



CITY OF FOREST PARK
DOWNTOWN DEVELOPMENT AUTHORITY SPECIAL CALLED MEETING

Thursday, May 16, 2024 at 3:30 PM
Virtual Meeting Via Zoom

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

ECONOMIC DEVELOPMENT
745 Forest Parkway
Forest Park, GA 30297

AGENDA

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:

ROLL CALL:

ADOPTION OF THE AGENDA WITH ADDITIONS/DELETIONS:

APPROVAL OF MINUTES:

1. Approval of March 28, 2024 Meeting Minutes
2. Approval of April 4, 2024 Special Called Meeting Minutes

OLD BUSINESS:

3. Update: Property Landscaping
4. Update: Property Demolition

NEW BUSINESS:

5. Economic Development Update

EXECUTIVE SESSION:

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

ADJOURNMENT:

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.



**CITY OF FOREST PARK
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING**

Thursday, March 28, 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 meeting on March 28, 2024, to order at 3:16pm.

PRESENT:

- Angelyne Butler, MPA
- Nachae Jones
- Jacklyn Faith
- Eric Stallings

ALSO PRESENT:

- Ricky L. Clark, Jr., City Manager
- John Wiggins, Director of Finance
- Jeremi Patterson, Deputy Director of Finance
- Bobby Jinks, Director of Public Works
- SaVaughn Irons-Kumassah, City Planner
- Rochelle 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 as is. Nachae Jones seconded the motion. Motion approved unanimously.

APPROVAL OF MINUTES:

1. Approval of February 22, 2024, Meeting Minutes

Jacklyn Faith made a motion to approve the February 22, 2024, meeting minutes. Nachae Jones seconded the motion. Motion approved unanimously.

OLD BUSINESS:**NEW BUSINESS:**

2. Approval of 2024 Meeting Calendar
 - Nachae Jones made a motion to approve the 2024 meeting calendar with alternative meeting dates in November and December. Eric Stallings seconded the motion. Motion approved unanimously.
3. DDA Film Studio Discussion
 - Nachae Jones made a motion to authorize Leadership Clayton to use the studio for their project. Jacklyn Faith seconded the motion. Motion approved unanimously.
4. Landscaping Update
 - Nachae Jones made a motion to authorize the Chair to execute the contract for landscape services on their behalf. Eric Stallings seconded the motion. Motion approved unanimously.
5. Economic Development Update
 - Rochelle Dennis delivered the update:
 - St. Patrick's Day Street Party was on Friday, March 15, 2024, around 50 community residents and City staff attended the event.
 - The Evolution is a celebration of the redevelopment of Ft. Gillem on March 18, 2024.

EXECUTIVE SESSION:

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

ADJOURNMENT:

Eric Stallings made a motion to adjourn the meeting at 4:50pm. Jacklyn Faith 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 404-366-4720.



CITY OF FOREST PARK DOWNTOWN DEVELOPMENT AUTHORITY SPECIAL CALLED MEETING

Thursday, April 04, 2024 at 3:00 PM
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*
- Eric Stallings**, *Vice Chairwoman*
- Jacklyn Faith**, *Member*
- Nancy Howard**, *Member*
- Tre Holland**, *Member*
- Nachae Jones**, *Member*
- Dhaval Shah**, *Member*

CALL TO ORDER/WELCOME: Chairwoman Butler called the Downtown Development Authority Regular Meeting on April 4, 2024, to order at 3:00pm.

PRESENT:

- Angelyne Butler, MPA
- Eric Stallings
- Jacklyn Faith
- Nachae Jones

ALSO PRESENT:

- Ricky L. Clark Jr., City Manager
- Danielle Matricardi, City Attorney
- Bobby Jinks, Director of Public Works
- James Shelby, Interim Director of Planning & Community Development
- SaVaughn Irons-Kumassah, City Planner
- Rochelle Dennis, Interim Director of Economic Development
- Charise Clay, Economic Development Staff Assistant

ADOPTION OF THE AGENDA WITH ADDITIONS/DELETIONS:

APPROVAL OF MINUTES:

OLD BUSINESS:

1. Ernest Drive Update

Chairwoman Butler led the discussion:

- If the project exceeds the quoted amount, the contractor will have to come back to present it to the board.
- Jacklyn Faith made a motion to approve the \$15,781.16 needed for architectural renderings with the understanding that the DDA owns all documents. Nachae Jones seconded the motion. Motion approved unanimously.

