

Main Street Advisory Board
Agenda – February 3, 2022 5:00 p.m.

Meeting to be held at Perry City Hall - Council Chambers
1211 Washington Street, Perry

1. Call to Order
2. Invocation
3. Guests/Speakers
 - a. Allison Hamsley, CVB President & CEO
4. Old Business
 - a. Alleyway project
 - b. BOOST Grant
5. New Business
 - a. Election of 2022 Officers – Chairman and Vice Chairman
 - b. Approve December 2, 2021 minutes
 - c. Approve November and December 2021 and January 2022 Financial Statements
 - d. Façade grant reimbursement – Muse Theatre – 806 Commerce Street
 - e. Schedule work session
 - f. Advertising for food and beverage businesses
 - g. Discussion of Dogwood Festival and Farmers Market
 - h. FY2023 budget discussion
6. Chairman Items
7. Downtown Manager's Report
 - a. Downtown Projects update
 - b. 2022 Workplan
8. Promotion Committee Report – Mr. Corey Jones
9. Update on Downtown Development Authority
 - a. Discussion of golf cart parking spaces in downtown
10. Other
11. Adjourn

All meetings are open to the public unless otherwise posted

Main Street Advisory Board
Minutes –December 2, 2021

1. Call to Order: Chairman Cossart called the meeting to order at 5:10pm.

Roll: Chairman Cossart; Directors Gordon, Presswood, Lay and DeShazier were present. Directors Fiebig and Loudermilk were absent.

Staff: Jazmin Thomas – Downtown Manager and Christine Sewell – Recording Clerk

2. Invocation – Director Gordon rendered the invocation

3. Guests/Speakers

a. Ms. Jodi Daley and Amy Fouse – Perry Farmer's Market, Corey Jones – Main Street Promotion Committee, and Council Member Joy Peterson.

Ms. Thomas provided background on the farmer's market that is being held on Saturdays at the corner of Commerce & Ball Street. Ms. Daley is currently managing the market with assistance from Ms. Fouse and they are approaching the board/city for a permanent location and assistance in running. Chairman Cossart asked of Ms. Daley and Ms. Fouse if they both wanted to stay involved and they both did, and how much time is spent each month; it was advised ten hours a month. Ms. Fouse advised if the market was consistent there would be less time expended each month, but someone is needed to work with vendors, take applications, which they are now charging \$10 for vendors, the position would run the market and expand it, which it has the potential to do, keep up with the required regulations from the Department of Agriculture. Ms. Thomas advised City Administration has approved the use of the downtown courthouse lawn. Director Gordon inquired of Ms. Daley and Ms. Fouse if they had any recommendations for someone to run the market; they advised at this time they do not but will search for a candidate. Chairman Cossart asked for a detailed list of what the responsibilities would be for the position and Ms. Thomas will provide a letter confirming the use of the courthouse lawn.

4. Old Business

- a. Alleyway project – Ms. Thomas advised the easement documents are still being processed by the City Attorney and she will follow up for an update.
- b. BOOST Grant – Ms. Thomas advised four applications have been received and will be reviewed later in the meeting.

5. New Business

- a. Approve November 4, 2021, minutes

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

- b. Approve November 2021 Financial Statements – tabled to January meeting

- c. Approve façade grant reimbursement for William Amos, CPA

Director Lay motioned to approve the façade grant reimbursement in the amount of \$900.00 to William Amos, CPA; Director Presswood seconded; all in favor and was unanimously approved.

- d. Approve façade grant reimbursement for Recollections by Lynn

Director DeShazier motioned to approve the façade grant reimbursement in the amount of \$1569.50 to Recollections by Lynn; Director Gordon seconded; all in favor and was unanimously approved.

- e. Approve façade grant reimbursement for Gottwals Books

Director Presswood motioned to approve the façade grant reimbursement in the amount of \$750.00 to Gottwals Books; Director Gordon seconded; all in favor and was unanimously approved.

- f. Review façade grant application for Orleans on Carroll

Ms. Thomas reviewed the application which was for the outside fountain and gas lanterns in the courtyard. Director Gordon motioned to award \$2,500 in façade grant funds; Director DeShazier seconded; all in favor and was unanimously approved.

