



Downtown Development Authority

AGENDA

Thursday, December 10, 2020

8:00 AM

City Hall

CALL TO ORDER

ROLL CALL

APPROVAL OF PREVIOUS MEETING MINUTES

[DDA](#) November Minutes

[DDA](#) November Called Meeting

APPROVAL OF FINANCIAL STATEMENTS

[DDA](#) October Financials

PUBLIC FORUM

CITY UPDATE

COUNTY UPDATE

COMMUNITY WORK PLAN &REPORTS

Existing Environment

Infill Development - update on Wayne Street lot

Entertainment Draws - new business waiting list

PROGRAMS

Events

Downtown Design

Farmers Market - online winter market underway

FUNDING

SPONSORSHIP - \$52,300.00 collected in 2020

- Annual Celebration

FACADE GRANTS - none

COMMUNITY EVENT GRANTS - none

NEW BUSINESS

ANNOUNCEMENTS:

Next meeting scheduled, January 14, at 8:00 am at Monroe City Hall

ADJOURN



Downtown Development Authority

MINUTES

Thursday, November 12, 2020

8:00 AM

City Hall

CALL TO ORDER

Meeting was called to order at 8:01 am.

ROLL CALL

PRESENT

- Chairman Lisa Anderson
- Vice Chair Meredith Malcom
- Secretary Andrea Gray
- Board Member Whit Holder
- Board Member Wesley Sisk
- Board Member Charles Sanders
- City Council Representative Ross Bradley
- Board Member Chris Collin

CITY STAFF

- Leigh Ann Walker
- Sadie Krawczyk
- Les Russell

APPROVAL OF PREVIOUS MEETING MINUTES

DDA Minutes from October

10/14/20 Minutes Approved - Motion made by Board Member Sisk, Seconded by City Council Representative Bradley.

Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Holder, Board Member Sisk, Board Member Sanders, City Council Representative Bradley, Board Member Collin

10/8/20 Minutes Approved - Motion made by Board Member Holder, Seconded by Board Member Sanders.

Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Holder, Board Member Sisk, Board Member Sanders, City Council Representative Bradley, Board Member Collin

APPROVAL OF FINANCIAL STATEMENTS

DDA September Financials

Approved - Motion made by Board Member Sisk, Seconded by City Council Representative Bradley.

Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Holder, Board Member Sisk, Board Member Sanders, City Council Representative Bradley, Board Member Collin

PUBLIC FORUM

None.

CITY UPDATE

LWCF Grant Pre-application submitted; zoning text amendments; new city planner hire; Incremental Development Alliance workshop; 2020 Budget retreat on 11/18; Mathews Park next up for improvements

COUNTY UPDATE

Reception for Kevin Little will be on 12/17/2020.

COMMUNITY WORK PLAN &REPORTS

Existing Environment -

VC Pocket Park open to public with mural addition

Infill Development -

110 N. Broad Street lofts are soon to begin construction; the board discussed Dr. Ramesh's property and the Midland property at length.

Meredith Malcom will reach out to the Hester family regarding their parcel on the Wayne Street block; Wesley Sisk will reach out to Jonathon Skelton about the Arnold parcels on the Wayne Street block.

Sadie mentioned that William Chapman's two lots in Childers Park have been listed for sale.

New Entertainment Draws/Diversify Business Mix -

Storybook walk for holiday shopping

Jagged Edge is open in their new location at the Walton Mill; American Trilogy will have a ribbon cutting on 11/20; Revive salon is planning to open 12/1; Lane's BBQ store is moving due to outgrowing their existing space.

PROGRAMS

Events

Fall Fest was a very successful event; Light Up the Night went well last Thursday; Candlelight Shopping nights are underway; parade applications are coming in

Downtown Design

Planters planted. Lisa Anderson asked if we could get a price for additional benches that match the ones we have.

Farmers Market - season is finished for 2020

FUNDING

SPONSORSHIP

End of year thank you; 2021 invoicing with save the date for annual event?

the board will thank sponsors with poinsettias plants as in previous years; date for annual celebration will be set for late January or early February at the Factory at Walton Mill.

FACADE GRANTS - none

COMMUNITY EVENT GRANTS - none

NEW BUSINESS

GEMS invitation from Georgia Main Street

ANNOUNCEMENTS:

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

ADJOURN

Motion made by Board Member Holder, Seconded by Board Member Sanders.

Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Holder, Board Member Sisk, Board Member Sanders, City Council Representative Bradley, Board Member Collin



Downtown Development Authority - Called Meeting

MINUTES

Tuesday, November 24, 2020

8:30 AM

Zoom Meeting <https://us02web.zoom.us/j/82524617520>

CALL TO ORDER

Meeting was called to order at 8:34 am by Secretary Gray.

ROLL CALL

PRESENT

Vice Chair Meredith Malcom
Secretary Andrea Gray
Board Member Whit Holder
Board Member Wesley Sisk
Board Member Charles Sanders
Board Member Chris Collin

CITY STAFF

Sadie Krawczyk
Logan Propes
Leigh Ann Walker

ABSENT

Chairman Lisa Anderson
City Council Representative Ross Bradley

ADJOURN TO EXECUTIVE SESSION

1. Real Estate Issue

Motion made to adjourn to Executive Session by Board Member Sisk, Seconded by Board Member Collin.

