



## **Downtown Development Authority**

### **AGENDA**

**Thursday, January 12, 2023**

**8:00 AM**

**City Hall- 215 N Broad Street**

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#### **CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF PREVIOUS MEETING MINUTES**

**1.** Approval of December minutes

**APPROVAL OF FINANCIAL STATEMENTS**

**2.** Approval of November Financials

#### **PUBLIC FORUM**

**CITY UPDATE**

**COUNTY UPDATE**

#### **COMMUNITY WORK PLAN &REPORTS**

**Downtown Design**

**Redevelopment Projects**

**Entertainment Draws -**

#### **PROGRAMS**

**Farmers Market**

**FUNDING**

**SPONSORSHIP**

**FACADE GRANTS**

[3.](#) Review Nedza's Application

**COMMUNITY EVENT GRANTS**

[4.](#) Monroe Country Day School Application

**NEW BUSINESS**

**ANNOUNCEMENTS:**

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

**ADJOURN**



**Downtown Development Authority**

**MINUTES**

**Thursday, December 8, 2022**

**8:00 AM**

**City Hall - 215 N. Broad Street**

**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 Chris Collin
- City Council Representative Lee Malcom

**ABSENT**

- Board Member Ross Bradley
- City Council Representative Myoshia Crawford
- City Council Representative Lee Malcom

**CITY STAFF**

- Logan Propes
- Leigh Ann Adldridge
- Les Russell
- Chris Bailey

**APPROVAL OF PREVIOUS MEETING MINUTES**

. DDA November Minutes

Approved - Motion made by Board Member Wesley Sisk, second mad by Board Member Chris Collin

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

**APPROVAL OF EXECUTIVE SESSION MINUTES**

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

**APPROVAL OF FINANCIAL STATEMENTS**

. DDA October Financials

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

**PUBLIC FORUM**

No one present.

**CITY UPDATE**

none

**COUNTY UPDATE**

None.

**COMMUNITY WORK PLAN &REPORTS**

**Downtown Design**

Staff member Aldridge announced Monroe was selected for the More Than Murals program to be held in February in Thomasville, GA

**Redevelopment Projects**

Chairman Anderson stated we would close on the Wayne Street property before December 31st. It will be noted in the closing papers that the tenant will vacate the property by April 1, 2023. Chairman Anderson has been in communication with the tenant and he is actively looking for a space. Logan Propes updated that the attorneys are currently making updates to the contracts for the Milner Aycock building.

**Entertainment Draws -**

Candlelight shopping has been a success. Pop up market was held in November and also Small Business Saturday. The Christmas parade is tonight. Expecting a large crowd. The 2023 calendar will be ready in January.

**PROGRAMS**

**Farmers Market**

The Farm to Table Dinner raised over \$15,000 for the market.

Feedback was given on the event to making it more of a "full service" event. The date will most likely be moved to spring of 2023. Staff member Aldridge will work with Audrey Fuller (market manager) to prepare the rules for the 2023 season.

**FUNDING**

Annual sponsor gifts are ordered and Leigh Ann Aldridge will notify the board when they are ready for delivery. The current sponsor sheet and packet will be sent to board members for review. The annual celebration banquet will be held February 2, 2023 at the Wayfarer Music Hall.

