



Downtown Development Authority

AGENDA

Thursday, July 11, 2019

8:00 AM

City Hall

CALL TO ORDER

ROLL CALL

APPROVAL OF PREVIOUS MEETING MINUTES

1. June DDA Minutes

APPROVAL OF FINANCIAL STATEMENTS

2. May DDA Financials

PUBLIC FORUM

CITY UPDATE

COMMUNITY WORK PLAN &REPORTS

Parking

Infill Development

New Entertainment Draws

PROGRAMS

Events

Downtown Design

Farmers Market

FUNDING

SPONSORSHIP

FACADE GRANTS

[3.](#) YP Monroe Facade Grant Application

[4.](#) LR Burger Facade Grant Application

COMMUNITY EVENT GRANTS

NEW BUSINESS

ANNOUNCEMENTS:

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

ADJOURN



Downtown Development Authority

MINUTES

Thursday, June 20, 2019

8:00 AM

City Hall

CALL TO ORDER

CALL TO ORDER

Meeting called to order at 8:02 am.

ROLL CALL

ROLL CALL

PRESENT

- Chairman Lisa Anderson
- Secretary Andrea Gray
- Board Member Mike Gray
- Board Member Whit Holder
- Board Member Charles Sanders
- City Council Representative Ross Bradley

City Staff:

- Les Russell
- Logan Propes
- Darrell Stone
- Leigh Ann Walker
- Logan Propes
- Samantha Tippett - Summer Intern

ABSENT

- Vice Chair Meredith Malcom

Board Member Wesley Sisk

APPROVAL OF PREVIOUS MEETING MINUTES

APPROVAL OF PREVIOUS MEETING MINUTES

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

DDA May Minutes

APPROVAL OF FINANCIAL STATEMENTS

APPROVAL OF FINANCIAL STATEMENTS

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

DDA April Financials

PUBLIC FORUM

CITY UPDATE

CITY UPDATE

Housing Expo scheduled for July 6th at Community Building. New trashcans for downtown should be arriving this week. GMA Conference has asked the City of Monroe to present a session on our alleyway improvements. MAB design book standards for the new commercial center off of HWY 138 was approved by Planning and Zoning this month. It will go before council in July.

COUNTY UPDATE

COUNTY UPDATE

Patrice Broughton said that she is working on getting signed agreements for the alleyway improvements alongside the USDA building.

COMMUNITY WORK PLAN &REPORTS

Goal #1 - Parking

Goal #1 - Parking - signs are up, good response from public; ready for next step in public education which needs to include adding menu tabs for parking on our website, creating a new parking map, social media campaign, and directional signs to each lot, possibly color coated.

Goal #2 - Infill Development

Goal #2 - Infill Development - Walton Mill development hit a delay with the second retention pond, but is back on track now; LR Burger on track; Silver Queen is underway and projecting a fall open date; Sanders Consign & Design is renovating their new space and planning to be open in July

Goal #3 - New Entertainment Draws

Goal #3 - New Entertainment Draws - Flower Festival was a huge success; Book Festival committee has committed to doing it next May; a key volunteer has been recruited to help with planning and promotion of Dockdogs event

PROGRAMS

Events

Events - Side Hustle reschedule is pending final date approval; July 4th fireworks only are being coordinated by city; Ross Bradley proposed a 5K race series to collaboratively plan and market all the various races that take place in Monroe. Need to form a race planning committee.

Downtown Design

Downtown Design - Grace Monroe is rehabbing the parking lot near Nowell Recreation Center over the summer; Childers stream piping and dam are being designed and discussed with Corps of Engineers; concrete turtle has been ordered to install for downtown scavenger hunt; backside of VC potential design project for summer, staff will work on design and budgeting for it; Land Whisperer plans to carve a planter into a stump in Childers along with some other carved art pieces made from cut trees on site.

