



## **Downtown Development Authority**

### **AGENDA**

**Thursday, February 11, 2021**

**8:00 AM**

**City Hall - 215 N. Broad Street - Join Zoom Meeting**

**<https://us02web.zoom.us/j/83217262394>**

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#### **CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF PREVIOUS MEETING MINUTES**

**1.** DDA January Minutes

**APPROVAL OF FINANCIAL STATEMENTS**

**2.** DDA December Financials

#### **PUBLIC FORUM**

#### **CITY UPDATE**

#### **COUNTY UPDATE**

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

**Existing Environment** - alleyway update (W. Spring & Wayne)

**Infill Development** -

**Entertainment Draws** -

#### **PROGRAMS**

**Events** - 2021 Calendar

**Downtown Design**

**Farmers Market** - registration open for 2021 season

**FUNDING****SPONSORSHIP****FACADE GRANTS - None.****COMMUNITY EVENT GRANTS - None.****NEW BUSINESS****ANNOUNCEMENTS:**

March 1st - Annual Downtown Reception, 6:00 pm at the Factory at Walton Mill

March 10th - GEMS Virtual Presentation

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

**ADJOURN**



**Downtown Development Authority**

**MINUTES**

**Thursday, January 14, 2021**

**8:00 AM**

**Virtual Meeting via Zoom - <https://us02web.zoom.us/j/82957379872>**

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**CALL TO ORDER**

Meeting was called to order at 8:04 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**

December Meeting Minutes

Approved - Motion made by Board Member Sanders, Seconded by Board Member Holder.  
Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Holder,  
Board Member Sanders, Board Member Collin

DDA Called Meeting Minutes

Approved - Motion made by Vice Chair Malcom, Seconded by Secretary Gray.  
Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Holder,  
Board Member Sanders, Board Member Collin

**APPROVAL OF FINANCIAL STATEMENTS**

DDA November Financials

Approved - Motion made by Board Member Sanders, Seconded by Vice Chair Malcom.  
Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Holder,  
Board Member Sanders, Board Member Collin

**PUBLIC FORUM**

None.

**CITY UPDATE**

City approved paving of S. Madison this week at council; planning retreat scheduled for 1/22/2021 to discuss many zoning and planning matters.

**COUNTY UPDATE**

None.

**COMMUNITY WORK PLAN &REPORTS**

**Existing Environment -**

Wayne Street sidewalks still in planning stage. Chris Collin inquired whether or not the alleyway would be a part of the work. Sadie Krawczyk will follow-up to clarify.

**Infill Development -**

No update.

**Entertainment Draws -**

No update.

**PROGRAMS**

**Events**

The board discussed Chocolate Walk and advised to cancel it for this year in order to reintroduce the event in the future with changes; first event for 2021 will be the Car Show on March 13th; Dock Dogs is scheduled for April 17 & 18; planning on 4 concerts this year on the Downtown Green (May, June, August, & September).

## **Downtown Design**

No update.

## **Farmers Market**

Market will resume in May 2021 and will be using a new online vendor platform called Farmspread. The market received a grant to cover the costs of this service.

Farm to Table is tentatively scheduled for a Sunday evening in late April. Committee planning will begin next month.

## **FUNDING**

**SPONSORSHIP** - \$55,700 contributed in 2020.

Annual Sponsor Reception - 1/25/21 at 6 pm

Sponsor renewal invoices will go out by month end. The board decided to postpone the sponsor reception to later in the year, possibly March, due to current COVID cases. Staff will send out a letter updating sponsors on the change.

**FACADE GRANTS** - None.

**COMMUNITY EVENT GRANTS** - None.

## **NEW BUSINESS**

Sailor Studio closed at the end of the year for Rekindle to expand into the full retail space.

Our GEMS virtual presentation has been rescheduled to March 10th.

**Adjourn to Executive Session** - Motion made by Board Member Holder, Seconded by Secretary Gray.

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

## **EXECUTIVE SESSION**

Real estate matters were discussed.

**Adjourn Executive Session** - 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, City Council Representative Bradley, Board Member Collin

