

**FRIDAY, August 9, 2024, 11:30 AM
MANCHESTER-COFFEE COUNTY CONFERENCE CENTER**

ATTENDEES

Members

Zach Lowry
David Bradley
Jake Shelton
Ken Huddleston
Megan Jackson

Office

Vice Chair

Secretary/Treasurer

Chair

Guests

Rebecca French
Justin Smith

5 members /2 guests

CALL TO ORDER

The August 9, 2024, regular meeting of the Public Building Authority of the City of Manchester, Tennessee was called to order at 11:37 AM by Megan Jackson, Chair, presiding. Minutes were recorded by Rebecca French while Oslin Gulick enjoys maternity leave.

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

- **Jake Shelton moved to approve the July 2024 meeting minutes as presented.** Zach Lowry seconded the motion. With no further discussion, the minutes were approved.

Citizen Comments

- There were no citizens in attendance and no comments submitted.

REPORTS

Treasurer's Report: J. Shelton

- Cash on hand is \$20,304.08.
- \$10.86 in interest earned.
- With the budget situation being what it is, Mr. Shelton communicated the decreased amount of cash flow due to City repayment and current borrowing during the slow months against depreciation. A listing of items to be paid for from depreciation is requested for the next PBA meeting.

Conference Center Report: R. French

- Mrs. French went over the profit and loss reports from QuickBooks. She explained the invoice sent to the City of Manchester billing is not billing for the operation of the building but the fixed operational cost.
- Current concern for building maintenance and HVAC repairs was expressed during the meeting. Temporary portable HVACs were purchased to limp along the current system that is 22 years old. Zach Lowry brought in his portable unit to eliminate MCCCC from purchasing a third portable unit. The HVAC issues have affected clients' comfort levels while utilizing the Center.

-
- MCCCC catering from 2001 to present was presented. Under all MCCCC Chefs from inception outside catering has been a part of the business model. Ericas slides were revisited from her October 2023 presentation to the MPBA. Discussion ensued about the level of catering, the type of catering, the caliber of catering, and if MCCCC did not cater the events contracted (niche catering) would the client have found caterers outside of our community? Quality, quantity, staffing, and professionalism were some of the reasons cited for our current contracted catering jobs in several offsite locations. All board members had input on this topic.
 - GM Report is attached to the minutes.

OLD BUSINESS

HVAC Configuration Bid Opening

- PBA's in TN are required to acquire public bids on projects over \$10,000. MPBA has chosen to adopt the more stringent City of Manchester purchasing policy and bid out the HVAC configuration to have the most efficient specifications for when the entire system is replaced. The current deficiencies are assumed to be corrected by doing this preliminary work.
- The bid was sent to the City, County, and the Newspaper to be published. Bids were requested by August 5th 2024.
- Only one bid was received by OLG Oliver, Gipson, and Little. The sealed bid included two site visits and two site visits during construction.
- Zach Lowry made the motion to accept the bid from OLG and wait to act on starting the process until after the joint meeting with City and County. Jake Shelton seconded the motion. Discussion was had about approving the bid to keep the process moving but not starting the work until the City and County have approved a capital plan with funding at the joint meeting. Motion passed without any nays.

NEW BUSINESS

- Work Session set for Capital Project for August 26th at 11:30am.

Absenteeism: Chairman Lowry

- **David Bradley moved to approve the absences of Tiffany Hillsman, and Holly Jones.** Zach Lowry seconded the motion. With no further discussion, the motion passed.

ADJOURN

- Chair Jackson adjourned the meeting at 12:21 pm.

Signed, Megan Jackson, Chair



JULY EVENTS

17 EVENT DAYS

2009 PEOPLE

48 HOTEL ROOMS





HISTORICAL JULY SALES



| | |
|------|--------------|
| 2021 | \$ 12,808.19 |
| 2022 | \$ 14,662.64 |
| 2023 | \$ 9,973.73 |
| 2024 | \$ 17,215.35 |

END OF YEAR PRESENTATION
COMING ONCE BOOKS CLOSE.

| Year | Event Days | People Attended | Hotel rooms | Gross Revenue | Per Person Breakdown |
|---------------|------------|-----------------|-------------|---------------|----------------------|
| End June 2024 | 295 | 27480 | 2688 | \$ 739,223.17 | \$ 26.90 |
| End June 2023 | 313 | 27,880 | 2,502 | \$ 690,577.27 | \$ 24.77 |
| End June 2022 | 294 | 32,655 | 1,414 | \$ 432,007.00 | \$ 13.23 |
| End June 2021 | 275 | | 1429 | \$ 509,758.73 | \$ 30.01 |

Books scheduled to close August 13th 2024.

