

**CITY OF MONROE  
DOWNTOWN DEVELOPMENT AUTHORITY  
MARCH 14, 2024 – 8:00 A.M.**

**AGENDA**

- I. CALL TO ORDER**
  - 1. Roll Call**
  - 2. Approval of Previous Meeting Minutes**
    - a. February 8, 2024 Minutes**
  - 3. Approval of Financial Statements**
    - a. January 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**
- VII. FUNDING**
  - 1. Sponsorship**
  - 2. Community Event Grants**
- VIII. NEW BUSINESS**
  - 1. Officer Appointments / Elections**
- IX. ANNOUNCEMENTS**
  - 1. Next Meeting – April 11, 2024 at 8:00 am at City Hall**
- X. ADJOURN**

**CITY OF MONROE**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**FEBRUARY 8, 2024 – 8:00 A.M.**

The Downtown Development Authority met for their regular meeting.

- |                |   |                             |
|----------------|---|-----------------------------|
| Those Present: | Lisa Reynolds Anderson  | Chairman                    |
|                | Meredith Malcom   | Vice-Chairman               |
|                | Andrea Gray   | Secretary                   |
|                | Whit Holder   | Board Member                |
|                | Chris Collin  | Board Member                |
|                | Clayton Mathias   | Board Member                |
| Those Absent:  | Brittany Palazzo  | Board Member                |
|                | Lee Malcom  | City Council Representative |
| Staff Present: | Logan Propes, Beth Thompson, Beverly Harrison, Kaitlyn Stubbs, Dwayne Day, Les Russell, John Howard |                             |
| Visitors:      | Julie Treadwell, Christopher Goga, Vicki Bailey, Joy Bailey   |                             |

**I. CALL TO ORDER**

**1. Roll Call**

Chairman Anderson noted that all Committee Members were present, except Board Member Brittany Palazzo and City Council Representative Lee Malcom were absent. There was a quorum.

**2. Approval of Previous Meeting Minutes**

- a. January 11, 2024 Minutes**  
To approve the minutes as presented.

*Motion by Holder, seconded by Gray.  
Passed Unanimously*

**3. Approval of Financial Statements**

- a. December Financials**  
To approve the December 2023 Financials.

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

**II. PUBLIC FORUM**

Ms. Vicki Bailey stated that she is representing Stuever Studios, because she could not be present due to a concert. They requested for the City to reconsider the scope of the project and allow them to stay in the building.

City Administrator Logan Propes explained the scope of the project will be dialed back; the roof is going to be done at a later time. There will be some interruptions, due to the exterior renovations.

### **III. CITY UPDATE**

City Administrator Logan Propes stated the update will be covered in Section V.

### **IV. COUNTY UPDATE**

There was no update from the County.

### **V. COMMUNITY WORK PLAN & REPORTS**

#### **1. Downtown Design**

City Administrator Logan Propes stated the Wayne Street Parking Project is currently under design. They want to preserve the large tree.

#### **2. Redevelopment Projects**

City Administrator Logan Propes explained Ms. Sadie Krawczyk will be used as a contractor for the RLF Project on the old Ford Building. Mr. Chad Draper already has preclearance from DCA. The Milner Aycock Building is making progress.

#### **3. Entertainment Draws**

City Administrator Logan Propes stated they are working with Ms. Michelle Thrasher to have a ribbon cutting for the Town Green in March. The Car Show registration needs to be revised.

The Committee and Mr. Propes discussed volunteers and the awards banquet.

### **VI. PROGRAMS**

#### **1. Farmers Market**

Ms. Audry Fuller has cleaned it all up and is doing a great job.

### **VII. FUNDING**

#### **1. Sponsorship**

Finance Director Beth Thompson stated there are \$24,000 in sponsorships so far.

#### **2. Façade Grants**

##### **a. Le Gabrielle of Monroe**

To approve the grant request for Le Gabrielle of Monroe.

