



Downtown Development Authority

AGENDA

Thursday, July 08, 2021

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

Existing Environment - Bicentennial banners installed, mural facade easement, new mural location possibility

Infill Development - Wayne Street block update, RFP examples, OZ application

Entertainment Draws - VC parking lot site update

PROGRAMS

Events

Downtown Design

Farmers Market

FUNDING**SPONSORSHIP****FACADE GRANTS**

[3.](#) 132 E. Church Street - Amici

COMMUNITY EVENT GRANTS - None**NEW BUSINESS****ANNOUNCEMENTS:**

DDA Annual Planning Retreat scheduled for Wednesday, July 28th, 9:00 am to 5:00 pm.

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

ADJOURN



Downtown Development Authority

MINUTES

Thursday, June 03, 2021

8:00 AM

City Hall - 215 N. Broad Street

CALL TO ORDER

Meeting was called to order at 8:06 am.

ROLL CALL

PRESENT

- Chairman Lisa Anderson
- Vice Chair Meredith Malcom
- Secretary Andrea Gray
- Board Member Wesley Sisk
- City Council Representative Ross Bradley

CITY STAFF

- Sadie Krawczyk
- Leigh Ann Aldridge
- Les Russell
- John Howard

ABSENT

- Board Member Whit Holder
- Board Member Charles Sanders
- Board Member Chris Collin

APPROVAL OF PREVIOUS MEETING MINUTES

- . DDA May Meeting Minutes

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

Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Sisk, City Council Representative Bradley

APPROVAL OF FINANCIAL STATEMENTS

. DDA April Financials

Approved - Motion made by Vice Chair Malcom, Seconded by Secretary Gray.

Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Sisk, City Council Representative Bradley

PUBLIC FORUM

None

CITY UPDATE

Zoning updates will have first reading this month at City Council meeting; American Rescue Plan funds will be just over \$5 Million for the city over the next 2 years; next month a plan for completing upgrades to Matthews Park will be presented to council; Police department is supposed to be moved out by July 1st.

COUNTY UPDATE

None

COMMUNITY WORK PLAN &REPORTS

Existing Environment -

Onestreet Community Transformation Plan is now being funded and activated which will support upgrades to the Pilot Park community gardens, transportation for seniors support, and microloans/start-up funds for first time entrepreneurs.

Bicentennial pole banners are here and will be installed as the new downtown lights are put in.

Infill Development -

We are still getting pricing for bringing utilities to the VC parking lot site for the container pop-up; we have received the first draft of the W. Spring Street elevations from the Mainstreet Design Team.

Entertainment Draws -

Pocket park update is being priced out by a vendor. Staff will share the renderings and cost estimate once complete.

PROGRAMS

Events

First Friday concert on 6/4; Flower Festival coming up on 6/19, and we are now planning on closing Broad Street for the event.

Downtown Design

Farmers Market

FUNDING

SPONSORSHIP

FACADE GRANTS - NONE

. Walton Mill Facade Grant Applications

600 S. Broad Street Facade Grant Applications:

- Suite A-100, approved for \$1500.00

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

Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Sisk, City Council Representative Bradley

- Suite A-200, approved for \$1500.00

Motion made by Secretary Gray, Seconded by Vice Chair Malcom.

Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Sisk, City Council Representative Bradley

- Suite A-300, approved for \$1500.00

Motion made by Board Member Sisk, Seconded by Secretary Gray.

Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Sisk, City Council Representative Bradley

- Suite A-400, approved for \$1500.00

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

Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Sisk, City Council Representative Bradley

COMMUNITY EVENT GRANTS - NONE

NEW BUSINESS

July Planning Retreat date?

Sending out possible retreat dates for feedback from board. Targeting the last week of July.

ANNOUNCEMENTS:

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

Downtown Business Owner meeting scheduled for Tuesday, June 8, 8:30 am at City Hall.

ADJOURN

Motion made by Vice Chair Malcom, Seconded by Secretary Gray.

Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Sisk, City Council Representative Bradley

Monroe Downtown Development Authority

06/28/21

Balance Sheet

Accrual Basis

As of May 31, 2021

	<u>May 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
111151 · SYNOVUS-Revolving Loan Fund	67,762.24
111145 · RDF Checking Account	500.00
111108 · Synovus 205-495-003-6	29,370.03
111111 · Synovus 100-097-081-2	70,011.53
111100 · General Fund Checking	101,728.57
Total Checking/Savings	<u>269,372.37</u>
Accounts Receivable	
111901 · Grant Receivable	2,241.78
Total Accounts Receivable	<u>2,241.78</u>
Total Current Assets	<u>271,614.15</u>
TOTAL ASSETS	<u>271,614.15</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
121104 · Accts. Payable - DT Dollars	5,222.53
Total Other Current Liabilities	<u>5,222.53</u>
Total Current Liabilities	<u>5,222.53</u>
Total Liabilities	5,222.53
Equity	
134220 · Fund Balance Unreserved	238,148.33
Net Income	28,243.29
Total Equity	<u>266,391.62</u>
TOTAL LIABILITIES & EQUITY	<u>271,614.15</u>

