



## **Downtown Development Authority**

### **AGENDA**

**Thursday, March 12, 2020**

**8:00 AM**

**City Hall**

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#### **CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF PREVIOUS MEETING MINUTES**

[DDA](#) February Minutes

**APPROVAL OF FINANCIAL STATEMENTS**

[DDA](#) January Financials

#### **PUBLIC FORUM**

#### **CITY UPDATE**

#### **COUNTY UPDATE**

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

**Existing Environment**

**Infill Development**

**Entertainment Draws**

#### **PROGRAMS**

**Events**

**Downtown Design**

**Farmers Market**

**FUNDING**

**SPONSORSHIP**

**FACADE GRANTS**

[116](#) W. Spring Street

**COMMUNITY EVENT GRANTS**

[Monroe](#) Cotton Mills - Food Truck Friday

**NEW BUSINESS**

[GCF](#) Resolution - 2nd Floor, LLC

**ANNOUNCEMENTS:**

Next meeting scheduled, March 9th, at 8:00 am at Monroe City Hall.

**ADJOURN**



## **Downtown Development Authority**

### **MINUTES**

**Thursday, February 13, 2020**

**8:00 AM**

**City Hall**

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#### **CALL TO ORDER**

**Meeting called to order at 8:03 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  
Board Member Chris Collin

**ABSENT**

City Council Representative Ross Bradley

**CITY STAFF**

Les Russell  
Logan Propes  
Sadie Krawczyk  
Leigh Ann Walker

**COUNTY STAFF**

Patrice Broughton

## **APPROVAL OF PREVIOUS MEETING MINUTES**

January DDA Minutes

Approved as presented - Motion made by Board Member Sanders, Seconded by Secretary Gray.

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 December Financials

Approved - Motion made by Vice Chair Malcom, 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

## **PUBLIC FORUM**

**None.**

## **CITY UPDATE**

City Council approved the funding for the Childers Park renovation; the tree board is hosting an Arbor Day celebration on 2/22 in Pilot Park; Darrell Stone is moving on from working for the city; City Council planning retreat will be on 2/19; city planning to host Incremental Development Alliance workshop on 10/28; the city has transition the fire marshall review process from the state to local jurisdiction.

## **COUNTY UPDATE**

Patrice Broughton updated the board that the county and city continue to work on transportation projects.

## **COMMUNITY WORK PLAN &REPORTS**

**Existing Environment -**

**working on completing the replacement of new trash cans downtown**

**Infill Development -**

**Southern Ox to open this month, Silver Queen planning to open next month, John's Supermarket and Onestreet Residential construction progressing**

**Entertainment Draws -**



**Dockdogs 4/18-19; Event cards are ready for direct mailing; March 21st will have two new events - Graystone Easter celebration on downtown green midday and YAB Look Up event from 4-6.**

## **PROGRAMS**

### **Events**

**Chocolate Walk on 2/13 with 32 stops participating; Danlar Lighting open house during the event; concert contracts ready for full council approval; car show set for 3/14**

### **Downtown Design**

**Valero redesign close to completion.**

**Farmers Market - 2020 applications available online**

**Farm to Table planning coming together, tickets go on sale March 1st; online market will be an added component for vendors this year; applications are available online now for 2020 season.**

## **FUNDING**

**DDA 2020 Budget**

**Approved as presented - 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**

### **SPONSORSHIP**

**sponsorship to date**

**FACADE GRANTS - none**

### **COMMUNITY EVENT GRANTS**

**MCDS 5K**

**Approved for \$250 grant - Motion made by Board Member Sisk, Seconded by Board Member Sanders.**

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

## **NEW BUSINESS**

Classic Main Street designation awarded during annual assessment presentation; the board celebrated Walton Tribune awards: City Employee of the Year - Leigh Ann Walker; Community Event of the Year - Car Show; Elected Official of the Year - Ross Bradley

Suggestion was made to hold our planning retreat in July at the Samuel Elbert hotel in Elberton.

**ANNOUNCEMENTS:**

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

**ADJOURN**

Motion made by Vice Chair Malcom, Seconded by Board Member Holder.

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

## Monroe Downtown Development Authority

## Balance Sheet

02/27/20

As of January 31, 2020

Accrual Basis

	<u>Jan 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
111145 · RDF Checking Account	500.00
111108 · Synovus 205-495-003-6	28,120.26
111111 · Synovus 100-097-081-2	69,918.37
111100 · General Fund Checking	76,152.62
<b>Total Checking/Savings</b>	<u>174,691.25</u>
<b>Total Current Assets</b>	<u>174,691.25</u>
<b>TOTAL ASSETS</b>	<b><u>174,691.25</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
121200 · Accts. Payable - DT Dollars	2,512.70
<b>Total Other Current Liabilities</b>	<u>2,512.70</u>
<b>Total Current Liabilities</b>	<u>2,512.70</u>
<b>Total Liabilities</b>	2,512.70
<b>Equity</b>	
134220 · Fund Balance Unreserved	146,782.59
Net Income	25,395.96
<b>Total Equity</b>	<u>172,178.55</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>174,691.25</u></b>

## Monroe Downtown Development Authority

## Profit &amp; Loss

January 2020

02/27/20

Accrual Basis

	<u>Jan 20</u>
Ordinary Income/Expense	
Income	
347903 · Farmers Market Revenue sales	181.00
Total 347903 · Farmers Market Revenue	181.00
347300 · Event Fees/Revenue	10,243.88
361000 · Interest Income	15.24
371000 · Memberships & Contributions	17,131.00
389000 · Other Misc. Revenue	281.00
Total Income	27,852.12
Expense	
531175 · Farmers Mkt Gen Expenses	52.60
523301 · Event Expenses	1,985.96
523500 · Dues and Subscriptions	100.00
531100 · Office Operations	612.25
523700 · Training & Education	10.00
531203 · Old City Hall	
531203U · Utilities	1,946.30
Total 531203 · Old City Hall	1,946.30
Total Expense	4,707.11
Net Ordinary Income	23,145.01
Other Income/Expense	
Other Income	
381011 · Rent Received - 227 S. Broad St	2,200.00
Total Other Income	2,200.00
Other Expense	
532900 · Misc. Expense	-50.95
Total Other Expense	-50.95
Net Other Income	2,250.95
Net Income	<u><u>25,395.96</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: Nicholas Jurgens

