



CITY OF FOREST PARK
DEVELOPMENT AUTHORITY REGULAR MEETING

Wednesday, July 23, 2025 at 5:30 PM
City Hall-Council Chambers, Virtual Meeting Via Zoom

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

ECONOMIC DEVELOPMENT
745 Forest Parkway
Forest Park, GA 30297

AGENDA

Billy Freeman, Jr., *Chairman*

Alvin Patton, *Vice Chairman*

Felicia Davis, *Member*

Hector Gutierrez, *Member*

Bennett Joiner, *Member*

Victoria Williams, *Member*

Rhonda Wright, *Member*

MEETING NOTICE:

To watch the meeting via YouTube - <https://bit.ly/3c28p0A>

CALL TO ORDER/WELCOME:

ROLL CALL:

ADOPTION OF AGENDA WITH ANY ADDITIONS/DELETIONS:

APPROVAL OF MINUTES:

- [1.](#) Review & Approval of June 25, 2025 Meeting Minutes

NEW BUSINESS:

- [2.](#) Review & Approval of FY 25-26 DA Budget
- [3.](#) Monthly Financial Report

ECONOMIC DEVELOPMENT UPDATE:**OLD BUSINESS:**

4. Update on the sale of 794 Main Street

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 404-366-4720.



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MINUTES

Billy Freeman, Jr., *Chairman*
Alvin Patton, *Vice Chairman*
Felicia Davis, *Member*
Hector Gutierrez, *Member*
Bennett Joiner, *Member*
Victoria Williams, *Member*
Rhonda Wright, *Member*

MEETING NOTICE:

The meeting will be livestreamed and available on the City's YouTube channel – “City of Forest Park GA”

CALL TO ORDER: Felicia Davis called the Downtown Development Authority Regular meeting to order on June 25, 2025, at 5:37pm.

PRESENT:

Billy Freeman, Jr.
Felicia Davis
Hector Gutierrez
Bennett Joiner

ALSO PRESENT:

Kirby Glaze, Esq., DA General Counsel
Rochelle B. Dennis, Interim Economic Development Director
Charise Clay, Economic Development Staff Assistant

ADOPTION OF AGENDA WITH ANY ADDITIONS/DELETIONS: Bennett Joiner made a motion to approve the agenda with the deletion of the review and discussion of the TowerCom Lease Agreement. Hector Gutierrez seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES:

Bennett Joiner made a motion to approve the March 26, 2025, Development Authority Regular Meeting minutes as submitted. Hector Gutierrez seconded the motion. The motion passed unanimously.

NEW BUSINESS:

~~Review & Discussion of the TowerCom Lease Agreement~~

Legal Report

Development Authority General Counsel provided the Development Authority Legal Report

- **Pending Sales Contracts**
- **794 Main Street:** Contract executed with Georgia Utility Contractors for \$150K. \$5K in earnest money has been received. The 90-day due diligence period expires at the end of July. The title report has been received. Plans are to be submitted by the end of July.
- **770-790 Main Street:** Contract executed with PDC / Prestwick Development for \$300K. \$5K in earnest money has been received. The due diligence period ends on June 30, 2025. Plans were due in mid-May but anticipate them before the end of the year as they await a decision on DCA tax credits.
- **850 Main Street Lease:** Dentist lease has not been executed by the tenant. The lease payment is also currently in arrears. Contact has been made with their attorney to come into compliance with the executed lease and lease payments. They have 15 days to comply before the dispossession process begins.
- **850 Main Street Elevator:** In 2022, the 850 Main Street ballroom was being managed by the City's Parks & Recreation & Leisure Department. A woman attending a privately held event in the ballroom became trapped in the elevator. She has sued the City and the private party who put on the event for damages. An elevator inspection was held on June 23, 2025. The inspectors did not find anything wrong with the elevator. We anticipate having the final inspection report in the coming weeks.
- **Term of Office:** Felicia Davis's current term expires on July 21, 2025. Board terms are not consistent. Terms should end at the same time but at different years. Each term is for four years. Every two years there should be an appointment / reappointment. Attorney Glaze will prepare a memo to the City with suggested actions. DA appointments should be made in January or on the anniversary of the date of the DA resolution. If the City does not appoint or reappoint a board member within six months, the DA Board is authorized to appoint or reappoint a board member.
- **Training:** DA board members are required to complete an 8-hour training course at the start of their term. To date, the DA board is compliant with their training requirements.

ECONOMIC DEVELOPMENT UPDATE:

- Rochelle B. Dennis, Interim Economic Development Director, provided the update.
- Xtra Mile Ribbon Cutting on Friday, June 27, 2025, at 3pm (4962 Jonesboro Road)
- Vetting multiple development proposals for redevelopment of Main Street
- Waiting on DCA Tax Credit approval for Prestwick Development (760-770 Main)
- Working on rental agreement and rates for 850 Main ballroom
- Working on marketing collateral for 850 Main
- Early discussion regarding the development of 5035 Jonesboro Road

OLD BUSINESS:

Discussion: Update on 850 Main St. Redevelopment:

- **Bond & Brew Presentation:** Noel Robinson, the owner and operator of Bond & Brew presented her business concept. Currently a mobile coffee vendor, she is interested in expanding to a brick-and-mortar location. She is specifically interested in the café at 850 Main Street. Ms. Robinson is originally from Forest Park and is excited about expanding her business in the community that raised her.

