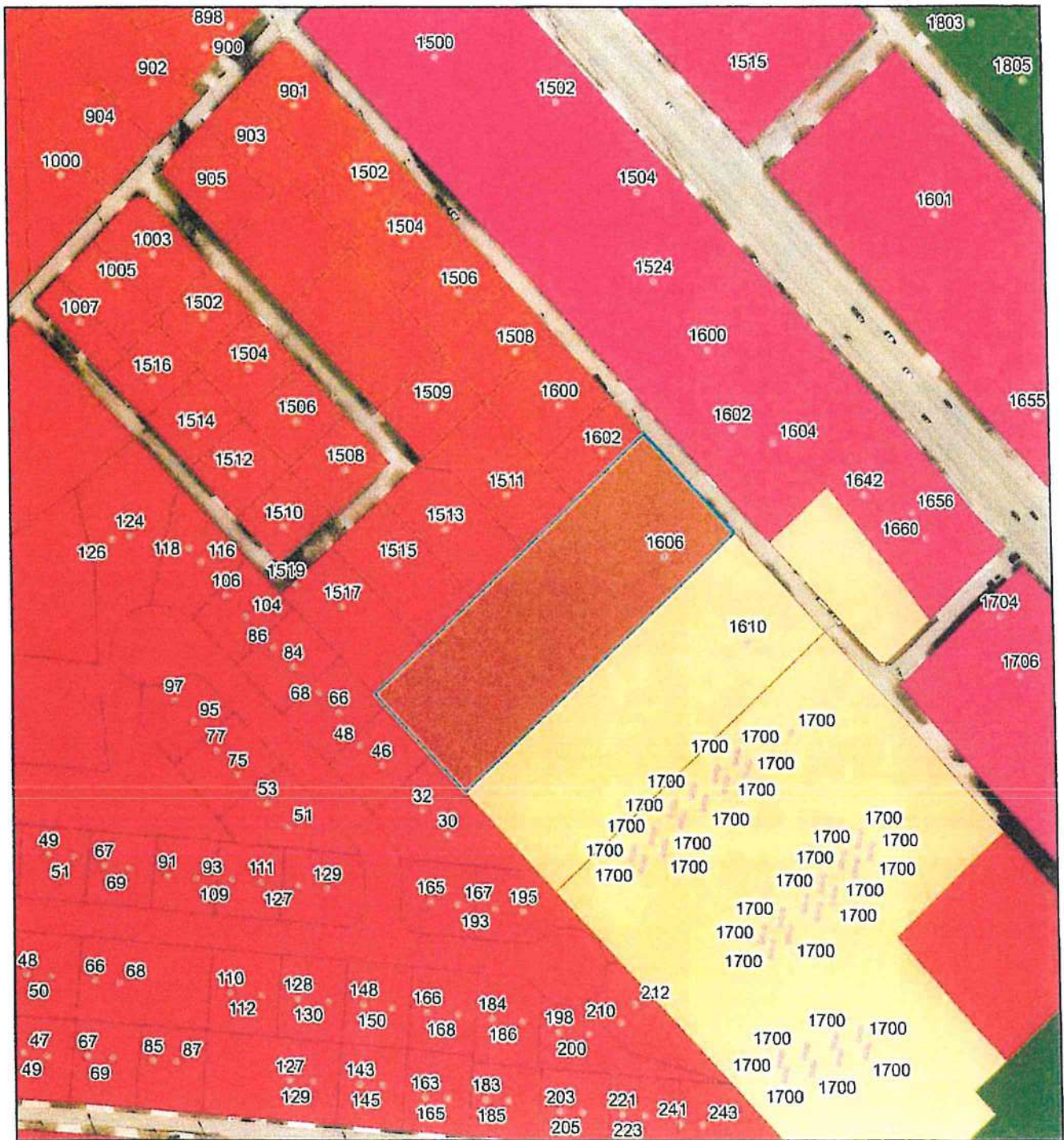
Citations

60cm Resolution Metadata



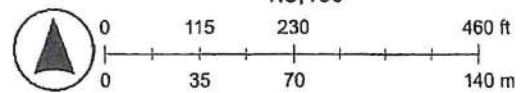
Maxar

Parker zoning



7/18/2025, 12:53:47 PM

-  Coffee Parcels
-  Manchester City Limit
-  Coffee Addresses
-  C-3
-  R-2
-  R-3
-  R-4
- World Imagery
- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations
- 60cm Resolution Metadata



