



**FRIDAY, JULY 9, 2021, 11:30 AM
MANCHESTER-COFFEE COUNTY CONFERENCE CENTER**

ATTENDEES

Members

Zach Lowry
David Bradley
Ken Huddleston
Tiffany Hillsman
Jay Boyte

Office

Chairman
Vice Chairman

Guests

Rebecca French
Mayor Marilyn Howard
Christy Bernard
Sage Keele
Ron Fuller
David Pate
Stan Teal
Bill Nickels
Joel Lawrence

5 members / 9 guests

CALL TO ORDER

The July 9, 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 from the recording.

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

- **Tiffany Hillsman moved to approve the June 18, 2021 meeting minutes as presented.** Jay Boyte seconded the motion. With no further discussion, the minutes were approved.

REPORTS

Treasurer's Report

- PPP account has no change since previous month.
- Depreciation account earned \$10.04 in interest. \$45,797.93 ending balance.
- Operations account beginning balance \$23,611.29. Debits \$15,555.25. Credits \$12,103.29. Ending balance \$20,159.33.
- Debit card account beginning balance \$810.10. Debits \$1,045.46. Credits \$1,235.36. Ending balance is \$1000.00.
- PBA account balance is \$0.01.

Conference Center Report: R. French

- P&L was provided to MPBA members prior to the meeting. It is attached to the minutes.
- General Manager Report is attached to the minutes.
- MCCCC Bookkeeper, Teresa Tucker, met with City Finance Director, Bridget Anderson the week of the meeting. They will continue to meet every other month. The meeting resulted in clarification between government accounting and Quickbooks/quasi-government accounting of MCCCC. It was a positive meeting.

-
- Projected sales for the month as \$1,500.00 due to uncertainty as a result of the pandemic. Actual sales were \$33,899.81.
 - Projected reimbursement was \$34,000.00. The City allocation is \$25,000.00.
 - Historically, June, July and August are slow months. June 2017: \$30,000.00. June 2018: \$14,000.00. June 2019: \$40,000.00. Bonnaroo is only one client in June—they do not support the month.
 - The economic impact of 236 hotel rooms (Holiday Inn & Comfort Suites) at \$109.00 per night (outside of hotel cost) is \$25, 724.00 back to City and County. Formula is provided by the state of Tennessee.
 - Governor Lee announced that they would be giving airline vouchers out with the federal grant money. Travelers have to stay in suggested cities if they do receive the vouchers. Tourism is going to rebound the economy faster than recruitment of industry.
 - Solar Panels were installed July 17, 2020. Bonnaroo Works Fund has given \$22,000.00 of \$55,000.00. They did not give \$11,000.00 last year since the festival did not occur. \$3,973.00 from operating account for the solar panel loan. \$1,908.62 was saved (recorded on bill for the buy-back plan). There were not enough events at the peak time last year to bump the savings. This system does not have a backup battery. The full solar panel project was \$96,000.00. The project was adjusted to the \$55,000.00 grant received. It can be expanded on later.
 - Labor cost for 2021 includes the payout for transition to the MPBA. In 2022, with four leadership than the past five and no additional transition costs expected, a significant change is expected from 2021. Employees doing more tasks than their primary job description saves money for MCCCC.
 - A new program for inventory and product maintenance is starting this month. A section will be assigned to an employee and they have three hours per week to complete the checks and maintenance in their section.
 - Yearly maintenance is in progress. Benefit roll over for salary employees is completed. Staff training is in progress. Business expansion is in progress. Credit Card and payroll account set up is in progress. The timeline for completion is the end of August.
 - Shuttered Venue Grant application will be completed. Mrs. Tucker is preparing to file an appeal because from the paperwork, it seems like that will occur.
 - Mrs. French would like to pursue a mural on the back of the road sign again through grants and private funding if needed. The last quote for a mural was \$8,000.00 with MCCCC providing a lift.
 - A work session needs to be scheduled for Impact Pricing and Bonnaroo Pricing.
 - Bonnaroo will not be using MCCCC for the 2021 festival like they have in the past. They do have plans to incorporate MCCCC for another purpose, but that has not been disclosed yet.
 - Request for the PPP Funds for June could be \$18,932.00 leaving a balance of \$4,237.41 for July. She believes that if the funds are used before the audit, it may not list as an expense only and make the numbers appear true.
 - **Mr. Boyte moved to approve the use of PPP funds needed for June with the remaining balance used in July.** Ken Huddleston seconded the motion. With no further discussion, the motion was approved.
 - Mrs. French has no inventory removal to report for the end of the year.
 - Mrs. French received an email from the Tennessee Alcohol and Beverage Commission saying that MCCCC could sell liquor through August. They also suggested having our State Representative change the TN Code Annotated because it is prohibition era legislation. If Representative Rush Bricken submits new legislation, TABC will renew

MCCCC's liquor license on a monthly basis until it is presented. All inventory was retained while awaiting decisions and feedback from the TABC. All members present agreed to try to meet with Representative Bricken and MPBA attorney Brent Keeton to pursue this course of action.

