

## Downtown Development Authority of the City of Perry Monday, June 26, 2023

5:00pm

### Perry City Hall - 1121 Washington Street, Perry - 2<sup>nd</sup> Floor Conference Room *AGENDA*

- 1. Call To Order
- 2. Invocation
- 3. Guests/Speakers
- 4. Public Hearing FY2024 Proposed Operating Budget
- 5. Citizens with Input
- 6. Old Business
- 7. New Business
  - a. Approve minutes of April 24, 2023 meeting
  - b. Approve April and May 2023 Financials
  - a. Adoption of resolution for continuation of FY 2023 budget
  - b. Review of Housing Study draft
- 8. Other Business
- 9. Member Items
- 10. Main Street Report
- 11. Downtown Update
  - a. Downtown Projects Update
  - b. Strategic Plan Update
- 12. Chairman Items
- 13. Adjourn

Staff Recommended Operating Budget - FY2024  REVENUES Intergovermmental/City of Perry Investment and Fundralsing Exchange Exchange Exchange Exchange Exchange Exchange Intergovermmental/City of Perry General Revenue Fund- Bank Interest Investment Bank Interest Investment Bank Interest Investment Bank Interest Investment City Funded DDA Internal Revolving Loan Payments City Funded DDA Internal Revolving Loan Match Investment City Funded DDA Interna	Proposed Budget   8,100.00
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<u> </u>	\$
	Investment Subtotal \$ 7,030.00
EXPENDITURES	
Operating	
Mandatory Training	300.00
Light Pole Maintenance - Commerce Street Light	\$
Placemaking	10
	Operating Subtotal \$ 10,900.00
Economic Vitality	
Outreach and Marketing	\$
BOOST (Separate Funds/Grants from Donations)	S
Locally-Funded Downtown Revolving Loan Fund	\$ 25,000.00
Economic Vitality Subtotal	\$ 25,500.00

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

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

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

- 2. Invocation was given by Chairman Rhodes
- 3. Guests/Speakers None
- 4. Citizens with Input None
- 5. Old Business
  - a. Residential Study Update Ms. Hartley advised kickoff meeting has been held with staff and Director George. Reviewed the study area and confirmed the next steps. Provided stakeholder contact lists, board members, property and business owners.
- 6. New Business
  - a. Approve minutes of March 27, 2023, meeting

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

b. Approve March 2023 Financials

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

- c. FY 2024 Budget Discussion Ms. Hartley advised submission is upcoming to Council and provided past budgets for review. The annual allocation for the next fiscal year is \$6200 and is down, as it's based on property values. Reviewed what was being submitted; and noted as has been in the past can make requests when projects come in. Director George motioned to recommend approval of the FY24 budget as presented; Director Cossart seconded; all in favor and was unanimously approved.
- 7. Other Business None
- 8. Member Items Director Cossart inquired if anyone was aware the New Perry Hotel had been sold. Director George advised he was aware that a contract was in place and was moving forward and hopefully the property will be redeveloped.
- 9. Main Street Report Director Cossart Wine Tasting was a huge success. Ms. Hartley advised participant feedback has been sent out and responses being reviewed and were positive and some suggestions for improving.

10. a. Downtown Projects Update - Ms. Hartley advised Downtown Solid Waste: new program begins today. Drink and Dine Downtown Promotion had been brought to Main Street Advisory Board, which is a program if you visit restaurants and submit receipts for drawing for a \$25 Yiftee card, would have to spend \$150; Promotion Committee has reviewed and would like to roll out the program in June/July. Asking the board for \$1500 and the same will be asked of Main Street. Director Cossart motioned to authorize \$1500 for Drink and Dine promotion; Director Tuggle seconded; all in favor and was unanimously approved.

Ghost Runner Pizza will be coming to 742 Main Street; are now owners of the property and has been working with them on the downtown programs.

717/1023 Commerce Streets are available for leasing; working with property owners on tenants. Commodore Building restaurant is moving forward.

- b. Strategic Plan Update- Two items completed and others still ongoing.
- c. Chairman Items None
- d. Adjourn: there being no further business to come before the board the meeting was adjourned at 5:35pm.