Ms. Thomas advised there was \$2500 available BOOST funds and based on the decision of the board she was recommending funding for all applications, but keep a balance in the account for it to remain open. The board reviewed each application and agreed to fund each for the amount of \$500.00.

- g. Review BOOST Grant Application for Clover Wine Merchant – Ms. Thomas advised the application was for a projector for their classes.

Director Lay motioned to award \$500 as presented; Director Gordon seconded; all in favor with Director Presswood opposed; resulting vote was 3-1 for approval.

- h. Review BOOST Grant Application for Schultze's Old Fashioned Soda Fountain Shop – Ms. Thomas advised the application was for a table and chair set for additional seating.

Director Gordon motioned to award \$500 as presented; Director Presswood seconded; all in favor and was unanimously approved.

- i. Review BOOST Grant Application for Hazard's on the Green – Ms. Thomas advised the application was for an outdoor heater.

Director DeShazier motioned to award \$500 as presented; Director Gordon seconded; all in favor and was unanimously approved.

- j. Review BOOST Grant Application for Mossy Creek Natural – Ms. Thomas advised the application was for a soap melter.

Director Lay motioned to award \$500 as presented; Director Gordon seconded; all in favor and was unanimously approved.

k. Discussion of parking lot at 805 Commerce Street

Ms. Thomas advised the property owner Mr. Bryan Fountain provided options on what he is proposing to block off the parking lot; his remaining tenant will be out by the end of January and does not wish to do anything permanent to prohibit parking. Of the examples provided the board asked for further detail on the type of material and height and requested Mr. Fountain submit the COA application.

6. Chairman Items – None

7. Downtown Manager's Report – Ms. Thomas will present at the January meeting, but there needs to be a prior meeting as the annual work plan is due for Dept. of Community Affairs accreditation process.

*Director DeShazier left the meeting at 6:20pm

8. Promotion Committee Report

- a. Winter Events – Mr. Jones reviewed the downtown December events and there is a full calendar for 2022, with the wine festival be revamped to be a food & wine festival and the harvest dinner will be brought back. A calendar magnet will be done for the 2022 events along with the QR code.
9. Update on Downtown Development Authority- Director Gordon advised Project Handle is moving forward.
10. Other- Ms. Thomas advised a work session will be held in January, along with the regular board meeting and budget request discussion.
11. Adjourn: there being no further business to come before the board the meeting was adjourned at 6:35pm.

Main Street Advisory Board Restricted Fund
GL Account 100.00000.13.4208

	<u>Unrestricted</u>
July 1, 2021 Beginning Balance	19,157.24
July Deposits	1,200.00
August Deposits	-
September Deposits	-
October Deposits	-
November Deposits	-
December Deposits	-
Expenditures	
July 2021 Expenditures	-
August 2021 Expenditures	-
September 2021 Expenditures	-
October Expenditures	-
November Expenditures	-
December Expenditures	(3,170.76)
January Expenditures	(813.26)
 Available Funds as of 1/31/2022	 16,373.22

FUND: 100-GENERAL FUND			
0000.37.1024	MAIN STREET ADVISORY DONATIONS	BEGINNING BALANCE	1,200.00CR
0000.37.1025	MEMORIAL BENCH DONATIONS	BEGINNING BALANCE	0.00

