



Downtown Development Authority

AGENDA

Thursday, November 11, 2021

8:00 AM

City Hall - 215 N. Broad Street

CALL TO ORDER

ROLL CALL

APPROVAL OF PREVIOUS MEETING MINUTES

1. DDA October Minutes

APPROVAL OF FINANCIAL STATEMENTS

2. DDA September Financials

PUBLIC FORUM

CITY UPDATE

New board member will be appointed in December by City Council.

COUNTY UPDATE

COMMUNITY WORK PLAN &REPORTS

Existing Environment -

Infill Development - closed on 109 S. Jackson Street purchase

Entertainment Draws -

PROGRAMS

Events

Downtown Design - pocket park work

Farmers Market - completed season, pop-up markets during candlelight shopping; Farm to Table on 11/7

FUNDING

SPONSORSHIP - end of year thank yous

FACADE GRANTS - none.

COMMUNITY EVENT GRANTS - none.

NEW BUSINESS

John Davis presentation in December.

ANNOUNCEMENTS:

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

ADJOURN



Downtown Development Authority

MINUTES

Thursday, October 14, 2021

8:00 AM

City Hall - 215 N. Broad Street

CALL TO ORDER

Meeting called to order at 8:00 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

- Sadie Krawczyk
- Leigh Ann Walker

APPROVAL OF PREVIOUS MEETING MINUTES

- . DDA September Minutes

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

APPROVAL OF FINANCIAL STATEMENTS

. DDA August Financials

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

PUBLIC FORUM

None.

CITY UPDATE

Hall Consulting has been hired to conduct an update to the city's comprehensive plan; the rezone of Blaine Station to PCD and a text amendment to remove minimum acreages for planned districts will be before Planning and Zoning this month and City Council next month.

COUNTY UPDATE

None.

COMMUNITY WORK PLAN & REPORTS

Existing Environment - VC Park Update; murals

Pocket Park update is underway as well.

Infill Development - Milner Aycock building RFP and pre-submittal meeting Friday, Oct. 15th at 10:00 am

Entertainment Draws -

Fall Fest was the largest to date; Light Up the Night will be on 11/4.

PROGRAMS

Farmers Market

Farm to Table will be on 11/7; the event is sold out.

FUNDING

SPONSORSHIP

FACADE GRANTS

. 126 W. Highland Facade Grant

Approved for \$1500.00 grant - Motion made by City Council Representative Bradley, Seconded by Board Member Sisk.

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

COMMUNITY EVENT GRANTS - None

NEW BUSINESS

Lisa Anderson will be moving her business to the new location next week; Brown Oil is closing on the former Conestoga trailer park parcel to relocate their headquarters; JL Designs is relocating to the Walton Mill and a new retail store will be going into their current N. Broad St. location.

ANNOUNCEMENTS:

Next meeting scheduled, November 11th, 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

Profit & Loss

January through September 2021

	<u>Jan - Sep 21</u>
Ordinary Income/Expense	
Income	
389003 · Principle-Revolving Loan Fund	15,716.54
361002 · Interest-Revolving Loan Fund	4,459.48
347903 · Farmers Market Revenue	
Farmers Market Fees	
Vendor Fee	3,516.09
Farmers Market Fees - Other	3,842.90
Total Farmers Market Fees	<u>7,358.99</u>
sales	684.00
347903 · Farmers Market Revenue - Other	8,389.62
Total 347903 · Farmers Market Revenue	<u>16,432.61</u>
347300 · Event Fees/Revenue	4,774.00
334000 · Grants - State	500.00
336100 · City Funding	18,750.00
361000 · Interest Income	86.43
371000 · Memberships & Contributions	22,177.39
389000 · Other Misc. Revenue	650.00
Total Income	<u>83,546.45</u>
Expense	
572030 · Downtown Development	25,908.66
531175 · Farmers Mkt Gen Expenses	407.46
523306 · Farmers Mkt-Entertainment	595.00
523305 · Farmers Mkt-EBT Tokens	1,080.00
523304 · Farmers Mkt-SR BUCKS	-31.00
523303 · Farmers Mkt-Gift Certs	96.00
523301 · Event Expenses	2,633.01
523850 · Contract Labor	7,600.00
523500 · Dues and Subscriptions	120.00
531600 · Equipment <\$5000	3,171.35
531100 · Office Operations	348.01
521200 · Professional Fees	750.00
523300 · Advertising	1,500.00
531203 · Old City Hall	
531203D · Pest Control	120.00
531203U · Utilities	12,757.89
Total 531203 · Old City Hall	<u>12,877.89</u>
Total Expense	<u>57,056.38</u>
Net Ordinary Income	26,490.07
Other Income/Expense	
Other Income	
381011 · Rent Received - 227 S. Broad St	24,700.00
Total Other Income	<u>24,700.00</u>
Net Other Income	24,700.00
Net Income	<u><u>51,190.07</u></u>

Profit & Loss

September 2021

	<u>Sep 21</u>
Ordinary Income/Expense	
Income	
389003 · Principle-Revolving Loan Fund	1,757.94
361002 · Interest-Revolving Loan Fund	483.84
347903 · Farmers Market Revenue	
Farmers Market Fees	670.00
347903 · Farmers Market Revenue - Other	1,950.83
Total 347903 · Farmers Market Revenue	<u>2,620.83</u>
347300 · Event Fees/Revenue	465.00
336100 · City Funding	6,250.00
361000 · Interest Income	9.15
371000 · Memberships & Contributions	-17,500.00
Total Income	<u>-5,913.24</u>
Expense	
572030 · Downtown Development	1,083.66
523306 · Farmers Mkt-Entertainment	105.00
523305 · Farmers Mkt-EBT Tokens	211.00
523304 · Farmers Mkt-SR BUCKS	174.00
523303 · Farmers Mkt-Gift Certs	96.00
523301 · Event Expenses	-920.02
531203 · Old City Hall	
531203U · Utilities	1,219.07
Total 531203 · Old City Hall	<u>1,219.07</u>
Total Expense	<u>1,968.71</u>
Net Ordinary Income	-7,881.95
Other Income/Expense	
Other Income	
381011 · Rent Received - 227 S. Broad St	1,950.00
Total Other Income	<u>1,950.00</u>
Net Other Income	<u>1,950.00</u>
Net Income	<u><u>-5,931.95</u></u>

Balance Sheet

As of September 30, 2021

	<u>Sep 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
111151 · SYNOVUS-Revolving Loan Fund	78,972.77
111145 · RDF Checking Account	500.00
111108 · Synovus 205-495-003-6	28,717.82
111111 · Synovus 100-097-081-2	70,034.93
111100 · General Fund Checking	115,673.54
Total Checking/Savings	<u>293,899.06</u>
Total Current Assets	<u>293,899.06</u>
TOTAL ASSETS	<u>293,899.06</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
121104 · Accts. Payable - DT Dollars	4,560.66
Total Other Current Liabilities	<u>4,560.66</u>
Total Current Liabilities	<u>4,560.66</u>
Total Liabilities	4,560.66
Equity	
134220 · Fund Balance Unreserved	238,148.33
Net Income	51,190.07
Total Equity	<u>289,338.40</u>
TOTAL LIABILITIES & EQUITY	<u>293,899.06</u>