



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

Wednesday, October 27, 2021, at 5:30 PM  
City Hall-Council Chambers, Virtual Meeting Via Zoom

**Website:** [www.forestparkga.gov](http://www.forestparkga.gov)  
**Phone Number:** (404) 363.2454

**ECONOMIC DEVELOPMENT**  
745 Forest Parkway  
Forest Park, GA 30297

## AGENDA

**Lois Wright, Chairwoman**  
**Pamela Lake, Vice Chairwoman**  
**Eliot Lawrence, Secretary**  
**Hector Gutierrez, Member**  
**Alvin Patton, Member**  
**Trudy Smith, Member**  
**Felicia Davis, Member**

### MEETING NOTICE:

*This meeting is accessible to the public or media via web.  
For in person attendance, CDC requirements of Masks and Social Distancing will be adhered.*

### To join the meeting via Zoom:

<https://us06web.zoom.us/j/89881912017?pwd=eURPT2dseTBtUFhSTIByT0lFaWNLZz09>  
**Dial in:** 1-929-205-6099    **Meeting ID:** 898 8191 2017    **Passcode:** 922982

### CALL TO ORDER/WELCOME:

### ROLL CALL:

### APPROVAL OF MINUTES:

Approval of Minutes from September 29, 2021, DA Regular Meeting

1. Approval of proposed DA Meeting Minutes September 29, 2021

### OLD BUSINESS:

2. Economic Development Department Update
3. RFP Update

### NEW BUSINESS:

4. Update and Changes on 771- 775 Main Street Remodel
5. Demolition Estimates
6. By Laws

**EXECUTIVE SESSION:** (Executive Session is required 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 404-366-1555.*

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**MINUTES**

**Lois Wright, Chairwoman**  
**Pamela Lake, Vice Chairwoman**  
**Eliot Lawrence, Secretary**  
**Hector Gutierrez, Member**  
**Alvin Patton, Member**  
**Trudy Smith, Member**  
**Felicia Davis, Member**

**MEETING NOTICE:**

*This meeting is accessible to the public or media via web or teleconference.  
For in person attendance CDC requirements of Masks and Social Distancing will be adhered.*

**CALL TO ORDER/WELCOME:**

Chairwoman, Lois Wright, called the Regular Meeting for the Development Authority to order at 5:30 PM

**ROLL CALL:**

**Present:**

Lois Wright, Chairwoman  
Eliot Lawrence, Secretary  
Hector Gutierrez, Member  
Alvin Patton, Member  
Trudy Smith, Member  
Felicia Davis, Member

**Absent:**

Pamela Lake

**Also Present:**

Bruce Abraham, Economic Development Director  
Kirby Glaze, DA Attorney  
Kisha Bundridge, Economic Development Coordinator

**APPROVAL OF MINUTES:**

1. Felicia Davis made a motion to approve the Development Authority Regular Meeting Minutes from August 25, 2021, as is.  
Trudy Smith seconded.  
Roll call for approval. Approved unanimously.

**OLD BUSINESS:**

Lois Wright talked about the progress being made on the Main Street properties. She said they would like to have signage for the businesses but were informed that no signage is allowed on Main Street.

2. Economic Development Department Report

Bruce Abraham, Economic Development Director, shared that the Economic Development Department has canvassed the eligible properties on Main Street to inform them of the Façade Grant opportunity. The Façade Grant Program provides up to \$25,000 in matching funds toward improvements to small businesses along Main Street. Trudy Smith said she would like to see some of the really bad looking buildings apply for the grant. Eliot Lawrence asked about some of the businesses who have said they will apply. Bruce Abraham explained that eligible businesses have been made aware of the opportunity to apply for the grant.

Bruce Abraham said that the Raterree Road extension project has begun. We received \$1.3 million from TAD money to extend Raterree Road down to Forest Parkway.

Eliot Lawrence asked if there were any plans to set up charging stations for cars. Bruce Abraham explained that projects like that would not come through the Economic Development Department.

