



## **Downtown Development Authority**

### **AGENDA**

**Thursday, June 11, 2020**

**8:00 AM**

**City Hall**

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#### **CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF PREVIOUS MEETING MINUTES**

**1. DDA May Minutes**

**APPROVAL OF FINANCIAL STATEMENTS**

**2. DDA April 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****FACADE GRANTS****Educational DDA Stabilization Grants**

1 - Young Learner's Christian Academy

4. 2 - MCDS

**COMMUNITY EVENT GRANTS****NEW BUSINESS****ANNOUNCEMENTS:**

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

**ADJOURN**



**Downtown Development Authority**

**MINUTES**

**Thursday, May 14, 2020**

**8:00 AM**

**Join Zoom Meeting <https://us02web.zoom.us/j/84286281187>**

**Meeting ID: 842 8628 1187**

**CALL TO ORDER**

Meeting called to order at 8:09 am.

**ROLL CALL**

**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**

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

**APPROVAL OF PREVIOUS MEETING MINUTES**

1. DDA Minutes April

DDA Minutes April - approved - Motion made by Board Member Sanders, 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**

2. DDA March Financials

DDA March Financials - approved - Motion made by Secretary Gray, 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

**PUBLIC FORUM**

None

**CITY UPDATE**

Childers Park work should wrap up in June; Pilot Park will begin work next month; Community Building will be leased to Monroe Country Day School for the next 5 years; Church Street traffic calming installation starting soon; Wayne Street and Highland will be resurfaced in the next few weeks; engineers are getting back updated design documents for the town green with phased-in approach for construction.

**COUNTY UPDATE**

County opening up to the public on 5/18/20.

**COMMUNITY WORK PLAN &REPORTS**

**Existing Environment -**

Existing Environment - ordering swings and moving forward with parklet construction behind visitors center; planters have been planted for spring/summer.

**Infill Development -**

**Entertainment Draws -**

Entertainment Draws - hammock promotion generated over \$7,100 in sales for downtown; plans to do similar promotion with 2020 event t-shirts in June. Turtle scavenger hunt planned for June/July reveal.

**PROGRAMS**

**Events**

**Events** - July 24th, outdoor concert on towngreen; Boys and Girls Club is coordinating an event on July4th in conjunction with city fireworks; MATM is planned for 7/31.

**Downtown Design**

Downtown Design - Banners are still in progress for light poles

**Farmers Market - online market open - monroefm.locallygrown.net**

Farmers Market - online market open - monroefm.locallygrown.net

**FUNDING**

**SPONSORSHIP**

**Stabilization Grants**

May Stabilization Grant Applications

4. May Applications

#	Applicant Name	Employees	Amount Requested	Amount Approved	Action	Motion	Second	Left Meeting for item	In Favor Votes
1	The Southern Ox	13	\$ 2,500.00	\$ 2,500.00	Approve	Ross Bradley	Wesley Sisk	Chris Collin	Ross Bradley, Andrea Gray, Wesley Sisk, Whit Holder, Lisa Anderson, Charles Sanders, Meredith Malcom
2	Luxe Studio Salon	1	\$ 2,000.00	\$ 2,000.00	Approve	Andrea Gray	Wesley Sisk	Chris Collin	Ross Bradley, Andrea Gray, Wesley Sisk, Whit Holder, Lisa Anderson, Charles Sanders, Meredith Malcom
3	LR Burger	30	\$ 2,500.00	\$ 2,500.00	Approve	Charles Sanders	Meredith Malcom	Chris Collin	Ross Bradley,

