



Downtown Development Authority of Bainbridge
 Agenda
 August 17, 2023 | 8:00 a.m.
 Council Chambers | City Hall

MISSION: To stimulate revitalization of Downtown Bainbridge by: supporting creative economic development endeavors; enhancing its historic appeal and creativity; endorsing its pride and promise; and embracing its diverse economy.

1. Call to Order & Welcome
2. Recognize Guests/Visitors
3. Approval of Minutes & Financial Report
4. Old Business
 - a. Crosswalks @ West & Water Street intersection
 - b. Website refresh
 - c. Downtown Sound System
 - d. Downtown Block Party
5. New Business
 - a. Director Report/Main Street Monthly Report
 - b. Façade Grant Application: 200 W Broughton Street
 - c. Open Container District Expansion
 - d. DDA Board Retreat
6. Adjourn

Upcoming Dates

- August 21-24: GDA Annual Conference (Canton)
- August 25: Sip & Shop
- September 6: Coffee + Conversations 9 a.m.
- September 9: Second Saturday
- September 28: Fall Regional Round-Up (10 a.m.-2 p.m.)
- October 11: GEMS One-on-One site visit (1 p.m.-4 p.m.)
- November 15: Georgia Cities Heart & Soul Design Workshop (8:30 a.m.-3:30 p.m.)

2023 Regular Meetings	
June 15	September 21
July 20	October 19
August 17	November 16
	December 21

ATTENDANCE	
Darrell Cox- 7/17/25	___
Sterling Widner- 5/7/25	___
Doug Young- 9/1/25	___
Tom Conger- 5/7/25	___
Shae Brouillet- 10/16/24	___
Brent Warr- 4/20/27	___
Melinda Taylor- 10/16/24	___

2023 Training
○ June 23 DDA Basic (Savannah)
○ June 27 DDA Basic (Virtual)
○ August 21 DDA Basic (Canton)
○ August 21 DDA Advanced (Canton)

101 South Broad Street | Bainbridge, GA 39817

P 229-400-9093 | F: 229-246-7311

Email: amandag@bainbridgecity.com | www.downtownbainbridgega.com





Downtown Development Authority
July 20, 2023

PRESENT: Shae Brouillet, Tom Conger, Brent Warr, Melinda Taylor, Doug Young & Amanda Glover

VIRTUAL: Darrell Cox

ABSENT: Sterling Widener

GUESTS: Rande Eubanks, Ethan Redish, Bruce Kirbo, Jamie Sinko

DDA Director called the meeting to order and welcomed those in attendance.

MINUTES AND FINANCIAL: Melinda Taylor made a motion, seconded by Brent Warr approve the minutes. Doug Young made a motion, seconded by Melinda Taylor.

OLD BUSINESS:

- Glover reported the downtown website is being updated with a new look. A security camera has been installed in the lobby of the Downtown Station, and currently working with 5G Solutions to remedy the problem with the downtown sound system in Willis Park.

NEW BUSINESS:

- **Director's Report:** Glover updated website and social media accounts, presented at the Rural Development Institute in Valdosta, GA. One new business opened- Flourish Inc. at 102 N Broad Street, and two properties sold—The Willis Park Hotel & Ehrlich Building.
- **Façade Grant:** Brent Warr submitted a façade grant application to re-stucco the façade of 125 Calhoun Street for a total project cost of \$14,000. Brent Warr recused himself. Glover explained the project is eligible for a \$2500 façade grant based on its corner location and number of floors. Tom Conger made a motion, seconded by Melinda Taylor.
- Consideration of Downtown Development Revolving Loan Fund Resolution (125 Calhoun St): Glover explained the purpose of the resolution is for the DDA to show support of the downtown development project. Tom Conger made a motion, seconded by Shae Brouillet.
- Consideration of Georgia Cities Foundation Resolution (125 Calhoun St): Tom Conger made a motion, and seconded by Shae Brouillet.



