

**CITY OF MONROE
DOWNTOWN DEVELOPMENT AUTHORITY
NOVEMBER 9, 2023 – 8:00 A.M.**

AGENDA

- I. CALL TO ORDER**
 - 1. Roll Call**
 - 2. Approval of Previous Meeting Minutes**
 - a. October 12, 2023 Minutes
 - 3. Approval of Financial Statements**
 - a. September Financials

- II. PUBLIC FORUM**

- III. CITY UPDATE**

- IV. COUNTY UPDATE**

- V. COMMUNITY WORK PLAN & REPORTS**
 - 1. Downtown Design**
 - 2. Redevelopment Projects**
 - 3. Entertainment Draws**

- VI. PROGRAMS**
 - 1. Farmers Market**
 - a. 2024 Market Proposal
 - b. Approval – 2024 Market Rules and Guidelines

- VII. FUNDING**
 - 1. Sponsorship**
 - a. 2023 Sponsor Commitment Update
 - b. 2024 Partnership Opportunities
 - 2. Façade Grants**
 - 3. Community Event Grants**
 - a. McDaniel-Tichenor House – Tichenor Trot 5K & McDaniel Mile Fun Run

- VIII. NEW BUSINESS**

- IX. ANNOUNCEMENTS**
 - 1. Next Meeting – December 14, 2023 at 8:00 am at City Hall**

- X. ADJOURN**

**CITY OF MONROE
DOWNTOWN DEVELOPMENT AUTHORITY
OCTOBER 12, 2023 – 8:00 A.M.**

The Downtown Development Authority met for their regular meeting.

Those Present:	Lisa Reynolds Anderson Meredith Malcom Chris Collin Clayton Mathias Myoshia Crawford Lee Malcom	Chairman Vice-Chairman Board Member Board Member City Council Representative City Council Representative
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Those Absent:	Andrea Gray Brittany Palazzo Whit Holder	Board Member Board Member Board Member
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Staff Present: Leigh Ann Aldridge, Logan Propes, Beth Thompson, Beverly Harrison, Chris Bailey, Kaitlyn Stubbs, Dwayne Day

Visitors: Lori Volk, Juli Treadwell

I. CALL TO ORDER

1. Roll Call

Chairman Anderson noted that all Committee Members were present except Andrea Gray, Brittany Palazzo, and Whit Holder. There was a quorum.

2. Approval of Previous Meeting Minutes

a. September 14, 2023 Minutes

To approve the minutes as presented.

*Motion by L. Malcom, seconded by Collin.
Passed Unanimously*

3. Approval of Financial Statements

a. August Financials

To approve the August 2023 Financials.

*Motion by M. Malcom, seconded by Mathias.
Passed Unanimously*

II. PUBLIC FORUM

There were no public comments.

III. CITY UPDATE

Assistant City Administrator Chris Bailey stated everything is essentially done at the Town Green. Once the wreaths and garland come in the crews will start putting them up. Then they will start on the lights at Childers Park.

Ms. Leigh Ann Aldridge stated that she ordered the big light up Christmas ball for the Town Green, which will be good for photo opportunities. It is scheduled to arrive the week before Thanksgiving. Keck & Wood gave a \$2,500 sponsorship.

The Committee, Ms. Aldridge, and Mr. Bailey discussed having a ribbon cutting for the Town Green.

City Administrator Logan Propes stated he has had a couple of meetings with the person interested in building a hotel, but there are a lot of mechanics that will have to be worked out.

IV. COUNTY UPDATE

There was no update from the County.

V. COMMUNITY WORK PLAN & REPORTS

1. Downtown Design

Chairman Anderson stated the planters are done, and everything looks great. She discussed people using the planters as trash cans.

Ms. Leigh Ann Aldridge explained that she and Committee Member Brittany Palazzo are working on a plan for the murals to present to the Committee.

The Committee and Mr. Bailey discussed the slab at the Gwinnett Appliance location.

2. Redevelopment Projects

There were no redevelopment projects.

3. Entertainment Draws

Ms. Leigh Ann Aldridge stated Fall Fest will be Saturday, and there are approximately 225 vendors. She discussed parking areas and the shuttle service. Handicapped parking will be located at Synovus Bank.

The Committee, Mr. Propes, Mr. Bailey, and Ms. Aldridge discussed parking, the shuttle service, double parking, and other parking issues.

Committee Member Chris Collin questioned whether the Volunteer Committees that were formed at the Planning Retreat are supposed to be holding independent meetings.

Chairman Anderson answered yes there should be independent meetings.

The Committee, Ms. Aldridge, and Mr. Bailey discussed recruiting volunteers for the committees, and how they will be able to help in various areas.

Ms. Aldridge stated Light Up The Night will be on November 2.

VI. PROGRAMS

1. Farmers Market

Ms. Leigh Ann Aldridge stated the last regular market was the previous Saturday. She explained that Audry Fuller got a lot of interest from a survey she sent to the current vendors about possible date changes and coming back next year. They plan to take a look at the dates for next year after Fall Fest.

VII. FUNDING

1. Sponsorship

Ms. Leigh Ann Aldridge discussed the sponsorship renewals and the Brochure.

The Committee and Ms. Aldridge discussed changes for the Brochure.

The consensus from the Committee was to make the following changes to the Brochure: Remove the Façade Grant. Move the QR Code to the General Partnership area. Change the quantity of the Car Show Award Sponsor to four at \$1,500. Increase the quantity of the Flower Festival Presenting Sponsor to four at \$2,500. Remove the Flower Festival Partner Sponsor of \$500. Add four Sponsors at \$1,500 to the Farmers Market. Add six Sponsors for Shuttle Service at \$1,500 to the Car Show, Flower Festival, Fall Fest, and Christmas Parade.

2. Façade Grants

a. Discussion / Approval – Façade and Event Grant

The Committee discussed whether to continue supporting Façade Grants.

Committee Member Meredith Malcom stated most of the buildings have already been renovated; they do not need to encourage people to come and renovate buildings anymore. The money could be used to promote all of the businesses instead of to change their signs.

Chairman Anderson stated the grants are not needed like they were before.

Ms. Leigh Ann Aldridge stated she was under the impression from the discussion at the Retreat that the Committee wanted to expand the Façade Grants and increase their amounts.

Committee Member Chris Collin stated that he likes the idea of using the money for other things; it could possibly be used for a pocket park.

To discontinue the Façade Grants at the beginning of the year.

*Motion by M. Malcom, seconded by Mathias.
Passed Unanimously*

3. Community Event Grants

The Committee discussed whether to continue supporting Community Event Grants.

Committee Member Chris Collin stated they either need to tell more people about the grant or discontinue it, because not many people know about it.

Mr. Leigh Ann Aldridge suggested setting a limit or maximum amount for the year.

Mr. Collin stated it would be fine to set a limit and then promote the grant.

Chairman Anderson suggested having a maximum amount of \$2,000 for the year starting in January 2024.

To set a yearly maximum of \$2,000 for the Community Event Grant and to better promote the grant.

*Motion by L. Malcom, seconded by Collin.
Passed Unanimously*

VIII. NEW BUSINESS

1. Discussion – Social Media

Chairman Anderson discussed setting up a Social Media Committee. She recommended letting Committee Member Brittany Palazzo head up the committee.

Council Member Lee Malcom stated she would be glad to be on the Social Media Committee.

The Committee discussed various social media ideas.

IX. ANNOUNCEMENTS

1. Next Meeting – November 2, 2023 at 8:00 at City Hall

The Committee, Ms. Aldridge, Mr. Propes, Mr. Bailey, and Ms. Thompson discussed the possibility of changing the regular meeting date next month from November 9 to November 2. It will be decided after talking to the other Committee Members.

