



Downtown Development Authority

AGENDA

Thursday, May 14, 2020

8:00 AM

Join Zoom Meeting <https://us02web.zoom.us/j/84286281187>

Meeting ID: 842 8628 1187

CALL TO ORDER

ROLL CALL

APPROVAL OF PREVIOUS MEETING MINUTES

1. DDA Minutes April

APPROVAL OF FINANCIAL STATEMENTS

2. DDA March Financials

PUBLIC FORUM

CITY UPDATE

COUNTY UPDATE

COMMUNITY WORK PLAN &REPORTS

Existing Environment -

Infill Development -

Entertainment Draws -

PROGRAMS

Events

Downtown Design

Farmers Market - online market open - monroefm.locallygrown.net

FUNDING

SPONSORSHIP

Stabilization Grants

[May](#) Stabilization Grant Applications

[4.](#) May Applications

FACADE GRANTS

[203](#) E. Spring Street

[6.](#) 205 E. Spring Street

COMMUNITY EVENT GRANTS

NEW BUSINESS

ANNOUNCEMENTS:

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

ADJOURN



Downtown Development Authority

MINUTES

Thursday, April 09, 2020

8:00 AM

Teleconference - Zoom Meeting

CALL TO ORDER

Meeting called to order online via Zoom at 8:00 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

- Sadie Krawczyk
- Leigh Ann Walker
- Les Russell

APPROVAL OF PREVIOUS MEETING MINUTES

DDA March Board Meeting Minutes

Approved - Motion made by City Council Representative Bradley, Seconded by Vice Chair Malcom.

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

DDA Called Meeting on 3-27-20 Minutes

Approved - Motion made by Board Member Holder, Seconded by Board Member Sisk. 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

February DDA Financials

Approved - Motion made by Secretary Gray, 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

Childers Park construction has been delayed a few weeks; RFP for Pilot Park has been extended, construction should start in May.

COUNTY UPDATE

None.

COMMUNITY WORK PLAN &REPORTS

Existing Environment -

Leigh Ann said that we're waiting on pricing for the new pole banners, but we need the artwork from the artist in order to get this.

Infill Development -

No update.

Entertainment Draws - Dockdogs, Food Truck Friday, Children's Book Festival, May & June Concerts cancelled

The board indicated that they wanted to move forward with getting quotes on the new pocket park behind VC, swings for the hammock park, and an update to the Broad Street pocket park.

PROGRAMS

Events

The band from the May concert will be moved to July 24th.

Downtown Design

planters will be updated soon

Farmers Market - Farm to Table postponed to fall

FUNDING

SPONSORSHIP

FACADE GRANTS

applications postponed review due to conflict of interest, no action taken

203 E. Spring Street

205 E. Spring Street

COMMUNITY EVENT GRANTS

None.

DDA Stabilization Fund Grants

April Applications

#	Applicant Name	Employees	Amount Requested	Amount Approved	Action	Motion	Second	Abstain	In Favor votes
1	Coffee Camper	5	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Charles Sanders	Chris Colli n	Lisa Anderson, Meredith Malcom, Andrea Gray, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley

2	Elevate Outfitters	2	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Ross Bradley	Chris Collin	Lisa Anderson, Meredith Malcom, Andrea Gray, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
3	Cowork at the Metro		\$ 2,500.00	\$ -	Deny	Andrea Gray	Whit Holder	Chris Collin	Lisa Anderson, Meredith Malcom, Andrea Gray, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
4	The Southern Ox			No review	No action taken				
5	Southern Roots Outfitter	6	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Wesley Sisk		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
6	Peachy Keen	5	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Wesley Sisk		
7	Winged Foot Running	6	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Charles Sanders		
8	Luxe Studio Salon			No review	No action taken				
9	LR Burger			No review	No action taken				
10	Georgia Reclaimed			No review	No action taken				

11	Stuever Studios LLC		\$ 2,000.00	\$ -	Deny	Andrea Gray	Charles Sanders		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
12	JL Designs, Inc.	14	\$ 2,500.00	\$ 2,500.00	Approve	Charles Sanders	Andrea Gray	Whit Holder	Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Ross Bradley
13	Nehemiah Remodeling		\$ 2,500.00	\$ -	Deny	Whit Holder	Andrea Gray		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
14	Cheely's General Store & Cafe (Georgia's Jewel, LLC)	3	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Charles Sanders		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
15	Addison's Wonderland	5	\$ 2,500.00	\$ 2,500.00	Approve	Andrea Gray	Whit Holder	Ross Bradley	Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder
16	Sailor Studio & Rekindle Candle Co.		\$ 2,500.00	No review	No action taken				
17	Southern Brewing Company	12	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Charles Sanders		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
18	Elena De La Rosa Photography	1	\$ 2,000.00	\$ 2,000.00	Approve	Whit Holder	Andrea Gray		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley

