



**Downtown Development Authority**

**AGENDA**

**Thursday, December 12, 2019**

**8:00 AM**

**City Hall**

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**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF PREVIOUS MEETING MINUTES**

**1. DDA November Minutes**

**APPROVAL OF FINANCIAL STATEMENTS**

**2. DDA September Financials**

**PUBLIC FORUM**

**CITY UPDATE**

**COUNTY UPDATE**

**COMMUNITY WORK PLAN &REPORTS**

**Goal 1 - Existing Environment Updates**

**Goal 2 - Infill Development**

**Goal 3 - New Entertainment Draws**

**PROGRAMS**

**Events**

**Farmers Market**

**FUNDING**

**SPONSORSHIP - Awards Banquet & Sponsor thank you's - Monday, Jan. 27th, 5:30 pm**

**FACADE GRANTS - none**

**COMMUNITY EVENT GRANTS - none**

**NEW BUSINESS**

**ANNOUNCEMENTS:**

Next meeting scheduled, January 9th, at 8:00 am at Monroe City Hall

**ADJOURN**



## **Downtown Development Authority**

### **MINUTES**

**Thursday, November 14, 2019**

**8:00 AM**

**City Hall**

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#### **CALL TO ORDER**

**Meeting called to order at 8:02 am.**

#### **ROLL CALL**

##### **PRESENT**

Chairman Lisa Anderson

Board Member Mike Gray

Board Member Wesley Sisk

Board Member Charles Sanders

City Council Representative Ross Bradley

##### **ABSENT**

Vice Chair Meredith Malcom

Secretary Andrea Gray

Board Member Whit Holder

##### **CITY STAFF**

Darrell Stone

Sadie Krawczyk

Leigh Ann Walker

##### **COUNTY STAFF**

Patrice Broughton

#### **APPROVAL OF PREVIOUS MEETING MINUTES**

1. DDA October Minutes

Minutes approved - Motion made by Board Member Gray, Seconded by Board Member Sanders.

Voting Yea: Chairman Anderson, Board Member Gray, Board Member Sisk, Board Member Sanders, City Council Representative Bradley

**APPROVAL OF FINANCIAL STATEMENTS**

2. DDA September Financials

Financials approved - Motion made by City Council Representative Bradley, Seconded by Board Member Sisk.

Voting Yea: Chairman Anderson, Board Member Gray, Board Member Sisk, Board Member Sanders, City Council Representative Bradley

**PUBLIC FORUM**

Heather Durst was present from the public.

**CITY UPDATE**

Brown Oil renovations will be before Planning and Zoning this month; TAP Grant for N. Broad/Highland/Lumpkin is still in process and engineering plan is complete; new trees ordered for W. Spring Street; Lisa Anderson thanked the city crews for being so responsive and helpful in getting the old plants removed from planters and new soil installed; Monroe will be featured on the cover of GMA's next magazine issue.

**COUNTY UPDATE**

The 2018 State of the County annual report is now available to the public & America Recycles day is this Saturday.

**COMMUNITY WORK PLAN &REPORTS**

**Parking**

**Updating Existing Environment** - local artist is working on banner designs, plan is to have them ordered early in 2020; we are moving forward with a mural entrance sign on W. Spring - Laura Grose is creating a design for it; we also are ready to reach out to local landscapers for the brick entrance sign to go on the Brown Oil site during renovations; parking lot redesign has been discussed with Peters & Fosters

**Infill Development**

Hodge Podge is now open, they expanded from 18,000sf to 42,000sf and had a huge grand opening on 11/2; Epiphany is aiming to open this Saturday 11/16; Whit Holder, Andrea Gray, and Sadie Krawczyk conducted a site visit to the current police station (Aycock Building) to assess it for future redevelopment. Here is the summary from that visit:

- large amount of space, approximately 19,000 sf
- 2 to 3 potential storefronts, 1-2 on Broad Street and 1 on Wayne Street
- layout is very chopped up and hard to imagine a new occupant using it as is, unless office space
- any other use is most likely a complete gut job
- age and condition of roof is unknown; 2-3 leaks at present
- exploring the feasibility of adapting it into a boutique hotel would be good
- other potential uses should include retail and living units

The board also discussed that when the LR Burger project wraps up at the end of this month, we will need to start considering our next DDA development project. The following potential concepts/sites were discussed:

- Shared Commercial Kitchen and event space at 203 Bold Springs (old MES site)
- red building on the corner of Wayne Street and W. Spring Street that has title issues
- vacant buildings on Wayne Street behind Butcher Block
- vacant lot next to Fire Dept. at S. Madison and W. Spring Street

### **New Entertainment Draws**

Fall Concert with Contractors Co-op is this Saturday on the Downtown Green, 3-9 pm; Dockdogs is planned for April 18th weekend in conjunction with a spring concert sponsored by Contractors Co-op; working with Lazarus Vintage owners to plan a summer craft and antiques festival in June; planning to continue new events that were added last year (Childrens Book Festival & Flower Festival); board suggested looking into making the Chocolate Walk in February ticketed.