**FACADE GRANTS - none**

**COMMUNITY EVENT GRANTS - none**

**NEW BUSINESS**

**ANNOUNCEMENTS:**

Next meeting scheduled, January 12, 2023 at 8:00 am at City Hall

**ADJOURN -8:39am**

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



Monroe, GA

# Budget Report Account Summary

For Fiscal: 2022 Period Ending: 11/30/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>DEPT: 7500 - ECONOMIC DEV/ASSISTANCE</b>							
<b>Revenue</b>							
<a href="#">275-7500-314100</a>	HOTEL/MOTEL TAX	53,000.00	53,000.00	5,805.98	67,993.93	14,993.93	128.29 %
<a href="#">275-7500-319000</a>	PEN & INT ON DELINQUENT TAXES	0.00	0.00	0.00	77.93	77.93	0.00 %
	<b>Revenue Total:</b>	<b>53,000.00</b>	<b>53,000.00</b>	<b>5,805.98</b>	<b>68,071.86</b>	<b>15,071.86</b>	<b>128.44 %</b>
<b>Expense</b>							
<a href="#">275-7500-572035</a>	CONVENTION VISITORS BUREAU	53,000.00	53,000.00	0.00	54,008.79	-1,008.79	101.90 %
	<b>Expense Total:</b>	<b>53,000.00</b>	<b>53,000.00</b>	<b>0.00</b>	<b>54,008.79</b>	<b>-1,008.79</b>	<b>101.90 %</b>
	<b>DEPT: 7500 - ECONOMIC DEV/ASSISTANCE Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>5,805.98</b>	<b>14,063.07</b>	<b>14,063.07</b>	<b>0.00 %</b>
<b>DEPT: 7520 - ECONOMIC DEVELOPMENT &amp; PLANNNG</b>							
<b>Revenue</b>							
<a href="#">100-7520-347300</a>	EVENT FEES	20,000.00	20,000.00	1,595.00	19,083.00	-917.00	95.42 %
	<b>Revenue Total:</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>1,595.00</b>	<b>19,083.00</b>	<b>-917.00</b>	<b>95.42 %</b>
<b>Expense</b>							
<a href="#">100-7520-511100</a>	REGULAR SALARIES	201,613.00	204,078.76	17,759.84	152,782.54	51,296.22	74.86 %
<a href="#">100-7520-511200</a>	PART - TIME/TEMPORARY SALARIES	18,000.00	18,000.00	0.00	3,841.36	14,158.64	21.34 %
<a href="#">100-7520-512100</a>	GROUP INS	33,000.00	33,000.00	4,150.66	40,408.02	-7,408.02	122.45 %
<a href="#">100-7520-512200</a>	SOCIAL SECURITY	13,616.00	13,616.00	1,087.51	9,538.75	4,077.25	70.06 %
<a href="#">100-7520-512300</a>	MEDICARE	3,185.00	3,185.00	254.36	2,231.00	954.00	70.05 %
<a href="#">100-7520-512400</a>	GMEBS-RETIREMENT CONTRIBUTION	21,735.00	21,735.00	3,322.80	19,936.80	1,798.20	91.73 %
<a href="#">100-7520-512910</a>	MEDICAL EXAMS	100.00	100.00	0.00	0.00	100.00	0.00 %
<a href="#">100-7520-512915</a>	EMPLOYEE ASSISTANCE PROGRAM	51.00	51.00	0.00	59.04	-8.04	115.76 %
<a href="#">100-7520-512916</a>	WALTON ATHLETIC MEMBERSHIP	240.00	240.00	26.52	318.24	-78.24	132.60 %
<a href="#">100-7520-521200</a>	PROFESSIONAL SERVICES	50,000.00	47,000.00	0.00	39,674.76	7,325.24	84.41 %
