



Downtown Development Authority of the City of Perry

Monday, August 28, 2023

5:00pm

Perry City Hall – 808 Carroll Street – Economic Development Conference Room

**AGENDA**

1. Call To Order
2. Invocation
3. Guests/Speakers
4. Citizens with Input
5. Old Business
  - a. Mixed Use Building Project Update
6. New Business
  - a. Approve minutes of July 24, 2023 meeting
  - b. Approve July 2023 Financials
  - c. Approve FY23 final budget amendment
7. Other Business
8. Member Items
9. Main Street Report
10. Downtown Update
  - a. Downtown Projects Update
  - b. Strategic Plan Update
11. Chairman Items
12. Adjourn

**All meetings are open to the public unless otherwise posted**

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[www.perry-ga.gov](http://www.perry-ga.gov)

Downtown Development Authority of the City of Perry  
Minutes - July 24, 2023

1. Call To Order: Chairman Rhodes called the meeting to order at 5:08pm.

Roll: Chairman Rhodes; Directors Kinnas, Gordon, and Tuggle were present.  
Directors Cossart, George, and Yasin were absent.

Staff: Alicia Hartley – Downtown Manager, Holly Wharton – Economic  
Development Director and Christine Sewell – Recording Clerk

2. Invocation – was given by Chairman Rhodes

3. Guests/Speakers - None

4. Citizens with Input – None

5. Old Business- None

6. New Business

- a. Adopt Fy2024 Operating Budget

Director Gordon motioned to adopt as presented; Director Kinnas seconded; all in favor and was unanimously approved.

- b. Approve minutes of June 26, 2023, meeting

Director Kinnas motioned to approve as submitted; Director Tuggle seconded; all in favor and was unanimously approved.

- c. Approve June 2023 Financials

Director Gordon motioned to approve as submitted; Director Kinnas seconded; all in favor and was unanimously approved.

- d. Downtown Mixed-Use Building Update

Ms. Hartley advised based on last month's discussion she has emailed and mailed out to all parties of the development group on July 7<sup>th</sup> and outlined the following parameters: Office space for City of Perry functions (approximately 13,000 square feet), minimum of 12 residential units. The breakdown of units shall follow the percent mix of the Optimum Market Position table on page 28 of the residential study, restaurant space with approximately 3,000 – 4,000 square feet, additional retail/commercial spaces or restaurant spaces with smaller unit sizes. A diverse mix of uses is preferred. Using the Shared Parking Demand table and the minimum parking requirements in the Land Management Ordinance the maximum number of parking spaces for the development is 36. 18 of which would be designated for residential parking. City employees would be instructed to park off site. Considering

the new railroad parking lot and on street parking this will accommodate over 100 available parking spots near the development.

The development should have an urban street design along the entirety of Carroll Street and some store frontage along Main Street. No additional incentives or local assistance available for the project. DDA would be supportive of DDRLF and Georgia Cities Loan. Deadline of Wednesday, August 23 for a revised plan addressing all parameters to be reviewed by DDA on August 26. Ms. Hartley advised she has not heard back on a revised response; but she will reach out as another follow-up.

7. Other Business - None
8. Member Items – None
9. Main Street Report
10. Downtown Update
  - a. Downtown Projects Update

Ms. Hartley advised August 19: Sidewalk/Warehouse Sale. Upcoming COAs: Muse Expansion and All State Construction updated façade. Drink & Dine Promotion – \$738 remains in the budget; 84 -- \$25 gift cards. Meeting location change: DDA will meet at the new City Hall starting in September at 808 Carroll Street, Economic Development Conference Room. New City Hall Open House – August 18 | 5pm. Main Street Messenger newsletter. The New Perry Hotel closed late last week. Business Updates: Ember & Ash opened July 21; MadiGrace Boutique Co opened July 15<sup>th</sup>.

- b. Strategic Plan Update – Ms. Hartley advised that efforts continue, and Main Street is looking to partner with the CVB on their next project.
11. Chairman Items – None
12. Adjourn: there being no further business to come before the board the meeting was adjourned at 5:28pm.