## **ANNOUNCEMENTS:**

Next meeting scheduled, February 11, at 8:00 am at Monroe City Hall

**ADJOURN**

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

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

## Profit &amp; Loss

January through December 2020

	Jan - Dec 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
389003 · Principle-Revolving Loan Fund	17,188.80
361002 · Interest-Revolving Loan Fund	5,229.00
391205 · Transfers In-DDA Stabilization	100,000.00
347903 · Farmers Market Revenue	
Farmers Market Fees	
Vendor Fee	1,600.00
Farmers Market Fees - Other	4,005.00
<b>Total Farmers Market Fees</b>	<b>5,605.00</b>
<b>sales</b>	<b>631.00</b>
347903 · Farmers Market Revenue - Other	11,985.88
<b>Total 347903 · Farmers Market Revenue</b>	<b>18,221.88</b>
347300 · Event Fees/Revenue	25,802.44
334000 · Grants - State	11,500.00
336100 · City Funding	31,250.00
361000 · Interest Income	120.41
371000 · Memberships & Contributions	28,315.93
389000 · Other Misc. Revenue	811.20
<b>Total Income</b>	<b>238,439.66</b>
<b>Expense</b>	
573000 · Payments to Others	121,140.00
572030 · Downtown Development	17,297.00
531175 · Farmers Mkt Gen Expenses	10,235.92
523306 · Farmers Mkt-Entertainment	420.00
523305 · Farmers Mkt-EBT Tokens	1,519.00
523304 · Farmers Mkt-SR BUCKS	567.00
523303 · Farmers Mkt-Gift Certs	82.00
523301 · Event Expenses	8,780.54
523850 · Contract Labor	9,600.00
523500 · Dues and Subscriptions	600.00
531600 · Equipment <\$5000	13,919.98
531100 · Office Operations	2,431.52
523400 · Printing and Reproduction	132.89
523300 · Advertising	640.00
523700 · Training & Education	1,067.90
531203 · Old City Hall	
531203D · Pest Control	360.00
531203U · Utilities	19,770.94
522600 · Landscaping	130.00
<b>Total 531203 · Old City Hall</b>	<b>20,260.94</b>
<b>Total Expense</b>	<b>208,694.69</b>
<b>Net Ordinary Income</b>	<b>29,744.97</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
381011 · Rent Received - 227 S. Broad St	31,000.00
<b>Total Other Income</b>	<b>31,000.00</b>
<b>Net Other Income</b>	<b>31,000.00</b>
<b>Net Income</b>	<b>60,744.97</b>

## Profit &amp; Loss

December 2020

	<u>Dec 20</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
389003 · Principle-Revolving Loan Fund	1,731.79
361002 · Interest-Revolving Loan Fund	509.99
347903 · Farmers Market Revenue	962.75
347300 · Event Fees/Revenue	5,879.69
336100 · City Funding	6,250.00
361000 · Interest Income	9.75
371000 · Memberships & Contributions	1,706.93
389000 · Other Misc. Revenue	414.00
<b>Total Income</b>	<u>17,464.90</u>
<b>Expense</b>	
572030 · Downtown Development	3,099.15
531175 · Farmers Mkt Gen Expenses	2,665.17
523301 · Event Expenses	2,731.07
523850 · Contract Labor	1,000.00
531100 · Office Operations	811.10
523400 · Printing and Reproduction	132.89
523700 · Training & Education	675.00
531203 · Old City Hall	
531203U · Utilities	927.19
<b>Total 531203 · Old City Hall</b>	<u>927.19</u>
<b>Total Expense</b>	<u>12,041.57</u>
<b>Net Ordinary Income</b>	5,423.33
<b>Other Income/Expense</b>	
<b>Other Income</b>	
381011 · Rent Received - 227 S. Broad St	2,200.00
<b>Total Other Income</b>	<u>2,200.00</u>
<b>Net Other Income</b>	<u>2,200.00</u>
<b>Net Income</b>	<u><u>7,623.33</u></u>



**Balance Sheet**

As of December 31, 2020

	<u>Dec 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
111151 · SYNOVUS-Revolving Loan Fund	56,550.99
111145 · RDF Checking Account	500.00
111108 · Synovus 205-495-003-6	33,596.45
111111 · Synovus 100-097-081-2	69,982.57
111100 · General Fund Checking	<u>77,710.24</u>
<b>Total Checking/Savings</b>	238,340.25
<b>Accounts Receivable</b>	
111901 · Grant Receivable	<u>2,241.78</u>
<b>Total Accounts Receivable</b>	2,241.78
<b>Other Current Assets</b>	
1499 · Undeposited Funds	<u>6,250.00</u>
<b>Total Other Current Assets</b>	6,250.00
<b>Total Current Assets</b>	<u>246,832.03</u>
<b>TOTAL ASSETS</b>	<b><u>246,832.03</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
121104 · Accts. Payable - DT Dollars	<u>9,183.70</u>
<b>Total Other Current Liabilities</b>	9,183.70
<b>Total Current Liabilities</b>	<u>9,183.70</u>
<b>Total Liabilities</b>	9,183.70
<b>Equity</b>	
134220 · Fund Balance Unreserved	176,903.36
Net Income	<u>60,744.97</u>
<b>Total Equity</b>	237,648.33
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>246,832.03</u></b>