



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

Wednesday, June 21, 2023 at 5:30 PM
City Hall-Council Chambers

Website: 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 May 17, 2023 Meeting Minutes

OLD BUSINESS:

2. Update: 842/850 Main Street
3. Update: 696 Main Street

NEW BUSINESS:

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.



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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:

CDC requirements of Masks and Social Distancing will be adhered.

CALL TO ORDER/WELCOME: Vice Chairman Alvin Patton, called the Development Authority meeting on May 17, 2023, to order at 5:35pm.

PRESENT:

Billy Freeman, Jr.
Alvin Patton
Felicia Davis
Hector Gutierrez
Victoria Williams
Rhonda Wright

ALSO PRESENT:

Ricky Clark Jr., City Manager
Arthur Geeter, Procurement Director
Councilwoman Latresa Akins- Wells
Kirby Glaze, DA Attorney
Bruce Abraham, Economic Development Director
Charise Clay, Economic Development Staff Assistant

APPROVAL OF MINUTES:

1. Approval of March 22, 2023 Meeting Minutes

Felicia Davis made a motion to approve March 22, 2023, meeting minutes. Victoria Williams seconded the motion. Motion approved unanimously.

OLD BUSINESS:

2. Update: 842 Main St. Property Swap

Kirby Glaze, delivered the update:

- Documents were prepared for the swapping of Development Authority, property 751 - 771 Main Street in exchange for Downtown Development Authority, property 842 Main Street. 842 Main Street is adjacent to 850 Main Street, that's currently owned by the Development Authority. The DDA will pay the DA \$50,000 for 751-771 Main Street.

Victoria Williams made a motion to approve the 842 Main Street property swap. Hector Gutierrez seconded the motion. Motion approved unanimously.

OTHER DISCUSSION: Felicia Davis made a motion to authorize the chair to execute the necessary deeds and closing documents for the property swap. Victoria Williams seconded the motion. Motion approved unanimously.

3. Update: 850 Main St. Final Design

Sea Studios delivered the update:

- Charmalee Jayawardena, Allan Williams, and Sandy Epstein, representatives of Sea Studios gave the presentation. The group displayed the project designs on the projector for all to see. Mr. Williams described the existing buildings' interior and exterior features, a brick office building with 12-ft ceilings, around 10,000 square feet. After having a discussion with Mr. Freeman regarding the cost, the group decided the development should have 4 2bed/2 bath units and 8 1bed/1bath units. The frame and bricks on the current building will be preserved, including the elevator. The 1 bed/1bath units are expected to be around 600 square feet. The 2bed/2bath units will be about 1,100 square feet. Some of the units will have balconies. The buildings current parking lot will still be used, and additional parking will be added to the front and back of the rebuild. They plan on expanding the structure of the building to add stairs to the front and back of the complex. The project is forecasted to total 10-11,000 square feet and be completed in 2 phases. The phase 2 site plan was shown as well. Phase 2 will have apartments on the top and retail on the bottom. There will be green space between phase 1 and 2. The final design is estimated to be ready within the next 4-6 weeks.
- Mr. Freeman stated that 70% of the apartment units in phase 1 of the 850-842 Main Street development will be for Forest Park Police. Felicia Davis remarked that although Starr Park is across the street the housing unit doesn't offer any amenities. She also asked was a rooftop space thought of during the design process. He explained to her that a rooftop space wasn't in phase 1's budget. He remarked that phase 2 will have bigger spaces to accommodate other amenities.

NEW BUSINESS:

4. DA Real Estate Agents & Property Management

Chairman Freeman introduced Jessica Hambrick Smith:

- She stated she's been in the real estate industry for some time. She previously worked for Keller Williams and is currently with Caldwell Banker. She's even owned a spa for a stint. Ms. Williams informed the group that she's a Forest Park native as well.
- Mr. Freeman asked her to make a presentation to the board for the purpose of being the Development Authorities real estate agent. With a vast portion of the DA's rental properties being liquidated by the DDA property trade and the 850 Main Street development, a property management company won't be needed

anymore. The authority does have other properties that require marketing and management. He said he wants the DA's plans to parallel the city's plans.

