



Downtown Development Authority

AGENDA

Thursday, November 12, 2020

8:00 AM

City Hall

CALL TO ORDER

ROLL CALL

APPROVAL OF PREVIOUS MEETING MINUTES

[DDA](#) Minutes from October

APPROVAL OF FINANCIAL STATEMENTS

[DDA](#) September Financials

PUBLIC FORUM

CITY UPDATE

LWCF Grant Pre-application submitted; zoning text amendments; new city planner hire; Incremental Development Alliance workshop; 2020 Budget retreat on 11/18; Mathews Park next up for improvements

COUNTY UPDATE

COMMUNITY WORK PLAN &REPORTS

Existing Environment -

VC Pocket Park open to public with mural addition

Infill Development -

New Entertainment Draws/Diversify Business Mix -

Storybook walk for holiday shopping

PROGRAMS**Events****Downtown Design****Farmers Market - season is finished for 2020****FUNDING****SPONSORSHIP**

End of year thank you; 2021 invoicing with save the date for annual event?

FACADE GRANTS - none**COMMUNITY EVENT GRANTS - none****NEW BUSINESS**

GEMS invitation from Georgia Main Street

ANNOUNCEMENTS:

Next meeting scheduled, Dec. 10th, at 8:00 am at Monroe City Hall.

ADJOURN



Downtown Development Authority

MINUTES

Wednesday, October 14, 2020

9:00 AM

<https://us02web.zoom.us/j/81281358982> (Virtual Zoom Meeting)

CALL TO ORDER

Charles Sanders called the meeting to order at 9:02 am.

ROLL CALL

PRESENT

- Vice Chair Meredith Malcom
- Board Member Wesley Sisk
- Board Member Charles Sanders
- City Council Representative Ross Bradley
- Board Member Chris Collin

CITY STAFF

- Sadie Krawczyk
- Leigh Ann Walker

ABSENT

- Chairman Lisa Anderson
- Secretary Andrea Gray
- Board Member Whit Holder

PUBLIC FORUM

None.

FUNDING

DDA Stabilization Grant Application

The board approved extending the DDA Stabilization Fund Grant period through 12/31/2020 or until the allocated funding has been dispersed.

Motion made by Board Member Sisk, Seconded by Vice Chair Malcom.
Voting Yea: Vice Chair Malcom, Board Member Sisk, Board Member Sanders, City Council Representative Bradley, Board Member Collin

Little Italy Application

Approved for \$2500 - Motion made by Vice Chair Malcom, Seconded by City Council Representative Bradley.
Voting Yea: Vice Chair Malcom, Board Member Sisk, Board Member Sanders, City Council Representative Bradley, Board Member Collin

ADJOURN

Motion made by City Council Representative Bradley, Seconded by Board Member Collin.
Voting Yea: Vice Chair Malcom, Board Member Sisk, Board Member Sanders, City Council Representative Bradley, Board Member Collin



Downtown Development Authority

MINUTES

Thursday, October 08, 2020

8:00 AM

City Hall

CALL TO ORDER

Meeting was called to order at 8:03 am.

ROLL CALL

PRESENT

- Chairman Lisa Anderson
- Vice Chair Meredith Malcom
- Secretary Andrea Gray
- Board Member Whit Holder
- Board Member Wesley Sisk
- Board Member Charles Sanders
- City Council Representative Ross Bradley
- Board Member Chris Collin

CITY STAFF

- Les Russell
- Leigh Ann Walker
- Sadie Krawczyk
- Logan Propes

APPROVAL OF PREVIOUS MEETING MINUTES

1. DDA September Minutes

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

Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Holder, Board Member Sisk, Board Member Sanders, City Council Representative Bradley, Board

Member Collin

APPROVAL OF FINANCIAL STATEMENTS

2. DDA August Financials

Approved - Motion made by City Council Representative Bradley, Seconded by Vice Chair Malcom.

Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Holder, Board Member Sisk, Board Member Sanders, City Council Representative Bradley, Board Member Collin

PUBLIC FORUM

None.

CITY UPDATE

The Walton Plaza MPD renovation completion date is 10/31/2020; city council will review/approve a parity bond ordinance next week that will fund various utility improvements for the city; 10/19 is the anticipated open date for Pilot Park with a plan to coordinate a community re-opening celebration for Pilot and Mathews Park sometime next spring; resolution for Downtown Green grant application on agenda for this month

COUNTY UPDATE

None.

COMMUNITY WORK PLAN &REPORTS

Existing Environment -

VC park still progressing, but waiting for change to after hours activity to be curtailed more before further installation of pieces; new mural location on W. Spring is still being evaluated

Infill Development -

it was mentioned to the board that the S. Midland building is under contract, we will wait to hear more as the sale progresses; Jagged Edge is moving to the Walton Mill and the event space is open

2.3. Ice Box Update

Entertainment Draws/Diversify Businesses - Ebb Flow closure; new baseball training facility; Holiday Shopping Passport idea; Story Book Walk

PROGRAMS

Events

Fall Fest moved to 10/31/2020; concert on 10/2 went well with continued positive feedback on new location (Downtown Green); 11/5 LUTN, 11/19 Magical Light Parade in Childers Park, 12/3 Christmas Parade in Place; 12/10 Santa photos, 12/17 Grinch photos.