19	The Gilded Lily, LLC	2	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Charles Sanders		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
20	The Jagged Edge Hair Studio	8	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Wesley Sisk		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
21	Alcovy Sign Professionals, Inc.	6	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Charles Sanders		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
22	Kelley Channell Studio	3	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Wesley Sisk		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
23	Made in Monroe		\$ 2,500.00	No review	No action taken				
24	Premier Award Group Inc	3	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Ross Bradley		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
25	KSI Enterprises, Inc. (Pot Luck Cafe)	16	\$ 2,000.00	\$ 2,000.00	Approve	Whit Holder	Wesley Sisk		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
26	Silver Queen		\$ 2,500.00	No review	No action taken				
27	Olive Branch Antiques	1	\$ 2,500.00	\$ 2,500.00	Approve	Whit	Charles		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk,

	& Home Decor					Holder	Sanders		Charles Sanders, Whit Holder, Ross Bradley
28	No Cross No Crown Tattoo	5	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Andrea Gray		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
29	Saltbox Lane		\$ 2,500.00	No review	No action taken				
30	Team Impact Fitness	2	\$ 2,000.00	\$ 2,000.00	Approve	Whit Holder	Wesley Sisk		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
31	YP Monroe, LLC (Your Pie)		\$ 2,500.00	Withdrawn	No action taken				
32	Broad Street Boots		\$ 2,500.00	No review	No action taken				
33	The Posh Cakery	2	\$ 1,000.00	\$ 1,000.00	Approve	Whit Holder	Wesley Sisk		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
34	Hodge Podge Art, Antiques, & Interiors		\$ 2,500.00	No review	No action taken				
35	The Story Shop	10	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Wesley Sisk		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley

36	Avalon Hair Salon	5	\$ 1,950.00	\$ 1,950.00	Approve	Whit Holder	Wesley Sisk		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
37	Monroe Media Inc. (The Walton Tribune)	9	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Wesley Sisk		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
38	Luxe Living Interiors	3	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Wesley Sisk		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
39	Young Learner's Christian Academy		\$ 2,500.00	\$ -	Deny	Whit Holder	Wesley Sisk		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
40	Amici Monroe LLC	36	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Wesley Sisk		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
41	South on Broad	4	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Charles Sanders		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
42	Mobi Yogi LLC (Ebb Flow Yoga)	10	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Wesley Sisk		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
43	Margin Limited Co.	1	\$ 750.00	\$ 750.00	Approve	Whit Holder	Wesley Sisk		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders,

									Whit Holder, Ross Bradley
44	Crossfit at Monroe Mill	6	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Wesley Sisk		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
45	Coles Creek Ventures Inc. (Kaity's Downtown)	20	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Wesley Sisk		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
46	Sanders Consign & Design LLC	4	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Wesley Sisk	Charles Sanders	Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Whit Holder, Ross Bradley
47	Butcher Block Deli & Grill	6	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Wesley Sisk		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
48	Monroe Country Day School		\$ 2,500.00	\$ -	Deny	Whit Holder	Wesley Sisk		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley
49	MJ Jewelers LLC	1	\$ 2,500.00	\$ 2,500.00	Approve	Whit Holder	Charles Sanders		Lisa Anderson, Andrea Gray, Chris Collin, Wesley Sisk, Charles Sanders, Whit Holder, Ross Bradley

NEW BUSINESS

None.

ANNOUNCEMENTS:

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

ADJOURN

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

Profit & Loss

March 2020

	<u>Mar 20</u>
Ordinary Income/Expense	
Income	
347903 · Farmers Market Revenue	
Farmers Market Fees	610.00
Total 347903 · Farmers Market Revenue	610.00
347300 · Event Fees/Revenue	455.00
336100 · City Funding	6,250.00
361000 · Interest Income	10.33
371000 · Memberships & Contributions	3,400.00
Total Income	10,725.33
Expense	
572030 · Downtown Development	1,500.00
523301 · Event Expenses	-150.00
523300 · Advertising	390.00
531203 · Old City Hall	
531203D · Pest Control	60.00
531203U · Utilities	1,957.76
Total 531203 · Old City Hall	2,017.76
Total Expense	3,757.76
Net Ordinary Income	6,967.57
Other Income/Expense	
Other Income	
381011 · Rent Received - 227 S. Broad St	3,875.00
Total Other Income	3,875.00
Net Other Income	3,875.00
Net Income	<u>10,842.57</u>