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

### **3. Community Event Grants**

There were no community event grants.

## **VIII. NEW BUSINESS**

### **1. Officer Appointments / Elections**

To table until March.

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

### **2. Approval – City of Monroe Intergovernmental Agreement**

City Administrator Logan Propes stated transfer of the Wayne Street property to the City will free up the DDA. The City will vote on the agreement next week.

To approve the City of Monroe Intergovernmental Agreement.

*Motion by Collin, seconded by Gray.  
Passed Unanimously*

### **3. Visitor's Center Leases**

City Administrator Logan Propes explained all of the other letters have gone out. The City Attorney can draft a month-to-month lease agreement for Stuever Studios.

To approve a month-to-month lease agreement for Stuever Studios, with the same terms.

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

### **4. Discussion – Combination of Holiday Events**

The Committee and Mr. Propes discussed the possibility of combining some of the November and December events.

## **IX. ANNOUNCEMENTS**

### **1. Next Meeting – March 14, 2024 at 8:00 at City Hall**

## **X. ADJOURN**

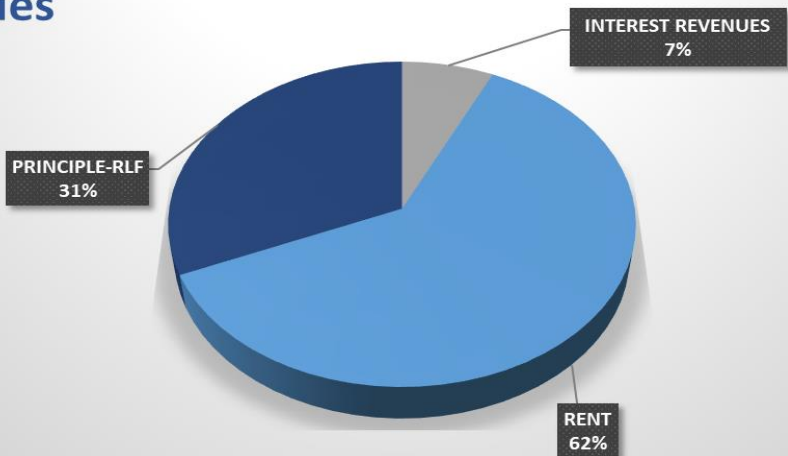
*Motion by Collin, seconded by Mathias.  
Passed Unanimously*

# DOWNTOWN DEVELOPMENT AUTHORITY

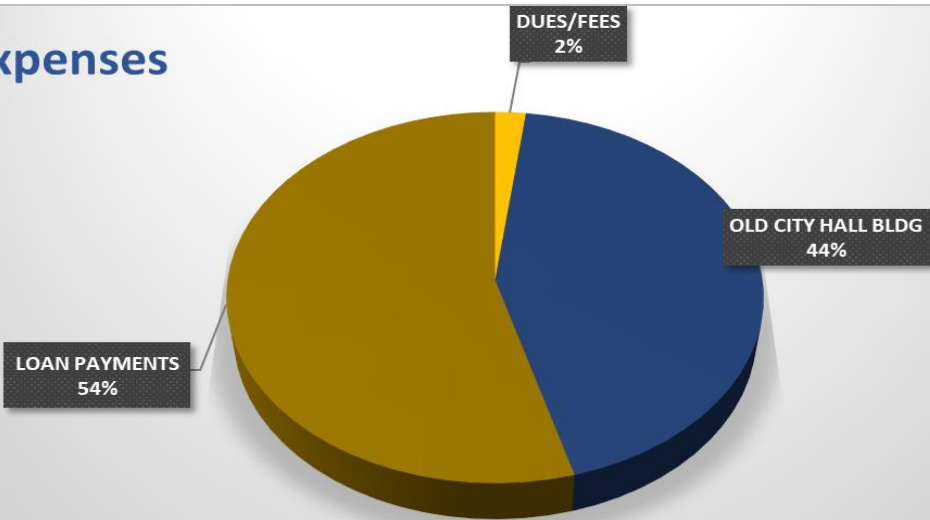
January 2024

	<u>MTD</u>	<u>YTD</u>
Revenue	5,849	5,849
Expense	2,689	2,689
Profit/(Loss)	3,160	3,160