BUSINESS NAME: USESI dba Danlar Lighting

BUSINESS ADDRESS: 2050 Mountain Industrial Blvd. Tucker, GA 30084

ADDRESS OF PROJECT: 116 W. Spring Street Monroe, GA 30655

TELEPHONE NUMBERS: 7702625409

EMAIL: njurgens@ladedanlar.com

Please attach a brief description of proposed work. (Note: to receive payment, project must be completed as described)  
ESTIMATED COST: \$8000

GRANT MONEY APPLYING FOR: \$1500

ESTIMATED START DATE: 09/01/2019

ESTIMATED COMPLETION DATE: 12/01/2019

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:  DATE: 02/27/2020

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

### CHECKLIST

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



Lade-Danlar, Inc  
2050 Mountain Industrial Blvd.  
Tucker, GA 30084  
770-939-6214

Attn: Monroe DDA

RE: Downtown Façade Grant Program

Property Address: Danlar Lighting Showroom  
116 W. Spring St.  
Monroe, GA 30655

The following will outline the scope of work and cost of repairs and improvements made to exterior façade of historical building located at 116 W. Spring St as part of the renovations of the property for use as lighting showroom and office space. This outline will accompany all documentations, quotes, invoices, sketches, etc. required for application of the Downtown Façade grant program.

1. Clean and paint all exterior walls of building in white. Street level store front entrance painted black.	\$3450.00
2. Replace front entrance door with new door, built to match existing. (Old door removed due to internal rooting)	\$3950.00
3. Install new business signage to existing hanging bracket.	\$1435.00

For any questions please feel free to contact me.

Nic Jurgens

770-262-5409

[njurgens@ladedanlar.com](mailto:njurgens@ladedanlar.com)

Thank you



CITY OF MONROE  
215 N. Broad Street, Monroe, GA 30655  
(770) 207 - 4674

# CERTIFICATE OF APPROPRIATENESS

## THE INTERNATIONAL BUILDING CODE

ISSUED: 11/26/2019 PROJECT ID:  
PLAN TYPE: Historic Preservation  
PLAN NUMBER: HP-000040-2019

ADDRESS: 116 W SPRING ST MONROE, GA 30655 PARCEL #: M0140065A00

OWNER: David A Carroll  
212 Felker St  
Monroe, GA 30655

TYPE OF WORK: HIST-REQ USE GROUP: B2  
CONSTRUCTION CLASS: Other

### FINAL APPROVAL

REQUEST FOR COA FOR EXTERIOR CHANGES - HPC MTG 11/26/19 @ 6:00 PM 215 N BROAD ST

  
CODE DEPARTMENT OFFICIAL

11/27/19  
Date

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

### SPECIAL CONDITIONS:

N/A



## Nicholas Jurgens

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**From:** Doug Root <doug@atlantalightbulbs.com>  
**Sent:** Friday, November 15, 2019 10:17 AM  
**To:** Nicholas Jurgens; Chris Collin  
**Subject:** Re: 116 W Spring exterior Changes

EXTERNAL SENDER

Hey Nic

I think it looks fantastic!

The sconces are sleek and modern which makes a good statement for the business.

I'm good with everything here!

Thanks!

---

**From:** Nicholas Jurgens <NJurgens@ladedanlar.com>  
**Sent:** Thursday, November 14, 2019 7:45 PM  
**To:** Chris Collin <chris@thelocalrepublic.com>; Doug Root <doug@atlantalightbulbs.com>  
**Subject:** 116 W Spring exterior Changes

Good evening guys, wanted to take a quick moment to propose and seek approval on the exterior changes we would like to make to the building.

1. Exterior paint.  
Main body white, with black trim.  
Brick below store front windows and door black.
2. Add Qty 4 out door sconce in bronze. Installed in line with 2<sup>nd</sup> level windows.



3. Install new sign onto existing sign frame.



We are nearing the home stretch and really excited to see it all come together.

Thanks

**Nic Jurgens**

Operations: Projects & Quality

770-262-5409



AMERICAN OWNED & OPERATED SINCE 1978 

## Nicholas Jurgens

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**From:** Chris Collin <chris@thelocalrepublic.com>  
**Sent:** Friday, November 15, 2019 10:55 AM  
**To:** Doug Root  
**Cc:** Nicholas Jurgens  
**Subject:** Re: 116 W Spring exterior Changes

EXTERNAL SENDER

Looks great! I checked with the city. You do not need permission from the city to paint the building. You may need a sign permit. I'm not 100% sure. I can't wait to see the final product. The renderings look amazing.

Cheers,

**Chris Collin**

Co-Owner

Local Restaurant Group

Local Republic | Strange Taco Bar |

LR Burger | Laundry Events

[chris@lrgroup.com](mailto:chris@lrgroup.com)

On Nov 15, 2019, at 10:17 AM, Doug Root <Doug@atlantalightbulbs.com> wrote:

Hey Nic

I think it looks fantastic!

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---

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<image004.jpg>

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We are nearing the home stretch and really excited to see it all come together.

Thanks

**Nic Jurgens**

Operations: Projects & Quality

770-262-5409

<image005.png>

months of the term of this Lease or at any time that Tenant is in Default. Except in the event of an emergency, Landlord agrees to provide to Tenant reasonable prior oral notification of any such entry, and to use reasonable efforts to minimize any interference with Tenant's normal business operations. In the event of emergency if Tenant is in Default hereunder, or if otherwise necessary to prevent injury to person or damage to property, such entry to the Premises may be made by force without any liability whatsoever on the part of Landlord for damage resulting from such forcible entry.

