



## **Downtown Development Authority**

### **AGENDA**

**Thursday, May 13, 2021**

**8:00 AM**

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

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#### **CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF PREVIOUS MEETING MINUTES**

**1. DDA April Meeting Minutes**

**APPROVAL OF FINANCIAL STATEMENTS**

**2. DDA March 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**

[3.](#) 107 N. Broad Street

[4.](#) 109 N. Broad Street

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

Next meeting scheduled, June 10th, at 8:00 am at Monroe City Hall.

Reschedule to June 3rd or June 24th?

**ADJOURN**



**Downtown Development Authority**

**MINUTES**

**Thursday, April 08, 2021**

**8:00 AM**

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

**CALL TO ORDER**

Meeting was called to order at 8:06 am.

**ROLL CALL**

**PRESENT**

- Chairman Lisa Anderson
- Secretary Andrea Gray
- Board Member Whit Holder
- Board Member Wesley Sisk
- City Council Representative Ross Bradley

**ABSENT**

- Vice Chair Meredith Malcom
- Board Member Charles Sanders
- Board Member Chris Collin

**CITY STAFF**

- Sadie Krawczyk
- Leigh Ann Walker

**APPROVAL OF PREVIOUS MEETING MINUTES**

- . DDA March Minutes

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

**APPROVAL OF FINANCIAL STATEMENTS**

. DDA February Financials

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

**PUBLIC FORUM**

No one present from the public.

**CITY UPDATE**

Highland lot under construction; Athens Tech field scheduled to be cleaned up in coming weeks; Request for Qualifications issued for Blaine Station (new police dept.) for planned commercial development zoning creation.

**COUNTY UPDATE**

None.

**COMMUNITY WORK PLAN &REPORTS**

**Existing Environment** - chess board, tic tac toe additions; new turtle, Highland lot improvements

**Infill Development** - Wayne Street block design; potential boutique hotel

9.3 acre Reliant tract in downtown site design will be coming before the city soon; closing delays on Wayne Street lots due to title issues.

**Entertainment Draws** - no update

Unicorn Day event will be April 9th - collaborative promotional event among downtown businesses.

**PROGRAMS**

**Events** - Car Show recap; Dockdogs is next

**Farmers Market** - opening day is May 8th

Gail Zorn is stepping down as market manager after 10 years of market involvement. We will be posting the open position through the city website.

**FUNDING**

**SPONSORSHIP**

**FACADE GRANTS**

. Amici Application - 132 E. Church Street

Approved for \$1,378.00 facade grant - Motion made by Board Member Sisk, Seconded by City Council Representative Bradley. Voting Yea: Chairman Anderson, Secretary Gray, Board Member Holder, Board Member Sisk, City Council Representative Bradley

### **COMMUNITY EVENT GRANTS**

. MCDS 5K Application

Approved \$250.00 event grant - Motion made by City Council Representative Bradley, Seconded by Board Member Sisk.

Voting Yea: Chairman Anderson, Secretary Gray, Board Member Holder, Board Member Sisk, City Council Representative Bradley

### **NEW BUSINESS**

Walton Mill new tenants will be Keller Williams Realty, Everlasting Bridal, and Solid Ground Chiropractic; La Bellamie boutique, Strange Taco, new tea room also opening soon; J. Reynolds and Sidestreet will be moving to N. Highland building, which will open up 2 more spaces along Broad Street; W. Spring Street mural is coming together for spring install.

### **ANNOUNCEMENTS:**

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

Citywide Clean Up day - Saturday, April 24th

Congressional Art Contest - Saturday, April 24th

National Main Street Conference - April 12-14

Georgia Main Street Historic Preservation Training - May 12th

### **ADJOURN**

Motion made by City Council Representative Bradley, Seconded by Board Member Holder.

Voting Yea: Chairman Anderson, Secretary Gray, Board Member Holder, Board Member Sisk, City Council Representative Bradley

**Balance Sheet**

As of March 31, 2021

	<u>Mar 31, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
111151 · SYNOVUS-Revolving Loan Fund	63,277.68
111145 · RDF Checking Account	500.00
111108 · Synovus 205-495-003-6	30,065.05
111111 · Synovus 100-097-081-2	69,999.83
111100 · General Fund Checking	81,128.38
<b>Total Checking/Savings</b>	<u>244,970.94</u>
<b>Accounts Receivable</b>	
111901 · Grant Receivable	2,241.78
<b>Total Accounts Receivable</b>	<u>2,241.78</u>
<b>Total Current Assets</b>	<u>247,212.72</u>
<b>TOTAL ASSETS</b>	<u><b>247,212.72</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
121104 · Accts. Payable - DT Dollars	5,004.53
<b>Total Other Current Liabilities</b>	<u>5,004.53</u>
<b>Total Current Liabilities</b>	<u>5,004.53</u>
<b>Total Liabilities</b>	5,004.53
<b>Equity</b>	
134220 · Fund Balance Unreserved	238,148.33
Net Income	4,059.86
<b>Total Equity</b>	<u>242,208.19</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>247,212.72</b></u>