Profit & Loss

January through March 2020

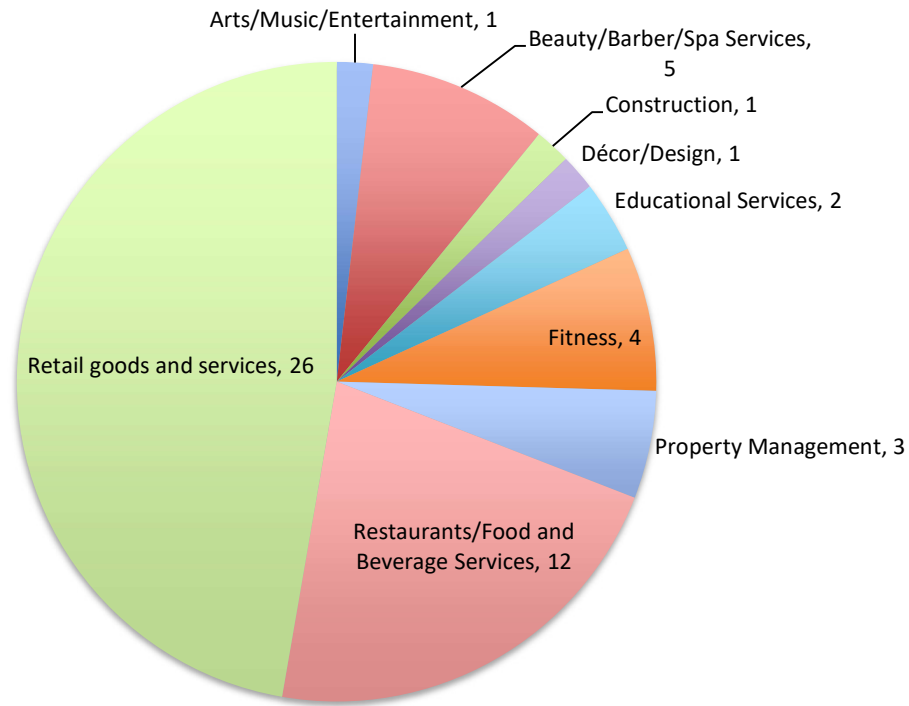
	<u>Jan - Mar 20</u>
Ordinary Income/Expense	
Income	
347903 · Farmers Market Revenue	
Farmers Market Fees	1,280.00
sales	181.00
Total 347903 · Farmers Market Revenue	1,461.00
347300 · Event Fees/Revenue	10,698.88
336100 · City Funding	6,250.00
361000 · Interest Income	35.27
371000 · Memberships & Contributions	30,906.00
389000 · Other Misc. Revenue	281.00
Total Income	49,632.15
Expense	
572030 · Downtown Development	4,000.00
531175 · Farmers Mkt Gen Expenses	52.60
523301 · Event Expenses	2,190.96
523850 · Contract Labor	1,700.00
523500 · Dues and Subscriptions	100.00
531100 · Office Operations	612.25
523300 · Advertising	390.00
523700 · Training & Education	385.00
531203 · Old City Hall	
531203D · Pest Control	120.00
531203U · Utilities	6,011.74
522600 · Landscaping	130.00
Total 531203 · Old City Hall	6,261.74
Total Expense	15,692.55
Net Ordinary Income	33,939.60
Other Income/Expense	
Other Income	
381011 · Rent Received - 227 S. Broad St	7,775.00
Total Other Income	7,775.00
Other Expense	
532900 · Misc. Expense	324.05
Total Other Expense	324.05
Net Other Income	7,450.95
Net Income	41,390.55

Balance Sheet

As of March 31, 2020

	<u>Mar 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
111145 · RDF Checking Account	500.00
111108 · Synovus 205-495-003-6	28,124.88
111111 · Synovus 100-097-081-2	69,929.87
111100 · General Fund Checking	92,071.09
Total Checking/Savings	<u>190,625.84</u>
Total Current Assets	<u>190,625.84</u>
TOTAL ASSETS	<u>190,625.84</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
121200 · Accts. Payable - DT Dollars	2,452.70
Total Other Current Liabilities	<u>2,452.70</u>
Total Current Liabilities	<u>2,452.70</u>
Total Liabilities	2,452.70
Equity	
134220 · Fund Balance Unreserved	146,782.59
Net Income	41,390.55
Total Equity	<u>188,173.14</u>
TOTAL LIABILITIES & EQUITY	<u>190,625.84</u>

