



CITY OF FOREST PARK
DOWNTOWN DEVELOPMENT AUTHORITY SPECIAL CALLED MEETING

Thursday, November 09, 2023 at 3:00 PM
Council Chambers

Website: www.forestparkga.gov
Phone Number: (404) 363.2454

ECONOMIC DEVELOPMENT
745 Forest Parkway
Forest Park, GA 30297

MINUTES

Angelyne Butler, *Chairwoman*
Nachae Jones, *Vice Chairwoman*
Jacklyn Faith, *Member*
Nancy Howard, *Member*
Tre Holland, *Member*
Dhaval Shah, *Member*
Eric Stallings, *Member*

CALL TO ORDER/WELCOME:

Chairwoman Butler called the Downtown Development Authority Special Called Meeting on November 9, 2023, to order at 3:04 pm.

PRESENT:

Mayor Angelyne Butler, MPA
Nachae Jones
Jacklyn Faith
Nancy Howard (left meeting at 5:30 p.m.)
Tre Holland
Eric Stallings

ALSO PRESENT:

Ricky L. Clark, Jr., City Manager
Michael Williams, City Attorney
Councilmember Latresa Akins-Wells
James Shelby, Capital Project Manager
John Wiggins, Director of Finance
Bobby Jinks, Director of Public Works
LaShawn Gardiner, Director of Planning & Community Development
Bruce Abraham, Director of Economic Development
Rochelle Dennis, Economic Development Project Manager
Charise Clay, Economic Development Staff Assistant

APPROVAL OF MINUTES:

1. **Approval of July 27, 2023, Meeting Minutes**
2. **Approval of August 22, 2023, Special Called Meeting Minutes**

Jacklyn Faith made a motion to approve both sets of meeting minutes as is. Nachae Jones seconded the motion. Motion approved unanimously.

OLD BUSINESS:**NEW BUSINESS:**

3. **Duncan's Landscaping & Maintenance agreement**

Mr. Shelby delivered the update:

- There were several upgrades and improvements to the City Plaza area on Main Street. In order to keep the space in its newly fashioned appearance, the board would need to approve a landscaping & maintenance contract for the area. The contract includes mowing, fertilization, mulching, debris collection, and other property maintenance needs. Services would be provided monthly. Planting annual flowers and seasonal trees twice a year would also be included in the services provided. Each seasonal tree is expected to cost around \$4,500. The estimated monthly maintenance cost is \$1,989 and an additional annual cost of \$9,000 for the landscaping of flowers during the fall & spring seasons. The board suggested term amendments be made to the contract and be represented to them at a future meeting.

Eric Stallings made a motion to consider 2 more quotes for landscaping and include the board's amendments to the current contract on the additional requested quotes. Tre Holland seconded the motion. Motion approved unanimously.

4. **Higher Interest Earning Account Options**

Mr. Clark delivered the update:

- There is a program called the "Georgia Fund 1" program that the DDA can participate in that yields a higher earning interest rate compared to the traditional account that is currently being used. The Urban Redevelopment Authority has deposited a percentage of their funds into the program already.
- **Other Discussion:** Director Wiggins stated he confirmed with Truist Bank that the current interest rate is 4% that the DDA is receiving compared to the 5.36% that the Georgia Fund 1 program offers.

Eric Stallings made a motion to approve the use of the Georgia Fund 1 program. Nachae Jones second the motion. Motion approved unanimously.

5. **Property Management Agreement with Atlanta New Homes Marketing** (Discussed in Executive Session)

6. **The Collaborative Firm Contract Renewal**

- The Collaborative Firm updated the board on its recent activities on behalf of the DDA. A DDA webpage refresh, DDA Today videos, and digital & printed Greenleaf newsletters are among some of those activities. Moving forward, the plan is to place more of a focus on economic development and marketing materials that highlight the incentives and assets in Forest Park. They also plan to host Business Booster Roundtables that will highlight direct resources for businesses in the Downtown District and DDA After Hours that will allow small businesses to network and highlight their services/ products. The board requested analytics & data on the viewership of the services provided to them.