									Andrea Gray, Wesley Sisk, Whit Holder, Lisa Anderson, Charles Sanders, Meredith Malcom
									Ross Bradley, Andrea Gray, Wesley Sisk, Chris Collin, Lisa Anderson, Charles Sanders, Meredith Malcom
4	Georgia Reclaimed	8	\$ 2,500.00	\$ 2,500.00	Approve	Charles Sanders	Wesley Sisk	Whit Holder	Ross Bradley, Andrea Gray, Wesley Sisk, Chris Collin, Lisa Anderson, Charles Sanders, Meredith Malcom
									Ross Bradley, Andrea Gray, Wesley Sisk, Chris Collin, Lisa Anderson, Whit Holder, Meredith Malcom
5	Sailor Studio & Rekindle Candle Co.	2	\$ 2,500.00	\$ 2,500.00	Approve	Andrea Gray	Whit Holder	Charles Sanders	Ross Bradley, Andrea Gray, Wesley Sisk, Chris Collin, Lisa Anderson, Charles Sanders, Meredith Malcom
									Ross Bradley, Andrea Gray, Wesley Sisk, Chris Collin, Lisa Anderson, Charles Sanders, Meredith Malcom
6	Made in Monroe	11	\$ 2,500.00	\$ 2,500.00	Approve	Meredith Malcom	Wesley Sisk	Whit Holder	Ross Bradley, Andrea Gray, Wesley Sisk, Chris Collin, Lisa Anderson, Charles Sanders, Meredith Malcom
									Ross Bradley, Andrea Gray, Wesley Sisk, Chris
7	Silver Queen	50	\$ 2,500.00	\$ 2,500.00	Approve	Meredith Malcom	Whit Holder	no conflict	Wesley Sisk, Chris

								Collin, Lisa Anderson, Charles Sanders, Whit Holder, Meredith Malcom	
								Ross Bradley, Andrea Gray, Chris Collin, Lisa Anderson, Charles Sanders, Whit Holder, Meredith Malcom	
8	Saltbox Lane	2	\$ 2,500.00	\$ 2,500.00	Approve	Andrea Gray	Whit Holder	Wesley Sisk	Ross Bradley, Andrea Gray, Chris Collin, Lisa Anderson, Charles Sanders, Whit Holder, Meredith Malcom
								Ross Bradley, Andrea Gray, Chris Collin, Lisa Anderson, Charles Sanders, Whit Holder, Meredith Malcom	
9	Broad Street Boots	5	\$ 2,500.00	\$ 2,500.00	Approve	Ross Bradley	Whit Holder	Wesley Sisk	Ross Bradley, Andrea Gray, Wesley Sisk, Chris Collin, Lisa Anderson, Charles Sanders, Meredith Malcom
									Ross Bradley, Andrea Gray, Wesley Sisk, Chris Collin, Lisa Anderson, Charles Sanders, Meredith Malcom
10	Hodge Podge Art, Antiques, & Interiors	6	\$ 2,500.00	\$ 2,500.00	Approve	Chris Collin	Wesley Sisk	Whit Holder	Ross Bradley, Andrea Gray, Wesley Sisk, Chris Collin, Lisa Anderson, Charles Sanders, Meredith Malcom
									Ross Bradley, Andrea Gray, Wesley Sisk, Chris Collin, Lisa Anderson, Charles Sanders, Meredith Malcom
11	Hybrid Fitness	1	\$ 1,990.00	\$ 1,990.00	Approve	Chris Collin	Charles Sanders	no conflict	Ross Bradley, Andrea Gray, Wesley Sisk, Chris Collin, Lisa Anderson, Charles

									Sanders, Whit Holder, Meredith Malcom
									Ross Bradley, Andrea Gray, Wesley Sisk, Chris Collin, Lisa Anderson, Charles Sanders, Whit Holder, Meredith Malcom
12	4M Management Inc./MERMCI, Inc.	0	\$ 2,500.00	\$ -	Deny	Chris Collin	Charles Sanders	no conflict	Ross Bradley, Andrea Gray, Wesley Sisk, Chris Collin, Lisa Anderson, Charles Sanders, Whit Holder, Meredith Malcom
									Ross Bradley, Andrea Gray, Wesley Sisk, Chris Collin, Lisa Anderson, Charles Sanders, Whit Holder, Meredith Malcom
13	Stuever Studios	1	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Meredith Malcom	no conflict	Ross Bradley, Andrea Gray, Wesley Sisk, Chris Collin, Lisa Anderson, Charles Sanders, Whit Holder, Meredith Malcom
									Ross Bradley, Andrea Gray, Wesley Sisk, Chris Collin, Lisa Anderson, Charles Sanders, Whit Holder, Meredith Malcom
14	Shadonne's Wright Touch Beauty Salon	1	\$ 2,500.00	\$ 2,500.00	Approve	Andrea Gray	Whit Holder	no conflict	Ross Bradley, Andrea Gray, Wesley Sisk, Chris Collin, Lisa Anderson, Charles Sanders, Whit Holder, Meredith Malcom
									Ross Bradley, Andrea Gray, Wesley Sisk, Chris Collin, Lisa Anderson, Charles Sanders, Whit Holder, Meredith Malcom
15	Atlanta's Skin Rejuvenation Center	2	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Wesley Sisk	no conflict	Ross Bradley, Andrea Gray, Wesley Sisk, Chris Collin, Lisa Anderson, Charles Sanders, Whit Holder, Meredith Malcom