#	Applicant Name	Employees	Amount Requested	Amount Approved	Business Category	Proposed Use
1	The Southern Ox	13	\$ 2,500.00		Arts/Music/Entertainment	pay rent
2	Luxe Studio Salon	1	\$ 2,000.00		Beauty/Barber/Spa Services	pay rent and utilities
3	LR Burger	30	\$ 2,500.00		Restaurants/Food and Beverage Services	pay bills
4	Georgia Reclaimed	8	\$ 2,500.00		Retail goods and services	pay employees
5	Sailor Studio & Rekindle Candle Co.	2	\$ 2,500.00		Retail goods and services	pay rent and utilities
6	Made in Monroe	11	\$ 2,500.00		Retail goods and services	pay employees and rent
7	Silver Queen	50	\$ 2,500.00		Restaurants/Food and Beverage Services	pay employees
8	Saltbox Lane	2	\$ 2,500.00		Retail goods and services	pay rent and utilities
9	Broad Street Boots	5	\$ 2,500.00		Retail goods and services	pay employees, rent, and utilities
10	Hodge Podge Art, Antiques, & Interiors	6	\$ 2,500.00		Retail goods and services	pay rent and utilities
11	Hybrid Fitness	1	\$ 1,990.00		Fitness	pay rent, utilities, and mat bills
12	4M Management Inc./MERMC, Inc.	4	\$ 2,500.00		Property Management	pay employees, utilities, and insurance
13	Stuever Studios	1	\$ 2,500.00		Retail goods and services	pay rent and contractors
14	Shadonne's Wright Touch Beauty Salon	1	\$ 2,500.00		Beauty/Barber/Spa Services	pay rent and utilities
15	Atlanta's Skin Rejuvenation Center	2	\$ 2,500.00		Beauty/Barber/Spa Services	pay employee, rent, and utilities
16	JEC Development	3	\$ 2,500.00		Property Management	pay mortgage
17	Accolades Awards & Recognition Gifts, Inc.	2	\$ 2,500.00		Retail goods and services	pay employees, utilities, and insurance
18	Ana African Hair Braiding	2	\$ 2,500.00		Beauty/Barber/Spa Services	pay employees and utilities
		144	\$ 43,990.00			
April & May Totals		366	\$ 121,190.00			



**CITY OF MONROE, GEORGIA
DOWNTOWN DEVELOPMENT AUTHORITY**

**COVID-19 DOWNTOWN DEVELOPMENT AUTHORITY
STABILIZATION FUND APPLICATION**

Hybrid Fitness - S/C, Muay Thai, JiuJitsu; #hybridfitnessmma

Business Name

212 West Spring Street; GA, Monroe 30655

Business Property Address

Andrew Stolarik 770-294-7781

Contact Name and Phone Number

a_stolarik@hotmail.com

Email address

Number of Full-Time Employees:

Number of Part-Time Employees:

1

Proposed Expenses:

Describe how your business has been affected by the COVID-19 outbreak and how you intend to use the grant to offset business expenses during the next thirty (30) days. The funds must be spent in response to a business need created by the COVID-19 outbreak, such as continuing to pay employees or changing the business model.

The COVID-19 outbreak forced Hybrid Fitness to close our doors in order to help combat this horrible virus within our community. Hybrid is a community gym/academy, we are here to help/serve our community. We are not taking any payments at this time because of the closure of our doors. Our rent, utilities, and mat bills are piling up. For the next two months, April/May our Rent- \$725, Utilities- \$170, flooring-\$100 per month. Follow us on FB and Instagram

Grant Amount Requested: \$ \$1990

Submission Report of Use:

Please submit the completed application to Sadie Krawczyk at SKrawczyk@MonroeGA.gov. Businesses awarded funds must report how the grant funds were used within thirty (30) days after the date the grant is awarded. Please also email the information to Sadie Krawczyk. Failure to report how the grant funds were used will prevent the business from any eligibility to apply for or receive future grant opportunities from the DDA, and could result in the DDA requiring the return of the grant funds issued.

Deadlines:

Applications submitted prior to April 3, 2020 will be considered at the DDA’s April 9, 2020 meeting. Applications submitted prior to May 8, 2020 will be considered at the DDA’s May 14, 2020 meeting. Applications submitted prior to June 5, 2020 will be considered at the DDA’s June 11, 2020 meeting.

Authorization:

I hereby make application to the DDA to receive, at the DDA’s sole discretion, grant funds disbursed pursuant to the Downtown Development Authority Stabilization Fund. I verify that the information contained in this application and any attachments is true and correct. I have reviewed and understand the rules and regulations set forth in this document and agree to be bound by the same.

I understand that any changes in the approved project(s) must be re-approved, and unauthorized changes in use of the grant funds could result in forfeiture of said funds. I understand submission of this application does not obligate the DDA in any way to provide grant funds to the aforementioned business.



Printed Name: Andrew Stolarik
Title: Owner/head instructor

4/4/2020
Date

Submission Report of Use:

Please submit the completed application to Sadie Krawczyk at SKrawczyk@MonroeGA.gov. Businesses awarded funds must report how the grant funds were used within thirty (30) days after the date the grant is awarded. Please also email the information to Sadie Krawczyk. Failure to report how the grant funds were used will prevent the business from any eligibility to apply for or receive future grant opportunities from the DDA, and could result in the DDA requiring the return of the grant funds issued.

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Authorization:

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I understand that any changes in the approved project(s) must be re-approved, and unauthorized changes in use of the grant funds could result in forfeiture of said funds. I understand submission of this application does not obligate the DDA in any way to provide grant funds to the aforementioned business.

