

**FRIDAY, MAY 12, 2023, 11:30 AM  
MANCHESTER-COFFEE COUNTY CONFERENCE CENTER**

**ATTENDEES**

**Members**

Zach Lowry  
David Bradley  
Ken Huddleston  
Megan Jackson

**Office**

Chairman  
Vice Chairman

**Guests**

Rebecca French  
Oslin Gulick  
Tim Brown

7 members /5 guests

**CALL TO ORDER**

The May 12, 2023, 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**

- **David Bradley moved to approve the April 2023 meeting minutes as presented.** Megan Jackson seconded the motion. With no further discussion, the minutes were approved.

**REPORTS**

**Treasurer's Report**

- Jake Shelton was out. Mrs. French commented that all accounts have funds, but depreciation was used to help with cash flow. She has reached out to the City for payment. Depreciation is paid back once payments are received.
- Jake Shelton reviews the bank statements remotely monthly and communicates if needed. Chairman Lowry also looks over reports throughout the month.

**Conference Center Report: R. French**

- Mrs. French has a conversation with a bookkeeping company scheduled that was recommended from MPBA attorney.
- GM Report is attached to the minutes.
- Work based learning students are finishing their program for the year.
- Motlow Capstone Project is completed and provided for MPBA members. Each semester, a capstone project will focus on one portion of the MTSU study.
- April had sold out weekends with weddings, CCCHS Prom, Conference, and two 2-week events. One of the two week events was for Police training with City officers participating for certifications. This is one of the synergies that can come from working together. It is also hopeful that the training group will return for additional trainings in the future.

- 
- Mrs. French has been reaching out to County Commissioners for funding discussion.
  - CPR training for staff took place. Role play training will be done in June that will include how to communicate with emergency professionals.
  - There has been a push back to MCCCC catering. Catering has been an option since 2016 with the current management. Previous management catered regularly. The product that MCCCC offers is different than other caterers in the city.
  - Mrs. French presented to the City Budget and Finance.
  - Attended Relix music conference to see how to better serve as a music venue.
  - Preparation for Bonnaroo is underway. Policy and conduct and rental were shared with the board. We try to be good partners and neighbors—customer service is a priority. Employee conduct must follow the standard of MCCCC.
  - Mrs. French helped four local hotels secure contracts with Bonnaroo. They had planned to go to Murfreesboro.

### **OLD BUSINESS**

#### **Walk in Freezer Cooler**

- Have not moved on this project due to funding issues.
- Royce Ballard Construction said that they do not require a down payment to begin, but with a 22-week lead time on cooler panels, the sooner they can be ordered, the better.
- There is still money left from the capital project budget to pay for a portion of the project, but there is no guarantee in the FY 2024 budget.
- The previous City Finance Director had incorrectly put June 2022 funds for MCCCC in July of 2022. \$29,000 was put into FY 2023 fiscal year rather than FY 2022. Mrs. French told the current Finance Director that MPBA for MCCCC did not want a budget amendment. That will deduct from the amount left for capital projects.
- Chairman Lowry suggested replacing A/C units may be a better use of funds since they can be planned.
- An additional funding source may be available. Mrs. French will keep the board updated.

### **NEW BUSINESS**

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

- **Ken Huddleston moved to approve the absences of Jake Shelton, Tiffany Hillsman, and Holly Jones.** Megan Jackson seconded the motion. With no further discussion, the motion passed.

#### **Motlow Capstone Project**

- Provided to MPBA board members. Available at MCCCC.
- Next year, another group of students will focus on a different section of MTSU's original study.
- One person at MCCCC—not Mrs. French—collected the data for the students. He was trained to follow MTSU's method for tallying events. Numbers would be consistent.
- Bonnaroo is not driving transient dollars all year round. MCCCC, traveling sports, surrounding regional attractions are the drivers of occupancy tax.

---

**ADJOURN**

- Chairman Lowry adjourned the meeting at 12:33 pm.

---

Signed, Zach Lowry, Chairman

Minutes completed and typed by Oslin Gulick June 7, 2023.





WORK BASED STUDENTS FINISH  
THEIR YEAR ON THE 18<sup>TH</sup>.