									Collin, Lisa Anderson, Charles Sanders, Whit Holder, Meredith Malcom
									Ross Bradley, Andrea Gray, Wesley Sisk, Chris Collin, Lisa Anderson, Charles Sanders, Whit Holder, Meredith Malcom
16	JEC Development	0	\$ 2,500.00	\$ -	Deny	Chris Collin	Ross Bradley	no conflict	Ross Bradley, Andrea Gray, Wesley Sisk, Chris Collin, Lisa Anderson, Charles Sanders, Whit Holder, Meredith Malcom
									Ross Bradley, Andrea Gray, Wesley Sisk, Chris Collin, Lisa Anderson, Charles Sanders, Whit Holder, Meredith Malcom
17	Accolades Awards & Recognition Gifts, Inc.	2	\$ 2,500.00	\$ 2,500.00	Approve	Meredith Malcom	Charles Sanders	no conflict	Ross Bradley, Andrea Gray, Wesley Sisk, Chris Collin, Lisa Anderson, Charles Sanders, Whit Holder, Meredith Malcom
									Ross Bradley, Andrea Gray, Wesley Sisk, Chris Collin, Lisa Anderson, Charles Sanders, Whit Holder, Meredith Malcom
18	Ana African Hair Braiding	2	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Meredith Malcom	no conflict	Ross Bradley, Andrea Gray, Wesley Sisk, Chris Collin, Lisa Anderson, Charles Sanders, Whit Holder, Meredith Malcom
									Ross Bradley, Andrea Gray, Wesley Sisk, Chris Collin, Lisa Anderson, Charles Sanders, Whit Holder, Meredith Malcom
		<b>137</b>	<b>\$ 43,990.00</b>	<b>\$ 38,990.00</b>					

**FACADE GRANTS**

203 E. Spring Street

203 E. Spring Street - approved - 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 Sanders, City Council Representative Bradley, Board Member Collin

Voting Abstaining: Board Member Sisk (left meeting for this discussion and action)

6. 205 E. Spring Street

205 E. Spring Street - 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 Sanders, City Council Representative Bradley, Board Member Collin

Voting Abstaining: Board Member Sisk (left meeting for this discussion and action)

**COMMUNITY EVENT GRANTS**

COMMUNITY EVENT GRANTS - none

**NEW BUSINESS**

**NEW BUSINESS**

DT business owner zoom meeting scheduled for next Tuesday at 3:00 pm

**ANNOUNCEMENTS:**

Next meeting scheduled, June 11th, at 8:00 am at Monroe City Hall.

**ADJOURN**

**ADJOURN**

Motion made by Board Member Sanders, 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

## Profit &amp; Loss

April 2020

	<u>Apr 20</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
391205 · Transfers In-DDA Stabilization	100,000.00
347903 · Farmers Market Revenue	
Farmers Market Fees	-200.00
<b>Total 347903 · Farmers Market Revenue</b>	-200.00
361000 · Interest Income	9.25
371000 · Memberships & Contributions	1,000.00
<b>Total Income</b>	100,809.25
<b>Expense</b>	
573000 · Payments to Others	74,700.00
572030 · Downtown Development	2,500.00
523850 · Contract Labor	1,000.00
531600 · Equipment <\$5000	1,028.94
531203 · Old City Hall	
531203U · Utilities	1,762.85
<b>Total 531203 · Old City Hall</b>	1,762.85
<b>Total Expense</b>	80,991.79
<b>Net Ordinary Income</b>	19,817.46
<b>Other Income/Expense</b>	
<b>Other Income</b>	
381011 · Rent Received - 227 S. Broad St	2,750.00
<b>Total Other Income</b>	2,750.00
<b>Net Other Income</b>	2,750.00
<b>Net Income</b>	<b>22,567.46</b>

