



Downtown Development Authority

AGENDA

Thursday, May 09, 2019

8:00 AM

City Hall

CALL TO ORDER

ROLL CALL

APPROVAL OF PREVIOUS MEETING MINUTES

[1.](#) DDA April Minutes

APPROVAL OF FINANCIAL STATEMENTS

[2.](#) DDA March Financials

PUBLIC FORUM

CITY UPDATE

COUNTY UPDATE

COMMUNITY WORK PLAN &REPORTS

Goal #1 - Parking

Goal #2 - Infill Development

Goal #3 - New Entertainment Draws

PROGRAMS

Events

Downtown Design

Farmers Market - Farm to Table review

FUNDING

SPONSORSHIP - \$34,350 collected as of 4/30/19; \$39,000 committed

FACADE GRANTS - none

COMMUNITY EVENT GRANTS

3. Storybook 5K and Fun Run (TeamUp Mentoring)

NEW BUSINESS

ANNOUNCEMENTS:

GMA Heart & Soul Training, May 23rd.

Next meeting scheduled, June 13th, at 8:00 am at Monroe City Hall

ADJOURN



Downtown Development Authority

MINUTES

Thursday, April 11, 2019

8:00 AM

City Hall

CALL TO ORDER

8:04 AM

ROLL CALL

PRESENT

Chairman Lisa Anderson
Vice Chair Meredith Malcom
Secretary Andrea Gray
Board Member Mike Gray
Board Member Whit Holder
Board Member Wesley Sisk
Board Member Charles Sanders

ABSENT

City Council Representative Ross Bradley

CITY STAFF

Logan Propes, Darrell Stone, Les Russell, Sadie Krawczyk, Leigh Ann Walker

APPROVAL OF PREVIOUS MEETING MINUTES

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

DDA March Minutes

APPROVAL OF FINANCIAL STATEMENTS

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

DDA February Financials

PUBLIC FORUM

Cari Martinez
Bonnie Getchell

CITY UPDATE

City Council approved a new Infill Overlay District to encourage infill development within the city; Georgia State Patrol did a distracted driving stop in downtown that resulted in 30 citations and 21 warnings in 2.5 hours; citywide clean up is going on for the month of April

COUNTY UPDATE

None

COMMUNITY WORK PLAN &REPORTS

Goal #1 - Parking

signs are ready for pick up from A1 Signs

Goal #2 - Infill Development

3 GCF revolving loan funds submitted this week for John's Supermarket, Amici, and 2nd Floor LLC.

Goal #3 - New Entertainment Draws

Dockdogs this weekend; Children's Book Festival planning underway; Monroe Blooms committee met this week to continue work on the event

PROGRAMS

Events

Car Show has 248 registered entries, street closure was a great improvement to the event; Paws in the Park is this weekend; concerts coming up in May; McDaniel Tichenor house wine/beer tasting is tonight

Downtown Design

Childers bridge repair needs to happen; new birdhouses have been installed in the park; city attorneys are working on facade easements for alleyway lights and art near the wayfarer livery stable; new planter boxes are being installed; new bench will be put in park from Ken Murray old walmart sign proceeds.

Farmers Market

vendor meet & greet will be on 4/16 for this year's season; food safety class on 4/11; Farm to Table dinner fundraiser is sold out.

FUNDING

SPONSORSHIP

\$33,000 collected to date; \$37,000+ committed

FACADE GRANTS

none

COMMUNITY EVENT GRANTS

none

NEW BUSINESS

None

ANNOUNCEMENTS:

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

Rotary Golf Tournament on 4/19

ADJOURN

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

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

Monroe Downtown Development Authority

04/26/19

Balance Sheet

Accrual Basis

As of March 31, 2019

	<u>Mar 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
111145 · RDF Checking Account	500.00
111108 · Synovus 205-495-003-6	28,096.70
111111 · Synovus 100-097-081-2	7,911.18
111100 · General Fund Checking	67,031.03
Total Checking/Savings	<u>103,538.91</u>
Total Current Assets	<u>103,538.91</u>
TOTAL ASSETS	<u>103,538.91</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
121200 · Accts. Payable - DT Dollars	900.00
Total Other Current Liabilities	<u>900.00</u>
Total Current Liabilities	<u>900.00</u>
Total Liabilities	900.00
Equity	
134220 · Fund Balance Unreserved	94,955.87
Net Income	7,683.04
Total Equity	<u>102,638.91</u>
TOTAL LIABILITIES & EQUITY	<u>103,538.91</u>

