

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

August 5, 2025 @ 6:30 P.M.

City Hall Board Room

5:30 PM Work Session

1. ROLL CALL:

2. INVOCATION:

3. PLEDGE TO THE FLAG

4. APPROVAL OF AGENDA

5. MINUTES

- 7-1-25 BOMA Meeting Minutes & BOMA Beer Board 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 Southeast Bluegrass Banjo Championship in the amount of Two Thousand and Five Hundred and 00/100 dollars (\$2500.00); sponsored by Vice Mayor Messick.
- 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.
- 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.
- 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.
- e) A resolution of the Board of Mayor and Alderman of the City of Manchester adopting a longevity pay schedule; sponsored by Mayor Hobbs.
- 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.
- 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.
- 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.

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.

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- i) 1st reading of an ordinance amending provisions to Manchester Municipal Code 14-623 regarding Historic District Signage; sponsored by Alderman Crosslin.
- j) 1st reading of an ordinance to amend MMC 3-202 Court Fines and Costs; sponsored by Alderman Parsley
- 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.
- 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.

9. 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.
- 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.

Manchester Event & Visitor Center Job Descriptions

- c. Booking Coordinator
- d. Part-Time Event Staff/Laborer
- e. Full-Time Event Staff/Laborer
- f. Part-Time Bookkeeper/Accountant

10. NEW BUSINESS

- a. I.T. Manager Job Description
- b. Grant Writer Job Description
- c. MFD Maintenance Captain Job Description
- d. Deputy Fire Chief Job Description
- e. Fire Training Officer Job Description
- f. PBA 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 Alderman
Beer Board Minutes
July 1, 2025

Immediately Following the Mayor and Aldermen Board Meeting

Mayor Hobbs called the meeting to order

Application(s):

1. Name of Business: Marutinandan Inc.; DBA: Gas & Go; Business Address: 1973 Hillsboro Blvd., Manchester, TN 37355; Previous Name of Business: n/a; Name and Address of Property Owner: R & R Partnership 730 Mille Tennessee Blvd. Ste-16, Murfreesboro, TN, 37129; Name of Applicant: Ekata Patel, 1973 Hillsboro Blvd., Manchester, TN 37355; Application is for off-premises consumption and retail. Alderman French made a motion to approve and seconded by Alderman Anderson. Police Chief Sipe stated the applicant has met all requirements and is favorable for permit. Mayor Hobbs opened the floor to discussion and called for the roll. The motion to approve the application passed 6-0.

- **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 5-0. The meeting adjourned at 7:42 p.m.

Mayor Joey Hobbs

Exec. Administrative Assistant Keele

RESOLUTION NO. _____

A RESOLUTION TO AUTHORIZE AN AWARD OF MANCHESTER TOURISM & COMMUNITY DEVELOPMENT GRANT FUNDS TO THE SOUTHEAST BLUEGRASS BANJO CHAMPIOSHIP IN THE AMOUNT OF TWO THOUSAND AND FIVE HUNDRED AND 00/100 DOLLARS (\$2,500.00)

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 Southeast Bluegrass Banjo Championship on September 27, 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 Two Thousand and Five Hundred and 00/100 dollars (\$2,500.00); and

WHEREAS Manchester Municipal Code 2-308 requires any agreement for such obligation exceeding \$500 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 Two Thousand and Five Hundred and 00/100 dollars (\$2,500.00) to the Southeast Bluegrass Banjo Championship.

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

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE CITY OF MANCHESTER TO APPLY FOR A
STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION INDUSTRIAL
ACCESS ROAD GRANT**

WHEREAS, the City of Manchester, Tennessee is vitally interested in the economic welfare of its citizens and wishes to provide the necessary leadership to enhance this area's capabilities for growth and development; and

WHEREAS, the provision of jobs to area citizens by local industry is both necessary and vital to the economic well being of Manchester; and

WHEREAS, the Industrial Highway Act of 1959 authorizes the Tennessee Department of Transportation to contract with cities for the construction of "Industrial Highways" to provide access to industrial areas and to facilitate the development of industry, and

WHEREAS, the City of Manchester will be responsible for all maintenance of the proposed industrial access roadway upon completion of this project, and

WHEREAS, Little Leaf Farms plans to construct a facility in the Manchester Industrial Park, and

WHEREAS the construction of the industrial access road to serve said proposed facility is vital to the successful completion of this project and the future economic wellbeing of this area, and

NOW, THEREFORE, BE IT RESOLVED, by the City of Manchester, Tennessee that a contract be entered into with the Tennessee Department of Transportation for assistance in the construction and completion of the herein proposed industrial access highway under the

provisions of the Industrial Highway Act of 1959 and the Mayor of Manchester be authorized to sign and submit the TDOT grant application.

RESOLVED THIS ____th DAY OF AUGUST, 2025.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

RESOLUTION NO. ,

A RESOLUTION AUTHORIZING A CONTRACT TO PURCHASE 2 KNUCKLEBOOM 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

WHEREAS the City of Manchester Street Department needs new equipment for refuse and debris pick-up; and

WHEREAS the Street Department has determined that 2 KB-2 Knuckleboom Trucks will best serve the Department's needs; and

WHEREAS the Street Department has sufficient funds in its account for the fiscal year 2025/2026 sanitation budget to purchase this equipment; and

WHEREAS this equipment is available pursuant to the State of Tennessee Department of General Services contract making the purchase exempt from the City's bidding requirements; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester contract to purchase 2 KB-2 Knuckleboom Trucks at a total cost of Three Hundred and Ninety Four Thousand, Two Hundred and Twenty Six and 00/100 Dollars (\$394,226.00) from Stringfellow, a State of Tennessee Department of General Services contract vendor.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the purchases be funded from the appropriate line item in the Street Department's 2025/2026 sanitation budget.

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

Resolved this _____ day of _____ 2025.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

RESOLUTION NO. .

A RESOLUTION 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 POLICE DEPARTMENT

WHEREAS the City of Manchester Police Department needs an upgrade to their records management systems (RMS) with mobile data terminals (MDT), with hardware and software, to be placed in 28 vehicles; and

WHEREAS the Police Department has determined that 28 Dell computers with hardware and software with VPN/cloud based hosting will best serve the Department's needs; and

WHEREAS the City will have sufficient funds in Account (110-42100-944.001) to purchase this equipment and installation; and

WHEREAS these computers with hardware and software are available pursuant to the State of Tennessee Department of General Services contract with NASPO, making the purchase exempt from the City's bidding requirements; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester contract to purchase 28 MDTs, Dell computers, with hard ware and software, for a total of One Hundred Fourteen Thousand Five Hundred and Eighteen and 00/100 Dollars (\$114,518.00), from Dell, the State of Tennessee Department of General Services contract vendor.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the purchases be funded from the General fund (110-42100-944.001).

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

Resolved this _____ day of _____ 2025.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

RESOLUTION NO. _____

**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:

Salary
Full-Time Hourly
Part-Time Hourly
Seasonal Hourly

Resolved this _____ day of _____ 2025.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

Proposed Longevity Pay Policy

City of Manchester, Tennessee

SECTION 1. PURPOSE

The purpose of this policy is to recognize and reward long-term, continuous service by certified fire personnel within Manchester Fire & Rescue. Longevity pay reinforces employee retention and values the dedication of those who serve our community year after year.

SECTION 2. ELIGIBILITY

This policy applies to:

- Full-time employees of Manchester Fire & Rescue.
- Who have attained and maintained Firefighter II certification.
- Who have completed five (5) consecutive years of full-time service from the date of Firefighter II certification.

SECTION 3. LONGEVITY PAY STRUCTURE

Eligible employees shall receive longevity pay according to the following schedule:

Rate: \$0.50 per hour added to the employee's base rate of pay for every five (5) years of continuous service from Firefighter II certification.

Years of Continuous Service	Longevity Pay Rate
0-4 Years	\$0.00
5-9 Years	\$0.50/hour
10-14 Years	\$1.00/hour
15-19 Years	\$1.50/hour
20-24 Years	\$2.00/hour
...	+\$0.50 per 5 years

SECTION 4. PAYMENT METHOD

- Longevity pay will be included in regular biweekly payroll, and will be subject to applicable taxes and withholdings.
- It shall be treated as regular compensation for the purposes of calculating overtime, retirement contributions, and benefits eligibility.

SECTION 5. SERVICE CONTINUITY REQUIREMENT

- Service must be uninterrupted and consecutive, except in cases where the employee separates from service but does not cash out accrued benefits such as retirement or paid leave.
- In such cases, prior years of service shall be reinstated upon rehire, and longevity pay shall resume as if there were no break.
- Approved leaves of absence (e.g., military, medical, FMLA) shall not constitute a break in service.
- If benefits were cashed out at the time of separation, longevity accrual shall reset from the date of rehire.

SECTION 6. ADMINISTRATION

- The Fire Chief or designee shall be responsible for certifying eligibility and service time for each employee.
- The Human Resources Department shall implement payroll adjustments accordingly and maintain official longevity records.
- Funding for this policy shall be included in the annual department budget.

SECTION 7. EFFECTIVE DATE

This policy shall take effect upon approval by the Board of Mayor and Aldermen and shall apply to all qualifying service as of that date.

Presented By:

Roger Chambers

Manchester Fire & Rescue

Date: July 15, 2025

Proposed Longevity Pay Policy

City of Manchester, Tennessee

SECTION 1. PURPOSE

The purpose of this policy is to recognize and reward long-term, continuous service by certified law enforcement personnel within the Manchester Police Department. Longevity pay promotes employee retention, reinforces institutional knowledge, and honors the commitment of those who serve and protect our community with professionalism and integrity.

SECTION 2. ELIGIBILITY

This policy applies to:

- Full-time employees of the Manchester Police Department.
- Employees who have attained and maintained POST (Peace Officer Standards and Training) certification.
- Employees who have completed five (5) consecutive years of full-time service from the date of POST certification.

SECTION 3. LONGEVITY PAY STRUCTURE

Eligible employees shall receive longevity pay according to the following schedule:

Rate: \$0.50 per hour added to the employee's base rate of pay for every five (5) years of continuous service from POST certification.

Years of Continuous Service	Longevity Pay Rate
0-4 Years	\$0.00/hour
5-9 Years	\$0.50/hour
10-14 Years	\$1.00/hour
15-19 Years	\$1.50/hour
20-24 Years	\$2.00/hour
25+ Years	+\$0.50/hour per 5 years

SECTION 4. PAYMENT METHOD

- Longevity pay will be included in the regular biweekly payroll and will be subject to applicable taxes and withholdings.
- It shall be treated as regular compensation for the purposes of calculating overtime, retirement contributions, and benefits eligibility.

SECTION 5. SERVICE CONTINUITY REQUIREMENT (CITY EMPLOYEE)

- Service as a City of Manchester employee must be uninterrupted and consecutive, except in cases where the employee separates from service but does not cash out accrued benefits such as retirement or paid leave.
- In such cases, prior years of service shall be reinstated upon rehire, and longevity pay shall resume as if there were no break in service.
- Approved leaves of absence (e.g., military, medical, FMLA) shall not constitute a break in service.
- If benefits were cashed out at the time of separation, longevity accrual shall reset from the date of rehire.
- Time of service will begin on the employee's original start date of employment with the City of Manchester, regardless of department.