Kip Mercer *[Signature]*
Printed Name: Kip Mercer
Title: President

4-9-2020
Date

**CITY OF MONROE, GEORGIA
DOWNTOWN DEVELOPMENT AUTHORITY**

**COVID-19 DOWNTOWN DEVELOPMENT AUTHORITY
STABILIZATION FUND APPLICATION**

4M Management Inc. / MERMIC Inc.
Business Name

210 S. Broad St. Monroe, Ga 30655
Business Property Address

Kip Mercer 770-267-4601
Contact Name and Phone Number

Kmercer@windstream.net
Email address

Number of Full-Time Employees:
Two (2)

Number of Part-Time Employees:
Two (2)

Proposed Expenses:

Describe how your business has been affected by the COVID-19 outbreak and how you intend to use the grant to offset business expenses during the next thirty (30) days. The funds must be spent in response to a business need created by the COVID-19 outbreak, such as continuing to pay employees or changing the business model.

Our business, 4M Management Inc., has been affected by the COVID-19 outbreak. Our income has declined due to the loss of sales for the company we manage. Our income reduction has affected our payroll. This grant will be used to help fund payroll, health insurance premiums and utilities. We appreciate your consideration for this Grant.

Grant Amount Requested: \$ 2500.00

CITY OF MONROE, GEORGIA
DOWNTOWN DEVELOPMENT AUTHORITY

COVID-19 DOWNTOWN DEVELOPMENT AUTHORITY
STABILIZATION FUND APPLICATION

Shadonne's Wright Touch Beauty Salon

Business Name

122A SOUTH BROAD ST

Business Property Address

Contact Name and Phone Number

SHADONNE WRIGHT 678-531-4331

Email address

Number of Full-Time Employees:

1

Number of Part-Time Employees:

0

Proposed Expenses:

Describe how your business has been affected by the COVID-19 outbreak and how you intend to use the grant to offset business expenses during the next thirty (30) days. The funds must be spent in response to a business need created by the COVID-19 outbreak, such as continuing to pay employees or changing the business model.

Due to the outbreak and being labeled as non essential, my shop has been closed.

The shop revenue 100% of how all funding are being paid toward rent and utilities.

Having to extend the closing longer due to the shelter in place has put a financial burden on me and my family.

Grant Amount Requested: \$2500.00

Submission Report of Use:

Please submit the completed application to Sadie Krawczyk at SKrawczyk@MonroeGA.gov. Businesses awarded funds must report how the grant funds were used within thirty (30) days after the date the grant is awarded. Please also email the information to Sadie Krawczyk. Failure to report how the grant funds were used will prevent the business from any eligibility to apply for or receive future grant opportunities from the DDA, and could result in the DDA requiring the return of the grant funds issued.

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Authorization:

I hereby make application to the DDA to receive, at the DDA's sole discretion, grant funds disbursed pursuant to the Downtown Development Authority Stabilization Fund. I verify that the information contained in this application and any attachments is true and correct. I have reviewed and understand the rules and regulations set forth in this document and agree to be bound by the same.

I understand that any changes in the approved project(s) must be re-approved, and unauthorized changes in use of the grant funds could result in forfeiture of said funds. I understand submission of this application does not obligate the DDA in any way to provide grant funds to the aforementioned business.

Printed Name: Shadonne Wright

Title: Owner

4/11/2020

Date

CITY OF MONROE, GEORGIA
DOWNTOWN DEVELOPMENT AUTHORITY
 COVID-19 DOWNTOWN DEVELOPMENT AUTHORITY
 STABILIZATION FUND APPLICATION

Stuever Studios LLC

Business Name

227 S Braod St, Ste 201, Monroe, GA 30655

Business Property Address

Tracy Stuever 706-201-1777

Contact Name and Phone Number

tracylstuever@gmail.com

Email address

Number of Full-Time Employees:

0

Number of Part-Time Employees:

1

Proposed Expenses:

Describe how your business has been affected by the COVID-19 outbreak and how you intend to use the grant to offset business expenses during the next thirty (30) days. The funds must be spent in response to a business need created by the COVID-19 outbreak, such as continuing to pay employees or changing the business model.

While I am the only part time employee of my studio, I have 8 independent contractors that were relying on the income they generated by teaching lessons. We are unable to meet face to face with students at this time and have resorted to teaching online only which caused us to lose a lot of our clients and cancel recitals. I intend to use the grant to pay rent on studio space which we cannot currently utilize. I will supplement the income of my contractors that lost significant amounts of students. I will also pay for services caused by business model change such as music composition, video editing and software.

Grant Amount Requested: \$2,500

Submission Report of Use:

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Authorization:

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I understand that any changes in the approved project(s) must be re-approved, and unauthorized changes in use of the grant funds could result in forfeiture of said funds. I understand submission of this application does not obligate the DDA in any way to provide grant funds to the aforementioned business.