Felicia Davis asked about job fairs. Bruce Abraham explained that the Economic Development Department has been working tirelessly and closely with employers in Forest Park, as well as the ARC to bring access to job opportunities and resources to Forest Park residents.

Bruce Abraham explained that a hold up on the completion of Main Street properties renovation project is that the dirt is too soft to be approved for a deck permit. The plan is for the deck to serve as a food pavilion with a guard rail and furniture bolted to the deck. Due to the unexpected condition of the soil where the deck will go, they will need to first redo the footing.

Hector Gutierrez asked if there might be someplace else to put the deck. Bruce Abraham explained that the Model Mile will pass through and turn towards Starr Park. The deck placement is consistent with the bigger design for that area.

Bruce Abraham said that Zaxby's is still opening soon but has been struggling with their business design. We expect it to be a nice building, but they recently sold to someone else and have a new architectural team. Additionally, the fact that the drive thru may not be off of Main Street has caused some additional delays.

Bruce Abraham announced that the Downtown Development Authority is working with the Economic Development Department on a small business coalition with programs to teach financial literacy (loans) to people wanting to start small businesses. Most small business incubators are digital now. Seventy percent of job growth comes from small businesses, but eighty percent of small businesses fail within five years. This program would work to improve those statistics.

In Ft. Gillem, Amazon will have 900 job opportunities by January 2022, and Kroger will have 500 job opportunities by December 2021. We have just begun working with a hydroponics farm that uses water on shelves to harvest produce for Kroger and recently signed a contract for another big business coming to Forest Park with many highly skilled jobs that will be good for the community.

Felicia Davis asked if there were any projects the Economic Development Department is working on dealing with renewable energy. Bruce Abraham explained that economic development departments don't typically deal with renewable energy projects and that Ft. Gillem is not feasible for those types of projects because of the lay of the land there.

### **NEW BUSINESS:**

#### 3. Discussion: Retreat Options

Kirby Glaze, DA Attorney shared that our purpose or vision is two- fold: 1-to make sure that everyone is on the same page, working to set goals, and 2- to incorporate training to ensure that we are meeting state requirements. Kirby Glaze stressed the importance of being clear about what we want to accomplish with a board retreat. He suggested that we combine the boards into one retreat but not combine the visions.

Kisha Bundridge shared that the design of the retreat was totally up to the board. There is a \$2300.00 daily fee plus expenses, mileage and lodging for the facilitator from the Carl Vinson Institute. The content of the sessions is based on what we tell them we would like to learn/ experience. The board(s) would need to determine if they want separate or joint retreats, if they want the facilitator to come to COFP or if we want to make it a destination retreat.

Felicia Davis said we are missing a coordinated effort- a better way to execute our goals.

Hector Gutierrez suggested we aim to do the retreat next year since members will likely change at the end of this year.

Felicia Davis made a motion to invite the Downtown Development Authority and Urban Redevelopment Authority board members to join and share costs for a vision retreat/ training in early 2022.

Alvin Patton seconded.

Roll call for approval. Approved unanimously.

#### 4. RFP for Main Street Lots

Bruce Abraham reminded the board that during the last meeting, they discussed the 4 lots on Main Street and a strategy to follow the LCI plan to develop office, residential and retail spaces. To do this, Planning, Zoning & Building Director, James Shelby suggests an RFP to get experienced developers to look at the LCI plan and propose what they will do with the lots to bring the LCI plan to life. Bruce Abraham feels that in order to get real quality developers you need an RFP which casts a wide net. Using a real estate company is one way to go, they can list and market the property and bring offers, but that would not necessarily follow the LCI plan. A real estate

company would charge a 6% fee for their services, around \$60,000.00. One of the companies that put in a bid, Haddow & Company put together RFP's and find developers and charge \$20,000.00 for their services. One of the other companies to bid asks for \$12,000.00 but they don't find developers.