24. EXTERIOR SIGNS - Tenant shall place no signs upon the outside walls or roof of the Premises except with the written consent of the Landlord. Further, Tenant shall place no signs, either permanent or temporary, upon surrounding property. Tenant shall be responsible to Landlord for any damage caused by the installation, use or maintenance of said signs, and Tenant agrees upon removal of said signs to repair all damage incident to such removal. At the Landlord's discretion, Tenant shall remove said sign at its sole cost and expense upon termination of this Lease. Landlord further agrees that so long as Tenant's sign panel complies with the requirements of any city or county ("Governmental") permitting requirements, Landlord shall not unreasonably withhold its approval of Tenant's signs.

25. CARDING FOR RENT OR SALE - Landlord may card the Premises "For Sale" at any time during the term of this Lease, and the Premises "For Rent" during the last twelve (12) months of the term of this Lease term or at any time that Tenant is in Default.

26. EFFECT OF TERMINATION OF LEASE - All obligations of Tenant hereunder not fully performed as of the expiration or termination of the term of this Lease shall survive the expiration or earlier termination of the term hereof, including, without limitation, all payment obligations with respect to Rent and Operating Expenses, and all rights, obligations and indemnities in favor of Landlord.

28. SUBORDINATION AND ATTORNMENT; ESTOPPEL CERTIFICATES; FINANCIAL STATEMENTS

A. This Lease and all rights of Tenant hereunder are and shall be subject and subordinate to any mortgage, deed to secure debt, deed of trust, ground lease or other instrument in the nature thereof (herein called "Security Deed") which may now or hereafter affect Landlord's fee title to the Premises; provided, however, that if the holder of any Security Deed elects to have this Lease prior to the lien of such holder's Security Deed, and gives written notice thereof to Tenant, this Lease shall be deemed prior to such Security Deed. Tenant shall at any time hereafter on upon ten (10) days prior written notice, execute any industry standard instruments, releases or other documents, including a Subordination, Non-Disturbance and Attornment Agreement which may be required by the holder of a Security Deed for the purpose of subjecting and subordinating this Lease to the lien of any such Security Deed. If the holder of any such Security Deed shall hereafter succeed to the rights of Landlord under this Lease, whether through possession or foreclosure action or delivery of a new lease, Tenant shall, at the request of such holder, attorn to and recognize such successor as Tenant's Landlord under this Lease. Tenant shall upon ten (10) days prior written notice, execute and deliver any industry standard instrument that may be necessary to evidence such attornment. Upon Tenant's written request, Landlord will ask the holder of any Security Deed affecting the Premises to execute a non-disturbance agreement in favor of Tenant; subject, however, to the conditions reasonably requested by the holder of such Security Deed as a prerequisite to the execution of such agreement.

B. Tenant shall upon ten (10) days prior written request from Landlord at any time and from time to time execute, acknowledge and deliver to Landlord a written statement certifying as follows: (i) that this Lease is unmodified and in full force and effect (or if there has been modification thereof, that the same is in full force and effect as modified and stating the nature thereof); (ii) that to the best of its knowledge there are no uncured Defaults on the part of Landlord (or if any such Default exists, the specific nature and extent thereof); (iii) the date to which any Rent and other charges have been paid in advance, if any; and (iv) such other matters as Landlord may reasonably request.

C. If Landlord notifies Tenant of the existence of any Security Deed with respect to the Premises, Tenant agrees that it will not exercise any right to terminate this Lease, to claim a partial or total eviction, or to reduce any Rent payments hereunder on account of any act or omission by Landlord or any other occurrence, unless the situation remain uncured after Tenant has notified the holder of such Security Deed, in writing, of such act, omission or occurrence, and given the holder of such Security Deed a reasonable opportunity to remedy the situation.

D. Upon request by Landlord, Tenant shall provide credit/trade references as well as a bank reference.



Monroe, Georgia 30655  
Attn: Chris Collin  
Telephone: (678) 939-4702  
E-Mail: [chris@lrgp.com](mailto:chris@lrgp.com)

With a copy to:

Atkinson Ferguson, LLC  
118 Court Street  
Monroe, Georgia 30655  
Attn: Charles M. Ferguson, Jr., Esq.  
Telephone: (770) 267-3000  
E-Mail: [cferguson@atkinsonferguson.com](mailto:cferguson@atkinsonferguson.com)

Notices to Tenant:

U.S. Electrical Services, Inc.  
701 Middle Street  
Middletown, CT 06457  
Telephone Number: (860) 548-3571  
Facsimile Number: (860) 541-3968

With a copy of Legal Notices to:

Consolidated Electrical Distributors, Inc.  
Attn: Real Estate Department  
1920 Westridge Drive  
Irving, TX 75038  
Telephone Number: (972) 582-5450  
Facsimile Number: (972) 793-0510  
Email: [realestate@ced.com](mailto:realestate@ced.com)

35. EXCULPATION OF LANDLORD - The obligations contained in this Lease to be performed by Landlord shall be binding on Landlord and its successors and assigns, only during their respective periods of ownership. Tenant further agrees that Landlord's obligations and liability to Tenant with respect to this Lease shall be limited solely to Landlord's equity interest in the Premises, and Tenant shall look solely to such interest for the satisfaction of any claim, judgment or decree requiring the payment of money by Landlord based on any Default under this Lease, and no other property or assets of Landlord, its affiliates, successors, partners, shareholders, subsidiaries, or assigns, shall be subject to levy, execution or other enforcement procedures for the satisfaction of any such claim, judgment, injunction or decree.

