



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

Wednesday, March 22, 2023 at 5:30 PM  
City Hall-Council Chambers

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

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

## AGENDA

**Billy Freeman, *Chairman***

**Alvin Patton, *Vice Chairman***

**Felicia Davis, *Member***

**Hector Gutierrez, *Member***

**Bennett Joiner, *Member***

**Victoria Williams, *Member***

**Rhonda Wright, *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 February 1, 2023 Meeting Minutes
- 2.** Approval of February 7, 2023 Special Called Meeting Minutes

3. Approval of March 1, 2023 Meeting Minutes

**OLD BUSINESS:**

4. DA Landscaping Contract
5. Update: 850 Main Street

**NEW BUSINESS:**

6. Facade Grant Continuation
7. Management of 696 Main Street
8. Rental Rates on Rental Properties
9. Rental Property Vacancies

**EXECUTIVE SESSION:** (When an Executive Session is required, one will be called for the following issues: 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.



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

Wednesday, February 01, 2023 at 5:30 PM  
City Hall-Council Chambers

**Website:** [www.forestparkga.gov](http://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:**

*Due to COVID-19, CDC requirements of masks and social distancing will be adhered.*

**CALL TO ORDER/WELCOME:**

Vice Chairman Alvin Patton, called the Development Authority meeting on February 1, 2023, to order at 5:33pm.

**PRESENT:**

Billy Freeman, Jr.  
Alvin Patton  
Hector Gutierrez  
Bennett Joiner  
Victoria Williams  
Rhonda Wright

**ALSO PRESENT:**

Mike Williams, City Attorney  
Kirby Glaze, DA General Counsel  
Bobby Jinks, Public Works Director

Bruce Abraham, Economic Development Director  
Charise Clay, Economic Development Staff Assistant

**ABSENT:**

Felicia Davis

**APPROVAL OF MINUTES:**

## 1. Approval of October 26, 2022, Meeting Minutes

Hector Gutierrez made a motion to approve the October 26, 2022, meeting minutes. Rhonda Wright seconded the motion. Motion approved unanimously.

**OLD BUSINESS:**

**Amendments to the agenda:** Hector Gutierrez made a motion to amend the agenda to include updates on the REBA Grant, Jasber Homes, and Pilot Payments. Rhonda Wright seconded the motion.

- **Jasber Homes:** Kirby Glaze, Jasber Homes staff, and city staff all met to discuss the progression of the project. Kirby reports that Jasber Homes' team is making an effort to complete their project under the stipulations presented in the project extension agreement given to them by the board. City staff insinuated that they are ready to issue permits.
- **REBA Grant:** The Urban Redevelopment Authority (URA) entered into an Intergovernmental Agreement with the Development Authority (DA). The URA is the entity that owns most of the property at Gillem Logistics Center. A road extension was needed during development. On behalf of the URA and Kroger, the DA applied for a REBA Grant through the state of Georgia. Grant funding was delivered in 2 pieces: \$1,000,000 to Kroger to offset the costs of building their facility and \$315,000 to the URA. After reviewing the conditions of the grant, Kirby recommends the board authorize the chair to execute the checks as a disbursement of funds for the grant.
  - Hector Gutierrez made a motion to authorize the chair to execute the checks for the REBA Grant. Rhonda Wright seconded the motion. Motion approved unanimously.
- **Pilot Payments:** The DA receives a check from Kroger in the amount of \$1,115,000.00 annually. With assistance from the City Attorney, Mike Williams, Kirby was given the bond closing documents from the original transaction to gain a better understanding for the DA of the transaction with Kroger. The authority owns the Kroger facility and Kroger leases it from the authority. Kroger lease payments are used to pay off the bonds used to develop the facility. Because the authority owns the facility, it is exempt from Ad Valorem Tax. Kroger doesn't pay real estate taxes either. In lieu of that, Kroger pays an additional payment annually, known as the, "Pilot Payment" which is in lieu of taxes. The payment price is predetermined and this year's total is \$1,115,000. Because the DA and URA entered into an Intergovernmental Agreement regarding the infrastructure improvements at Gillem, the agreement provides that each year the DA will pass that Pilot Payment to the URA/ the City. Kirby recommends that the \$1,115,000.00 from Kroger be transferred from DA to the City on the debt service payment on the URA infrastructure bonds.
  - Hector Gutierrez made a motion to authorize the Kroger Pilot Payment be passed to the URA/City from the DA. Rhonda Wright seconded the motion. Motion approved unanimously.