Downtown Design - update on holiday lights

Childers bridge will be stabilized in time for the parade, and public works will be repairing the dam as well.

Farmers Market - Farm to Table donations currently around \$3,700; last market this weekend

Farmers market will move last day of market to new Fall Fest date of 10/31.

FUNDING

SPONSORSHIP - \$51,650 contributed to date; \$6,625 outstanding

FACADE GRANTS - none

COMMUNITY EVENT GRANTS - none.

NEW BUSINESS

Downtown Dollar update

ANNOUNCEMENTS:

Next meeting scheduled, November 12, at 8:00 am at Monroe City Hall

ADJOURN

Motion made by City Council Representative Bradley, Seconded by Board Member Holder.
Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Holder,
Board Member Sisk, Board Member Sanders, City Council Representative Bradley, Board
Member Collin

Balance Sheet

As of September 30, 2020

	<u>Sep 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
111151 · SYNOVUS-Revolving Loan Fund	49,824.42
111145 · RDF Checking Account	500.00
111108 · Synovus 205-495-003-6	28,138.99
111111 · Synovus 100-097-081-2	69,964.93
111100 · General Fund Checking	71,888.09
Total Checking/Savings	<u>220,316.43</u>
Accounts Receivable	
111901 · Grant Receivable	2,241.78
Total Accounts Receivable	<u>2,241.78</u>
Total Current Assets	<u>222,558.21</u>
TOTAL ASSETS	<u>222,558.21</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
121104 · Accts. Payable - DT Dollars	2,037.70
Total Other Current Liabilities	<u>2,037.70</u>
Total Current Liabilities	<u>2,037.70</u>
Total Liabilities	2,037.70
Equity	
134220 · Fund Balance Unreserved	176,903.36
Net Income	43,617.15
Total Equity	<u>220,520.51</u>
TOTAL LIABILITIES & EQUITY	<u>222,558.21</u>

Profit & Loss

January through September 2020

	Jan - Sep 20
Ordinary Income/Expense	
Income	
389003 · Principle-Revolving Loan Fund	12,002.07
361002 · Interest-Revolving Loan Fund	3,690.39
391205 · Transfers In-DDA Stabilization	100,000.00
347903 · Farmers Market Revenue	
Farmers Market Fees	
Vendor Fee	1,600.00
Farmers Market Fees - Other	3,090.00
Total Farmers Market Fees	4,690.00
sales	511.00
347903 · Farmers Market Revenue - Other	10,975.89
Total 347903 · Farmers Market Revenue	16,176.89
347300 · Event Fees/Revenue	20,887.75
336100 · City Funding	18,750.00
361000 · Interest Income	92.04
371000 · Memberships & Contributions	35,359.00
389000 · Other Misc. Revenue	397.20
Total Income	207,355.34
Expense	
573000 · Payments to Others	118,630.00
572030 · Downtown Development	14,197.85
531175 · Farmers Mkt Gen Expenses	7,402.26
523306 · Farmers Mkt-Entertainment	280.00
523305 · Farmers Mkt-EBT Tokens	1,441.00
523304 · Farmers Mkt-SR BUCKS	388.00
523303 · Farmers Mkt-Gift Certs	82.00
523301 · Event Expenses	3,369.95
523850 · Contract Labor	7,409.52
523500 · Dues and Subscriptions	600.00
531600 · Equipment <\$5000	13,919.98
531100 · Office Operations	1,620.42
523300 · Advertising	390.00
523700 · Training & Education	392.90
531203 · Old City Hall	
531203D · Pest Control	240.00
531203U · Utilities	16,219.31
522600 · Landscaping	130.00
Total 531203 · Old City Hall	16,589.31
Total Expense	186,713.19
Net Ordinary Income	20,642.15
Other Income/Expense	
Other Income	
381011 · Rent Received - 227 S. Broad St	22,975.00
Total Other Income	22,975.00
Net Other Income	22,975.00
Net Income	43,617.15

Profit & Loss

September 2020

	<u>Sep 20</u>
Ordinary Income/Expense	
Income	
389003 · Principle-Revolving Loan Fund	1,723.16
361002 · Interest-Revolving Loan Fund	518.62
347903 · Farmers Market Revenue	
Farmers Market Fees	1,015.00
sales	240.00
Total 347903 · Farmers Market Revenue	1,255.00
347300 · Event Fees/Revenue	-1,823.00
361000 · Interest Income	9.05
371000 · Memberships & Contributions	3,375.00
Total Income	5,057.83
Expense	
572030 · Downtown Development	1,112.12
531175 · Farmers Mkt Gen Expenses	-45.00
523306 · Farmers Mkt-Entertainment	35.00
523305 · Farmers Mkt-EBT Tokens	66.00
523304 · Farmers Mkt-SR BUCKS	195.00
523301 · Event Expenses	130.00
523850 · Contract Labor	900.00
531203 · Old City Hall	
531203U · Utilities	1,603.94
Total 531203 · Old City Hall	1,603.94
Total Expense	3,997.06
Net Ordinary Income	1,060.77
Other Income/Expense	
Other Income	
381011 · Rent Received - 227 S. Broad St	2,450.00
Total Other Income	2,450.00
Net Other Income	2,450.00
Net Income	3,510.77