36. DEFINITIONS - The term "Landlord" and "Tenant" includes male and female, singular and plural, corporation, partnership or individual, as may fit the particular parties. If this Lease shall be validly assigned or the Premises validly sublet, the term "Tenant" shall include such assignee or sublessee, as to the Premises covered by such assignment or sublease.

37. AGENCY DISCLOSURE - Tenant and Landlord each represents and warrants to the other that no real estate broker, agent, commission salesman, or other person has represented it in the negotiations for and procurement of this Lease and of the Premises, and that no commissions, fees or compensation of any kind are due and payable in connection herewith to any real estate broker, agent, commission salesman or other person except if and only as may be provided in a separate written commission agreement signed by the party against whom the commission or compensation is charged. Each party agrees to indemnify and hold the other hereunder harmless from and against any claim for any such commissions, fees or other form of compensation by any such third party claiming through the indemnifying party, including, without limitation, any and all claims, causes of action, damages, costs and expenses (including attorneys' fees), associated therewith.

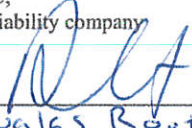
38. SEVERABILITY AND INTERPRETATION - If any clause or provision of this Lease shall be deemed illegal, invalid or unenforceable under present or future laws effective during the term of this Lease, then and in that event, the remainder of this Lease shall not be affected by such illegality, invalidity or unenforceability. Should any of the provisions of this Lease require judicial interpretation, it is agreed that the court interpreting or construing the same shall not apply a presumption that the terms of any such provision shall be more strictly construed against one party by reason of the rule of construction

Commercial Lease Agreement  
U.S. Electrical Services Inc. d/b/a Lade-Danlar  
116 Spring Street  
Page 13

IN WITNESS WHEREOF, the parties herein have hereunto set their hands and seals the day and year first above written.

"LANDLORD"

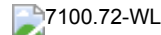
2ND FLOOR, LLC,  
a Georgia limited liability company

By:   
Name: DOUGLAS ROOT  
Title: MEMBER 2ND FLOOR LLC



prisma™ LED Sconce

7100.72-WL



**DIMENSIONS**

Height	11"
Width	7"
Extension	4"
Minimum Extension	4"
Maximum Extension	4"

**ELECTRICAL SPECS**

Bulb Type	Integral LED
Bulb Quantity	2
Bulb Included?	Yes
Wattage	21
Initial Lumens	1980
Input Voltage	120VAC
CCT	3000K
CRI	90
Power Supply Type	Driver
Power Supply Quantity	1
Power Supply Location	Outlet Box
Dimming Type	TRIAC/ELV

**SHIPPING**

**SHADE 1**

Quantity	1
Color	Textured Bronze
Material	Aluminum
Height	11"
Diameter	7

**AVAILABLE FINISHES**

- Textured Bronze (.72)
- Textured Gray (.74)
- Textured White (.98)