Maxar

ORDINANCE NO. _____

**AN ORDINANCE AMENDING PROVISIONS TO MANCHESTER MUNICIPAL CODE
14-623 REGARDING HISTORIC DISTRICT SIGNAGE**

WHEREAS Manchester Municipal Code 14-623 currently sets out the requirements and regulation regarding the Historic Zoning District; and

WHEREAS the Board of Mayor and Aldermen believes it in the best interest of the City of Manchester that MMC 14-623 be amended to change the code to reflect wording to allow more signage uses along Federal Highway 41.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that MMC 14-623 be amended by adding the following words to the end of MMC 14-623 (7)(g)(i):

“and pole or ground signs built on open space and on parcels with over 150 feet of U.S. Hwy 41 road frontage.”

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that MMC 14-623 be amended by adding the following words to the end of MMC 14-623(7)(k):

“excluding pole or ground signs built on open space on parcels with over 150 feet of U.S. Hwy 41 road frontage.”

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

PASSED FIRST READING: _____ August 5 _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

ORDINANCE NO. _____

AN ORDINANCE TO AMEND MANCHESTER MUNICIPAL CODE 3-202 RELATIVE
TO COURT FINES AND COSTS

WHEREAS, Manchester Municipal Code 3-202 presently sets the schedule of fines and court costs imposed in Manchester City Court; and

WHEREAS, the Board of Mayor and Alderman of the City of Manchester believes it to be in the best interest of the City to update such costs to reflect current administrative needs and to ensure appropriate distribution of funds in accordance with existing law and policy.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 3-202 be amended to delete (2) in its entirety and add the following:

“(2) All costs imposed and recorded by the city judge, or his/her designated clerk shall be collected and paid to the finance director. Those costs shall total one hundred and fifty-seven (\$157.00) dollars on each warrant, with \$136.25 to be paid into the city general fund as the finance director’s fee and arrest fee, \$4.00 paid into the community policing fund for the purpose of providing services and equipment to the community outside the normal operation of the police department, and the remaining \$16.75 paid either as

- (a) State litigation tax,**
- (b) To the administrative office of the courts for continuing education courses for municipal court judges and clerks,**
- (c) As a litigation tax for the violation of any ordinance governing the use of public parking space, or**
- (d) Into the general fund, as applicable.”**

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF MANCHESTER, TENNESSEE that the provisions of Manchester Municipal Code 3-202 before and after subsection (2) 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: _____ August 5 _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

ORDINANCE NO. _____

AN ORDINANCE AMEND THE SPEED LIMIT BETWEEN OLD STONE FORT STATE PARK AND NORTHRIDGE DRIVE TO FORTY (40) MPH

WHEREAS TCA 55-8-153 provides for the setting of speed limits by Municipalities in certain circumstances on State Highways through the passage of an Ordinance; and

WHEREAS an appropriate Traffic Study and the Safety Committee recommended the lowering of the speed limit from 55mph to 40mph on Hwy 41 from Old Stone Fort State Park to Northridge Drive; and

WHEREAS the Board of Mayor and Aldermen believes it in the best interest of Manchester that the speed limit be lowered accordingly.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the speed limit be lowered from 55mph to 40mph on Hwy 41 from Old Stone Fort State Park to Northridge Drive; 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, the public welfare of the City of Manchester, Tennessee requiring it.

PASSED FIRST READING: _____ August 5 _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

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).”

Amended.

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	\$14.81 minimum	\$18.60 minimum
Next 98,000 gallons	\$7.41/1,000 gal.	\$9.30/1,000 gal.
All over 100,000 gallons	\$5.89/1,000 gal.	\$7.41/1,000 gal.
Unmetered residential customers”		\$44.29 minimum

There shall also be a 2% increase for these rates for fiscal years 2026/2027 and 2027/2028.”