## LET'S DO THE MATH!

10,237

Hotel rooms purchased by MCCCC visitors  
over the last 5 years\*

\$119.67

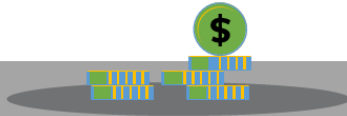
Price per room (avg) in  
Manchester / Coffee Co.\*\*



Over the last 5 years, the MCCCC  
is directly responsible for

**\$1,225,062**

in tourist dollars spent in Coffee  
County on *lodging alone!*



THAT'S **5.52%** OF ACTUAL HOTEL/MOTEL TAX REVENUE EACH YEAR!\*



## VISITOR SPENDING TRENDS IN COFFEE CO.



In 2021, visitors to Coffee County  
spent

**\$122,370,000.00**

resulting in **\$9.3M** in  
state/local taxes.

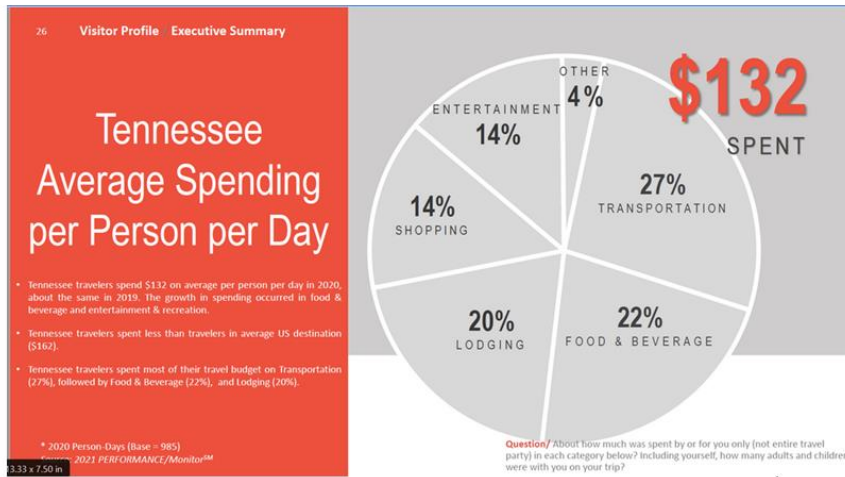
This is equivalent to

**\$421**

in tax savings\*

for every household in Coffee Co.!!

New numbers from the department of revenue.  
Requested from Motlow students.



## APRIL EVENTS

Events 34

People 3096

Hotel Rooms 251

<p><b>July</b></p> <p>Events: 18 Hotel Rooms: 49 Guests: 1557 \$11,060 Direct Impact</p>	<p><b>August</b></p> <p>Events: 25 Hotel Rooms: 89 Guests: 2416 \$20,088 Direct Impact</p>	<p><b>September</b></p> <p>Events: 22 Hotel Rooms: 86 Guests: 1909 \$19,411 Direct Impact</p>	<p><b>October</b></p> <p>Events: 28 Hotel Rooms: 240 Guests: 1546 \$54,100 Direct Impact</p>
<p><b>November</b></p> <p>Events: 21 Hotel Rooms: 95 Guests: 2188 \$21,443 Direct Impact</p>	<p><b>December</b></p> <p>Events: 31 Hotel Rooms: 120 Guests: 2602 \$27,082 Direct Impact</p>	<p><b>January</b></p> <p>Events: 24 Hotel Rooms: 378 Guests: 2615 \$85,320 Direct Impact</p>	<p><b>February</b></p> <p>Events: 25 Hotel Rooms: 393 Guests: 1871 \$88,706 Direct Impact</p>

<p><b>March</b></p> <p>Events: 31 Hotel Rooms: 118 Guests: 2520 \$26,634.67 Direct Impact</p>	<p><b>April</b></p> <p>Events: 34 Hotel Rooms: 251 Guests: 3096 \$62,419.30 Direct Impact</p>	<p><b>May</b></p> <p>Events: Hotel Rooms: Guests: \$ Direct Impact</p>	<p><b>June</b></p> <p>Events: Hotel Rooms: Guests: \$ Direct Impact</p>
---	---	--	---


YTD Direct Impact \$416,265.17++ (Indirect Impact \$'s not captured.)

“Because Tourism is Real Money”- Commissioner Mark Ezell

**EVENTS:  
EVERY WEEKEND WAS SOLD.**

**3 WEDDINGS**

**2 TWO WEEK BOOKINGS**






**City of Manchester**  
TENNESSEE

**Manchester Police Department**  
300 W. Fort St., Manchester, TN 37355  
(931) 728-2979  
Fax (931) 722-1091


The Manchester Police Department is requesting the use of the Manchester Coffee County Conference Center, starting on April 1, 2023, through April 14, 2023 to host law enforcement training. The training given will be the "In-Serve Cash Investigation" course. The Manchester Police Department will be hosting the training with the Tennessee Highway Safety Office providing the training. The Tennessee Highway Safety Office provides training across the state at no cost to law enforcement agencies.