**GENERAL LISTINGS**

- cETL
- cUL
- ADA
- Wet Location

**PROJECT** 6S`Sd>[YZf`Y? a`daW

**QUANTITY** &Z&agd

**NOTES** ;`eS^a` \$`V`W`X`a` f`W`X`S`U`V`W`  
 ;`eS^c`k`Z`S`f`\_`[`V`b`a`]`f`T`W`W`W`a`g`f`W`  
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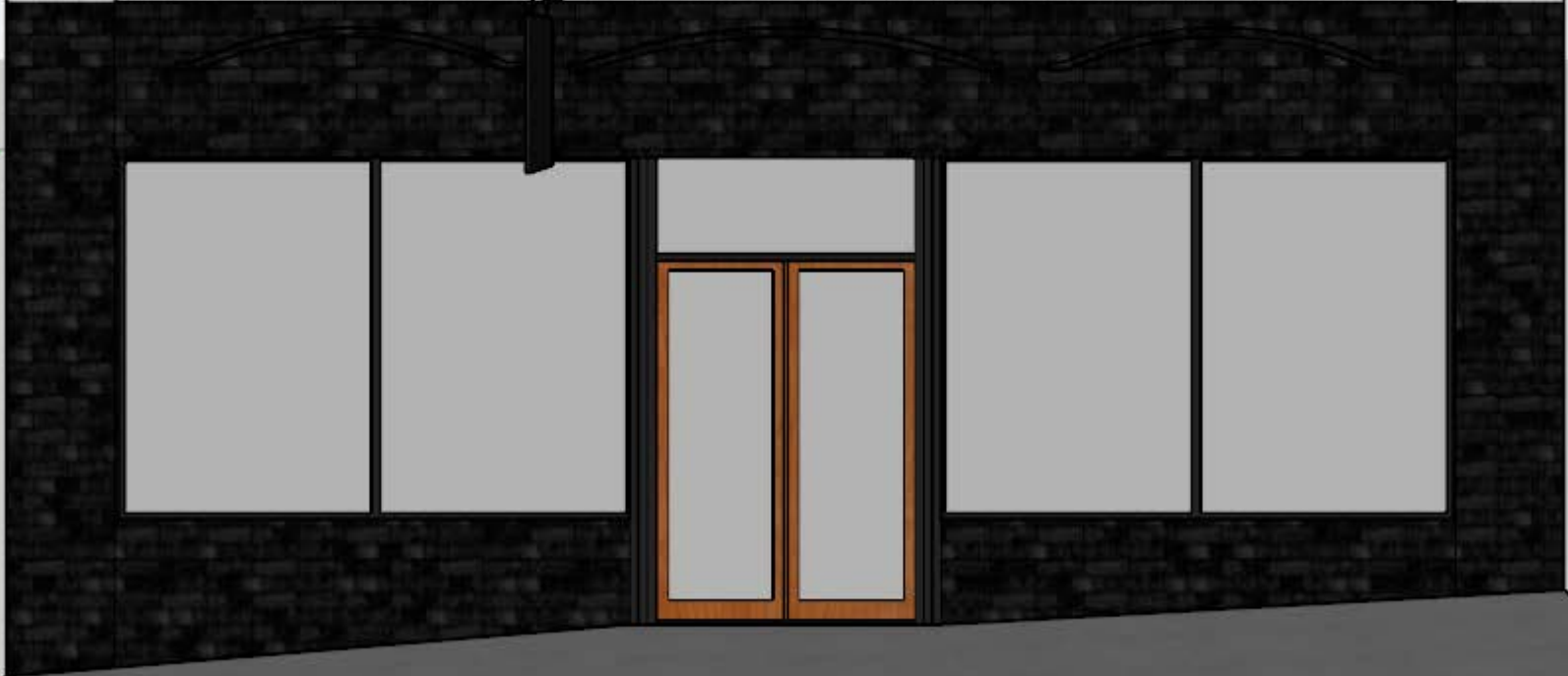
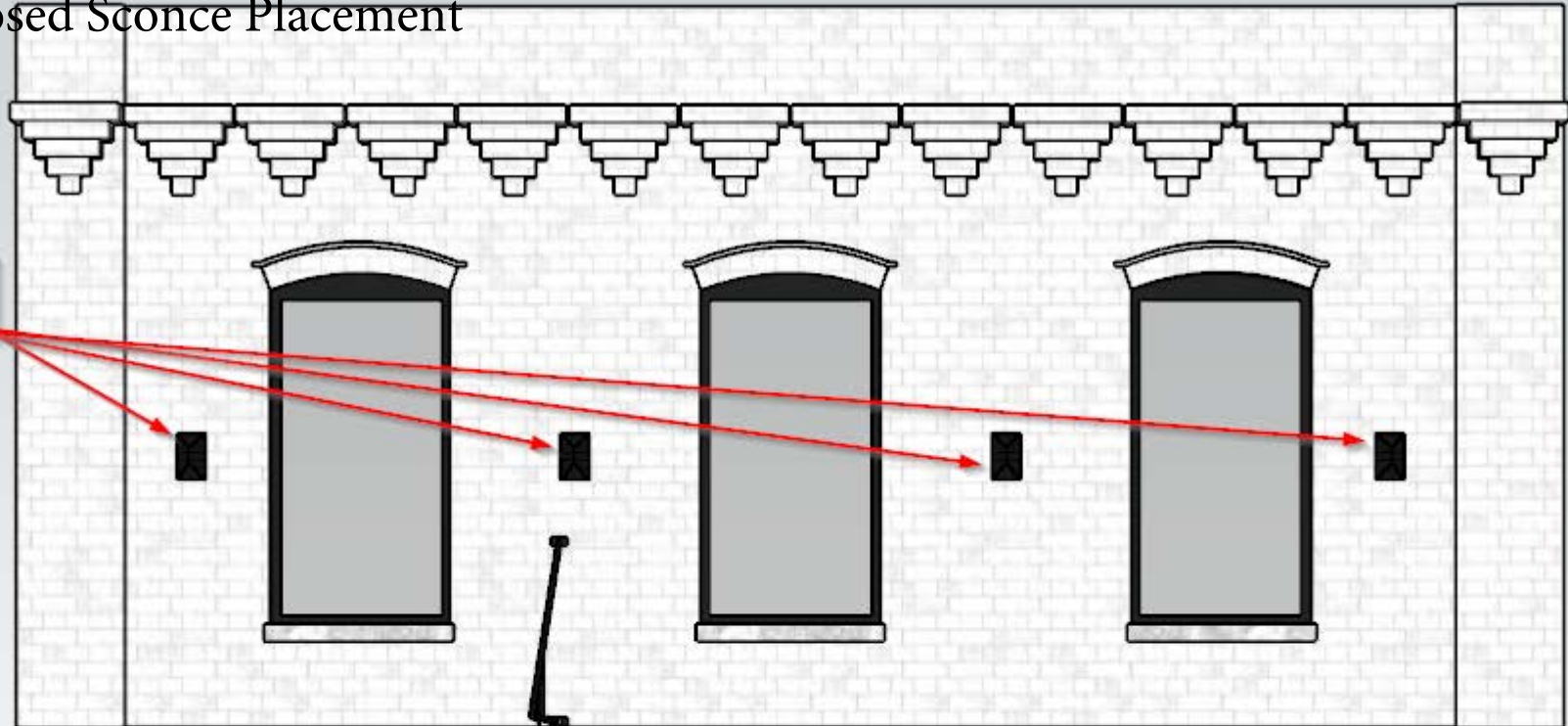
Front facade - Existing Condition





# Proposed Sconce Placement

New Sconces





3' 4 1/4"

7' 5 1/2"

8' 4 1/2"

