

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

**January 6, 2026 @ 6:30 P.M.
City Hall Board Room
No Work Session**

1. ROLL CALL:

2. INVOCATION:

3. PLEDGE TO THE FLAG

4. APPROVAL OF AGENDA

5. MINUTES

- 12-2-25 BOMA Meeting Minutes and BOMA Beer Board Meeting Minutes

6. COMMENTS FROM CITIZENS

7. COMMENTS FROM MAYOR

8. COMMITTEE AND COMMISSION REPORTS

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

9. RESOLUTIONS AND ORDINANCES

Resolutions:

- a) A resolution authorizing the purchase of a new 2025 E-One Rescue Pumper at a price of Eight Hundred Fifty Thousand Nine Hundred Dollars and 00/100 Dollars (\$850,900.00) for use of the Fire Department of the City of Manchester; sponsored by Alderman Parsley.
- b) A resolution to authorize the expenditure of up to Forty-Six Thousand and 00/100 Dollars (\$46,000.00) in total for an Information Technology capability addition provided by Visual Edge IT; sponsored by Alderman Crosslin.
- c) A resolution naming the sidewalk along Hills Chapel Road to "Wehofer Walk"; sponsored by Vice Mayor Messick.

Ordinances:

- a) 2nd reading of an ordinance to amend Manchester Municipal Code 2-301 ET. SEQ., to create a Department of Tourism and Advisory Board; sponsored by Mayor Hobbs.
- b) 1st reading of an ordinance rezoning property owned by Doyle Lewis Jr. on Highland Dr., from R-3 to C-3; sponsored by Vice Mayor Messick.

10. OLD BUSINESS

- Interim Directors

11. NEW BUSINESS

- Tourism Director Job Description
- BOMA appointments to Water/Sewer Commission
- Policy & Procedures Committee appointments

12. ITEMS FROM THE BOARD OF MAYOR AND ALDERMAN

13. ADJOURNMENT: Beer Board to follow.

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

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE PURCHASE OF A NEW 2025 E-ONE RESCUE PUMPER AT A PRICE OF EIGHT HUNDRED FIFTY THOUSAND NINE HUNDRED DOLLARS AND 00/100 DOLLARS (\$850,900.00) 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 the old pumper truck (Eng. 611) has had a pump failure; and

WHEREAS, the Fire Department has determined that the new 2025 E-one Rescue Pumper available from Safe Industries 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 (HGAC) making the purchase exempt from the City's normal bidding requirements and the Safety Committee gives a positive recommendation; 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 new 2025 E-one Rescue Pumper available from Safe Industries for EIGHT HUNDRED FIFTY-THOUSAND AND NINE HUNDRED DOLLARS AND ZERO CENTS (\$850,900.00) through a Government Cooperative Purchasing Authority (HGAC).

RESOLVED THIS _____th DAY OF JANUARY, 2026.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

RESOLUTION NO. _____

A RESOLUTION TO AUTHORIZE THE EXPENDITURE OF UP TO FORTY SIX THOUSAND AND 00/100 DOLLARS (\$46,000.00) IN TOTAL FOR AN INFORMATION TECHNOLOGY CAPABILITY ADDITION PROVIDED BY VISUAL EDGE IT

WHEREAS the City of Manchester maintains its own IT network; and

WHEREAS the City of Manchester believes it to be in the best interest of the City to expand its information technology capabilities within the City's network and the Manchester Water and Sewer Department's (MWSD) network; and

WHEREAS the City of Manchester sent out a request for proposals and only received one bid and scope of work from one interested company, and after opening the bid it was determined that Visual Edge IT's proposal was within fair market value and was in the best interest of the City, as it ensures connectivity, resilience, security, and future scalability at a low cost, as an exception to its normal purchasing authority..

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester expend up to Thirty-Six Thousand and 00/100 dollars (\$36,000.00) yearly for expanded IT Network capability within the City's network and up to Ten Thousand and 00/100 dollars yearly for expanded IT network capability at the MWSD, both contracts provided by Visual Edge IT.

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 to expend this money.