**Downtown Development Authority
Called Meeting
July 25, 2023**

A meeting of the Downtown Development Authority was called to order by Chairman Darrell Cox.

PRESENT: Darrell Cox, Brent Warr, Melinda Taylor, Doug Young & Amanda Glover

VIRTUAL: Tom Conger

ABSENT: Sterling Widener and Shae Brouillet

GUESTS: Crystal Hines, Randee Eubanks, Ethan Redish

The purpose of the called meeting was to correct the voting procedures from the previous meeting.

MINUTES AND FINANCIAL: Melinda Taylor made a motion, seconded by Brent Warr, and unanimously carried to approve the minutes from the May 18, 2023 meeting. Doug Young made a motion, seconded by Melinda Taylor, and unanimously carried to approve the financials.

NEW BUSINESS:

- **Façade Grant:** Brent Warr submitted a façade grant application to re-stucco the façade of 125 Calhoun Street for a total project cost of \$14,000. Brent Warr recused himself for the next three agenda items: façade grant application, resolution for DDRLF and GCF. Glover explained the project is eligible for a \$2500 façade grant based on its corner location and number of floors. Doug Young made a motion, seconded by Melinda Taylor, and unanimously carried to approve a \$2500 façade grant application for 125 Calhoun Street.
- Consideration of Downtown Development Revolving Loan Fund Resolution (125 Calhoun St): Glover explained the purpose of the resolution is for the DDA to show support of the downtown development project. Melinda Taylor made a motion, seconded by Tom Conger, and unanimously carried to authorize the receipt of a loan from the Georgia Department of Community Affairs for the rehabilitation of 125 Calhoun Street.
- Consideration of Georgia Cities Foundation Resolution (125 Calhoun St): Doug Young made a motion, seconded by Melinda Taylor, and unanimously carried to authorize the receipt of a loan from the Georgia Cities Foundation for the rehabilitation of 125 Calhoun Street.

CITY OF BAINBRIDGE
BALANCE SHEET
AS OF: JULY 31ST, 2023

110-DOWNTOWN DEVELOPMENT

ACCOUNT # ACCOUNT DESCRIPTION BALANCE

ASSETS

110-0000-11.1110	CASH - GENERAL OPERATING	368,608.94
110-0000-11.1111	MONEY MARKET - PORT CITY	0.00
110-0000-11.1112	MONEY MARKET-FIRST NATIONAL	0.00
110-0000-11.1302	301 WATER STREET	0.00
110-0000-11.1303	CD - 1ST NAT'L -	0.00
110-0000-11.1313	CD -1ST STATE-1361500107	0.00
110-0000-11.1315	CD - PORT CITY- 23003357	0.00
110-0000-11.1316	CD - 1ST NAT'L-27553	0.00
110-0000-11.1317	127/131 WATER ST	0.00
110-0000-11.1318	CD-FAMILY 1020400606	0.00
110-0000-11.1319	CD - PORT CITY - 23003763	0.00
110-0000-11.1320	CD - PORT CITY - 23003767	0.00
110-0000-11.1321	207 WATER ST	0.00
110-0000-11.1322	LAND 227 BROUGHTON ST	7,470.24
110-0000-11.1323	220 BROAD STREET (HOOK & LADDE	179,022.67
110-0000-11.1324	110 BROAD STREET	0.00
110-0000-11.1325	BROAD/TROUP ST PARKING LOTS	49,811.07
110-0000-11.1326	HART ROLLINS PARKING LOT	40,000.00
110-0000-11.1327	227 BROUGHTON BATHROOM	301,523.00
110-0000-11.1328	102 WEST ST	0.00
110-0000-11.1329	125 CALHOUN ST	0.02
110-0000-11.1401	ACCRUED INTEREST REC-LEASES	29.93
110-0000-11.1901	A/R LEASE RECEIVABLE	146,293.08
110-0000-11.3203	DUE TO/FROM WATER & SEWER	0.00
110-0000-11.3204	DUE (TO)/FROM GAS	0.00
110-0000-11.3222	DUE (T)/F GENERAL FUND	(1,740.40)
110-0000-11.3233	DUE TO/FROM SPLOST # 6	0.00
110-0000-11.7510	ACCUMULATED DEPRECIATION	(11,780.89)
110-0000-11.7515	LEASE ASSET	50,055.85
110-0000-11.7600	CONSTRUCTION IN PROGRESS	0.00
110-0000-11.7910	ACCUM AMORTIZATION-LEASES	(9,063.15)
		<u>1,120,230.36</u>