000 ERRORS IN THIS REPORT! ***-**-**-**-**-**-**-**-***

REPORT TOTALS ** DEBITS CREDITS

BEGINNING BALANCES: 0.00 1,200.00CR

REPORTED ACTIVITY: 0.00 0.00

ENDING BALANCES: 0.00 1,200.00CR

TOTAL FUND ENDING BALANCE: 1,200.00CR

CITY OF PERRY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

100-GENERAL FUND
ECONOMIC DEVELOPMENT
MAIN ST ADVISORY BD REST

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONAL SERVICES							
100-75510.51.1100 REGULAR EMPLOYEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-75510.51.1300 OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-75510.51.2100 EMPLOYEE LIFE INSURA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-75510.51.2120 EMPLOYEE HEALTH INSU	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-75510.51.2130 EMPLOYEE DENTAL INSU	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-75510.51.2200 FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-75510.51.2401 RETIREMENT CONTRIBUTIO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-75510.51.2700 WORKER'S COMPENSATIO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PURCHASED/CONTRACTS							
100-75510.52.1312 ARTIST FEES	0.00	0.00	0.00	2,500.00	0.00 (	2,500.00)	0.00
100-75510.52.2300 RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-75510.52.3300 ADVERTISING	0.00	85.00	0.00	100.00	0.00 (	100.00)	0.00
100-75510.52.3500 TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-75510.52.3600 DUES & FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-75510.52.3850 CONTRACT LABOR	0.00	250.00	0.00	250.00	0.00 (	250.00)	0.00
100-75510.52.3930 MEETINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PURCHASED/CONTRACTS	0.00	335.00	0.00	2,850.00	0.00 (	2,850.00)	0.00
SUPPLIES							
100-75510.53.1100 OPERATING SUPPLIES	0.00	478.26	0.00	1,124.02	0.00 (	1,124.02)	0.00
100-75510.53.1660 AWARDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SUPPLIES	0.00	478.26	0.00	1,124.02	0.00 (	1,124.02)	0.00
OTHER COSTS							
100-75510.57.3001 FACADE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-75510.57.3002 MATCHING MEDIA GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-75510.57.3003 RESILIENCY GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-75510.57.7000 APPROPRIATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MAIN ST ADVISORY BD REST	0.00	813.26	0.00	3,974.02	0.00 (	3,974.02)	0.00

Main Street Advisory Board Restricted Fund
GL Account 100.00000.13.4208

Unrestricted

July 1, 2021 Beginning Balance **19,157.24**

July Deposits 1,200.00

August Deposits -

September Deposits -

October Deposits -

November Deposits -

December Deposits -

Expenditures

July 2021 Expenditures -

August 2021 Expenditures -

September 2021 Expenditures -

October Expenditures -

November Expenditures -

December Expenditures (3,170.76)

Available Funds as of 12/31/2021 **17,186.48**

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1-04-2022  9:49 AM
FUND      : 100-GENERAL FUND
DEPT      :
PAGE: 1
PERIOD TO USE: Dec-2021 THRU Dec-2021
ACCOUNTS: 0000.37.1024 THRU 0000.37.1025
NOTE =====AMOUNT=====
INV/PO/JE #    PACKET=====DESCRIPTION===== VENDOR
=====BALANCE=====

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FUND: 100-GENERAL FUND	

00000.37.1024	MAIN STREET ADVISORY DONATIONS
	B E G I N N I N G B A L A N C E
	1,200.00CR

00000.37.1025	MEMORIAL BENCH DONATIONS	B E G I N N I N G	B A L A N C E	0.00
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000 ERRORS IN THIS REPORT!
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** REPORT TOTALS **	---	DEBITS	---	---	CREDITS	---
BEGINNING BALANCES:		0.00			1,200.00CR	
REPORTED ACTIVITY:		0.00			0.00	
ENDING BALANCES:		0.00			1,200.00CR	
TOTAL FUND ENDING BALANCE:					1,200.00CR	

100-GENERAL FUND
ECONOMIC DEVELOPMENT
MAIN ST ADVISORY BD REST

50.00% OF YEAR COMP.

