



Downtown Development Authority

AGENDA

Thursday, October 14, 2021

8:00 AM

City Hall - 215 N. Broad Street

CALL TO ORDER

ROLL CALL

APPROVAL OF PREVIOUS MEETING MINUTES

1. DDA September Minutes

APPROVAL OF FINANCIAL STATEMENTS

2. DDA August Financials

PUBLIC FORUM

CITY UPDATE

COUNTY UPDATE

COMMUNITY WORK PLAN &REPORTS

Existing Environment - VC Park Update; murals

Infill Development - Milner Aycocock building RFP and pre-submittal meeting Friday, Oct. 15th at 10:00 am

Entertainment Draws -

PROGRAMS

Farmers Market

FUNDING

SPONSORSHIP

FACADE GRANTS

[3.](#) 126 W. Highland Facade Grant

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

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

ADJOURN



Downtown Development Authority

MINUTES

Thursday, September 09, 2021

8:00 AM

City Hall - 215 N. Broad Street

CALL TO ORDER

Meeting was called to order at 8:03 am.

ROLL CALL

PRESENT

- Chairman Lisa Anderson
- Secretary Andrea Gray (via conference call)
- Board Member Whit Holder
- Board Member Wesley Sisk
- City Council Representative Ross Bradley
- Board Member Chris Collin

ABSENT

- Vice Chair Meredith Malcom
- Board Member Charles Sanders

CITY STAFF

- Les Russell
- Sadie Krawczyk

APPROVAL OF PREVIOUS MEETING MINUTES

- . DDA August Minutes

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

APPROVAL OF FINANCIAL STATEMENTS

. DDA July Financials

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

PUBLIC FORUM

David Dickinson was present to discuss ideas for the Bicentennial 5K on October 9th. He is serving as the race chairman and stated the need for 10+ volunteers for the race due to its many turns.

CITY UPDATE

The Blaine Station PCD will be before Planning & Zoning and City Council in the coming months; the update to Monroe's Historic Survey will be underway soon; RFP for a Comprehensive Planning Firm is posted at this time

None.

COMMUNITY WORK PLAN &REPORTS

Strategy #1 Downtown Design - murals update, pocket park refresh

An update on cameras/signage for the hammock park was also discussed.

Strategy #2 Redevelopment - Contract Extension for N. Jackson property

A new leak within the Milner-Aycock building was noted; we now have keys to the building.

Strategy #3 Entertainment Draws - pirate day; Javianne Oliver parade and ceremony; Bicentennial 5K on Fall Fest day (volunteers needed)

PROGRAMS

Farmers Market

Farm to Table committee meeting 9/9, event planned for 11/7

FUNDING

SPONSORSHIP

FACADE GRANTS - none

COMMUNITY EVENT GRANTS - none

NEW BUSINESS

. Contract Amendment - 109 S. Jackson Street

Approved - Motion made by Board Member Sisk, Seconded by City Council Representative Bradley.

Voting Yea: Chairman Anderson, Secretary Gray, Board Member Holder, Board Member Sisk, City Council Representative Bradley, Board Member Collin

ANNOUNCEMENTS:

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

Georgia Downtown Association Winners to be recognized at City Council meeting on 9/14/21 at 6:00 pm.

ADJOURN

Motion made by City Council Representative Bradley, Seconded by Board Member Sisk.

Voting Yea: Chairman Anderson, Secretary Gray, Board Member Holder, Board Member Sisk, City Council Representative Bradley, Board Member Collin