Resolved this _____ day of _____ 2025.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

RESOLUTION NO. _____

**A RESOLUTION NAMING THE SIDEWALK ALONG HILLS CAPEL ROAD TO
“WEHOFFER WALK “**

WHEREAS the recently built sidewalk running alongside Hills Chapel Road has no name dedication and the Board of Mayor and alderman think it is appropriate to name the sidewalk “Wehofer Walk” in honor of Susie and Stu Wehofer’s parents; and

WHEREAS the Street Committee of the City of Manchester has approved the above naming at its December 11, 2025; and

WHEREAS the Board of Mayor and Aldermen of the City of Manchester has determined that it would be appropriate at this time to name the Hills Chapel Road sidewalk to “Wehofer Walk.”

BE IT THEREFORE RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the sidewalk running alongside Hills Chapel Road be named “Wehofer Walk.”

Passed by majority vote this ___ day of _____ 2026.

Joey Hobbs, Mayor

ATTEST: _____
Anthony Burrows, Finance Director

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND MANCHESTER MUNICIPAL CODE 2-301 ET. SEQ.,
TO CREATE A DEPARTMENT OF TOURISM AND ADVISORY BOARD**

WHEREAS Manchester Municipal Code 2-301 et. seq. currently establishes the rules governing the meetings and organization of the Tourist and Community Development Commission and for the conduct of the meetings of said Commission; and,

WHEREAS the Board of Mayor and Alderman feel it appropriate to amend the current structure established in said code chapter, and establish a Department of Tourism and advisory board, to further the conduct of orderly and efficient promotion of tourism, to conduct the operations of the Event Center, and believe these additions are prudent for the efficiency of government.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 2-301 et. seq. be deleted in its entirety and the following provisions enacted in its place as follows:

“CHAPTER 3

DEPARTMENT OF TOURISM AND ADVISORY BOARD

SECTION

- 2-301. Department established.
- 2-302. Purpose.
- 2-303. Funding.
- 2-304. Citizen's advisory board.
- 2-305. Function of citizen’s advisory board.
- 2-306. Appointment of executive director.
- 2-307. Fiscal and budgetary requirements.

2-301. Department established. There is hereby established a Department of Tourism for the purpose of promoting tourism and convention business within the corporate limits of Manchester, Tennessee and to manage the Manchester Event Center.

2-302. Purpose. The Department of Tourism shall plan to conduct programs of information and publicity designed to attract to the city, tourists, visitors, and other interested persons from outside of the corporate limits, and to also encourage and coordinate the efforts of other public and private organizations or groups of citizens to publicize the facilities and attractions of the area for the same purpose. The department shall also oversee and operate the event center and welcome centers of the city.

2-303. Funding. The department shall be funded by the following sources of revenue:

(1) From the Hotel/Motel Tax Fund. 100 percent of the Hotel/Motel Tax.

(2) Revenues derived from the event center operations and other revenues generated by department operations.

(3) Such other funds or appropriations as may be budgeted by the board of mayor and aldermen.

2-304. Citizen's advisory board. (1) There is hereby established a citizen's advisory board for the department of tourism. The board shall be comprised of 7 voting members as set out below. The board shall consist of people from the following segments of the community:

- City Aldermen
- City Aldermen
- Lodging facilities
- Restaurants
- Retail
- At-large
- At-large
- City Mayor (ex-officio)

- Chamber of Commerce Executive Director or his/her designee (ex-officio)
- Tourism Executive Director (ex officio)

(2) Terms of office. The two city alderman members of the citizens advisory board shall serve two (2) year terms which shall be staggered. At their initial appointment, one city alderman appointee shall be given a one-year term, and the second city alderman appointee shall be given a two-year term. Thereafter, all city alderman appointees shall have two-year terms. The two at-large members of the Board shall have their first term be one year, and the other three members shall be two-year appointments. Thereafter all five members of the board which represent various segments of the community shall have two-year terms.

(4) Appointment process. The Board of Mayor and Aldermen of the City of Manchester shall confirm the appointment by the mayor of the two city Alderman members and the 5 voting members of the board representing the various segments of the economy as set out above. Following submittal of the mayor's appointments to the Board of Mayor and Alderman on or by January 15th of each year, the Board of Mayor and Aldermen shall, at their next regularly scheduled board meeting, consider the mayor's appointments to the board. If any recommended appointee shall not receive confirmation of the Board of Mayor and Aldermen, the mayor shall make further appointments to the Board of Mayor and Aldermen. If a successful confirmation has not been made after three nominations from the mayor, the mayor will then appoint someone from that segment of the community to the board without further action required.