## **PROGRAMS**

### **Events**

Light Up the Night went really well last Thursday - large turnout even though the weather was rainy; GWA band is performing tonight on courthouse lawn, smores will be available too; Magical Lights parade will be 11/21; Christmas parade applications are coming in as expected.

### **Downtown Design**

new planters look great; board asked to add the crepe myrtles on Court Street to the lighted trees.

### **Farmers Market**

End of season vendor dinner will be 11/19/19 at Wayfarer.

## **FUNDING**

**SPONSORSHIP**

- \$42,625.00 collected of \$44,125 committed
- Year-end thank you
- 2019 Awards Celebration + 2020 Kick-off

**FACADE GRANTS**

The board discussed the unprecedented number of facade grant applications received in 2019 and potential ways to change the program in the future, such as changing the qualifications to only 1 per address in a calendar year, not including signage, specifying with more detail the work that could be included in an application, and better oversight of the budget spent to date. The board concluded that the increase in applications is a reflection of the number of renovations happening in downtown at this time. In response to the positive activity and demand, the board made a motion to amend the DDA budget for facade grants, increasing it by \$9,500.

Motion made by City Council Representative Bradley, Seconded by Board Member Sisk.  
Voting Yea: Chairman Anderson, Board Member Gray, Board Member Sisk, Board Member Sanders, City Council Representative Bradley

**110 W. Spring Street Facade Grant**

approved for \$1,500.00 - Motion made by Board Member Gray, Seconded by Board Member Sanders.

Voting Yea: Chairman Anderson, Board Member Gray, Board Member Sisk, Board Member Sanders, City Council Representative Bradley

**114 W. Spring Street Facade Grant**

approved for \$1,500.00 - Motion made by Board Member Sanders, Seconded by Board Member Sisk.

Voting Yea: Chairman Anderson, Board Member Gray, Board Member Sisk, Board Member Sanders, City Council Representative Bradley

**133 S. Broad Street Facade Grant**

approved for \$1,500.00 - Motion made by Board Member Gray, Seconded by Board Member Sanders.

Voting Yea: Chairman Anderson, Board Member Gray, Board Member Sisk, Board Member Sanders, City Council Representative Bradley

**122 N. Broad Street Facade Grant**

1.

approved for \$1,500 - Motion made by Board Member Sanders, Seconded by City Council Representative Bradley.

Voting Yea: Chairman Anderson, Board Member Gray, Board Member Sisk, Board Member Sanders, City Council Representative Bradley

121 N. Broad Street Facade Grant

approved for \$1,500.00 - Motion made by City Council Representative Bradley, Seconded by Board Member Sisk.

Voting Yea: Chairman Anderson, Board Member Gray, Board Member Sisk, Board Member Sanders, City Council Representative Bradley

### **COMMUNITY EVENT GRANTS**

None.

### **NEW BUSINESS**

None.

### **ANNOUNCEMENTS:**

Next meeting scheduled, Dec. 12th, at 8:00 am at Monroe City Hall

### **ADJOURN**

Motion made by City Council Representative Bradley, Seconded by Board Member Sanders.

Voting Yea: Chairman Anderson, Board Member Gray, Board Member Sisk, Board Member Sanders, City Council Representative Bradley

