



CITY OF FOREST PARK
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

Thursday, February 24, 2022 at 5:30 PM
Council Chambers

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

ECONOMIC DEVELOPMENT
745 Forest Parkway
Forest Park, GA 30297

AGENDA

Angelyne Butler, *Chairwoman*
Steve Bernard, *Vice Chairman*
Ed Taylor, *Secretary*
Nachae Jones, *Member*
Eric Stallings, *Member*
Jacklyn Faith, *Member*
Nancy Howard, *Member*

MEETING NOTICE:

Due to COVID-19, CDC requirements of Masks and Social Distancing will be adhered.

CALL TO ORDER/WELCOME:

ROLL CALL:

APPROVAL OF MINUTES:

1. Approval of Downtown Development Authority Regular Meeting Minutes- January 20, 2022

OLD BUSINESS:

NEW BUSINESS:

2. Economic Development Update
3. DDA Training Opportunity

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 404-366-1555.



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ECONOMIC DEVELOPMENT
745 Forest Parkway
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MINUTES

Angelyne Butler, *Chairwoman*
Steve Bernard, *Vice Chairman*
Ed Taylor, *Secretary*
Nachae Jones, *Member*
Eric Stallings, *Member*
Jacklyn Faith, *Member*
Nancy Howard, *Member*

MEETING NOTICE:

Due to COVID-19, CDC requirements of Masks and Social Distancing will be adhered.

CALL TO ORDER/WELCOME:

Chairwoman Angelyne Butler called the Downtown Development Authority Meeting on January 20, 2022, to order at 5:30 pm.

Present:

Angelyne Butler
Steve Bernard
Ed Taylor
Nachae Jones
Eric Stallings (Arrived at 5:38pm)
Nancy Howard

Also Present:

Mike Williams, City Attorney
Dr. Marc-Antonie Cooper, City Manager
Bruce Abraham, Economic Development Department Director
Kisha Bundridge, Economic Development Staff Assistant
Charise Clay, Economic Development Staff Assistant

Bobby Jinks, Public Works Director

Absent:

Jacklyn Faith

APPROVAL OF MINUTES:

1. Approval of the December 16, 2021, Meeting Minutes

Ed Taylor made a motion to approve the minutes as is. Nachae Jones seconded the motion. Motion approved unanimously.

OLD BUSINESS:

NEW BUSINESS:

Mike Williams asked the board to amend the original agenda due to adding two agenda items:
DDA Executive Director and Economic Development Retreat

- Steve Bernard made the motion to amend the agenda to add the additional items. Nachae Jones seconded the motion. Motion approved unanimously.

2. Board Discussion

Chairwoman Butler, led the board discussion:

- Chairwoman Butler discussed the importance of attending meetings, board member terms expiring, and the possibility of the DDA & URA separating. Members on the DDA will not be the same as those on the URA, as they are currently.

3. Annual Officer Election

Chairwoman Butler, led the discussion on the annual officer election:

- Chairwoman Butler recommended holding the election in March, once new members are appointed.

Ed Taylor made the motion to postpone the annual officer elections until March. Nancy Howard seconded the motion. Motion approved unanimously.

4. Approval of the 2022 Meeting Calendar

Chairwoman Butler, led the discussion on the approval of the 2022 meeting calendar:

- Chairwoman Butler recommended approving the meeting calendar once new members are appointed in March (except for the February 24th meeting date).

Steve Bernard made the motion to keep the February 24th meeting date but table the meeting calendar until new members are appointed. Ed Taylor seconded the motion. Motion approved unanimously.

5. DDA Virtual Training Opportunity

Bruce Abraham, Economic Development Director, gave an update on the DDA training opportunities:

- All Downtown Development Authority members must complete trainings to satisfy their 8-hour statutory training requirement. A self-led option was made available to the board members. Chairwoman Butler suggested having an instructor lead training as an alternative.

6. DDA Executive Director (added during meeting)

- Discussed in Executive Session

7. Economic Development Retreat (added during meeting)

Chairwoman Butler, gave the update on the economic development retreat:

- In conjunction with the Development Authority, the retreat will push an economic development agenda among all boards where each board's role is identified, and their responsibilities are defined. The focus will be on the municipalities that have built the downtown area around the rail system. Possibly an overnight or two-day retreat.

