



CITY OF FOREST PARK
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

Thursday, December 19, 2024 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 Regular Meeting on December 19, 2024, to order at 3:10 pm.

PRESENT:

Angelyne Butler
Jacklyn Faith (via phone)
Nancy Howard
Jay Evans

ALSO PRESENT:

Ricky L. Clark, Jr., City Manager
Danielle Matricardi, City Attorney
John Wiggins, Director of Finance
Nigel Wattley, Interim Public Works Director
Rochelle Dennis, Main Street Manager
Charise Clay, Economic Development Staff Assistant

1. **Swearing of DDA Member: Jay Evans**

Jay Evans was sworn in as a member of the Downtown Development Authority by Chairwoman Butler.

ADOPTION OF THE AGENDA WITH ADDITIONS/DELETIONS: Jacklyn Faith made a motion to approve the agenda without any additions/ deletions. Nancy Howard seconded the motion. Motion approved unanimously.

APPROVAL OF MINUTES:

2. Approval of October 24, 2024, Meeting Minutes**3. Approval of November 27, 2024, Special Called Meeting Minutes**

Nancy Howard made a motion to approve the October 24, 2024, and November 27, 2024, meeting minutes. Jay Evans seconded the motion. Motion approved unanimously.

OLD BUSINESS:**NEW BUSINESS:****4. Approval of 2025 Meeting Calendar**

Meetings will still be held in-person or virtually.

Jacklyn Faith made a motion to approve the 2025 meeting calendar. Jay Evans seconded the motion. Motion approved unanimously.

5. Financial Update

Director of Finance, John Wiggins, delivered the update.

The DDA's operating cash totals \$7,164,911. Year to Date operating revenues total \$3,437,475. The DDA's Georgia Fund 1 current balance is \$2,200,433.56. In the creation of next year's budget, there will be more details explaining the pilot payments and their transaction paths. It was additionally noted that all reoccurring expenses have been converted into blanket purchase orders.

6. DDA Property Appraisals

With there being such high interest in DDA owed properties, a request was made to have the properties appraised. The cost to conduct the appraisals was \$19,550. Flechter and Company will be providing the appraisals.

Jay Evans made a motion to accept the appraisal quote. Nancy Howard seconded the motion. Motion approved unanimously.

7. 819 Forest Parkway Repair Update

Main Street Manager, Rochelle Dennis, delivered the update.

Columns on the exterior of 819 Forest Pkwy have sustained structural damage due to the columns being hit by a vehicle. 2 contractors submitted proposals for the job. Wilson Masonry gave an estimate of \$5,500 with a completion date of 4 days. Rubio & Sons Interiors gave a quote of \$50,000. Rubio & Sons Interiors is currently working on the Grapevine next door to 819. Staff recommends the board move forward with Wilson Masonry.

Nancy Howard made a motion to move forward with Wilson Masonry for the repair on 819 Forest Pkwy. Jay Evans seconded the motion. Motion approved unanimously.

8. Bond Assignment on Building 1200

Attorney Matricardi delivered the update.

The DDA conducted the original tax abatement in 2021. The bondholder has recently assigned it to a different entity.

Jay Evans made a motion to accept the resolution of the Downtown Development Authority of the City of Forest Park acknowledging and approving Alia, the assignment of this whole interest in a certain project and the assumption of all the obligation and responsibilities the issuer of the assigner by the assignee and the execution and delivery of related documents in connection therewith. Jacklyn Faith seconded the motion.

Nancy Howard voted No. Mayor Butler voted No.

9. City Fountain Landscape Proposals

Main Street Manager, Rochelle Dennis, delivered the update.

The fountain area on Main Street currently isn't being maintained by a landscape vendor due to the previous vendors contract expiring. The previously awarded contract totaled around \$30,000 annually. She and the interim

Public Works Director met with 3 vendors in early December to seek new proposals for the 2025 maintenance of the fountain. 2 bids were received for the project. Duncan's Landscaping bid came in around \$48,000 annually/ \$4,000 monthly. Worldscapes bid came in around \$550 a month, which is significantly cheaper than Duncan's but not nearly as comprehensive. Staff recommends moving forward with Duncan's Landscaping and Maintenance. Nancy Howard made a motion to move forward with the staff's recommendation of Duncan's Landscaping and Maintenance. Jay Evans seconded the motion.

MAIN STREET UPDATE:**ECONOMIC DEVELOPMENT UPDATE:****EXECUTIVE SESSION:**

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

Jay Evans made a motion to enter executive session at 4:24pm. Jacklyn Faith seconded the motion. Motion approved unanimously.

Nancy Howard made a motion to exit executive session at 4:56pm. Jay Evans seconded the motion. Motion approved unanimously.

Jacklyn Faith made a motion to accept the motion previously stated about the bond reassignment for building 1200. Jay Evans seconded the motion. Motion approved unanimously.

ADJOURNMENT:

Chairwoman Butler adjourned the meeting at 4:57pm.

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.