## DDA Revenues



## DDA Expenses





Monroe, GA

# DDA Income Statement

## Account Summary

For Fiscal: 2024 Period Ending: 01/31/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Revenue</b>						
<a href="#">002-7550-336100</a>	CITY FUNDING OF DDA	25,000.00	25,000.00	0.00	0.00	25,000.00
<a href="#">002-7550-361000</a>	INTEREST REVENUES	150.00	150.00	7.48	7.48	142.52
<a href="#">002-7550-361002</a>	INTEREST-REVOLVING LOAN FUND	5,000.00	5,000.00	399.93	399.93	4,600.07
<a href="#">002-7550-381011</a>	RENTAL - 227 S BROAD	6,000.00	6,000.00	3,600.00	3,600.00	2,400.00
<a href="#">002-7550-389003</a>	PRINCIPLE-REVOLVING LOAN FUND	21,500.00	21,500.00	1,841.85	1,841.85	19,658.15
	<b>Revenue Total:</b>	<b>57,650.00</b>	<b>57,650.00</b>	<b>5,849.26</b>	<b>5,849.26</b>	
<b>Expense</b>						
<a href="#">002-7550-523600</a>	DUES/FEES	200.00	200.00	54.41	54.41	145.59
<a href="#">002-7550-531203</a>	OLD CITY HALL BLDG	15,000.00	15,000.00	1,173.18	1,173.18	13,826.82
<a href="#">002-7550-572030</a>	DOWNTOWN DEVELOPMENT EXP	24,900.00	24,900.00	0.00	0.00	24,900.00
<a href="#">002-7550-573000</a>	LOAN PAYMENTS	17,550.00	17,550.00	1,461.73	1,461.73	16,088.27
	<b>Expense Total:</b>	<b>57,650.00</b>	<b>57,650.00</b>	<b>2,689.32</b>	<b>2,689.32</b>	
	<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>3,159.94</b>	<b>3,159.94</b>	



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Account	Name	Beginning Balance	Period Total Debits	Period Total Credits	Net Change	Ending Balance
Fund: 002 - DOWNTOWN DEV FUND						
Asset						
<a href="#">002-111104</a>	DDA SYNOVUS	361,304.16	6,398.65	4,026.24	2,372.41	363,676.57
<a href="#">002-111108</a>	DOWNTOWN DOLLARS SYNOVUS	23,040.27	2,880.48	2,790.00	90.48	23,130.75
<a href="#">002-111111</a>	DDA LOAN CHECKING-AF	41,853.92	3.52	1,461.73	-1,458.21	40,395.71
<a href="#">002-111145</a>	RDF - SYNOVUS	500.00	0.00	0.00	0.00	500.00
<a href="#">002-111151</a>	RLF - SYNOVUS	139,534.55	2,243.91	0.00	2,243.91	141,778.46
<a href="#">002-111901</a>	ACCOUNTS RECEIVABLE - MISC	2,798.65	2,241.78	5,040.43	-2,798.65	0.00
<a href="#">002-112802</a>	DDA WAYNE ST PARCELS INVESTMENT	242,999.64	0.00	0.00	0.00	242,999.64
<a href="#">002-121104</a>	ACCTS PAYABLE-DOWNTOWN	11,154.89	2,870.00	160.00	2,710.00	13,864.89
Liability						
<a href="#">002-125355</a>	DDA WAYNE ST PARCELS - LONG TERM	-242,500.00	0.00	0.00	0.00	-242,500.00
Equity						
<a href="#">002-134220</a>	FUND BAL UNRESERVED, UNDESIGNA	-580,686.08	0.00	0.00	0.00	-580,686.08
Revenue						
<a href="#">002-7550-361000</a>	INTEREST REVENUES	0.00	0.00	7.48	-7.48	-7.48
<a href="#">002-7550-361002</a>	INTEREST-REVOLVING LOAN FUND	0.00	0.00	399.93	-399.93	-399.93
<a href="#">002-7550-381011</a>	RENTAL - 227 S BROAD	0.00	0.00	3,600.00	-3,600.00	-3,600.00
<a href="#">002-7550-389003</a>	PRINCIPLE-REVOLVING LOAN FUND	0.00	0.00	1,841.85	-1,841.85	-1,841.85
<a href="#">002-7550-389005</a>	DOWNTOWN DOLLARS	0.00	2,958.65	2,958.65	0.00	0.00
Expense						
<a href="#">002-7550-523600</a>	DUES/FEES	0.00	54.41	0.00	54.41	54.41
<a href="#">002-7550-531203</a>	OLD CITY HALL BLDG	0.00	1,173.18	0.00	1,173.18	1,173.18
<a href="#">002-7550-573000</a>	LOAN PAYMENTS	0.00	1,461.73	0.00	1,461.73	1,461.73
Fund 002 Total:		0.00	22,286.31	22,286.31	0.00	0.00
Report Total:		0.00	22,286.31	22,286.31	0.00	0.00