Tracy Stuever

4/10/2020

Printed Name: Tracy Stuever

Date

Title: Owner

**CITY OF MONROE, GEORGIA
DOWNTOWN DEVELOPMENT AUTHORITY**

**COVID-19 DOWNTOWN DEVELOPMENT AUTHORITY
STABILIZATION FUND APPLICATION**

Atlanta's Skin Rejuvenation Center

Business Name

125 S. Broad Street, Monroe, GA 30655

Business Property Address

Barbara Bastian 770-298-5919

Contact Name and Phone Number

barbara.bastian08@gmail.com

Email address

Number of Full-Time Employees:

1

Number of Part-Time Employees:

1

Proposed Expenses:

Describe how your business has been affected by the COVID-19 outbreak and how you intend to use the grant to offset business expenses during the next thirty (30) days. The funds must be spent in response to a business need created by the COVID-19 outbreak, such as continuing to pay employees or changing the business model.

Due to COVID-19 the spa has had to close because of the nature of our business. As a result of the shut-down I have also had to cancel all of my appointments that were on the books with no idea as to when we will be able to re-open. The funds would go toward help to pay the rent and utilities as well as the last portion of the part-time employees salary. My plans going forward is to shift from a full service spa to a wellness center that offers natural supplements for retail and wellness services that include spa treatments.

Grant Amount Requested: \$ 2500.00

Submission Report of Use:

Please submit the completed application to Sadie Krawczyk at SKrawczyk@MonroeGA.gov. Businesses awarded funds must report how the grant funds were used within thirty (30) days after the date the grant is awarded. Please also email the information to Sadie Krawczyk. Failure to report how the grant funds were used will prevent the business from any eligibility to apply for or receive future grant opportunities from the DDA, and could result in the DDA requiring the return of the grant funds issued.

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Printed Name: Barbara Bastian

Title: Owner

4/16/2020

Date

CITY OF MONROE, GEORGIA
DOWNTOWN DEVELOPMENT AUTHORITY
COVID-19 DOWNTOWN DEVELOPMENT AUTHORITY
STABILIZATION FUND APPLICATION

JEC Development

Business Name

127 1/2 N. Broad street Monroe Ga 30655

Business Property Address

Jim Draper 770 601 0816

Contact Name and Phone Number

jecdevelopment127@gmail.com

Email address

Number of Full-Time Employees:

3

Number of Part-Time Employees:

Proposed Expenses:

Describe how your business has been affected by the COVID-19 outbreak and how you intend to use the grant to offset business expenses during the next thirty (30) days. The funds must be spent in response to a business need created by the COVID-19 outbreak, such as continuing to pay employees or changing the business model.

Our business is being affected because all our tenant businesses are closed. We will use the money to pay our mortgage next month. We have told our tenants that we will work with them if they cant pay rent by accepted what they can pay until they catch up.

Grant Amount Requested: \$ 2,500

Submission Report of Use:

Please submit the completed application to Sadie Krawczyk at SKrawczyk@MonroeGA.gov. Businesses awarded funds must report how the grant funds were used within thirty (30) days after the date the grant is awarded. Please also email the information to Sadie Krawczyk. Failure to report how the grant funds were used will prevent the business from any eligibility to apply for or receive future grant opportunities from the DDA, and could result in the DDA requiring the return of the grant funds issued.

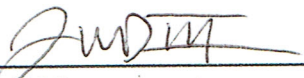
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 Printed Name: James Draper III
 Title: Member

4-20-20
 Date

CITY OF MONROE, GEORGIA
DOWNTOWN DEVELOPMENT AUTHORITY

COVID-19 DOWNTOWN DEVELOPMENT AUTHORITY
STABILIZATION FUND APPLICATION

Accolades Awards + Recognition Gifts, Inc.

Business Name

132 W. Highland Ave

Business Property Address

Ashley Connell 770-315-9707 | Randy Garrett 678-986-0441

Contact Name and Phone Number

accoladesawards@windstream.net

Email address

Number of Full-Time Employees:

2

Number of Part-Time Employees:

Proposed Expenses:

Describe how your business has been affected by the COVID-19 outbreak and how you intend to use the grant to offset business expenses during the next thirty (30) days. The funds must be spent in response to a business need created by the COVID-19 outbreak, such as continuing to pay employees or changing the business model.

See attached page

Grant Amount Requested: \$ 2,500

Submission Report of Use:

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Printed Name: Ashley Cornell

Title: office manager

4/21/20
Date

Accolades Awards and Recognition Gifts, Inc., ceased operations at our physical location on March 16, 2020. This was due to the need to protect our employees and assist in public health initiative in preventing the spread of COVID-19, as well as the anticipated loss of significant revenue due to the closing of the schools, cancellation of sporting events, and cancellation of awards banquets and associated activities. We have continued to pay employee salaries, utilities, and baseline business operational expenses through personal funds, Accolades general funds, and cash reserves. Internet and phone sales have been basically nonexistent during this "closure" time.

The grant monies, if made available to us, will be used for salary, utilities, and business operational expenses, such as insurance, for the next 30 days.

