



Downtown Development Authority

AGENDA

Thursday, July 14, 2022

8:00 AM

City Hall - 215 N. Broad Street

CALL TO ORDER

ROLL CALL

APPROVAL OF PREVIOUS MEETING MINUTES

1. DDA June Minutes

APPROVAL OF FINANCIAL STATEMENTS

2. DDA May Financials

PUBLIC FORUM

CITY UPDATE

COUNTY UPDATE

COMMUNITY WORK PLAN &REPORTS

Downtown Design

Redevelopment Projects

Entertainment Draws -

PROGRAMS

Farmers Market

FUNDING

SPONSORSHIP

FACADE GRANTS**Brown Fig - 134 W. Spring Street**[3.](#) 134 W. Spring Street**COMMUNITY EVENT GRANTS****Monroe Cotton Mills - MATM**[4.](#) Movies at the Mill**NEW BUSINESS****ANNOUNCEMENTS:**

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

ADJOURN



Downtown Development Authority

MINUTES

Thursday, June 09, 2022

8:00 AM

City Hall - 215 N. Broad Street

CALL TO ORDER

Meeting called to order at 8:00 am.

ROLL CALL

PRESENT

- Chairman Lisa Anderson
- Vice Chair Meredith Malcom
- Board Member Whit Holder
- Board Member Wesley Sisk
- Board Member Ross Bradley
- Board Member Chris Collin

ABSENT

- Secretary Andrea Gray
- City Council Representative Myoshia Crawford

CITY STAFF

- Logan Propes
- Chris Bailey
- Leigh Ann Aldridge
- Sadie Krawczyk (via conference call)

APPROVAL OF PREVIOUS MEETING MINUTES

. DDA April Minutes

April minutes approved - Motion made by Board Member Bradley, Seconded by Board Member Sisk.

Voting Yea: Chairman Anderson, Vice Chair Malcom, Board Member Holder, Board Member Sisk, Board Member Bradley, Board Member Collin

. DDA May Minutes

May minutes approved - Motion made by Vice Chair Malcom, Seconded by Board Member Collin.

Voting Yea: Chairman Anderson, Vice Chair Malcom, Board Member Holder, Board Member Sisk, Board Member Bradley, Board Member Collin

APPROVAL OF FINANCIAL STATEMENTS

. DDA March Financials

March Financials Approved - Motion made by Board Member Bradley, Seconded by Board Member Sisk.

Voting Yea: Chairman Anderson, Vice Chair Malcom, Board Member Holder, Board Member Sisk, Board Member Bradley, Board Member Collin

. DDA April Financials

April Financials approved - Motion made by Board Member Bradley, Seconded by Board Member Sisk.

Voting Yea: Chairman Anderson, Vice Chair Malcom, Board Member Holder, Board Member Sisk, Board Member Bradley, Board Member Collin

PUBLIC FORUM

None.

CITY UPDATE

RFP agreement progressing; alleyway work should begin soon; city is working on Midland lot use agreement with the county

COUNTY UPDATE

No update.

COMMUNITY WORK PLAN & REPORTS

Downtown Design

Banners ordered were one-sided, so the company is having to replace them. All hardware is in as well. Need creative ideas for what to do with the one-sided ones. Board suggested auctioning them or selling them.

Pocket Park plantings were refreshed. Chairman Anderson thanked the city crews for their continued work watering and maintaining the plantings downtown.

Redevelopment Projects

We are still waiting on the remaining Wayne Street parcel and will need to extend the contract again. The board still desires to see retail development on this parcel.

The board discussed potential locations and the need for a downtown parking deck.

Entertainment Draws

The concert went well last week though smaller than usual. July fireworks will be launched at Blaine Station as in past years.

PROGRAMS

Farmers Market

Market is going well. Lots of attendees. It's still early in the season for produce, but it will be increasing in coming months. Farm to Table planning will start soon for fall dinner.

FUNDING

SPONSORSHIP

Some new smaller donors coming on board. Everything else is on track.

FACADE GRANTS - none

None.

COMMUNITY EVENT GRANTS - none

None.

NEW BUSINESS

Staff recommended delaying the annual planning retreat until new city staff is brought on board. The board supported this decision.