Voting Yea: Secretary Gray, Board Member Holder, Board Member Sisk, Board Member Sanders, Board Member Collin

Real Estate matters were discussed by the board.

Motion to adjourn Executive Session made by Secretary Gray, Seconded by Board Member Holder.

Voting Yea: Vice Chair Malcom, Secretary Gray, Board Member Holder, Board Member Sisk, Board Member Sanders, Board Member Collin

ADJOURN

Motion made by Secretary Gray, Seconded by Board Member Collin.

Voting Yea: Vice Chair Malcom, Secretary Gray, Board Member Holder, Board Member Sisk, Board Member Sanders, Board Member Collin

Balance Sheet

As of October 31, 2020

	<u>Oct 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
111151 · SYNOVUS-Revolving Loan Fund	52,066.59
111145 · RDF Checking Account	500.00
111108 · Synovus 205-495-003-6	28,141.38
111111 · Synovus 100-097-081-2	69,970.88
111100 · General Fund Checking	86,198.64
Total Checking/Savings	<u>236,877.49</u>
Accounts Receivable	
111901 · Grant Receivable	2,241.78
Total Accounts Receivable	<u>2,241.78</u>
Total Current Assets	<u>239,119.27</u>
TOTAL ASSETS	<u>239,119.27</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
121104 · Accts. Payable - DT Dollars	1,977.70
Total Other Current Liabilities	<u>1,977.70</u>
Total Current Liabilities	<u>1,977.70</u>
Total Liabilities	1,977.70
Equity	
134220 · Fund Balance Unreserved	176,903.36
Net Income	60,238.21
Total Equity	<u>237,141.57</u>
TOTAL LIABILITIES & EQUITY	<u>239,119.27</u>

Profit & Loss

January through October 2020

	Jan - Oct 20
Ordinary Income/Expense	
Income	
389003 · Principle-Revolving Loan Fund	13,728.10
361002 · Interest-Revolving Loan Fund	4,206.14
391205 · Transfers In-DDA Stabilization	100,000.00
347903 · Farmers Market Revenue	
Farmers Market Fees	
Vendor Fee	1,600.00
Farmers Market Fees - Other	3,605.00
Total Farmers Market Fees	5,205.00
sales	631.00
347903 · Farmers Market Revenue - Other	11,007.89
Total 347903 · Farmers Market Revenue	16,843.89
347300 · Event Fees/Revenue	20,312.75
334000 · Grants - State	11,500.00
336100 · City Funding	25,000.00
361000 · Interest Income	101.47
371000 · Memberships & Contributions	35,359.00
389000 · Other Misc. Revenue	397.20
Total Income	227,448.55
Expense	
573000 · Payments to Others	121,140.00
572030 · Downtown Development	14,197.85
531175 · Farmers Mkt Gen Expenses	7,285.26
523306 · Farmers Mkt-Entertainment	350.00
523305 · Farmers Mkt-EBT Tokens	1,519.00
523304 · Farmers Mkt-SR BUCKS	557.00
523303 · Farmers Mkt-Gift Certs	82.00
523301 · Event Expenses	4,799.47
523850 · Contract Labor	8,100.00
523500 · Dues and Subscriptions	600.00
531600 · Equipment <\$5000	13,919.98
531100 · Office Operations	1,620.42
523300 · Advertising	640.00
523700 · Training & Education	392.90
531203 · Old City Hall	
531203D · Pest Control	240.00
531203U · Utilities	17,736.46
522600 · Landscaping	130.00
Total 531203 · Old City Hall	18,106.46
Total Expense	193,310.34
Net Ordinary Income	34,138.21
Other Income/Expense	
Other Income	
381011 · Rent Received - 227 S. Broad St	26,100.00
Total Other Income	26,100.00
Net Other Income	26,100.00
Net Income	60,238.21

Profit & Loss

October 2020

	<u>Oct 20</u>
Ordinary Income/Expense	
Income	
389003 · Principle-Revolving Loan Fund	1,726.03
361002 · Interest-Revolving Loan Fund	515.75
347903 · Farmers Market Revenue	
Farmers Market Fees	515.00
sales	120.00
347903 · Farmers Market Revenue - Other	32.00
Total 347903 · Farmers Market Revenue	<u>667.00</u>
347300 · Event Fees/Revenue	-575.00
334000 · Grants - State	11,500.00
336100 · City Funding	6,250.00
361000 · Interest Income	9.43
Total Income	<u>20,093.21</u>
Expense	
573000 · Payments to Others	2,500.00
523306 · Farmers Mkt-Entertainment	70.00
523305 · Farmers Mkt-EBT Tokens	78.00
523304 · Farmers Mkt-SR BUCKS	179.00
523301 · Event Expenses	515.00
523850 · Contract Labor	900.00
531203 · Old City Hall	
531203U · Utilities	1,517.15
Total 531203 · Old City Hall	<u>1,517.15</u>
Total Expense	<u>5,759.15</u>
Net Ordinary Income	14,334.06
Other Income/Expense	
Other Income	
381011 · Rent Received - 227 S. Broad St	3,125.00
Total Other Income	<u>3,125.00</u>
Net Other Income	<u>3,125.00</u>
Net Income	<u><u>17,459.06</u></u>