This course is very important for all law enforcement agencies across the state that perform traffic investigations. Our need is for a large classroom area for each student to have enough room to perform the work needed for this training. The class size will be 20-25 students, with 2 instructors, and is open for all law enforcement across the state to register. Some officers will commute for the training from all over the state. Some officers will use local hotels (Holiday Inn / Conference Center) to stay here throughout the week, and make per diem, will use our local restaurants for meals. Our goal is to show our law enforcement partners that we may be in a hard place, but we have a special location, ready accessible by the interstate, that could accommodate training and other events for future training. By hosting these training events, it will assure our local officers to have automatic attendance, all while introducing new revenue to the local economy with the instructors and students attending.

Thank you,  
*A-MC*  
Assistant Chief Adam Pined



**PLANNING FOR  
THE NEXT MONTH.**





MET WITH LOTS OF ELECTED OFFICIALS THIS MONTH.  
HAD LOTS OF POSITIVE/ CONSTRUCTIVE DIALOGUE.

CPR TRAINING

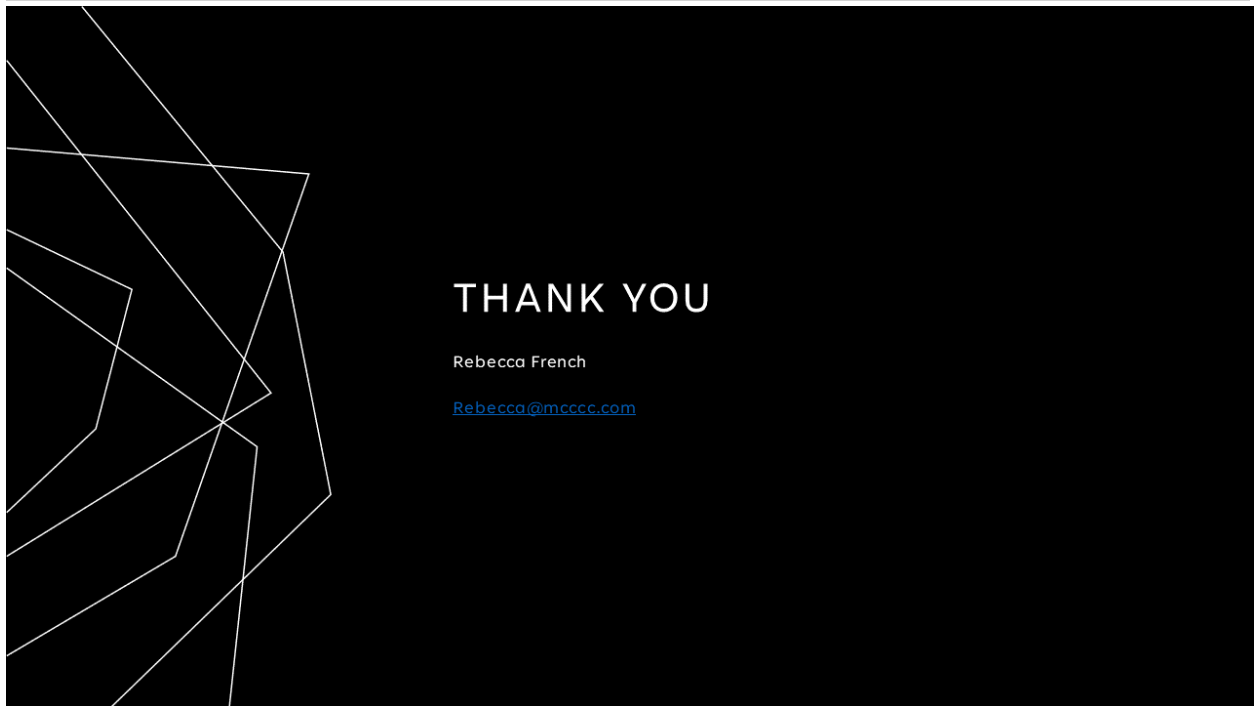
STAFF MEETING

WE ARE A DIFFERENT KIND OF  
CATERING OPTION FOR THE REGION. FULL SERVICE  
CATERING HAS BEEN AVAILABLE SINCE 2016.