Profit & Loss

January through August 2021

	<u>Jan - Aug 21</u>
Ordinary Income/Expense	
Income	
389003 · Principle-Revolving Loan Fund	13,958.60
361002 · Interest-Revolving Loan Fund	3,975.64
347903 · Farmers Market Revenue	
Farmers Market Fees	
Vendor Fee	3,516.09
Farmers Market Fees - Other	3,172.90
Total Farmers Market Fees	<u>6,688.99</u>
sales	684.00
347903 · Farmers Market Revenue - Other	6,438.79
Total 347903 · Farmers Market Revenue	<u>13,811.78</u>
347300 · Event Fees/Revenue	4,309.00
334000 · Grants - State	500.00
336100 · City Funding	12,500.00
361000 · Interest Income	77.28
371000 · Memberships & Contributions	39,677.39
389000 · Other Misc. Revenue	650.00
Total Income	<u>89,459.69</u>
Expense	
572030 · Downtown Development	24,825.00
531175 · Farmers Mkt Gen Expenses	407.46
523306 · Farmers Mkt-Entertainment	455.00
523305 · Farmers Mkt-EBT Tokens	869.00
523304 · Farmers Mkt-SR BUCKS	-205.00
523301 · Event Expenses	3,553.03
523850 · Contract Labor	7,600.00
523500 · Dues and Subscriptions	120.00
531600 · Equipment <\$5000	3,171.35
531100 · Office Operations	348.01
521200 · Professional Fees	750.00
523300 · Advertising	1,500.00
531203 · Old City Hall	
531203D · Pest Control	120.00
531203U · Utilities	11,538.82
Total 531203 · Old City Hall	<u>11,658.82</u>
Total Expense	<u>55,052.67</u>
Net Ordinary Income	<u>34,407.02</u>
Other Income/Expense	
Other Income	
381011 · Rent Received - 227 S. Broad St	22,750.00
Total Other Income	<u>22,750.00</u>
Net Other Income	<u>22,750.00</u>
Net Income	<u><u>57,157.02</u></u>

Balance Sheet

As of September 10, 2021

	<u>Sep 10, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
111151 · SYNOVUS-Revolving Loan Fund	74,489.21
111145 · RDF Checking Account	500.00
111108 · Synovus 205-495-003-6	29,025.45
111111 · Synovus 100-097-081-2	70,029.18
111100 · General Fund Checking	123,890.39
Total Checking/Savings	<u>297,934.23</u>
Accounts Receivable	
111901 · Grant Receivable	2,241.78
Total Accounts Receivable	<u>2,241.78</u>
Total Current Assets	<u>300,176.01</u>
TOTAL ASSETS	<u>300,176.01</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
121104 · Accts. Payable - DT Dollars	4,870.66
Total Other Current Liabilities	<u>4,870.66</u>
Total Current Liabilities	<u>4,870.66</u>
Total Liabilities	4,870.66
Equity	
134220 · Fund Balance Unreserved	238,148.33
Net Income	57,157.02
Total Equity	<u>295,305.35</u>
TOTAL LIABILITIES & EQUITY	<u>300,176.01</u>

Profit & Loss

August 2021

	<u>Aug 21</u>
Ordinary Income/Expense	
Income	
389003 · Principle-Revolving Loan Fund	1,755.01
361002 · Interest-Revolving Loan Fund	486.77
347903 · Farmers Market Revenue	
Farmers Market Fees	980.00
347903 · Farmers Market Revenue - Other	<u>2,113.12</u>
Total 347903 · Farmers Market Revenue	<u>3,093.12</u>
347300 · Event Fees/Revenue	630.00
361000 · Interest Income	9.94
371000 · Memberships & Contributions	<u>15,000.00</u>
Total Income	<u>20,974.84</u>
Expense	
572030 · Downtown Development	225.00
523306 · Farmers Mkt-Entertainment	140.00
523305 · Farmers Mkt-EBT Tokens	212.00
523304 · Farmers Mkt-SR BUCKS	395.00
523301 · Event Expenses	133.84
523850 · Contract Labor	1,800.00
531203 · Old City Hall	
531203U · Utilities	<u>1,543.99</u>
Total 531203 · Old City Hall	<u>1,543.99</u>
Total Expense	<u>4,449.83</u>
Net Ordinary Income	<u>16,525.01</u>
Other Income/Expense	
Other Income	
381011 · Rent Received - 227 S. Broad St	<u>2,200.00</u>
Total Other Income	<u>2,200.00</u>
Net Other Income	<u>2,200.00</u>
Net Income	<u><u>18,725.01</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: Vicki GRAFT