<a href="#">100-7520-521201</a>	I/T SVCS - WEB DESIGN, ETC.	1,000.00	1,000.00	0.00	732.08	267.92	73.21 %
<a href="#">100-7520-522140</a>	LAWN CARE & MAINTENANCE	1,100.00	1,100.00	75.00	600.00	500.00	54.55 %
<a href="#">100-7520-522145</a>	HOLIDAY EVENTS	18,200.00	18,200.00	0.00	22,319.72	-4,119.72	122.64 %
<a href="#">100-7520-522208</a>	MAINTENANCE CONTRACTS	4,910.00	4,910.00	227.56	3,192.56	1,717.44	65.02 %
<a href="#">100-7520-522322</a>	EQUIPMENT RENTAL	180.00	180.00	241.87	340.55	-160.55	189.19 %
<a href="#">100-7520-523200</a>	COMMUNICATION SERVICES	2,600.00	2,100.00	238.88	1,191.39	908.61	56.73 %
<a href="#">100-7520-523300</a>	ADVERTISING	15,000.00	15,000.00	5.43	8,165.62	6,834.38	54.44 %
<a href="#">100-7520-523301</a>	EVENTS	105,000.00	105,000.00	20,043.05	90,382.96	14,617.04	86.08 %
<a href="#">100-7520-523400</a>	PRINTING	2,000.00	2,000.00	0.00	1,460.16	539.84	73.01 %
<a href="#">100-7520-523510</a>	TRAVEL EXPENSE	5,000.00	4,000.00	0.00	1,414.61	2,585.39	35.37 %
<a href="#">100-7520-523600</a>	DUES/FEES	1,500.00	1,500.00	0.00	963.47	536.53	64.23 %
<a href="#">100-7520-523700</a>	TRAINING & EDUCATION -EMPLOYEE	6,500.00	4,500.00	315.00	2,261.41	2,238.59	50.25 %
<a href="#">100-7520-523850</a>	CONTRACT LABOR	3,500.00	3,500.00	0.00	3,218.50	281.50	91.96 %
<a href="#">100-7520-531100</a>	OFFICE SUPPLIES & EXPENSES	5,000.00	10,000.00	628.22	10,090.25	-90.25	100.90 %
<a href="#">100-7520-531110</a>	SPONSORSHIPS/DONATIONS	5,000.00	3,500.00	0.00	500.00	3,000.00	14.29 %
<a href="#">100-7520-531121</a>	COMPUTER EQUIP NON-CAP	1,500.00	3,000.00	264.62	2,956.58	43.42	98.55 %
<a href="#">100-7520-531199</a>	COVID-19 EXPENSES	0.00	0.00	0.00	36.23	-36.23	0.00 %
<a href="#">100-7520-531203</a>	OLD CITY HALL BLDG	500.00	1,500.00	0.00	1,062.63	437.37	70.84 %
<a href="#">100-7520-531300</a>	FOOD	750.00	1,250.00	50.00	1,030.76	219.24	82.46 %
	<b>Expense Total:</b>	<b>520,780.00</b>	<b>523,245.76</b>	<b>48,691.32</b>	<b>420,709.99</b>	<b>102,535.77</b>	<b>80.40 %</b>
	<b>DEPT: 7520 - ECONOMIC DEVELOPMENT &amp; PLANNNG Surplus (Deficit):</b>	<b>-500,780.00</b>	<b>-503,245.76</b>	<b>-47,096.32</b>	<b>-401,626.99</b>	<b>101,618.77</b>	<b>79.81 %</b>
<b>DEPT: 7521 - MAINSTREET</b>							
<b>Revenue</b>							
<a href="#">100-7521-371003</a>	MAIN STREET CONTRIBUTIONS	35,000.00	35,000.00	0.00	26,250.00	-8,750.00	75.00 %
	<b>Revenue Total:</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>0.00</b>	<b>26,250.00</b>	<b>-8,750.00</b>	<b>75.00 %</b>
	<b>DEPT: 7521 - MAINSTREET Total:</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>0.00</b>	<b>26,250.00</b>	<b>-8,750.00</b>	<b>75.00 %</b>