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
PERSONAL SERVICES					
100.75510.51.1100 REGULAR EMPLOYEES	0.00	0.00	0.00	0.00	0.00
100.75510.51.1300 OVERTIME	0.00	0.00	0.00	0.00	0.00
100.75510.51.2100 EMPLOYEE LIFE INSURANC	0.00	0.00	0.00	0.00	0.00
100.75510.51.2120 EMPLOYEE HEALTH INSURA	0.00	0.00	0.00	0.00	0.00
100.75510.51.2130 EMPLOYEE DENTAL INSURA	0.00	0.00	0.00	0.00	0.00
100.75510.51.2200 FICA	0.00	0.00	0.00	0.00	0.00
100.75510.51.2401 RETIREMENT CONTRIBUTUT-	0.00	0.00	0.00	0.00	0.00
100.75510.51.2700 WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00
PURCHASED/CONTRACTS					
100.75510.52.1312 ARTIST FEES	0.00	2,500.00	2,500.00	0.00 (	2,500.00)
100.75510.52.2300 RENTAL	0.00	0.00	0.00	0.00	0.00
100.75510.52.3300 ADVERTISING	0.00	15.00	15.00	0.00 (	15.00)
100.75510.52.3500 TRAVEL	0.00	0.00	0.00	0.00	0.00
100.75510.52.3600 DUES & FEES	0.00	0.00	0.00	0.00	0.00
100.75510.52.3850 CONTRACT LABOR	0.00	0.00	0.00	0.00	0.00
100.75510.52.3930 MEETINGS	0.00	0.00	0.00	0.00	0.00
TOTAL PURCHASED/CONTRACTS	0.00	2,515.00	2,515.00	0.00 (	2,515.00)
SUPPLIES					
100.75510.53.1100 OPERATING SUPPLIES	0.00	645.76	645.76	0.00 (	645.76)
100.75510.53.1660 AWARDS	0.00	0.00	0.00	0.00	0.00
TOTAL SUPPLIES	0.00	645.76	645.76	0.00 (	645.76)
OTHER COSTS					
100.75510.57.3001 FACADE GRANT	0.00	0.00	0.00	0.00	0.00
100.75510.57.3002 MATCHING MEDIA GRANT	0.00	0.00	0.00	0.00	0.00
100.75510.57.3003 RESILIENCY GRANT	0.00	0.00	0.00	0.00	0.00
100.75510.57.7000 APPROPRIATIONS	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER COSTS	0.00	0.00	0.00	0.00	0.00
TOTAL MAIN ST ADVISORY BD REST	0.00	3,160.76	3,160.76	0.00 (	3,160.76)

FUND: 100-GENERAL FUND									

DEPT: 75	ECONOMIC DEVELOPMENT								
75510.51.1100	REGULAR EMPLOYEES								0.00
	B E G I N N I N G	B A L A N C E							

75510.51.1300	OVERTIME								0.00
	B E G I N N I N G	B A L A N C E							

75510.51.2100	EMPLOYEE LIFE INSURANCE								0.00
	B E G I N N I N G	B A L A N C E							

75510.51.2120	EMPLOYEE HEALTH INSURANCE								0.00
	B E G I N N I N G	B A L A N C E							

75510.51.2130	EMPLOYEE DENTAL INSURANCE								0.00
	B E G I N N I N G	B A L A N C E							

75510.51.2200	FICA								0.00
	B E G I N N I N G	B A L A N C E							

75510.51.2401	RETIREMENT CONTRIBUT- ICMA								0.00
	B E G I N N I N G	B A L A N C E							

75510.51.2700	WORKER'S COMPENSATION								0.00
	B E G I N N I N G	B A L A N C E							

75510.52.1312	ARTIST FEES								0.00
	B E G I N N I N G	B A L A N C E							
12/17/21	12/17 A25274 DFT: 000601	02969 DOWNTOWN MURAL	3439					2,500.00	2,500.00
		SYNOVUS CARD SERVICES	INV# 2765: ALLISON JAME/PO# EXEMPT						
	=====	ACCOUNT TOTAL	DB: 2,500.00	CR: 0.00					

75510.52.2300	RENTAL								0.00
	B E G I N N I N G	B A L A N C E							

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1-04-2022 10:42 AM
FUND : 100-GENERAL FUND
DEPT : 75 ECONOMIC DEVELOPMENT
POST DATE TRAN # REFERENCE PACKET=====DESCRIPTION===== VENDOR INVOICE # NOTE =====AMOUNT===== BALANCE=====
PERIOD TO USE: Jul-2021 THRU Jun-2022
ACCOUNTS: 75510.00.0000 THRU 75510.99.9999
PAGE: 2
D E T A I L L I S T I N G

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1-04-2022 10:42 AM
FUND : 275-HOTEL/MOTEL TAX FUND
DEPT : 75 ECONOMIC DEVELOPMENT
POST DATE TRAN # REFERENCE PACKET=====DESCRIPTION===== VENDOR INV/PO/JE # NOTE =====AMOUNT===== BALANCE=====