## 2. Facade Grant Approvals

Charise Clay, introduced the Façade Grant Applicants:

- 752 Main Street (Tabejo Investments DBA Revival Coworking):
  - Project Manager, Preston Brown, described the project as a collaborative workspace also known as a *coworking space*. A coworking space is office space on demand for people in and around the

city to be able to have headquarters in the city at a lower price point than average pricing in other areas. The target audience is entrepreneurs, small startups, and medium organizations. Internet, cable, mail and package handling, and meeting spaces will all be included in the space. The part of the project they are applying for with the Façade Grant is the beautification of the exterior of the building. The roof will be painted, and timber frames will be added to give it an indoor/outdoor feel. The expectation is that the project will be completed in the next 3 months.

Hector Gutierrez made a motion to approve 752 Main Street Façade Grant. Victoria Williams seconded the motion. Motion approved unanimously.

- 4905 Courtney Drive (Daffodil Pediatrics)
  - Project Manager, Preston Brown proposed to have the beautification of the area between Daffodil Pediatrics and Atlas Gym be the justification for the grant application. The area is currently mildly forested with trees. The future use of the area once cleared will be similar to a park with benches and other structures. The chairman questioned if the project falls under the category of a façade. Preston rebutted it by saying he does believe it is a façade because it's in the Main Street District and has potential walkability. A decision regarding the approval was not given.
- 4931 Phillips Drive (Atlas Strength & Conditioning DBA MultiFitness)
  - Project Manager, Preston Brown described the project as an outdoor fitness space. Funds are being requested for the development of the ground covering, fencing, and mural only. The grant will not be used for purchasing outdoor workout equipment. The chairman questioned if the project falls under the category of a façade. Preston justified the project being a façade because it's directly outside of their building.

### 3. DA Landscaping Contract

Bruce Abraham, discussed the DA Landscaping Contract:

- The DA has 8 lots on Main Street that require landscaping/ land maintenance. The original landscaping contractor that was approved by the board, charged the authority \$350 per lot. After reviewing the invoices, Bruce decided the authority was being charged too much and the contract needed to be renegotiated. The contractor took the price per lot from \$350 to \$187 per lot. The frequency of maintenance has also been renegotiated. During the cold months, landscaping will only occur on an as needed basis. The chairman would like for local landscaping companies to compete for the bid as well.

### 4. Update: 850 Main Street

Chairman Freeman, gave an update on 850 Main Street:

- 850 Main Street currently houses a dental office, Forest Park Public Safety Department, and City of Forest Park Procurement Department. The board was given architectural renderings that showed improvements and plans for the building. The estimated cost of the project is around \$1.5 million dollars. The authority will have to work with the city to determine where the City departments will go if the project comes to fruition. A possible collaboration with the DDA or another city entity might be the best way to access more financial funding for the project.

**OTHER DISCUSSION:** Tharon Johnson of Paramount Consulting has been conducting research on the city's development projects and updating the chairman. He informed the group that the Legislative session is happening now and his firm has been looking at ways to work with local delegation, federal government, and members of congress. He represents people in the tech industry and when the DA is ready for incubators, supporting workforce development and small businesses, he'll make sure they're in a position to have those conversations. March 29 is the last day of the legislative session. He informed the board that March 29 may be an opportunity for the board to go to the state capital and meet with state delegation to discuss all the fabulous things happening in Forest Park.

### NEW BUSINESS:

5. Approval of 2023 Meeting Calendar

- The meetings are still scheduled for the last Wednesday of the month with the exception of November and December, due to the holidays. The expected November meeting will be on November 8 and the December meeting will be on December 13.

Rhonda Wright made a motion to approve the 2023 meeting calendar. Hector Gutierrez seconded the motion. Motion approved unanimously.

6. 696 Main Street Property Agreement

Chairman Freeman, gave the 696 Main Street property agreement update:

- 696 and 850 Main Street are buildings that are used by other entities within the city. An agreement between the DA & the city about the buildings wasn't found by the chair. For this board and future board members, a written agreement is needed between the city and the authority regarding those buildings, not to change anything but to define who is responsible for what. 850 Main Street is currently used by Parks & Recreation and others, but if something breaks the Development Authority is responsible for the repairs.

7. Long term plan for 750-771 Main Street

Chairman Freeman, discussed the 750-771 Main Street long term plan:

- 750-771 Main Street was originally built to be used as an incubator. The chairman suggests that new requirements be put in place for tenants. Developmental and educational guidelines will assist in the success story of those in the incubator. Possible new requirements for tenants: financial education, tenants must live in Forest Park, and tenants have a time limit to stay in the incubator.

8. Build out of 767 Main Street

Chairman Freeman, discussed the buildout of 767 Main Street:

- 767 Main Street is one of the incubator units. The space will be built out for Development Authority meetings and to handle DA business. The chairman needs a place to meet with the DA Treasurer and her current office condition aren't conducive for meeting.