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# Detail Report

## Account Detail

Date Range: 01/01/2024 - 01/31/2024

Account		Name				Beginning Balance	Total Activity	Ending Balance
Revenue								
<a href="#">002-7550-361000</a>		INTEREST REVENUES				0.00	-7.48	-7.48
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/31/2024	BRPKT01643	DDA LOAN ACCTJANU...		JANUARY 2024 INTEREST			-3.52	-3.52
01/31/2024	BRPKT01645	DDA DOWNTOWN DO...		Jan 2024 Interest			-1.83	-5.35
01/31/2024	BRPKT01647	Revolving Loan FundJ...		Jan 2024 Interest			-2.13	-7.48
<a href="#">002-7550-361002</a>		INTEREST-REVOLVING LOAN FUND				0.00	-399.93	-399.93
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/23/2024	ARPKT02031	Invoice Packet ARPKT...		012324 AR CT Mtn Creek			-399.93	-399.93
<a href="#">002-7550-381011</a>		RENTAL - 227 S BROAD				0.00	-3,600.00	-3,600.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/08/2024	CLPKT08501	R00599892		Monroe Cultural & Heritage Museum			-500.00	-500.00
01/09/2024	CLPKT08512	R00600427		DFH Management LLC			-1,500.00	-2,000.00
01/12/2024	CLPKT08531	R00602095		Errica Cooper - Empire Tax			-600.00	-2,600.00
01/23/2024	CLPKT08570	R00605824		Stuever Studios LLC DDA RENT RECEIVED..			-1,000.00	-3,600.00
<a href="#">002-7550-389003</a>		PRINCIPLE-REVOLVING LOAN FUND				0.00	-1,841.85	-1,841.85
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/23/2024	ARPKT02031	Invoice Packet ARPKT...		012324 AR CT Mtn Creek			-1,841.85	-1,841.85
Total Revenue:				Beginning Balance: 0.00		Total Activity: -5,849.26		Ending Balance: -5,849.26
Expense								
<a href="#">002-7550-523600</a>		DUES/FEES				0.00	54.41	54.41
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/31/2024	BRPKT01644	DDA SYNOVUSJAN 20...		JAN 2024 BANK FEE			54.41	54.41
<a href="#">002-7550-531203</a>		OLD CITY HALL BLDG				0.00	1,173.18	1,173.18
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/31/2024	GLPKT56573	jn11262		Utilities Old City Hall			1,173.18	1,173.18
<a href="#">002-7550-573000</a>		LOAN PAYMENTS				0.00	1,461.73	1,461.73
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/23/2024	BRPKT01643	DDA LOAN ACCTJANU...		JANUARY 2024 LOAN PMT			1,461.73	1,461.73
Total Expense:				Beginning Balance: 0.00		Total Activity: 2,689.32		Ending Balance: 2,689.32
Grand Totals:				Beginning Balance: 0.00		Total Activity: -3,159.94		Ending Balance: -3,159.94