Felicia Davis asked Bruce Abraham to consider the options without considering the cost and recommend who he feels would best suit our needs and has the most experience. Bruce Abraham explained that we would definitely want the RFP because you can better target what you want them to do. Haddow & Company work with the largest developers in Atlanta, and they can bring them to us. Felicia Davis said she feels that when you can afford to go with the biggest and the best, you do. When you look back later, you never regret it. Lois Wright agreed and added that you get what you pay for.

Felicia Davis made a motion to engage Haddow & Company to prepare and solicit an RFP to develop Main Street lots (old theatre, parking lot and house).

Eliot Lawrence seconded.

Roll call for approval. Approved unanimously.

Bruce Abraham added that one of the properties belongs to the city, not the DA. Kirby Glaze suggests we go before the city to get an Intergovernmental Agreement to empower the DA to enter into a contract on their behalf for this property.

#### 5. Event for 771 - 775 Main Street

Bruce Abraham recommends the DA host an event to commemorate the grand opening of the renovated 771 – 775 Main Street properties. He suggests we invite the other board(s), city council and residents and do a ribbon cutting, etc. The project is almost complete, and it would be nice to celebrate and bring attention to it.

Lois Wright said that since we are not allowed to put signage on Main Street, perhaps we can put signage around the back- on Forest Parkway.

Trudy Smith said that not allowing signage is a bad idea. She said that she would not want to have a business someplace and not be allowed to have signage.

Felicia Davis asked if we could recommend that signage be allowed with strict rules about their placement and design.

Bruce Abraham said that we have a conservative Main Street, but he has pushed for a little more flexibility.

The contractors working on the lots are working on ideas for signage. They are going to make sure there is consistency in signage and numbers. They must consider the maintenance (considering that the businesses are likely to change often) and they will get back to us with an answer soon.

Bruce Abraham said it would be nice if they could use the billboard over the properties to say Welcome to the City of Forest Park Food Pavilion, with an arrow pointing down.

#### 6. By Laws

Kirby Glaze, DA Attorney, presented his draft of the new Bylaws but said it is not for action, just review. He shared that he was going to meet again with the City Attorney to discuss the Intergovernmental Agreement and will bring

that to the board at the October meeting. Mr. Glaze said he would like to create a binding agreement between the board and the city as the current IGA is not enforceable.

**EXECUTIVE SESSION:**

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

Felicia Davis made a motion to enter Executive Session at 6:43 PM.

Alvin Patton seconded.

Roll call for approval. Approved unanimously.

Trudy Smith made a motion to end Executive Session and resume the Regular Meeting at 6:56 PM.

Alvin Patton seconded.

Roll call for approval. Approved unanimously.

Based on the discussion in Executive Session, Trudy Smith made a motion to have Bruce Abraham negotiate the terms of Kisha Bundridge's proposed contract.

Felicia Davis seconded.

Roll call for approval. Approved unanimously

**ADJOURNMENT:**

Trudy Smith made a motion to adjourn the Regular Meeting for the Development Authority at 6:57 PM.

Felicia Davis seconded.

Roll call for approval. 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.*

**BYLAWS OF  
THE DEVELOPMENT AUTHORITY  
OF THE CITY OF FOREST PARK**

ARTICLE I  
NAME

The name of this organization is THE DEVELOPMENT AUTHORITY OF THE CITY OF FOREST PARK (“Authority”). It is a public body, corporate and politic, and an instrumentality of the State of Georgia. The Authority was established by resolution of the Mayor and Council of the City of Forest Park November 20, 1972 pursuant to the provisions of O.C.G.A. § 36-62-1, et. seq.

ARTICLE II  
PURPOSE

To promote economic growth and development of the City of Forest Park and for the public good to cooperate with State, City and County Governments in all respects toward the accomplishment of these goals, together with all powers granted to this Authority by the General Assembly of the State of Georgia.