1,120,230.36

TOTAL ASSETS

LIABILITIES

110-0000-12.1100	ACCOUNTS PAYABLE	0.00
110-0000-12.1101	ACCOUNTS PAYABLE	0.00
110-0000-12.2400	ACCRUED INTEREST PAYABLE	47.45
110-0000-12.2700	NOTES PAYABLE - CURRENT	0.00
110-0000-12.3101	LEASE LIABILITY	44,628.43
110-0000-12.5300	NOTES PAY NON-CURRENT	0.00
110-0000-12.9303	DEF INFLOWS - LEASES	146,293.08
	TOTAL LIABILITIES	<u>190,968.96</u>

190,968.96

CITY OF BAINBRIDGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JULY 31ST, 2023

110-DOWNTOWN DEVELOPMENT

% OF YEAR COMPLETED: 83.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	VARIANCE (UN) FAVORABLE	% YTD BUDGET
INTERGOVERNMENTAL REVENU						
=====						
STATE GOVERNMENT GRANTS	0	0.00	0.00	0.00	0.00	0.00
110-0000-33.4110 LOAN PROCEEDS	0	0.00	0.00	0.00	0.00	0.00
TOTAL STATE GOVERNMENT GRANTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL INTERGOVERNMENTAL REVENU						
	0	0.00	0.00	0.00	0.00	0.00
INVESTMENT INCOME						
=====						
INTEREST REVENUE	0	15.66	185.14	0.00	185.14	0.00
110-0000-36.1000 INTEREST REVENUES	0	15.66	185.14	0.00	185.14	0.00
TOTAL INTEREST REVENUE	0	15.66	185.14	0.00	185.14	0.00
REALIZED GAIN/LOSS-INVST						
110-0000-36.2000 PROCEEDS FM CLOSING	0	0.00	0.00	0.00	0.00	0.00
TOTAL REALIZED GAIN/LOSS-INVST	0	0.00	0.00	0.00	0.00	0.00
TOTAL INVESTMENT INCOME						
	0	15.66	185.14	0.00	185.14	0.00
CONTRIB.& DONATIONS PRIV						
=====						
CONTRIB.& DONAT.-PRIVATE	0	0.00	0.00	0.00	0.00	0.00
110-0000-37.1000 PROPERTY CONTRIBUTED	0	0.00	0.00	0.00	0.00	0.00
110-0000-37.1004 COMMUNITY CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIB.& DONAT.-PRIVATE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIB.& DONATIONS PRIV						
	0	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS REVENUE						
=====						
RENTS & ROYALTIES	0	0.00	750.00	0.00	750.00	0.00
110-0000-38.1002 RENTAL OF PROPERTY	0	0.00	750.00	0.00	750.00	0.00
TOTAL RENTS & ROYALTIES	0	0.00	750.00	0.00	750.00	0.00
OTHER						
110-0000-38.9000 ORNAMENT SALES	0	0.00	2,614.50	0.00	2,614.50	0.00
110-0000-38.9001 MISC REVENUE	0	0.00	585.84	0.00	585.84	0.00
110-0000-38.9002 LIVING HISTORY	0	0.00	0.00	0.00	0.00	0.00
110-0000-38.9003 GIFT CARD PROGRAM	0	(7.90)	4,386.24	0.00	4,386.24	0.00