NEW BUSINESS:

EXECUTIVE SESSION:

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

ADJOURNMENT:

Nachae Jones made a motion to adjourn the meeting at 3:12pm. Jacklyn Faith 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 404-366-4720.

2024 DDA Landscape Proposals

VENDOR	SERVICES	INITIAL COST	WEEKLY	MONTHLY	YEARLY	NOTES
WCC Atlanta Landscape Maintenance	grass cutting, weed control, mulch	\$ 3,500.00	\$ 881.25	\$ 3,525.00	\$ 42,300.00	Currently has contract for City Plaza \$2,500 Mo). Additional pending proposal for \$2,500 monthly to mulch main to phillips
Anderson Lawn Care	Cut, weed, edge	\$ 1,873.79	\$ 938.84	\$ 3,755.36	\$ 45,064.32	
Fresh Start Construction & Management	Cutting, weed control, trash removal, trimming & hedging		\$ 1,800.00	\$ 7,200.00	\$ 86,400.00	
WorldScapes	Cutting, weed control, trash removal, trimming & hedging	\$ 2,350.00	\$ 1,875.00	\$ 7,500.00	\$ 90,000.00	

Downtown Development Authority Owned Property (Main Street Area)
As of 5/16/2024

A	B	C	D	E	F	G	H	I	
1	OWNER	ADDRESS	PARCEL ID	ZONING	SIZE / ACREAGE	OCCUPIED?	NOTES	CUT CLEAN	MAINTAIN BEDS
2	DDA	4871 College Street	13050B F001	Downtown Main Street	2 Acres		Five lot assembly (888 Hill St., 4899 College, 4871 College, corner lot of Ash & Summit, corner lot of Hill & Parker)		
3	DDA	4894 College Street		Downtown Main Street	0.188 Acre				
4	DDA	4898 College Street	13049A B013	Downtown Main Street	.424 Acre	NO	church behind city fountain		
5	DDA	751 Main Street	13050A J002	Downtown Main Street	.23 Acre	YES	Retail Center- 5 units		
6	DDA	771 Main Street	13050A J003	Downtown Main Street	0.23 / 10,006 SF	YES	Retail Center- 5 units		
7	DDA	819 Forest Parkway	130050D B001	Forest Parkway	.7 Acre	YES	Pavillion Plaza, 5 Units		
8	DDA	833 Forest Parkway	13050D B002	Forest Parkway	1.38 Acre	NO	Former Rite Aid		
9	DDA	904 Main Street	13049A B015	Downtown Main Street	2 Acres		Assemblage of 4 vacant lots (4908 College, 916 Main & 920 Main)		
10	DDA	946 Main Street	13049A B019	Downtown Main Street	.21 Acre		Main St. lot providing access to Apartments / Lot in front of 948 Main St.		
11	DDA	948 Main Street	13049A B027	Downtown Main Street	.21 Acre	NO	Six unit apartment		
12	DDA	954 Main Street	13049A B021	Downtown Main Street	.35 Acre	NO	Carter's Cleaners		
13	DDA	964 Main Street	13049A B022	Downtown Main Street	1.9 Acre	NO	1956; 18K SF / Not in use,		
14									
15									



**ATLANTA
LANDSCAPE MAINTENANCE**

CONTRACT/PROPOSAL

www.wcclandscapes.com

404) 397-7104

wccland@gmail.com

April 11, 2024

Forest Park Development Authority Owned Property

Attn: Nigel Wattley
nwattley@forestparkga.gov

Project: Landscape Services for the Development Authority Owned Property

WCC Landscaping will provide landscape services for the properties listed below; providing grass cutting every 10 – 14 days to complete job at hand.