SECTION 6. NEW HIRES WITH PRIOR EXPERIENCE

- Certified law enforcement officers hired by the Manchester Police Department may receive service credit.
- Credit shall be granted in one (1) year increments for each full year of prior POST-certified experience.
- The most recent academy completion date will be used for calculating eligible service.
- No credit will be given for time not spent in a certified law enforcement position.
- Time of service shall be determined at the discretion of the Chief of Police and the Human Resources Director.

SECTION 7. ADMINISTRATION

- The Chief of Police or designee shall be responsible for verifying eligibility and calculating service time for each employee.
- The Human Resources Department shall implement payroll adjustments accordingly and maintain official longevity records.
- Funding for this policy shall be included in the department's annual budget.

SECTION 8. EFFECTIVE DATE

This policy shall take effect upon approval by the Board of Mayor and Aldermen and shall apply to all qualifying service as of that date.

Presented By:

[Insert Name]

Manchester Police Department

Date: July 15, 2025

RESOLUTION NO. _____

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 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

WHEREAS, the City of Manchester Fire Department needs two new crew cab trucks with certain equipment; and

WHEREAS, the Fire Department has determined that a new GMC Sierra and a new Dodge Ram will best serve the department's needs; and

WHEREAS, the city fire department has sufficient funds in its account to purchase this equipment, and

WHEREAS, this equipment is available pursuant to the State of Tennessee Department of General Services contract (HGAC) making the purchase exempt from the City's normal bidding requirements; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, that the City of Manchester purchase one new 2025 GMC Sierra 4WD Crew Cab from Wilson County GMC at a cost of FORTY-NINE THOUSAND ONE HUNDRED SEVENTY-SIX DOLLARS AND TWENTY CENTS (\$49,176.20) and one new Dodge Ram 1500 Crew Cab 4WD from Columbia CDJR at a cost of THIRTY FOUR THOUSAND NINE HUNDRED AND NINETY ONE DOLLARS AND ZERO CENTS (\$34,991.00), both through a State of Tennessee Department of General Services (HGAC) contract vendors.

RESOLVED THIS _____th DAY OF AUGUST, 2025.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

RESOLUTION NO. _____

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

WHEREAS, the City of Manchester Fire Department needs a pumper fire engine to protect person and property; and

WHEREAS, the Fire Department has determined that the used 2010 Pierce Velocity Custom Pumper available from Sourcewell will best serve the department's needs; and

WHEREAS, the city fire department has sufficient funds in its account to purchase this equipment, and

WHEREAS, this equipment is available pursuant to the Government Cooperative Purchasing Authority exception making the purchase exempt from the City's normal bidding requirements; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, that the City of Manchester purchase the used 2010 Pierce Velocity Custom Pumper available from Sourcewell for ONE HUNDRED SEVENTY EIGHT THOUSAND DOLLARS AND ZERO CENTS (\$178,000.00) through a Government Cooperative Purchasing Authority (Sourcewell).

RESOLVED THIS _____th DAY OF AUGUST, 2025.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

RESOLUTION NO. _____

A RESOLUTION TO AUTHORIZE AN APPLICATION FOR A TENNESSEE DEPARTMENT OF HEALTH, HEALTHY FOODS AND PHYSICAL ACTIVITY GRANT

WHEREAS the City of Manchester recognizes the need to increase accessibility to healthy and nutritious food, with an emphasis on youth and low-income households, while also encouraging citizens to be physical active; and

WHEREAS the City of Manchester wishes to implement an initiative to increase said accessibility through certain projects; and

WHEREAS there will be Tennessee Department of Health, Healthy Foods and Physical Activity Grant funds available to fund some of the cost of this initiative; and

WHEREAS the City of Manchester Parks and Recreation Department wishes to apply for said grant funds; and

WHEREAS Manchester Municipal Code 5-703(4) requires any possible obligation exceeding \$35,000 be approved by resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester Parks and Recreation Department apply for a Tennessee Department of Health, Healthy Foods and Physical Activity Grant.

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 any City 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 to apply and contract for this grant.

Resolved this _____ day of _____ 2025.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

ORDINANCE NO

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

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

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

CHAPTER 3

SLUM CLEARANCE

SECTION

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

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

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

13-302. Definitions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Passed this:

First Reading: _____ June 3, 2025 _____

Second Reading: _____

Joey Hobbs, Mayor

Anthony Burrows, City Recorder

ORDINANCE NO. _____

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

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

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

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

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

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

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

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

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

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

This ordinance is presented and passed with the positive recommendation of the Manchester Planning Commission obtained at its meeting on June 16, 2025.

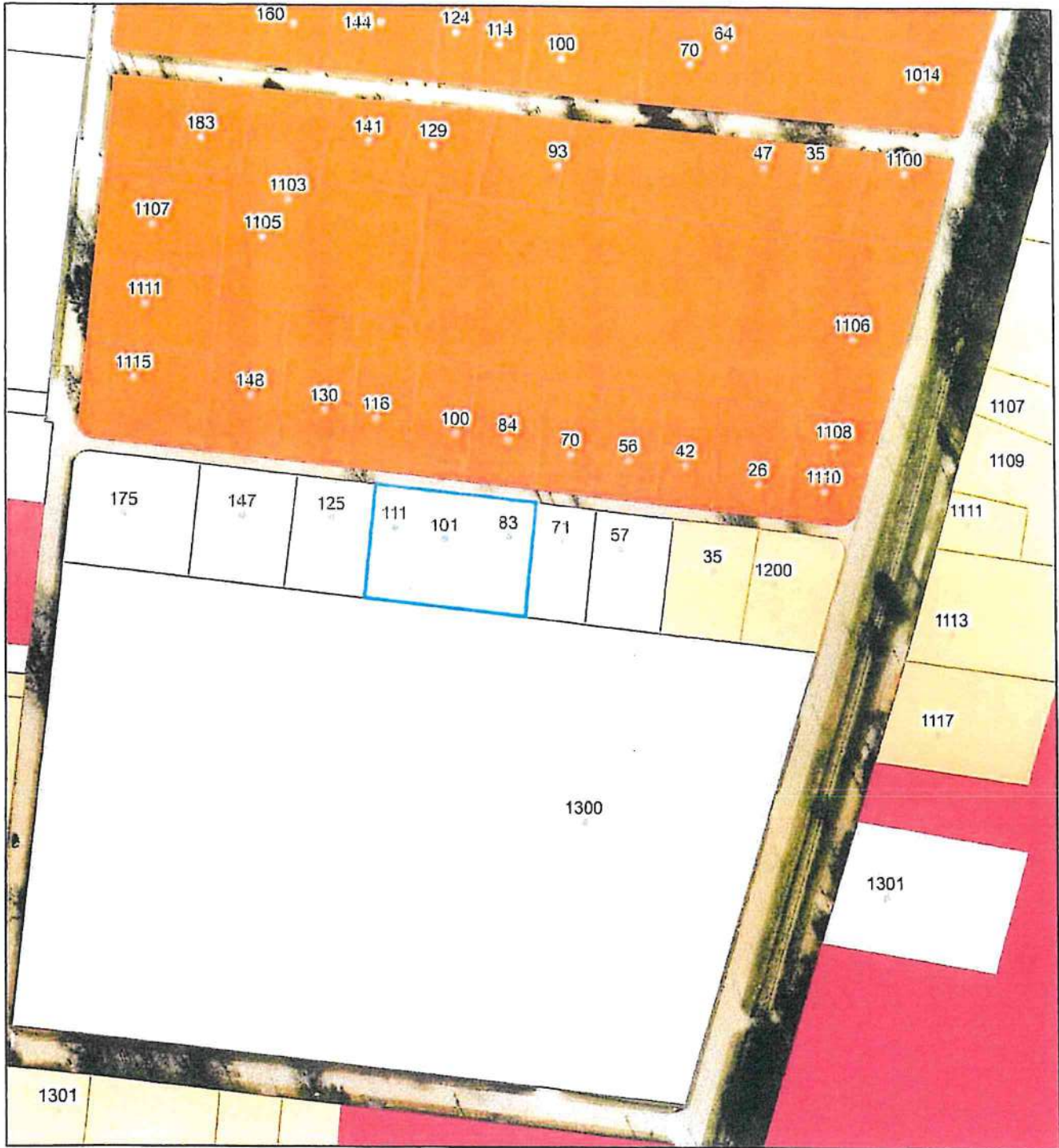
PASSED FIRST READING: _____ July 1 _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

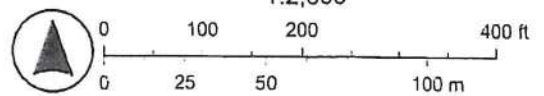
Anthony Burrows, Finance Director

Zoning Lowe



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

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



Maxar

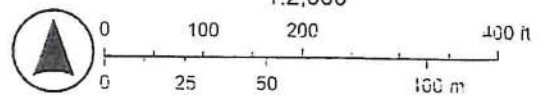
Land Use Lowe



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

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

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



Maxim

ORDINANCE NO. _____

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

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

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

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

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

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

Tract One:

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

Tract Two:

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

Tract Three:

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

Tract Four:

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

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

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

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

This ordinance is presented and passed with the positive recommendation of the Manchester Planning Commission obtained at its meeting on June 19, 2025.