ARTICLE III  
MEMBERSHIP

**3.1 Composition.** The Authority shall consist of seven (7) members. The members of the Authority shall be elected by the Mayor and Council. Each member shall be appointed for a four (4) year term and until his or her successor has been appointed. Any Member of the Authority may be appointed as successor. The Members of the Authority shall enter upon their duties immediately after such appointment.

**3.2 Qualifications.** All persons who are residents within the limits of the City of Forest Park are eligible for appointment to the Authority.

**3.3 Voting Rights.** Each Member, including any who holds an office hereunder, present at a meeting shall be entitled to one vote on each matter submitted to a vote of the Members at each such meeting. So long as a quorum is present in person, a member may participate by teleconference if necessary due to reasons of health or absence from the jurisdiction so long as any Member participating telephonically can hear all that is said in discussions by other Members or anyone speaking to the Authority and all Members and others in attendance are able to hear all that is said by the Member participating telephonically. Absent emergency conditions or the written opinion of a physician or other health professional that reasons of health prevent a member’s physical presence, no member shall participate by teleconference more than twice in one calendar year.



**3.4 Vacancy, Resignation and Termination of Members.** In the event of a vacancy on the Authority through death, resignation, or otherwise, the same shall be filled for the unexpired term by Mayor and Council. The City Council may, after due notice and a hearing, upon affirmative vote of five of its members remove any Member of the Authority for cause. Provided however, “cause” shall mean: the dereliction of a members duties to the Board, such as the failure to attend three consecutive meetings of the Board; the violation of any criminal statute of the State of Georgia or any state law regarding the performance of their duty as a member of the Board; or, the failure to comply with the provisions of O.C.G.A Section 36-62-5(e)(1) or O.C.G.A Section 45-10-3 regarding conflicts of interest.

**3.5 Compensation.** Members of the Authority shall not be compensated but may be reimbursed for actual expenses incurred in the performance of their duties.

ARTICLE IV  
CONDUCT OF BUSINESS AND MEETINGS OF MEMBERSHIP

**4.1 General.** The business of the Authority shall be managed by the Membership of the Authority.

**4.2 Regular Meetings.** A regular meeting of the Membership shall be held at 5:30 p.m. on the fourth Wednesday of the month, or at such other times as directed by the Chairperson at the hour to be set forth in the notice of the call of such meeting.

**4.3 Special Meetings.** Special meetings of the Membership may be called by the Chairperson or two (2) Members of the Authority and only the specific purposes for which the meeting is called shall be voted upon at a called meeting.

**4.4 Place of Meetings.** All meetings of the Membership of the Authority shall be held at the time and place designated in the notice of such meeting which shall be within the limits of the City of Forest Park, Georgia.

**4.5 Notice of Meeting.** A written or printed notice stating the place, day and hour as well as location of any special meeting of the Membership of the Authority shall be delivered, personally, by mail, or electronically to each Member entitled to be present and vote upon such matters as may come before the Authority at such meeting. Notice for a regular meeting shall not be less than one (1) nor more than ten (10) days before the date of such meeting by or at the direction of the Chairperson or Secretary or other officers or Members calling the meeting. The purpose for which the special meeting is called shall be stated in the notice and shall be given at least twenty-four (24) hours prior to the date of such special meeting. If the notice of any meeting is mailed, then notice of the meeting, whether regular or special shall be deemed “delivered” when deposited in the United States Mail addressed to the Member at his or her address as it appears in the records of the Authority with adequate postage thereon paid.

**4.6 Quorum.** Four (4) Members of the Authority shall constitute a quorum. A majority of the full membership shall be required to exercise the rights and perform all the duties of the Authority, and no vacancies shall impair the right of the quorum to act.

**4.7 Manner of Acting.** The transaction of any and all business at any and all meetings of the Membership shall be by a majority vote of the Members present at a meeting of the Authority at which a quorum is present. All Members present at a meeting of the Authority shall be deemed to have voted affirmatively for each item considered unless a Member's vote is expressly recorded as a negative or an abstention vote in the minutes of such meeting. A majority vote of the Members present at a meeting of the Authority shall constitute an action of the Members of the Authority. If a quorum is not present at a meeting of the Authority, the Members may discuss the agenda items but no binding vote can be made, except that a majority of the Members present may adjourn the meeting from time to time without further notice.