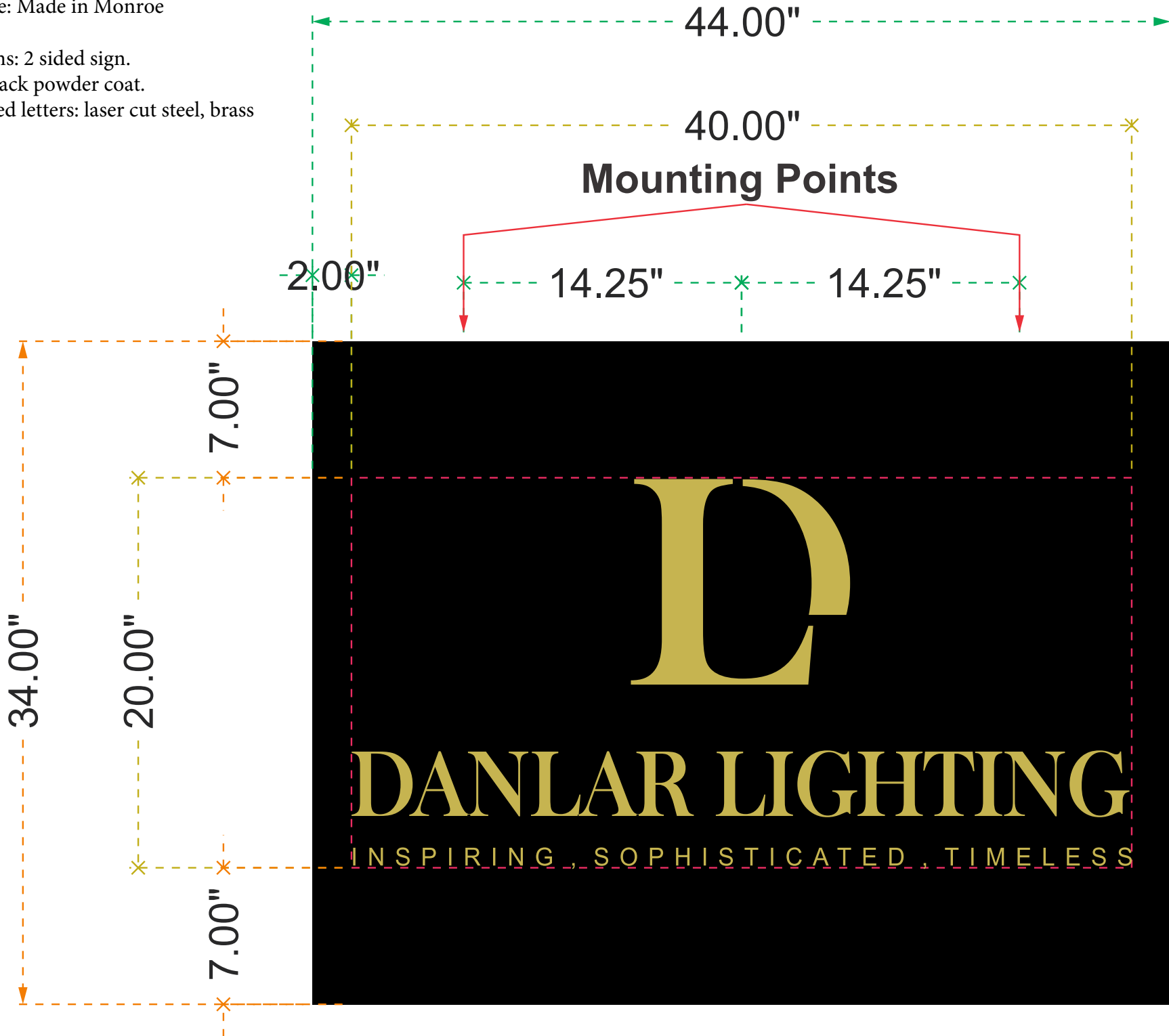
7' 5 1/2"

3' 4 1/4"

17' 2 3/16"

Manufacture: Made in Monroe

Specifications: 2 sided sign.  
Steel pan, black powder coat.  
Post mounted letters: laser cut steel, brass plated.





Sidewalk facing East - Current Condition



FOR KEN SWEAT



SCHOOL 10 AM  
G SERVICE 11 AM



DOWNTOWN PARKING & CHILDERS PARK

SERVICE DEPT



Sidewalk facing east w/  
proposed sign.



Sidewalk facing west  
w/ proposed sign.



## Nicholas Jurgens

---

**From:** Rjm Painting <rjmpaintingg@gmail.com>  
**Sent:** Friday, November 1, 2019 1:45 PM  
**To:** Nicholas Jurgens  
**Subject:** Re: Estimate For 116 Spring Street Monroe G.A.

On Fri, Nov 1, 2019, 12:47 PM Rjm Painting <[rjmpaintingg@gmail.com](mailto:rjmpaintingg@gmail.com)> wrote:

Exterior Of Building

Caulk, Scrape and Prime tape off surrounding areas. Spray Body Duracraft Exterior Flat White 2 Coats 30 Gallons of Paint.

Notes : This will require a 45 foot boom and front area will need machine present Estimate 2-3 Days at \$1000 machine delivered.

Lower Area of Store Front and windows on building SW 6258 Super Paint Satin 3 to 5 Gallons.

Supplies: \$2,200  
Labor: \$1,250  
Lift: \$1,000

Interior Surfaces

Tape and Plastic Surrounding Areas light prep scrape and caulk if needed Spray Ceilings with Backroll 2 coats SW 6258 Flat with stripe to be determined.

Supplies: \$525  
Labor: 1,000

Total Cost: \$5,975

Please note upon accepting this proposal a deposit of half the total cost will be deposit in order to order lift and acquire the paint and supplies upon completion the remaining balance will be due be aware that if check is written to Cash instead of company no tax will be charged.

Thank You,  
Lisa Tacito & Robert Mulhern  
RjmPaintingg.....

Start Date on Interior Sunday November 3rd

Exterior to be determined weather permitted..