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>DEPT: 7540 - CONVENTION VISITORS BUREAU</b>							
<b>Revenue</b>							
<a href="#">003-7540-314100</a>	HOTEL/MOTEL TAX	0.00	0.00	0.00	54,008.79	54,008.79	0.00 %
<a href="#">003-7540-361000</a>	INTEREST REVENUES	0.00	0.00	1.27	4.34	4.34	0.00 %
<a href="#">003-7540-389000</a>	OTHER	0.00	0.00	0.00	2,325.00	2,325.00	0.00 %
	<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>1.27</b>	<b>56,338.13</b>	<b>56,338.13</b>	<b>0.00 %</b>
<b>Expense</b>							
<a href="#">003-7540-523300</a>	ADVERTISING	0.00	0.00	1,500.00	29,154.63	-29,154.63	0.00 %
<a href="#">003-7540-523600</a>	DUES/FEES	0.00	0.00	0.00	511.00	-511.00	0.00 %
<a href="#">003-7540-523850</a>	CONTRACT LABOR	0.00	0.00	0.00	6,075.00	-6,075.00	0.00 %
	<b>Expense Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>1,500.00</b>	<b>35,740.63</b>	<b>-35,740.63</b>	<b>0.00 %</b>
	<b>DEPT: 7540 - CONVENTION VISITORS BUREAU Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,498.73</b>	<b>20,597.50</b>	<b>20,597.50</b>	<b>0.00 %</b>
<b>DEPT: 7550 - DOWNTOWN DEVELOPMENT</b>							
<b>Revenue</b>							
<a href="#">002-7550-336001</a>	HOTEL MOTEL FUNDS	0.00	0.00	0.00	18,750.00	18,750.00	0.00 %
<a href="#">002-7550-347300</a>	EVENT FEES	0.00	0.00	1,010.00	5,293.00	5,293.00	0.00 %
<a href="#">002-7550-347903</a>	FARMERS MKT FEES	0.00	0.00	636.64	18,960.39	18,960.39	0.00 %
<a href="#">002-7550-361000</a>	INTEREST REVENUES	0.00	0.00	26.52	248.88	248.88	0.00 %
<a href="#">002-7550-361002</a>	INTEREST-REVOLVING LOAN FUND	0.00	0.00	442.38	5,029.99	5,029.99	0.00 %
<a href="#">002-7550-371000</a>	GENERAL CITY	0.00	0.00	2,000.00	18,975.00	18,975.00	0.00 %
<a href="#">002-7550-381011</a>	RENTAL - 227 S BROAD	0.00	0.00	4,875.00	28,095.48	28,095.48	0.00 %
<a href="#">002-7550-389000</a>	OTHER	0.00	0.00	0.00	3,680.00	3,680.00	0.00 %
<a href="#">002-7550-389003</a>	PRINCIPLE-REVOLVING LOAN FUND	0.00	0.00	1,799.40	19,629.59	19,629.59	0.00 %
	<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>10,789.94</b>	<b>118,662.33</b>	<b>118,662.33</b>	<b>0.00 %</b>
<b>Expense</b>							
<a href="#">002-7550-523300</a>	ADVERTISING	0.00	0.00	1,500.00	1,500.00	-1,500.00	0.00 %
<a href="#">002-7550-523301</a>	EVENTS	0.00	0.00	4,175.95	7,694.92	-7,694.92	0.00 %
<a href="#">002-7550-523304</a>	FARMERS MKT-SR BUCKS	0.00	0.00	0.00	19.00	-19.00	0.00 %
<a href="#">002-7550-523305</a>	FARMERS MKT-EBT TOKENS	0.00	0.00	0.00	1,625.00	-1,625.00	0.00 %
<a href="#">002-7550-523306</a>	FARMERS MKT-ENTERTAINMENT	0.00	0.00	0.00	945.00	-945.00	0.00 %
<a href="#">002-7550-523600</a>	DUES/FEES	0.00	0.00	0.00	12.00	-12.00	0.00 %
<a href="#">002-7550-523850</a>	CONTRACT LABOR	0.00	0.00	900.00	11,460.00	-11,460.00	0.00 %
<a href="#">002-7550-531100</a>	OFFICE SUPPLIES & EXPENSES	0.00	0.00	0.00	160.01	-160.01	0.00 %
<a href="#">002-7550-531175</a>	FARMERS MKT GEN EXP	0.00	0.00	0.00	125.00	-125.00	0.00 %
<a href="#">002-7550-531203</a>	OLD CITY HALL BLDG	0.00	0.00	1,007.38	15,797.73	-15,797.73	0.00 %
<a href="#">002-7550-572030</a>	DOWNTOWN DEVELOPMENT	0.00	0.00	4,367.44	41,902.44	-41,902.44	0.00 %
<a href="#">002-7550-573000</a>	PAYMENTS TO OTHERS	0.00	0.00	1,554.08	2,494.08	-2,494.08	0.00 %
<a href="#">002-7550-582303</a>	OTHER INTEREST EXPENSE	0.00	0.00	0.00	5,998.51	-5,998.51	0.00 %
<a href="#">100-7550-523101</a>	GENERAL LIABILITY INSURANCE	400.00	400.00	37.95	387.36	12.64	96.84 %
<a href="#">100-7550-572030</a>	DOWNTOWN DEVELOPMENT	25,000.00	25,000.00	0.00	18,750.00	6,250.00	75.00 %
	<b>Expense Total:</b>	<b>25,400.00</b>	<b>25,400.00</b>	<b>13,542.80</b>	<b>108,871.05</b>	<b>-83,471.05</b>	<b>428.63 %</b>
	<b>DEPT: 7550 - DOWNTOWN DEVELOPMENT Surplus (Deficit):</b>	<b>-25,400.00</b>	<b>-25,400.00</b>	<b>-2,752.86</b>	<b>9,791.28</b>	<b>35,191.28</b>	<b>-38.55 %</b>
	<b>Report Surplus (Deficit):</b>	<b>-491,180.00</b>	<b>-493,645.76</b>	<b>-45,541.93</b>	<b>-330,925.14</b>	<b>162,720.62</b>	<b>67.04 %</b>