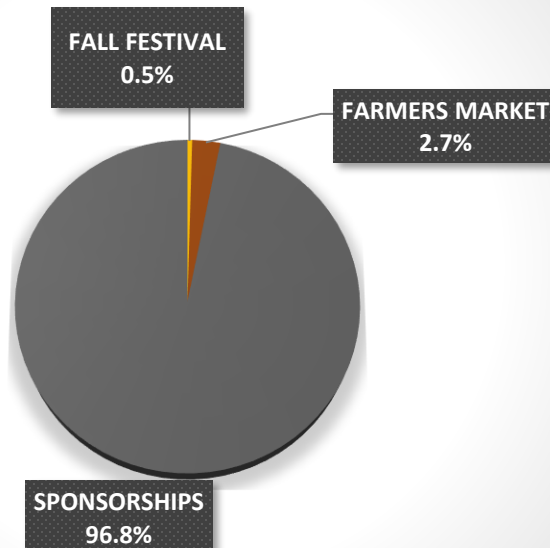


# MainStreet

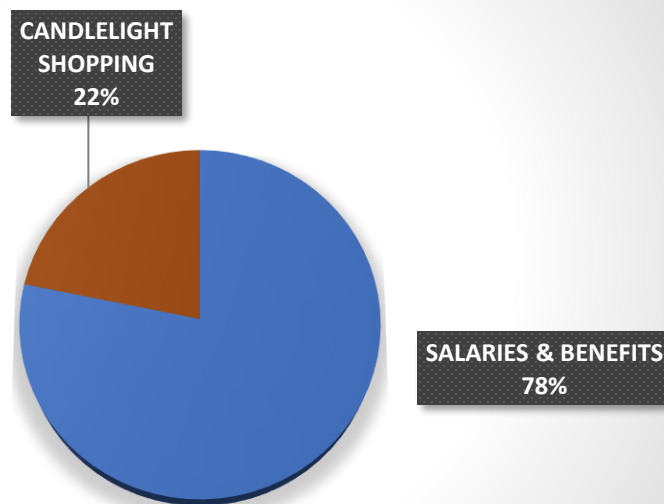
January 2024

	<u>MTD</u>	<u>YTD</u>
Revenue	22,200	22,200
Expense	12,077	12,077
Profit/(Loss)	10,123	10,123

## Revenues



## Expenses

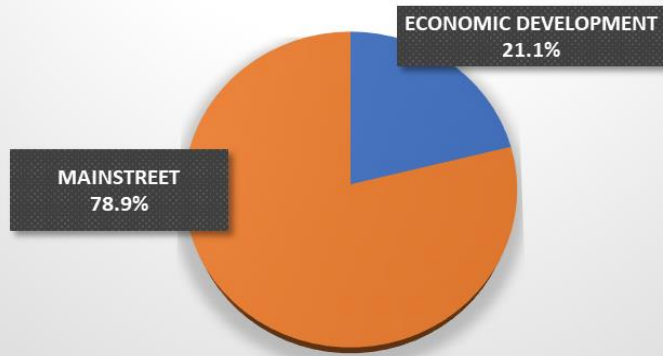


# Economic Development & MainStreet

December 2023

	<u>MTD</u>	<u>YTD</u>
Revenue	-	44,379
Expense	77,929	523,895
Profit/(Loss)	(77,929)	(479,516)

## Revenues



## Economic Development Expenses