JULY PROFIT AND LOSS EXPLAINED

- Did not hit sales projections
 - Labor was higher due to vacation payout for Erica-
 - Three apprenticeship classes held to get all paperwork completed to keep on timeline for graduation
 - Advertising and Insurance lines are fluid- they are budgeted for the year and end up correct by the end of the year but fall on different months at times
 - Line 655 is a CPA error and must be corrected by the CPA
 - Line 675 includes 2023 Audit that was not uploaded or billed until after July 1st.
 - Line 685 Repairs- Three units for HVAC out- we have had someone working on them every week and they are partially fixed or awaiting parts since the units are 22 years old, parts are obsolete, and the parts are refurbished
- Billed the City for Salaried Labor, Repairs and Maintenance, Insurance, and Depreciation.
Total - \$49,158.46

THE POWER OF COMMUNICATION

- PBA Chair attended the special called meeting.
- Concerned small business owners voiced upset for their catering companies.
- MCCCC has catered offsite since 2001! Recorded in minutes archived.
- Under Chef Osborne catering "Staggerwing or Beech Party".
- Chef Bart continued catering after Osborne left at Places like Kirchoff and Fischer USA.
- Chef Pennington continued catering after Bart with Places like Kirchoff, Ficsher USA, and Cubic.
- Covid changed business, but MCCCC staff continued catering for Cubic, Jacobs, Kirchoff, Cavens, etc.
- Chef Erica picked up where staff had continued and MCCCC staff continued to cater private events in Pelham and Winchester.



THE POWER OF COMMUNICATION, EXCERPTS FROM CHEF ERICA'S PRESENTATION FROM OCTOBER 2023 MEETING.

ABOUT US

What is full service catering? Vs self service catering?
full service - serving and also food. This means full service, all elements take care of including, consulting, and management. In the past, full service food and drink has been a cost center and also a risk. Full service means consulting, planning.

We are not a restaurant.
MCCDC is a non-profit organization. We don't have a profit making objective. We are a service organization and we are not a profit making organization.

THE MARKET

MARKET GAP

How many products on the market fully address the needs. We use the dry fallow as a case study. 50 miles to offer our products both in-house and off-site.

CUSTOMERS

We have a large area of potential customers. According to the 2021 US Census Bureau, there are 387,899 people that live in Coffee County and the Counties that border us. That includes Wayne (47,521), Gwinnet (13,622), Dawson (14,853), Paulding (65,119), Fannin (65,215), Murray (6,644) and Rutledge (32,182).

MARKET AREA

With 50 miles of MCCDC, there are multiple event venues that are spaces to rent. All other aspects of the event have to be considered. These venues have preferred vendors they use all year, including caterers. MCCDC offers unique food and services. The patterns for wedding business is huge. The State of Tennessee ranks 14th in the Country for weddings. In 2022, there were 54,000 weddings with an average price point of \$14,000.

WHILE THE COMMUNITY CONTINUES TO DEVALUE THE ECONOMIC IMPACT AND BENEFITS OF THE CENTER OUR NEIGHBORS ARE MOVING AHEAD WITH PROGRESS AND IS IN MOTION TO BE BUILT.



<https://www.ucbjournal.com/proposed-downtown-convention-center-progressing/>

COOKEVILLE – In the summer of 2015, members of the Cookeville Planning Commission listened to a presentation by Axiom, LLC, regarding a potential game-changer for the city – a proposed hotel/convention center to be located in the city’s downtown district.