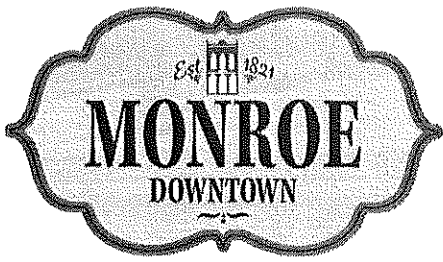
**Group Summary**

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>DEPT: 7500 - ECONOMIC DEV/ASSISTANCE</b>						
Revenue	53,000.00	53,000.00	5,805.98	68,071.86	15,071.86	128.44 %
Expense	53,000.00	53,000.00	0.00	54,008.79	-1,008.79	101.90 %
<b>DEPT: 7500 - ECONOMIC DEV/ASSISTANCE Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>5,805.98</b>	<b>14,063.07</b>	<b>14,063.07</b>	<b>0.00 %</b>
<b>DEPT: 7520 - ECONOMIC DEVELOPMENT &amp; PLANNNG</b>						
Revenue	20,000.00	20,000.00	1,595.00	19,083.00	-917.00	95.42 %
Expense	520,780.00	523,245.76	48,691.32	420,709.99	102,535.77	80.40 %
<b>DEPT: 7520 - ECONOMIC DEVELOPMENT &amp; PLANNNG Surplus (Deficit):</b>	<b>-500,780.00</b>	<b>-503,245.76</b>	<b>-47,096.32</b>	<b>-401,626.99</b>	<b>101,618.77</b>	<b>79.81 %</b>
<b>DEPT: 7521 - MAINSTREET</b>						
Revenue	35,000.00	35,000.00	0.00	26,250.00	-8,750.00	75.00 %
<b>DEPT: 7521 - MAINSTREET Total:</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>0.00</b>	<b>26,250.00</b>	<b>-8,750.00</b>	<b>75.00 %</b>
<b>DEPT: 7540 - CONVENTION VISITORS BUREAU</b>						
Revenue	0.00	0.00	1.27	56,338.13	56,338.13	0.00 %
Expense	0.00	0.00	1,500.00	35,740.63	-35,740.63	0.00 %
<b>DEPT: 7540 - CONVENTION VISITORS BUREAU Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,498.73</b>	<b>20,597.50</b>	<b>20,597.50</b>	<b>0.00 %</b>
<b>DEPT: 7550 - DOWNTOWN DEVELOPMENT</b>						
Revenue	0.00	0.00	10,789.94	118,662.33	118,662.33	0.00 %
Expense	25,400.00	25,400.00	13,542.80	108,871.05	-83,471.05	428.63 %
<b>DEPT: 7550 - DOWNTOWN DEVELOPMENT Surplus (Deficit):</b>	<b>-25,400.00</b>	<b>-25,400.00</b>	<b>-2,752.86</b>	<b>9,791.28</b>	<b>35,191.28</b>	<b>-38.55 %</b>
<b>Report Surplus (Deficit):</b>	<b>-491,180.00</b>	<b>-493,645.76</b>	<b>-45,541.93</b>	<b>-330,925.14</b>	<b>162,720.62</b>	<b>67.04 %</b>