X. ADJOURN

*Motion by L. Malcom, seconded by Collin.
Passed Unanimously*

DDA Income Statement

Account Summary

For Fiscal: 2023 Period Ending: 09/30/2023



Monroe, GA

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue						
002-7550-336100	CITY FUNDING OF DDA	0.00	0.00	0.00	18,750.00	-18,750.00
002-7550-347301	CAR SHOW	0.00	0.00	0.00	13,170.58	-13,170.58
002-7550-347302	CONCERTS	0.00	0.00	705.40	6,028.47	-6,028.47
002-7550-347303	FLOWER FESTIVAL	0.00	0.00	0.00	9,279.92	-9,279.92
002-7550-347304	FALL FESTIVAL	0.00	0.00	5,301.76	14,153.52	-14,153.52
002-7550-347305	CHRISTMAS PARADE	0.00	0.00	600.00	1,015.00	-1,015.00
002-7550-347903	FARMERS MARKET	0.00	0.00	1,041.07	14,136.29	-14,136.29
002-7550-361000	INTEREST REVENUES	0.00	0.00	8.11	86.72	-86.72
002-7550-361002	INTEREST-REVOLVING LOAN FUND	0.00	0.00	412.16	3,818.60	-3,818.60
002-7550-371000	SPONSORSHIPS	0.00	0.00	3,459.71	71,538.66	-71,538.66
002-7550-381011	RENTAL - 227 S BROAD	0.00	0.00	3,150.00	37,400.00	-37,400.00
002-7550-389000	OTHER	0.00	0.00	33.11	250.99	-250.99
002-7550-389003	PRINCIPLE-REVOLVING LOAN FUND	0.00	0.00	1,829.62	16,357.42	-16,357.42
002-7550-389005	DOWNTOWN DOLLARS	0.00	0.00	29.89	4,509.18	-4,509.18
002-7550-392200	PROPERTY SALE	0.00	0.00	0.00	50,008.00	-50,008.00
	Revenue Total:	0.00	0.00	16,570.83	260,503.35	
Expense						
002-7550-522140	LAWN CARE & MAINTENANCE	0.00	0.00	0.00	4,500.00	-4,500.00
002-7550-523301	MISC EVENT EXPENSE	0.00	0.00	0.00	640.00	-640.00
002-7550-523303	FARMERS MKT-GIFT CERTS	0.00	0.00	0.00	35.00	-35.00
002-7550-523304	FARMERS MKT-SR BUCKS	0.00	0.00	197.00	547.00	-547.00
002-7550-523305	FARMERS MKT-EBT TOKENS	0.00	0.00	8.00	109.00	-109.00
002-7550-523306	FARMERS MKT-ENTERTAINMENT	0.00	0.00	140.00	525.00	-525.00
002-7550-523510	TRAVEL EXPENSE	0.00	0.00	334.62	334.62	-334.62
002-7550-523600	DUES/FEES	0.00	0.00	55.86	312.67	-312.67
002-7550-523850	CONTRACT LABOR	0.00	0.00	900.00	8,100.00	-8,100.00
002-7550-531100	OFFICE SUPPLIES & EXPENSES	0.00	0.00	0.00	436.84	-436.84
002-7550-531175	FARMERS MKT GEN EXP	0.00	0.00	0.00	224.66	-224.66
002-7550-531177	CAR SHOW EXP	0.00	0.00	0.00	2,000.00	-2,000.00
002-7550-531179	FLOWER FESTIVAL EXP	0.00	0.00	0.00	1,528.59	-1,528.59
002-7550-531203	OLD CITY HALL BLDG	0.00	0.00	1,346.98	11,303.71	-11,303.71
002-7550-572030	DOWNTOWN DEVELOPMENT EXP	0.00	0.00	0.00	8,500.00	-8,500.00
002-7550-572032	CITY FUNDING FROM DDA	0.00	0.00	0.00	17,500.00	-17,500.00
002-7550-573000	LOAN PAYMENTS	0.00	0.00	1,461.73	14,334.44	-14,334.44
	Expense Total:	0.00	0.00	4,444.19	70,931.53	
	Total Surplus (Deficit):	0.00	0.00	12,126.64	189,571.82	



Monroe, GA

Budget Report

Account Summary

For Fiscal: 2023 Period Ending: 09/30/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance (Unfavorable)	Percent Remaining
Revenue							
DEPT: 7520 - ECONOMIC DEVELOPMENT & PLANNNG							
100-7520-334112	STATE GRANTS	0.00	0.00	0.00	8,150.00	8,150.00	0.00 %
100-7520-347300	MISC EVENT FEES	20,000.00	20,000.00	0.00	0.00	-20,000.00	100.00 %
100-7520-347301	CAR SHOW	0.00	0.00	0.00	325.00	325.00	0.00 %
100-7520-383000	REIMB FOR DAMAGED PROPERTY	0.00	0.00	0.00	904.00	904.00	0.00 %
DEPT: 7520 - ECONOMIC DEVELOPMENT & PLANNNG Total:		20,000.00	20,000.00	0.00	9,379.00	-10,621.00	53.11%
DEPT: 7521 - MAINSTREET							
100-7521-371003	MAIN STREET CONTRIBUTIONS	35,000.00	35,000.00	0.00	26,250.00	-8,750.00	25.00 %
DEPT: 7521 - MAINSTREET Total:		35,000.00	35,000.00	0.00	26,250.00	-8,750.00	25.00%
Revenue Total:		55,000.00	55,000.00	0.00	35,629.00	-19,371.00	35.22%
Expense							
DEPT: 7520 - ECONOMIC DEVELOPMENT & PLANNNG							
100-7520-511100	REGULAR SALARIES	231,170.00	231,170.00	18,762.33	170,527.94	60,642.06	26.23 %
100-7520-511200	PART - TIME/TEMPORARY SALARIES	6,000.00	5,700.00	0.00	0.00	5,700.00	100.00 %
100-7520-511300	OVERTIME SALARIES	0.00	200.00	0.00	90.00	110.00	55.00 %
100-7520-512100	GROUP INS	44,000.00	44,000.00	1,471.45	35,827.37	8,172.63	18.57 %
100-7520-512200	SOCIAL SECURITY	14,705.00	14,705.00	1,146.86	10,438.13	4,266.87	29.02 %
100-7520-512300	MEDICARE	3,440.00	3,440.00	268.21	2,441.20	998.80	29.03 %
100-7520-512400	GMEBS-RETIREMENT CONTRIBUTI...	28,980.00	28,980.00	2,526.68	22,740.12	6,239.88	21.53 %
100-7520-512910	MEDICAL EXAMS	100.00	100.00	0.00	0.00	100.00	100.00 %
100-7520-512915	EMPLOYEE ASSISTANCE PROGRAM	51.00	151.00	0.00	82.11	68.89	45.62 %
100-7520-512916	WALTON ATHLETIC MEMBERSHIP	240.00	240.00	36.22	316.28	-76.28	-31.78 %
100-7520-521200	PROFESSIONAL SERVICES	57,650.00	57,650.00	12,676.30	19,477.06	38,172.94	66.21 %
100-7520-521201	I/T SVCS - WEB DESIGN, ETC.	1,000.00	1,000.00	0.00	940.42	59.58	5.96 %
100-7520-522140	LAWN CARE & MAINTENANCE	1,000.00	1,000.00	75.00	625.00	375.00	37.50 %
100-7520-522145	HOLIDAY EVENTS	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
100-7520-522208	MAINTENANCE CONTRACTS	4,910.00	4,910.00	227.56	2,457.93	2,452.07	49.94 %
100-7520-522322	EQUIPMENT RENTAL	180.00	180.00	0.00	87.58	92.42	51.34 %
100-7520-523200	COMMUNICATION SERVICES	2,600.00	2,600.00	-422.15	617.94	1,982.06	76.23 %
100-7520-523210	POSTAGE	0.00	100.00	0.00	100.00	0.00	0.00 %
100-7520-523300	ADVERTISING	15,000.00	10,500.00	1,614.30	4,289.89	6,210.11	59.14 %
100-7520-523301	MISC EVENTS	110,000.00	44,450.00	56.11	30,736.49	13,713.51	30.85 %
100-7520-523310	MARKETING EXPENSES	0.00	0.00	0.00	5,634.47	-5,634.47	0.00 %
100-7520-523400	PRINTING	2,000.00	6,500.00	605.00	6,984.53	-484.53	-7.45 %
100-7520-523510	TRAVEL EXPENSE	5,000.00	6,500.00	106.64	6,336.05	163.95	2.52 %
100-7520-523600	DUES/FEES	1,500.00	1,500.00	0.00	928.49	571.51	38.10 %
100-7520-523700	TRAINING & EDUCATION -EMPLOYEE	6,500.00	5,000.00	0.00	3,019.41	1,980.59	39.61 %
100-7520-523850	CONTRACT LABOR	3,500.00	3,500.00	0.00	62.99	3,437.01	98.20 %
100-7520-531100	OFFICE SUPPLIES & EXPENSES	5,000.00	4,900.00	70.37	825.06	4,074.94	83.16 %
100-7520-531110	SPONSORSHIPS/DONATIONS	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
100-7520-531121	COMPUTER EQUIP NON-CAP	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
100-7520-531175	FARMERS MARKET EXP	0.00	650.00	50.00	698.17	-48.17	-7.41 %
100-7520-531177	CAR SHOW EXP	0.00	5,950.00	0.00	5,922.77	27.23	0.46 %
100-7520-531178	CONCERT EXP	0.00	50,000.00	5,237.94	41,508.64	8,491.36	16.98 %
100-7520-531179	FLOWER FESTIVAL EXP	0.00	3,450.00	0.00	3,436.85	13.15	0.38 %
100-7520-531183	CANDLELIGHT SHOPPING EXP	0.00	1,500.00	0.00	805.00	695.00	46.33 %
100-7520-531203	OLD CITY HALL BLDG	7,000.00	7,000.00	0.00	0.00	7,000.00	100.00 %

Budget Report

For Fiscal: 2023 Period Ending: 09/30/23

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-7520-531300 FOOD	1,000.00	5,000.00	0.00	4,748.81	251.19	5.02 %
DEPT: 7520 - ECONOMIC DEVELOPMENT & PLANNNG Total:	579,026.00	579,026.00	44,508.82	382,706.70	196,319.30	33.91%
Expense Total:	579,026.00	579,026.00	44,508.82	382,706.70	196,319.30	33.91%
Report Surplus (Deficit):	-524,026.00	-524,026.00	-44,508.82	-347,077.70	176,948.30	33.77%