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## Downtown Development Authority Balance Sheet

April 30, 2023

Assets	_ Ge	eneral Fund	Pro	Capital ojects Fund	Go	Total overnmental Funds
Cash & Cash Equivalents Interest Receivable Loan Receivable Due from Other Funds		76,101.59 15,825.92	\$	-	\$	76,101.59 - 15,825.92
Total Assets	\$	91,927.51	\$	-	\$	91,927.51
Liabilities and Fund Balances Liabilities Accounts Payable Due to City of Perry Due to Other Funds Total Liabilities	\$	-	\$	- -	\$	- - - -
Fund Balances NonSpendable Loan Reveivable Reserved for BOOST Revolving Loan Unreserved Total Fund Balances	\$	15,825.92 900.00 5,308.21 69,893.38	•	-	\$	15,825.92 900.00 5,308.21 69,893.38
Total Fully balances	\$	76,101.59	\$	-	\$	76,101.59
Total Liabilities and Fund Balances	\$	91,927.51	\$	=	\$	91,927.51

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Total Panagan
Revenues Donation Donation - BOOST Rent Main Street Advisory Board Memorial Bench Reimbursement from CVB & Chamber							200 00						200 00
Sale of Asset Revolving Loan Repayment-Principal Revolving Loan Repayment-Interest Microllandous	962.14	964.15	966.15	280.85	¥ - 9		838 57 28.38	1,818.33	974.29 37.03	976.32 35.00			7,780.80
Investment Income	8.38	9.83	9.14	9.64	9.35	09 6			50.52				106.46
Total Revenues	1,019.70	1,021,15	1,020.46	298.19	9.35	9.60	1,066.95	1,876.98	1,061.84	1,011.32		,	8,395.54
Expenditures Professional Services - Audit Professional Services - Other Telephone Postage & Freight										7,500.00			7,500.00
Promotions - Other Fradulent Activity													- 3+ c 3
Dues and Fees						30.00							30.00
Meetings Training										2			
General Supplies & Materials DDA Revolving Loan										189.72			189.72
Façade Grant Alleyway Project Street Signs			1,997.00	3,000.00		14,640.00			5,000.00				4,997.00 14,640.00 5,000.00
Natural Gas Incentative Program Electricity - Commerce Street Light		45.05	45,05	45.05	43,740.28	45.02	44,98	45,14	45.16	44.40			43,740.28
Water & Sewer Services													
Total Expenditures		45.05	2.042.05	3.045.05	43,785.30	14,715.02	44.98	45.14	5,045.16	7,734.12	1	*	76,501.87
Excess (deficiency)	0/810,1	8/610	(1.021.59)	(2,746.86)	(43.775.95)	(14 /05.42)	76,120,1	1,831.84	(3,983.32)	(6,722.80)	à	į	(68,106 33)
Other Financing Sources Transfer In - City of Perry Transfer In - HotelMotel Transfer In - HotelMotel	675.00	675.00	2,672.00	3,675.00	44,415.28	7,995.00	675 00	675.00	675.00	675.00			62,807.28
	675 00	675.00	2 672 00	3 675 00	44 415 28	7 995 00	675 00	675.00	675 00	675.00			82 807 28
Fund Batance - Beginning Fund Balance - Ending	81,400.65	84,746.45	84,746.45	86,396.86	87,325.00	87,964.33	81,253.91 82,950.88	82,950.88 85,457.71	85,457 71 82,149.39	82 149 39 76 101 59	76,101,59 76,101,59	76.101.59 76.101.59	

## Operating Account Summary

Date	Activity Description	Check Number	Amount
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 7/27/2022	July Allocation Mossy Creek Natural Loan Payment		675.00
7/27/2022	S & S Restaurant Loan Payment		288.95 433.82
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 8/26/2022	GA Power Mossey Creek Natural Loan Payment		(45.05)
8/28/2022	S & S Restaurant Loan Payment		288.95 433.82
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 9/4/2022	GA Power		(45.05)
9/7/2022	Façade Grant Reimbursement from City September Allocation		1,997.00 675.00
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 GA Power		288 55
10/11/2022	October Allocation		(45.05) 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 November Allocation		(45 02)
11/22/2022	Gas Agreement Reimbursement from City		675 00 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 City Allocation for Alleyway Project		675 00
12/8/2022	Dixie Landscaping		7,320 00 (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 January Allocation		(44,98)
1/12/2023	SunMark- alleyway donation		675 00 100 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 Clover Wine Merchant (Nov.Dec. Jan)		433 82 865 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 Stree	t	(45 16)
3/13/23	Perry Area Historical Society - street signs Clover Wine loan pmt		(5,000 00) 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 4/3/23	GA Power Clover Wine loan pmt		(44 40)
4/3/23	Mossy Creek Natural loan pmt		288 55 288 95
4/3/23	S & S Restaurant Mangement loan pmt		433 82
4/6/23	March Allocation from City		675 00
4/13/23	Zimmerman & Volk- Housing Study		(7,500 00)
4/21/23	Superior Press Print-Page Binder Superior Press Print-Business Checks		(41 88)
1120	Sakarray Line And Line Additions Officers		(147 84)