Solid Chiropractic is now open at the Walton Mill.

The Tea Time cottage has completed facade grant work.

Sidestreet Boutique sold its former building to Salon 124 on N. Broad Street.

Nedzas has announced they are coming downtown.

ANNOUNCEMENTS:

Next meeting scheduled, July 14th, 8:00 am at Monroe City Hall.

ADJOURN

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

Voting Yea: Chairman Anderson, Vice Chair Malcom, Board Member Holder, Board Member Sisk, Board Member Bradley, Board Member Collin

DDA Income Statement

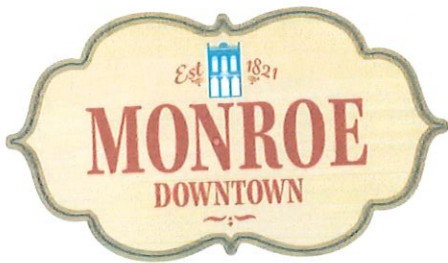
Account Summary

For Fiscal: 2022 Period Ending: 05/31/2022



Monroe, GA

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue						
002-7550-336001	HOTEL MOTEL FUNDS	0.00	0.00	0.00	6,250.00	-6,250.00
002-7550-347903	FARMERS MKT FEES	0.00	0.00	3,495.46	6,194.19	-6,194.19
002-7550-361000	INTEREST REVENUES	0.00	0.00	19.06	110.70	-110.70
002-7550-361002	INTEREST-REVOLVING LOAN FUND	0.00	0.00	460.27	2,330.92	-2,330.92
002-7550-371000	GENERAL CITY	0.00	0.00	0.00	15,475.00	-15,475.00
002-7550-381011	RENTAL - 227 S BROAD	0.00	0.00	-3,860.00	6,600.00	-6,600.00
002-7550-389003	PRINCIPLE-REVOLVING LOAN FUND	0.00	0.00	1,781.51	8,877.98	-8,877.98
	Revenue Total:	0.00	0.00	1,896.30	45,838.79	
Expense						
002-7550-522310	REAL ESTATE RENTS / LEASES	0.00	0.00	-6,060.00	-6,060.00	6,060.00
002-7550-523301	EVENTS	0.00	0.00	150.00	850.00	-850.00
002-7550-523305	FARMERS MKT-EBT TOKENS	0.00	0.00	96.00	96.00	-96.00
002-7550-523306	FARMERS MKT-ENTERTAINMENT	0.00	0.00	105.00	140.00	-140.00
002-7550-523850	CONTRACT LABOR	0.00	0.00	900.00	5,060.00	-5,060.00
002-7550-531175	FARMERS MKT GEN EXP	0.00	0.00	0.00	125.00	-125.00
002-7550-531203	OLD CITY HALL BLDG	0.00	0.00	1,138.31	7,684.25	-7,684.25
002-7550-572030	DOWNTOWN DEVELOPMENT	0.00	0.00	5,710.00	15,960.00	-15,960.00
002-7550-573000	PAYMENTS TO OTHERS	0.00	0.00	0.00	700.00	-700.00
002-7550-582303	OTHER INTEREST EXPENSE	0.00	0.00	656.77	3,305.75	-3,305.75
	Expense Total:	0.00	0.00	2,696.08	27,861.00	
	Total Surplus (Deficit):	0.00	0.00	-799.78	17,977.79	



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: Victoria Adams
 BUSINESS NAME: The Brown Fig
 BUSINESS ADDRESS: 134 W. Spring Street Monroe, GA 30655
 ADDRESS OF PROJECT: SAME
 TELEPHONE NUMBERS: 770.367.5780
 EMAIL: Vicky@Fixitnow.com

Please attach a brief description of proposed work. (Note: to receive payment, project must be completed as described)
ESTIMATED COST: \$10,000 Awnings, \$8,000 Paint, \$3,000 Windows, \$10,000 repair-replace doors \$31,000.00