BUSINESS NAME: Two-Time at the Cottage

BUSINESS ADDRESS: 126 W. Highland Ave. Monroe GA

ADDRESS OF PROJECT: 126 W. Highland Ave. Monroe GA

TELEPHONE NUMBERS: 43-866-0400

EMAIL: vgraft@two.com

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

ESTIMATED COST: ~\$6305

GRANT MONEY APPLYING FOR: \$1500.00

ESTIMATED START DATE: 9/20/21

ESTIMATED COMPLETION DATE: 11/20/21

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: Vicki Graft DATE: 9/16/21

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

CHECKLIST

- Application is complete
- Project Description is attached
- Budget summary/cost estimate is attached
- Letter of consent from property owner (if leasing)
- Photograph of building with existing conditions
- Paint and awning samples (if applicable)
- City permits applied for (if applicable)
- HPC approval

Description:

Our intention is to completely alter the existing facade of 126 W. Highland Avenue from what was once a dog bath and spa to a quaint little tea house with a cottage style appeal. The front entrance will be moved and centrally located with bilateral windows creating a more symmetrical look. The exterior low hanging roof line will be raised by the addition of an open gable adding attractive dimension to the existing structure. Final finishes at this point are siding with some lovely accents to take on a French Cottage Style design. *(Please see enclosed architectural drawings for visual aid.)*

Estimate of Tea~Time at the Cottage Facade Renovations:

- Windows - \$835
- Relocation of front entrance and door costs - \$2500
- Gable construction and completion - \$2000
- Siding and trim - \$1000

Estimate Total ~ \$6325

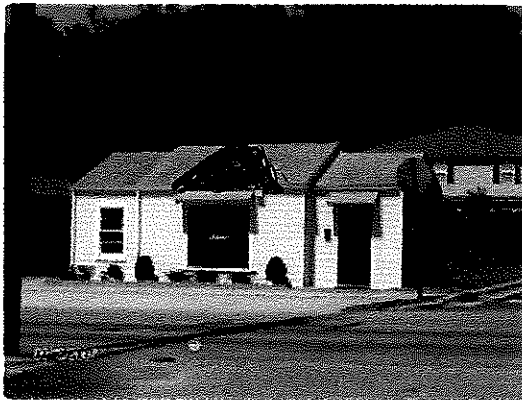
To date - windows and front door have been purchased. Construction has started and the projected completion is a few weeks to one month depending on delivery of the front door.

Finally, we are so excited to begin this project and look forward to participating in such a delightful way in our community. It is our desire that Tea~Time at the Cottage will add a little something unique and special to the beautiful City of Monroe, GA.

Thank you for your consideration in the grant project,

~ Vicki and Rob Grafe

Current Conditions:





City of Monroe

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

COMMERCIAL REMODEL PERMIT

PERMIT #:	173	DESCRIPTION:	COM REMODEL 970 SQ FT
JOB ADDRESS:	126 W HIGHLAND AVENUE	LOT #:	
PARCEL ID:		BLK #:	
SUBDIVISION:		ZONING:	
ISSUED TO:	NEHEMIAH CONSTRUCTION	CONTRACTOR:	NEHEMIAH CONSTRUCTION LLC
ADDRESS:	139 N MIDLAND AVE	ADDRESS:	139 N MIDLAND AVE
CITY, STATE ZIP:	MONROE GA 30655	CITY, STATE ZIP:	MONROE GA 30655
PHONE:		PHONE:	
PROP.USE		DATE ISSUED:	8/27/2021
VALUATION:	\$ 29,682.00	EXPIRATION:	2/23/2022
SQ FT	970.00	PERMIT STATUS:	O
OCCP TYPE:		# OF BEDROOMS	
CNST TYPE:		# OF BATHROOMS	
INSPECTION	770-207-4674	# OF OTHER ROOMS	
REQUESTS:	dadkinson@monroega.gov		

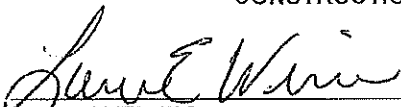
FEE CODE	DESCRIPTION	AMOUNT
BP-01	BUILDING VALUATION FEE BY SQFT	\$ 158.41
FEE TOTAL		\$ 158.41
PAYMENTS		\$-158.41
BALANCE		\$0.00

NOTES:

NOTICE

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.



(APPROVED BY)

9/1/2021
DATE