

Manchester Tourism and Community Development Commission
Meeting Minutes
October 9, 2023

Members Present-Lori West, Lori Watson, Joseph Sherrill & Joey Hobbs
Members Absent-Erin Kehely & Lori Perry
Others Present-Katy Riddle, AJ Fox, Mayor Marilyn Howard, Sage Keele,
Becki Johnson, Jimmy Hollandsworth, Roger Chamber, & John Coffelt.

Lori West called the meeting to order at 6:15pm. There was a quorum present.

Joseph Sherrill made a motion to approve the September minutes, Joey Hobbs, seconded, motion carried.

Citizens Comments/Questions-None

Manchester Chamber of Commerce-Katy Riddle presented the committee with a draft of the rack cards that is part of the TNTD Grant. These rack cards will be located in businesses and hotels around the community for visitors to pick up, all committee members approved of the draft and directed to move forward with printing. Katy and Lori West also updated the committee on geocache sites, waiting on approval from businesses.

Katy informed the committee of the "Downtown Stroll" that will be held December 15th. Local business on the square will be open, there will also be Christmas carolers, pictures with Santa, live window displays, etc...

Manchester Parks & Recreation-AJ Fox gave the committee a finalized date and prices of proposed ice-skating rink. Discussion was had on rental dates, pricing of rink, visitor pricing, logistics, lighting, start/end times & sponsorship signs. The company that had bid the quote was needing an answer soon on whether or not we were moving forward with rental as dates were filling up fast.

Lori West informed the committee that she knew that this would be on the agenda (from last meeting) for a vote on a possible release of funds from

the Tourism reserve for rental and that she had spoken via email with Lisa Myers, Finance Director, in preparation of the vote, and she was given the information that because of the amount the committee could not take quotes, they would have to go through the standard bid procedure. Email was shown & read along with purchase guidelines and be approved also by BOMA . Sage Keele gave the committee dates for bid openings. The advertisement for bid would need to be in by October 13th and the Bid Day would be held October 24th. Discussion was had on possibility of not being able to host event this holiday season but could still try to see if committee could hit deadlines.

Joey Hobbs made the motion to approve opening of the bid process, Joseph Sherrill, seconded, motion carried.

AJ informed the committee of upcoming happenings at the recreation center.

October 21st-Fall Festival would be held on the grounds of the recreation center. They have teamed up with local business owner, Tiffany Hoyne, (Reese Genes Boutique). There will be spots open to anyone who wants to hand out candy to the children, costume contest, cakewalk, food trucks, hayride, and movie "Hocus Pocus 2" sponsored by Comfort Inn & Suites.

Dusty Elam Sign-Ups to begin October 16th and games will be held on Saturdays November through January. Joey Hobbs asked about the gym floor repairs, AJ stated the recreation commission was being held Thursday and the bid was being worked on.

Christmas Parade was being held November 25th and they were in the process of finalizing sponsors.

Trees of Christmas was going to be held at the Ada Wright Center, December 4-10th.

AJ also stated that he and athletics were in the beginning stages of looking at dates of AAU tournaments which are typically held February-May each year.

South Central TN Tourism-No Report

New Business-Lori West asked Sage Keele to help the committee with getting quotes for Christmas decorations that committee had looked at.

Sage presented the packets from various vendors. Some vendors stated they would not be taking any new orders until the following year. The option was chosen to purchase eight (8) new light up decorations consisting of a stocking, tree, candles and bells to go with the ones already on the street poles owned by the city. Also from the same vendor, was the option to purchase a 6.5ft light up Santa/Elf/Reindeer Photo-Op stand. This will be located in front of Manchester City Hall for the community to take pictures with their children.

The total cost of new decorations with shipping \$7,729.75

The holiday snowflakes that the city owns also needed to be replaced with LED lights. The cost to replace bulbs 25 per pack (80 packs needed), with a cost with shipping \$1,313.25.

Lori West made the motion to approve both quotes for purchase of the total of \$9,043.00, Lori Watson, seconded, motion carried.

Lori West discussed possibility of reworking the agenda. Possible of having the reports from Chamber, etc...at the end of the meetings instead of the beginning to keep up with outlines of meetings. No decision was certain, trial run at next meeting.

Lori Watson made mention in September meeting that the committee did not have a "mission statement". Lori West asked her if it would be possible to look into that. Lori Watson stated she would and would try to have something by November.

Lori West presented the committee with a receipt from Home Depot for the amount of \$191.20 for maintenance of the City Square. Several bushes and shrubs were dying and needed to be dug out. Would be looking in the future for replacement, but will need quotes or bids.

Joey Hobbs made the motion to pay invoice, Lori West seconded, motion carried.

Old Business-Ice Rink Discussion (located above with Recreation Report)

Tourism Grant-(information located with Chamber Report)

Exit 110/114 TDOT Light Grant Discussion-Joey Hobbs stated the discussion be tabled until all members of the committee could be present.

Budgeted Expenditures-NONE

Committee Reports-Joey Hobbs informed the committee of the collaboration of the Manchester Fire Department and several others to host a Haunted House to be located on the grounds between Bush Insurance and Owens Provisions located on the square after "Safe on the Square." Would begin at October 31st at 5 pm for the community to enjoy.

Lori Watson informed the committee of an organization she has been attending named "Coffee Cares". They would be hosting a "Tour of Homes" for the holiday season and that she would be bringing a flyer to the next meeting to help promote.

Joey Hobbs made the motion to adjourn the meeting, Lori West, seconded, motion carried.

Adjournment 7:15 p.m.