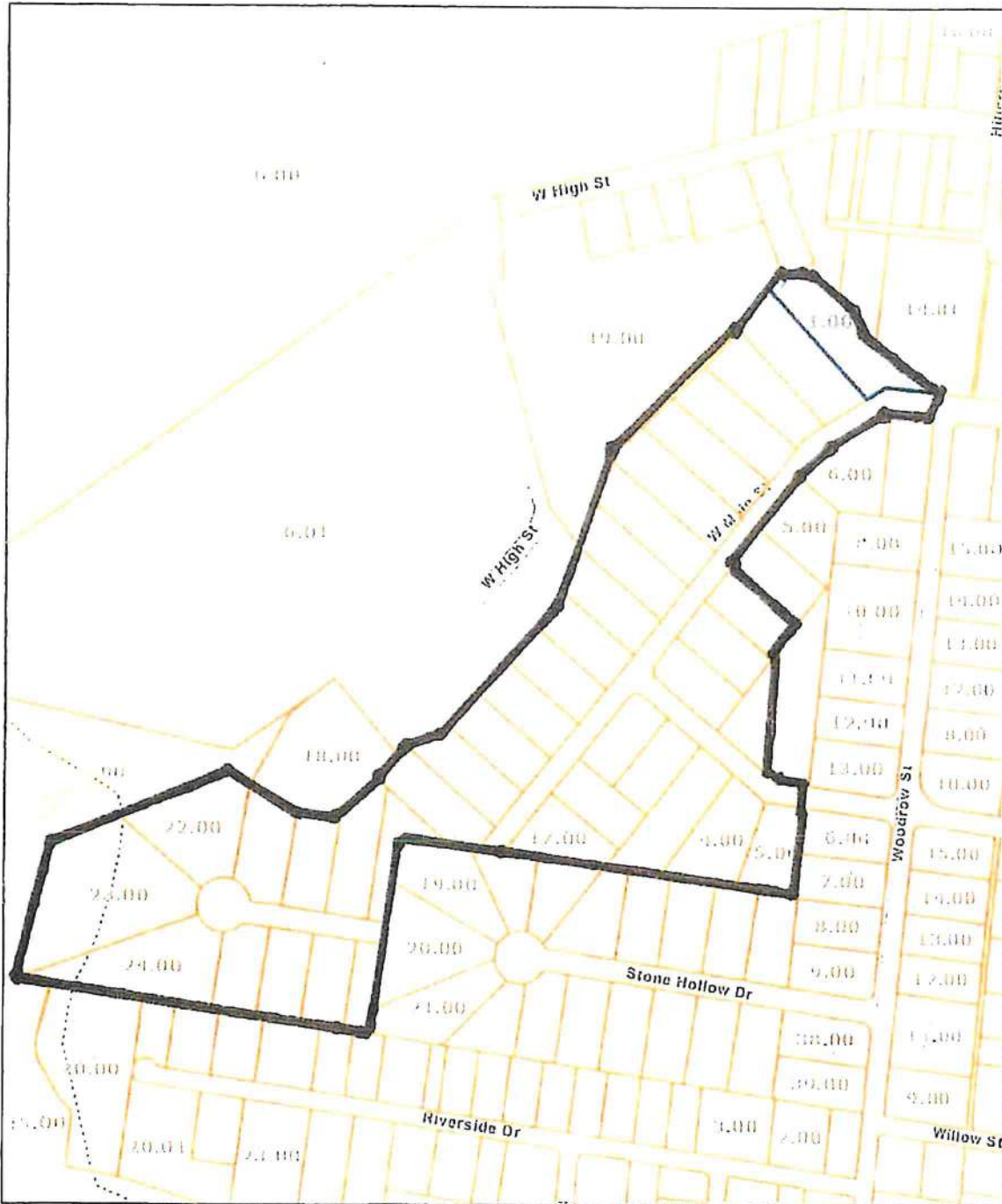
PASSED FIRST READING: _____ July 1 _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

Coffee County - Parcel: 075E B 001.00



Date: April 22, 2025

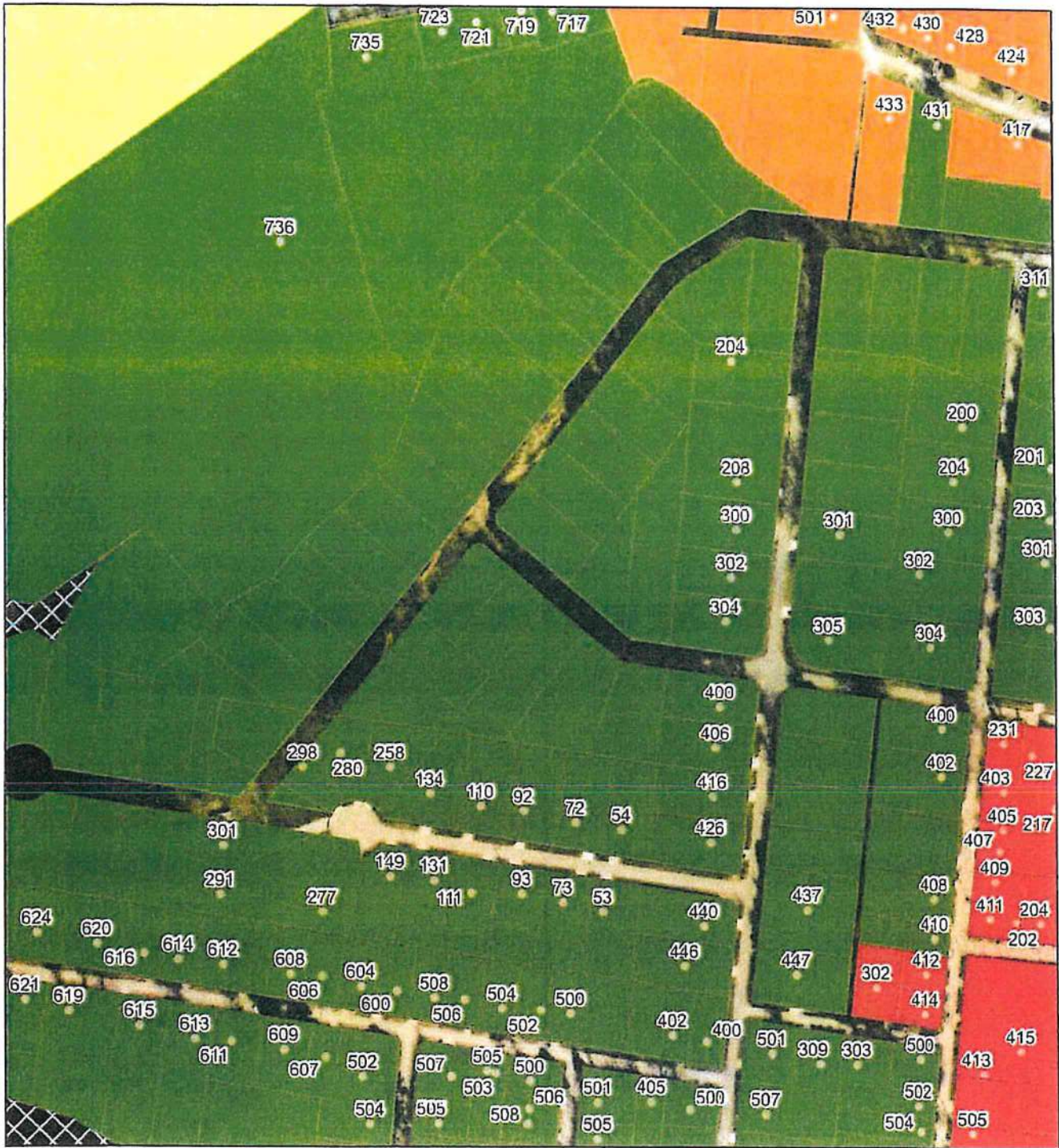
County: COFFEE
Owner: MANCHESTER HOUSING AUTHORITY
Address: W MAIN ST
Parcel ID: 075E B 001.00
Deeded Acreage: 0
Calculated Acreage: 0



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

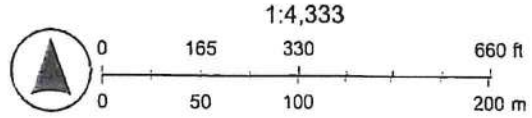
The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

Zoning MHA



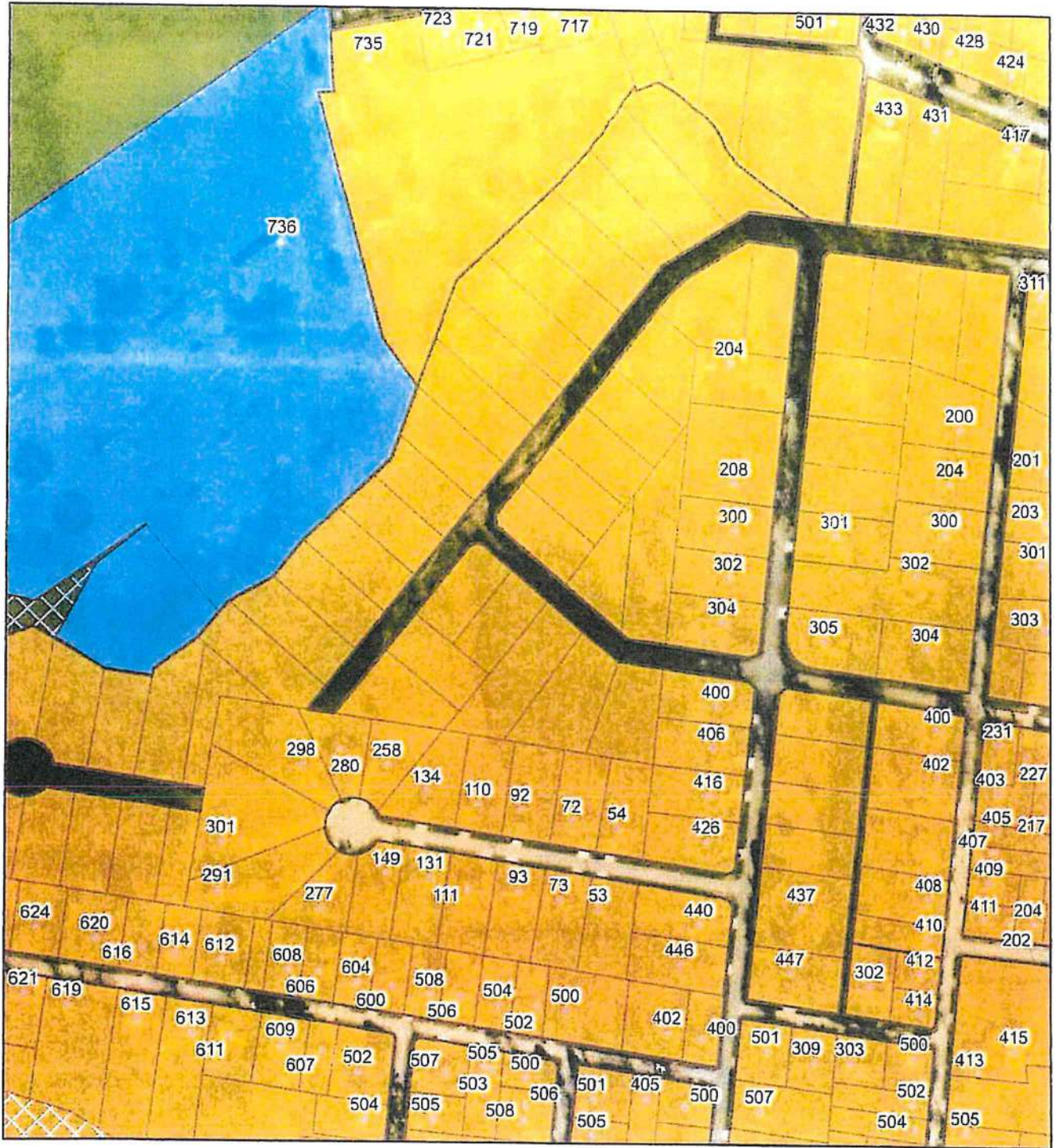
6/13/2025, 4:03:34 PM

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



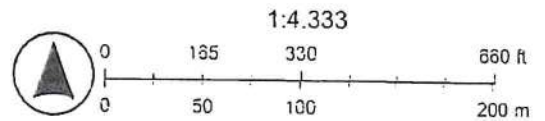
Maxar

Land Use MHA



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

- Coffee Parcels
- Coffee Addresses
- Coffee UGB
- MANCHESTER
- Manchester Landuse
- Institutional and Other Public
- Recreational and Open Space
- Residential High Density Multi-Family
- Manchester City Limit
- World Imagery
- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations
- 1 2m Resolution Metadata