CITY OF BAINBRIDGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JULY 31ST, 2023

110-DOWNTOWN DEVELOPMENT

% OF YEAR COMPLETED: 83.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	VARIANCE (UN) FAVORABLE	% YTD BUDGET
110-0000-38.9999 PRIOR YEAR EXCESS REV	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER	0	7.90	7,586.58	0.00	7,586.58	0.00
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TOTAL MISCELLANEOUS REVENUE	0	7.90	8,336.58	0.00	8,336.58	0.00
<hr/>						
OTHER FINANCING SOURCES						
=====						
INTERFUND TRANSFERS						
110-0000-39.1100 OPERATING TRANSFERS IN	0	0.00	0.00	0.00	0.00	0.00
110-0000-39.1109 TRANSFERS IN	65,000	5,416.67	54,166.70	0.00	(10,833.30)	83.33
TOTAL INTERFUND TRANSFERS	65,000	5,416.67	54,166.70	0.00	(10,833.30)	83.33
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TOTAL OTHER FINANCING SOURCES	65,000	5,416.67	54,166.70	0.00	(10,833.30)	83.33
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TOTAL REVENUE	65,000	5,424.43	62,688.42	0.00	(2,311.58)	96.44

CITY OF BAINBRIDGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JULY 31ST, 2023

110-DOWNTOWN DEVELOPMENT

% OF YEAR COMPLETED: 83.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	VARIANCE (UN) FAVORABLE	% YTD BUDGET
<u>NON-DEPARTMENTAL</u>						
<u>PERSONAL SERVICES</u>						
<u>SALARIES & WAGES</u>						
110-0000-51.1100 REGULAR EMPLOYEES	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & WAGES	0	0.00	0.00	0.00	0.00	0.00
<u>EMPLOYEE BENEFITS</u>						
110-0000-51.2200 SOCIAL SEC (FICA) CNTR	0	0.00	0.00	0.00	0.00	0.00
110-0000-51.2201 EMPLOYER INS CONTRIBUTE	0	0.00	0.00	0.00	0.00	0.00
110-0000-51.2202 EMPLOYER RETIRE CONTRI	0	0.00	0.00	0.00	0.00	0.00
110-0000-51.2205 CLAIMS PD FOR EMPLOYEE	0	0.00	0.00	0.00	0.00	0.00
TOTAL EMPLOYEE BENEFITS	0	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
<u>PURCHASED/CONTRACT SERV.</u>						
<u>PURCH. PROF.&TECH. SERV.</u>						
110-0000-52.1200 PROF SERVICES	10,000	0.00	52,394.00	0.00	(42,394.00)	523.94
TOTAL PURCH. PROF.&TECH. SERV.	10,000	0.00	52,394.00	0.00	(42,394.00)	523.94
<u>PURCHASED PROPERTY SERV.</u>						
110-0000-52.2210 MAINTENANCE & REPAIRS	0	0.00	0.00	0.00	0.00	0.00
110-0000-52.2215 OUTSOURCED (NON-SHOP)	0	0.00	0.00	0.00	0.00	0.00
110-0000-52.2310 RENT OF OFFICES	3,840	533.00	3,519.33	0.00	320.67	91.65
110-0000-52.2311 RENTAL OF LAND & BUILD	0	0.00	3,000.00	0.00	(3,000.00)	0.00
TOTAL PURCHASED PROPERTY SERV.	3,840	533.00	6,519.33	0.00	(2,679.33)	169.77
<u>OTHER PURCHASED SERVICES</u>						
110-0000-52.3101 INSURANCE	0	0.00	0.00	0.00	0.00	0.00
110-0000-52.3200 TELEPHONE	0	0.00	0.00	0.00	0.00	0.00
110-0000-52.3202 POSTAGE	0	0.00	0.00	0.00	0.00	0.00
110-0000-52.3300 ADVERTISING-PUB NOTICE	0	0.00	0.00	0.00	0.00	0.00
110-0000-52.3301 PROMOTIONAL ITEMS	0	0.00	0.00	0.00	0.00	0.00
110-0000-52.3500 TRAVEL	0	0.00	0.00	0.00	0.00	0.00
110-0000-52.3600 DUES & FEES	0	0.00	0.00	0.00	0.00	0.00
110-0000-52.3851 MAINT & SERVICE CONTRA	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER PURCHASED SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL PURCHASED/CONTRACT SERV.	13,840	533.00	58,913.33	0.00	(45,073.33)	425.67

