



**FRIDAY, MARCH 12, 2021, 11:30 AM  
MANCHESTER-COFFEE COUNTY CONFERENCE CENTER**

**ATTENDEES**

**Members**

Zach Lowry  
Jake Shelton  
Tiffany Hillsman  
Jay Boyte  
David Bradley  
Holly Jones

**Office**

Chairman  
Secretary/ Treasurer

**Guests**

Rebecca French  
Oslin Gulick  
Mark Messick  
Sage Keel  
Bridget Anderson  
John Coffelt

6 members / 2 guests

**CALL TO ORDER**

The March 12, 2021, regular meeting of the Public Building Authority of the City of Manchester, Tennessee was called to order at 11:30 AM by Zach Lowry, Chairman, presiding. Minutes were recorded by Oslin Gulick.

**APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**

- **Jake Shelton moved to approve the February 5, 2021, meeting minutes as presented.** David Bradley seconded the motion. With no further discussion, the minutes were approved.

**REPORTS**

**Treasurer's Report: J. Shelton**

- Coffee County Bank accounts have been opened. A transition of funds to the new accounts can begin. Service fees have been waived and checks were comped and have been ordered. The disclosure packet has been given to MCCCC bookkeeper, Teresa Tucker, if needed.
- PPP Loan, round one, has been forgiven.
- Round 2, PPP Application date is rapidly approaching. If MCCCC wants to apply, the application needs to be submitted to Coffee Co. Bank by March 22 for review to ensure a completed application is ready to submit to the SBA by the end of March.
- Once the funds are transferred to the new accounts, reporting on account activity will be given at the meetings.
- Mrs. French commented that the Small Business Grant is not open yet. She would like to make a tentative decision to authorize applying for the PPP Loan if the Grant is still not open by the week prior to the loan deadline. Mr. Shelton confirmed that he can hold on to the information for the application until it has to be turned in to make sure it is ready by the deadline without eliminating the ability to apply for the grant. He would submit it once the decision was made.

- The members agreed to follow this plan.

**Conference Center Report: R. French**

- Mrs. French worked with Manchester Tourism to receive a sponsorship of \$1,500.00 for an event bid if they choose MCCCC for their venue. Manchester Tourism developed an application for sponsorships that could be used like this again in the future. This sponsorship would help make MCCCC a competitive choice against other venues that are able discount or comp room rentals due to the number of hotel rooms rented.
- Mrs. French will be applying for Manchester City Beer Permit. It is \$100.00 and she must go to the Beer Board meeting.
- One document is left in the liquor license application process—registration of wholesaler.
- Process of obtaining health insurance through the State for MCCCC employees is underway. It should be available to start July 1. It will have to be passed through resolutions at the State.
- Retirement through the State is in motion. The resolution is being drafted to be able to provide PBA employees through the State plan. They would like to do a virtual meeting with the PBA to explain the process and what has been done so far.
- Website photos have been updated from the recent session of the facility and grounds.
- Auditor presentation is scheduled for the May meeting. Copies are at MCCCC. They will be provided for the presentation at the meeting if not picked up before.
- The deprecation account will remain funded as it was in the past. It will be billed monthly to the City and the funds deposited to the depreciation account. The decision was made collectively between Mayor Marilyn Howard, City Attorney Gerald Ewell, and PBA Chairman Zac Lowry.
- Mrs. French is taking a Diversity and Inclusion course through University of Florida. Partially due updates needed for the handbook, and partially because of her selection to serve another term of the State Rehabilitation Council.
- Mrs. French had talked to the Holiday Inn about offering a bar service on their sold-out nights. This is an idea to help keep the bartenders that are trained as business returns.
- Sales are steadily increasing.
- Board member David Bradley came to an event to see how an event works. Mrs. French encouraged others to see firsthand as well.
- Three staff members attended the virtual Blizzard Conference. MCCCC has hosted the event twice, so strong Manchester presence is important. Some information gathered:
  - Hospitality and Tourism represents 45% of all layoffs in the State of Tennessee. The only way to rebound is meetings and travelers. State Parks are the assets right now.
  - Tennessee was a Top 5 destination during Covid. Typically falls into Top 10 and competes with beach locations.
  - Mrs. French asked is Keep Tennessee Beautiful would be reinitiated to encourage travel. Holly Jones commented that First Lady Maria Lee has that program as March's monthly service project.
- February had 17 events with 127 hotel rooms. 13 events are scheduled for March.
- The P&L was not able to be finalized before the meeting. There was a bill from Manchester City for health insurance for February for \$7,543.40. That amount was not budgeted. If the amount that includes this bill is requested, it will make March over budget. Mrs. French would like to ask the CCPBA to approve that amount to be transferred from depreciation so that it will not make March overbudget since it was part of the transition. Mrs. French will provide a P&L to members when it is finalized.