**Downtown Development Authority  
Balance Sheet  
July 31, 2023**

	General Fund	Capital Projects Fund	Total Governmental Funds
<b>Assets</b>			
Cash & Cash Equivalents	73,044.27	\$ -	\$ 73,044.27
Interest Receivable		-	-
Loan Receivable	12,884.75	-	12,884.75
Due from Other Funds	-	-	-
<b>Total Assets</b>	<b>85,929.02</b>	<b>\$ -</b>	<b>\$ 85,929.02</b>
 <b>Liabilities and Fund Balances</b>			
Liabilities			
Accounts Payable		\$ -	\$ -
Due to City of Perry	-	-	-
Due to Other Funds	-	-	-
<b>Total Liabilities</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>
 Fund Balances			
NonSpendable			
Loan Receivable	12,884.75		\$ 12,884.75
Reserved for			
BOOST	900.00	-	900.00
Revolving Loan	8,342.17	-	8,342.17
Unreserved	63,802.10	-	63,802.10
<b>Total Fund Balances</b>	<b>85,929.02</b>	<b>\$ -</b>	<b>\$ 85,929.02</b>
 <b>Total Liabilities and Fund Balances</b>	 <b>85,929.02</b>	 <b>\$ -</b>	 <b>\$ 85,929.02</b>



Operating Account Summary

<u>Date</u>	<u>Activity Description</u>	<u>Check Number</u>	<u>Amount</u>
7/1/2022	Beginning Balance		81,517.70
7/1/2022	GA Power		(45.05)
7/1/2022	Clover Wine Merchant		288.55
7/5/2022	Houston Home Journal		(72.00)
7/20/2022	July Allocation		675.00
7/27/2022	Mossy Creek Natural Loan Payment		288.95
7/27/2022	S & S Restaurant Loan Payment		433.82
7/31/2022	July Interest		8.38
8/1/2022	Clover Wine Merchant		288.55
8/3/2022	August Allocation		675.00
8/4/2022	GA Power		(45.05)
8/26/2022	Mossey Creek Natural Loan Payment		288.95
8/28/2022	S & S Restaurant Loan Payment		433.82
8/31/2022	August Interest		9.83
9/1/2022	Clover Wine Merchant		288.55
9/1/2022	Façade Grant - Sole Shoe Company	116	(1,997.00)
9/2/2022	GA Power		(45.05)
9/4/2022	Façade Grant Reimbursement from City		1,997.00
9/7/2022	September Allocation		675.00
9/26/2022	Mossey Creek Natural Loan Payment		288.95
9/26/2022	S & S Restaurant Loan Payment		433.82
9/30/2022	September Interest		9.14
10/1/2022	Clover Wine Merchant		288.55
10/5/2022	GA Power		(45.05)
10/11/2022	October Allocation		675.00
10/20/2022	Façade Grant Reimbursement from City		3,000.00
10/20/2022	Orleans on Carroll Façade Grant		(2,500.00)
10/20/2022	Dave Corson Façade Grant		(500.00)
10/31/2022	October Interest		9.64
11/2/2022	GA Power		(45.02)
11/22/2022	November Allocation		675.00
11/22/2022	Gas Agreement Reimbursement from City		43,740.28
11/28/2022	Beaux Ellen Resturant Natural Gas Incentive		(34,034.12)
11/28/2022	Orleans on Carroll Natural Gas Incentive		(9,706.16)
11/30/2022	November Interest		9.35
12/7/2022	December Allocation		675.00
12/8/2022	City Allocation for Alleyway Project		7,320.00
12/8/2022	Dixie Landscaping		(14,640.00)
12/13/2022	Bank Service Charge		(30.00)
12/16/2022	GA Power		(45.02)
12/31/2022	December Interest		9.60
1/3/2023	GA Power		(44.98)
1/2/2023	January Allocation		675.00
1/12/2023	SunMark- alleyway donation		100.00
1/12/2023	Evan Zebley-alleyway donation		100.00
1/12/2023	Mossey Creek Natural Loan Payment		866.95
2/1/2023	Mossey Creek Natural Loan Payment		288.95
2/1/2023	S & S Restaurant Loan Payment		433.82
2/1/2023	Clover Wine Merchant (Nov,Dec, Jan)		865.65
2/2/2023	February Allocation		675.00
2/6/2023	Clover Wine Merchant		288.55
2/21/2023	GA Power		(45.14)
3/2/23	online GA power monthly payment for Commerce Street		(45.16)
3/13/23	Perry Area Historical Society - street signs		(5,000.00)