**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>
002 - DOWNTOWN DEV FUND	0.00	0.00	-2,714.91	28,928.64	28,928.64
003 - CONVENTION & VISTORS BURI	0.00	0.00	-1,498.73	20,597.50	20,597.50
100 - GENERAL FUND	-491,180.00	-493,645.76	-47,134.27	-394,514.35	99,131.41
275 - HOTEL MOTEL TAX FUND	0.00	0.00	5,805.98	14,063.07	14,063.07
<b>Report Surplus (Deficit):</b>	<b>-491,180.00</b>	<b>-493,645.76</b>	<b>-45,541.93</b>	<b>-330,925.14</b>	<b>162,720.62</b>



# DOWNTOWN FACADE GRANT PROGRAM

## PURPOSE & DESCRIPTION

The purpose of this program is to stimulate downtown revitalization and development, and tourism in Monroe. Program funds are an incentive for current owners and Potential buyers of vacant and occupied buildings to restore, renovate, and repair the exteriors of their buildings.

The Monroe Downtown Development Authority (DDA) Façade Match will provide a 50/50 investment match ratio up to a maximum of \$1,500 per property, as a reimbursement once pre-approved project(s) are completed and inspected. All projects must be completed within six months of the date of the DDA approval letter.

### ELIGIBILITY

The program will be open to all private businesses within the DDA boundaries. Once available funds are pledged, no more applications will be accepted. Monroe DDA will review the program each year to determine if sufficient funding is available to continue accepting grant applications.

### EXAMPLES OF PROJECTS

- Building façade improvements: paint, brick, wood awnings/canopies, lighting, doors, windows, and other repairs.
- Other restorations/renovations, which meet HPC approval and the goals of revitalization, will be considered.

### APPLICATION PROCESS

Applications will be coordinated by Mainstreet/DDA Executive Director. The DDA Board will review each application for final approval. The full process includes:

- The completed application
- Proof of certificate of appropriateness from historic preservation commission
- Code enforcement work permits (if applicable)
- On site restoration work
- Review/audit of finished work
- Provide copies of paid receipts to DDA within 30 days of completion
- Reimbursement of 50% for project expenses up to a maximum of \$1,500

## APPLICATION FOR FACADE GRANT

NAME: Joe Nedza  
 BUSINESS NAME: Nedzas  
 BUSINESS ADDRESS: 130 S. Broad St  
 ADDRESS OF PROJECT: " " " "  
 TELEPHONE NUMBERS: 678 635 3712  
 EMAIL: joc@nedzas.com Painted the entire outside of building

Please attach a brief description of proposed work. (Note: to receive payment, project must be completed as described)

ESTIMATED COST: \$5,000  
 GRANT MONEY APPLYING FOR: \$1500  
 ESTIMATED START DATE: 8/20  
 ESTIMATED COMPLETION DATE: 9/20

I understand that the incentive match must be used for the project described in this application and that the project must be fully completed before the payment will be considered.

