



Downtown Development Authority

AGENDA

Thursday, January 14, 2021

8:00 AM

Virtual Meeting via Zoom - <https://us02web.zoom.us/j/82957379872>

CALL TO ORDER

ROLL CALL

APPROVAL OF PREVIOUS MEETING MINUTES

[December](#) Meeting Minutes

[DDA](#) Called Meeting Minutes

APPROVAL OF FINANCIAL STATEMENTS

[DDA](#) November Financials

PUBLIC FORUM

CITY UPDATE

COUNTY UPDATE

COMMUNITY WORK PLAN &REPORTS

Existing Environment -

Infill Development -

Entertainment Draws -

PROGRAMS

Events

Downtown Design

Farmers Market**FUNDING**

SPONSORSHIP - \$55,700 contributed in 2020.

Annual Sponsor Reception - 1/25/21 at 6 pm

FACADE GRANTS - None.

COMMUNITY EVENT GRANTS - None.

NEW BUSINESS**ANNOUNCEMENTS:**

Next meeting scheduled, February 11, at 8:00 am at Monroe City Hall

ADJOURN



Downtown Development Authority

MINUTES

Thursday, December 10, 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

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

APPROVAL OF PREVIOUS MEETING MINUTES

- . DDA November Minutes

Approved - Motion made by Secretary Gray, Seconded by Board Member Sanders.
 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

. DDA November Called Meeting

Approved - Motion made by Secretary Gray, 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

APPROVAL OF FINANCIAL STATEMENTS

. DDA October 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

No one from the public.

CITY UPDATE

The city will be giving downtown dollars to each employee this Christmas; City Council planning retreat is being planned for January; new hire - Brad Callender has started as City Planner.

COUNTY UPDATE

Reception for Kevin Little will be 12/17 from 5-6 pm at the Historic Courthouse.

COMMUNITY WORK PLAN &REPORTS

Existing Environment

Ms. Krawczyk said that she hasn't gotten pricing for additional benches yet, but will do so.

Infill Development - update on Wayne Street lot

Entertainment Draws - new business waiting list

there is a waiting list for retail/professional space in downtown; Chris Collin mentioned the example in Lawrenceville of converting on street parking spots into additional patio seating for restaurants as a possible idea to expand spaces in Monroe.

PROGRAMS

Events

Parade in place went very well; Candlelight Shopping will continue on 12/10 and 12/17; Live Nativity by Lighthouse World Outreach will be on 12/17, 12/20-24 on the courthouse lawn.

Downtown Design

The Childers Park lights look wonderful this year with lots of visitors.

Farmers Market - online winter market underway

FUNDING

SPONSORSHIP - \$52,300.00 collected in 2020

- Annual Celebration

Whit will confirm the Factory at Walton Mill's availability for the annual downtown reception on 1/25/21 at 6 pm.

FACADE GRANTS - none

COMMUNITY EVENT GRANTS - none

NEW BUSINESS

Adjourn to Executive Session

Motion made by Secretary Gray, 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

Real estate matters were discussed.

Adjourn Executive Session - 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

ANNOUNCEMENTS:

Next meeting scheduled, January 14, at 8:00 am at Monroe City Hall

GEMS application due in January 2021. Virtual presentation is set for 1/20/21 with Georgia Main Street program.

ADJOURN

Motion made by Board Member Sanders, Seconded by Board Member Collin.

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



Downtown Development Authority Called Meeting

MINUTES

Tuesday, December 22, 2020

9:00 AM

<https://us02web.zoom.us/j/82754980546>

CALL TO ORDER

Meeting called to order at 9:03 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
- Board Member Chris Collin

CITY STAFF

- Logan Propes
- Sadie Krawczyk
- Leigh Ann Walker

ABSENT

- City Council Representative Ross Bradley

EXECUTIVE SESSION

Adjourn to Executive Session- Motion made by Secretary Gray, Seconded by Vice Chair Malcom.

Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Sisk, Board

Member Sanders, Board Member Collin
Voting Abstaining: Board Member Holder

Real estate matters were discussed.

Adjourn Executive Session - Motion made by Board Member Holder, Seconded by Vice Chair Malcom. Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Holder, Board Member Sisk, Board Member Sanders, Board Member Collin

ADJOURN

The board was informed of a land donation accepted by the city on 12/21/2020 along the Alcovy River.