(5) Board attendance policy. Members of the citizens advisory board shall be required to attend at least sixty percent (60%) of the regularly scheduled meetings of the board. Any member not attending sixty percent (60%) of the regular board meetings in the year following first appointment and annually thereafter shall be removed from the board unless waived if there are extenuating circumstances as determined by a vote of the citizen's advisory board. Prior to the expulsion of any member, a notice must be sent to a member advising of the possibility of expulsion if additional meetings are

missed. No meeting of the Advisory Board shall be held unless four voting members are present, which shall be deemed to create a quorum.

2-305. Function of citizens advisory board. The role and function of the advisory board shall be advisory in nature, providing guidance and recommendations to the Board of Mayor and Aldermen and the Executive Director of Tourism, relating to the development of the operational policy for the Department of Tourism, and the expenditure for any and all funds appropriated for use by the department including, but not limited to, any advertising budgets established in conjunction with the public or private sector. The board shall meet upon call, or at a regularly scheduled place and time and shall advise and assist the Department of Tourism in the formulation of goals, budgetary guidelines, marketing plans and other such policies as are necessary to best serve the citizens of the City of Manchester. The board shall annually elect a chairman, vice-chairman and a secretary, maintain accurate minutes of each and every meeting, and otherwise comply with the laws of this state in regard to providing adequate notice and publication of each meeting. The advisory board, may from time to time, adopt such bylaws, as it may consider advisable, as long as it doesn't conflict with established law.

2-306. Appointment of executive director. The city mayor shall recommend an executive director as the administrative head of the Department of Tourism to be approved by the Board of Mayor and Alderman. The salary, benefits and job description for the executive director shall be fixed by the Board of Mayor and Aldermen.

2-307. Fiscal and budgetary requirements. The Department of Tourism shall present an annual budget, and any and all expenditures shall be made in accordance with the established budget, and otherwise in the same manner and under the same guidelines provided for in the city charter. The executive director and the Department of Tourism citizens advisory board shall prepare and submit to the city finance director an administrative budget and, in addition thereto, are authorized to budget separately any special advertising or promotional budget designed for specific purposes for the city. “

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: _____ December 2 _____, 2025

PASSED SECOND AND FINAL READING: _____, 2026

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

ORDINANCE NO. _____

**AN ORDINANCE REZONING PROPERTY OWNED BY DOYLE LEWIS JR. ON
HIGHLAND DR., FROM R-3 TO C-3**

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

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

WHEREAS the Manchester Planning Commission, at its meeting December 16, 2025, considered the rezoning request that the property owned by Doyle Lewis Jr. described below, be rezoned from R-3 to C-3, and voted to send that request to the Board with a positive recommendation; and

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 6, Section 1 of the Manchester Municipal Code be, and it is hereby amended to apply the zoning classification of C-3 to the following described property owned by Doyle Lewis Jr. at 932 Highland Dr.:

Tax Map 076P Group E Parcel 014.00

Being in the City of Manchester and beginning at the iron stake being located at the southeast corner of Lot No. 39 and the northeast corner of Lot No. 41, both in Block "D" of the Jackson Subdivision to Manchester, Tennessee; west 85 feet to an iron stake in the westerly margin of Highland Drive; thence running north 80 deg. West 105.44 feet to an iron pipe, this being the southeast corner of certain real estate conveyed to William Looker Brown and wife, by deed of Claude Ingram and wife, dated December 20, 1958; thence running with a hedge line, this being Brown's east line, north 17 deg. East 99.65 feet to an iron pipe in the northeast corner of said property sold to William Looker Brown and wife; thence running with a hedge line, this being Brown's south line, south 73 deg. East 105 feet to the point of beginning, and containing all of Lots Nos. 41, 43, 45, 47 and the northwestwardly portion of Lot No. 49, also the eastward 10 feet to Lots Nos. 42, 44, 46, 48, and northeastwardly 10 feet of Lot No. 50, all said lots being in Block "D" of the Jackson Subdivision to South Manchester, Tennessee, as shows by map or plat of record in Trust Deed Book 59, page 57, Registrar's Office of Coffee County, Tennessee.

