



CITY OF FOREST PARK
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

Thursday, March 27, 2025, at 3:00 PM
City Hall-Council Chambers, Virtual Meeting Via Zoom and YouTube Livestream

Website: www.forestparkga.gov

Phone Number: (404) 363.2454

ECONOMIC DEVELOPMENT

745 Forest Parkway
Forest Park, GA 30297

MINUTES

Angelyne Butler, *Chairwoman*

Eric Stallings, *Vice Chairman*

Jacklyn Faith, *Member*

Nancy Howard, *Member*

Tre Holland, *Member*

Dhaval Shah, *Member*

Jay Evans, *Member*

CALL TO ORDER/WELCOME: Chairwoman Angelyne Butler called the Downtown Development Authority Regular Meeting on March 27, 2025, to order at 3:13pm.

PRESENT:

Angelyne Butler

Eric Stallings (Arrived at 3:53pm)

Jacklyn Faith (Attended via Zoom)

Nancy Howard (Attended via Zoom)

Jay Evans

ALSO PRESENT:

Ricky L. Clark, Jr., City Manager (Attended via Zoom)

Danielle Matricardi, City Attorney

John Wiggins, Director of Finance

Rochelle B. Dennis, Interim Director of Economic Development

Charise Clay, Economic Development Staff Assistant

ADOPTION OF THE AGENDA WITH ADDITIONS/DELETIONS: Jacklyn Faith made a motion to adopt the agenda for March 27, 2025, as submitted. Jay Evans seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES:

1. Approval of February 27, 2025, Meeting Minutes: Jay Evans made a motion to approve the February 27, 2025, regular meeting minutes as submitted. Nancy Howard seconded the motion. The motion passed unanimously.

OLD BUSINESS:

2. **Review & Discussion of Property Landscaping Contract:** Rochelle B. Dennis provided a review of Downtown Development Authority lots for cuts and maintenance by Anderson Lawncare. Weekly cuts began on March 18, 2025 and will continue through late-Fall. Anderson Lawncare is under contract with the DDA until June 2025. Staff will start the re-bid process in May 2025.
3. **Discussion & Update on 4987 East Street Renovations:** Rochelle B. Dennis provided an update on East Street renovations including the status of installation of back deck, privacy fence, and tree-trimming. Contracts have been awarded, and staff expect work to be complete by end of April 2025. City Manager, Ricky L. Clark, Jr., in the coming weeks is meeting with a furniture vendor to furnish the property.
4. **Discussion & Update on 4523 Ernest Drive Property:** This discussion will be tabled until funding is verified.

NEW BUSINESS:

5. **Board Discussion and Review of Intergovernmental Agreement between DDA and Public Works:** There is not a current Intergovernmental Agreement between the DDA and the City of Forest Park's Public Works Department. Attorney Matricardi will draft an IGA for review, consideration, and approval.
6. **Board Discussion and Approval of Georgia Power Tree Trim / Clearing Easement:** Jay Evan made a motion to approve the Georgia Power Tree Trim / Clearing Easement with a \$300 payment to the DDA by Georgia Power. Jacklyn Faith seconded the motion. The motion unanimously passed.

FINANCIAL REPORT:

John Wiggins, Director of Finance, provided the February 2025 Financial Report of the Downtown Development Authority. The DDA checking account had an opening balance of \$4,786,728 with an ending balance of \$656,897. The DDA Series 2023B had an opening balance of \$1,163,916 with an ending balance of \$1,166,737. The DDA Main Street checking account had an opening balance of \$1,088,690 with an ending balance of \$1,091,329. The DDA Georgia Fund 1 account had an opening balance of \$2,060,376.52 with an ending balance of \$2,068,027.99.

MAIN STREET UPDATE: Rochelle B. Dennis provided an update on activities occurring on Main Street with an emphasis on the 2025 calendar of events. A Main Street logo is in the works followed by the creation of branded swag and collateral. Light pole banners to replace the current banners are in creation as well. A comprehensive sponsorship package for businesses and stakeholders is in process. Mrs. Dennis has been asked to be a member of the Public Art program within the City to assist with the creation of branded art with the Arts & entertainment District. Volunteers are always needed for Main Street events, so a Main Street Ambassador Program is being created to assist and promote life on Main Street. She has continued to report Main Street events and happenings to DCA's GA Main Street Program.

ECONOMIC DEVELOPMENT UPDATE:

Nancy Howard made a motion to approve the necessary renovations and repairs to include mold remediation, HVAC repairs, and internal paint for 819 Forest Parkway, Suite D not to exceed \$35,000. Jacklyn Faith seconded the motion. The motion passed unanimously.

EXECUTIVE SESSION:

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

Eric Stallings made a motion to enter Executive Session at 4:30pm. Jay Evans seconded the motion. The motion passed unanimously.

Eric Stallings made a motion to adjourn the Executive Session and to reconvene the regular meeting at 5:49pm. Jay Evans seconded the motion. The motion passed unanimously.

Eric Stallings made a motion to direct the City Manager to explore financing options to include but not limited to crowd funding and donations for the redevelopment of 4523 Ernest Drive. Nancy Howard seconded the motion. The motion unanimously approved.

Jay Evans made a motion to authorize legal counsel to prepare a contract not to exceed \$500,000 with TPI Group for a single-family residential home at 4523 Ernest Drive. Eric Stallings seconded the motion. The motion unanimously passed.

Jay Evans made a motion to provide consent to the Easement Agreement between CPF Gillem Logistics Center 300 LLC and The Realty Associates Fund XII Portfolio LP. Eric Stallings seconded the motion. The motion unanimously passed.

Jay Evans made a motion to approve amendment to purchase and sale agreement with Craig Pharms for 4879 West Street. Eric Stallings seconded the motion. Nancy Howard voted no. The motion carried.

Jay Evans made a motion to accept an offer from City of Forest Park to purchase 1.754 acres of land located in Fort Gillem for a future right-of-way. Eric Stallings seconded the motion. The motion carried.

ADJOURNMENT:

Chairwoman Butler adjourned the meeting at 5:53pm.

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.