Map

FEE: 200.00

DATE: 04/24/2025

MEETING DATE: 5/19/25

CASE#: 06-2025

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

- APPROVAL
- DISAPPROVAL
- NO ACTION TAKEN

MANCHESTER PLANNING COMMISSION

NAME OF PROPERTY OWNER: Manchester Housing Authority

ADDRESS OF OWNER: 710 Butler Circle, Manchester, TN

PHONE: (Home) _____ (Work) _____

I hereby request to the Manchester Planning Commission:

Rezoning R-2 to R-4

Intended use: Residential housing, multi-family

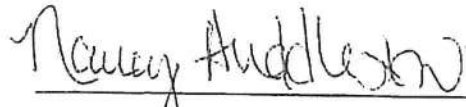
ADDRESS OF PROPERTY: Woodrow Street Manchester TN 37355

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

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

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

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



Signature of Owner / Authorized Agent

Rezoning instruction sheet received _____

Site Plan checklist received _____

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 McCain 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: _____, 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

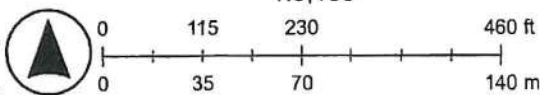
High Resolution 30cm Imagery

Citations

60cm Resolution Metadata

Maxar

1:3,106



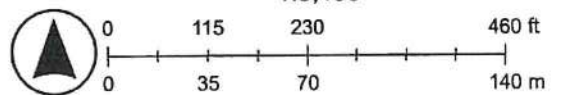
Banks zoning



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

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

1:3,106



Maxar

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: _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

Taylor



7/18/2025, 10:53:33 AM

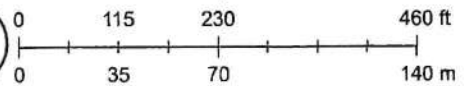
1:3,106

-  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



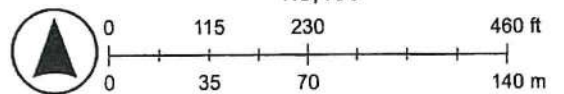
Maxar

Taylor zoning



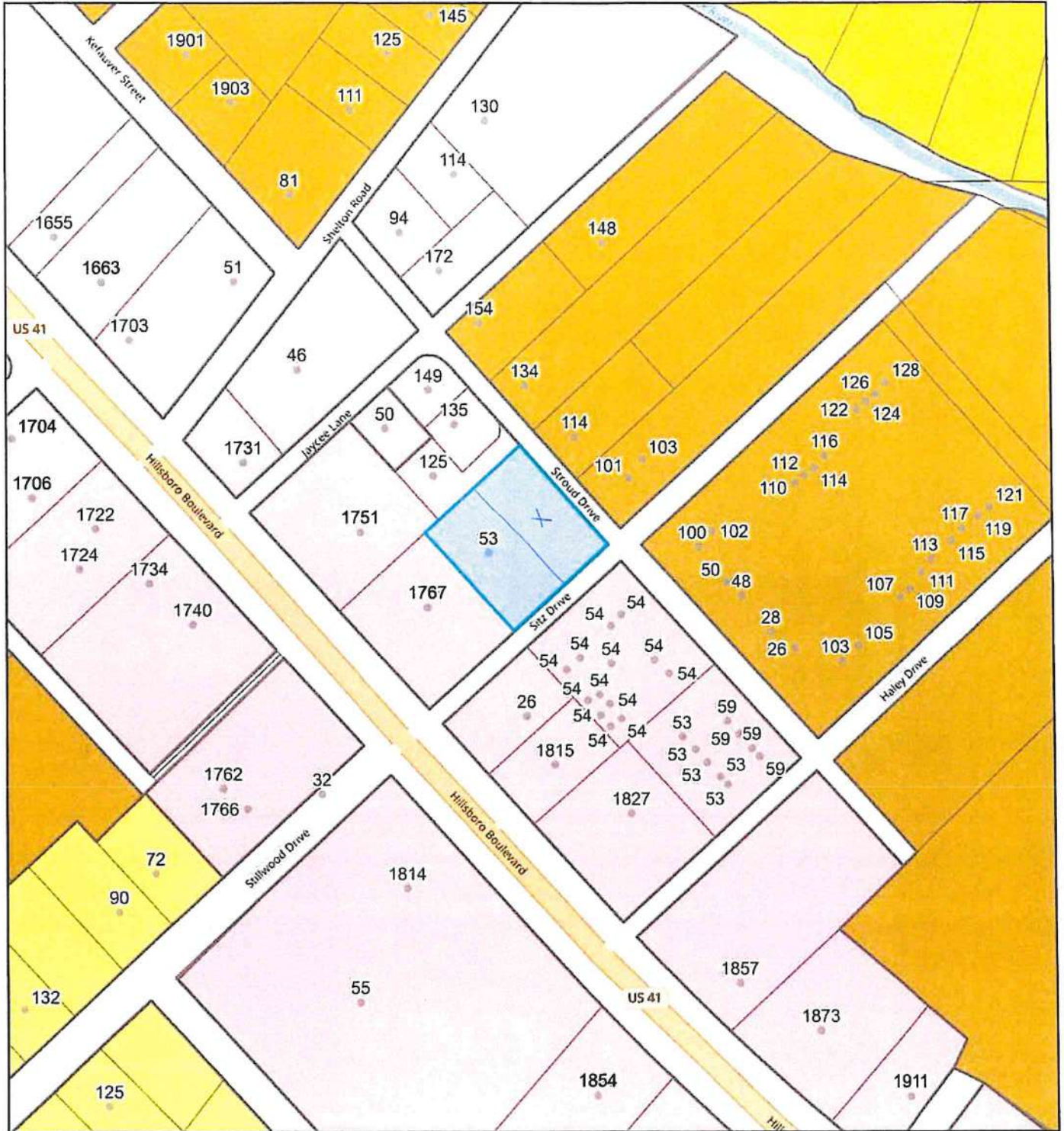
7/18/2025, 10:51:59 AM

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





Maxar

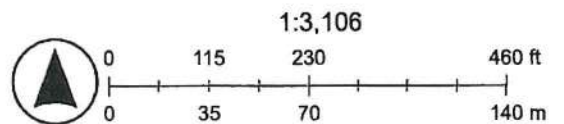
Taylor land use



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.

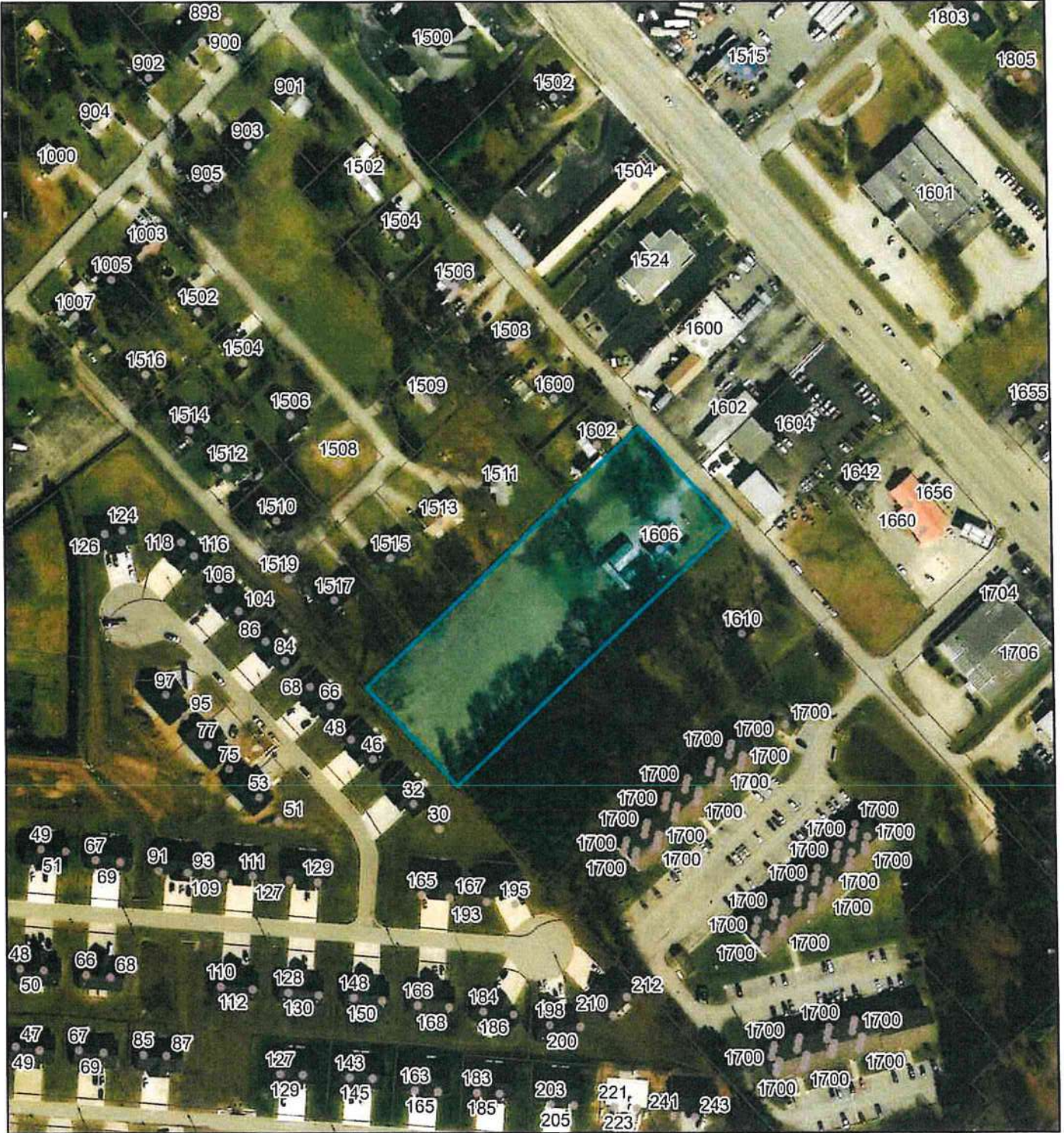
PASSED FIRST READING: _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