## Profit &amp; Loss

January through March 2021

	<u>Jan - Mar 21</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
389003 · Principle-Revolving Loan Fund	5,212.69
361002 · Interest-Revolving Loan Fund	1,512.65
347903 · Farmers Market Revenue	
Farmers Market Fees	
Vendor Fee	511.85
Farmers Market Fees - Other	472.90
<b>Total Farmers Market Fees</b>	<u>984.75</u>
<b>Total 347903 · Farmers Market Revenue</b>	984.75
347300 · Event Fees/Revenue	104.00
361000 · Interest Income	28.52
371000 · Memberships & Contributions	6,258.00
<b>Total Income</b>	<u>14,100.61</u>
<b>Expense</b>	
572030 · Downtown Development	10,000.00
523850 · Contract Labor	2,100.00
531600 · Equipment <\$5000	724.68
521200 · Professional Fees	750.00
531203 · Old City Hall	
531203D · Pest Control	60.00
531203U · Utilities	5,106.07
<b>Total 531203 · Old City Hall</b>	<u>5,166.07</u>
<b>Total Expense</b>	<u>18,740.75</u>
<b>Net Ordinary Income</b>	-4,640.14
<b>Other Income/Expense</b>	
<b>Other Income</b>	
381011 · Rent Received - 227 S. Broad St	8,700.00
<b>Total Other Income</b>	<u>8,700.00</u>
<b>Net Other Income</b>	<u>8,700.00</u>
<b>Net Income</b>	<u><u>4,059.86</u></u>

## Profit &amp; Loss

March 2021

	<u>Mar 21</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
389003 · Principle-Revolving Loan Fund	1,740.46
361002 · Interest-Revolving Loan Fund	501.32
347903 · Farmers Market Revenue	
Farmers Market Fees	
Vendor Fee	511.85
<b>Total Farmers Market Fees</b>	<u>511.85</u>
<b>Total 347903 · Farmers Market Revenue</b>	511.85
347300 · Event Fees/Revenue	104.00
361000 · Interest Income	9.79
371000 · Memberships & Contributions	-7,467.00
<b>Total Income</b>	<u>-4,599.58</u>
<b>Expense</b>	
523850 · Contract Labor	800.00
531203 · Old City Hall	
531203U · Utilities	1,837.19
<b>Total 531203 · Old City Hall</b>	<u>1,837.19</u>
<b>Total Expense</b>	<u>2,637.19</u>
<b>Net Ordinary Income</b>	-7,236.77
<b>Other Income/Expense</b>	
<b>Other Income</b>	
381011 · Rent Received - 227 S. Broad St	2,450.00
<b>Total Other Income</b>	<u>2,450.00</u>
<b>Net Other Income</b>	<u>2,450.00</u>
<b>Net Income</b>	<u><u>-4,786.77</u></u>





# DOWNTOWN FAÇADE 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 FAÇADE GRANT

NAME: ANT SAVINGS CORP  
 BUSINESS NAME: No CROSS No CROWN TATTOO  
 BUSINESS ADDRESS: 107 North BROAD ST, MONROE, GA 30655  
 ADDRESS OF PROJECT: 107 North BROAD ST, MONROE, GA 30655  
 TELEPHONE NUMBERS: 512-912-6129  
 EMAIL: ANTSAVINGS@GMAIL.COM

Please attach a brief description of proposed work. (Note: to receive payment, project must be completed as described)  
 ESTIMATED COST: \$6400  
 GRANT MONEY APPLYING FOR: \$1500  
 ESTIMATED START DATE: MAY 03, 2021  
 ESTIMATED COMPLETION DATE: MAY 07, 2021

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: *Alden* DATE: April 28, 2021

Monroe DDA  
 P.O. Box 1249  
 Monroe, GA 30655  
 770-266-5331

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



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- Reimbursement of 50% for project expenses up to a maximum of \$1,500

## APPLICATION FOR FACADE GRANT

NAME: Chris Collin  
 BUSINESS NAME: 2nd Floor LLC  
 BUSINESS ADDRESS: 109 N Broad Street Monroe GA  
 ADDRESS OF PROJECT: " "  
 TELEPHONE NUMBERS: 678-939-4702  
 EMAIL: Chris @ LR&RP.com

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

ESTIMATED COST: \$6451.00 for entire project  
 GRANT MONEY APPLYING FOR: \$1500  
 ESTIMATED START DATE: 5-3-21  
 ESTIMATED COMPLETION DATE: 5-7-21

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: 4-28-21

Monroe DDA  
 P.O. Box 1249  
 Monroe, GA 30655  
 770-266-5331  
 sadiek@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