## ARTICLE V OFFICERS

**5.1 Officers.** The officers of the Authority shall be the Chairperson, Vice Chairperson, Secretary-Treasurer and such other officers and assistant officers as may from time to time be established or elected by the Membership. No Member of the Authority shall hold more than one office, except that Member holding the office of Secretary-Treasurer.

**5.2 Election of Officers.** The officers shall be elected by the Membership of the Authority at the first regular meeting held each calendar year.

**5.3 Vacancy of an Office.** A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled by the Membership for the unexpired portion of the term of said office.

**5.4 Duties of Officers:**

(a) **Chairperson.** The Chairperson shall be the principal executive officer of the Authority and shall in general, supervise and control all of the business and affairs of the Authority. The Chairperson shall preside at all meetings of the Membership. The Chairperson may sign and affix the Corporate Seal of the Authority to any deeds, mortgages, bonds, contracts, including land options, or other instruments which the membership of the Authority have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Members of the Authority or by the Bylaws or by statute to some other officer or agent of the Authority, and in general shall perform all the duties incident to the office of Chairperson and such other duties as may be prescribed by the Members of the Authority from time to time.

(b) **Vice Chairperson.** In the absence of the Chairperson, or in the event of his or her inability or refusal to act, the Vice Chairperson shall perform the duties of the Chairperson, and when so acting, shall have all the powers of and be subject to all restrictions upon the

Chairperson. The Vice Chairperson shall perform such other duties as from time to time may be assigned to him or her by the Chairperson or by the Members of the Authority.

(c) **Secretary-Treasurer.** The Secretary-Treasurer need not be a Member of the Authority, such as support staff as provided in Section 5.5, and, if not a Member of the Authority, shall have no voting rights. The Secretary is the official custodian for the Minutes and all other official records of the Authority and of the Seal of the Authority and shall see that the Seal of the Authority is affixed to all documents, the execution of which on behalf of the Authority under its Seal is duly authorized in accordance with these Bylaws. The Secretary-Treasurer shall keep a registry of the address of each Member of the Authority, which shall be furnished to the Secretary-Treasurer by such Members; and, in general, to perform all duties incident to the office of Secretary-Treasurer and such other duties as from time to time may be assigned to her by the Chairman or the Members of the Authority. If required by the Members of the Authority, the Secretary-Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties the Members of the Authority shall determine. The Secretary-Treasurer shall have charge and custody of and be responsible for all funds and securities of the Authority, and receive and give receipts for monies in the name of the Authority from any source whatsoever, and deposit all such monies in the name of the Authority in such bank or banks, trust companies or other depositories as shall be selected in accordance with the provisions of these Bylaws and in general, to perform all the duties incident to the office of Secretary-Treasurer and such other duties as from time to time may be designated to him or her by the Chairperson or by the Members of the Authority.

**5.5 Support Staff.** From time to time, as provided by agreement between the Authority and the City, the City may provide support for the Authority through the employees of the City.

## ARTICLE VI COMMITTEES

**6.1 Committees of the Membership.** The Membership of the Authority, by resolution adopted by a majority of the Members in office, may designate one or more committees, each of which shall consist of three or more Members. The designation of such committees and the delegation thereto of authority shall not operate to relieve the Members of the Authority, or any individual Member of any responsibility imposed upon it or him or her by law.

**6.2 Other Committees.** The Chairperson of the Authority may appoint the members of other committees not having and exercising of the authority of the Membership of the Authority. Any member thereof may be removed by the Chairperson whenever in his or her judgment, the best interests of the Authority shall be served by such removal. Other committees may also be established by a resolution adopted by a majority of the Members present at a meeting at which a quorum is present.