- Exterior panels are being installed. Staff will do a final walkthrough of the property to create a punch list of outstanding items and a timeline for occupancy.

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

Felicia Davis made a motion to enter the Executive Session for purposes of Real Estate at 6:09p.m. Hector Gutierrez seconded the motion. The motion passed unanimously.

Hector Gutierrez made a motion to exit the Executive Session and resume the Regular Meeting at 6:31 p.m. Felicia Davis seconded the motion. The motion passed unanimously.

Hector Gutierrez proposed a joint board retreat between the Urban Redevelopment Agency, Development Authority, and the Downtown Development Authority. Staff will research dates and availability in the coming weeks.

ADJOURNMENT: Bennett Joiner made a motion to adjourn the Regular Meeting at 6:33 p.m. Hector Gutierrez seconded the motion. The motion passed 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.

	A	B	C	D
1		DEVELOPMENT AUTHORITY		
2		OPERATING BUDGET - DRAFT		
3		July 1, 2025-June 30, 2026		
4			<u>FY25 PROPOSED</u>	<u>Details</u>
5	<u>REVENUE</u>			
6		Interest Income	\$ 1,000.00	
7		Lease Income	\$ 40,000.00	850 Main Street & Billboard Ground Lease
8		Other Revenue	\$ 500.00	Easement Compensations
9		Sale of Property - Proceeds	\$ 500,000.00	
10		Kroger Pilot Payment	\$ 1,212,750.00	
11		TOTAL REVENUE	\$ 1,754,250.00	
12				
13	<u>EXPENSES</u>	<u>ACCOUNT NAME</u>	<u>FY25 PROPOSED</u>	<u>DETAILS</u>
14		Banking / CR Card Fees	\$ 1,000.00	
15		Cost of Sales (Land)	\$ 2,500.00	
16		Insurance - Liability	\$ 2,000.00	
17		Meetings & Events	\$ 1,000.00	
18		Office Supplies	\$ 300.00	
19		Postage Shipping & Courier	\$ 300.00	
20		Printing	\$ 500.00	
21		Professional Services	\$ 130,000.00	Attorney Fees; Landscaping; Accounting; financial consulting
22		Public Relations	\$ 5,000.00	
23		Repairs and Maintenance	\$ 326,400.00	
24		Reserve	\$ 9,000.00	
25		Salaries	\$ 45,000.00	1/3 of Staff Assistant & Project Manager
26		Training & Conferences	\$ 3,500.00	
27		Transfer to General Fund	\$ -	
28		Travel for Employees	\$ 1,500.00	
29		Kroger Pilot Payment	\$ 1,212,750.00	Kroger Pilot Payment Pass through (DA, GF to URA)

	A	B	C	D
30		Utilities - Electricity	\$ 2,500.00	
31		Utilities - Gas	\$ 2,500.00	
32		Water - Sewage	\$ 2,500.00	
33				
34		TOTAL EXPENSES	\$ 1,748,250.00	
35				
36		<u>REVENUE OVER (UNDER) EXPENSES:</u>	\$ 6,000.00	
37				

City of Forest Park - Development Authority

Item #3.

June 30, 2025

Prepared by
Marshall Jones

Prepared on
July 2, 2025

Statement of Financial Position

As of June 30, 2025

	Total
ASSETS	
Current Assets	
Bank Accounts	
First Horizon #0373	68,388.57
Total Bank Accounts	68,388.57
Total Current Assets	68,388.57
Fixed Assets	
Accumulated Depreciation	-11,000.00
Equipment	11,000.00
Land and Buildings	
330 Forest Parkway	744,725.00
4812 West Street	227,815.00
4818 West Street	95,565.00
4827 College St	85,000.00
4908-4912 College St	108,424.67
670 North Main St	112,913.00
696 Main St	0.00
763-771 Main St	359,322.00
770 Main St	360,000.00
775 Main St	150,000.00
794 Main St	195,042.00
842 Main St	429,711.00
850 Main St	600,000.00
861 Main St	189,200.00
904-908 Main St	183,893.33
Total Land and Buildings	3,841,611.00
Leasehold Improvements	
330 Forest Pkwy - Sprinkler System	48,185.00
850 Main St - Leasehold Improvements	872,719.42
Demolition	21,600.00
Total Leasehold Improvements	942,504.42
Total Fixed Assets	4,784,115.42
TOTAL ASSETS	\$4,852,503.99

LIABILITIES AND EQUITY

Total Liabilities

Equity

Opening Balance Equity	0.00
Retained Earnings	5,030,887.76
Net Revenue	-178,383.77

Total	
Total Equity	4,852,503.99
TOTAL LIABILITIES AND EQUITY	\$4,852,503.99

Statement of Activity

June 2025

	Total
REVENUE	
Rental income	1,484.58
Total Revenue	1,484.58
GROSS PROFIT	1,484.58
EXPENDITURES	
Legal & Professional Fees	
Accounting Services	389.00
Legal fees	6,500.00
Total Legal & Professional Fees	6,889.00
Property expenses	
Electricity	754.34
Landscaping	3,622.84
Repair & Maintenance	2,500.00
Water	306.43
Total Property expenses	7,183.61
Total Expenditures	14,072.61
NET OPERATING REVENUE	-12,588.03
NET REVENUE	\$ -12,588.03