Parker

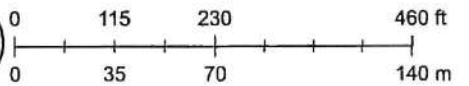


7/18/2025, 12:52:21 PM

1:3,106

- Coffee Parcels
- Coffee Addresses
- Manchester City Limit

High Resolution 60cm Imagery
 High Resolution 30cm Imagery



Citations

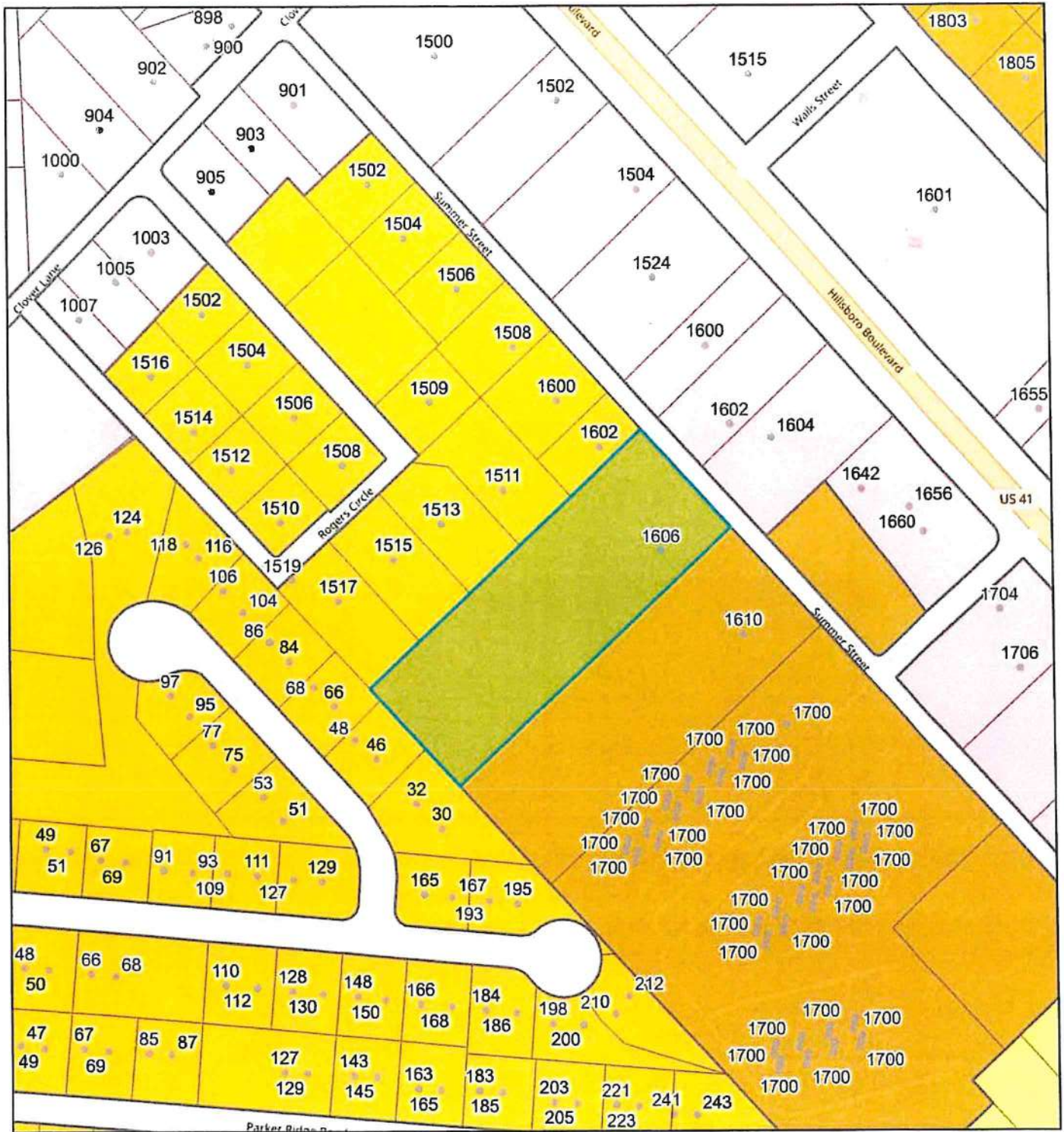
World Imagery

60cm Resolution Metadata

Maxar

Low Resolution 15m Imagery

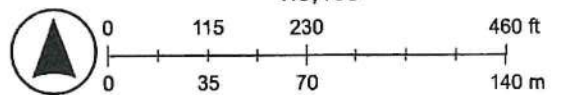
Parker land use



7/18/2025, 12:56:12 PM

1:3,106

- Coffee Parcels
- Coffee Addresses
- Manchester Landuse**
- Commercial, Central and General Neighborhood
- Institutional and Other Public
- 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 AMENDING THE PHYSICAL DEVELOPMENT PLAN OF THE CITY OF MANCHESTER APPLICABLE TO PROPERTY ON WOODBURY HIGHWAY (MANCHESTER LLC)

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

WHEREAS, on July 21, 2025, the Planning Commission of the City of Manchester recommended an amendment to the plan to reclassify certain property owned by Manchester, LLC, located on Woodbury Highway and described in the attached, from its current usage to High Density Residential per the attached; and

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

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

WHEREAS the Board of Mayor and Aldermen held a public hearing on this change in the Physical Development Plan on July 21, 2025; and

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

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the current Land Use Plan (Physical Development Plan) be updated as amended and attached hereto;

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

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

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

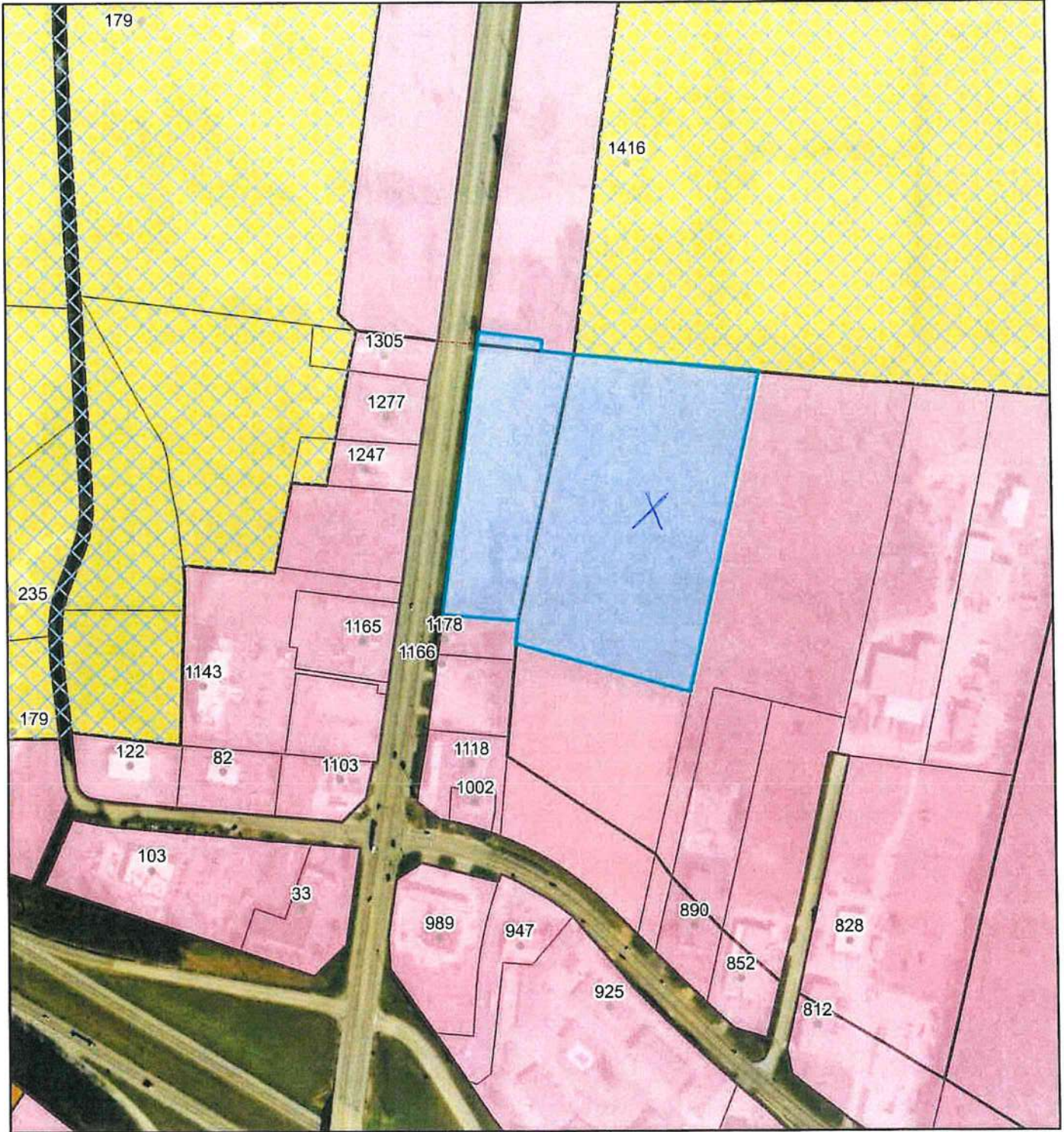
PASSED FIRST READING: _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

ATTEST: _____
Anthony Burrows, Finance Director

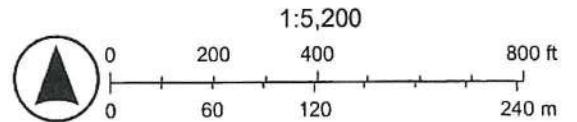
Moore Land Use



7/18/2025, 1:07:31 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

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



ORDINANCE NO. _____

**AN ORDINANCE REZONING PROPERTY OWNED BY MANCHESTER LLC, ON
WOODBURY HIGHWAY FROM C-2 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 Manchester LLC, described below, be rezoned from C-2 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 Manchester LLC, located on Woodbury Highway:

Being a tract of land lying in the 1st Civil District of Coffee County, Tennessee, generally bounded on the north by Norton (WDB. 365, pg. 786), on the east by Moore (WDB. 421, pg. 870), on the south by Manchester CHA Hotel LLC (WDB. 421, pg. 318), and on the west by Manchester LLC (WDB. 449, pg. 734), and being more particularly described as follows:

BEGINNING at a point in the south line of Norton, located S 76°21'31" E, 301.14 ft. from a capped rebar found in the east margin of Woodbury Highway / Highway 53 at the common corner of Norton and Manchester LLC, aforesaid point being the northwest corner of the property to herein described; thence proceeding along the south line of Norton, the following calls: thence S 81°14'18" E, 109.82 feet. To a capped rebar found; thence S 85°41'08" E, 312.00 ft. to a capped rebar found, being the northwest corner of Moore and the northeast corner of the property herein described; thence leaving the south line of Norton and proceeding along the west line of Moore, S Hotel LLC and the southeast corner of the property herein described; thence leaving the west line of Moore and proceeding along the north line of Manchester CHA Hotel LLC, N 77°06'09" W, 362.40 ft. to a point, being the southwest corner of the property herein described; thence leaving the north line of Manchester CHA Hotel LLC and proceeding across the lands of Manchester LLC, N 08°38'45" E, 739.68 ft. to the POINT OF BEGINNING, containing 6.88 Acres, as surveyed by

Northcutt and Associates Land Surveying, Inc., 409 Woodbury Highway, Manchester, Tn 37355, Job #22C-261, dated 06-29-2022, and being a portion of the property described in WDB. 449, pg. 734, 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-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.