**6.3 Term of Office.** Each member of a committee shall continue to serve on said committee until his or her successor is elected or appointed unless: (a) the committee is terminated prior

thereto; (b) such member is removed from such committee; or (c) such member shall cease to qualify as a Member of the Authority.

**6.4 Committee Chairperson.** One member of each committee shall be elected by the members of the committee to serve as Chairperson of the committee except s hereinafter provided.

**6.5 Committee Vacancies.** Vacancies in the membership of a committee may be filled by appointment in the same manner as the vacating member was appointed.

**6.6 Committee Quorums.** Unless otherwise provided by the resolution establishing and designating a committee, a majority of all the member of the committee shall constitute a quorum and the act of the majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

**6.7 Rules.** Each committee may adopt rules for its own governance, not inconsistent with the state laws governing this Authority, these Bylaws or with rules adopted by the Authority.

## ARTICLE VII RULES

Robert's Rules of Order are adopted by the Authority as the procedural rules for the conduct and affairs and business of the Authority.

## ARTICLE VIII CONTRACTS, CHECKS, DEPOSIT, FUNDS, AUDITS, INSURANCE AND REGULATORY COMPLIANCE

**8.1 Contracts.** The Members of the Authority may authorize, by resolution, any officer or officers, agent or agents of the Authority, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instruments in the name of and on behalf of the Authority and such authority may be general or confined to specific instances.

**8.2 Checks and Drafts.** All checks, drafts and other orders for the payment of money on behalf of the Authority shall be signed by the Chairperson of the Authority and either the Secretary or Treasurer.

**8.3 Bonds, Bond Documents and Notes.** All bonds, bond documents, notes or other evidences of indebtedness issued in the name of the Authority shall be signed by Chairperson or Vice-Chairperson and the Secretary.

**8.4 Deposits.** All funds of the Authority shall be deposited from time to time to the credit of the Authority in such banks, companies or other depositories as Members of the Authority may select. The City of Forest Park may maintain the bank accounts of the Authority in accordance

with rules established by the Authority and furnish copies of monthly bank statements to the Authority. Such bank accounts shall be kept in the name of the Authority and all expenditures there from shall be approved, in writing as provided for hereinabove. The City of Forest Park shall provide a monthly accounting of Authority bank accounts.

**8.5 Gifts.** The Members of the Authority may accept on behalf of the Authority, any contributions, gift, bequest or devise for the general purpose or for any special purpose of the Authority.

**8.6 Other.** Other and special accounts may be established from time to time with such restrictions or authorizations as may be established by actions of the Membership authorizing such accounts.

**8.7 Audits.** The Authority shall provide to the City each year an audited financial statement of the previous fiscal year. Provided however, such may by agreement between the Authority and the City by including the financials of the Authority in the annual audit performed by the City.

**8.8 Insurance.** The Authority is hereby authorized to provide errors, omission and liability insurance for Members of the Board, as well as casualty and liability insurance on properties owned by the Authority.

**8.9 Regulatory Compliance.** The Authority shall make provision for filing such annual reports as may be required by the Department of Community Affairs, as well as the filing of any reports, returns or other regulatory requirements imposed by the issuance of any bond, the acceptance of any grants or by any state or federal regulatory agency.

#### ARTICLE IX FISCAL YEAR

The Fiscal Year for the Authority shall be the same as the fiscal year of the City of Forest Park.

#### ARTICLE X SEAL

The Membership of the Authority shall adopt a Seal in such form and content as they deem appropriate by a resolution of the Membership of the Authority.

#### ARTICLE XI AMENDMENTS OF BY-LAWS

These Bylaws may be amended by a majority of the members of the Authority present in any meeting of the Membership of the Authority provided written notice of the proposed amendment has been given to each Member of the Authority at least seven (7) days prior to the date of the meeting in which such amendment shall be considered for adoption.

Approved and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2021 at a properly called meeting of the Authority.

(SEAL)

\_\_\_\_\_  
Secretary

DRAFT