Monroe Downtown Development Authority
Profit & Loss
May 2021

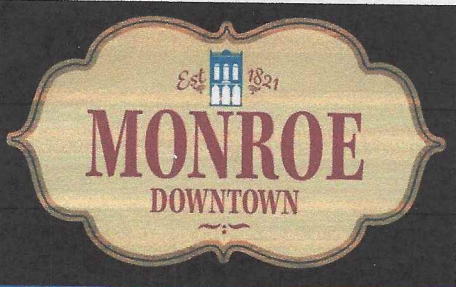
	May 21
Ordinary Income/Expense	
Income	
389003 · Principle-Revolving Loan Fund	3,489.63
361002 · Interest-Revolving Loan Fund	993.93
347903 · Farmers Market Revenue	
Farmers Market Fees	
Vendor Fee	1,949.24
Farmers Market Fees - Other	655.00
Total Farmers Market Fees	2,604.24
347903 · Farmers Market Revenue - Other	172.00
Total 347903 · Farmers Market Revenue	2,776.24
361000 · Interest Income	10.35
371000 · Memberships & Contributions	250.00
389000 · Other Misc. Revenue	650.00
Total Income	8,170.15
Expense	
572030 · Downtown Development	7,100.00
531175 · Farmers Mkt Gen Expenses	35.00
523306 · Farmers Mkt-Entertainment	35.00
523305 · Farmers Mkt-EBT Tokens	126.00
523301 · Event Expenses	200.00
523500 · Dues and Subscriptions	50.00
531203 · Old City Hall	
531203U · Utilities	1,036.92
Total 531203 · Old City Hall	1,036.92
Total Expense	8,582.92
Net Ordinary Income	-412.77
Other Income/Expense	
Other Income	
381011 · Rent Received - 227 S. Broad St	4,950.00
Total Other Income	4,950.00
Net Other Income	4,950.00
Net Income	4,537.23

Monroe Downtown Development Authority
Profit & Loss
 January through May 2021

	Jan - May 21
Ordinary Income/Expense	
Income	
389003 · Principle-Revolving Loan Fund	8,702.32
361002 · Interest-Revolving Loan Fund	2,506.58
347903 · Farmers Market Revenue	
Farmers Market Fees	
Vendor Fee	2,461.09
Farmers Market Fees - Other	1,127.90
Total Farmers Market Fees	3,588.99
347903 · Farmers Market Revenue - Other	441.48
Total 347903 · Farmers Market Revenue	4,030.47
347300 · Event Fees/Revenue	2,109.00
334000 · Grants - State	500.00
336100 · City Funding	6,250.00
361000 · Interest Income	47.91
371000 · Memberships & Contributions	21,304.39
389000 · Other Misc. Revenue	650.00
Total Income	46,100.67
Expense	
572030 · Downtown Development	17,100.00
531175 · Farmers Mkt Gen Expenses	407.46
523306 · Farmers Mkt-Entertainment	35.00
523305 · Farmers Mkt-EBT Tokens	176.00
523301 · Event Expenses	2,438.55
523850 · Contract Labor	2,500.00
523500 · Dues and Subscriptions	120.00
531600 · Equipment <\$5000	1,775.06
531100 · Office Operations	348.01
521200 · Professional Fees	750.00
523300 · Advertising	700.00
531203 · Old City Hall	
531203D · Pest Control	120.00
531203U · Utilities	7,487.30
Total 531203 · Old City Hall	7,607.30
Total Expense	33,957.38
Net Ordinary Income	12,143.29
Other Income/Expense	
Other Income	

Monroe Downtown Development Authority
Profit & Loss
January through May 2021

	<u>Jan - May 21</u>
381011 · Rent Received - 227 S. Broad St	16,100.00
Total Other Income	16,100.00
Net Other Income	16,100.00
Net Income	<u><u>28,243.29</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: Josh Gentry
 BUSINESS NAME: Amici Monroe LLC
 BUSINESS ADDRESS: 132 E. Church St.
 ADDRESS OF PROJECT: 132 E. Church St.
 TELEPHONE NUMBERS: 770-266-6803
 EMAIL: jgentry@amicicafe.com

Please attach a brief description of proposed work. (Note: to receive payment, project must be completed as described)
 ESTIMATED COST: \$8,478
 GRANT MONEY APPLYING FOR: ~~1,500~~ 1,500
 ESTIMATED START DATE: 3/10/21
 ESTIMATED COMPLETION DATE: 3/31/21

I understand that the incentive match must be used for the project described in this application and that the project must be fully completed before the payment will be considered.
 SIGNATURE: [Signature] DATE: 5/30/21

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

Oconee Custom Signs, Inc.
(706) 923-0500 office
(706) 923-0585 fax
819 Harmony Road Suite 800
Eatonton, GA 31024

Invoice

Bill To
Amici Monroe Josh Gentrup 678-232-8209

Due Date
3/10/2021

Date
3/10/2021

Invoice #
8465

Quantity	Item Code	Description	Price Each	Amount
1	Architectural Lettering	building sign	3,500.00	3,500.00T
1	Architectural Lettering	road sign	4,350.00	4,350.00T
		Sales Tax	8.00%	628.00

All invoices paid with credit card are subjected to an additional 3.5% convenience fee.

Payments/Credits	\$0.00
Balance Due	\$8,478.00