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

ORDINANCE NO. _____

AN ORDINANCE ZONING TWELVE AND 44/100 (12.44) ACRES OWNED BY CURL PROPERTIES, LLC LOCATED AT 1409 OAKDALE STREET RECENTLY ANNEXED INTO THE CITY, AS R-4 RESIDENTIAL

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 Twelve and 44/100 (12.44) acres owned by Curl Properties, LLC by resolution, pursuant to their request; 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 meetings held on July 21, 2025, considered the zoning request that the property owned by Curl Properties, LLC, described below, when annexed into the City, be rezoned R-4 Residential, and voted to send that request to the Board with a positive recommendation; and

WHEREAS Code 14-604 requires the Board of Mayor and Aldermen to zone recently annexed property within one hundred and twenty (120) days of annexation.

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

Beginning at an old iron pin lying 38.3 feet off the center line of Oakdale Street, also being the northeast corner of the property described herein; thence along Jernigan's boundary, parallel to an existing gravel driveway South 07 degrees 25 minutes 20 seconds West 403.74 feet to an old iron pin found at a corner post; thence North 89 degrees 00 minutes 43 seconds West 1656.63 feet to a new iron pin set; thence with a new dividing line North 00 degrees 10 minutes 09 seconds West 402.77 feet to a new iron pin set; thence with a wire fence North 89 degrees 27 minutes 39 seconds East 45.75 feet to a metal fence post; thence South 89 degrees 42 minutes 52 seconds East 144.89 feet to a 14-inch white oak; thence South 89 degrees 08 minutes 04 seconds East 369.28 feet to a wooden post; thence South 88 degrees 52 minutes 09 seconds East 82.38 feet to an iron pin; thence with Ray's boundary South 08 degrees 34 minutes 52 seconds West 100.00 feet to an old iron pin found; thence south 88 degrees 58 minutes 50 seconds East 200.34 feet to an iron pin at a metal fence post; thence North 08 degrees 22 minutes 38 seconds East 100.12 feet to an old iron pin; thence crossing Kingsway Lane North 89 degrees 56 minutes 02 seconds East 51.67 feet to a wooden corner post; thence South 88 degrees 49 minutes 04 seconds East 143.43 feet to an angle iron found at a fence corner post; thence South 8 degrees 19 minutes 43 seconds East 403.01 feet to a wooden fence post; thence South 8 degrees 50 minutes 36 seconds East 269.67 feet to the point of beginning and containing 15.01 acres, according to a survey prepared by Chris Bateman, R.L.S. #1851, 521 Woosley Road, Tullahoma, TN 37388, on May 3, 2019.

Being the same property conveyed to Curl Properties, LLC, by Warranty Deed from David and wife, Bambi Jernigan, dated February 12, 2021, and recorded February 17, 2021, of record in Book W409, page 664, Register's Office of Coffee County, Tennessee.

INCLUDED IN THE ABOVE DESCRIPTION BUT EXCLUDED FROM THIS REQUEST IS THE FOLLOWING:

Beginning at a new iron pin set being the southeast corner of Montes, thence along a new division line of Jernigan South 00 degrees 42 minutes 31 seconds East 94.67 feet to a new iron pin set; thence North 88 degrees 58 minutes 50 seconds West 705.73 feet to an old iron pin found; thence North 08 degrees 22 minutes 38 seconds East 100.12 feet to an old iron pin found; thence North 89 degrees 56 minutes 02 seconds East 51.67 feet to a wooden corner post; thence South 88 degrees 49 minutes 04 seconds East 143.43 feet to an angle iron; thence South 88 degrees 19 minutes 43 seconds East 403.01 feet to a wooden post; thence South 88 degrees 34 minutes 12 seconds East 91.99 feet to the point of beginning and containing 1.57 acres, according to a survey prepared by Chris Bateman, R.L.S. #1851, 521 Woosley Road, Tullahoma, TN 37388 on August 24, 2019.

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

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

This ordinance is presented and passed with the positive recommendation of the Manchester Planning Commission obtained at its meetings on July 21, 2025.