Monroe, GA

Trial Balance

Account Summary

Date Range: 09/01/2023 - 09/30/2023

Account	Name	Beginning Balance	Period Total Debits	Period Total Credits	Net Change	Ending Balance
Fund: 002 - DOWNTOWN DEV FUND						
Asset						
002-111104	DDA SYNOVUS	352,314.71	20,259.98	2,982.46	17,277.52	369,592.23
002-111108	DOWNTOWN DOLLARS SYNOVUS	25,306.58	2.07	250.00	-247.93	25,058.65
002-111111	DDA LOAN CHECKING-AF	47,591.42	3.89	1,461.73	-1,457.84	46,133.58
002-111115	DDA WELLS FARGO	5,938.83	0.21	5,939.04	-5,938.83	0.00
002-111145	RDF - SYNOVUS	500.00	0.00	0.00	0.00	500.00
002-111151	RLF - SYNOVUS	130,559.34	1.94	0.00	1.94	130,561.28
002-111900	DUE FROM OTHERS	6,250.00	0.00	0.00	0.00	6,250.00
002-111901	ACCOUNTS RECEIVABLE - MISC	0.00	2,241.78	0.00	2,241.78	2,241.78
002-112802	DDA WAYNE ST PARCELS INVESTMENT	242,999.64	0.00	0.00	0.00	242,999.64
002-121104	ACCTS PAYABLE-DOWNTOWN	7,740.29	250.00	0.00	250.00	7,990.29
Liability						
002-121100	ACCOUNTS PAYABLE	200.00	0.00	0.00	0.00	200.00
002-125355	DDA WAYNE ST PARCELS - LONG TERM	-242,500.00	0.00	0.00	0.00	-242,500.00
Equity						
002-134220	FUND BAL UNRESERVED, UNDESIGNA	-399,455.63	0.00	0.00	0.00	-399,455.63
Revenue						
002-7550-336100	CITY FUNDING OF DDA	-18,750.00	0.00	0.00	0.00	-18,750.00
002-7550-347301	CAR SHOW	-13,170.58	0.00	0.00	0.00	-13,170.58
002-7550-347302	CONCERTS	-5,323.07	0.00	705.40	-705.40	-6,028.47
002-7550-347303	FLOWER FESTIVAL	-9,279.92	0.00	0.00	0.00	-9,279.92
002-7550-347304	FALL FESTIVAL	-8,851.76	0.00	5,301.76	-5,301.76	-14,153.52
002-7550-347305	CHRISTMAS PARADE	-415.00	0.00	600.00	-600.00	-1,015.00
002-7550-347903	FARMERS MARKET	-13,095.22	0.00	1,041.07	-1,041.07	-14,136.29
002-7550-361000	INTEREST REVENUES	-78.61	0.00	8.11	-8.11	-86.72
002-7550-361002	INTEREST-REVOLVING LOAN FUND	-3,406.44	0.00	412.16	-412.16	-3,818.60
002-7550-371000	SPONSORSHIPS	-68,078.95	0.00	3,459.71	-3,459.71	-71,538.66
002-7550-381011	RENTAL - 227 S BROAD	-34,250.00	0.00	3,150.00	-3,150.00	-37,400.00
002-7550-389000	OTHER	-217.88	0.00	33.11	-33.11	-250.99
002-7550-389003	PRINCIPLE-REVOLVING LOAN FUND	-14,527.80	0.00	1,829.62	-1,829.62	-16,357.42
002-7550-389005	DOWNTOWN DOLLARS	-4,479.29	0.00	29.89	-29.89	-4,509.18
002-7550-392200	PROPERTY SALE	-50,008.00	0.00	0.00	0.00	-50,008.00
Expense						
002-7550-522140	LAWN CARE & MAINTENANCE	4,500.00	0.00	0.00	0.00	4,500.00
002-7550-523301	MISC EVENT EXPENSE	640.00	0.00	0.00	0.00	640.00
002-7550-523303	FARMERS MKT-GIFT CERTS	35.00	0.00	0.00	0.00	35.00
002-7550-523304	FARMERS MKT-SR BUCKS	350.00	197.00	0.00	197.00	547.00
002-7550-523305	FARMERS MKT-EBT TOKENS	101.00	8.00	0.00	8.00	109.00
002-7550-523306	FARMERS MKT-ENTERTAINMENT	385.00	140.00	0.00	140.00	525.00
002-7550-523510	TRAVEL EXPENSE	0.00	334.62	0.00	334.62	334.62
002-7550-523600	DUES/FEES	256.81	55.86	0.00	55.86	312.67
002-7550-523850	CONTRACT LABOR	7,200.00	900.00	0.00	900.00	8,100.00
002-7550-531100	OFFICE SUPPLIES & EXPENSES	436.84	0.00	0.00	0.00	436.84
002-7550-531175	FARMERS MKT GEN EXP	224.66	0.00	0.00	0.00	224.66
002-7550-531177	CAR SHOW EXP	2,000.00	0.00	0.00	0.00	2,000.00
002-7550-531179	FLOWER FESTIVAL EXP	1,528.59	0.00	0.00	0.00	1,528.59
002-7550-531203	OLD CITY HALL BLDG	9,956.73	1,346.98	0.00	1,346.98	11,303.71
002-7550-572030	DOWNTOWN DEVELOPMENT EXP	8,500.00	0.00	0.00	0.00	8,500.00
002-7550-572032	CITY FUNDING FROM DDA	17,500.00	0.00	0.00	0.00	17,500.00
002-7550-573000	LOAN PAYMENTS	12,872.71	1,461.73	0.00	1,461.73	14,334.44
Fund 002 Total:		0.00	27,204.06	27,204.06	0.00	0.00
Report Total:		0.00	27,204.06	27,204.06	0.00	0.00



Monroe, GA

Detail Report Account Detail

Date Range: 09/01/2023 - 09/30/2023

Account	Name					Beginning Balance	Total Activity	Ending Balance
Revenue								
002-7550-347302	CONCERTS					-5,323.07	-705.40	-6,028.47
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/06/2023	CLPKT08115	R00556284		JOHN HOWARD-CONCERT TABLE			-150.00	-5,473.07
09/06/2023	CLPKT08115	R00556287		CHARLES SANDERS - CONCERT			-150.00	-5,623.07
09/29/2023	GLPKT52734	JN10783		SEPTEMBER PAYPAL TRANSACTIONS DE...			-405.40	-6,028.47
002-7550-347304	FALL FESTIVAL					-8,851.76	-5,301.76	-14,153.52
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/12/2023	CLPKT08136	R00558308		MARMALADE HEALTHCARE LLC			-100.00	-8,951.76
09/14/2023	CLPKT08144	R00559167		W. OVERTON/ K OVERTON			-150.00	-9,101.76
09/18/2023	CLPKT08146	R00559599		ERB HOLDINGS GROUP			-102.89	-9,204.65
09/18/2023	CLPKT08146	R00559986		J. & S. DANIELS			-100.00	-9,304.65
09/18/2023	CLPKT08146	R00559995		BELLAMIE BOUTIQUE			-205.78	-9,510.43
09/26/2023	CLPKT08175	R00563053		MONROE ROTARY CLUB			-51.94	-9,562.37
09/29/2023	CLPKT08186	R00564420		S. MORGAN / A. MORGAN			-100.00	-9,662.37
09/29/2023	CLPKT08186	R00564421		PROJECT RENEWAL DVIP / A. DYLES			-51.94	-9,714.31
09/29/2023	CLPKT08186	R00564428		ANCHOROUTPOST / J. ROBERTSON			-100.00	-9,814.31
09/29/2023	GLPKT52734	JN10783		SEPTEMBER PAYPAL TRANSACTIONS DE...			-4,339.21	-14,153.52
002-7550-347305	CHRISTMAS PARADE					-415.00	-600.00	-1,015.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/06/2023	CLPKT08115	R00556278		WALTON EMC/ PARADE			-85.00	-500.00
09/06/2023	CLPKT08115	R00556288		MONROE COUNTRY DAY SCHOOL- PAR...			-50.00	-550.00
09/12/2023	CLPKT08136	R00558311		WALTON YOUTH PROJECT WALTON YO...			-60.00	-610.00
09/18/2023	CLPKT08146	R00560000		WALTON PRESS INC			-85.00	-695.00
09/20/2023	CLPKT08160	R00561591		FOREVER GRO			-95.00	-790.00
09/26/2023	CLPKT08175	R00563044		MAHS BASKETBALL BOSSTER CLUB MA...			-80.00	-870.00
09/26/2023	CLPKT08175	R00563069		MONROE CHURCH OF GOD			-60.00	-930.00
09/27/2023	CLPKT08183	R00563843		DABNEY RIDING ACADEMY/ E. DABNEY			-85.00	-1,015.00
002-7550-347903	FARMERS MARKET					-13,095.22	-1,041.07	-14,136.29
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/06/2023	CLPKT08115	R00556291		MARKET FEES - CASH			-125.00	-13,220.22
09/06/2023	CLPKT08115	R00556293		MARKET FEES- CASH			-90.00	-13,310.22
09/19/2023	CLPKT08151	R00560753		FARMERS MARKET CASH			-45.00	-13,355.22
09/19/2023	CLPKT08151	R00560755		FARMERS MARKET CASH/CHECK			-150.00	-13,505.22
09/30/2023	BRPKT01533	DDA SYNOVUSMerchP...		MerchPayout Sept			-631.07	-14,136.29

Detail Report

Date Range: 09/01/2023 - 09/30/2023

Account	Name	Beginning Balance	Total Activity	Ending Balance				
002-7550-361000	INTEREST REVENUES	-78.61	-8.11	-86.72				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/27/2023	GLPKT52658	JN10776		CLOSE OUT WELLS FARGO ACCT TO SYN...			-0.21	-78.82
09/30/2023	BRPKT01531	DDA LOAN ACCTSept...		September			-3.89	-82.71
09/30/2023	BRPKT01532	DDA DOWNTOWN DO...		September			-2.07	-84.78
09/30/2023	BRPKT01539	Revolving Loan Fund...		MONTHLY INTEREST			-1.94	-86.72
002-7550-361002	INTEREST-REVOLVING LOAN FUND	-3,406.44	-412.16	-3,818.60				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/14/2023	ARPKT01836	Invoice Packet ARPKT...		9/14/23 AR CT Mtn Creek RLF			-412.16	-3,818.60
002-7550-371000	SPONSORSHIPS	-68,078.95	-3,459.71	-71,538.66				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/07/2023	CLPKT08126	R00557331		MHC OF GEORGIA (SHUTTLE SPONSOR...			-1,500.00	-69,578.95
09/29/2023	GLPKT52734	JN10783		SEPTEMBER PAYPAL TRANSACTIONS DE...			-1,959.71	-71,538.66
002-7550-381011	RENTAL - 227 S BROAD	-34,250.00	-3,150.00	-37,400.00				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/06/2023	CLPKT08115	R00556298		DFH MANAGEMENT			-1,500.00	-35,750.00
09/26/2023	CLPKT08175	R00563052		J. WELLINGTON			-850.00	-36,600.00
09/27/2023	CLPKT08179	R00563285		STUEVER STUDIOS			-800.00	-37,400.00
002-7550-389000	OTHER	-217.88	-33.11	-250.99				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/29/2023	GLPKT52734	JN10783		SEPTEMBER PAYPAL TRANSACTIONS DE...			-33.11	-250.99
002-7550-389003	PRINCIPLE-REVOLVING LOAN FUND	-14,527.80	-1,829.62	-16,357.42				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/14/2023	ARPKT01836	Invoice Packet ARPKT...		9/14/23 AR CT Mtn Creek RLF			-1,829.62	-16,357.42
002-7550-389005	DOWNTOWN DOLLARS	-4,479.29	-29.89	-4,509.18				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/29/2023	GLPKT52734	JN10783		SEPTEMBER PAYPAL TRANSACTIONS DE...			-29.89	-4,509.18
Total Revenue:		Beginning Balance:	-152,724.02	Total Activity:	-16,570.83	Ending Balance:	-169,294.85	