Monroe Downtown Development Authority

Profit & Loss

04/26/19

March 2019

Accrual Basis

	<u>Mar 19</u>
Ordinary Income/Expense	
Income	
347903 · Farmers Market Revenue	1,000.00
347300 · Event Fees/Revenue	400.00
361000 · Interest Income	4.83
371000 · Memberships & Contributions	2,500.00
Total Income	<u>3,904.83</u>
Expense	
582303 · Other Interest Expense	857.50
523301 · Event Expenses	75.00
523400 · Printing and Reproduction	1,449.63
531203 · Old City Hall	
531203U · Utilities	1,571.40
Total 531203 · Old City Hall	<u>1,571.40</u>
Total Expense	<u>3,953.53</u>
Net Ordinary Income	-48.70
Other Income/Expense	
Other Income	
381011 · Rent Received - 227 S. Broad St	2,500.00
Total Other Income	<u>2,500.00</u>
Net Other Income	<u>2,500.00</u>
Net Income	<u><u>2,451.30</u></u>

Monroe Downtown Development Authority

Profit & Loss

04/26/19

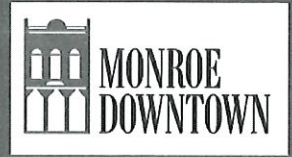
January through March 2019

Accrual Basis

	<u>Jan - Mar 19</u>
Ordinary Income/Expense	
Income	
347903 · Farmers Market Revenue	
Farmers Market Fees	35.00
347903 · Farmers Market Revenue - Other	1,000.00
Total 347903 · Farmers Market Revenue	1,035.00
347300 · Event Fees/Revenue	450.00
361000 · Interest Income	13.75
371000 · Memberships & Contributions	21,943.00
Total Income	23,441.75
Expense	
582303 · Other Interest Expense	2,756.25
572030 · Downtown Development	9,315.00
523305 · Farmers Mkt-EBT Tokens	489.19
523301 · Event Expenses	514.04
523850 · Contract Labor	1,300.00
531600 · Equipment <\$5000	1,378.31
523400 · Printing and Reproduction	1,449.63
523700 · Training & Education	425.00
512920 · Travel Expense	170.69
531203 · Old City Hall	
531203C · Supplies	45.00
531203D · Pest Control	60.00
531203U · Utilities	6,040.60
522600 · Landscaping	65.00
Total 531203 · Old City Hall	6,210.60
Total Expense	24,008.71
Net Ordinary Income	-566.96
Other Income/Expense	
Other Income	
381011 · Rent Received - 227 S. Broad St	8,250.00
Total Other Income	8,250.00
Net Other Income	8,250.00
Net Income	<u>7,683.04</u>



Downtown Community Event Grant



PURPOSE & DESCRIPTION

The purpose of this program is to stimulate community involvement in Downtown Monroe. Grant funds are an incentive for groups and individuals to hold events in our historic downtown for the community at large.

The Monroe Downtown Development Authority (DDA) Community Event Match will provide a 50/50 investment match ratio up to a maximum of \$250 per event, as a reimbursement once pre-approved events are completed.

ELIGIBILITY

The program will be open to all community members. Events must take place within the DDA boundaries, must be open to the public, and the profits must benefit downtown development or another community non-profit. Once available funds are pledged, no more applications will be accepted. Monroe DDA will review the grant program each year to determine if sufficient funding is available to continue accepting grant applications.

EXAMPLES OF EVENTS

- Outdoor concert
- Family Festival
- Movie night
- Craft fair

APPLICATION PROCESS

Applications will be coordinated by Mainstreet/DDA Executive Director. The DDA board will determine grant awards based on benefit to downtown and available funds.

The full process includes:

- A completed application
- Event description
- Proper permits from Code Department for road closings/peddlers permits (if applicable)
- Review/audit of event
- Provide copies of paid receipts to DDA within 30 days of event
- Reimbursement of 50% for event expenses up to a maximum of \$250
- Donation of a portion of event proceed to downtown development or local non-profit

APPLICATION FOR EVENT GRANT

EVENT NAME: Storybook 5K and Fun Run
 LOCATION OF EVENT: Childers Park
 EVENT DATE: April 21, 2018
 BENEFITTING ORGANIZATION: Team Up Mentoring
 CONTACT NAME: Amy Hunnewell
 TELEPHONE NUMBER: 770.882.6800
 EMAIL: amy@teamupmentoring.org

Please attach a brief description of proposed event. (Note: to receive payment, event must take place as described)

ESTIMATED COST: \$4,450
 GRANT MONEY APPLYING FOR: \$250.-

I understand that the incentive match must be used for the event described in this application and that the event must benefit downtown development or a local non-profit before the payment will be considered.