Being the same property conveyed from Karen Swan to Doyle Lewis, Jr. by Warranty Deed dated November 26, 2025, of record in Book 455, Page 975, Register's Office of Coffee County, Tennessee.

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

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

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

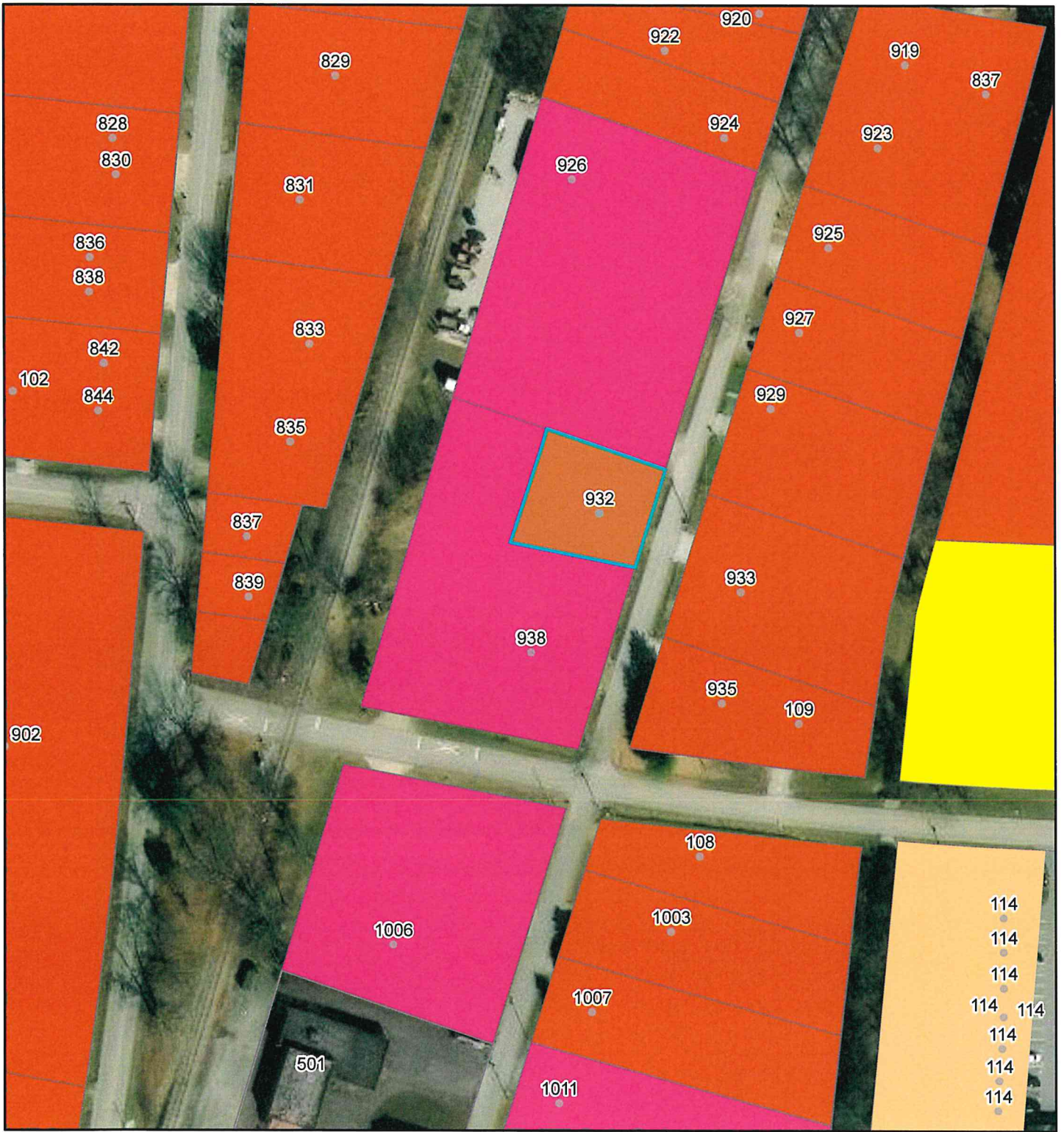
PASSED FIRST READING: _____, 2026

PASSED SECOND AND FINAL READING: _____, 2026

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

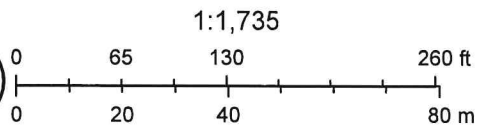
932 Highland Drive Zoning



12/16/2025, 8:46:33 AM

- Coffee Parcels
- R-4
- Coffee Addresses
- Manchester City Limit
- Manchester Zoning**
- C-3
- C-5
- I-1
- R-1
- R-3