Expense

002-7550-523304	FARMERS MKT-SR BUCKS	350.00	197.00	547.00				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/06/2023	GLPKT52007	JN10702		SAK OF NUTS			10.00	360.00
09/18/2023	GLPKT52360	JN10761		P BISHOP			21.00	381.00
09/18/2023	GLPKT52360	JN10761		M DECKER			86.00	467.00
09/18/2023	GLPKT52360	JN10761		T PARRISH			12.00	479.00
09/18/2023	GLPKT52360	JN10761		S CROWE			38.00	517.00
09/18/2023	GLPKT52360	JN10761		L CARMON			5.00	522.00
09/18/2023	GLPKT52360	JN10761		B TAYLOR			16.00	538.00

Detail Report

Date Range: 09/01/2023 - 09/12/23

Account	Name	Beginning Balance	Total Activity	Ending Balance				
002-7550-523304	FARMERS MKT-SR BUCKS - Continued	350.00	197.00	547.00				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/18/2023	GLPKT52360	JN10761		M NEALE			9.00	547.00
002-7550-523305	FARMERS MKT-EBT TOKENS	101.00	8.00	109.00				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/06/2023	GLPKT52007	JN10702		SAK OF NUTS			8.00	109.00
002-7550-523306	FARMERS MKT-ENTERTAINMENT	385.00	140.00	525.00				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/06/2023	GLPKT52007	JN10702		M PEZNUZ			35.00	420.00
09/06/2023	GLPKT52007	JN10702		J HUFF			35.00	455.00
09/18/2023	GLPKT52357	JN10759		C. WY SOCKI			35.00	490.00
09/18/2023	GLPKT52360	JN10761		M PEZENT			35.00	525.00
002-7550-523510	TRAVEL EXPENSE	0.00	334.62	334.62				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/18/2023	GLPKT52354	JN10756		BANK OF AMERICA			334.62	334.62
002-7550-523600	DUES/FEES	256.81	55.86	312.67				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/30/2023	BRPKT01533	DDA SYNOVUSSept Ba...		Sept Bank Fee			55.86	312.67
002-7550-523850	CONTRACT LABOR	7,200.00	900.00	8,100.00				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/18/2023	GLPKT52360	JN10761		A FULLER			900.00	8,100.00
002-7550-531203	OLD CITY HALL BLDG	9,956.73	1,346.98	11,303.71				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/18/2023	GLPKT52351	JN10754		UTILITIES OLD CITY HALL			1,346.98	11,303.71
002-7550-573000	LOAN PAYMENTS	12,872.71	1,461.73	14,334.44				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/30/2023	BRPKT01531	DDA LOAN ACCTLoan ...		Loan Payment Sept			1,461.73	14,334.44
Total Expense:		Beginning Balance: 31,122.25	Total Activity: 4,444.19		Ending Balance: 35,566.44			
Grand Totals:		Beginning Balance: -121,601.77	Total Activity: -12,126.64		Ending Balance: -133,728.41			

2024 Proposed "Market"

Expanded market:

Regular market season:

April 6-September 28—weekly—9am-1pm

(Hours in July and/or August may shorten to 9am-12pm due to high afternoon temps)

Winter/Holiday season:

November 2-December 14—weekly—10am-2pm

The market will be closed in January and February, with a possible Pop-up for Valentine's Day. The Market will close for "Fall Break" in October.

Expanding the market dates will give the community an opportunity to purchase some fall, winter, and early spring produce in addition to the regular summer produce that is offered.

Produce vendors-

*SunWoman Farm--Year-round veggies. Tomatoes, Peppers, and Cucumbers year-round. Seasonal veggies for summer and winter.

*Deer Creek Farm-Certified Naturally Grown Farm-Planning on spring veggies, carrots, kale, chard, onions, bok choy, and possibly a few more.
Summer produce will include blueberries, cucumbers, tomatoes, squash, and a few others.

*Spring Valley Farm-Will only attend the regular market season beginning in June due to work schedule.

*Windy Hill-May bring native plants and hopefully will be able to bring bushels of summer veggies to sell from his truck for people wanting to "put up" produce.

*Itty Bitty Urban Farm-Microgreens on a rotating schedule year-round.

*Millers Mushrooms-excited to be able to offer mushrooms that are available at different times of the year.

Planning on facilitating a booth to sell produce from farms that cannot attend the market.

*Dickey Farms-Strawberries and Peaches

*Crystal Organic Farm-Certified Organic Farm-is willing to work with the market to fill in whatever the market is lacking on a week-to-week basis. They are also a year-round farm.

*Working with Rock House Creamery for milk and cheese. Working through the legalities of dairy at a market with GADA.

Baked goods-Traditional, Gluten Free, Milled whole grain, bagels.

Looking for a full-time bread baker.

Meat and Seafood vendors will be present. Attendance and schedule to follow.

Coffee-Blend of Hope will be returning next season to provide coffee drinks and bags of locally roasted coffee. Their coffee is also sold at Scoops.

Hot Food and snack vendors will be present. Attendance and schedule to follow.

Artisan vendors will be on a rotating schedule. 1st and 3rd week or 2nd and 4th week.

Artisan vendors can also be scheduled to attend once per month. Some artisan vendors with seniority and a following will have weekly booths.

Applications will open on January 2 and close on January 31. Applications will be reviewed, accepted, and scheduled by a chosen market board. The vendors will be notified of acceptance, waitlist, or denial by the 2nd week of February. After the initial application period ends, the applications will close for the year.

In addition to social media, a market website and newsletter will be put in place for market info to reach visitors in multiple ways to announce market happenings and changes.

The Marketspread account will need to be updated. There are many new features on the platform including an updated POS with cash tracking, EBT tracking, website, advanced vendor messenger, and online vendor document signatures.

Weekly special events at the market. Kids activities, Master Gardeners to host a monthly talk or demo, a monthly cooking demo or recipe, vendor contests,...

National Farmers Market Week Celebration-August 4th-10th
Special activities for the August 10th market.

Set up food, music, and fun activities near a sitting area at the back end of the market to increase community socializing.

Encourage Downtown businesses to engage with the market through flyers, business cards, menus, and possible attendance. The market will participate in any Downtown theme days.

Market Goals

- *Create and increase opportunities for farmers to sell their products directly to our consumers.
- *Create a space for farmers not able to attend the weekly markets to offer their products to our consumers.
- *Create and increase consumers' opportunities to buy local products directly from farmers.
- *Bring together families, neighbors, visitors, and local producers/makers to create a sense of community and social gathering.
- *Establish vibrant markets that will make our market a destination for tourists and visitors.
- *Educate the community on the nutritional, environmental, and economic value of buying local products.
- *Create a place for local makers to introduce themselves and their products to our consumers.
- *Create a calm, friendly, relaxed vendor atmosphere at the market allowing customers to enjoy the market and look forward to returning.
- *Create a "Working" market board.



2024 MARKET RULES AND GUIDELINES

The objective of the Monroe Market is to create a market that will support the development of the local agricultural and artisan economy in Walton County. Our hope is that the market will foster stewardship of our land and goodwill in our community by providing a place for vendors to sell their products to customers, as well as create a place that will provide local shopping, education, and entertainment for the Monroe and Walton County community.

The market application period will be from January 2, 2024-January 31, 2024. All applications will be reviewed, approved, and scheduled by the Market Board. Vendors will be notified of acceptance/denial/waitlist by February 16, 2024.

The regular market season will be held weekly on Saturdays, April 6 through September 28, except for June 15 (Blooms Festival). The market will break for Fall for the full month of October. Market hours will be 9 am-1 pm. Summer hours may be changed to 9 am-12 pm due to high afternoon temperatures if decided by the market participants. The market will reopen weekly for our Winter/Holiday markets from November 2 to December 14. Winter/Holiday hours will be 10 am-2 pm.

Regular market season :

Weekly-- April 6, 2024-September 28, 2024—9 am-1pm. No regular market on June 15, 2024.

Fall Break—Full month of October 2024.

Winter/Holiday market season:

Weekly—November 2, 2024-December 14, 2024—10 am-2 pm.

The market will be held on Court Street, adjacent to the Historic Courthouse on South Broad Street, in Downtown Monroe.

Vendors will have the opportunity to apply for the Monroe Blooms Festival (June 15) and/or FallFest (October 12). Details to follow later in the season.

Vendors shall be local farmers or makers, based in a county bordering Walton County. Exceptions may be permitted if approved by the market manager/committee.

All products must be made or grown by the person/business selling the product. No reselling/rebranding. Exceptions may be permitted if approved by the market manager/committee.

Items sold must be pre-approved by the market. The market reserves the right to remove any unapproved items from the table. Only approved items listed on the application will be allowed to be sold. If adding additional items that are not listed on the application, prior approval is required.

Subleasing will not be permitted. A vendor's space can only be used by the vendor listed on the application for the approved items listed on the application.