OLD BUSINESS:

None to discuss.

NEW BUSINESS

Adding an Item to Agenda

- **Mr. Huddleston moved to add Opening the Bids for the Road Sign to the agenda.** David Bradley seconded the motion. With no further discussion, the motion was approved.

Opening the Bids for the Road Sign

- Sign-o-rama in Tullahoma: \$16,950.00
 - 4'x8' sign. Minimum P10 resolution.
 - Remove old sign and install new sign. Five year warranty. Taxes and permits not included.
- Cook's Signs in Tullahoma: \$16,730.00
 - 4'x8' sign. Minimum P10 resolution.
 - Remove old sign and install new sign. Five year warranty. Taxes and permits not included.
 - Joel Lawrence attended the meeting to be able to answer questions about their bid.
- Harden Signs in Manchester: \$14,060.00
 - 4'x8'. 9 millimeter.
 - Remove old sign and install new sign. Parts and labor included. Five year warranty. Taxes and permits not included.
- Questions about software included in each bid were raised. The bid did not specify a software type, but rather a physical size requirement. Mr. Lawrence suggested having the bidders come and provide a demonstration of the software, types of connectivity, and the content library that is included in the bids.
- **Mr. Bradley moved to table a decision on the bids to get more information from those that submitted bids.** Mrs. Hillsman seconded the motion. More discussion will occur at a work session. Mr. Huddleston commented that fixing the sign is important to business and presence. With no further discussion, the motion was approved.

Absenteeism: Chairman Lowry

- **Mr. Boyte moved to approve the absence of Holly Jones and Jake Shelton.** Mr. Huddleston seconded the motion. With no further discussion, the motion was approved.

Comments from Mayor Howard

- The City approved \$29,000.00 per month for 12 months for FY2022. The invoice for reimbursement will be paid each month, even if it differs from the budgeted amount, until the total allocation is reached. Mrs. Tucker and Mrs. Anderson will share a burn-out rate report.
- She believes the financial reports are clearer since the meeting with Mrs. Tucker and Mrs. Anderson, along with the explanation of the PPP funds by Mrs. French.
- The City will have a meeting with MTAS to review and enforce Sun Shine Law for holding meetings.

ADJOURN

-
- Chairman Lowry adjourned the meeting at 12:26 pm.

Signed, Zach Lowry, Chairman

Minutes completed and typed by Oslin Gulick on August 8, 2021.



General Manager Report

1 of 2

Month: June 2021

35 Events
236 Hotel Rooms
2536 Visitors

2 day training
4 day training
1 motorcycle drive in
1 big wedding
7 new clients, 5 potential repeat customers

WIOA / workforce development meeting cancelled rescheduled for when the WIOA person is available.

TRC meeting attended- requested more students from Richard Skipper and Paul Parsley

Changes coming for Bonnaroo.

AC units being serviced bill will be around \$1,200.00 replace belts and re-gas units. Exhaust fan belt over dish machine is being serviced.

Work Session for:
Bonnaroo Policy
Impact Pricing Policy

Mural?

- Teresa met w/ Budget this week. They will be meeting every other month.
- State vouchers for travel.

Minutes of the July 9, 2021 Meeting of the PBA
(continued)

10:17 AM
07/08/21
Accrual Basis

Public Building Authority of the City Of Manchester Tennes
Profit & Loss Budget vs. Actual
June 2021