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



Vantor

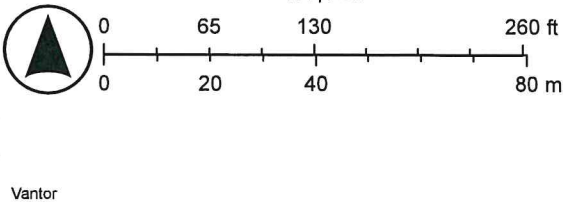
932 Highland Drive Land Use



12/16/2025, 8:50:27 AM

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

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

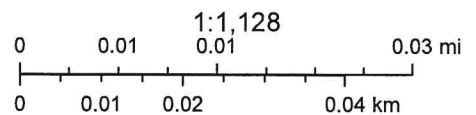


Vantor



Date: December 16, 2025

County: COFFEE
 Owner: HARRIS JAMES
 Address: HIGHLAND DR 932
 Parcel ID: 076P E 014.00
 Deeded Acreage: 0
 Calculated Acreage: 0
 Vexcel Imagery Date: 2023



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

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

City of Manchester
Board of Mayor and Alderman
Beer Board Agenda
January 6, 2026

Immediately Following the Mayor and Aldermen Board Meeting

Call the Meeting to Order:

Approval of Agenda:

Citizen Comments:

Application(s):

1. Name of Business: Walgreens; Business Address: 806 McArthur St, Manchester, TN 37355; Previous Name of Business: N/A; Name of Owners: Walgreens 108 Wilmot Rd. Deerfield IL 60015; Name and Address of Property Owner: same as owner; Name of Applicant: **Matthew Page** Woodbury TN 37190: Application is for Off-premises consumption and retail.

Adjournment

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

City of Manchester Beer Permit Application

ALL INFORMATION MUST BE FILLED IN BY APPLICANT FOR APPROVAL

The applicant certifies and affirms that no person, firm, corporation or association having at least a 5% ownership interest in the business or any person to be employed in the distribution or sale of beer has been convicted of any violation of the laws against possession, sale, manufacture or transportation of beer or other alcoholic beverages or any crimes involving moral turpitude within the past ten years, and agrees to abide by the ordinances of the City of Manchester, Tennessee and the State of Tennessee regulation the possession, sale, manufacture or transportation of beer or other alcoholic beverages and agrees that compliance with the law is a condition of the license. State law requires the permit to be held by the owner of the business.

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

Name of Business Walgreens Phone # 931-728-0874
(Please provide copy of Business License.)

Business Address 806 McArthur St, Manchester, TN 37355

Previous Name of Business _____

Name and Address of Property Owner Et Net Lease Portfolio Springing 211 LLC
LIO Carter Fitzgerald 110 E 59th St A7 New York, NY 10022
(If property is being leased, a copy of the lease agreement will need to be submitted with this application.)

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

Walgreens 108 Wilnot Rd Deerfield IL 60015

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

Applicant is seeking a permit to engage in the business of

- | | | | |
|-------------------------------------|---------------------------------|-------------------------------------|---------------|
| <input checked="" type="checkbox"/> | On-premises consumption | <input checked="" type="checkbox"/> | Retail |
| <input type="checkbox"/> | Off-premises consumption | <input type="checkbox"/> | Wholesale |
| <input type="checkbox"/> | On and Off-premises consumption | <input type="checkbox"/> | Manufacturing |

BACKGROUND CHECK INFORMATION (Attach copy of Photo ID)

Name of Applicant Matthew Page Company Title Store Manager

Applicant's Address 291 Donlittle Rd, Woodbury TN 37190 Phone # 832-283-5798

Applicant's Date of Birth 08/02/1994 Applicant's Social Security # 208-71-3373

All addresses of Applicant in the last 5 years 609 Windellwood Cir Smyrna TN 37167

3833 Mason Pike Apt 201, Murfreesboro TN 37109

Submitted this the 20th day of November 2025.

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

Applicant Signature 