There will be no combined artisan/ag-produce vendors. If you would like to sell both types of products, you will need to apply and be approved for each category. You will need to purchase a separate space for each category. Spaces are not guaranteed to be next to each other, so each space will need to have personnel capable of supervising and selling your items.

AG and food vendors can apply for the full season. If more than one vendor applies with the same items and the market cannot support multiple items of the same kind, a rotating schedule will be offered.

Artisan/Craft vendors can apply for monthly or rotating schedules.

*Rotating schedules will be assigned as 1st/3rd week or 2nd/4th week each month of the regular season.

*Monthly schedules will be assigned as 1st, 2nd, 3rd, or 4th week of each month of the regular season.

**Due to the Blooms Festival, the 1st/3rd-week schedule in June will be changed to a 1st/5th-week schedule to compensate for the missed 3rd-week market.

***August includes a 5th week market. The 8/31 market will be open to any Artisan/Craft vendor to attend.

Booth spaces will be assigned weekly by the market manager by check-in time. Assigned booth numbers can change weekly.

A standard booth space is 10'x10'. Additional space will need to be purchased and pre-approved by the market.

Tents will be available for vendors to use during the market. Each vendor will be responsible for setting up, taking down, and returning the tent to the storage area. If tents are not properly returned to the storage area at the end of the market, the vendor will be subject to a fine of \$25.00. A \$150.00 replacement fee will be imposed for any missing tents.

Each vendor is required to attach weights to the legs of their tent. A limited supply of weights are available for vendor use during the market. Vendors are responsible for any damage or liability resulting from lack of proper weighting of tents.

Vendors are permitted to bring their own tent and weights. We ask that the tent be **a white, 10x10 straight leg tent.**

Vendors will need to provide their own tables and chairs.

Each vendor is responsible for keeping and leaving their booth space clean and free of refuse. If refuse is not properly disposed of, the vendor will be subject to a fine of \$25.00.

Electric will be available on a limited basis. This must be approved prior to the Market.

Restroom facilities will be available at the Monroe Visitors Center, located on Broad Street.

Bill changing will not be available. Wells Fargo offers Saturday hours and is within walking distance from the market.

The Monroe Farmers Market, the Market Committee, and the City of Monroe are not responsible for product liability or the paying of sales taxes for individual vendors. This responsibility lies with the individual market vendors. Please consult your accounting professional and/or your insurance company for direction.

In the event of rain, the market will be closed. Every attempt will be made to make the appropriate weather call BEFORE Saturday morning. Please check your email for updates on weather closings.

Early breakdown will not be permitted. All vendor booths must remain set up and occupied until 1:00.

If you find that you cannot come to the market on your agreed dates, please communicate this to the market manager no later than 24 hours before the opening of the market. A change in attendance can be made by contacting the market manager by email or text. Market attendance notices and invoices are emailed multiple times each week. **It is the responsibility of each vendor to check their weekly emails.**

1st No-Show without notice will result in a written warning and the vendor will be responsible for paying the booth fees before being scheduled for a future market.

2nd No-Show without notice will result in removal from future markets and vendor will be responsible for booth fees for the day.

Market Pricing

Application Approval Fee	\$35.00
Daily Booth Fee	\$15.00
Season Pass (AG only)	\$250.00

Licensing and Permits

Proper permits and licenses are the responsibility of the vendor and can be obtained through or directed by the Georgia Department of Agriculture. Licenses and/or permits must be displayed in booth during each market. Permits and licenses include, but are not limited to the following:

- Cottage Foods License
- Food Sales Establishment License
- Meat, Milk, and Cheese license
- Egg Candling Certification
- Live Plant License
- Mobile Vehicle License
- Better Process Control School Certification

GA Dept of Health Permit
ServSafe or ANSI Accredited Food Handlers Card
Organic and Naturally Grown Certification

Pricing of goods is enforced by the Georgia Department of Agriculture and shall be done by volume or by piece (such as \$3.00 for a pumpkin or \$4.00 for a quart of blueberries), or by weight. Scales should be certified by the Department of Agriculture and certification is the responsibility of the vendor.

Proper licensing, permits, and certifications are required to be submitted before the application can be approved, even if you have previously submitted the documents with prior applications.

Proper labeling must be approved and accompany all packaging. Items will be periodically inspected during the market season for proper labeling. At the discretion of the Market Manager, products that are not properly labeled or exceed your licensing limitations must be removed from your table.

Products offered at the market should be of the highest quality within the rules and regulations established by the Georgia Department of Agriculture such as, but not limited to: cleanliness, spoilage, and product damage.

A produce/food safety class for 2023 will be provided by or recommended by the Monroe Farmers Market. This class or comparable certification is required for any vendor that wishes to sell produce at the market.

All farms and kitchens are subject to inspection by the Market Manager and/or Committee Member(s).

Behavior and Conduct

The behavior of vendors to consumers and fellow vendors will be in a professional manner that fosters a sense of market community and camaraderie. Verbal or physical threats, foul language or gestures are grounds for immediate ejection from the market and permanent expulsion.

Vendors will be held to the market standards of conduct for professional behavior. No horseplay or unprofessional conduct will be tolerated. Incidents or reports of violations of this conduct code will be subject to review by the Market Manager and/or Committee.

Monroe Farmers Market is a smoke-free environment. No smoking will be permitted in the market area.

Behavior and/or actions that are considered disruptive, unsafe, and/or actions that are considered to be a nuisance are prohibited at the market. All decisions regarding disruptive behavior and/or nuisance activity are at the sole discretion of the Market Manager and/or Committee.

The Monroe Farmers Market will not discriminate against anyone because of race, color, creed, national origin, sex, age, disability, or sexual orientation.

Set up and Break Down Procedures

Our regular market hours are 9 am-1 pm. Winter/Holiday hours will be 10 am-2 pm. All vendors are required to stay at the market for the entire time the market is open. **No early breakdowns. Leaving early will impact your opportunity to participate in future markets.**

Set up is 7:30am-8:30am. (8:30-9:30-Winter/Holiday) Your arrival time window will be assigned according to your booth number. Arrival times and other instructions will be emailed every Friday evening.

Enter Court Street from Midland Avenue. Pull up to your assigned booth number, unload your items, and pull out onto Broad Street to find a parking lot. Do not set up until you return from parking your vehicle. **There will be no parking on Court Street during the market. Except for pre-approved vendors needing to sell from their trucks or trailers.**

Please do not park on Broad Street. The spaces on Broad Street are for Downtown Businesses and the Monroe Police Department enforces a two-hour parking limit. We do not want anyone to be issued a ticket.

Court Street will close to vendor traffic at 8:30. If you arrive after 8:30, you will need to park in a parking lot and carry your items into the market.

Some customers arrive before 9 a.m. You do not have to sell before 9 a.m.

There will be a 10-minute closing notice at the end of the market. If you still have customers at closing time, please be as quick and polite as possible to complete the sale. If you still have customers when the load-up line begins to move, please let your customers know that the market is closing and ask them to move into your booth or onto the sidewalk for safety reasons. Customers cannot be on the road during load-up time.

We ask that you do not begin to pack up until 1 p.m., as it gives the appearance that the market is shutting down.

At 1 p.m. or as soon as the street is clear of customers, the barricades at the end of Court Street will be moved so you can pull your vehicle down the street. This time gets hectic...everyone wants to leave and we understand, however, care must be taken so we do not have an accident.

We require that you consolidate and pack your booth as much as possible BEFORE pulling into the load-up line, as this impacts the efficiency of the departure process.

Business	2023 Status	DDA \$	2023 AMT	2022 Amt
Snellville Heating & Air	committed	8000	10000	
Charles M. Walker Foundation	paid	5500	5500	4500
Brown Oil Distributers	paid	2500	2500	2500
Piedmont Walton	paid	2500	2500	2500
John's Supermarket	paid	2500	2500	2500
Crawford & Boyle	paid	2500	2500	2500
FBC Mortgage	paid	2500	2500	2500
McGriff Insurance	paid	2500	2500	2500
Preston & Malcom	paid	2500	2500	1250
Peach State Credit Union	paid	2500	2500	
Britt's	paid	2500	2500	
Silverleaf Management	paid	3500	3500	
Zaxby's	paid	2500	2500	
Acopia Home Loans	paid	2500	2500	
Women's Health & Wellness Clinic	paid	4000	4000	
Keck+Wood	paid	2500	2500	
My Home Communities	paid	1500	1500	
Fraser Roofing	paid	2500	2500	
Synovus Bank	paid	2000	2000	1500
Monroe Animal Care Hospital	paid	1500	1500	1500
Piedmont Walton Orthopedics	paid	2000	2000	
Walton Mill Storage	paid	500	500	1000
The Factory at Walton Mill	paid	500	500	
Brysan Utility Contractors	paid	1000	1000	
Pinnacle	paid	1000	1000	1000
Malcom & Malcom	paid	1000	1000	1000
Rinse	paid	1000	1000	
Andrea Gray	paid	1000	1000	1000
Rustic Roots	paid	1250	1250	1250
Streetside Classics	paid	1000	1000	750
Summit Racing	paid	750	750	
JEC Development	paid	500	500	
Southern Sanitation	paid	500	500	
Peters & Fosters				
Peach State Publications				500
Epiphany	paid	500	500	500
New Roots	paid	500	500	500
Susan Sykes Remax Preferred	paid	500	500	500
Hodge Podge				500
Sanders Consign & Design				
Homecraft				250
Monroe Auto & Tire				250
Your Pie				
Patti Souther	paid	250	250	250
Pot Luck Café	paid	250	250	250
Amici	paid	250	250	250
JL Designs				
Broad Street Boots				250
McDaniel Tichenor House				250
LR Burger	paid	250	250	250
2nd Floor Properties	paid	250	250	250
Monroe Local				250
Wyrick Mechanical				750

in kind

in kind

Wood Vision Center				
Walton County Historical Society	paid	200	200	100
Cheely's General Store & Café				1000
Georgia Connector				500
The Gilded Lily				500
Walton Tribune	paid	1000	1000	
Sidestreet Boutique				1000
Park Place Nursing & Rehab				500
J. Reynolds				
Anderson Grading				
Wayfarer Hotel and Events			500	
George Walton Academy				
The Factory at Walton Mill				
Ginny's Custom Embroidery				
Reliant				

in kind
in kind
in kind

TOTAL \$ 74,450.00 \$ 76,950.00 \$ 39,100.00
 Outstanding \$ 2,500.00
 Less City Amt \$ 39,450.00

2024 Partnership Opportunities

EVENT SPONSOR

Classic Car Show: Presenting Sponsor \$2500 4 Opportunities Available—

200 + classic cars, 20,000+ in attendance Voted best Community Event last 9 Years!
Booth presence at event, logo on fliers and event registration form, logo on banners displayed in town, announcer recognition at event, sponsor event yard sign, logo in event newspaper ads social media recognition, logo on website with link, 1 concert table (seats 8) at the concert of choice.