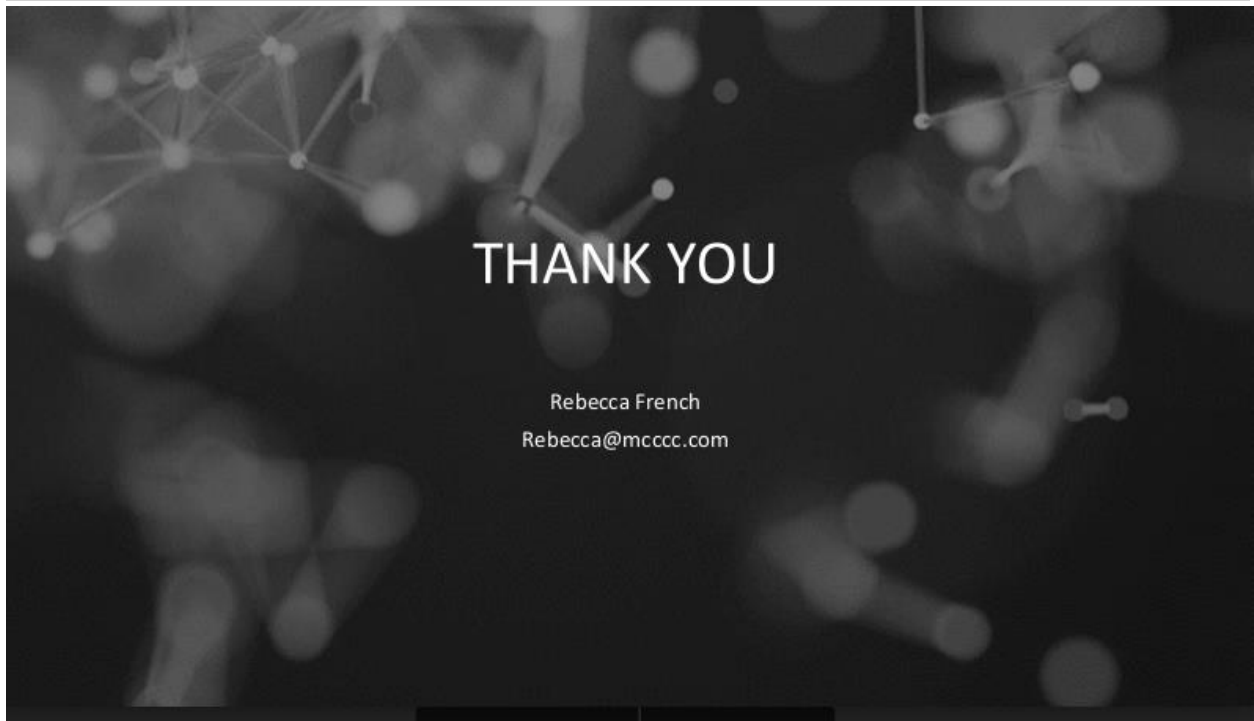
After the rezoning of the old Wilson building property and a parcel previously owned and used by Bullock’s Supply Company by Axiom, LLC last year, the group is moving ahead, most recently securing a parking variance for the property.

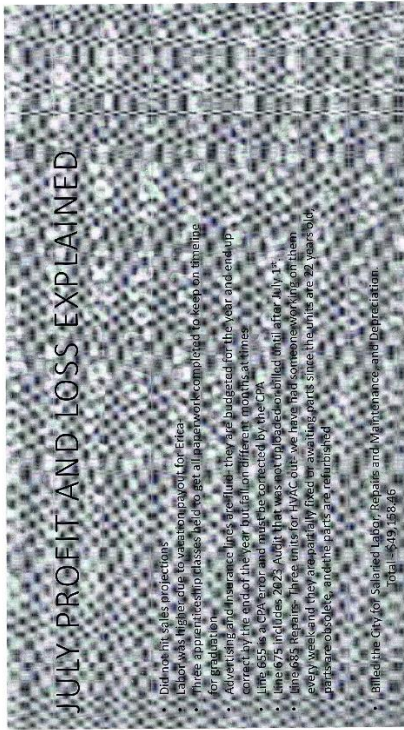
The proposed five-story, 180-room facility could potentially open the door for larger, more convention-type events for the city and the area as a whole.

