



CITY OF FOREST PARK
DEVELOPMENT AUTHORITY REGULAR MEETING

Wednesday, February 28, 2024 at 5:30 PM
City Hall-Council Chambers

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

ECONOMIC DEVELOPMENT
745 Forest Parkway
Forest Park, GA 30297

MINUTES

Billy Freeman, Chairman
Alvin Patton, Vice Chairman
Felicia Davis, Member
Hector Gutierrez, Member
Bennett Joiner, Member
Victoria Williams, Member
Rhonda Wright, Member

MEETING NOTICE:

CDC requirements of masks and social distancing will be adhered.

CALL TO ORDER/WELCOME: Vice Chairman Alvin Patton called the Development Authority regular meeting on February 28, 2024, to order at 5:36pm.

PRESENT:

Billy Freeman, Jr.
Alvin Patton
Hector Gutierrez
Bennett Joiner
Victoria Williams (arrived at 5:43pm)
Rhonda Wright

ALSO PRESENT:

Ricky L. Clark, Jr., City Manager
Councilwoman Kimberly James
Kirby Glaze, DA General Counsel

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:

OLD BUSINESS:

NEW BUSINESS:

- **Election of Officers**

Mrs. Dennis delivered the update:

- The Chair, Vice Chair, and Secretary/ Treasurer needed to be selected.
- Bennett Joiner nominated Billy Freeman Jr., to remain the Chair and Alvin Patton as Vice Chair.
- Victoria Williams nominated Hector Gutierrez as Chair. Hector Gutierrez declined the nomination.

Bennett Joiner made a motion to close nominations. Rhonda Wright seconded the motion. Motion approved unanimously.

- Hector Gutierrez made a motion to re-elect Billy Freeman, Jr. as Chairman. Bennett Joiner seconded the motion. Motion approved unanimously.
- Bennett Joiner made a motion to re-elect Alvin Patton as Vice Chairman. Rhonda Wright seconded the motion. Motion approved unanimously.
- Bennett Joiner made a motion to maintain staff as the board's Secretary/ Treasurer. Hector Gutierrez seconded the motion. Motion approved unanimously.

OTHER DISCUSSION:

Alvin Patton made a motion to amend the agenda to include the 2024 meeting calendar. Bennett Joiner seconded the motion. Motion approved unanimously.

Bennett Joiner made a motion to approve the 2024 meeting calendar subject to the November & December meeting dates being changed to November 20 & December 18. Rhonda Wright seconded the motion. Motion carried approved unanimously.

- **Finance Report**

Mrs. Dennis delivered the update:

- The board was given a financial report prepared on February 9, 2024, by Marshall Jones, their accounting service. Liabilities and equity totaled \$920,804.44. As of January 2024, net revenues totaled \$44,048.46.

- **DCA Registration**

Kirby Glaze delivered the update:

- The DA has to register itself with the Department of Community Affairs annually. The report is to be filled 6 months after the fiscal year ends. He will work with staff and the city's financial advisor to have the report submitted.

- **Annual Audit**

Kirby Glaze delivered the update:

- He suggested having the current financial institution that manages the DA's finances conduct the audit. The board can have an individual firm conduct the audit. They can also bid out or accept proposals for the audit.

The Chairman suggested moving forward with requesting a proposal for the audit from Marshall Jones, their current financial institution.

- **Paramount Consulting Group Retainer of Services**

Chairman Freeman delivered the update:

- Paramount worked with the DA previously on advocating for the development of DA owned properties. The contract was terminated during the change in leadership. If the contract is renewed, it will be on a month-to-month basis.

Bennett Joiner made a motion to continue to use Paramount Consulting. Rhonda Wright seconded the motion. Motion approved unanimously.

OTHER DISCUSSION:

Rochelle Dennis presented the board with an updated DA property list.

- **4975 Lake Drive Update**

Kirby Glaze delivered the update:

- The property had restrictions on it for the owner to rectify regarding developing the property. The board offered the owner an extension on completing those tasks. The City is still awaiting final signatures on documents from the GA Department of Natural Resources before issuing building permits. Attorney Glaze recommends making the owner of the property aware of the outstanding tasks and the timeline for the submission of documents.

850 Main Street Update (Discussed in Executive Session)

EXECUTIVE SESSION: (When an Executive Session is required, one will be called for the following issues: Personnel, Litigation or Real Estate)

Bennett Joiner made a motion to enter executive session at 6:14pm. Rhonda Wright seconded the motion. Motion approved unanimously.

Victoria Williams made a motion to exit the Executive Session at 6:34pm. Hector Gutierrez seconded the motion. Motion approved unanimously.

Bennett Joiner made a motion to approve the sale of 696 Main Street to the City of Forest Park for \$350,000. Hector Gutierrez seconded the motion. Motion approved unanimously.

ADJOURNMENT:

Bennett Joiner made a motion to adjourn the meeting at 6:33pm. Hector Gutierrez 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.