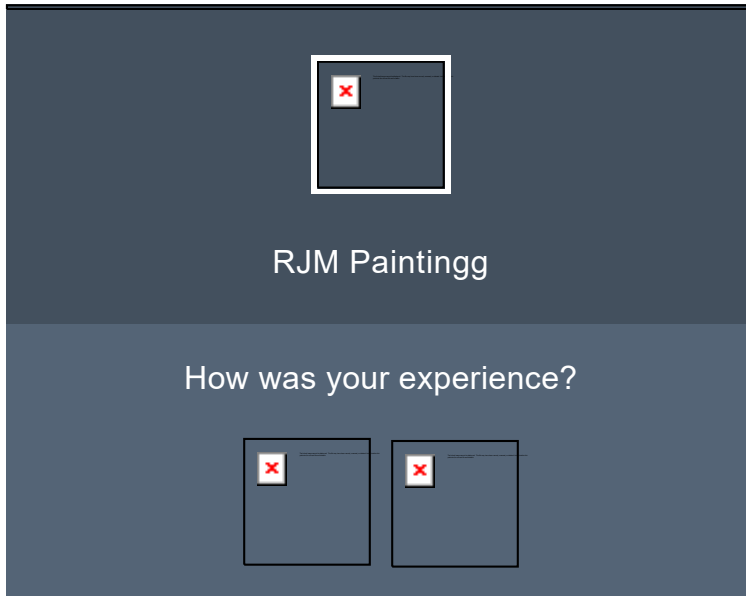
## Nicholas Jurgens

---

**From:** RJM Paintingg via Square <receipts@messaging.squareup.com>  
**Sent:** Saturday, November 2, 2019 9:29 AM  
**To:** Nicholas Jurgens  
**Subject:** Receipt from RJM Paintingg

Now when you shop at sellers who use Square, your receipts will be delivered automatically.

[Not your receipt?](#)



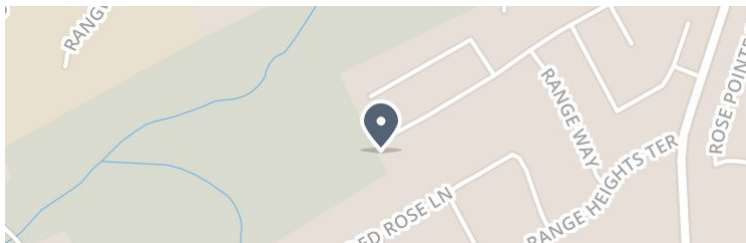
# \$2,987.00

---

Custom Amount	\$2,987.00
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---

<b>Total</b>	<b>\$2,987.00</b>
--------------	-------------------



RJM Paintingg



1917 SUMMIT CREEK WAY  
LOGANVILLE, GA 30052-8876

Visa 1026 (Swipe)

**VISA**

NIC JURGENS

Nov 2

2019

at 9:22

AM

#3dDf

Auth

code:

076730

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**Made in Monroe**

600 S Broad St.  
Bldg 4, Ste 1A  
Monroe, GA 30655  
(706)5347881  
zmell@madeinmonroe.net  
http://www.madeinmonroe.net



# Estimate

**ADDRESS**

Nic Jurgens  
Lade-Danlar Lighting &  
Electrical  
701 Middle St  
Middletown, Ct 06457  
USA

**ESTIMATE #** 1478  
**DATE** 10/23/2019  
**EXPIRATION DATE** 11/20/2019

**JOB/PROJECT NAME**

Danlar Lighting Sign

**SALES REP**

Zachary Mell

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
<b>Custom Commercial</b>	Custom Metal Sign -Two, laser cut logos with brass colored powder coat -Triangle shaped backing with black colored powder coated -Fastened together with bolts -Fastener welded to the top of the sign -Pan dimensions: 44" x 33" -Logo dimensions: 40" x 20" -Hanging Points: 14.25" from center x2	1	1,302.83	1,302.83T

-----

SUBTOTAL 1,302.83  
TAX (7%) 91.20  
**TOTAL \$1,394.03**

Accepted By

Accepted Date

**Made in Monroe**

600 S Broad St.  
Bldg 4, Ste 1A  
Monroe, GA 30655  
(706)5347881  
zmell@madeinmonroe.net  
http://www.madeinmonroe.net



**INVOICE**

**BILL TO**  
Nic Jurgens  
Lade-Danlar Lighting & Electrical  
701 Middle St  
Middletown, Ct 06457 USA

**INVOICE** 1470  
**DATE** 10/24/2019  
**TERMS** Due on receipt  
**DUE DATE** 10/24/2019

**JOB/PROJECT NAME** Danlar Lighting Sign  
**SALES REP** Zachary Mell

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Custom Commercial	Custom Metal Sign -Two, laser cut logos with brass colored powder coat -Rectangular shaped backing with black colored powder coated -Fastened together with bolts -Fastener welded to the top of the sign -Pan dimensions: 44" x 33" -Logo dimensions: 40" x 20" -Hanging Points: 14.25" from center x2	1	1,302.83	1,302.83T
Service Fee	Credit Card Service Fee - 3% of total balance	1	41.82	41.82

---

SUBTOTAL	1,344.65
TAX (7%)	91.20
TOTAL	1,435.85
BALANCE DUE	<b>\$1,435.85</b>

## Nicholas Jurgens

---

**From:** QuickBooks Payments <quickbooks@notification.intuit.com>  
**Sent:** Thursday, October 24, 2019 2:46 PM  
**To:** Nicholas Jurgens  
**Subject:** Payment confirmation: Invoice 1470 (Made in Monroe)



Your payment of **\$1,435.85** to Made in Monroe has been sent.

Thank you for your payment on [invoice 1470](#).