Jacklyn Faith made a motion to table the approval of the contract until the data & analytics are received. Nachae seconded the motion. Motion approved unanimously.

7. Joint Economic Development Board Chair Meeting

Mrs. Dennis delivered the update:

- The purpose of the meeting is for the DDA, DA, and URA Board Chairs to prepare an agenda for the all board member joint Economic Development retreat. The goal is to have a planning/ strategy meeting delivering updates on properties and projects from each board. The meeting will take place on November 20 from 12pm-3pm at the Kimpton Hotel.

8. September Financial Report

Ms. Clay delivered the update:

- As of September 29, 2023, the DDA had \$4,178,247.83 in their account. The board was given a report detailing the YTD budget spending. Based on the report, the professional services, repairs & maintenance, and infrastructure/ construction line items are totaling beyond the approved budgeted amount for each. Chairwoman Butler requested a list of all the professional services, and a list of maintenance contracts that have been paid thus far.

Nancy Howard made a motion to adopt the summary as is. Jacklyn Faith seconded the motion. Motion approved unanimously.

9. 819 & 833 Forest Parkway updates

Mr. Clark delivered the update:

- Renderings for the redevelopment of 833 Forest Parkway were shown to the board. The proposed name is "The Grapevine". The incubator will feature food terminals for local vendors, flex space offices for entrepreneurs, open space for presentations, a functioning bar with libations, and a drive-thru coffee shop. Redevelopment costs total around \$4.2 million.

10. Main Street RFP update (Discussed in Executive Session)

11. Economic Development Update

Mr. Abraham delivered the update:

- The Army recently turned over 140 acres to the URA. Another 100 acres to the south at Gillem should be turned over by the end of the year. Mayor Butler led a group of city staff to the Heritage Veterans Museum for a tour of their facility with the hopes of drawing inspiration for a military museum at Gillem Logistics Center commemorating Ft. Gillem. Forest Station, a 60-unit adult living community, recently opened and is currently interviewing potential residents. The Economic Development team is still fine tuning the city's film strategy. An event is being planned to celebrate the debt payment to the Army and the final land turnovers. An event planning meeting for this will be on December 4, 2023. The proposed events dates are April 16-18, 2024, at Gillem Logistics Center. Fundraising will help support the cost of the event.

Mrs. Dennis delivered the update:

- The interest form to participate in the GA Main Street program was submitted on October 2, 2023. Currently we are waiting for the application to be released on May 1, 2024. Applications must be submitted between May 1-July 1, 2024. The city is participating in Small Business Saturday with American Express. The program promotes shopping at small businesses throughout the holiday season. In combination with the annual holiday parade, businesses near Main Street are being asked to decorate the exterior of their buildings in holiday cheer. The winner of the competition will receive breakfast for their staff compliments of the City of Forest. There will also be a gingerbread & tree decorating competition at the holiday festival after the parade.

12. HD Supply Tax Abatement (Discussed in Executive Session)

EXECUTIVE SESSION:

(Executive Session may be called for issues concerning Personnel, Litigation or Real Estate)

Nachae Jones made a motion to enter the executive session at 4:07 p.m. Tre Holland seconded the motion. Motion approved unanimously.

Tre Holland made a motion to exit the executive session and reconvene the regular meeting at 5:29 p.m. Nachae Jones seconded the motion. Motion approved unanimously.

Nachae Jones made a motion to authorize the Chair to execute a management agreement with Atlanta New Homes Marketing. Eric Stallings seconded the motion. Motion approved unanimously.

Nachae Jones motion to authorize the Chair to sign the resolution for HD Supply's tax abatement. Eric Stallings seconded the motion. Motion approved unanimously.

ADJOURNMENT:

Jacklyn Faith made a motion to adjourn the meeting at 5:37 p.m. Nachae Jones seconded the motion. Motion approved unanimously.

In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 404-366-1555.