Award sponsor: \$1500 4 Opportunities Available- business name/logo on awards/car window signs, special sign placement at event, recognition by announcer, social media/ online recognition ,free vendor space at event.

Shuttle Sponsor: \$1500 6 Opportunities Available-business name/logo at shuttle locations. Business can set up tent at shuttle stop to advertise/give promo items, special sign placement at event, recognition by announcer, social media/ online recognition.

First Friday Concerts: Series Presenting Sponsor \$10,000 One Opportunity Available—15,000 + in attendance. Booth presence with company exposure at all concerts, primary stage banner for all concerts, Logo on concert banners around town, logo on event posters, vip area with concert tables (8 seats) at each concert, sponsor event yard sign, logo on concert t-shirt, logo in local newspaper ads. Fliers distributed to Walton County schools (20,000 +)



Concert Sponsor \$2,500 Ten Opportunities Available—15,000+ in attendance. Booth presence at concert of your choice, logo on lower stage banner for all concerts, Logo on concert banners around town, logo on event posters, 1 concert table (8 seats) at each concert, sponsor event yard sign, logo on concert t-shirt, logo in local newspaper ads. Fliers distributed to Walton County schools (20,000 +)

Monroe Blooms Flower Festival: Presenting Sponsor \$2500

4 Opportunities Available—10,000+ in attendance. Logo on concert banners around town, logo on event posters, 1 concert table (8 seats) at each concert, sponsor event yard sign, logo on event t-shirt, logo in local newspaper ads.



Shuttle Sponsor: \$1500 6 opportunities Available-business name/logo at shuttle locations. Business can set up tent at shuttle stop to advertise/give promo items, special sign placement at event, recognition by announcer, social media/ online recognition.

Monroe Market Partner- Presenting Sponsor \$1500 Logo on marketing materials, logo on event t-shirt, signage and info at weekly market, booth presence at 1 market per month throughout the season.



2024 Partnership Opportunities

EVENT SPONSOR



Fall Fest: Presenting Sponsor \$2500— Four Opportunities Available— 5000 + in attendance
Logo on fliers distributed to Walton County Schools (20,000+), logo on banners displayed in town, 1 concert table (seats 8) at concert of choice, sponsor event yard sign, logo on ads in newspaper & online recognition.

Shuttle Sponsor \$1500 6 opportunities Available-business name/logo at shuttle locations.
Business can set up tent at shuttle stop to advertise/give promo items, special sign placement at event, recognition by announcer, social media/ online recognition.



Candlelight Shopping: Presenting Sponsor \$1500—Six Opportunities Available— 3000 + in attendance
Carriage Rides, Photos with Santa/Grinch, logo on fliers distributed to Walton County Schools (20,000+), logo on banners displayed in town, 1 concert table (seats 8) at concert of choice, sponsor event yard sign, logo on ads in newspaper & online recognition, recognition at the carriage rides.



Childers Park Christmas Light Display: Event Sponsor \$1500—4 Opportunities Available—
Presence at the kick off event, 2500 + in attendance, signage in the park at light display, logo on fliers distributed to Walton County Schools (20,000+), logo on banners displayed in town, logo on ads in newspaper & online recognition.



Childers Park Christmas Light Display: Presenting Sponsor \$2500—12 Opportunities Available—
Presence at the kick off event, 2500 + in attendance, signage at one of 12 light displays (on display over 1 month), logo on fliers distributed to Walton County Schools (20,000+), logo on banners displayed in town, 1 concert table (seats 8) at concert of choice, sponsor event yard sign, logo on ads in newspaper & online recognition.



Christmas Parade: Presenting Sponsor \$2500—Four Opportunities Available—20,000 + in attendance,
televised on local station & YouTube live and throughout the holidays, logo on fliers distributed to Walton County Schools (20,000+), logo on banners displayed in town, 1 concert table (seats 8) at concert of choice, logo on event shirt, sponsor event yard sign, logo on ads in newspaper & online recognition, free parade entry with premium placement.



MURAL PARTNER \$1500 - Business name or logo on one of downtown's new installation mural photo opportunities for one year. Website & social media recognition.

GENERAL PARTNERSHIP

Community Event Grant Program, downtown planters, holiday lights, alleyway improvements, downtown marketing campaigns, way finding signs, murals & other design projects.



PLATINUM PARTNER: \$1000— Logo on event t-shirt, event yard sign at all events, 1 concert tables (seats 8) at concert of your choice, recognition in e-newsletter, website listing with link, social media recognition.



GOLD PARTNER: \$500 - Event yard sign (choose 1-concert series or 3 other events) , 1 concert table (seats 8) at concert of your choice (discounted rate for other concerts) recognition in e-newsletter, website listing with link.



SILVER PARTNER \$250 - Website listing, yard sign at 1 event.



INDIVIDUAL/FAMILY PARTNER \$100 Name listed on Downtown website.



VOLUNTEER Volunteers are a key part of our program, let us know if you'd like to be a involved!

All sponsors can promote their business at our downtown events by placing flyers or promotional material at our information booth.

Business Name: _____ Contact Name: _____

Email: _____ Phone: _____

Address: _____

Website: _____ Sponsorship Total Amount: _____

Payment Method: Check (enclosed payable to "Monroe Downtown") Credit Card # _____
 Invoice (payable by check or credit card) Visa/MC/Amex Exp _____ CVC _____

Payment Frequency: one-time _____ monthly _____
two payments _____ Signature _____
quarterly _____

Please return form to Monroe Downtown, PO Box 1249, Monroe, GA 30655. Send company logo to laldrige@monroega.gov



Please return form to
Monroe Downtown,
PO Box 1249, Monroe, GA
30655.

Send company logo to
laldridge@monroega.gov

Business Name: _____
Contact Name: _____
Email: _____
Phone: _____
Address: _____

Website: _____
Sponsorship Total Amount: _____

Payment Method:

Check
(payable to "City of Monroe Downtown")
 Invoice
 Credit Card

Visa/MC/Amex Exp _____ CVC _____

Signature _____

Payment Frequency

one-time _____ monthly _____
two payments _____
quarterly _____



Giving with an Impact

Your partnership provides critical projects that not only help us create a thriving, vibrant downtown, but also helps stimulate our local economy.



Events

A full calendar of annual events gives you the perfect opportunity to put your business in front of thousands of customers. In 2022 our events brought over 200,000 people to downtown!



Design Projects

Our beautiful planters, banners, murals and holiday lights are just some of the projects made possible through your annual partnership.



Business Support, marketing & more

Community event grants, marketing campaigns and promotional materials are all made possible through your partnership.



Partnership with a purpose

MAKE THE MOST OF YOUR ADVERTISING DOLLARS BY SUPPORTING DOWNTOWN MONROE!

Contact us to learn how you can advertise your business while supporting your local community.

Downtown Monroe
Main Street
Leigh Ann Aldridge

770-266-5331
monroedowntown.com
laldridge@monroega.gov



2024 PARTNERSHIP OPPORTUNITIES

All sponsors can promote their business at our downtown events by placing flyers or promotional material at our information booth.



Classic Car Show:

- Presenting Sponsor (4) \$2500
- Awards Sponsor (4) \$1500
- Shuttle Sponsor (6) \$1500



Downtown Monroe
GEORGIA

First Friday Concerts:

- Series Presenting Sponsor (1) \$10,000
- Concert Sponsor (10) \$2,500



- Monroe Blooms Flower Festival:
Presenting Sponsor (4) \$2500
- Shuttle Sponsor (6) \$1500



July 4th Fireworks Spectacular:

- Presenting Sponsor (2) \$10,000



Fall Fest:

- Presenting Sponsor (4) \$2500
- Shuttle Sponsor (6) \$1500



Childers Park Christmas Light Display:

- Event Presenting Sponsor (4) \$1500
- 12 Days of Christmas Sponsor (12) \$2500



Christmas Parade:

- Presenting Sponsor (4) \$2500



Candlelight
SHOPPING

Candlelight Shopping:

- Presenting Sponsor (6) \$1500



- Monroe Farmers Market Partner (4) \$1500



- Monroe Murals Partner \$1500

GENERAL PARTNERSHIP OPPORTUNITIES



Community Event Grant Program, downtown planters, holiday lights, alleyway improvements, downtown marketing campaigns, signage, murals & other design projects.

- INDIVIDUAL / FAMILY PARTNER: \$100
- SILVER PARTNER: \$250 -
- GOLD PARTNER: \$500 -
- PLATINUM PARTNER: \$1000-*
- VOLUNTEER - volunteers are a key part of our program, let us know if you'd like to be involved!