Farmers Market

Farmers Market - no update

FUNDING

SPONSORSHIP

SPONSORSHIP - still coming in; have met initial minimum fundraising goal

FACADE GRANTS

FACADE GRANTS - none

COMMUNITY EVENT GRANTS

COMMUNITY EVENT GRANTS - none

NEW BUSINESS

NEW BUSINESS

none

ANNOUNCEMENTS:

Next meeting scheduled, July 11th, at 8:00 am at Monroe City Hall

ANNOUNCEMENTS:

Next meeting scheduled, July 11th, at 8:00 am at Monroe City Hall - This meeting will be our all day planning retreat as well, to be held at City Hall.

GDA Conference Registration

ADJOURN

ADJOURN

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

Monroe Downtown Development Authority
Balance Sheet
As of May 31, 2019

	May 31, 19
ASSETS	
Current Assets	
Checking/Savings	
111145 · RDF Checking Account	500.00
111108 · Synovus 205-495-003-6	28,101.39
111111 · Synovus 100-097-081-2	6,044.29
111100 · General Fund Checking	63,958.68
Total Checking/Savings	98,604.36
Total Current Assets	98,604.36
TOTAL ASSETS	98,604.36
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
121200 · Accts. Payable - DT Dollars	2,335.00
Total Other Current Liabilities	2,335.00
Total Current Liabilities	2,335.00
Total Liabilities	2,335.00
Equity	
134220 · Fund Balance Unreserved	94,955.87
Net Income	1,313.49
Total Equity	96,269.36
TOTAL LIABILITIES & EQUITY	98,604.36

Monroe Downtown Development Authority
Profit & Loss
January through May 2019

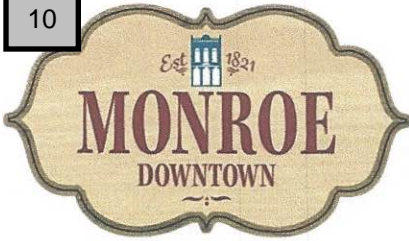
Accrual Basis

	<u>Jan - May 19</u>
Ordinary Income/Expense	
Income	
347903 · Farmers Market Revenue	
Farmers Market Fees	
Vendor Fee	1,440.00
Farmers Market Fees - Other	70.00
	<hr/>
Total Farmers Market Fees	1,510.00
sales	224.00
347903 · Farmers Market Revenue - Other	1,370.50
	<hr/>
Total 347903 · Farmers Market Revenue	3,104.50
347300 · Event Fees/Revenue	18,098.83
336100 · City Funding	6,250.00
361000 · Interest Income	23.05
371000 · Memberships & Contributions	24,448.00
389000 · Other Misc. Revenue	109.00
	<hr/>
Total Income	52,033.38
Expense	
582303 · Other Interest Expense	4,624.37
572030 · Downtown Development	18,533.56
531175 · Farmers Mkt Gen Expenses	1,117.46
523306 · Farmers Mkt-Entertainment	70.00
523305 · Farmers Mkt-EBT Tokens	1,203.19
523301 · Event Expenses	10,275.55
523850 · Contract Labor	4,000.00
523500 · Dues and Subscriptions	294.00
531600 · Equipment <\$5000	1,378.31
531100 · Office Operations	551.41
523400 · Printing and Reproduction	1,900.86
523700 · Training & Education	495.00
512920 · Travel Expense	170.69
531203 · Old City Hall	
531203C · Supplies	45.00
531203D · Pest Control	120.00
531203U · Utilities	9,145.49
522600 · Landscaping	130.00
	<hr/>
Total 531203 · Old City Hall	9,440.49
	<hr/>
Total Expense	54,054.89
	<hr/>
Net Ordinary Income	-2,021.51
Other Income/Expense	
Other Income	
381011 · Rent Received - 227 S. Broad St	11,850.00
	<hr/>
Total Other Income	11,850.00
Other Expense	
542500 · Equipment >\$5000	8,515.00
	<hr/>
Total Other Expense	8,515.00
	<hr/>
Net Other Income	3,335.00
	<hr/>
Net Income	1,313.49
	<hr/> <hr/>