**CITY OF MONROE, GEORGIA
DOWNTOWN DEVELOPMENT AUTHORITY**

**COVID-19 DOWNTOWN DEVELOPMENT AUTHORITY
STABILIZATION FUND APPLICATION**

Ana African Hair Braiding

Business Name

140 S Broad St. Monroe GA 30655

Business Property Address

Diabara Cisse 404-428-5102

Contact Name and Phone Number

Alicisse@gmail.com

Email address

Number of Full-Time Employees:

2

Number of Part-Time Employees:

2

Proposed Expenses:

Describe how your business has been affected by the COVID-19 outbreak and how you intend to use the grant to offset business expenses during the next thirty (30) days. The funds must be spent in response to a business need created by the COVID-19 outbreak, such as continuing to pay employees or changing the business model.

My business has been affected by COVID-19 outbreak, which has been my main source of income and my employees. I am unable to maintain utilities, and pay my employees. I intend to use the grant to help pay utilities and to pay my employees so that they will continue to have a source of income.

Grant Amount Requested: \$ 2,500

Submission Report of Use:

Please submit the completed application to Sadie Krawczyk at SKrawczyk@MonroeGA.gov. Businesses awarded funds must report how the grant funds were used within thirty (30) days after the date the grant is awarded. Please also email the information to Sadie Krawczyk. Failure to report how the grant funds were used will prevent the business from any eligibility to apply for or receive future grant opportunities from the DDA, and could result in the DDA requiring the return of the grant funds issued.

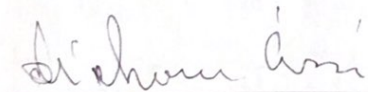
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Printed Name: Didhara Cisse

Title: ~~owner~~ owner

May 6, 2020

Date



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: Brown Oil / Short Stop
 BUSINESS NAME: Short Stop
 BUSINESS ADDRESS: 203 East Spring Street
 ADDRESS OF PROJECT: 203 East Spring Street
 TELEPHONE NUMBERS: 770-267-5000
 EMAIL: Wesley@BrownOilCompany.com

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

ESTIMATED COST: 75K
 GRANT MONEY APPLYING FOR: \$1500.00
 ESTIMATED START DATE: N/A
 ESTIMATED COMPLETION DATE: 3/31/2020

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: Wesley S. Smith DATE: 3/12/2020

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



1893 Talking Rock Road
 Jasper, GA 30143
 p: 706-253-3033
 email: NZIoffice@neonzoneonline.com

	Invoice #
3/4/2020	19361

Bill To
Brown Oil Distributors, LLC. 205 E. Spring Street Monroe, GA 30655 Office: 770-267-5011 Fax: 770-267-0859

Site Location or Ship To
Valero 205 E Spring St. Monroe, GA

P.O. No.	Terms	Rep	Order Date
	2% 10 Net 30	KM	3/4/2020

Description	Qty/Hrs	Rate	Amount
Clean dispensers, install decal kits and door skirts		1,885.00	1,885.00
Decorate standalone dispenser: 90 Rec unbranded. Paint lower doors, fabricate and install custom PID decal and decal for door		319.00	319.00
Install "Proud to be American" decals on dispensers		58.00	58.00
Paint: building fascia		1,493.00	1,493.00
Paint: building body		5,074.00	5,074.00
Pressure wash & paint: parking lot stripes		870.00	870.00
Paint: curbs (building)		189.00	189.00
If payment is paid, postmarked or ready to pick up by 03/14/19, your total payment is \$9,690.24			
If payment is paid, postmarked or ready to pick up between 3/15/19 - 04/03/20, your total payment is \$9,888.00			
Interest will begin to accrue on any invoices 31 days or more past invoice date. The interest rate is 1.5% per month until invoice is paid in full			