8. Economic Development Update

Bruce Abraham, Economic Development Director, gave the economic development update:

- Main Street Activities: The Development Authority is offering Façade Grants for businesses on Main Street to renovate & revitalize their buildings.
- New Senior Living Facility: 50 apartment style units are being built in a new high rise building for seniors.
- Azfar Haque: Beginning in February, they will start remodeling a building on Main Street in the hopes of it being converted into a restaurant in the future.
- 20 townhomes on Main Street: Builder reneged on the deal, didn't feel as though it was the right time to embark on the project.
- Pedestrian Bridge from Bill Lee Park to Starr Park: Bruce Abraham, Economic Development Director & James Shelby, Planning & Zoning Director are partnering together to gather the engineers & funding for the project.
- 34 townhomes on Main Street: The project is near closing. An action by the Development Authority is needed to approve the closing of the project.
- Zaxby's: The building has been designed with no drive thru on Main Street, closing documents are being prepared.
- Opportunity Zone Update: A program through the State of Georgia that yearly evaluates impoverished downtown areas. The expectation is that the opportunity zone will shrink due to properties around it being sold at market value. Businesses with more than one employee gets a \$3,000 tax credit for every employee they have.
- Gilem update: There are 3 industrial sites left to close. Coming this spring, a business that's currently under a non-disclosure agreement, is set to close creating many jobs. The remaining land is being prospected to turn into a park/walking system.
- Economic Development Spread in ATL Airport District Magazine: A full back page ad and an inside insert of projects and businesses around the city featured in the magazine distributed at Hartsfield-Jackson Airport.

9. Business Incubator Update

Bruce Abraham, Economic Development Director, gave the economic development update:

- The Economic Development team has contacted several business incubators reflected in the previously shared PowerPoint. Next steps include, visiting an already established incubator to determine how the board would like theirs' structured, determining how much time and resources would like to allocated to the project.

EXECUTIVE SESSION:

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

Nachae Jones made a motion to recess the Regular Meeting and go into Executive Session at 6:11pm. Ed Taylor seconded the motion. Motion approved unanimously.

Ed Taylor made a motion to adjourn executive session and reconvene the Regular Meeting at 6:38pm. Nachae Jones seconded the motion. Motion approved unanimously.

ADJOURNMENT:

Steve Bernard made a motion to adjourn the Regular Meeting at 6:38pm. Ed Taylor 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.

- **Spring 22 Robert E. Knox, Jr. Municipal Leadership Institute (Tuesday, April 12 – Friday, April 15, 2022)**
 - Multi-day seminar that assists city officials in the enhancement of their leadership skills, hosted by the Georgia Municipal Association (GMA).
 - Location: The Lodge & Spa at Callaway Gardens, 4500 Southern Pine Dr. Pine Mountain, 31822
 - Tentative Agenda:
 - Tuesday, April 12
 - 4pm-5:30pm (Orientation)
 - 6pm-8pm (Opening Dinner)
 - Wednesday, April 13
 - 8am-5pm (Session)
 - Thursday, April 14
 - 8am-5pm (Session)
 - Friday, April 15
 - 8am-12:15pm (Session)
 - Lodging:
 - GMA reserved blocks of rooms at the Callaway Lodge & Spa
 - **Reservations must be made by March 5, 2022**
 - Costs & Amenities:
 - Room rate \$179 + 16% tax + \$5 state hotel fee + \$10 resort services charge= \$700
 - Each attendee will get daily admission to Callaway Gardens, one \$10 recreation voucher per stay, 2 bottles of Callaway Blu water per day, complementary wireless internet, parking, and access to the fitness center
 - **MUST REGISTER BY MARCH 5, 2022** (\$100 cancelation fee after April 1)

- **2022 Spring Training Event (Thursday, April 14- Friday, April 15, 2022)**

- Two-day training event hosted by the Georgia Municipal Association (GMA)
- Location: The Lodge & Spa at Callaway Gardens, 4500 Southern Pine Dr. Pine Mountain, 31822
- Features: 3 six-hour classes & 2 3-hour classes each day
- Thursday, April 14, 6-hour classes are (\$275):
 - Creating a Downtown Renaissance: Advanced DDA Training
 - Prerequisite: Downtown Development Authority Basic Training
 - Service Delivery Strategy- Efficiency & Tax Equity for Local Governments
 - Water Management- An Introduction for Local Governments
- 3-hour classes are (\$160):
 - How to Attract & Retain Young Professionals in Your Town (8:30am-11:30am)
 - Human Trafficking: Georgia's Roles and Response (1:00pm-4:00pm)
- Friday, April 15, 6-hour classes are:
 - Municipal Law (on the required list)
 - Making Citizen Engagement Work in Our Communities (on the required list)
 - Money, Money, Money..Money! Funding City Projects & Programs through Grants & Loans
- 3-hour classes are:
 - Open Records (on the required list) 8:30am-11:30am
 - Roles & Responsibilities of Council & Staff (on the required list) 1:00pm-4:00pm
- Lodging:
 - GMA reserved blocks of rooms at the Callaway Lodge & Spa
 - **Reservations must be made by March 5, 2022**
- Costs & Amenities:
 - Room rate \$179 + 16% tax + \$5 state hotel fee + \$10 resort services charge= \$432.68 (estimated)
 - Each attendee will get daily admission to Callaway Gardens, one \$10 recreation voucher per stay, 2 bottles of Callaway Blu water per day, complementary wireless internet, parking, and access to the fitness center
 - The 6-hour classes include: breakfast, lunch, and break
 - The 3-hour classes include: breakfast and breaks- no lunch
- **MUST REGISTER BY APRIL 11, 2022** (\$50 per class cancellation fee after April 6th)