If you have questions about other ways you can partner with downtown or would like to customize a partnership package to better fit your needs, please contact
Leigh Ann Aldridge
laldridge@monroega.gov
770-266-5331

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/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 proceeds to downtown development or local non-profit

APPLICATION FOR EVENT GRANT

EVENT NAME: Tichenor Trot 5K & McDaniel Mile Fun Run
LOCATION OF EVENT: The McDaniel-Tichenor House - 319 McDaniel St. Monroe, GA 30655
EVENT DATE: 10.14.23
BENEFITTING ORGANIZATION: McDaniel-Tichenor House
CONTACT NAME: Lindsey McKinney
TELEPHONE NUMBER: 770.267.5602
EMAIL: Lindsey@mdaniel-tichenor.org
Please attach a brief description of proposed event. (Note: to receive payment, event must take place as described)
ESTIMATED COST: \$2000
GRANT MONEY APPLYING FOR: \$250.00

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.

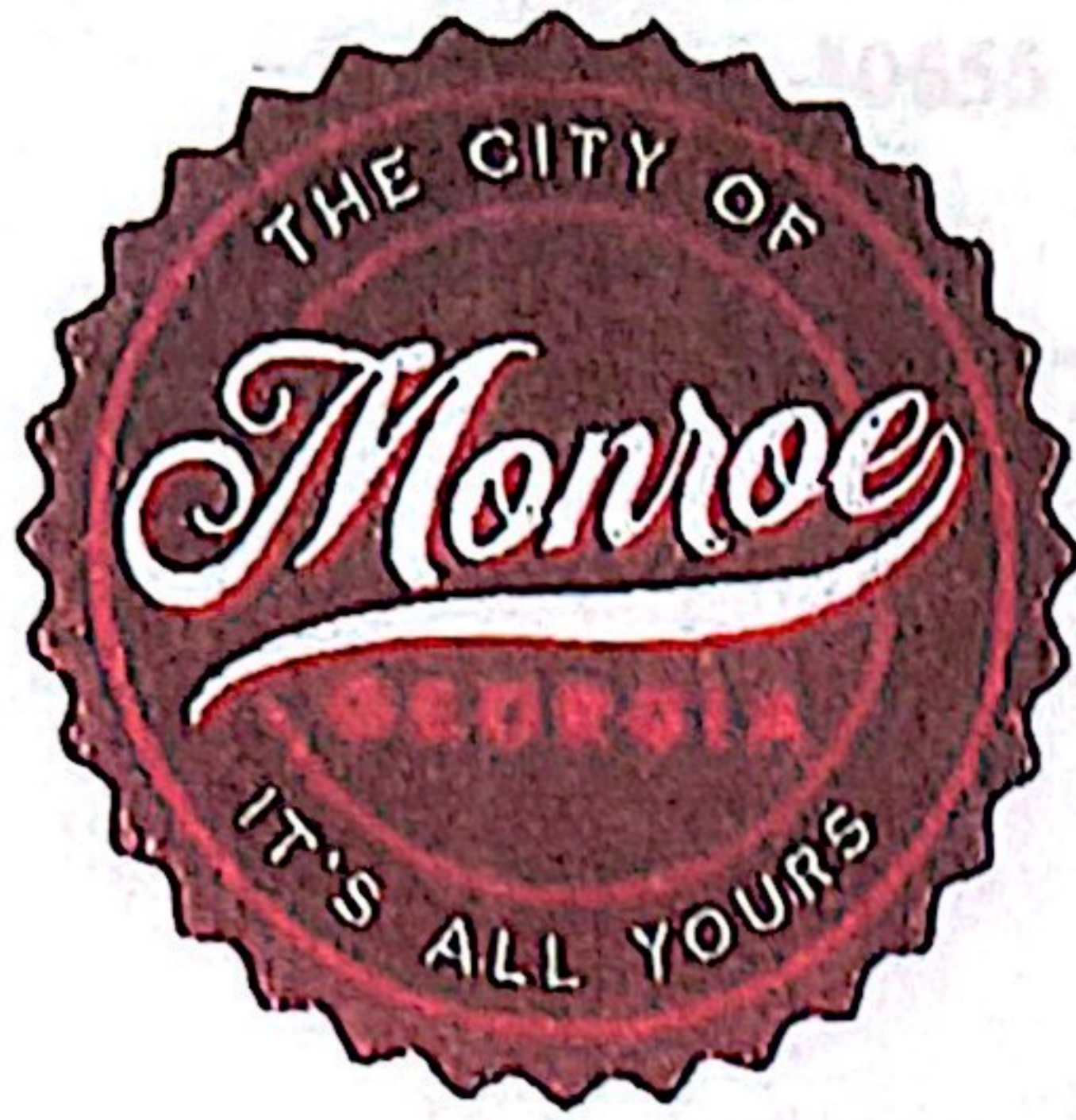
SIGNATURE: Juanita S. McKinney

DATE: 10.20.23

Monroe DDA
P.O. Box 1249
Monroe, GA 30655
770-266-5331
laldrige@monroega.gov
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



213 Cherry Hill Road
P. O. Box 1249
Monroe, GA 30655
(770) 267-6933

APPLICATION APPROVAL

DATE: _____

This application is herewith approved and a permit is granted with the restriction(s) outlined below:

This restriction is made in accordance with the Code of Ordinances, City of Monroe, Georgia.

Date Approved: _____

Approved by:

Streets and Transportation Director

Chief of Police

Fire Chief

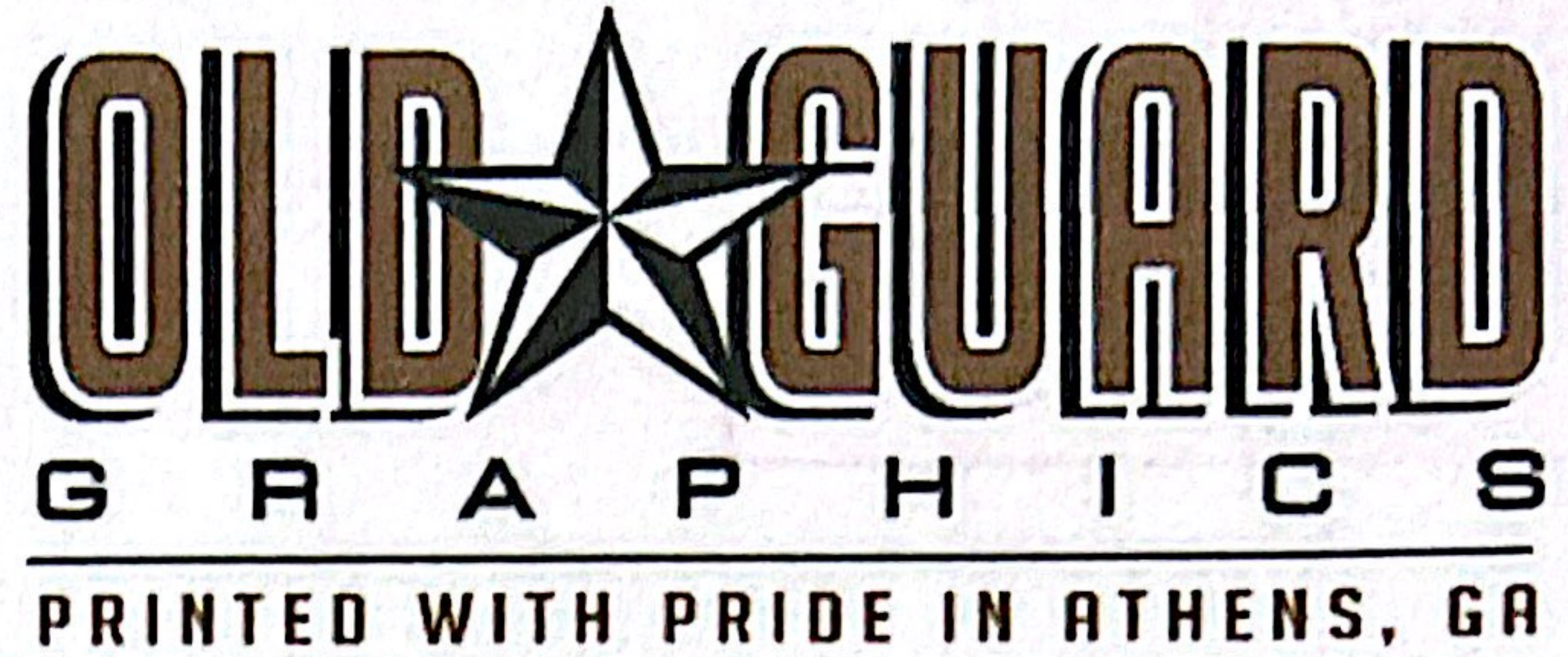
Beverly Harrison
City Clerk

Walton County (only if location occurs and/or around county property)

WWW.MONROEGA.COM

PHONE: (770) 267-6933 | ADDRESS: 213 Cherry Hill Road, Monroe, GA 30655

Old Guard Graphics
 290 Dairy Pak Rd. Athens, GA 30607
 haywood@oldguardgraphics.com
 (706) 549-5058
 EIN #: 26-2287110



Tax ID: 305462145

Invoice 71105

Tichenor Trot 5K 2023

SALES REP INFO
 Lindsey McKinney
 Sales Manager
 lindsey@oldguardgraphics.com
 +1

INVOICE DATE
 10/12/2023
 INV.DUE DATE
 11/11/2023

TERMS
 Net 30

ORDERED BY
 The McDaniel-Tichenor House
 The McDaniel-Tichenor House
 319 McDaniel Street
 Monroe, GA 30655

CONTACT INFO
 Lindsey McKinney
 lindsey@mcdaniel-tichenor.org
 (470) 984-5065

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
1	Tichenor Trot 5K 202	63	Each	\$7.28	\$458.64	Y

Color: Heather Kelly

S	M	L	XL
2	3	9	3

Color: Heather Purist Blue

S	M	L	XL	2XL
6	8	10	13	3

235

Color: Heather Purist Blue

YXL
6

#	PAID ON	METHOD	AMOUNT
1	10/13/2023	Check 1114	\$458.64

Payment is expected prior to or at time of pick up. Payment is expected prior to shipping. Visa, MasterCard and American Express accepted.
 Returns:
 Please verify artwork is correct before approving the final proof; be sure to check spelling, grammar and design. Please verify your sales order is correct; check shirt style, color and quantities are accurate. Old Guard Graphics is not responsible for any errors overlooked once a proof and sales order have been approved.
 We do not accept returns but we do strive to satisfy our customers and will accept responsibility for any errors made on our end. We allow the industry standard of 72 hours from the time of pick up to notify us of any issues.
 Old Guard Graphics will not be responsible for shirts left unattended after pick up; please be sure to leave them in a safe place such as a locked room. If you'd like to verify shirt quantities are accurate when you pick up, we will be happy to provide a place for you to count.