**Monroe Downtown Development Authority**  
**Profit & Loss**  
January through October 2019

Accrual Basis

	<u>Jan - Oct 19</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>347903 · Farmers Market Revenue</b>	
Farmers Market Fees	3,494.86
sales	818.00
<b>347903 · Farmers Market Revenue - Other</b>	<u>4,877.00</u>
<b>Total 347903 · Farmers Market Revenue</b>	9,189.86
<b>347300 · Event Fees/Revenue</b>	24,987.77
<b>336100 · City Funding</b>	18,750.00
<b>361000 · Interest Income</b>	44.69
<b>371000 · Memberships &amp; Contributions</b>	10,073.00
<b>389000 · Other Misc. Revenue</b>	<u>337.00</u>
<b>Total Income</b>	63,382.32
<b>Expense</b>	
<b>582303 · Other Interest Expense</b>	8,741.25
<b>572030 · Downtown Development</b>	23,183.56
<b>531175 · Farmers Mkt Gen Expenses</b>	1,172.32
<b>523306 · Farmers Mkt-Entertainment</b>	715.00
<b>523305 · Farmers Mkt-EBT Tokens</b>	3,272.19
<b>523304 · Farmers Mkt-SR BUCKS</b>	902.00
<b>523301 · Event Expenses</b>	
Senior Bucks	-1.00
<b>523301 · Event Expenses - Other</b>	<u>19,871.55</u>
<b>Total 523301 · Event Expenses</b>	19,870.55
<b>523850 · Contract Labor</b>	8,500.00
<b>523500 · Dues and Subscriptions</b>	294.00
<b>531600 · Equipment &lt;\$5000</b>	1,980.93
<b>531100 · Office Operations</b>	551.41
<b>523400 · Printing and Reproduction</b>	1,900.86
<b>523300 · Advertising</b>	160.00
<b>523700 · Training &amp; Education</b>	495.00
<b>512920 · Travel Expense</b>	170.69
<b>531203 · Old City Hall</b>	
531203C · Supplies	45.00
531203D · Pest Control	300.00
531203U · Utilities	17,116.41
522600 · Landscaping	<u>260.00</u>
<b>Total 531203 · Old City Hall</b>	17,721.41
<b>Total Expense</b>	<u>89,631.17</u>
<b>Net Ordinary Income</b>	-26,248.85
<b>Other Income/Expense</b>	
<b>Other Income</b>	
381011 · Rent Received - 227 S. Broad St	<u>24,775.00</u>
<b>Total Other Income</b>	24,775.00
<b>Other Expense</b>	
542500 · Equipment >\$5000	<u>8,515.00</u>
<b>Total Other Expense</b>	8,515.00
<b>Net Other Income</b>	<u>16,260.00</u>
<b>Net Income</b>	<u><u><b>-9,988.85</b></u></u>



**Monroe Downtown Development Authority**  
**Profit & Loss**  
**October 2019**

Accrual Basis

	<u>Oct 19</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
347903 · Farmers Market Revenue	146.00
361000 · Interest Income	4.07
<b>Total Income</b>	<u>150.07</u>
<b>Expense</b>	
523306 · Farmers Mkt-Entertainment	190.00
523305 · Farmers Mkt-EBT Tokens	307.00
523304 · Farmers Mkt-SR BUCKS	185.00
523301 · Event Expenses	200.00
523850 · Contract Labor	800.00
531203 · Old City Hall	
531203D · Pest Control	30.00
531203U · Utilities	1,581.42
<b>Total 531203 · Old City Hall</b>	<u>1,611.42</u>
<b>Total Expense</b>	<u>3,293.42</u>
<b>Net Ordinary Income</b>	-3,143.35
<b>Other Income/Expense</b>	
<b>Other Income</b>	
381011 · Rent Received - 227 S. Broad St	2,875.00
<b>Total Other Income</b>	<u>2,875.00</u>
<b>Net Other Income</b>	<u>2,875.00</u>
<b>Net Income</b>	<u><u>-268.35</u></u>

**Monroe Downtown Development Authority**  
**Balance Sheet**  
As of October 31, 2019

Accrual Basis

	<u>Oct 31, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
111145 · RDF Checking Account	500.00
111108 · Synovus 205-495-003-6	28,113.18
111111 · Synovus 100-097-081-2	1,929.10
111100 · General Fund Checking	<u>56,137.44</u>
<b>Total Checking/Savings</b>	<u>86,679.72</u>
<b>Total Current Assets</b>	<u>86,679.72</u>
<b>TOTAL ASSETS</b>	<b><u>86,679.72</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
121200 · Accts. Payable - DT Dollars	<u>1,712.70</u>
<b>Total Other Current Liabilities</b>	<u>1,712.70</u>
<b>Total Current Liabilities</b>	<u>1,712.70</u>
<b>Total Liabilities</b>	<u>1,712.70</u>
<b>Equity</b>	
134220 · Fund Balance Unreserved	94,955.87
Net Income	<u>-9,988.85</u>
<b>Total Equity</b>	<u>84,967.02</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>86,679.72</u></b>