

PUBLIC BUILDING AUTHORITY



City of MANCHESTER, TENNESSEE

MEETING MINUTES

Wednesday, August 6th, 2025, 4:30 PM
MANCHESTER-COFFEE COUNTY CONFERENCE CENTER

ATTENDEES

Members

Brandon Imhoff
Paul Thornton
Lucky Knott
Sally Singles

Office

Alderman Thomas Crosslin
Alderman Dony Parsley
Mayor Joey Hobbs
Mayor's Exec. Sage Keele

Guests

Sarah Bradley
Stacey Stone
Tiffany Clutter - Media

4 members /3 guests

CALL TO ORDER

The August 6, 2025, meeting of the Public Building Authority of the City of Manchester, Tennessee, was called to order at 4:30 PM by Mayor Hobbs.

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

- PBA member Lucky Knott made motion to approve May 2025 minutes and was seconded by Brandon Imhoff. The motion was passed 4-0.

INSTALLATION OF NEW MEMBERS

4 New Members

Chairman Elected Paul Thornton. Lucky Knott made the motion, and Sally Singles seconded it to approve Paul Thornton as Chairman. The motion was approved 4-0.

Treasurer Elected Sally Singles. Lucky Knott made the motion, and Paul Thornton seconded to approve Sally Singles as Treasurer. The motion was approved 4-0.

Lucky Knott Elected secretary. Paul Thornton made the motion, and Brandon Imhoff seconded to approve Lucky Knott as Secretary. The motion was approved 4-0.

CITIZEN COMMENTS

- none

Minutes of the August 5, 2025, Meeting of the PBA
(continued)

REPORTS

Mayor's Report: Financial Update and Maintenance

- Patricia will stay and help with the PBA city employee
- 2 food events in July
- 5 room rentals (July)
- Paid \$34,000 in bills for July
- June was under the previous
- Send the Comptroller to Paul
- \$15,000 a month for electric and water, and another \$7,500
- Vote on the lease
- Going through Finances with Anthony's help
- Sold \$17,000 of stuff that belonged to PBA
- Anything before the 8th will go to PBA (bills and invoices)
- 18-25 contracts on the books to 2027
- Resolved invoices to July
- City will assist with \$19,000 in prepaid event deposits, and additional events are planned, including one for the school
- The PBA board has insurance coverage for expenses and city will take over insurance responsibilities
- Maintenance issues were addressed
- Conference center reported a loss \$450,000 with the city's contribution of \$350,000
- Marketing Strategies include targeting out-of-town travelers with signs on the interstate
- City fixed 5 air 3 units will be replaced, city will pay about \$10,000- \$12,000
- The new plan is to just rent the space, no food or decorating
- Remodel Visitors Center
- Tourism Department structured committee

Action Items:

Start the PBA audit team

Provide the Comptroller's office information to Paul and Sally

Work with the county to remove the requirement for a PBA

Financial reporting with Anthony

Meet with Patricia

Get the calendar of events to Paul

OLD BUSINESS

Lease Motion-

Sally Singles made a motion, and Lucky Knott seconded to approve the lease. The motion was passed 4-0.

August 8, 2025 – Aug 1, 2026 (1 year)

Minutes of the August 5, 2025, Meeting of the PBA
(continued)

Gives time to work with the county

NEW BUSINESS

Unpaid Invoices- Bonnaroo & Super Jam Catering – promised to pay before July 4th \$15,000 needs to be paid, next year, needs to be paid in cash, not tickets

Vendors Unpaid- invoices dating back to 2024, cleaned all those up to July 2025

ADJOURN

•Being no further business to discuss, Mayor Hobbs asked for a motion to adjourn and Lucky Knott made the motion. The motion was seconded by Brandon Imhoff. The motion to adjourn was passed 4-0. The next meeting will be September 3rd 2025 at 4:30pm.

Signatures:



PBA Secretary Lucky Knott



PBA Chairman Paul Thornton