SIGNATURE: [Signature] DATE: 10/17/22

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

### CHECKLIST

- Application is complete
- Project Description is attached
- Budget summary/cost estimate is attached
- Letter of consent from property owner (if leasing)
- Architectural sketch of proposed (if necessary)
- Photograph of building with existing conditions
- Paint and awning samples (if applicable)
- City permits applied for (if applicable)
- HPC approval

# INVOICE



**Signs and Wonders**  
407 S. Madison Ave  
Monroe, GA 30655

1signsandwonders@gmail.com  
+1 4702699306

## Nedza's

**Bill to**  
Nedza's

**Invoice details**  
Invoice no. : 1089  
Invoice date : 6/15/22  
Due date : 8/2/22

Product or service	Amount
1. <b>Services</b> Front Signage (Nedza Logo, Side Column Design, Window Lettering + Clean)	\$2,343.00
2. <b>Services</b> Food Exchange 25% \$782.00 Value TBD	\$0.00
3. <b>Services</b> Window Tint Removal	\$60.00
<b>Total</b>	<b>\$2,403.00</b>

## Ways to pay

BANK

**Paid in Full**

### Note to customer

Thank you for your business.

**Sara Shropshire**

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**From:** Joe Nedza <joe@nedzas.com>  
**Sent:** Wednesday, October 26, 2022 10:52 AM  
**To:** Sara Shropshire  
**Subject:** Fwd: Invoice from Signs and Wonders  
**Attachments:** Stubbed Attachments.htm

This message's contents have been archived by the Barracuda Message Archiver.  
[Invoice-1092.pdf](#) (77.8K)

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Joe Nedza  
Chief Lover of People  
Nedza's



678.936.3794  
<http://nedzas.com>

*Delivering Happiness Through Food*

----- Forwarded message -----  
**From:** Signs and Wonders <[quickbooks@notification.intuit.com](mailto:quickbooks@notification.intuit.com)>  
**Date:** Mon, Oct 17, 2022 at 3:39 PM  
**Subject:** Invoice from Signs and Wonders  
**To:** <[joe@nedzas.com](mailto:joe@nedzas.com)>

Hey Nedza's,

You can find your invoice details below. Your business is appreciated.

Thanks,  
Signs and Wonders

INVOICE 1092

**INVOICE**





# 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
- Road races

### 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/peddler's 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 proceeds to downtown development or local non-profit

## APPLICATION FOR EVENT GRANT

EVENT NAME: 7<sup>th</sup> Annual Monroe Country Day School 5K

LOCATION OF EVENT: 602 E Church St start & end of race

EVENT DATE: April 22, 2023

BENEFITTING ORGANIZATION: Monroe Country Day School

CONTACT NAME: Rita Dickinson

TELEPHONE NUMBER: 770.267.8955

EMAIL: director@monroe.school

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

ESTIMATED COST: \_\_\_\_\_

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: *Rita Dickinson* DATE: 1/6/2023

Monroe DDA  
P.O. Box 1249  
Monroe, GA 30655  
770-266-5331  
[laldrige@monroega.gov](mailto:laldrige@monroega.gov)  
[www.MonroeDowntown.com](http://www.MonroeDowntown.com)

### CHECKLIST

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

PO Box 1249 Monroe, GA  
Telephone 770-267-6933

APPLICATION FOR PERMIT  
ROAD RACE

TO: CITY OF MONROE, GEORGIA

I/We, the undersigned, Monroe Country Day School,  
(Name/Organization), herewith make application to the City of Monroe, Georgia for a permit for a road race. Said road race will be held for the purpose of:

Fundraiser for student scholarships for attending MCDS

There will be approximately 125 people in said road race, and same will be conducted between the hours of 7:00 am and 10:00 am on the 22nd day of April 2023

Specifically list each *street*, sidewalk, public way, or public property over or on which it is desired to have or hold such road race, or attach a map showing the intended route:-  
Church St, High School, Washington St, Milledge St, Davis St, Colley St, Church St, Colquitt St., Washington St, Milledge St, Davis St., Colley St., Church St, end at 602 E Church St.