	Jun 21	Budget	\$ Over Budget	% of Budget
700 - Utilities - Other	0.00	0.00	0.00	0.0%
Total 700 - Utilities	3,349.72	4,000.00	-650.28	83.7%
720 - Supplies	808.93	350.00	458.93	231.1%
720.5 - Durable Supplies	694.99	0.00	694.99	100.0%
725 - Laundry & Linen	0.00	150.00	-150.00	0.0%
745 - Petty Cash Reimbursement	0.00	0.00	0.00	0.0%
760 - Lease Agreements	0.00	0.00	0.00	0.0%
775 - Alarms & Monitoring	0.00	0.00	0.00	0.0%
80001 - Payment to Credit Card	0.00	0.00	0.00	0.0%
Total Expense	44,325.39	33,148.00	11,177.39	133.7%
Net Ordinary Income	-18,367.38	-31,998.00	13,630.62	57.4%
Other Income/Expense				
Other Income				
475.5 - In-Kind Sponsor	3,335.00	0.00	3,335.00	100.0%
7799 - Disposal of Assets	0.00	0.00	0.00	0.0%
7800 - Gain or Loss on Sale	0.00	0.00	0.00	0.0%
900 - Interest Income	10.04	0.00	10.04	100.0%
90000 - Unknown Deposit	0.00	0.00	0.00	0.0%
910 - Reimb Approp Funds City/Man...	-41,959.40	0.00	-41,959.40	100.0%
911 - Reimb Approp Fund County/C...	0.00	0.00	0.00	0.0%
920 - Other Income	0.00	0.00	0.00	0.0%
920.5 - Outdoor Venue	0.00	0.00	0.00	0.0%
9410 - Negative Pension Expense	0.00	0.00	0.00	0.0%
Total Other Income	-38,614.36	0.00	-38,614.36	100.0%
Other Expense				
80000 - Misappropriated Funds	0.00	0.00	0.00	0.0%
801 - Other Expense	0.00	0.00	0.00	0.0%
803 - In-Kind Sponsor Expense	3,335.00	0.00	3,335.00	100.0%
903 - PBA Audit Fee	0.00	0.00	0.00	0.0%
929 - Building Maint-Special Projects	0.00	0.00	0.00	0.0%
930 - Equipment Depreciation Expen...	0.00	3,652.00	3,652.00	0.0%
931 - Building Depreciation Expense	0.00	7,448.00	7,448.00	0.0%
939 - Bad Debt/Fraud/Uncollectable ...	0.00	0.00	0.00	0.0%
Total Other Expense	3,335.00	6,100.00	-2,765.00	54.7%
Net Other Income	-41,949.36	-6,100.00	-35,849.36	687.7%
Net Income	-60,316.74	-38,098.00	-22,218.74	158.3%

- glass racks.
dish machine racks
silverware racks

Total Wrapup End of year. } City Invoice would include.
\$2448.⁰⁰ dep.
\$ last June payroll amount
\$

PPP. } PPP Balance: Page 2
\$23,167.83
PPP Request:
\$10,877.72
8052.80
\$18,930.52
Remaining Balance:
\$ 4,237.31

Minutes of the July 9, 2021 Meeting of the PBA
(continued)

Public Building Authority of the City Of Manchester Tennes				
Profit & Loss Budget vs. Actual				
June 2021				
	Jun 21	Budget	\$ Over Budget	% of Budget
700 · Utilities - Other	0.00	0.00	0.00	0.0%
Total 700 · Utilities	3,349.72	4,000.00	-650.28	83.7%
720 · Supplies	808.93	350.00	458.93	231.1%
720.5 · Durable Supplies	694.99	0.00	694.99	100.0%
725 · Laundry & Linen	0.00	150.00	-150.00	0.0%
745 · Petty Cash Reimbursement	0.00	0.00	0.00	0.0%
760 · Lease Agreements	0.00	0.00	0.00	0.0%
775 · Alarms & Monitoring	0.00	0.00	0.00	0.0%
80001 · Payment to Credit Card	0.00	0.00	0.00	0.0%
Total Expense	44,325.39	33,148.00	11,177.39	133.7%
Net Ordinary Income	-18,367.38	-31,998.00	13,630.62	57.4%
Other Income/Expense				
Other Income				
475.5 · In-Kind Sponsor	3,335.00	0.00	3,335.00	100.0%
7799 · Disposal of Assets	0.00	0.00	0.00	0.0%
7800 · Gain or Loss on Sale	0.00	0.00	0.00	0.0%
900 · Interest Income	10.04	0.00	10.04	100.0%
90000 · Unknown Deposit	0.00	0.00	0.00	0.0%
910 · Reimb Approp Funds City/Man...	-41,959.40	0.00	-41,959.40	100.0%
911 · Reimb Approp Fund County/C...	0.00	0.00	0.00	0.0%
920 · Other Income	0.00	0.00	0.00	0.0%
920.5 · Outdoor Venue	0.00	0.00	0.00	0.0%
9410 · Negative Pension Expense	0.00	0.00	0.00	0.0%
Total Other Income	-38,614.36	0.00	-38,614.36	100.0%
Other Expense				
80000 · Misappropriated Funds	0.00	0.00	0.00	0.0%
801 · Other Expense	0.00	0.00	0.00	0.0%
803 · In-Kind Sponsor Expense	3,335.00	0.00	3,335.00	100.0%
903 · PBA Audit Fee	0.00	0.00	0.00	0.0%
929 · Building Maint-Special Projects	0.00	0.00	0.00	0.0%
930 · Equipment Depreciation Expen...	0.00	3,652.00	-3,652.00	0.0%
931 · Building Depreciation Expense	0.00	2,448.00	-2,448.00	0.0%
939 · Bad Debt/Fraud/Uncollectable ...	0.00	0.00	0.00	0.0%
Total Other Expense	3,335.00	6,100.00	-2,765.00	54.7%
Net Other Income	-41,949.36	-6,100.00	-35,849.36	687.7%
Net Income	-60,316.74	-38,098.00	-22,218.74	158.3%