Subtotal:	\$458.64
Sales Tax (0%):	\$0
Total:	\$458.64
Total Paid:	\$458.64
Balance Due:	\$0

SIGNATURE:

DATE:

Accolades Awards & Recognition Gifts, Inc.

Invoice

132 W. Highland Ave.
 P.O. Box 1874
 Monroe, GA 30655

Date	Invoice #
10/12/2023	7988

Bill To
McDaniel Tichenor House

INVOICE # 7988
 DATE 10/12/2023
 DUE DATE 11/11/2023
 TERMS NET 30

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
22	1st place - 5K	6.00	132.00T
16	2nd place	6.00	96.00T
10	3rd place	6.00	60.00T
1	logo digitization	25.00	25.00
	Sales Tax	7.00%	20.16
Report Website Bib numbers and Safety Pins, Registered Runner processing and reports / Official Results Processing/ Internet Postings / Personalized runner e-mails sent to all finishers / Post Race Reports. (\$1.25 per Registered Runner)			
Send orders to Classic Race Services and mail to:		BALANCE DUE	\$333.16
Total			\$333.16

Black Bag Racing Solutions, LLC
1860 Barnett Shoals Road, Suite 103-498
Athens, GA 30605
+1 7066807223
classicraceservices@gmail.com



**CLASSIC RACE
SERVICES**

INVOICE

BILL TO

Lindsey McKinney
Tichenor Trot 5K
319 McDaniel Street
McDaniel Tichenor House
Monroe, GA 30655

INVOICE # 23080
DATE 10/14/2023
DUE DATE 11/13/2023
TERMS Net 30

Order Confirmation

DATE		DESCRIPTION	QTY	RATE	AMOUNT
10/14/2023	Event Management	Consulting, Marketing , Paper and Online Race Registration / Equipment Setup and Management / Race Day Timing / Race Day Labor / Race Day Results Tabulation	1	500.00	500.00
10/14/2023	Participant Processing	Bib numbers and Safety Pins, Registered Runner processing and reports / Official Results Processing/ Internet Postings / Personalized runner e-mails sent to all finishers / Post Race Reports (\$1.25per Registered Runner)	45	1.25	56.25

Please make your check payable to Classic Race Services and mail to:
Classic Race Services
1860 Barnett Shoals Road, Suite 103-498
Athens, GA 30605

BALANCE DUE

\$556.25

Tax ID: 272886667

Thank you for using Classic Race Services!
Carole Black



Lindsey McKinney <mrs lindseymckinney@gmail.com>

Your Amazon.com order of "DOBI [200 Pack] 4 oz..."

1 message

Amazon.com <auto-confirm@amazon.com>
Reply-To: no-reply@amazon.com
To: mrs lindseymckinney@gmail.com

Tue, Oct 10, 2023 at 8:38 AM



Order Confirmation

Hello Lindsey,

Thank you for shopping with us. We'll send a confirmation when your item ships.

Details

Order #112-9726265-1635403

Arriving:
tomorrow, October 11

Ship to:
**Lindsey
MONROE, GA**

[View or manage order](#)

Order Total: **\$14.97**

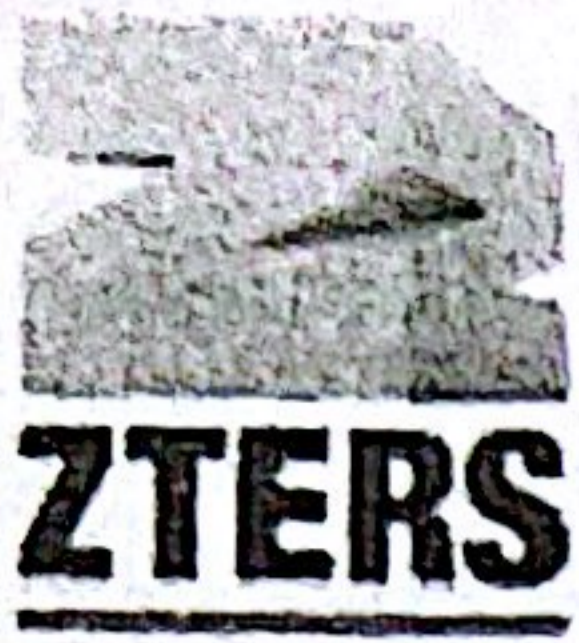


DOBI [200 Pack] 4 oz. Espre...
Qty : 1

We hope to see you again soon.

Amazon.com

You might be interested in



ZTERS Inc
 13727 Office Park Drive
 Houston, TX 77070
 www.zters.com

Phone: (832) 698-2203
Fax: (832) 698-2204
Email: Alyssa@zters.com

INVOICE DATE: Oct 05, 2023
CUSTOMER #: 2082725
INVOICE #: 21463487
TERMS: Due on Receipt
PO #: Not Supplied

INVOICE TOTAL DUE
\$0.00

DUE ON RECEIPT

BILLING INFORMATION

ATTN: McDaniel Tichenor
COMPANY:
EMAIL: info@mcdaniel-tichenor.org
PHONE: (770) 267-5602
ADDRESS: 319 Mcdaniel Street
 Monroe, Georgia 30655

AGING HISTORY*

DATE: Oct 05, 2023
CURRENT: \$0.00
30: \$0.00
60: \$0.00
90: \$0.00
TOTAL: \$0.00

SITE INFORMATION

	SITE #	SITE TOTAL
ADDRESS: 319 Mcdaniel Street, Monroe, Georgia 30655	1239924	\$328.50
ONSITE CONTACT: Lindsey Mckinney		
CONTACT PHONE: (770) 267-5602		

ITEM LIST

ID #	ITEM CODE	Description	QTY	UNIT \$	DISC	TAX	TOTAL
613718	GA_PT_DELIVERY	Standard Toilet - Event delivery scheduled to occur on 10-13-2023.	1	\$50.00	\$0.00	\$3.50	\$50.00
613719	GA_PT_E_ST	Standard Toilet - Event. Delivery on 10-13-2023. Pickup will occur on the first available business day after event.	1	\$275.00	\$0.00	\$0.00	\$275.00

SUBTOTAL \$325.00
TAX \$3.50
INVOICE TOTAL \$328.50
INVOICE TOTAL DUE \$0.00

PAYMENTS APPLIED TO THIS INVOICE

DATE	AMOUNT	PAYMENT METHOD	DETAILS
Oct 05, 2023	\$328.50	Credit Card	Applied Payment Using Credit Card XXXX7418

WHOLESALE

Athens #1621
5550 Parkway Blvd
Athens, GA 30606

SELF-CHECKOUT

JH Member 111959429604

E	1498286	GATORADECORE	14.79	E
E	1700458	WATERLOO	8.99	E
E	0000312110	/ WATERLOO	2.40	E
E	1594596	GATORADE	14.79	E
E	1212860	KS S&C GRNLA	8.99	E
E	1300509	KS NUT BARS	14.99	E
		SUBTOTAL	60.15	
		TAX	2.41	
****		TOTAL	62.56	

XXXXXXXXXXXX3920

H

AID: A0000000031010

Seq# 204651

APP#: 02756D

Visa Resp: APPROVED

Tran ID#: 328500204651....

APPROVED - Purchase

AMOUNT: \$62.56

10/12/2023 14:17 1621 204 107 704

Visa	62.56
CHANGE	0.00

**70.84
Total**

E 4.000% TAX 2.41

TOTAL TAX 2.41

TOTAL NUMBER OF ITEMS SOLD = 5

INSTANT SAVINGS \$ 2.40

~~10/12/2023~~ 14:17 1621 204 107 704



21162120401072310121417

OP#: 704 Name: SCO

Thank You!

Please Come Again

Whse:1621 Trm:204 Trn:107 OP:704

Items Sold: 5

JH 10/12/2023 14:17

COSTCO

WHOLESALE

Athens #1621
5550 Parkway Blvd
Athens, GA 30606

ADJ / FRONT END

JH Member 111959429604
4 @ 1.99

E	2619 ORG BANANAS	7.96	E
	SUBTOTAL	7.96	
	TAX	0.32	
****	TOTAL	8.28	

XXXXXXXXXXXX3920 H
AID: A000000031010
Seq# 227323 APP#: 02153D
Visa Resp: APPROVED
Tran ID#: 328500227323....

APPROVED - Purchase
AMOUNT: \$8.28
10/12/2023 14:24 1621 227 5 827

Visa	8.28
CHANGE	0.00

E 4.000% TAX	0.32
TOTAL TAX	0.32
TOTAL NUMBER OF ITEMS SOLD =	4

~~10/12/2023~~ 14:24 1621 227 5 827



21162122700052310121424

OP#: 827 Name: Bryan L.

Thank You!

Please Come Again

Whse:1621 Trm:227 Trn:5 OP:827

Items Sold: 4
JH 10/12/2023 14:24

Items Sold: 5
JH 10/12/2023 14:17