



## **Downtown Development Authority**

### **AGENDA**

**Thursday, October 08, 2020**

**8:00 AM**

**City Hall**

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#### **CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF PREVIOUS MEETING MINUTES**

[1.](#) DDA September Minutes

**APPROVAL OF FINANCIAL STATEMENTS**

[2.](#) DDA August Financials

#### **PUBLIC FORUM**

#### **CITY UPDATE**

#### **COUNTY UPDATE**

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

**Existing Environment -**

**Infill Development -**

[2.3.](#) Ice Box Update

**Entertainment Draws/Diversify Businesses -** Ebb Flow closure; new baseball training facility; Holiday Shopping Passport idea; Story Book Walk

**PROGRAMS****Events**

**Downtown Design - update on holiday lights**

**Farmers Market - Farm to Table donations currently around \$3,700; last market this weekend**

**FUNDING**

**SPONSORSHIP - \$51,650 contributed to date; \$6,625 outstanding**

**FACADE GRANTS - none**

**COMMUNITY EVENT GRANTS - none.**

**NEW BUSINESS**

Downtown Dollar update

**ANNOUNCEMENTS:**

Next meeting scheduled, November 12, at 8:00 am at Monroe City Hall

**ADJOURN**



**Downtown Development Authority**

**MINUTES**

**Thursday, September 10, 2020**

**8:00 AM**

**City Hall**

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**CALL TO ORDER**

Meeting was called to order at 8:02 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**

- Les Russell
- Sadie Krawczyk
- Logan Propes

**APPROVAL OF PREVIOUS MEETING MINUTES**

DDA August Minutes

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

## **APPROVAL OF FINANCIAL STATEMENTS**

DDA July Financials

Approved - Motion made by Board Member Sisk, Seconded by Vice Chair Malcom.

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

## **PUBLIC FORUM**

None

## **CITY UPDATE**

Pilot Park renovation almost complete; Mathews Park will be next for minor renovations; Town Green design is in the final stages and the city will be applying for a LWCF grant for it this fall; city will be increasing cable TV rates as part of a plan to phase out the service over the next few years; Sparrow Hill Inn is under contract with Pyramid Healthcare, but the city has denied the use in B2, which they are appealing; Incremental Development Alliance lectures started yesterday (9/9), the next one will be on 9/23 leading up to the full-day workshop on 10/29.

## **COUNTY UPDATE**

None.

## **COMMUNITY WORK PLAN &REPORTS**

2020 Property Inventory

Sadie mentioned that the totals from this year's update to the inventory are as follows: 29 improvements in property condition; 169 businesses with 811.5 employees; property condition ratings are 26-poor, 50-fair, 95-good, and 115-excellent.

### **Existing Environment -**

Still no word from the Stalvey's on the pocket park idea on W. Washington; Chris Collin had a good starting conversation with Mr. Stephens about partnering with the city to make his lot public parking; new spot for a mural has been identified, but there are issues with water that need to be worked out first

### **Infill Development -**

Wesley spoke with James Hester regarding the wooded lot on the Wayne Street lot, Mr. Hester wants \$150,000 for it; Arnold Properties is willing to discuss a sale of their building on the same lot as well.

Sadie spoke with Chad Cheely, and he would be interested in being a tenant if the DDA developed a new space downtown.

No progress on other potential properties.

The board discussed trying to contact the Ramesh family about their property at Midland and Church Street.

### **Diversify/Unique Experiences -**

AARP grant paperwork has been executed, funding will follow later this month for the VC pocket park and the new swings around the hammock park; Levi Dilley will be reaching out to USDA to find out requirements for his container concept, he is also working on renderings for our review.

Sadie will send the board the most recent downtown green design draft from Keck & Wood.

## **PROGRAMS**

### **Events**

9/4 concert went well; 9/25 will be the final concert and use the same social distancing measures as previous concerts; Fall Fest is being planned with modifications due to COVID-19; Holiday lights in Childers are still planned as in past years; Christmas parade logistics are being thought through as well.

### **Downtown Design**

Lisa Anderson expressed her thanks to the city for hand watering the planters downtown noting that this intentional care is the reason why they look so good this season.

### **Farmers Market**

The decision has been made to cancel the 2020 Farm to Table event due to the additional strain on local businesses and restaurants to make this even possible. Ticket holders have been emailed and asked to consider donating their ticket cost to the Farmers Market.

The online FM has been discontinued due to low order numbers.