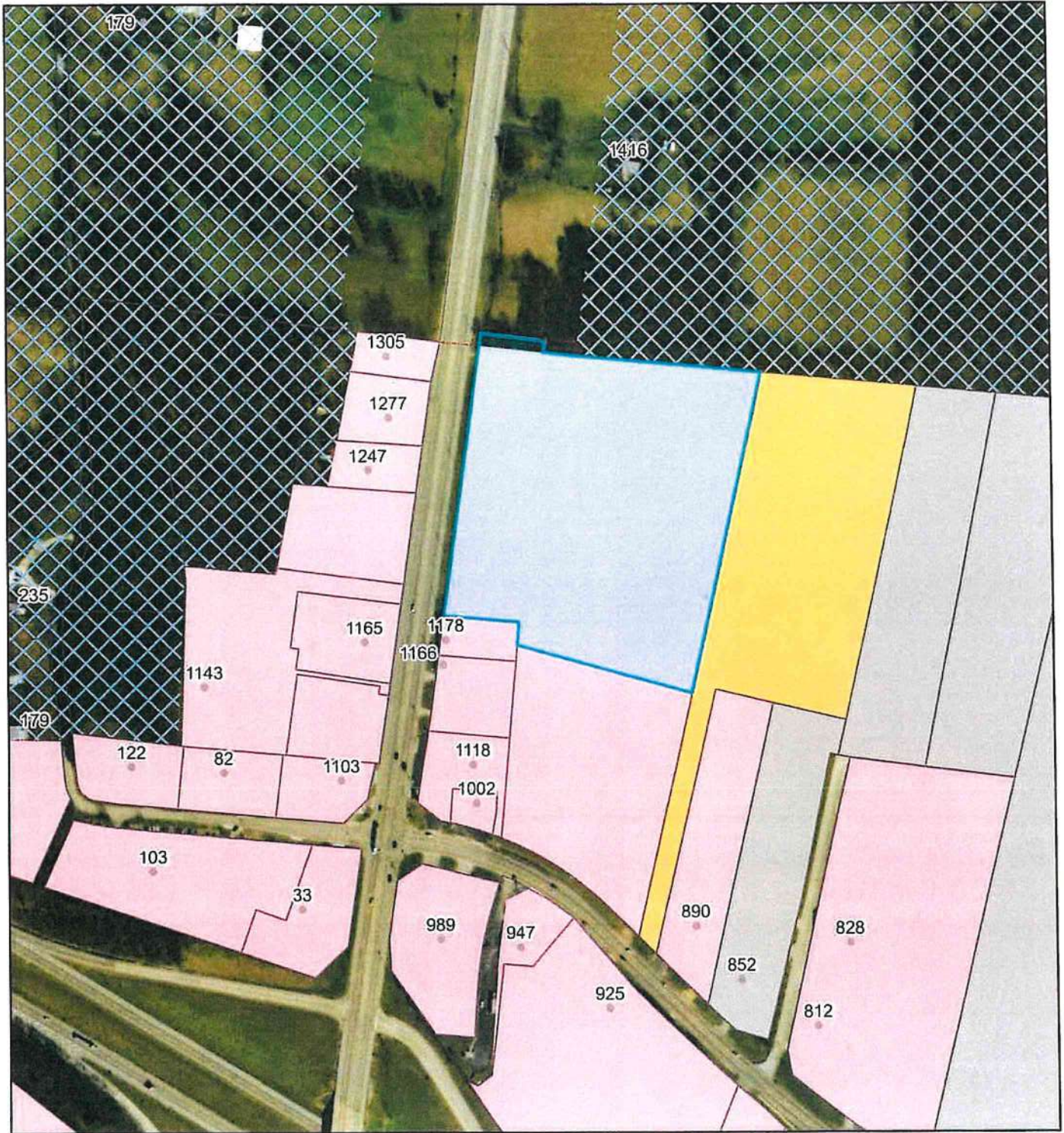
PASSED FIRST READING: _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

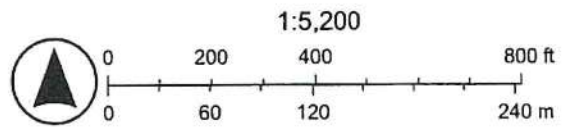
Anthony Burrows, Finance Director

Moore zoning



7/18/2025, 1:09:50 PM

- Coffee Parcels
- Manchester City Limit
- * Coffee Addresses
- * MANCHESTER
- * Manchester Zoning
- C-2
- I-1
- R-4
- * World Imagery
- * Low Resolution 15m Imagery
- * High Resolution 60cm Imagery
- * High Resolution 30cm Imagery
- * Citations
- * 1.2m 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: _____, 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: _____, 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: _____, 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).”

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

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

ORDINANCE NO. _____

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

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

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

Whereas the City of Manchester recently annexed certain property owned by Richard Agbigor; and

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

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

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

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

068-055.00

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

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

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

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

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

This ordinance is presented and passed with the positive recommendation of the Manchester Regional Planning Commission obtained at its meeting April 21, 2025.

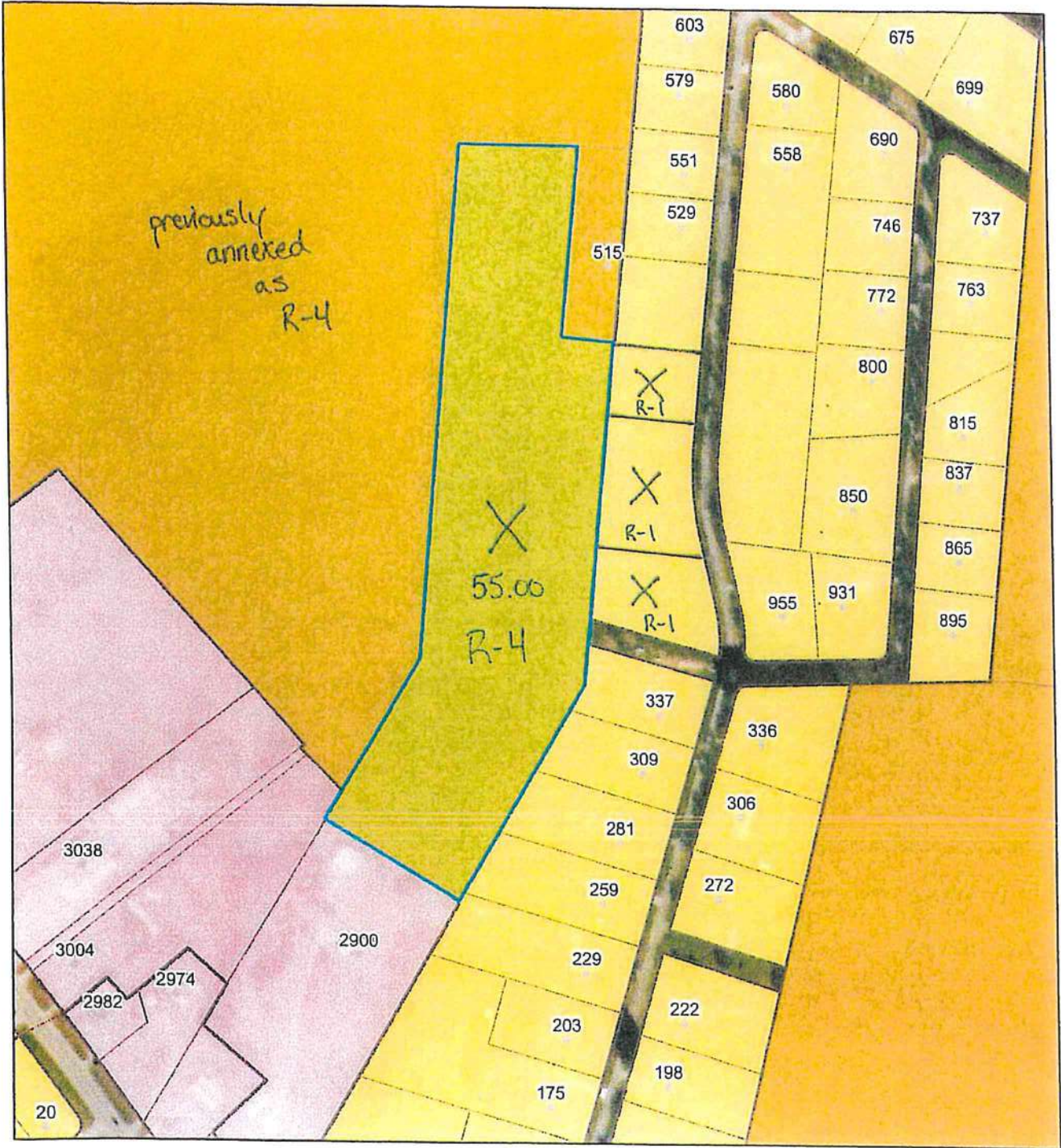
PASSED FIRST READING: _____ 6-3-25, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

Agbigor



previously annexed as R-4

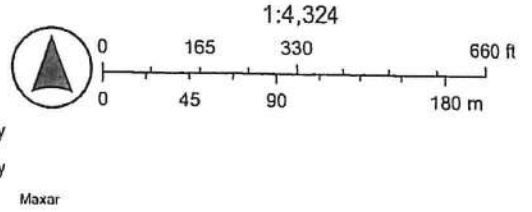
X
55.00
R-4

X
R-1
X
R-1
X
R-1

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

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

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



1:4,324

ORDINANCE NO. _____

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

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

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

Whereas the City of Manchester recently annexed certain property owned by Richard Agbigor; and

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

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

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

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

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

Being all of Lots No. 27, 28, and 29 with the Exclusion of the northerly 49 feet of Lot No 29 of the North Coffee Heights Subdivision, Plat No. 2 of record in Trust Deed Book 173 Page 58 A/K/A Plat Cabinet 233B. Register's Office of Coffee County, Tennessee.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 2 of the

Manchester Municipal Code entitled “Zoning Map” be amended to show these properties zoned R-1 as described above; and

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

This ordinance is presented and passed with the positive recommendation of the Manchester Regional Planning Commission obtained at its meeting April 21, 2025.