SIGNATURE: Amy C. Hunnewell DATE: 2.20.18

Monroe DDA
 P.O. Box 1249
 Monroe, GA 30655
 770-266-5331
 sadiek@monroega.gov
 www.MonroeDowntown.com

CHECKLIST

- Application is complete
- Event Description is attached
- Budget summary/cost estimate attached
- Letter of consent from property owner (if needed)
- City permits applied for (if applicable)
- Documentation of gift to benefiting organization

Storybook 5K Est. Cost	
Race Management	
Timing fees, bibs	\$650.00
Nowell	\$350.00
Food/water for volunteers	\$300.00
Other	\$200.00
Marketing	
Banners, signs	\$700.00
Marketing materials	\$250.00
Photographer	\$300.00
T-shirts	\$1,000.00
Prizes	
Trophies	\$250.00
Medals	\$200.00
Costume contest prizes	\$250.00
Total	\$4,450.00

doing **WHATEVER IT TAKES** to foster
GROWTH and **SUCCESS**
770.356.4820/teamupmentoring.org



TEAM
UP
mentoring

Dear DDA Board Members

The Storybook 5k and Fun Run will take place on May 11, 2019 at Childer's Park in conjunction with the Children's Book Festival. The purpose of this run is to both promote childhood literacy as well as raise funds for Team Up's education, mentoring and wellness initiatives.

This family-friendly event will have a Fun Run obstacle course going through Childer's park, a 5 kilometer run with handmade awards from Walton Center for the Arts, and a storybook costume contest with literary-themed awards for children and adults alike.

See attached flyer for more information.

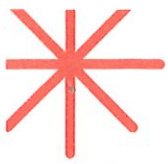
The best part about this run is that 100% of all proceeds will go to benefit programs within Team Up that help young people affected by trauma access healthcare, mentoring, tutoring, counseling and nutrition services.

Please let me know if you have any questions. Thank you for your continued support of our community.

Best Wishes,

A handwritten signature in blue ink that reads "Amy C. Hunnewell". The signature is fluid and cursive.

Amy C. Hunnewell
Director of Development
(cell) 770.882.6800
amy@teamupmentoring.org



SATURDAY, MAY 11
FUN RUN 12:00 PM
5K 12:30
CHILDERS PARK

All proceeds benefit Team Up Mentoring literacy, wellness, mentoring and education initiatives



REGISTRATION

- Pre-Registration \$20
- Race Day Registration \$25
- Packet Pick Up 11 am
- Pre-Registration Cut off: May 4, 2019
- Free Storybook Costume Contest Entry

AWARDS

- Overall M/F
- Masters M/F
- 1st-3rd Place for 5-year age groups
- All fun run participants receive a medal

-----One entry per form, please print clearly-----

Visit www.teamupmentoring.org/storybook5k to register
 OR complete the entry form below and mail to Team Up Mentoring PO BOX 528 Monroe, GA 30655
 Please make checks payable to Team Up Mentoring

Last Name: _____ First Name: _____

Address: _____ City, State & Zip: _____

Phone: _____ E-mail: _____ D.O.B.: ____/____/____ Age: _____

Gender: M/F _____ Event: 5K race _____ Fun Run: _____

T-shirt (circle one): (Youth) S M L (Adult) S M L XL XXL

**Shirt size only guaranteed if pre-registered by 5/4/19.

Participation Waiver: In consideration of acceptance of this application, I hereby waive any and all claims against Team Up Mentoring and The Storybook 5K & Fun Run, hosts, sponsors, officials, volunteers, and any other parties involved with the Storybook 5K for injury and/or damage I may incur while participating in said event. I understand there will be no refunds for any reason. I understand the race may be canceled in the event of extreme weather conditions. I also give permission to use my name and/or photo in any media publication regarding this event.

Signature: _____ Date: _____
 (parent or guardian if under 18)



RACE DAY BIB #: _____