- Cutting of grass as listed
- Removing all debris and paper in all areas

Estimated 20+ area lots:

4871 College Street	\$100.00
4898 College Street	\$125.00
4894 College Street	\$125.00
4950 Courtney Drive	\$100.00
4888 Evans Drive	\$125.00
5035 Jonesboro Road	\$100.00
751 Main Street	\$
771 Main Street	\$
819 Forest Park Way	\$150.00
833 Forest Park Way	\$150.00
904 Main Street	\$
946 Main Street	\$100.00
948 Main Street	\$100.00
954 Main Street	\$175.00
964 Main Street	\$

3525 - DDA
LOTS



**ATLANTA
LANDSCAPE MAINTENANCE**

CONTRACT/PROPOSAL

www.wcclandscapes.com

404) 397-7104

wccland@gmail.com

Continued

794 Main Street —		\$125.00
670 Main Street —		\$100.00
696 Main Street —		\$125.00
760 Main Street —		\$100.00
770 Main Street —		\$100.00
775 Main Street —		\$100.00
794 Main Street —		\$ 75.00
842 Main Steet —		\$100.00

Total Cost \$4,575.00

Wayne Clark Date
WCC Landscaping & Maintenance

Approval Signature Date

Downtown Development Authority FP - 964 Main Street, Forest Park

Estimate 964

Estimate created on 05/14/2024

Lot Size: 2 SqFt

Bed Sizes: SqFt

One time clean up service.

Description	Your Cost	Customer Price	Average Employee Hry Rate	Area/Bed Size	Depth	Coverage	Amount Needed	Your Total Cost	Total Customer Price	Total ManHours	Total Labor Cost	Gross Profit
4871 College St Clean up service		179.99						0	179.99			179.99
4894 College St. Clean up service		139.99						0	139.99			139.99
4898 College St. Clean up service		149.99						0	149.99			149.99
4950 Courtney Dr. Clean up service		155.99						0	155.99			155.99
751 Main St. Clean up service		139.99						0	139.99			139.99
771 Main St. Clean up service		110.99						0	110.99			110.99
819 Forest Parkway		129.99						0	129.99			129.99
833 Forest Parkway Clean up service		139.99						0	139.99			139.99
904 Main St. Clean up service		225.99						0	225.99			225.99
946 Main St. Clean up service		125.00						0	125.00			125.00
948 Main St Clean up service		89.90						0	89.90			89.90
954 Main St. Clean up service		199.99						0	199.99			199.99
964 Main St. Clean up service		85.99						0	85.99			85.99
Totals:		1,873.79						0	1,873.79	0	0	1,873.79

Item #3.

Downtown Development Authority FP - 4871 College Street, Forest Park

Estimate 871

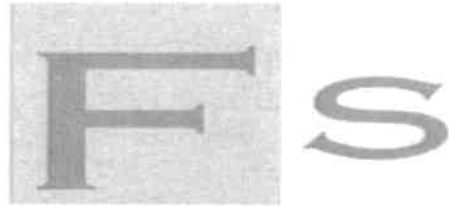
Estimate created on 05/14/2024

Lot Size: 2 SqFt

Moderately Wooded Bed Sizes: SqFt

Clean-up properties and Maintain

Description	Your Cost	Customer Price	Average Employee Hry Rate	Area/Bed Size	Depth	Coverage	Amount Needed	Your Total Cost	Total Customer Price	Total ManHours	Total Labor Cost	Gross Profit
4871 College St. Weekly Service		125.00						0	125.00			125.00
4894 College St. Weekly Service		49.99						0	49.99			49.99
4898 College St. Weekly Service		60.99						0	60.99			60.99
4950 Courtney Drive Weekly Service		55.95						0	55.95			55.95
751 Main St. Weekly Service		69.99						0	69.99			69.99
771 Main St. Weekly Service		69.99						0	69.99			69.99
819 Forest Parkway Weekly Service		89.99						0	89.99			89.99
833 Forest Parkway Weekly Service		89.99						0	89.99			89.99
904 Main St. Weekly Service		96.99						0	96.99			96.99
946 Main St. Weekly Service		49.99						0	49.99			49.99
948 Main St. Weekly Service		49.99						0	49.99			49.99
954 Main St. Weekly Service		49.99						0	49.99			49.99
964 Main St. Weekly Service		79.99						0	79.99			79.99
Totals:		938.84						0	938.84	0	0	938.84