CITY OF BAINBRIDGE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2023

% OF YEAR COMPLETED: 83.33

110-DOWNTOWN DEVELOPMENT
NON-FUNCTION
NON-DEPARTMENTAL

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	VARIANCE (UN) FAVORABLE	% YTD BUDGET
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SUPPLIES

<u>SUPPLIES</u>						
110-0000-53.1101 PRINTING & SUPPLIES	0	0.00	103.00	0.00 (103.00)	0.00
110-0000-53.1210 ENERGY-WATER/SEWERAGE	180	0.00	0.00	0.00	180.00	0.00
110-0000-53.1230 ENERGY-ELECTRICITY	600	0.00	375.79	0.00	224.21	62.63
110-0000-53.1701 SUPPLIES OTHER THAN OF	4,700	0.00	8,964.76	0.00 (4,264.76)	190.74
110-0000-53.1702 GIFT CARD PROGRAM	0	0.00	4,272.90	0.00 (4,272.90)	0.00
TOTAL SUPPLIES	5,480	0.00	13,716.45	0.00 (8,236.45)	250.30

TOTAL SUPPLIES

5,480 0.00 13,716.45 0.00 (8,236.45) 250.30

CAPITAL OUTLAY

<u>PROPERTY</u>						
110-0000-54.1306 PURCHASE/RENOVATE BUIL	0	0.00	25,903.00	2,943.48 (28,846.48)	0.00
110-0000-54.1401 BROUGHTON ST PARKING I	0	0.00	74,321.41	0.00 (74,321.41)	0.00
TOTAL PROPERTY	0	0.00	100,224.41	2,943.48 (103,167.89)	0.00

TOTAL CAPITAL OUTLAY

0 0.00 100,224.41 2,943.48 (103,167.89) 0.00

DEPRECIATION/AMORTIZATIO

<u>DEPRECIATION</u>						
110-0000-56.1000 DEPRECIATION	0	0.00	4,020.32	0.00 (4,020.32)	0.00
110-0000-56.1001 AMORTIZED EXPENSE-LEA	0	0.00	3,396.45	0.00 (3,396.45)	0.00
TOTAL DEPRECIATION	0	0.00	7,416.77	0.00 (7,416.77)	0.00

TOTAL DEPRECIATION/AMORTIZATIO

0 0.00 7,416.77 0.00 (7,416.77) 0.00

OTHER COSTS

<u>PAYMENTS TO OTH AGENCIES</u>						
110-0000-57.2010 FACADE GRANTS	20,000	0.00	4,250.00	0.00	15,750.00	21.25
TOTAL PAYMENTS TO OTH AGENCIES	20,000	0.00	4,250.00	0.00	15,750.00	21.25

PAYMENTS TO OTHERS

110-0000-57.3002 COMMUNITY ACTIVITIES	0	0.00	0.00	0.00	0.00	0.00
TOTAL PAYMENTS TO OTHERS	0	0.00	0.00	0.00	0.00	0.00

TOTAL OTHER COSTS

20,000 0.00 4,250.00 0.00 15,750.00 21.25

CITY OF BAINBRIDGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JULY 31ST, 2023