GRANT MONEY APPLYING FOR: Maximum Amount \$1500.00

ESTIMATED START DATE: May 19, 2019

ESTIMATED COMPLETION DATE: May 21, 22

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: 6.27.22

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



1203 Beaver Run Rd.
Norcross, GA 30093
Office: 770-935-9003
Fax: 770-935-9005

The Brown Fig
134 W. Spring St.
Monroe, Ga. 30655

Attn: Ms. Victoria Adams

Order Number:

This quote valid 30 days from date of this proposal

Date: 1/4/2022

Terms: 1/2 Down/Balance Due ROI

Phone: (Office)

(Res) 770-357-5780

(Email or Fax) vsweetdisposition@gmail.com

atlantaawning@atmcast.net

Quantity	Complete or Receiver	Awning/Canopy Other	Fabric No. & Color	Drop	Proj.	Width	Location	Type	Price Each	Extension
1	Complete	Welded	Recacril R103	5' Total	2'	9'	Right Double Doors	TM		\$1,125.00
		Standard	Black							
4	Complete	Awning	"	5' Total	2'	4'	(4) Front Doors	TM	490.00	\$1,960.00
4	Complete	"	"	3'4"	12"	4'6"	(4) Front Lower Windows	TM	450.00	\$1,800.00
				Total						
1	Complete	"	"	"	12"	3'6"	Front Middle Window	TM		\$450.00
2	Complete	"	"	"	12"	5'6"	(2) Front Upper Windows	TM	560.00	\$1,120.00
							No Bonds or Permits included.			
							We would appreciate your business			
Item: Flat Black Color: Flat Black										Sub Total \$6,455.00 Sales Tax \$361.48 Total \$6,816.48

"This account is subject to a FINANCE CHARGE of 1 1/2% PER MONTH payable on the unpaid balance remaining on any such account at the end of any billing period. This finance charge is equivalent to AN EFFECTUAL PERCENTAGE RATE OF 18%. The finance charge will be imposed on accounts remaining unpaid 30 days after billing." In the event that ATLANTA AWNING COMPANY, INC. collects the debt created by this agreement through an attorney or an action at law, the buyer (customer) shall be liable for reasonable attorney's fees, plus all cost of such litigation.

ATLANTA AWNING COMPANY, INC. **Custom Order Deposit:** \$3,000.00 **DEP PD**

By: Ben Kimbrell/ms

Customer Signature

PLEASE SIGN AND RETURN. PRODUCTION WILL BEGIN ONLY AFTER RECEIPT OF DEPOSIT AND THIS SIGNED PROPOSAL.

1-5-2021
Emailed conf. to Ben

Exterior

INVOICE

INVOICE# INV-51882

Bill To:
Victoria Adams 134 W. Spring Street Monroe, Ga. 30655

Ship To:
134 W. Spring Street Monroe, Ga. 30655

DATE	TERMS	DUE DATE	P.O.#
02.08.2022	Custom	03.30.2022	(3) false Balconies

Item	Description	Qty	Price	Discount(%)	Amount
False Balcony - SEO FB-01B	(3) Custom Aluminum Balcony Railing 40" wide inside x 3 1/4" return @ 36" High (Each) Style - SEO(FB-01B) Materials Specs: Top Rail.....1 x 2 x 093 Rectangular Tube Bottom Rail.....1 x 2 x 093 Rectangular Tube Pickets.....5/8 x 5/8 x 062 Sq. Tube Bellowed Finish.....Powder coated (Black) (All anchors for exterior installation provided in stainless steel) Mounting to Brick wall surface **Shipping included**	1.00	3,480.00	0.00	3,480.00
Delivery	To be delivered between 3/30 & 4/1. Someone from our company will reach out to you with a specific date & time frame. You will probably receive a call on Wed or Thurs. Please process the final payment. Payment is required prior to delivery.	1.00	0.00	0.00	0.00

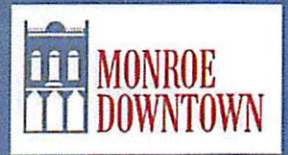
Thanks for your business.

Sub Total:	3,480.00
Total:	\$3,480.00
Late Fee:	0.00
Payment Made:	(-) 3,480.00
Credits Applied:	(-) 0.00

Exterior



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: 07/29/2022

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:  DATE: 07/07/2022

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