Meeting was adjourned - Motion made by Board Member Sanders, Seconded by Board Member Sisk.
Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Holder, Board Member Sisk, Board Member Sanders, Board Member Collin

Balance Sheet

As of November 30, 2020

	<u>Nov 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
111151 · SYNOVUS-Revolving Loan Fund	54,308.78
111145 · RDF Checking Account	500.00
111108 · Synovus 205-495-003-6	28,113.69
111111 · Synovus 100-097-081-2	69,976.63
111100 · General Fund Checking	76,776.82
Total Checking/Savings	<u>229,675.92</u>
Accounts Receivable	
111901 · Grant Receivable	2,241.78
Total Accounts Receivable	<u>2,241.78</u>
Total Current Assets	<u>231,917.70</u>
TOTAL ASSETS	<u>231,917.70</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
121104 · Accts. Payable - DT Dollars	1,892.70
Total Other Current Liabilities	<u>1,892.70</u>
Total Current Liabilities	<u>1,892.70</u>
Total Liabilities	1,892.70
Equity	
134220 · Fund Balance Unreserved	176,903.36
Net Income	53,121.64
Total Equity	<u>230,025.00</u>
TOTAL LIABILITIES & EQUITY	<u>231,917.70</u>

Profit & Loss

January through November 2020

	Jan - Nov 20
Ordinary Income/Expense	
Income	
389003 · Principle-Revolving Loan Fund	15,457.01
361002 · Interest-Revolving Loan Fund	4,719.01
391205 · Transfers In-DDA Stabilization	100,000.00
347903 · Farmers Market Revenue	
Farmers Market Fees	
Vendor Fee	1,600.00
Farmers Market Fees - Other	4,005.00
Total Farmers Market Fees	5,605.00
sales	631.00
347903 · Farmers Market Revenue - Other	11,023.13
Total 347903 · Farmers Market Revenue	17,259.13
347300 · Event Fees/Revenue	19,922.75
334000 · Grants - State	11,500.00
336100 · City Funding	25,000.00
361000 · Interest Income	110.66
371000 · Memberships & Contributions	26,609.00
389000 · Other Misc. Revenue	397.20
Total Income	220,974.76
Expense	
573000 · Payments to Others	121,140.00
572030 · Downtown Development	14,197.85
531175 · Farmers Mkt Gen Expenses	7,570.75
523306 · Farmers Mkt-Entertainment	420.00
523305 · Farmers Mkt-EBT Tokens	1,519.00
523304 · Farmers Mkt-SR BUCKS	567.00
523303 · Farmers Mkt-Gift Certs	82.00
523301 · Event Expenses	6,049.47
523850 · Contract Labor	8,600.00
523500 · Dues and Subscriptions	600.00
531600 · Equipment <\$5000	13,919.98
531100 · Office Operations	1,620.42
523300 · Advertising	640.00
523700 · Training & Education	392.90
531203 · Old City Hall	
531203D · Pest Control	360.00
531203U · Utilities	18,843.75
522600 · Landscaping	130.00
Total 531203 · Old City Hall	19,333.75
Total Expense	196,653.12
Net Ordinary Income	24,321.64
Other Income/Expense	
Other Income	
381011 · Rent Received - 227 S. Broad St	28,800.00
Total Other Income	28,800.00
Net Other Income	28,800.00
Net Income	53,121.64

Profit & Loss

November 2020

	<u>Nov 20</u>
Ordinary Income/Expense	
Income	
389003 · Principle-Revolving Loan Fund	1,728.91
361002 · Interest-Revolving Loan Fund	512.87
347903 · Farmers Market Revenue	
Farmers Market Fees	400.00
347903 · Farmers Market Revenue - Other	15.24
Total 347903 · Farmers Market Revenue	<u>415.24</u>
347300 · Event Fees/Revenue	-390.00
361000 · Interest Income	9.19
371000 · Memberships & Contributions	-8,750.00
Total Income	<u>-6,473.79</u>
Expense	
531175 · Farmers Mkt Gen Expenses	285.49
523306 · Farmers Mkt-Entertainment	70.00
523304 · Farmers Mkt-SR BUCKS	10.00
523301 · Event Expenses	1,250.00
523850 · Contract Labor	500.00
531203 · Old City Hall	
531203D · Pest Control	120.00
531203U · Utilities	1,107.29
Total 531203 · Old City Hall	<u>1,227.29</u>
Total Expense	<u>3,342.78</u>
Net Ordinary Income	-9,816.57
Other Income/Expense	
Other Income	
381011 · Rent Received - 227 S. Broad St	2,700.00
Total Other Income	<u>2,700.00</u>
Net Other Income	<u>2,700.00</u>
Net Income	<u><u>-7,116.57</u></u>