75+201-59+ '900+00# 76-101+592+ The City of Perry Reconciliation of Bank Statement for Downtown Development Authority Synovus General Operating Account As of April 30, 2023

Less outstanding checks (Payables)

Balance per Bank Statement	81 249 39	Ending Balance: O/S Deposits:
Plus deposits not on statement		
Deposits	288.95	
	433 82	
	675.00	
	288.55	
Less Disbursements:		
	(44.40)	
	(7,500.00)	O/S Disbursements:
	(41.88)	Checks
	(147.84)	
Reconciled bank statement balance	75,201.59	
Balance per transaction register	75,201.59	
Difference	0.00	

# DDA 2023 Transactions

Operating & Boost

		Deposits	Disbursements	
Date	Payee/Description/Check #	Debit	Credit	Balance
	April 2023			81,249.39
4/3/23	online GA Power monthly payment for Commerce Street		44.40	81,204.99
4/3/23	Clover Wine loan pmt	288.55		81,493.54
4/3/23	Mossy Creek Natural loan pmt	288.95		81,782.49
4/3/23	S & S Restaurant Mangement loan pmt	433.82		82,216.31
4/6/23	April allocation from city	675.00		82,891.31
4/13/23	Zimmerman & Volk - partial pymt for res. Housing study; paid with			82,891.31
	counter check		7,500.00	75,391.31
4/21/23	Superior Press Print-Page Binder		41.88	75,349.43
4/21/23	Superior Press Print-Business Checks		147.84	75,201.59

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## **Downtown Development Authority Balance Sheet** May 31, 2023

	Ge	eneral Fund	Capital ects Fund	Go	Total overnmental Funds
Assets					
Cash & Cash Equivalents Interest Receivable		77,742.77	\$ 	\$	77,742.77 -
Loan Receivable Due from Other Funds		14,847.57	-		14,847.57
Total Assets	\$	92,590.34	\$ •	\$	92,590.34
Liabilities and Fund Balances Liabilities					
Accounts Payable			\$	\$	-
Due to City of Perry		-	-		-
Due to Other Funds	-	:-	 -		
Total Liabilities	\$	-	\$ 	\$	
Fund Balances NonSpendable					
Loan Reveivable Reserved for	\$	14,847.57		\$	14,847.57
BOOST		900.00			900.00
Revolving Loan		6,319.53	-		6,319.53
Unreserved		70,523.24	-		70,523.24
Total Fund Balances	_\$_	77,742.77	\$ -	\$	77,742.77
Total Liabilities and Fund Balances	\$	92,590.34	\$	\$	92,590.34

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Total Fynance
Revenues Donation Donation - BOOST Rent Main Street Advisory Board Memorial Bench Reimbursement from CVB & Chamber							200.00						200.00
Sale of Asset Revolving Loan Repayment-Principal Revolving Loan Repayment-Interest Microllander	962 14 49.18	964 15	966.15	280.85	* (6)	1 9	838.57 28.38	1,818.33	974.29	976.32 35.00	978.35 32.97		8,759.15
Investment Income	8.38	9.83	9.14	9.64	9.35	9.60	,	,	50.52				106.46
Total Revenues	1,019.70	1,021,15	1,020,46	298 19	9.35	8.60	1,066.95	1,876,98	1,061.84	1,011.32	1,011.32		9,406.86
Expenditures Professional Services - Audit Professional Services - Other Telephone Postage & Freight										7,500.00			7,500.00
Averages Promotions - Other Fradulent Activity BOOST													
Dues and Fees						30.00							30.00
Training Training General Supplies & Matenals DOS Paurining 1 near										189.72			189.72
Façade Grant Alleyway Project			1,997,00	3,000.00		14,640.00							4 997 00
Street Signs Natural Gas Incentative Program Electricity - Commerce Street Light Matter & Searce Connects		45.05	45.05	45.05	43,740.28	45.02	44.98	45 14	5,000.00	44 40	45.14		5,000,00 43,740,28 450,01
Total Expenditures		45.05	2,042.05	3,045.05	43,785.30	14,715.02	44.98	45.14	5,045,16	7,734.12	45.14		76,547.01
Excess (deficiency)	1,019 70	976.10	(1.021.59)	(2,746.86)	(43,775 95)	(14,705.42)	1,021.97	1,831.84	(3,983.32)	(6,722.80)	966.18	•	(67,140.15)
Other Financing Sources Transfer In - City of Perry Transfer In - Hotel/Motel Transfer In - Cantral Protects	675.00	675.00	2.672.00	3,675.00	44,415.28	7,995.00	675.00	675.00	675.00	675.00	675.00		63,482.28
	675.00	675.00	2,672.00	3,675.00	44,415.28	7 995 00	675.00	675 00	675.00	675.00	675.00		63,482.28
Fund Balance - Beginning Fund Balance - Ending	83,095,35	83,095,35	84,746.45 86,396.86	86,396.86 87,325.00	87,325.00 87,964 33	87,964.33	81,253.91 82,950.88	82.950.88 85.457.71	85,457,71 82,149.39	82,149,39 76,101,59	75,101.59	77,742,77	