Fresh Start Construction & Management, Inc.
2460 John Stowe Rd
Monroe, GA 30656
770-356-5319
www.freshstartcm.com

Prepared for:
The City of Forest Park
URA contract for landscape maintenance service
4871 College St,
Forest Park, GA 30297

Contact: RAYBURN WOMACK

Prepared by:
Fresh Start Construction & Management, Inc.
2460 John Stowe Rd
Monroe, GA 30656
www.freshstartcm.com
Freshstartcm1@gmail.com
770.356.5319

Fresh Start Cleaning & Maintenance, Inc. is pleased to submit this contract to City of Forest Park.

RAYBURN WOMACK

04/18/2024

Rayburn Womack, President

Date

SCOPE OF WORK

Fresh Start C&M, Inc. shall perform the services below.

Scope of Service	Cost
Landscape Maintenance Services	
1. Landscape maintenance each week including weed control, removal of debris off of grounds, trimming and hedging of each location below:	
a. 4871 College St	\$475.00
b. 4894 College St	\$125.00
c. 4898 College St	\$100.00
d. 4950 Courtney Dr	\$95.00
e. 751 Main St	\$85.00
f. 771 Main St	\$115.00
g. 819 Forest Pkwy	\$130.00
h. 833 Forest Pkwy	\$205.00
i. 904 Main St	\$85.00
j. 946 Main St	\$100.00
k. 948 Main St	\$110.00
l. 954 Main St	\$75.00
m. 964 Main St	\$100.00
Labor and materials included, Price per cut	Total \$1,800.00

Downtown Development Authority Owned
Property As of 4/4/2024

			C						
1	OWNER	ADDRESS	PARCEL ID	ZONING	SIZE 1 ACREAGE	OCCUPIED?	NOTES	Clean-up	MAINTAIN
2	DDA	4871 College Street,	13050B FOOI	Downtown Main Street	2 Acres		Five lot assembly (888 Hill St., 4899 College, 4871 College, corner lot of Ash & Summit, corner lot of Hill & Parker) / Do not have rice	\$190	\$150
	DDA	4894 College Street		Downtown Main Street	0.188			\$165	\$130
	DDA	4898 College Street	13049A 8013	Downtown Main Street	424 Acre	NO	2,400 SF / Built 1967 House used for church / Not in use, would not be replaced if damaged; No security, no sprinkler; No contents; church behind ci fountain	\$165	\$130
5	DDA	4950 Courtney Drive	13049B EOI 1	Downtown Main Street	.316 Acre	NO		\$190	\$150
6	DDA	751 Main Street	13050A J002	Downtown Main Street	.23 Acre	YES	Retail Center- 5 units	\$215	\$175
7	DDA	771 Main Street	13050A J003	Downtown Main Street	10,006 SF	YES	Retail Center- 5 units	\$95	\$75
8	DDA	819 Forest Parkway	130050D BOOI	Forest Parkway	.7 Acre	YES	Pavilion Plaza, 5 Units	\$260	\$210
9	DDA	833 Forest Parkway	13050D B002	Forest Parkway	1.38 Acre	NO	Former Rite Aid	\$280	\$225
10	DDA	904 Main Street	13049A B014A/ 13049A 8015	Downtown Main Street	2 Acres		Assemblage of 4 vacant lots (4908 College, 916 Main & 920 Main) /former proposed Zaxb's lot	\$280	\$225
11	DDA	946 Main Street	13049A 8019	Downtown Main Street	.21 Acre		Main St. lot providing access to Apartments / Lot in front of 948 Main St.	\$95	\$75
12	DDA	948 Main Street	13049A B027	Downtown Main Street	.21 Acre	NO	Six unit apartment / 11848 SF / Not in use, would not be replaced if damaged; No security, no sprinkler; No contents	\$95	\$75
13	DDA	954 Main Street	13049A 8021	Downtown Main Street	.35 Acre	NO	Carter's Cleaners	\$225	\$180
14	DDA	964 Main Street	13049A 8022	Downtown Main Street	1.9 Acre	NO	1958; 18K SF / Not in use,	\$95	\$75

Total Clean-up \$2,350.00

Maintenance \$1875.00