**Balance Sheet**

As of April 30, 2020

	<u>Apr 30, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
111145 · RDF Checking Account	500.00
111108 · Synovus 205-495-003-6	28,127.19
111111 · Synovus 100-097-081-2	69,935.61
111100 · General Fund Checking	114,630.50
<b>Total Checking/Savings</b>	<u>213,193.30</u>
<b>Total Current Assets</b>	<u>213,193.30</u>
<b>TOTAL ASSETS</b>	<b><u>213,193.30</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
121200 · Accts. Payable - DT Dollars	2,452.70
<b>Total Other Current Liabilities</b>	<u>2,452.70</u>
<b>Total Current Liabilities</b>	<u>2,452.70</u>
<b>Total Liabilities</b>	2,452.70
<b>Equity</b>	
134220 · Fund Balance Unreserved	146,782.59
Net Income	63,958.01
<b>Total Equity</b>	<u>210,740.60</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>213,193.30</u></b>

## Profit &amp; Loss

January through April 2020

	<u>Jan - Apr 20</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
391205 · Transfers In-DDA Stabilization	100,000.00
347903 · Farmers Market Revenue	
Farmers Market Fees	1,080.00
sales	181.00
<b>Total 347903 · Farmers Market Revenue</b>	<b>1,261.00</b>
347300 · Event Fees/Revenue	10,698.88
336100 · City Funding	6,250.00
361000 · Interest Income	44.52
371000 · Memberships & Contributions	31,906.00
389000 · Other Misc. Revenue	281.00
<b>Total Income</b>	<b>150,441.40</b>
<b>Expense</b>	
573000 · Payments to Others	74,700.00
572030 · Downtown Development	6,500.00
531175 · Farmers Mkt Gen Expenses	52.60
523301 · Event Expenses	2,190.96
523850 · Contract Labor	2,700.00
523500 · Dues and Subscriptions	100.00
531600 · Equipment <\$5000	1,028.94
531100 · Office Operations	612.25
523300 · Advertising	390.00
523700 · Training & Education	385.00
531203 · Old City Hall	
531203D · Pest Control	120.00
531203U · Utilities	7,774.59
522600 · Landscaping	130.00
<b>Total 531203 · Old City Hall</b>	<b>8,024.59</b>
<b>Total Expense</b>	<b>96,684.34</b>
<b>Net Ordinary Income</b>	<b>53,757.06</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
381011 · Rent Received - 227 S. Broad St	10,525.00
<b>Total Other Income</b>	<b>10,525.00</b>
<b>Other Expense</b>	
532900 · Misc. Expense	324.05
<b>Total Other Expense</b>	<b>324.05</b>
<b>Net Other Income</b>	<b>10,200.95</b>
<b>Net Income</b>	<b>63,958.01</b>

**CITY OF MONROE, GEORGIA  
DOWNTOWN DEVELOPMENT AUTHORITY**

**COVID-19 DOWNTOWN DEVELOPMENT AUTHORITY  
STABILIZATION FUND APPLICATION**

Young Learner's Christian Academy, Inc \_\_\_\_\_

Business Name

426 S Broad St Monroe, Ga 30655 \_\_\_\_\_

Business Property Address

Lolita Young 678-863-5038 \_\_\_\_\_

Contact Name and Phone Number

younglearners@monroeaccess.net \_\_\_\_\_

Email address

Number of Full-Time Employees:

8 \_\_\_\_\_

Number of Part-Time Employees:

8 \_\_\_\_\_

Proposed Expenses:

Describe how your business has been affected by the COVID-19 outbreak and how you intend to use the grant to offset business expenses during the next thirty (30) days. The funds must be spent in response to a business need created by the COVID-19 outbreak, such as continuing to pay employees or changing the business model.