9. Private Financial Audit

Chairman Freeman, discussed the private financial audit:

- It was decided that a private financial audit is not applicable right now due to so many moving financial pieces. Instead, the board has entrusted Kirby Glaze with the assistance of City Attorney, Mike Williams, to sort out any matters regarding the Development Authorities finances. Kirby suggests that the board still have a financial audit because the DA switched their accounting services from the City to a private entity. This will ensure the board starts off with a fresh start.

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

Victoria Williams made a motion to end the regular meeting and enter Executive Session at 6:28pm. Hector Gutierrez seconded the motion. Motion approved unanimously.

Alvin Patton made a motion to exit Executive Session at 6:58pm. Hector Gutierrez seconded the motion. Motion approved unanimously.

**ADJOURNMENT:**

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Bennett Joiner made a motion to adjourn the meeting at 7:01pm. 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.



**CITY OF FOREST PARK  
DEVELOPMENT AUTHORITY SPECIAL CALLED MEETING**

Tuesday, February 07, 2023 at 5:30 PM  
City Hall-Council Chambers

**Website:** [www.forestparkga.gov](http://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:**

***Due to COVID-19, CDC requirements of masks and social distancing will be adhered.***

**CALL TO ORDER/WELCOME:**

Vice Chairman, Alvin Patton called the Development Authority meeting on February 7, 2023, to order at 5:35pm.

**PRESENT:**

Billy Freeman, Jr,  
Alvin Patton  
Hector Gutierrez (attended via Zoom)  
Bennett Joiner  
Victoria Williams (arrived @ 5:59pm)  
Rhonda Wright

**ALSO PRESENT:**

Kirby Glaze, General Counsel  
Bobby Jinks, Public Works Director  
Bruce Abraham, Economic Development Director



Charise Clay, Economic Development Staff Assistant

## APPROVAL OF MINUTES:

## OLD BUSINESS:

## NEW BUSINESS:

**Amendments to the agenda:** Bennett Joiner made a motion to amend the agenda to include Development Authority Powers and the Technique Foundation. Rhonda Wright seconded the motion. Motion approved unanimously.

- **Development Authority Powers:** Kirby Glaze educated the group on additional powers that they have as an authority outside of their normal duties. He informed the group that they have the power to do any economic development activity that they believe will promote economic development, jobs, and the welfare of the community. Projects aren't limited to industrial, commercial, office spaces, etc. Generally, Development Authority owns property in industrial parks unlike this DA who owns a lot of property on Main Street. The DA isn't authorized legally to operate the projects they start, a private sector entity to own, lease, or manage it.
- **Technique Foundation:** Outside of being the DA Chairman, Bill Freeman Jr. is the President of Technique Concrete and Construction. In an effort to continue the redevelopment in the city, Mr. Freeman wants to start a charitable foundation to assist senior citizens and homeowners with beautifying their properties and assisting with tasks (taking them to doctor appointments, etc.) Kirby Glaze informed the chair that he doesn't have any limitations completing projects around the city as the chair of the DA, with the exception of not being able to conduct business directly with the authority. Mr. Freeman acting as the chair cannot put himself in a position to decide between his own financial interests and the interests of the body he serves. His charities and business will not be in a conflict of interest with the Development Authority, as long as the authority isn't financially responsible for the foundation's activities.

### 1. 850 Main Street Final Design

Chairman Freeman, gave an update on the final design for 850 Main:

- There wasn't a final design presented because the property adjacent from 850 hasn't been acquired. A redesign will happen though because the DA owns the property behind 850.

### 2. Future financing of DA Projects

Andrew Shannon of Wells Fargo discussed financing of projects:

- Due to the current financial climate, financial institutions are uncomfortable with *ground up* construction. There is a lot more capital available in finding existing property and making leasehold improvements, particularly as it relates to multi family residences. Based on the financial data he's reviewed; we may be in Q3 of this year before *ground up* construction is considered, unless the project is already in motion and approved for financing.

**Other Discussion:** Kirby Glaze informed the group on the importance of relationship building with local bankers and financial institutions. There are programs that can help the authority leverage some of the local financing through the Department of Community Affairs, GA Cities Foundation, and other institutions.

### 3. Alternative financing for special projects

Chairman Freeman discussed alternative financing for projects:

- The chairman spoke about the timing and process that it takes to get tasks done through the city compared to completing them in the private sector. He asked, if it would be in conflict of interest if Technique or Billy Freeman loaned the Development Authority money. Kirby Glaze informed the board that loaning the money could create a conflict of interest because the loaned money would be his or his company, which means he

would have a financial interest in that transaction. Nothing in the law says he or his company can't loan the board money. But once the funds are loaned, he wouldn't be able to participate in discussions, couldn't be in the meeting while the board deliberates, and he couldn't vote or take action during the discussion on the project.