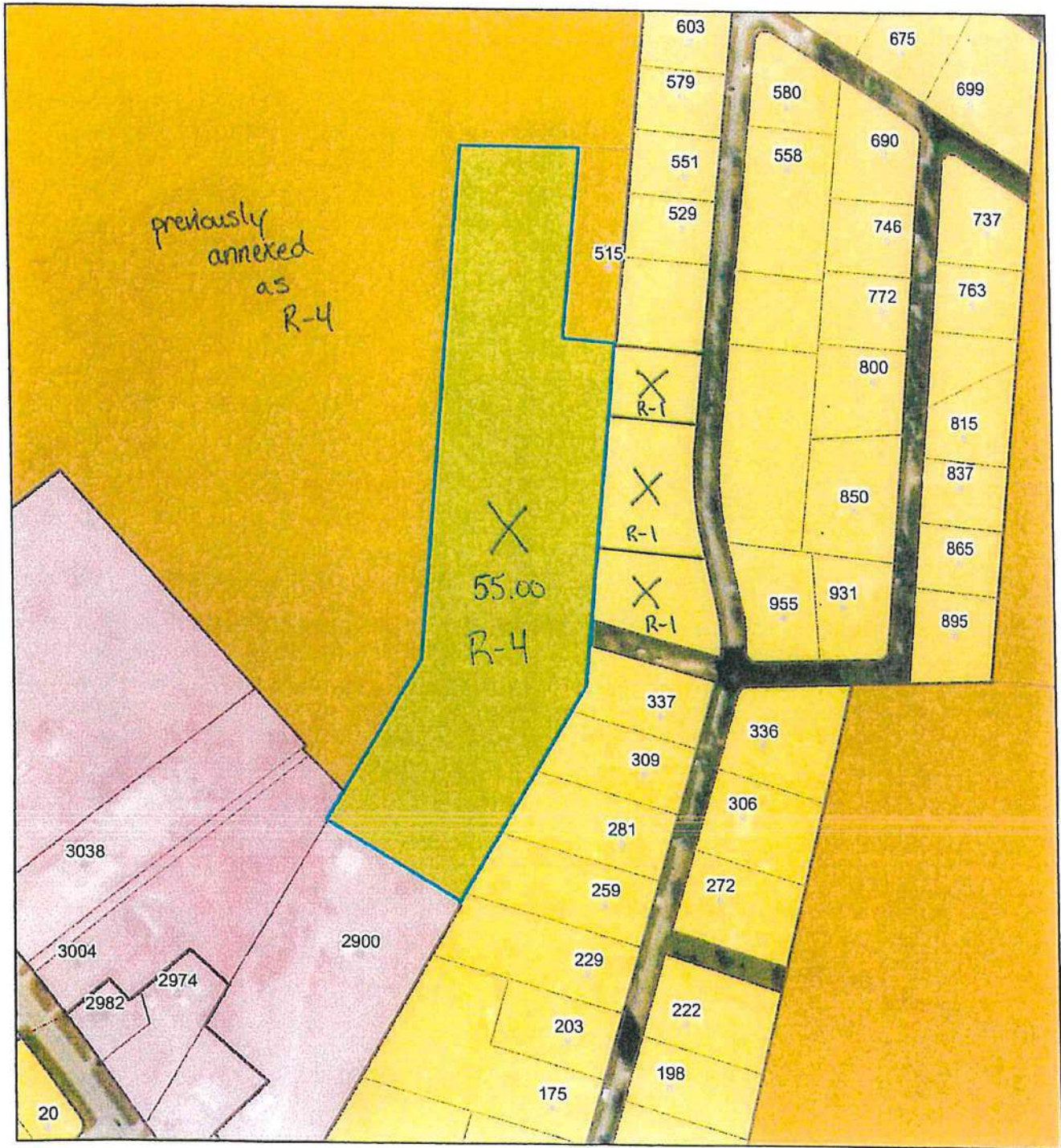
PASSED FIRST READING: _____ June 3 _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

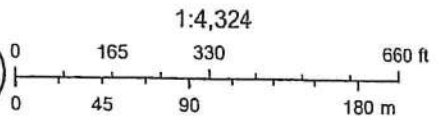
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- Coffee Parcels
- Coffee Addresses
- Manchester Landuse**
 - Commercial, Central and General Neighborhood
 - Residential Low Density / Single Family Duplexes
 - Residential High Density Multi-Family
 - Manchester City Limit

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



Maxar

City of Manchester

Job Description

Job Title: Booking Coordinator

Department: Tourism

Reports To: Tourism Director

FLSA Status: Exempt

Position Summary:

As a Booking Coordinator, you are responsible for handling the administrative and logistical aspects of reserving and managing event spaces within the Manchester Event and Visitor's Center. This includes tasks of managing room bookings, coordinating with clients, handling inquiries, and ensuring all necessary services are arranged, as well as, play a key role in client communication, providing information, and managing event details from initial booking to post-event follow-up.

Booking Coordinator Duties and Responsibilities:

1. Managing the Center's booking system, assigning rooms, and scheduling events to optimize space utilization.
2. Prepare all typed materials like proposals, change forms, floor plans, and all other inter-departmental forms accurately.
3. Answer banquet and outside inquiries routing them for appropriate handling.
4. Monitor all correspondence to ensure it meets with Center policy and procedures.
5. Respond to inquiries, provide information about available spaces and services, and confirm booking details.
6. Work with clients to arrange audio-visual equipment, room setups and other necessary services.
7. Tour, inspect and monitor banquet rooms and presentations.
8. Provide on-site support during events, addressing client needs, and ensuring smooth operations.
9. Ensure accurate follow up and communication both internally and to the guest / client. Handle client complaints tactfully and promptly.
10. Ensure that all accounts are properly updated in the booking system.
11. Ensure feedback received from host / guests is passed on to all departments.
12. Ensure a positive working relationship between all departments.
13. Maintain valid call objectives and relevant action plans for each key account/key prospect and ensure all follow up is done in timely manner.

14. Maintains high standards of personal appearance and grooming, which include compliance with the dress code.
15. Any other job related to banqueting assigned by the management.
16. Stay abreast of current trends with superior attention to detail.

Knowledge, Skills and Abilities:

1. Excellent communication and interpersonal skills necessary.
2. Organizational and time management skills.
3. Problem-solving and conflict-resolution skills.
4. Must be flexible to accommodate irregular or extended hours duties.

Work Environment:

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

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

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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

City of Manchester

Job Description

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

SUMMARY

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

ESSENTIAL DUTES AND RESPONSIBILITIES include the following.

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

QUALIFICATIONS

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

EDUCATION and/or EXPERIENCE

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

LANGUAGE SKILLS

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

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

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

Work Environment

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

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

City of Manchester

Job Description

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

SUMMARY

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

ESSENTIAL DUTES AND RESPONSIBILITIES include the following.

- Help and coordinate with planning and managing events
- Coordinate with other members of the staff to ensure tasks are completed on time
- Unload equipment and set up venues, such as chairs, tables, stages, sound and light equipment
- Ensure cleanliness and organization of venue
- Operate cash register
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- Pack up equipment and other inventory when the event is over
- Follow event safety standards and regulations
- Provide security
- Welcome guest and user to seats
- Performs other related duties as needed and as assigned.

QUALIFICATIONS

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

EDUCATION and/or EXPERIENCE

- High school diploma or a GED

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

LANGUAGE SKILLS

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

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

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

Work Environment

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

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

City of Manchester

Job Description

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

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

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

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

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

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

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

Prepares submissions for state and federal grants and tracks reimbursements.

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

Keys in journal entries into the accounting system.

Reconciles bank accounts on a timely basis.

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

Performs general accounting duties.

Maintains accounting and statistical records.

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

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

Interprets City Ordinances relating to Finance.

Performs other related duties as needed and as assigned.

QUALIFICATIONS

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

EDUCATION and/or EXPERIENCE

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

LANGUAGE SKILLS

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

REASONING ABILITY

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

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Physical Demands

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

Work Environment

Exerting up to 50 pounds of force occasionally and/or up to 25 pounds of force frequently and/or up to 10 pounds of force constantly to move objects. The physical demands and environment described here are representative of those that must be met primarily performed in an event setting. While performing the duties of this job, the employee is frequently required to stand for long periods of time, as well as to reach, bend, kneel, turn, twist and use hands, handle or feel objects, tools or controls. Requires the ability to frequently exert up to 25 pounds of force, and

/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

City of Manchester
Information Technology Manager
Job Description

Job Title: Information Technology Manager

Department: Information Technology

Reports To: The Mayor

FLSA Status: Exempt

Prepared Date: 07/16/2025

Approved By:

Approved Date:

Job Summary

Under direct supervision of the mayor, shall serve as the Information Technology Manager for the City of Manchester. The position shall be responsible for maintenance, installation, and upgrading computer equipment for the City which includes, but not limited to, software, hardware and any other equipment that would require installation or use of the server.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Service requests for special software or hardware implementation approved by department heads either through emergency procedures, board or committee approval and follow through with regular scheduled maintenance of equipment.
- Meet with appropriate vendors for review to discuss future software or hardware implementations.

- Proactively respond to alerts and potential problems prior to regular scheduled maintenance.
- Provide support service to include but not limited to pc support for network applications and other critical software and hardware functions.
- Maintain and control system access, security and updating license for hardware and software implementations.
- Plan system installation of hardware and software.
- Problem identification and resolution for equipment isolating and diagnosing system and equipment malfunctions.
- Installing and diagnostic tools and system sessions to optimize performance.
- Integration of new technologies into the City's environment.
- Create / delete user login and create initial user directories; maintain and organize directories.
- Manage email service and maintain user and password listing. Create and delete users as appropriate.
- Assist with webpage functions in the capacity of consulting and implementation.
- Assist vendors with implementation of any hardware or software connection to the server.
- Maintain daily backup tapes / cloud backup

Minimum Qualifications Required

Education and Experience:

- Bachelor's degree in Computer Science, Information Technology, or related field.
- Minimum four years of experience working in IT operations including information services management, systems design/architecture, network operating systems, programming software applications/support, and hardware/software troubleshooting.
- Experience in Windows Active Directory applications, LAN/WAN, and VPN.
- Experience with a wide range of MS Office products including Word, Excel, Outlook, and PowerPoint.
- Experience with web conferencing and livestreaming for social media.
- CompTIA A+ Certified.
- Microsoft Certified preferred.
- Cybersecurity experience preferred.
- Previous government experience preferred.
- Experience with Tyler Technologies Incode ERP Software is a plus.
- Experience with CivicPlus Website Software for local governments is a plus.
- Valid Tennessee Driver's License.

Skills:

- Sound understanding of computer systems, networks, security, telecommunications, databases, and storage systems.
- Knowledge of computer hardware, software, and peripherals, such as central processing units, servers, monitors, cables, network systems, printers, VoIP systems, server computer hardware and software, local area network (LAN), wide area network (WAN), and network applications.
- Strong interpersonal, communication, and leadership skills
- Ability to manage and prioritize tasks and projects
- Knowledge of all relevant coding languages and security protocols.

- Excellent analytical and problem-solving skills.
- Team oriented.

Physical Demands

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

Work Environment

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

Reasonable Accommodation(s):

Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Note: The City of Manchester is an Equal Opportunity Employer. In compliance with the American with Disabilities Act (ADA), the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. This job description does not constitute an employment agreement between the City of Manchester and the employee and is subject to change by the employer as the needs of the City and requirements of the job change.

City of Manchester

Job Description

Job Title: Grant Writer
Reports To: Finance
Supervises: None
FLSA Status: Non-Exempt
Approved Date:

I. Purpose of Job

The purpose of this position is to research and plan grants, which includes determining appropriate research methods, determining which grants to pursue, presenting grants to applicable departments, pursue grant opportunities, determine grant eligibility, develop grant timelines and performs other related activities.

II. Essential Job Duties

- Writes and submits grants for consideration to applicable agencies; prepares grant narratives.
- Promotes various grant programs to internal departments; establishes overall City Grant funding priorities as well as short -and long- term grant funding plans.
- Prepares and generates various reports.
- Assists in developing, monitoring and updating grant budgets; tracks and reports grant allocations and changes; prepares grant information and documentation for audits.
- Will be responsible for tracking and completing all grant follow-up documentation with the agencies that have allocated the grant funds.
- Prepares required grant reports ensuring compliance with established deadlines.
- Maintaining master calendar of grants and prospects and all associated files and correspondence.
- Works closely with Elected Officials and Department Heads in developing and transforming ideas into Grant Proposals.

III. Other Job Duties

Maintaining and building relationships with Funders and other Strategic Partners on a Local and State Level.