## Operating Account Summary

3/1/23	Clover Wine loan pmt	288.55
3/1/23	Mossy Creek Natural loan pmt	288.95
3/1/23	S & S Restaurant Mangement loan pmt	433.82
3/1/23	January Interest AE 1605	50.52
3/2/23	March Allocation from City	675.00
4/3/23	GA Power	(44.40)
4/3/23	Clover Wine loan pmt	288.55
4/3/23	Mossy Creek Natural loan pmt	288.95
4/3/23	S & S Restaurant Mangement loan pmt	433.82
4/6/23	April Allocation from City	675.00
4/13/23	Zimmerman & Volk- Housing Study	(7,500.00)
4/21/23	Superior Press Print-Page Binder	(41.88)
4/21/23	Superior Press Print-Business Checks	(147.84)
5/2/23	GA Power	(45.14)
5/2/23	Clover Wine loan pmt	288.55
5/2/23	Mossy Creek Natural loan pmt	288.95
5/2/23	S & S Restaurant Mangement loan pmt	433.82
5/4/23	May Allocation from City	675.00
6/5/23	GA Power	(45.14)
6/1/23	Clover Wine loan pmt	288.55
6/1/23	Mossy Creek Natural loan pmt	288.95
6/1/23	S & S Restaurant Mangement loan pmt	433.82
6/1/23	June Allocation from City	675.00
6/15/23	Downtown Housing Stufy	11,250.00
6/12/23	Drink & Wine Campaign	(1,500.00)
7/3/23	Clover Wine loan pmt	288.55
7/3/23	Mossy Creek Natural loan pmt	288.95
7/3/23	S & S Restaurant Mangement loan pmt	433.82
7/5/23	Houston Home Journal	(72.00)
7/6/2023	Zimmerman & Volk- Housing Study	(15,000.00)
7/13/23	July Allocation from City	517.00
7/13/23	Façade Grant	2,500.00
7/13/23	Zimmerman & Volk- Housing Study	(2,500.00)
7/14/23	Triple F Farms façade grant	(2,500.00)
7/31/2023	GA Power	(46.00)

Balance as of 7/31/2023

73,044.27

\*operating & boost balance

**The City of Perry  
 Reconciliation of Bank Statement for  
 Downtown Development Authority Synovus  
 General Operating Account  
 As of July 31, 2023**

Balance per Bank Statement	88,233.95	Ending Balance:
		O/S Deposits:
Plus deposits not on statement		
Deposits	288.95	
	433.82	
	517.00	
	288.55	
	2,500.00	
Less Disbursements:		
	(46.00)	
	(72.00)	O/S Disbursements:
	(2,500.00)	Checks:
	(2,500.00)	
	(15,000.00)	
Reconciled bank statement balance	72,144.27	
Balance per transaction register	<u>72,144.27</u>	
Difference	<u><u>0.00</u></u>	



**The City of Perry  
Reconciliation of Bank Statement for  
Downtown Development Authority - Synovus  
BOOST Donation Account  
As of July 31, 2023**

Balance per Bank Statement	900.00
Plus deposits not on statement	0.00

Less outstanding checks (Payables)

Reconciled bank statement balance	900.00
Balance per transaction register	<u>900.00</u>
Difference	<u><u>0.00</u></u>

DDA FY23 Final Budget Amendment

End of Year Finals

Revenues

Donation	200.00
Donation - BOOST	-
Rent	-
Main Street Advisory Board	-
Reimbursement from CVB & Chamber	-
Sale of Asset	-
Revolving Loan Repayment-Principal	9,740.00
Revolving Loan Repayment-Interest	373.00
Miscellaneous	-
Investment Income	<u>107.00</u>
Total Revenues	10,420.00

Expenditures

Professional Services - Audit	
Professional Services - Other	7,500.00
Telephone	-
Main St Restricted Account	1,500.00
Postage & Freight	-
Advertising	-
Promotions - Other	-
Fradulent Activity	-
BOOST	-
Dues and Fees	30.00
Meetings	-
Training	-
General Supplies & Materials	190.00
DDA Revolving Loan	-
Façade Grant	4,997.00
Alleyway Project	14,640.00
Street Signs	5,000.00
Natural Gas Incentative Program	43,741.00
Electricity - Commerce Street Light	496.00
Water & Sewer Services	-
Total Expenditures	<u>78,094.00</u>

Other Financing Sources

Transfer In - City of Perry	75,408.00
Transfer In - Hotel/Motel	
Transfer In - Capital Projects	<u>-</u>