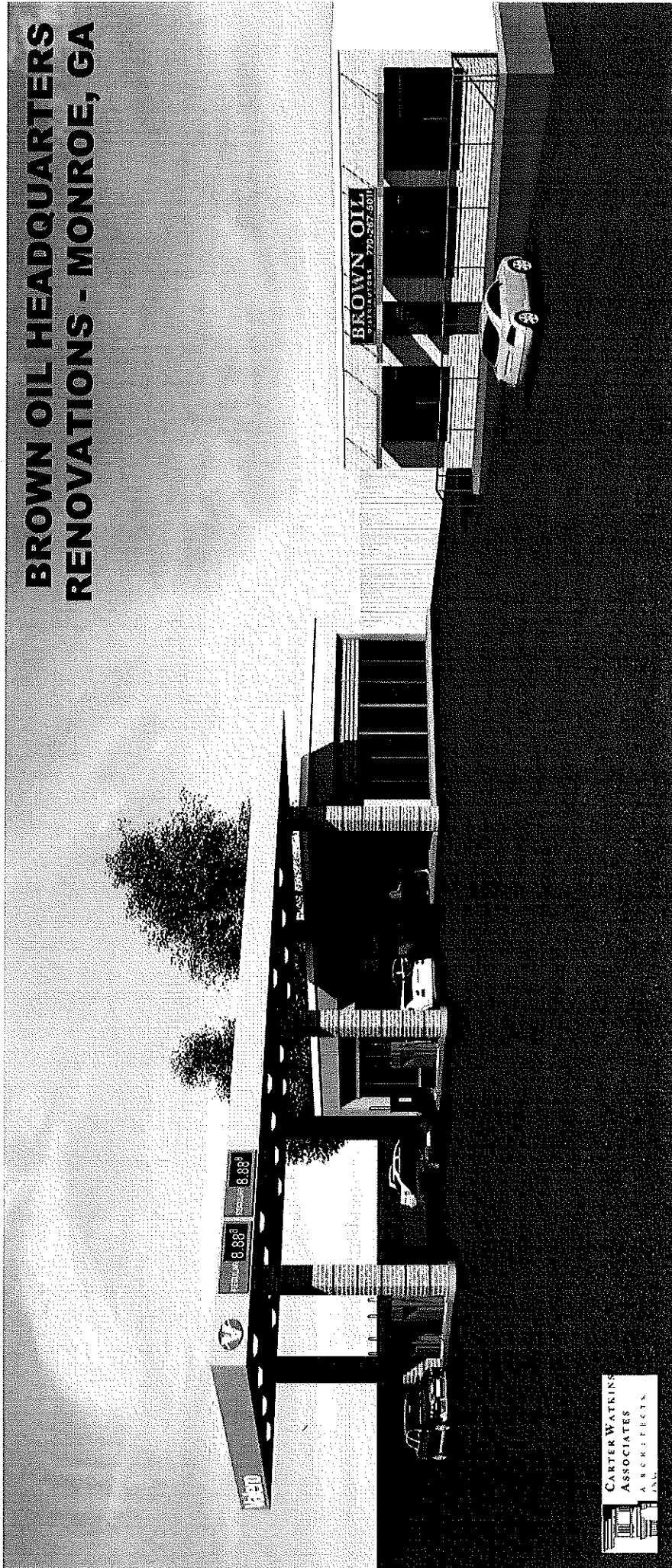
We appreciate your prompt payment.
 We accept cash, check or credit payments. A fee of 1% will be added to the final total for all credit card payments.
 Warranty will not be valid until payment is made in full.
 As of 3/24/08, check payments will be completed as Check 21 transactions unless otherwise requested.

Sales Tax (7.0%)	\$0.00
Total	\$9,888.00
Payments/Credits	\$0.00
Balance Due	\$9,888.00

Scope of Work
203 East Spring St
Short Stop

Remove old 30 plus ft. oil company sign from footings and replace signage on canopy only.
Remove and replace all canopy ACM with neutral color
Paint building neutral color
Install architectural "eyebrow" on 3 sides of building (not yet complete)
Brick 5 steel canopy columns aprx 24" by 24"

BROWN OIL HEADQUARTERS RENOVATIONS - MONROE, GA



CARTER WATKINS
ASSOCIATES
ARCHITECTS
INC.





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- 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: Brown Oil Office
 BUSINESS NAME: Brown Oil Distributors
 BUSINESS ADDRESS: 205 E. Spring Street
 ADDRESS OF PROJECT: 205 E. Spring Street
 TELEPHONE NUMBERS: 770-616-5054
 EMAIL: Wesley@BrownOilCompany.com

Please attach a brief description of proposed work. (Note: to receive payment, project must be completed as described)
 ESTIMATED COST: \$15K
 GRANT MONEY APPLYING FOR: \$1500.00
 ESTIMATED START DATE: N/A
 ESTIMATED COMPLETION DATE: 3/31/2020

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: Wesley B. Smith DATE: 3/12/2020

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

CHECKLIST

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- Paint and awning samples (if applicable)
- City permits applied for (if applicable)
- HPC approval

351 Ronthor Drive • P.O. Box 1066 • Social Circle, Georgia 30025 • Phone: (770) 464-1001 • Fax: (770) 464-1004

January 24, 2020

Wesley Brown Sisk
Brown Oil Distributors
205 East Spring Street
Monroe, GA 30655

**Re: Fab. & install two sections of cable handrails in front of the
Office Building
Q20-0128**

Dear Wesley,

IMMEC respectfully submits the following pricing on the above reference project for your review and consideration.

Scope of Work:

- Take accurate measurements and generate the fabrication blueprints.
- Fabricate the structural frames, using painted CS flat bars.
- Fabricate the 3/16" galvanized cables, with 304 SS anchoring and tensioning fittings.
- Install the cable hand rails.

Price for this work: \$ 8,122.00

Inclusions: All labor, materials and equipment necessary to finish this work are included.

Exclusions: No permitting of any kind is included.

Assumptions: All work to be executed on "ST".

Thank you for the opportunity. If you have any questions or require future assistance, please call me.

Sincerely,

Tiberiu Pria
Project Manager/ IMMEC, Inc.
(770) 464-1001 ext. 109
(770) 464-1004 fax
(404) 435-5911 cell
tpria@immecinc.com