## Operating Account Summary

Date	Activity Description	Check Number	Amount
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 7/27/2022	Mossy Creek Natural Loan Payment		288 95
7/31/2022	S & S Restaurant Loan Payment July Interest		433 82
8/1/2022	Clover Wine Merchant		8 38
8/3/2022	August Allocation		288.55 675.00
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 9/1/2022	Clover Wine Merchant		288 55
9/2/2022	Façade Grant - Sole Shoe Company GA Power	116	(1,997 00)
9/4/2022	Façade Grant Reimbursement from City		(45 05)
9/7/2022	September Allocation		1,997 00 675 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 Orleans on Carroll Façade Grant		3,000 00
10/20/2022	Dave Corson Façade Grant		(2,500 00)
10/31/2022	October Interest		(500 00) 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 November Interest		(9,706 16)
12/7/2022	December Allocation		9.35
12/8/2022	City Allocation for Alleyway Project		675 00 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 GA Power		9.60
1/2/2023	January Allocation		(44.98)
1/12/2023	SunMark- alleyway donation		675 00 100 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
2/2/2023	Clover Wine Merchant (Nov,Dec, Jan) February Allocation		865.65
2/6/2023	Clover Wine Merchant		675 00 288 55
2/21/2023	GA Power		(45 14)
3/2/23	online GA power monthly payment for Commerce Stree	t	(45.16)
3/13/23	Perry Area Historical Society - street signs		(5,000.00)
3/1/23	Clover Wine loan pmt		288.55
3/1/23 3/1/23	Mossy Creek Natural loan pmt		288.95
3/1/23	S & S Restaurant Mangement loan pmt January Interest AE 1605		433.82 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 4/6/23	S & S Restaurant Mangement loan pmt April Allocation from City		433.82
4/13/23	Zimmerman & Volk- Housing Study		675.00
4/21/23	Superior Press Print-Page Binder		(7,500 00) (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 5/2/23	Mossy Creek Natural loan pmt S & S Restaurant Mangement loan pmt		288.95
5/4/23	May Allocation from City		433.82 675.00
orașe (S)			3/3 00

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

Less outstanding checks (Payables)

Balance per Bank Statement	75,201.59	Ending Balance O/S Deposits:
Plus deposits not on statement		
Deposits	288.95	
	433 82	
	675.00	
	288.55	
	200.00	
Less Disbursements:		
	(45.14)	
1		O/S Disbursements
		Checks:
Reconciled bank statement balance	76,842 77	
Balance per transaction register	76,842.77	
Difference	0.00	
Difference	0.00	

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

Balance per Bank Statement	900.00
Plus deposits not on statement	0.00
Less outstanding checks (Payables)	
Reconciled bank statement balance Balance per transaction register	900.00
Difference	0.00

# DDA 2023 Transactions

Operating & Boost

		Deposits	Disbursements	
Date	Payee/Description/Check #	Debit	Credit	Balance
	May 2023			75,201.59
5/2/23	online GA Power monthly payment for Commerce Street		45.14	75,156.45
5/2/23	Clover Wine loan pmt	288.55		75,445.00
5/2/23	Mossy Creek Natural loan pmt	288.95		75,733.95
5/2/23	S & S Restaurant Mangement loan pmt	433.82		76,167.77
5/4/23	May allocation from city	675.00		76,842.77

### A RESOLUTION

Extending the FY 2023 Operating Budget for the Downtown Development Authority of the City of Perry

WHEREAS, the Downtown Development Authority of the City of Perry has defined its mission, vision and priorities for the Authority; and

WHEREAS, the Authority has actively sought input from a public hearing for the FY 2024 Operational Budget;

WHEREAS, there is a need to formally adopt the FY 2024 Operational Budget;

NOW, THEREFORE, THE DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF PERRY HEREBY RESOLVES THAT THE AUTHORITY'S FY2024 Operating Budget shall be adopted at the next regularly scheduled board meeting.

SO RESOLVED this 26<sup>h</sup> day of June, 2023.

	Downtown Development Authority of the City of Perry
Ву:	Marlon Rhodes, Chairman
Attest:	Alicia Hartley, Downtown Manager

[DDA SEAL]