We have contracts until  
December 2025.





11 AM  
6/23  
Annual Basis

Public Building Authority of the City Of Manchester Tennessee  
**Profit & Loss**  
April 2023

	Apr 23
Ordinary Income/Expense	
Income	84,045.50
Cost of Goods Sold	25,525.07
Gross Profit	58,520.43
Expense	
Contact Concessionaire	4,102.00
Fuel Surcharge	49.40
505 - Labor (variable)	21,350.75
509 - Hourly Accounting	1,303.05
580 - Payroll Administrative (fixed)	33,594.90
585 - Contract Labor	98.25
602 - Advertising	106.36
612 - Credit Card Fees	1,745.18
617 - Computer Expenses	-81.65
635 - Equipment Rental	580.00
640 - Insurance Expense	1,499.00
675 - Professional Fees	5,887.50
685 - Repairs and Maintenance	8,748.37
695 - Travel & Entertainment	1,814.89
700 - Utilities	4,830.42
720 - Supplies	564.73
720.5 - Durable Supplies	1,236.82
Total Expense	87,429.97
Net Ordinary Income	-28,909.54
Other Income/Expense	
Other Income	
475.5 - In-Kind Sponsor	-13,239.60
910 - Reimb Approp Funds City/Manches	115,097.16
Total Other Income	101,857.56
Net Other Income	101,857.56
Net Income	72,948.02

put under  
contract labor,  
this was  
incorrect.

this # did  
not change.

Public Building Authority of the City Of Manchester Tennessee  
Profit & Loss Budget vs. Actual  
April 2023

12 AM  
6/23  
rual Basis

	Apr 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Cost of Goods Sold	84,045.50	25,000.00	59,045.50	336.2%
Gross Profit	25,525.07	3,000.00	22,525.07	850.8%
Expense				
Contact Concessionaire	58,520.43	22,000.00	36,520.43	266.0%
Fuel Surcharge	4,102.00			
505 · Labor (variable)	21,350.75	10,700.00	10,650.75	199.5%
509 · - Hourly Accounting	1,303.05	32,337.00	1,257.90	103.9%
580 · Payroll Administrative (fixed)	33,594.90			
585 · Contract Labor	98.25	0.00	98.25	100.0%
602 · Advertising	106.36	500.00	-393.64	21.3%
610 · Bank Service Charges	0.00	0.00	0.00	0.0%
611 · Cash Short/Over	0.00	0.00	0.00	0.0%
612 · Credit Card Fees	1,745.18	0.00	1,745.18	100.0%
617 · Computer Expenses	-81.65	500.00	-581.65	-16.3%
630 · Dues and Subscriptions	0.00	0.00	0.00	0.0%
635 · Equipment Rental	580.00	0.00	580.00	100.0%
640 · Insurance Expense	1,499.00	1,600.00	-101.00	93.7%
644 · Interest Expense	0.00	0.00	0.00	0.0%
649 · Office Supplies	0.00	120.00	-120.00	0.0%
650 · Licenses and Permits	0.00	1,000.00	-1,000.00	0.0%
655 · Miscellaneous	0.00	100.00	-100.00	0.0%
685 · Postage and Delivery	0.00	0.00	0.00	0.0%
68900 · Reconciliation Discrepancies	0.00	600.00	-600.00	0.0%
675 · Professional Fees	5,887.50	1,950.00	3,937.50	301.9%
685 · Repairs and Maintenance	8,748.37	2,500.00	6,248.37	349.9%
685 · Travel & Entertainment	1,814.89	0.00	1,814.89	100.0%
700 · Utilities	4,830.42	4,600.00	230.42	105.0%
720 · Supplies	564.73	900.00	-335.27	62.7%
720.5 · Durable Supplies	1,236.82	600.00	636.82	206.1%
725 · Laundry & Linen	0.00	0.00	0.00	0.0%
775 · Alarms & Monitoring	0.00	0.00	0.00	0.0%
Total Expense	87,429.97	58,007.00	29,422.97	150.7%
Net Ordinary Income	-28,909.54	-36,007.00	7,097.46	80.3%
Other Income/Expense				

*Slightly high.*

*this # is in line w/ increased sales vs the contract concess. included in the wrong category.*

*Attorney's bookkeeping*