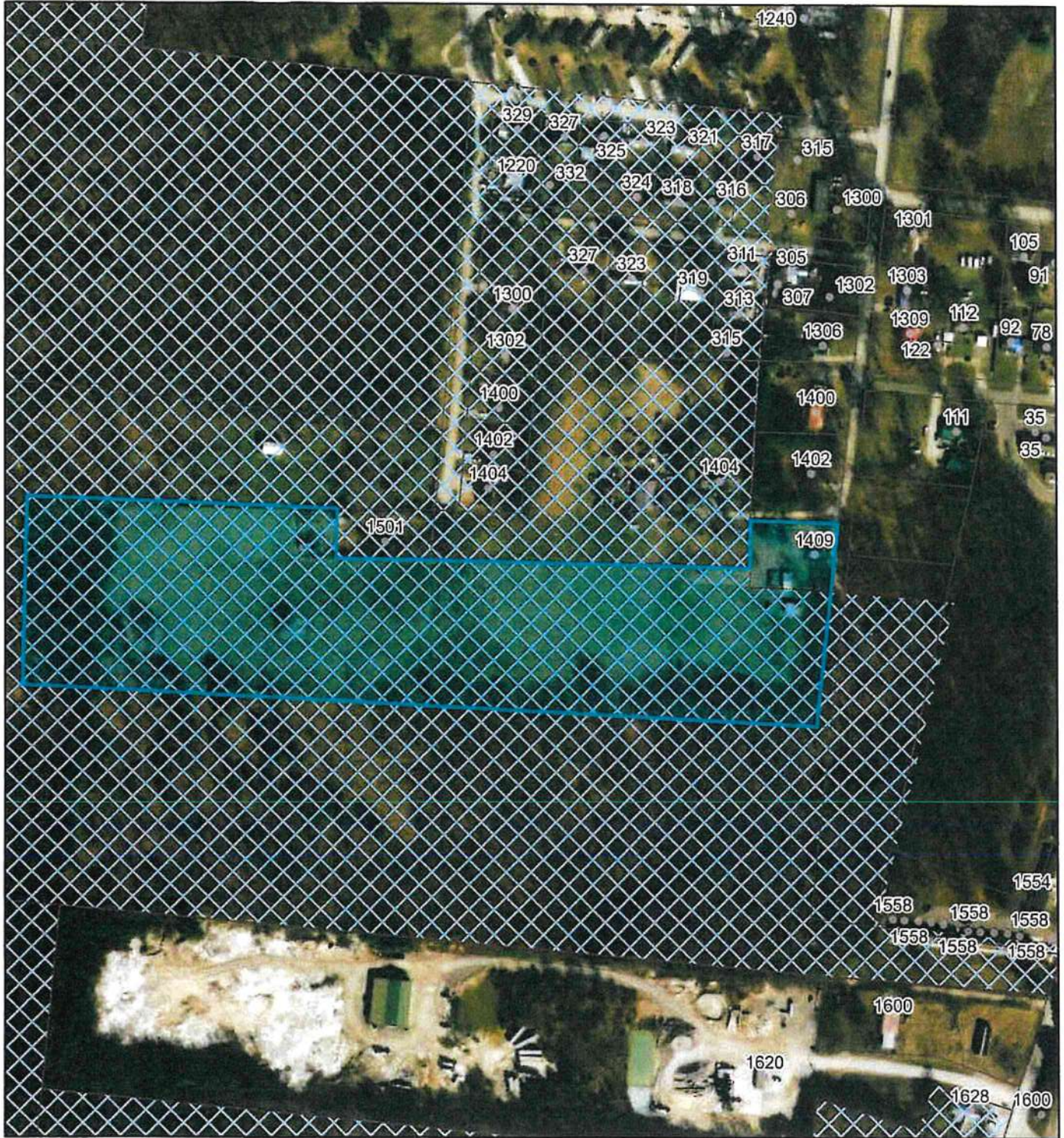
PASSED FIRST READING: _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

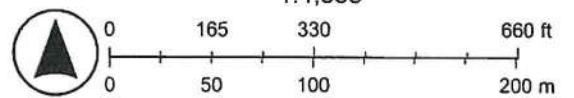
ArcGIS Web Map



6/30/2025, 1:19:02 PM

-  Coffee Parcels
-  Coffee Addresses
- Coffee UGB
-  MANCHESTER
-  Manchester City Limit
- World Imagery