**Here are your transaction details:**

**Paid to**

Made in Monroe

**Invoice no.**

1470

**Paid date**

October 24, 2019

**Payment method**

Visa

**Payment amount**

\$1,435.85

**Invoice total**

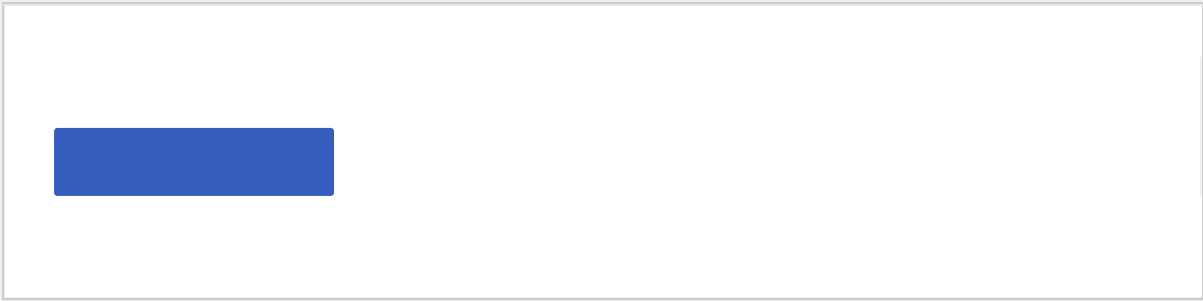
\$1,435.85

**Invoice balance**

**\$0.00** (due on October 24, 2019)

Your transaction ID for this payment is: **PG0257860672**

Thank you,  
Made in Monroe



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Nehemiah Remodeling, LLC

1620 Alcovy Ridge Crossing  
Loganville, GA 30052

# Invoice

Date	Invoice #
10/3/2019	34

<b>Bill To</b>
Lade Danlar 2050 Mountain Industrial Blvd Tucker, GA 30084

P.O. No.	Terms	Project
	Due on receipt	

Description	Est Amt	Prev Amt Billed	Curr Period % Billing	Total % Billed	Amount
Sheet Rock	9,825.00	4,912.50	50.00%	100.00%	4,912.50
Build New Service Electrical & Lighting	5,500.00	2,750.00	50.00%	100.00%	2,750.00
Electrical & Lighting	16,000.00	8,000.00	50.00%	100.00%	8,000.00
Ceilings & Coverings	3,000.00		100.00%	100.00%	3,000.00
Change Order - Front Door	3,250.00	1,625.00	50.00%	100.00%	1,625.00
Change Order - Change Finish on Doors	700.00	350.00	50.00%	100.00%	350.00

<b>Total</b>		\$20,637.50
<b>Payments/Credits</b>		\$0.00
<b>Balance Due</b>		\$20,637.50

Nehemiah Remodeling, LLC

1620 Alcovy Ridge Crossing  
Loganville, GA 30052

# Invoice

Date	Invoice #
9/18/2019	28

Bill To
Lade Danlar 2050 Mountain Industrial Blvd Tucker, GA 30084

P.O. No.	Terms	Project
	Due on receipt	

Description	Est Amt	Prev Amt Billed	Curr Period % Billing	Total % Billed	Amount
Plumbing - Rough In Complete	2,500.00		72.00%	72.00%	1,800.00
Change Order - Front Door - Door has been ordered	3,250.00		50.00%	50.00%	1,625.00

<b>Total</b>			\$3,425.00		
<b>Payments/Credits</b>			\$0.00		
<b>Balance Due</b>			\$3,425.00		



# 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: FOOD TRUCK FRIDAY

LOCATION OF EVENT: Monroe Cotton Mills, 601 S. Madison Ave., Monroe, GA 30655

EVENT DATE: APRIL 17, 2020

BENEFITTING ORGANIZATION: NG3

CONTACT NAME: Paul Rosenthal

TELEPHONE NUMBER: 770-267-2503

EMAIL: plr@prestonmalcom.com

Please attach a brief description of proposed event. (Note: to receive payment, event must take place as described)

ESTIMATED COST: \$5500.00

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: [Signature] DATE: 02/18/2020

Monroe DDA  
 P.O. Box 1249  
 Monroe, GA 30655  
 770-266-5331  
 sadiek@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 benefitting organization



## **RESOLUTION**

### **Downtown Development Authority of the City of Monroe**

**WHEREAS**, a meeting of the Downtown Development Authority of the City of Monroe (the "Authority") was held on the 12th day of March, 2020; and

**WHEREAS**, said meeting was held after proper notice and a quorum of the members of the Authority were present; and

**WHEREAS**, the Authority is a downtown development authority formed pursuant to the Georgia Downtown Development Authorities Law, O.C.G.A. §§ 36-42-1 to 36-42-16; and

**WHEREAS**, pursuant to Code Section 36-42-8, the Authority has all of the powers necessary or convenient to carry out and effectuate the purposes of the Georgia Downtown Development Authorities Law; and

**WHEREAS**, 2<sup>nd</sup> Floor, LLC ("Borrower") desires to purchase and renovate certain real property and improvements located at 116 W. Spring Street, Monroe, Georgia ("Property"); and

**WHEREAS**, in order to partially finance the acquisition and renovation of the Property, the Authority has obtained approval for a loan from the Georgia Cities Foundation, Inc.; and

**WHEREAS**, pursuant to the guidelines of the Georgia Cities Foundation's Revolving Loan Fund program, such loans must be made to a city's downtown development authority or similar entity, which will in turn utilize these funds to make a similar loan for a downtown revitalization project.

**NOW, THEREFORE**, it was upon motion and adopted as follows:

The Authority is authorized to accept a loan in the amount of \$169,490 from the Georgia Cities Foundation, Inc., with said loan to be used for the purpose of assisting 2<sup>nd</sup> Floor, LLC ("Borrower") with the acquisition and renovation of a building located at 116 W. Spring Street in downtown Monroe. The Authority will and is hereby authorized to provide a subsequent loan in the amount of \$169,490 to 2<sup>nd</sup> Floor, LLC for the purpose of acquisition and renovation of said building located at 116 W. Spring Street in downtown Monroe.

**BE IT FURTHER RESOLVED** that the Authority is authorized to make such assignments, guarantees, indemnity agreements, escrow agreements, and execute such other documents as necessary to close this transaction.

**BE IT FURTHER RESOLVED** that the Chairman, Vice-Chairman, and/or Secretary of the Authority are hereby authorized to execute such agreements, contracts, assignments, promissory notes, or other documents as necessary to carry out the above-described project.

This 12th day of March, 2020.

**DOWNTOWN DEVELOPMENT AUTHORITY  
OF THE CITY OF MONROE**

\_\_\_\_\_

BY: \_\_\_\_\_

Chair

Attest: \_\_\_\_\_