4. DA Participation in Joint Economic Development Retreat

Charise Clay gave the update on the joint retreat:

- The original retreat date was supposed to be February 24 through February 26 at Foxhall Resort in Douglasville or the Atlanta Evergreen Lakeside Resort in Stone Mountain. Due to the short planning time, the retreat has been rescheduled for March 31 through April 2. A retreat agenda or schedule wasn't shared with Ms. Clay to share with the board.

Bennett Joiner made a motion to table the DA's participation in the joint economic development retreat. Hector Gutierrez seconded the motion. Motion approved unanimously.

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

**ADJOURNMENT:**

Bennett Joiner made a motion to adjourn the meeting at 6:27pm. Victoria Williams 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.



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

Wednesday, March 01, 2023 at 5:30 PM  
Planning Building and Zoning Courtroom

**Website:** [www.forestparkga.gov](http://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:**

*Due to COVID-19, CDC requirements of masks and social distancing will be adhered.*

**CALL TO ORDER/WELCOME:**

Vice Chairman Alvin Patton, called the Development Authority meeting on March 1, 2023, to order at 5:36pm.

**PRESENT:**

Billy Freeman  
Alvin Patton  
Victoria Williams  
Rhonda Wright

**ALSO PRESENT:**

Kirby Glaze, DA General Counsel  
Bruce Abraham, Economic Development Director  
Charise Clay, Economic Development Staff Assistant

**ABSENT:**

Felicia Davis  
Hector Gutierrez  
Bennett Joiner

**APPROVAL OF MINUTES:****OLD BUSINESS:**

1. Update: Zaxby's and Main Street townhomes

Bruce Abraham, gave the update on Zaxby's and the townhomes:

- Zaxby's: The water waiver letter was denied by City Council for Zaxby's. Bruce says the builders next step is to go back to the Clayton County Water Authority and figure out another way to get their water permit so their land disturbance permit can be issued.
- Townhomes on Main Street: Bruce and the Planning, Building, and Zoning Director recently met the group. They informed him that the engineers are responsible for the delay in the project. Once they can get the plans from the engineer, they can begin pulling permits. There is expected to be about 30 townhomes being built.

**NEW BUSINESS:**

2. Approval of Architectural, Engineering, and Management Budget- 850 Main Street

Chairman Freeman, discussed the Architectural, Engineering, and Management Budget- 850 Main Street

- An architect and engineer will be the construction managers for the build out of 850. This is the same architect that drew the renderings for 850 that were previously presented to the board. The fee associated with their service is \$177,000.

Victoria Williams made a motion to approve the architectural, engineering, and management budget. Rhonda Wright seconded the motion. Motion approved unanimously.

3. Joint Economic Development Retreat

Charise Clay, discussed the joint retreat:

- April 1, 2023 is the new proposed retreat date. An agenda hasn't been shared about what will be discussed at the retreat or a location on where it will be held. Bruce Abraham, noted that in a previous meeting about the retreat, it was said that every board would conduct a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis on their board.

**OTHER DISCUSSION:** Victoria Williams made a motion to amend the agenda to include rental rate increase at 751-771 Main Street. Rhonda Wright seconded the motion. Motion approved unanimously.

- Chairman Freeman led the discussion:
  - The rent currently is \$500 a month for everyone, no matter the size of their unit. Tenants are on month-to-month lease terms. Bruce Abraham spoke with Mike White of Franks & White, the DA Property Manager, about the rate increase as well. It was suggested that the smaller units around 500 sq. ft. lease for about \$750 per month and the larger units around 700 sq. ft. lease for about \$1,000 per month. The board is considering adding additional requirements for tenants for leasing.

Victoria Williams made a motion to table the rental rate increase. Rhonda Wright seconded the motion. Motion approved unanimously.

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

Victoria Williams made a motion to end the regular meeting and enter Executive Session at 5:55pm. Rhonda Wright seconded the motion. Motion approved unanimously.

Victoria Williams made a motion to exit Executive Session at 6:04pm. Rhonda Wright seconded the motion. Motion approved unanimously.

Victoria Williams made a motion to purchase 842 Main Street for \$205,000. Rhonda Wright seconded the motion. Motion approved unanimously.

**ADJOURNMENT:**

Victoria Williams made a motion to adjourn the meeting at 6:04pm. Rhonda Wright seconded the motion. Motion approved unanimously.

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