Due to the Executive Order by Gov. Kemp in March 2020 we had to close our facility because of social distancing rules. We closed from March 24-May 4. Upon reopening the social distancing rules were still in effect. Our revenue dropped by 50%. At this time we are still not at full capacity meaning that revenue is still down. Theses funds will be used to cover utility expenses for the next couple of months so that we can get revenue back on track.

Grant Amount Requested: \$2000 \_\_\_\_\_

Submission Report of Use:

Please submit the completed application to Sadie Krawczyk at [SKrawczyk@MonroeGA.gov](mailto:SKrawczyk@MonroeGA.gov). Businesses awarded funds must report how the grant funds were used within thirty (30) days after the date the grant is awarded. Please also email the information to Sadie Krawczyk. Failure to report how the grant funds were used will prevent the business from any eligibility to apply for or receive future grant opportunities from the DDA, and could result in the DDA requiring the return of the grant funds issued.

Deadlines:

Applications submitted prior to June 5, 2020 will be considered at the DDA’s June 11, 2020 meeting.

Authorization:

I hereby make application to the DDA to receive, at the DDA’s sole discretion, grant funds disbursed pursuant to the Downtown Development Authority Stabilization Fund. I verify that the information contained in this application and any attachments is true and correct. I have reviewed and understand the rules and regulations set forth in this document and agree to be bound by the same.

I understand that any changes in the approved project(s) must be re-approved, and unauthorized changes in use of the grant funds could result in forfeiture of said funds. I understand submission of this application does not obligate the DDA in any way to provide grant funds to the aforementioned business.

\_\_\_\_\_  
Printed Name: Lolita Young  
Title: CEO

5/21/20  
Date

**CITY OF MONROE, GEORGIA  
DOWNTOWN DEVELOPMENT AUTHORITY**

**COVID-19 DOWNTOWN DEVELOPMENT AUTHORITY  
STABILIZATION FUND APPLICATION**

Johnston Institute Inc DBA Monroe Country Day School

**Business Name**

603 S Broad St Monroe, GA 30655

**Business Property Address**

Rita Dickinson 770.267.8955/770.634.4381

**Contact Name and Phone Number**

director@monroe.school

**Email address**

**Number of Full-Time Employees:**

2

**Number of Part-Time Employees:**

11

**Proposed Expenses:**

Describe how your business has been affected by the COVID-19 outbreak and how you intend to use the grant to offset business expenses during the next thirty (30) days. The funds must be spent in response to a business need created by the COVID-19 outbreak, such as continuing to pay employees or changing the business model.

The Governor called off school March 16th and the closure was extended until the end of the school year. Some parents have struggled to pay tuition because of the impact on their jobs and MCDS was unable to do our final fundraiser. Therefore, 4 staff were laid off and 10 others' hours reduced. This extra money would allow our teachers who have had reduced hours to work extra days. Teachers will be able to offer small classes to students who have struggled with distance learning. Any money not used for payroll would go toward rent and utilities.

**Grant Amount Requested: \$ 2500**



Submission Report of Use:

Please submit the completed application to Sadie Krawczyk at [SKrawczyk@MonroeGA.gov](mailto:SKrawczyk@MonroeGA.gov). Businesses awarded funds must report how the grant funds were used within thirty (30) days after the date the grant is awarded. Please also email the information to Sadie Krawczyk. Failure to report how the grant funds were used will prevent the business from any eligibility to apply for or receive future grant opportunities from the DDA, and could result in the DDA requiring the return of the grant funds issued.

Deadlines:

Applications submitted prior to June 5, 2020 will be considered at the DDA’s June 11, 2020 meeting.

Authorization:

I hereby make application to the DDA to receive, at the DDA’s sole discretion, grant funds disbursed pursuant to the Downtown Development Authority Stabilization Fund. I verify that the information contained in this application and any attachments is true and correct. I have reviewed and understand the rules and regulations set forth in this document and agree to be bound by the same.

I understand that any changes in the approved project(s) must be re-approved, and unauthorized changes in use of the grant funds could result in forfeiture of said funds. I understand submission of this application does not obligate the DDA in any way to provide grant funds to the aforementioned business.

*Rita Dickinson*

5/21/2020

Printed Name: Rita Dickinson

Date

Title: Director