## **FUNDING**

### **SPONSORSHIP**

Coming in as pledged.

### **FACADE GRANTS - None**

### **COMMUNITY EVENT GRANTS - None**

## **NEW BUSINESS**

Blue Rooster to open in 4-5 weeks; new salon opening in the former Monroe Loan & Finance building, will focus on wedding parties; Peachy Pet Parlor now open; Mainstreet Walton Mill is

now leasing with plans to move residents in by year-end; the Factory event space will open at Walton Mill in a couple of weeks; Jagged Edge will be moving to Walton Mill; Kaity's restaurant has closed but the kitchen will remain in operation for catering contracts; Elite Manufacturing will be relocating from their 2nd street building and the new tenant will have much less truck traffic associated with its use.

**ANNOUNCEMENTS:**

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

The next Incremental Development Alliance lecture will be on 9/23 at 6:30 pm; Q & A Session will be on 10/6 at 12 pm; and the full-day workshop will be held on October 29th from 8 am to 5 pm.

**ADJOURN**

Motion made by Vice Chair Malcom, 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

## Profit &amp; Loss

August 2020

	<u>Aug 20</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
389003 · Principle-Revolving Loan Fund	1,720.29
361002 · Interest-Revolving Loan Fund	521.49
347903 · Farmers Market Revenue	
Farmers Market Fees	995.00
sales	90.00
347903 · Farmers Market Revenue - Other	2,259.14
<b>Total 347903 · Farmers Market Revenue</b>	<u>3,344.14</u>
347300 · Event Fees/Revenue	-320.99
361000 · Interest Income	9.40
371000 · Memberships & Contributions	-8,750.00
<b>Total Income</b>	<u>-3,475.67</u>
<b>Expense</b>	
531175 · Farmers Mkt Gen Expenses	39.00
523306 · Farmers Mkt-Entertainment	105.00
523305 · Farmers Mkt-EBT Tokens	613.00
523304 · Farmers Mkt-SR BUCKS	24.00
523303 · Farmers Mkt-Gift Certs	82.00
523301 · Event Expenses	575.00
523850 · Contract Labor	900.00
523500 · Dues and Subscriptions	500.00
531600 · Equipment <\$5000	6,937.55
531203 · Old City Hall	
531203D · Pest Control	30.00
531203U · Utilities	1,952.81
<b>Total 531203 · Old City Hall</b>	<u>1,982.81</u>
<b>Total Expense</b>	<u>11,758.36</u>
<b>Net Ordinary Income</b>	<u>-15,234.03</u>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
381011 · Rent Received - 227 S. Broad St	3,150.00
<b>Total Other Income</b>	<u>3,150.00</u>
<b>Net Other Income</b>	<u>3,150.00</u>
<b>Net Income</b>	<u><u>-12,084.03</u></u>