“Having lived in Cookeville all my life, and Putnam County, it’s really neat to see, now being on the team since the need and the use that a facility such as the proposed hotel/convention center could be used for,” said Zach Ledbetter, vice president of visitor development at the Cookeville-Putnam County Visitors Bureau. “We always could use more hotel rooms.”

The more rooms available, the more marketable the area becomes to potential visitors, he said.

“We like to promote Putnam County as a whole and [the] more rooms that we have make us more competitive to other communities as well,” Ledbetter added, noting that his team is excited in making sure all local hotel properties succeed.





AM
8/24
trial Basis

Public Building Authority of the City Of Manchester Tennessee
Profit & Loss
July 2024

| | Jul 24 |
|--|------------|
| Ordinary Income/Expense | |
| Income | 17,215.35 |
| Cost of Goods Sold | 2,797.36 |
| Gross Profit | 14,417.99 |
| Expenses | |
| Employee Meeting | 89.27 |
| Fuel Surcharge | 12.00 |
| 505 - Labor (variable) | 26,117.21 |
| 550 - Payroll Administrative (fixed) | 33,280.64 |
| 585 - Contract Labor | 150.00 |
| 602 - Advertising | 1,307.48 |
| 612 - Credit Card Fees | 243.38 |
| 630 - Dues and Subscriptions | 891.22 |
| 635 - Equipment Rental | 686.48 |
| 640 - Insurance Expense | 2,169.58 |
| 649 - Office Supplies | 73.62 |
| 650 - Licenses and Permits | 23.00 |
| 655 - Miscellaneous | 1,600.00 |
| 65000 - Payroll Expenses | 4,967.68 |
| 655 - Postage and Delivery | 324.00 |
| 675 - Professional Fees | 9,418.75 |
| 685 - Repairs and Maintenance | 11,205.04 |
| 695 - Travel & Entertainment | 963.00 |
| 700 - Utilities | 4,584.61 |
| 720 - Supplies | 100.70 |
| 8014 - 401K non matching employee only | 0.00 |
| Total Expense | 96,953.86 |
| Net Ordinary Income | -82,535.87 |
| Other Income/Expense | |
| Other Income | 45,182.34 |
| Other Expense | 5,005.01 |
| Net Other Income | 40,177.33 |
| Net Income | -42,448.54 |

Invoice

| Invoice # | Date |
|-----------|-----------|
| 8-1-2024 | August 24 |

Public Building Authority of the City Of Manchester
143 Hospitality Blvd
172 2322

Bill To
Manchester Budget & Finance Director
City Hall
500 West Front St
Manchester, TN 37122

| Project | Terms | P.O. No. | Description | Quantity | Rate | Amount |
|--------------|-------|----------|-------------------|----------|-----------|-----------|
| | | | MCCO Operations | 1 | 5,448.00 | 5,448.00 |
| | | | MCCO Fuel Cost | 1 | 0.00 | 0.00 |
| | | | Maintenance | 1 | 22,280.84 | 22,280.84 |
| | | | Insurance Expense | 1 | 11,205.04 | 11,205.04 |
| | | | Contract Labor | 1 | 150.00 | 150.00 |
| | | | | | 0.00 | 0.00 |
| Total | | | | | | 49,089.88 |

PUBLIC BUILDING AUTHORITY



City of MANCHESTER, TENNESSEE

MEETING AGENDA

1 of 1

FRIDAY, August 9th, 2024, 11:30 AM
MANCHESTER-COFFEE COUNTY CONFERENCE CENTER

- I. CALL TO ORDER
- II. APPROVAL OF THE MINUTES
 - July 2024 Jake, Zach, all in favor
- III. CITIZEN COMMENTS no citizens in attendance
- IV. REPORTS
 - TREASURER'S REPORT
 - CONFERENCE CENTER REPORT
- IV. OLD BUSINESS
 - HVAC Configuration Bid Opening
 - Date for MPBA work session
 - Date for joint City/ County/ MPBA work session
- V. NEW BUSINESS
 - ABSENTEEISM: Chair Ms. Jackson David Zach all in favor
- VI. ADJOURN 12:21pm

Aug 30 work session
11:30am

Zach - approve to submit separate report for City and County
Jake - 2nd time to submit report for joint meeting
all in favor

- Itemized list to permanently pay back or remove any outstanding payables.