APPLICANT: Rita Dickinson

ORGANIZATION: Monroe Country Day School

DATE: 1/6/2023

EMAIL ADDRESS: director@monroe.school

ADDRESS: 602 E Church St, Monroe

TELEPHONE: 770.634.4381

ROAD RACE FEE DETERMINED BY STREETS AND TRANSPORTATION DIVISION

### Monroe Country Day School 5k and Fun Run

Monroe Country Day School(MCDS) is hosting a 5k and fun run on Saturday April 22, 2023. Proceeds will benefit MCDS Scholarship Fund. MCDS is a nonprofit. All proceeds go to this nonprofit once expenses are paid.

The fun run will begin at 8:00 am while the 5k will kick-off at 8:30 am. It is anticipated that the 100+ attendees will be a mixture of runners and walkers. Race management is being provided by Classic Race Services.

Dr. Rita Dickinson can be contacted at 770.267.8955 with questions about this event.



Monroe Country Day 5k Budget

Income	Number	Cost	Total
Sponsorship			\$10,000
Race Fee	100	\$25	\$2,500
<b>TOTAL</b>			<b>\$12,500</b>

Expenses	Number	Cost	Total
T-shirts	100	\$9	\$900
Awards	90	\$5	\$450
Overall awards	8	\$10	\$80
Food & water			\$100
Classic	100	500 +2.5	\$750
<b>TOTAL</b>			<b>\$2,280</b>

NET PROFIT			\$10,220
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# MONROE COUNTRY DAY SCHOOL

# 7TH ANNUAL 5K & Fun Run

## Saturday, April 22, 2023

**All proceeds go to MCDS Scholarship Fund**

### WHAT

Flat, fast road course  
Open to all ages and abilities  
Virtual Option

### WHERE

Monroe Country Day School  
602 E Church St Monroe, GA

### WHEN

Fun Run 8 am & 5K 8:30 am  
Race day registration/packet pickup begins 7 am

### REGISTRATION

Pre-registration \$25, family of 4 \$75

Pre-registration cut-off April 10, 2023



Online [www.runsignup.com](http://www.runsignup.com)

or mail entry form to address below

Postmarked by April 10, 2023 Race day \$30

Virtual: Run your 3.1 miles anywhere. Virtual runners are not eligible for race day awards.

Submit finish time by 12 Noon on 4/22 to

<http://tiny.cc/22MCDSVirtualTimes>

### INFORMATION

Race Director, David Dickinson at

770-601-9809 or

[david4monroe@gmail.com](mailto:david4monroe@gmail.com)

or Carole Black, at

[classicraceservices@gmail.com](mailto:classicraceservices@gmail.com).

### AWARDS

- Overall M/F, Masters M/F, Grand Masters M/F, Senior Grand Masters M/F
- Three (3) deep in standard 5-year age groups
- All Fun Run Participants receive medal
- Finish line management by Classic Race Services with complete results online at [classicraceservices.com](http://classicraceservices.com)

**runsignup.com or mail entry to:** MCDS, Attention 5K Race, 602 E. Church St., Monroe, GA 30655.

Please fill out one entry form per participant. Make check payable to: MCDS

Last Name: \_\_\_\_\_ First : \_\_\_\_\_

Address : \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ M \_\_\_ F \_\_\_

Day Phone : \_\_\_\_\_ E-Mail: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_

**CIRCLE RACE: 5k or Fun Run or Virtual**

**\*PLEASE CIRCLE YOUR T-SHIRT SIZE: YOUTH: S M L ADULT: XS S M L XL XXL**

**\*Shirt size only guaranteed when preregistered by April 10, 2023**

Participation Waiver: In consideration of acceptance of this application, I hereby waive any and all claims against MonroeCountryDaySchool hosts, sponsors, officials, volunteers, and any other parties involved with the 5K and Fun Run for injury and/or damage I may incur while participating in said event. I also give permission to use my name and/or photo in any media publication regarding this event.

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Parent/Guardian if under 18)