



CITY OF FOREST PARK
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

Thursday, August 22, 2024, at 3:00 PM
City Hall-Council Chambers, Virtual Meeting Via Zoom

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 Angelyne Butler called the Downtown Development Authority Regular Meeting of July 25, 2204, to order at 3:07 p.m.

PRESENT:

Angelyne Butler, MPA
Eric Stallings
Jacklyn Faith
Nachae Jones

ALSO PRESENT:

Ricky L. Clark, Jr., City Manager
John Wiggins, Finance Director
Marsellas Williams, Economic Development Director
Rochelle B. Dennis, Main Street Manager

ADOPTION OF THE AGENDA WITH ADDITIONS/DELETIONS: Jacklyn Faith moved to add the Clayton County Water Authority Easement to the agenda. The motion was seconded by Nache Jones and was unanimously approved.

APPROVAL OF MINUTES: Jacklyn Faith made a motion to approve the May 16, 2024, Downtown Development Authority Special Called Meeting Minutes as submitted. The motion was seconded by Eric Stallings and was unanimously approved.

OLD BUSINESS:

1. **Update on Fiscal Year 24-25:** Director Marsellas Williams reviewed the DDA FY24-25 budget.
 - a. Ricky Clark explained that the Issuance Cost is separate from the Debt Service and represents the cost of the bond deal.
 - b. As the City covers all legal fees, the \$10K allotted to Attorneys Fees is to be moved to contingency for future projects
 - c. The salary increase represents the 3% cost of living adjustment for all City staff
 - d. The Litigation line item will be rolled into Professional Services
 - e. \$80K will be allotted for Advertising and \$15K for Printing
 - f. The renovation of workforce homes will come from Infrastructure / Construction
 - g. Jacklyn Faith made the motion to approve the DDA FY24-25 Budget with the reallocation of \$10K from Attorney's Fees to Contingency. The motion was seconded by Eric Stallings and was unanimously approved.

2. **Review of Main Street Event Schedule:** Rochelle Dennis reviewed the upcoming 2024 events calendar which included the following:
 - a. Up Early on Main – September 21, October 19, November 16 from 8-11am. The event will include a pop-up dog park, yoga, music, and free breakfast.
 - b. Blues on Main – October 11 from 6 – 11pm. The event features four blues acts and food trucks. Limited VIP seating is available for \$200 for a table of eight. General admission is free.
 - i. The board agreed on a price of \$200 for VIP table seating which includes drink and food for the first 90 minutes.
 - ii. Jacklyn Faith made a motion to authorize the Executive Director and Chair to execute necessary contracts for Blues on Main. The motion was seconded by Nache Jones and was unanimously approved.
 - c. Pets on Parade Halloween Edition – October 26 from 3-6pm. In partnership with Forest Park Animal Control and pet vendors, the event will feature a Halloween costume pet parade.
 - d. Small Business Saturday – November 30. In partnership with American Express, the event is designed to encourage our community to shop local while promoting our small business community for the holiday season.
 - e. Holiday on Main – December 4 – December 21. The proposed event will feature holiday decorations at the Fountain on Main and encourage a holiday decorating store front contest among Main Street area businesses.

3. **Approval of 964 Main Street GA Power Easement:** Nache Jones made a motion to ratify the GA Power Easement for 964 Main Street. The motion was seconded by Jacklyn Faith and was unanimously approved.

4. **Review of Directors & Officers Liability Insurance:** Jacklyn Faith made a motion to ratify the Directors & Officers Liability Insurance. The motion was seconded by Nache Jones and was unanimously approved.

NEW BUSINESS:

1. **Economic Development Update:** Marsellas Williams provided the update
 - a. Development tours and meetings with prospects including Presswood, Target Realty and more
 - b. Attended the ATL Economic Development Collective
 - c. Lingo Staffing opened in July 2024 and provides short- and long-term workforce placement
 - d. Hosted a small business forum with SBDC
 - e. Hosting an Economic Development Open House for Residents (September 23) and Businesses (September 30)

- f. Project Splash is moving forward
 - g. Meeting with developers and potential partners for Project Moonshot
 - h. Project Unload will launch in the coming months
 - i. Hosted a ribbon cutting for America's Food Basket (the old Piggly Wiggly)
 - j. Hosted two business retention visit in Ward 1
 - k. Working on new economic development marketing materials
2. **819 Forest Parkway Lease Update:** Marsellas Williams shared that Target Realty has a general interest in leasing the one space available at 819 Forest Parkway.
 3. **Update on 4987 East Street:** The DDA has closed on the property at 4987 East Street. Eric Stallings made a motion to ratify the purchase of 4987 Forest Parkway. The motion was seconded by Nache Jones and was unanimously approved.
 4. **Update on 868 Forest Parkway:** Developing plans for 868 Forest Parkway. Eric Stallings made a motion to ratify the purchase of 868 Forest Parkway. The motion was seconded by Nache Jones and was unanimously approved.
 5. **Update on 4523 Ernest Drive:** The DDA will receive construction plans next week. The contractor will present to the Planning Commission at their October 17, 2024, meeting.
 6. **Clayton County Water Authority Easement:** Clayton County Water Authority requested that the DDA dedicate the water vault to CCWA. Eric Stallings made a motion to grant the easement and convey the water vault to the CCWA. Jacklyn Faith seconded the motion and the motion unanimously passed.

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

Jacklyn Faith made a motion to adjourn the regular meeting at 3:57pm and enter Executive Session. The motion was seconded by Nache Jones.

Jacklyn Faith made a motion to adjourn the Executive Session and reconvene the regular meeting at 4:48pm. The motion was seconded by Eric Stallings and was unanimously approved.

Jacklyn Faith made a motion to authorize the renovation of 4523 Ernest Drive with a cost not to exceed \$1.5M. The motion was seconded by Eric Stallings and was unanimously approved.

ADJOURNMENT: Jacklyn Faith made a motion to adjourn the Downtown Development Authority Regular Meeting at 4:51pm. The motion was seconded by Nache Jones and was unanimously approved.

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 404-366-4720.