- Kirby Glaze reminded the board that they have an existing property management agreement in place. The agreement can be canceled by the board with a 30-days' notice. The board would need to take action to cancel that property management agreement before new property management is assumed. He also recommended that Ms. Smith prepare a marketing and management proposal to be presented before the board.
 - Felicia Davis made a motion to relieve Franks & White of their property management duties through a 30-day's notice. Hector Gutierrez seconded the motion. Motion approved unanimously.

5. 842 Main St. Underground Engineering

Felicia Davis made a motion to table agenda item 5 due to the engineer not being present. Victoria Williams seconded the motion. Motion approved unanimously.

6. 850 Main St. Construction Budget & Incentives

Kirby Glaze delivered the update:

- At the request of the board's chair, Mr. Glaze started gathering budgetary figures for the project. He estimates the project's total to be about \$3 million dollars. The budget would include some capital from the authority and other financial resources. The previously prepared numbers will have to be altered due to the updated site plan shown at the meeting. Low interest subordinated loans are available as a source of funding up to \$250,000.
- He also mentioned that if the board would like him to act as the project manager on this project, he can do so on behalf of his project management company. He remarked that a proposal could be ready as early as the following week for the board's review.

7. 850 Main St. Construction Procurement Method

Kirby Glaze delivered the update:

- Because the Development Authority is a public agency, they must abide by the Georgia's Public Works Contract Law. There is a methodology that must be followed when procuring contractors for this project. The authority must advertise the need for contractors. This can be done through "a design bid build process" where the facility will be designed to 100% completion and placed out to bid. The alternative would be a "Request for Proposal" process. Based on his observations, the RFP process is the most progressive way of controlling project costs.

OTHER DISCUSSION: Newly appointed Forest Park City Manager, Ricky L. Clark, Jr. introduced himself to the board and discussed new initiatives and plans for Forest Park.

8. 696 Main St. HVAC repairs

Chairman Freeman delivered the update:

- The a/c unit in the facility was very mature and recently stopped performing. Estimates on repairing versus replacing the unit are in motion. Total unit replacement is upward to \$175,000. Contractors have been proposed replacing the condenser and the compressor that are in the current unit. The repair is estimated to cost between \$25-40,000. He believes the repair is a short fix and could unfortunately still lead to the full replacement of the unit. He hasn't received the final pricing for the full replacement but may call a Special Called Meeting when the final pricing is received.

9. 696 Main St. Upgrades and Rental Agreements

Felicia Davis made a motion to table agenda item 9. Victoria Williams seconded the motion. Motion approved unanimously.

10. Possible DA Property Sales

Felicia Davis made a motion to table agenda item 10. Hector Gutierrez seconded the motion. Motion approved unanimously.

11. DA Budget Proposal

Charise Clay delivered the update:

- The board received a printed draft of the operating 2023-2024 budget. The line items are based on line items from the 2022-2023 budget. She informed the group that past projects like the CID (Community Improvement District), Pedestrian Bridge- Grant Match, and the Façade Grant program were removed from the 2023-2024 budget. The only remaining Façade Grant funds are for the last 2 grant recipients: Atlas Strength and Conditioning & Revival Coworking. A community outreach program and a construction project reserve line item was added to the proposed budget.
- Victoria Williams inquired about the length of the Kroger Pilot payment. Kirby Glaze responded that when the Kroger facility was developed, the financing provided that Kroger would make a Pilot Payment (payment in lieu of taxes) to the Development Authority. The Development Authority at the time agreed to transfer the Pilot Payment to the City of Forest Park to be used as payment on City backed infrastructure bonds at Ft. Gillem.
- Mr. Clark informed the board that he would assist in making sure the Development Authority's 2023-2024 budget is legally conforming.

OTHER DISCUSSION: Kirby Glaze previously brought a quit-claim deed before the board for Glover Court. The quit claim deed is for the transfer of that right of way from the City. The City has agreed to transfer that right of way to the adjoining property owner. The adjoining property owner has agreed to pay the City \$50,000 for the right of way. Originally the authority transferred that property from the authority to the City for the right of way.

- Felicia Davis made a motion to execute the quit-claim deed for Glover Court. 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:

Felicia Davis made a motion to adjourn the meeting at 7:16pm. Hector Gutierrez seconded the motion. Motion approved unanimously.

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