110-DOWNTOWN DEVELOPMENT
 NON-FUNCTION
 NON-DEPARTMENTAL

% OF YEAR COMPLETED: 83.33

DEBT SERVICE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	VARIANCE (UN) FAVORABLE	% YTD BUDGET
PRINCIPAL						
110-0000-58.1300 PRINCIPAL PAYMENTS-LEA	0	0.00	0.00	0.00	0.00	0.00
TOTAL PRINCIPAL	0	0.00	0.00	0.00	0.00	0.00
INTEREST						
110-0000-58.2300 INTEREST EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL INTEREST	0	0.00	0.00	0.00	0.00	0.00
TOTAL DEBT SERVICE	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	39,320	533.00	184,520.96	2,943.48	(148,144.44)	476.77
TOTAL NON-FUNCTION	39,320	533.00	184,520.96	2,943.48	(148,144.44)	476.77
TOTAL EXPENDITURES	39,320	533.00	184,520.96	2,943.48	(148,144.44)	476.77
REVENUE OVER/(UNDER) EXPENDITURES	25,680	4,891.43	(121,832.54)	2,943.48	150,456.02	485.89

*** END OF REPORT ***

Façade Incentive Grant Program Application

CONTACT

Applicant Susan + Sam Higdon

Cell # 850-322-0080 Email susieandsams@gmail.com

Mailing 2610 Stonegate Drive Tallahassee, FL 32308

PROPERTY AND PROJECT

Property Owner Susan + Sam Higdon

Property Address ~~200~~ 200 W Broughton Street Bainbridge, GA

Cell # 850-322-0080 Email susieandsams@gmail.com

Project Description: *Check only one + add brief description*

Building located within interior of block/Awning

Corner Building

Start Date: 8/30/23 Completion 9/15/23

APPLICATION

Application fully completed

Photograph of existing building

Paint and awning fabric samples

Contractor Estimate

FINANCIAL INFORMATION

Estimated Cost of Project: \$ 8333.24
(Please attach detailed budget summary)

Amount of Façade Grant \$ 2500.00

Applicant Signature certifies that all information presented above is accurate and true.



AWNINGS PLUS INC.

Sunrooms - Screenrooms

Pool Enclosures • Windows • Carpets
Metal Roofing • Patio Covers

"Manufacturers of Vinyl & Canvas Awnings"
Custom Boat Covers & Specialty Covers

805 21st Avenue
Albany, GA 31701

Office: 229-439-9500
Fax: 229-439-0103

"MAKING YOU A SHADE
MORE BEAUTIFUL"

BID PROPOSAL
WORK CONTRACT

DATE 6-26-23

OWNER'S NAME <u>Mr Sam Higdon</u>			PHONE		
STREET			JOB ADDRESS <u>Old Library</u>		
CITY <u>Bainbridge</u>	STATE <u>GA</u>	ZIP	CITY	STATE	

THIS IS A PROPOSAL AND IF ACCEPTED BELOW BY OWNER AND CONTRACTOR IT BECOMES A CONTRACT TO PERFORM THE FOLLOWING WORK:

DESCRIPTION OF SERVICE	PARTS	LABOR
Price to Mfg and install new fabric awning frames & covers. We will use an all welded pipe frame, with Sunbrella black material laced on.		
8e 52" wide 48" Tall 24" proj	8e 441 ⁰⁰ =	3528 ⁰⁰
	890 TAX =	282. ²⁴
		<u>3810.²⁴</u>

PAYMENT TO BE MADE AS FOLLOWS

ALL ABOVE WORK TO BE PERFORMED AS SPECIFIED

WHEN SIGNED BY BOTH PARTIES THIS PROPOSAL BECOMES A CONTRACT

AFTER Sam Higdon
CONTRACTOR'S SIGNATURE AND DATE

THIS PROPOSAL MUST BE RE-NEGOTIATED.

OWNER'S SIGNATURE AND DATE