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



Maxar

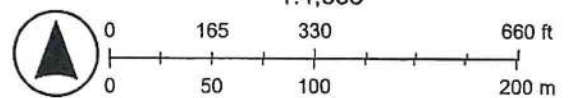
landuse



6/30/2025, 1:20:24 PM

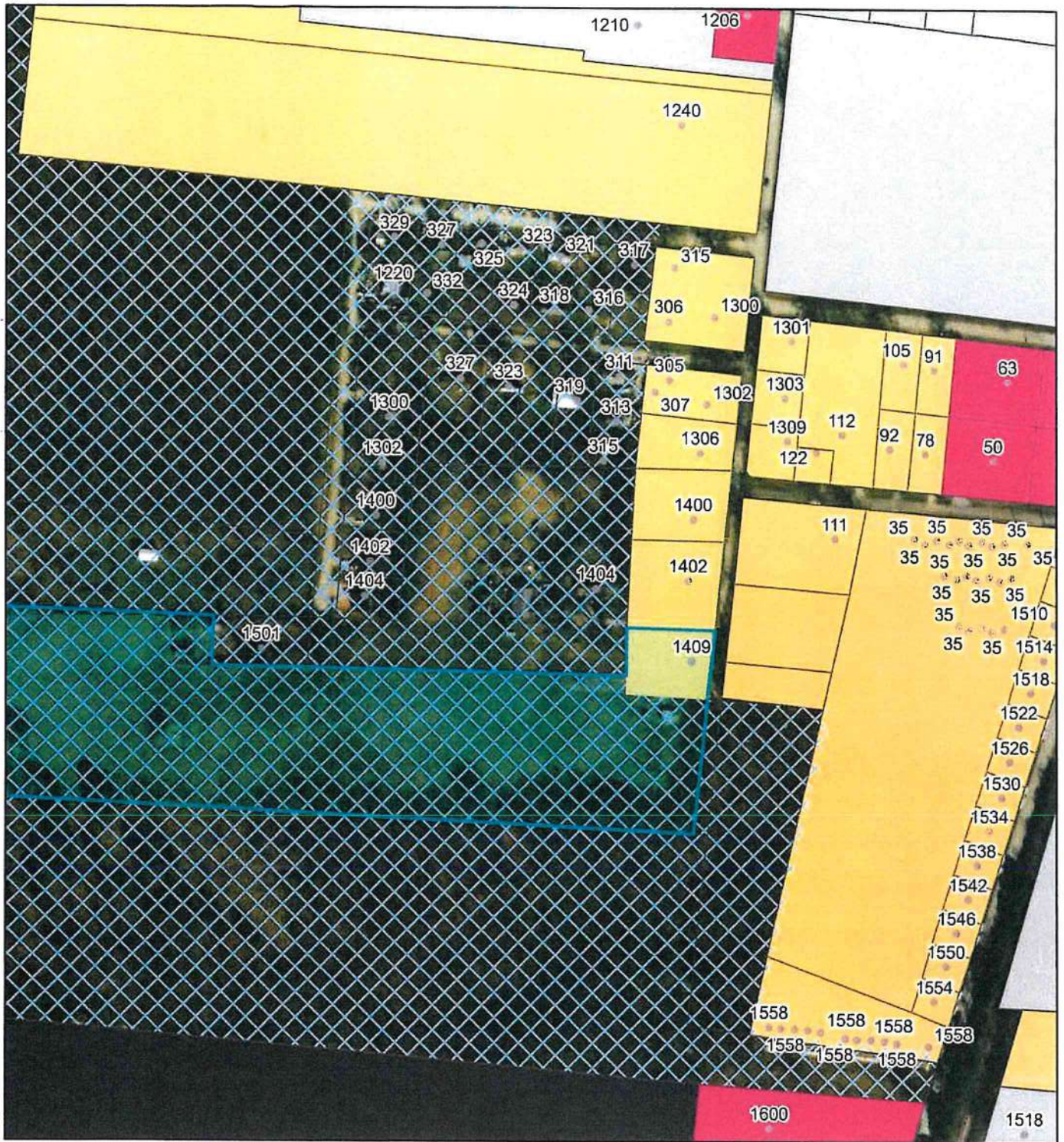
- Coffee Parcels
- Coffee Addresses
- Coffee UGB
- MANCHESTER
- Manchester Landuse
 - Commercial, Central and General Neighborhood
 - Residential Low Density / Single Family Duplexes
 - Residential High Density Multi-Family