Monroe Downtown Development Authority
Profit & Loss
May 2019

Accrual Basis

	<u>May 19</u>
Ordinary Income/Expense	
Income	
347903 · Farmers Market Revenue	
Farmers Market Fees	
Vendor Fee	1,440.00
Total Farmers Market Fees	<u>1,440.00</u>
sales	224.00
347903 · Farmers Market Revenue - Other	<u>335.50</u>
Total 347903 · Farmers Market Revenue	1,999.50
347300 · Event Fees/Revenue	15,038.83
336100 · City Funding	6,250.00
361000 · Interest Income	4.66
371000 · Memberships & Contributions	7,805.00
389000 · Other Misc. Revenue	<u>109.00</u>
Total Income	31,206.99
Expense	
582303 · Other Interest Expense	918.75
572030 · Downtown Development	8,577.00
531175 · Farmers Mkt Gen Expenses	1,117.46
523306 · Farmers Mkt-Entertainment	70.00
523305 · Farmers Mkt-EBT Tokens	214.00
523301 · Event Expenses	4,485.48
523850 · Contract Labor	900.00
523500 · Dues and Subscriptions	244.00
531100 · Office Operations	551.41
523700 · Training & Education	70.00
531203 · Old City Hall	
531203U · Utilities	<u>1,278.83</u>
Total 531203 · Old City Hall	<u>1,278.83</u>
Total Expense	<u>18,426.93</u>
Net Ordinary Income	12,780.06
Other Income/Expense	
Other Income	
381011 · Rent Received - 227 S. Broad St	<u>2,400.00</u>
Total Other Income	<u>2,400.00</u>
Net Other Income	<u>2,400.00</u>
Net Income	<u><u>15,180.06</u></u>



DOWNTOWN FACADE GRANT PROGRAM

PURPOSE & DESCRIPTION

The purpose of this program is to stimulate downtown revitalization and development, and tourism in Monroe. Program funds are an incentive for current owners and Potential buyers of vacant and occupied buildings to restore, renovate, and repair the exteriors of their buildings.

The Monroe Downtown Development Authority (DDA) Façade Match will provide a 50/50 investment match ratio up to a maximum of \$1,500 per property, as a reimbursement once pre-approved project(s) are completed and inspected. All projects must be completed within six months of the date of the DDA approval letter.

ELIGIBILITY

The program will be open to all private businesses within the DDA boundaries. Once available funds are pledged, no more applications will be accepted. Monroe DDA will review the program each year to determine if sufficient funding is available to continue accepting grant applications.

EXAMPLES OF PROJECTS

- Building façade improvements: paint, brick, wood awnings/canopies, lighting, doors, windows, and other repairs.
- Other restorations/renovations, which meet HPC approval and the goals of revitalization, will be considered.

APPLICATION PROCESS

Applications will be coordinated by Mainstreet/DDA Executive Director. The DDA Board will review each application for final approval. The full process includes:

- The completed application
- Proof of certificate of appropriateness from historic preservation commission
- Code enforcement work permits (if applicable)
- On site restoration work
- Review/audit of finished work
- Provide copies of paid receipts to DDA within 30 days of completion
- Reimbursement of 50% for project expenses up to a maximum of \$1,500

APPLICATION FOR FACADE GRANT

NAME: ROSS BRADLEY

BUSINESS NAME: YOUR PIE MONROE

BUSINESS ADDRESS: 110 S. BROAD ST., MONROE, GA 30655

ADDRESS OF PROJECT: "SAME"

TELEPHONE NUMBERS: 678-635-8715 C: 770-652-0724

EMAIL: tbradley@yourpie.com

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

ESTIMATED COST: \$12,000.00 +

GRANT MONEY APPLYING FOR: \$1500.00

ESTIMATED START DATE: JULY 1, 2018

ESTIMATED COMPLETION DATE: DECEMBER 1, 2018

I understand that the incentive match must be used for the project described in this application and that the project must be fully completed before the payment will be considered.