IV. Primary Job Challenges

- Ability to work under pressure and respond to deadlines without sacrificing quality.
- Ability to take initiative and work independently.
- Ability to express ideas effectively both orally and in writing.
- Ability to work collaboratively with elected officials, department heads and external customers and granters.
- Ability to listen and develop information into grant proposals

V. Equipment Operated

General office equipment including computers, copiers, printers, fax machines, document scanners, and phone systems.

VI. Key Competencies Required

- **Job Content Knowledge**
 - Has knowledge of the policies, procedures, and activities of the City as they pertain to the performance of duties relating to the position.
 - Knowledge of Grant Writing with public grant platforms.
 - Strong written communication skills, ability to write clear, structured, articulate and persuasive proposals.
 - Must have strong research skills.
 - Skills in computer word processing and spreadsheets
 - Excellent interpersonal skills.
 - Strong administrative skills and self-motivated
 - Good judgement and problem-solving skills
 - Ability to pay attention to detail and maintain accurate records

- **Language Skills:** Must possess the ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations. Must possess the ability to write reports, business correspondence and effectively present information and respond to questions from groups of managers, clients, customers and the general public. Requires the ability to utilize a wide variety of reference, descriptive and/or advisory data and information.

- **Reasoning Ability:** Must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Must possess the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

- **Teamwork:** Develops cooperative working relationships with others.

VII. Physical Demands and Work Environment

Physical Demands: Performance of the essential duties of this job requires the incumbent to:

- Occasionally stand.
- Occasionally walk.
- Regularly sit.
- Regularly use hands to finger, handle, or feel.
- Regularly reach with hands and arms.
- Sufficient clarity of speech and hearing abilities
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties.

Work Environment: While performing the duties of this position the employee works in an office setting where the noise level is usually moderate.

VIII. Qualifications

Education and Experience: Bachelor's degree in Accounting, Finance, Business Management, Public Management or closely related field; supplemented by three (3) years previous experience and/or training that includes progressive management experience involving grant writing and administration or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

CITY OF MANCHESTER, TENNESSEE

Job Title: Maintenance Captain

Department: Manchester Fire & Rescue

Reports To: Deputy Chief

FLSA Status: Non-Exempt / Sworn Fire Personnel

Salary Range: Based on departmental pay scale and qualifications

Position Summary

The Maintenance Captain is responsible for the complete oversight, maintenance, readiness, and operational logistics for the fire department fleet, including engines, ladder trucks, rescue units, and command vehicles. This position shall directly oversee records, inspections, and ensure compliance with NFPA, OSHA, DOT, and other relevant standards.

This position holds full authority over apparatus assignments, inspections, testing, fuel usage, and personnel equipment-related concerns and reports directly to the Chief or Deputy Chief. The Maintenance Captain may also serve as acting Engineer or Officer when needed due to absence, and may be assigned to engine or ladder company roles to assist with emergency responses and incident operations.

Essential Duties and Responsibilities:

- Assume operational responsibility for the maintenance, readiness, and operational compliance of fire apparatus and the related vehicle fleet.
- Maximize readiness through scheduled service records, inspections, and ensure documentation is properly maintained and reported.
- Ensure proper coordination of work orders and component maintenance.
- Maintain detailed maintenance logs, part inventories, and capital improvement projections.
- Track apparatus mileage, inspect fuel usage, and make recommendations for upgrades and capital purchases.
- Train staff on new equipment, apparatus systems, and safety protocols.
- Assist in operational planning and logistics for emergency responses.

- Make recommendations for equipment replacement, upgrades, and capital improvements.
 - Maintain inventory of tools, parts, and expendables related to apparatus needs.
 - Represent the department in inspections, vendor meetings, and manufacturer consultations.
-

Minimum Qualifications:

- High School Diploma or GED required; Associate Degree in Fire Science, Emergency Services, or related field preferred.
 - Minimum of 5 years of fire service experience, with at least 2 years in an operational leadership role.
 - Tennessee Commission on Firefighting certification: Firefighter I and II (required).
 - Valid EVOC or TN Class D with F endorsement or CDL (required).
 - NIMS/ICS 100, 200, 700 (required); ICS 300/400 preferred.
 - Working knowledge of NFPA 1911, OSHA, DOT, and other relevant standards.
 - Proficient in maintenance documentation, pumps, hydraulic components, electrical systems, and emergency lighting.
-

Preferred Qualifications:

- Fire Officer I or II certification (AS&E or equivalent).
 - Welding, fabrication, or emergency lighting installation experience.
-

Working Conditions:

- Work is performed in both indoor and outdoor environments, including fire stations, repair shops, emergency scenes, and inclement weather.
 - Exposure to loud noise, heat, chemicals, electrical materials, and other elements.
 - Must be able to lift heavy equipment, crawl into apparatus compartments, and work under vehicles.
 - Required to be available for callbacks or extended shift requirements during major incidents or apparatus failure.
-

Special Requirements:

- Must reside within 45 minutes of Manchester Fire & Rescue headquarters or obtain waiver approved by the Chief.
- Must pass pre-employment background check, medical physical, and drug screening.

- Required to wear department-issued uniform and maintain a professional appearance.
-

Manchester Fire & Rescue Statement:

This position plays a crucial leadership and technical role in ensuring that Manchester Fire & Rescue maintains the highest standard of operational readiness and service. The Maintenance Captain is expected to model professional conduct, technical excellence, and maintain the operational expectations required by the department and City of Manchester.

CITY OF MANCHESTER, TENNESSEE

JOB DESCRIPTION

Position Title: Deputy Fire Chief

Department: Manchester Fire & Rescue

Reports To: Fire Chief

Supervises: All Operational Divisions and Personnel

FLSA Status: Exempt

Prepared By:

Approved By:

Date:

Position Summary:

The Deputy Fire Chief is the second-in-command of Manchester Fire & Rescue and is responsible for leading the department in both daily operations and emergency incidents. This position has full authority to act in the Fire Chief's absence and significant command responsibilities at all times. The Deputy Chief oversees fire suppression, rescue, prevention, training, emergency preparedness, and administrative operations. This position plays a key role in strategic planning, personnel development, and ensuring operational readiness and safety across all divisions.

The Deputy Fire Chief is granted full operational authority by the Fire Chief to supervise and manage departmental functions. This position may issue direct orders, enforce policy, approve expenditures, discipline personnel, and assume control of critical incidents. The Deputy Chief represents the department in official matters and is expected to uphold the highest level of professionalism, leadership, and accountability.

The individual must be able to perform each essential duty satisfactorily. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to handle or feel; talk and hear; taste and smell. The employee must be able to lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities:

- Assumes full command and administrative authority in the absence of the Fire Chief.
- Directly supervises officers and operational personnel.
- May exercise incident command authority on emergency scenes; may override decisions in the interest of safety or strategy.
- Assists the Fire Chief in developing and enforcing department policy, SOPs, SOGs, and performance standards.
- Oversees daily staffing, deployment strategies, scheduling, and inter-agency operations.
- Leads department-wide training, certification, and evaluation programs.
- Reviews and approves disciplinary actions, promotions, internal investigations, and personnel matters.
- Coordinates with the Mayor's Office, City Administrator, Public Safety Committee, TEMA, and mutual aid partners.
- Participates in the preparation and administration of the department budget; has purchasing authority as delegated.
- May respond to major alarms and critical incidents to provide command support if needed.
- Conducts after-action reviews and ensures compliance with applicable laws, NFPA, OSHA, ISO, and city policy.
- Serves on city safety and planning boards; represents the department in official city functions.
- Participates in hiring panels, promotional assessments, and performance reviews.

MINIMUM QUALIFICATIONS:

- Ten (10) years of fire service experience, with at least five (5) years in a supervisory or command role.
- Demonstrated knowledge in Fire Service, Emergency Management, Public Administration, or a related field. Associate's degree preferred.
- Certification as Fire Officer II and III required; Fire Officer IV preferred.
- Certified as an Instructor 1; Instructor II preferred.
- Incident Safety Officer preferred.
- Tennessee Commission on Firefighting certifications preferred.
- Valid Tennessee Driver's License with EVOC certification.

DESIRED QUALIFICATIONS AND CHARACTERISTICS

- Demonstrated leadership, integrity, and command presence.
- Strong working knowledge of fire ground tactics, departmental operations, and personnel management.
- Experience working with ISO, NFIRS, and emergency management protocols.
- Skilled in conflict resolution, team building, and public relations.
- Ability to make high-stakes decisions quickly under pressure.
- Committed to the mission, values, and community standards of Manchester Fire & Rescue.

CITY OF MANCHESTER, TENNESSEE

Job Description: Fire Training Officer

Department: Manchester Fire & Rescue

Reports to: Fire Chief and Deputy Fire Chief

FLSA: Non-exempt

Salary Range: Based on departmental pay scale and qualifications

Schedule: 8-hour day shift, Monday through Friday (flexibility required for occasional nights/weekends)

Position Summary

The Fire Training Officer is responsible for coordinating training for the fire department and personnel. This position will serve as the lead for the training division, ensuring that all members are properly trained to fulfill the mission of Manchester Fire & Rescue and the community.

The Fire Training Officer serves as the department's Safety Officer on emergency scenes and as such must meet all safety officer training requirements. This position is available to perform or fill in as a Captain, Lieutenant, Driver-Operator, or Firefighter, and may assume command during large-scale incidents when the Chief or Deputy Chief is unavailable.

This position plays a key role in advancing the skills and readiness of the department by preparing personnel development exercises and training programs, ensuring operational readiness, safety, and compliance.

Essential Job Functions

- Assess baseline skills of fire department personnel.
- Plan, conduct, and record training activities.
- Create and deliver instructional material, including current drill procedures.
- Monitor, track, and report training records, showing all mandatory, specialized, optional, and miscellaneous training.
- Develop and maintain systems to identify training opportunities and assign personnel.

- Provide reports and input into the annual training budget.
 - Ensure training aligns with NFPA, OSHA, ISO, and city policies.
 - Maintain liaison with other departments, academies, and agencies as needed.
 - Ensure training documentation is accurate and complete.
 - Serve as Safety Officer on emergency scenes.
 - Perform other duties as assigned.
-

Qualifications

- Minimum of five (5) years of fire service experience, with at least three (3) years in a supervisory or leadership role.
 - Must be certified Firefighter and Instructor I.
 - Tennessee Fire Officer II or equivalent must be obtained within 1 year of appointment.
 - Preferred: Fire Instructor II certification.
 - Preferred: Fire Officer III or Chief Officer (per NFPA 1021).
 - Experience in conducting, evaluating, and recording effective training, both individual and group.
 - Must possess a valid Tennessee driver's license.
 - Must meet all requirements for department and State of Tennessee certifications.
 - Must be capable of serving in all operational roles including as Incident Commander if needed.
-

Working Conditions and Physical Abilities

- Works in physically demanding environments including offices and station living quarters, fire/rescue scenes, and training sites.
- Must be able to work in outdoor weather conditions and emergency scenes when needed.
- Must be able to work flexible hours including evenings or weekends for training purposes.
- Must be able to hear, see, and speak clearly in noisy environments.
- Must be able to carry, drag, or restrain individuals or equipment exceeding 100 pounds.