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- P&L appears as expected except for payroll. There is an actionable item by the Coffee County Public Building Authority included in payroll.
  - MCCCC Billboard in partnership with Manchester Tourism was referenced in the State Blizzard Conference as a great example of use of Cares Act Funds.

### **OLD BUSINESS:**

**Approval of Reviewed Documents.** Documents were provided to the PBA members after the February meeting for review and discussion at the work session. The majority of changes on all documents were text/grammar and format continuity edits. Next, changing out all Coffee County PBA with Manchester PBA; and from Coffee County Mayor and Commission to Manchester Board of Mayor and Alderman.

- MCCCC Operations Manual
- MCCCC Internal Controls
  - Change on grants: If it is a 100% funded grant with no match required, Mrs. French can apply without approval. If it is a match grant or obligates MPBA or Manchester City to funds, both entities would need to approve before applying.
  - Balances: If bookkeeper finds an irregularity, GM has three days to provide documents or explanation. If no explanation is provided in that timeframe, the bookkeeper takes the concern to the board for review.
- Waste Water Agreement & Log
- MCCCC Client Contracts
- MCCCC PayPal / Eventbrite Account Policy
- **Jay Boyte moved to approve the MCCCC Operations Manual, MCCCC Internal Controls, Waste Water Agreement & Log, MCCCC Client Contracts, and MCCCC PayPal/Eventbrite Account Policy as presented.** Mr. Shelton seconded the motion. With no further discussion, the motion passed.

### **NEW BUSINESS**

#### **Absenteeism: Chairman Lowry**

- **Mr. Boyte moved to approve Ken Huddleston's absence.** Mr. Shelton seconded the motion. With no further discussion, the motion was approved.

#### **Electing Vice Chairman: Chairman Lowry**

- **Mr. Shelton moved to elect David Bradley as Vice Chairman.** Tiffany Hillsman seconded the motion. With no further discussion, the motion passed.

#### **Scheduling Work Session: Budgets FY 2022**

- Scheduled for Wednesday, March 24, 2021, at 5:00pm.

#### **Form Business Development Grant Committee**

- Exploring the options for Rural Business Development Grant for MCCCC. Possibly developing a rentable kitchen for non-catering business along with other possibilities.
- It would be for the 2022 application period. A trial period of using the current facility in the next year could be done to see what needs occurred that the grant could help with.
- Members volunteering for the committee are David Bradley, Tiffany Hillsman, and Zach Lowry.
- Any recommendations from the committee will be brought to the regular meetings for approval.

### **MPBA By Laws Approval**

- Changing all Coffee County PBA with Manchester PBA; and Coffee County Mayor and Commission to Manchester Board of Mayor and Alderman.
- Annual Meeting and Term Expirations will be in January each year.
- Creating a Public Relations Officer in Article IV, Section 1.
- **Mr. Shelton moved to approve the Manchester PBA By Laws as presented.** Mr. Bradley seconded the motion. With no further discussion, the motion was approved.
- **Mr. Bradley moved to elect Holly Jones as the Public Relations Officer.** Mr. Shelton seconded the motion. With no further discussion, the motion was approved.

### **Employee Handbook Approval**

- **Mr. Shelton moved to approve the MCCCC Employee Handbook as approval.** Tiffany Hillsman seconded the motion. With no further discussion, the motion was approved.

### **Temporary Leave Policy for MCCCC Salary Employees**

- Two MPBA employees do not qualify for paid time off and sick leave since the transition. Chairman Lowry would like to mirror the City policy for them until all salaried employees are MPBA employees. He would like their time to accumulate from January 2021 with the transition. 8 hours of sick time per month.
- This policy would be enacted through July.
- **Mr. Bradley moved to approve temporary leave policy for two MPBA employees that mirrors the City policy for paid time off and sick leave starting January 2021.** Mr. Shelton seconded the motion. With no further discussion, the motion was approved.

### **ADJOURN**

- Coffee County PBA final meeting will be March 17, 2021. All accounts will be moved to MPBA at their dissolution.
- Chairman Lowry adjourned the meeting at 12:26 pm.

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Signed, Zach Lowry, Chairman