SIGNATURE: [Signature] DATE: 5/23/19

Monroe DDA
P.O. Box 1249
Monroe, GA 30655
770-266-5331
sadiel@monroega.gov
www.MonroeDowntown.com

- Application is complete
- Project Description is attached
- Budget summary/cost estimate is attached
- Letter of consent from property owner (if leasing)
- Architectural sketch of proposed (if necessary)

CHECKLIST

- Photograph of building with existing conditions
- Paint and awning samples (if applicable)
- City permits applied for (if applicable)
- HPC approval

YP Monroe, LLC dba Your Pie

110 South Broad Street
Monroe, GA 30655

We renovated an existing space, located in downtown Monroe, Ga, for the purpose of operating a restaurant. As it pertains to the facade grant, we planned and executed the following:

1. Renovation of the front facade:
 - a. Existing brick repair
 - b. Paint front facade
 - c. Paint sign on front facade
 - d. Add LED light strip to front facade
2. Build new addition to rear facade:
 - a. Frame new addition appx. 350ft/sq
 - b. Finish with brick
 - c. Paint brick to match front facade

- Paid invoices attached
- Commencement Letter attached
- Architectural sketch attached
- Photograph of building with existing conditions (not applicable)
- Paint and Awning Samples (not applicable)
- City Permits attached
- HPC Approval attached



INVOICE

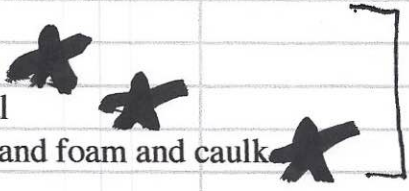
8/28/18

**Building your dreams with a
Heritage of excellence.**

You Pie Monroe
110 S Broad St
Monroe, Ga 30655

Decription:

1. Set oven frame windows and ceiling	500
2. Frame Knee wall and window inset with shelf	500
3. Frame metal wall by oven	20
4. HP	606.33
5. Brick labor	2400
6. Brick material	2791.58
7. Set rear door and foam and caulk	100



\$ 5,291.58

Sub Total	6917.91
20%	\$1,383.58
Total	8301.49

Thank you,
Tom Bradley
678-283-3597

13 Georgia Brushstrokes, Inc.
P. O. Box 395
Mansfield, GA 30055 US
+1 6785916994
tamara@georgiabrushstrokes.com

INVOICE

BILL TO

Ross Bradley
Your Pie
110 Broad Street
Monroe, GA 30655 USA

INVOICE # 1011
DATE 10/08/2018
DUE DATE 11/07/2018
TERMS Net 30

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Services	Paint Your Pie Logo on Building 18' 8"x 3' @ \$32.25/sq. ft.	54	33.25	1,795.50
Paint	3 quarts (one black, white and red) @ \$20 each	3	20.00	60.00
Scaffolding	Rental fee and set up	1	194.50	194.50
Discount	Credit for damage to base board outside from scaffolding	1	-50.00	-50.00

BALANCE DUE **\$2,000.00**



6334 Buford Highway
 Norcross, GA 30071
 770.448.7446
 A1Signs.com

Invoice for Deposit

Invoice Number: **27044**
 Invoice Date: **11/8/18**
 Payment Terms: **1/2 Dep, Bal COD**

*See Below for Deposit Requirement

BILL TO
Your Pie 110 South Broad St Monroe, GA

JOB LOCATION / SHIP TO
Your Pie 110 South Broad St Monroe, GA

Work Ordered by: **Ross Bradley**
 Contact Phone: **770-652-0724**
 Contact Fax:

A1 Sales Rep: **Jason Moore**

Job Due Date: **11/15/18**

Quantity	Description	Unit Price	Amount
1.00	24' of RED LED Neon strip in 2 sections, includes mounting brackets, connectors and power supply	1,250.00	1,250.00

Taxable Amount:	1,250.00
Sales Tax:	75.00
Labor / Installation:	0.00
TOTAL:	\$ 1,325.00
Deposit Due:	\$650

*Deposit / Payment Terms:

Commencement Date Letter

LANDLORD: Brown Oil Properties LLC
 TENANT: YP Monroe, LLC
 LOCATION: 110 S. Broad Street, Monroe, Georgia
 LEASE DATE: April 18, 2018

In accordance with the terms and conditions of the above referenced Lease, Landlord and Tenant acknowledge and agree:

- 1) The Commencement Date of the Lease is: **October 18, 2018**
- 2) The Rent Schedule is as follows:

Term	Dates	Monthly Rent
Primary Term	October 18, 2018 - December 31, 2018	\$2,000.00
Primary Term	January 1, 2019 – December 31, 2019	\$2,500.00
Primary Term	January 1, 2020 – October 31, 2023	\$2,750.00
First Extension Term	November 1, 2023 – October 31, 2028	In accordance with <u>Exhibit "F"</u>
Second Extension Term	November 1, 2028 – October 31, 2033	In accordance with <u>Exhibit "F"</u>
Third Extension Term	November 1, 2033 – October 31, 2038	In accordance with <u>Exhibit "F"</u>

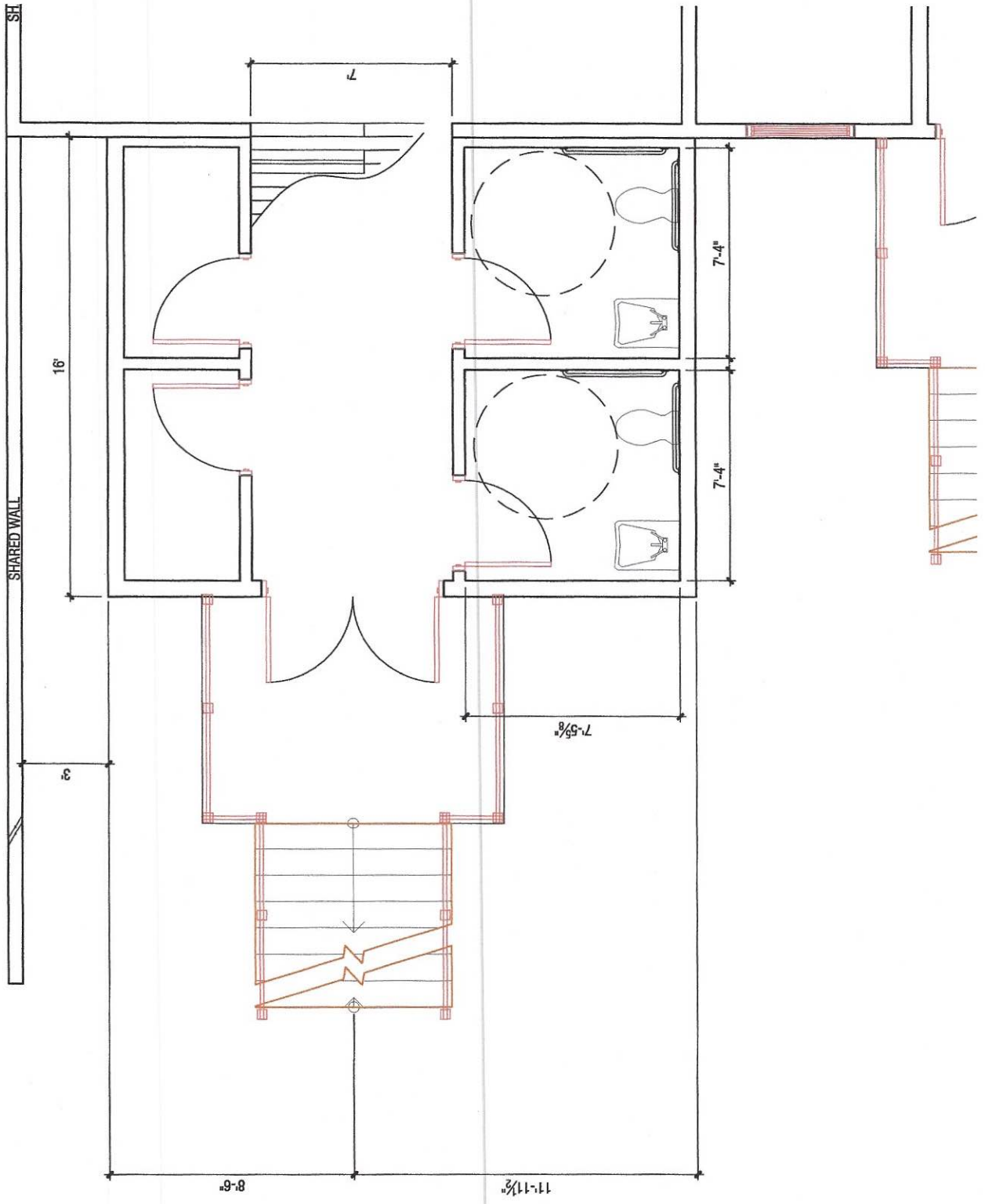
This Letter may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