## Profit &amp; Loss

January through August 2020

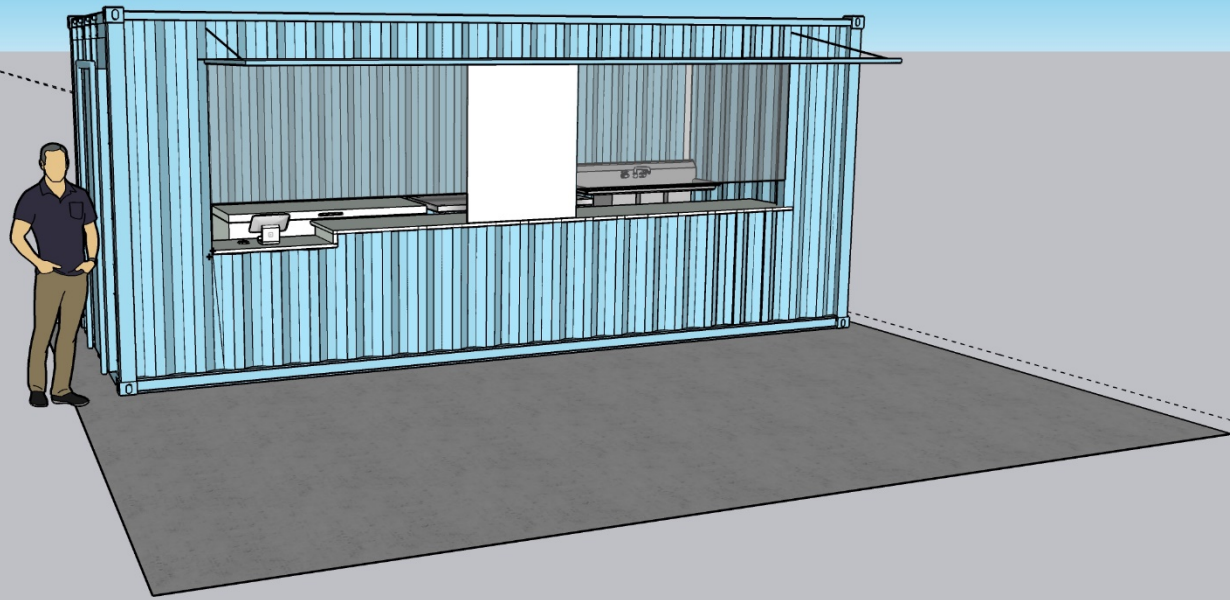
	Jan - Aug 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
389003 · Principle-Revolving Loan Fund	10,278.91
361002 · Interest-Revolving Loan Fund	3,171.77
391205 · Transfers In-DDA Stabilization	100,000.00
347903 · Farmers Market Revenue	
Farmers Market Fees	
Vendor Fee	1,600.00
Farmers Market Fees - Other	2,075.00
<b>Total Farmers Market Fees</b>	<b>3,675.00</b>
<b>sales</b>	<b>271.00</b>
347903 · Farmers Market Revenue - Other	10,975.89
<b>Total 347903 · Farmers Market Revenue</b>	<b>14,921.89</b>
347300 · Event Fees/Revenue	22,710.75
336100 · City Funding	18,750.00
361000 · Interest Income	82.99
371000 · Memberships & Contributions	31,984.00
389000 · Other Misc. Revenue	397.20
<b>Total Income</b>	<b>202,297.51</b>
<b>Expense</b>	
573000 · Payments to Others	118,630.00
572030 · Downtown Development	13,085.73
531175 · Farmers Mkt Gen Expenses	7,447.26
523306 · Farmers Mkt-Entertainment	245.00
523305 · Farmers Mkt-EBT Tokens	1,375.00
523304 · Farmers Mkt-SR BUCKS	193.00
523303 · Farmers Mkt-Gift Certs	82.00
523301 · Event Expenses	3,229.95
523850 · Contract Labor	6,509.52
523500 · Dues and Subscriptions	600.00
531600 · Equipment <\$5000	13,919.98
531100 · Office Operations	1,620.42
523300 · Advertising	390.00
523700 · Training & Education	392.90
531203 · Old City Hall	
531203D · Pest Control	240.00
531203U · Utilities	14,615.37
522600 · Landscaping	130.00
<b>Total 531203 · Old City Hall</b>	<b>14,985.37</b>
<b>Total Expense</b>	<b>182,706.13</b>
<b>Net Ordinary Income</b>	<b>19,591.38</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
381011 · Rent Received - 227 S. Broad St	20,525.00
<b>Total Other Income</b>	<b>20,525.00</b>
<b>Net Other Income</b>	<b>20,525.00</b>
<b>Net Income</b>	<b>40,116.38</b>



**Balance Sheet**

As of August 31, 2020

	<u>Aug 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
111151 · SYNOVUS-Revolving Loan Fund	47,582.27
111145 · RDF Checking Account	500.00
111108 · Synovus 205-495-003-6	28,136.67
111111 · Synovus 100-097-081-2	69,959.18
111100 · General Fund Checking	<u>70,637.54</u>
<b>Total Checking/Savings</b>	216,815.66
<b>Accounts Receivable</b>	
111901 · Grant Receivable	<u>2,241.78</u>
<b>Total Accounts Receivable</b>	<u>2,241.78</u>
<b>Total Current Assets</b>	<u>219,057.44</u>
<b>TOTAL ASSETS</b>	<b><u>219,057.44</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
121104 · Accts. Payable - DT Dollars	<u>2,037.70</u>
<b>Total Other Current Liabilities</b>	<u>2,037.70</u>
<b>Total Current Liabilities</b>	<u>2,037.70</u>
<b>Total Liabilities</b>	2,037.70
<b>Equity</b>	
134220 · Fund Balance Unreserved	176,903.36
Net Income	<u>40,116.38</u>
<b>Total Equity</b>	<u>217,019.74</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>219,057.44</u></b>



20'x8' ICE BOX  
Shipping Container

8'x20'  
Seating Area  
Pea Gravel  
or Concrete

30'x20' Concrete Slab

# ICE BOX SHAVE ICE