D E T A I L L I S T I N G

PERIOD TO USE: Jul-2021 THRU Jun-2022
ACCOUNTS: 75510.00.0000 THRU 75510.99.9999

PAGE: 4

75510.52.3930	MEETINGS								0.00

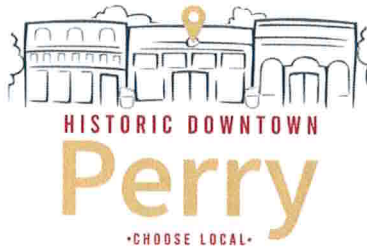
75510.57.7000	APPROPRIATIONS								0.00

Main Street Advisory Board Restricted Fund
GL Account 100.00000.13.4208

	<u>Unrestricted</u>
July 1, 2021 Beginning Balance	19,157.24
July Deposits	1,200.00
August Deposits	-
September Deposits	-
October Deposits	
November Deposits	
Expenditures	
July 2021 Expenditures	-
August 2021 Expenditures	-
September 2021 Expenditures	-
October Expenditures	-
November Expenditures	
 Available Funds as of 11/30/2021	 20,357.24

Note restricted funds are used to pay the cost of matcing media grants and
bench supplies (plaques, etc.)

Per City Manager 8/15/17 directive, memorial bench donations are not restricted in
funds are general source of revenue; adjustments made on July 2017 report



**Perry Main Street Advisory Board
Downtown Development District Façade Grant Program Payment Request**

Date: 12/15/2021 (Please, print your information and use blue or black ink.)

Name of Applicant: Ocmulgee Developments, LLC

Name of Business: The Muse Theatre, LLC

Business Physical Address: 806 Commerce Street Perry, GA 31069

Applicant's Mailing Address: 906 Ball Street Perry, GA 31069

Phone Number(s): 478-224-7070

Email Address: chad@bryantengllc.com

Web Address: _____

Project Start Date: 8/15/2021

Project Completion Date: 8/30/2021

Completed Project Total Cost: \$ 33,000

Grant Amount Payment Requested: \$ 2,500

Attach photos of completed work (required).

A completed W-9 for you/your business is required with the application; payment cannot be issued without the W-9.

As a condition of receipt of the grant funds, I agree to maintain the grant-funded project improvements and the Perry Main Street Advisory Board's investment.

Name of Applicant: Ocmulgee Developments, LLC

Signature of Applicant: Chad R. Bryant



MCWRIGHT, LLC

PO BOX 903
BONAIRE, GA 31005
478-551-4836
frontdesk@mcwrightconstruction.com
www.mcwrightconstruction.com

Receipt

BILL TO
MR CHAD BRYANT
BRYANT ENGINEERING
WARNER ROBINS, GA 31088

Date: 10/14/2021
Due Date
Reference No: 1010

	Invoice Date	Payment
1	09/08/2021	58500.00

Memo:

BALANCE DUE

\$0.00



McWright, LLC.

Date: August 4, 2021
Job: Exterior change @ The Muse Perry
Owner:
Bid Date: 5/18/2021

Paid
10/14/2021

EM

Proposal

Redo outside framing under canopy/overhang
Install new flashing and break to fit
Paint top / caulk and seal
Demo / remove all sign and wash facade
Install new power for lights
Light allowance not include in price

Material and Labor \$5,400.00

Restoration the old sign
Remove old sign
Pressure wash and clean
Prepare all rusted area and add support as needed
Prime and paint
Install new wiring/ sockets/ bulbs

Materials and Labor= \$6,200.00

Install brick fencing wall
Double stack 4-inch brick and brick top cap, step out at columns block columns
10 inch footer with 2 runs #4 rebar , 3000 psi footer , 6 inch cmu stack for columns only

Materials and Labor \$ 17,000.00

Fencing and materials low in 70lf \$11,200.00

High in 100lf \$16,000.00

Note: this price is good for 20 days

McWright LLC is pleased to submit this proposal for construction. We welcome the opportunity to answer any question you may have and to demonstrate our proposal costs more thoroughly to you. Please contact me for any assistance.