- High Density Mobile Home
- Manchester City Limit
- World Imagery
 - Low Resolution 15m Imagery
 - High Resolution 60cm Imagery
 - High Resolution 30cm Imagery
 - Citations
 - 1.2m Resolution Metadata



Maxar

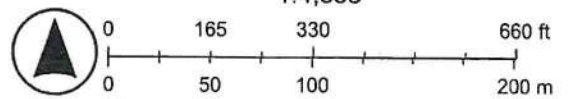
Zoning



6/30/2025, 1:25:19 PM

1:4,333

- Coffee Parcels
- R-4
- Coffee Addresses
- Manchester City Limit
- Coffee UGB
- World Imagery
- MANCHESTER
- Low Resolution 15m Imagery
- Manchester Zoning
- C-3
- High Resolution 60cm Imagery
- I-1
- High Resolution 30cm Imagery
- I-2
- Citations
- 1.2m Resolution Metadata



Maxar

RESOLUTION NO. 41-2025

**A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF
MANCHESTER ADOPTING A LONGEVITY PAY SCHEDULE**

WHEREAS the City of Manchester Charter and Municipal Code and related pay policies establish City employee pay and benefits; and

WHEREAS the Safety and Finance Committees have reviewed existing pay and recommends adoption of a comprehensive longevity pay schedule and administrative procedures for the Fire and Police Departments of the city (see attached);

WHEREAS the Board of Mayor and Alderman deems it wise and advisable to adopt the longevity pay schedules attached to promote employee loyalty, fiscal responsibility, and equitable pay for the below listed employees;

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

Adoption of Longevity Pay Schedule. The longevity pay schedules for the Fire and Police Departments attached to this Resolution and incorporated herein by reference are hereby approved for both departments and approved for the following City employees and shall become effective upon passage: **amend to retroactive to 7-1-25.**

Salary
Full-Time Hourly
Part-Time Hourly
Seasonal Hourly

Resolved this _____ day of _____ 2025.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

City of Manchester

Job Description

Job Title: Marketing Strategist / Administrative Assistant
Department: BOMA
Reports To: Mayor & Executive Administrative Assistant
FLSA Status: Non-Exempt / Full-Time
Prepared By: Mayor Hobbs
Prepared Date: August 21, 2025
Approved Date:
Approved by BOMA:

SUMMARY:

Will lead the development and execution of comprehensive marketing initiatives that promote tourism, enhance civic engagement, and strengthen the city's brand identity. This role is responsible for creating long-term marketing plans that align with municipal goals and economic development priorities. Responsible for helping to manage day-to-day administrative tasks in the Mayor's Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Create: integrated marketing campaigns and content plans that align with city initiatives

Conduct: Market Research, identify target audiences, and analyze performance data

Communication: Answering and directing phone calls, responding to emails, and communicating with people in person.

Scheduling: Managing staff appointments

Office management: managing website information and, coordinating public announcements

Record keeping: Filing paperwork and developing and maintaining a filing system.

Data entry: Entering data into spreadsheets and databases, and creating presentations and reports.

Administrative support: Providing general support to visitors, greeting visitors, and assisting other staff members.

Problem-solving: Resolving administrative problems and ensuring the confidentiality of sensitive information.

Time management: Prioritizing work, multitasking, and managing time efficiently.

Performs back-up duties of the Executive Administrative Assistant to the Mayor.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

N/A

REQUIRED SKILLS AND 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.

Preferred Bachelor's degree in marketing, communications, business, or a related field or 2 years of experience in strategic marketing or related positions

Proven experience as an administrative assistant or similar role.

Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook.)

Excellent organizational and time-management skills

Strong communication and interpersonal abilities.

Ability to work independently and as part of a team.

High school diploma or equivalent; associate or bachelor's degree preferred.

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.

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.