LANDLORD:
 Brown Oil Properties LLC,
 a Georgia limited liability company

TENANT:
 YP Monroe, LLC,
 a Georgia limited liability company

By: _____
 Name: Wesley S. Sisk
 Title: Tenant
 Date: 10/18/18

By: _____
 Name: [Signature]
 Title: owner
 Date: 10/18/18





CITY OF MONROE
215 NORTH BROAD STREET
MONROE, GA 30655
PHONE: 770-207-4674
dadkinson@monroega.gov

CERTIFICATE OF USE AND OCCUPANCY

THE INTERNATIONAL BUILDING CODE

ISSUED: 12/05/2018

JURISDICTION:

PERMIT TYPE: BLDG-COM

PERMIT NUMBER: 18-00295

NAME OF PROJECT: 110S Broad St-180110-1
110 S Broad St
Monroe, GA 30655

PARCEL # 95

OWNER: BROWN OIL PROPERTIES LLC
205 E SPRING St
Monroe, GA 30655

TYPE OF WORK: BLDG-COM

USE GROUP: B2/CBD

CONSTRUCTION CLASS: Remodel

FINAL INSPECTION

BUILD OUT FOR NEW YOUR PIE RESTAURANT

The above has inspected and has met the applicable requirements of the International Residential Code and/or the International Building Code and the use and occupancy is hereby authorized.

 20 FEB 19

BUILDING CODE OFFICIAL Date February 20, 2019

This certificate is a legal document and shall be posted in a place at or close to the main entrance of the building.

SPECIAL CONDITIONS

A/C UNIT SMOKE DETECTORS ARE NOT WIRED CORRECTLY



CITY OF MONROE
215 NORTH BROAD STREET
MONROE, GA 30655
PHONE: 770-207-4674
dadkinson@monroega.gov

CERTIFICATE OF APPROPRIATENESS

THE INTERNATIONAL BUILDING CODE

ISSUED: 06/27/2018

JURISDICTION:

PERMIT TYPE: HIST-REQ

PERMIT NUMBER: 18-00242

NAME OF PROJECT: 110S Broad St-180110-1
110 S Broad St
Monroe, GA 30655

PARCEL # 95

OWNER: Strategic 1031 Exchange Advisors, LLC as QI for Brown Oil
Properties, LLC
5820 Clarion St Ste 200
Cumming, GA 30040

TYPE OF WORK: HIST-REQ

USE GROUP: B2/CBD

CONSTRUCTION CLASS: Other

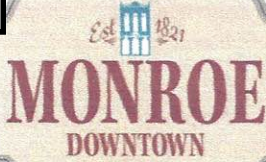
FINAL APPROVAL

Request for COA - HPC Meeting 6/26/18 @ 6:00 PM 215 N BROAD STREET

CODE DEPARTMENT OFFICIAL Date June 27, 2018

This certificate is a legal document for changes or additions to the exterior of an existing Historic Property.

SPECIAL CONDITIONS



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

APPLICATION FOR FACADE GRANT

NAME: Christopher Cullin
 BUSINESS NAME: LR Burger
 BUSINESS ADDRESS: 202 Spring Street Monroe GA 30655
 ADDRESS OF PROJECT: 202 Spring Street Monroe GA 30655
 TELEPHONE NUMBERS: 678-939-4702
 EMAIL: Chris @ LRGRP.com

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

ESTIMATED COST: 481,000.00
 GRANT MONEY APPLYING FOR: \$1,500.00
 ESTIMATED START DATE: Feb 2019
 ESTIMATED COMPLETION DATE: August 1st 2019

I understand that the incentive match must be used for the project described in this application and that the project must be fully completed before the payment will be considered.

SIGNATURE: [Signature] DATE: 7-1-18

Monroe DDA
 P.O. Box 1249
 Monroe, GA 30655
 770-266-5331
 sadiek@monroega.gov
 www.MonroeDowntown.com

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