



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

Thursday, October 24, 2024 at 3:00 PM  
Virtual Meeting stream YouTube Livestream

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

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

## AGENDA

**Angelyne Butler**, *Chairwoman*  
**Eric Stallings**, *Vice Chairman*  
**Jacklyn Faith**, *Member*  
**Nancy Howard**, *Member*  
**Tre Holland**, *Member*  
**Dhaval Shah**, *Member*  
**Nachae Jones**, *Member*

**CALL TO ORDER/WELCOME:**

**ROLL CALL:**

**ADOPTION OF THE AGENDA WITH ADDITIONS/DELETIONS:**

**APPROVAL OF MINUTES:**

1. Approval of August 22, 2024 Meeting Minutes

**OLD BUSINESS:**

**NEW BUSINESS:**

2. Discussion of WCC Contract Review & Renewal
3. Financial Report
4. Approval of DDA Bylaws Amendment
5. Clear Channel Buyout

**MAIN STREET UPDATE:**

**ECONOMIC DEVELOPMENT UPDATE:**

**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 404-366-4720.*



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

Thursday, August 22, 2024, at 3:00 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

**MINUTES**

**Angelyne Butler, Chairwoman**  
**Nachae Jones, Vice Chairwoman**  
**Jacklyn Faith, Member**  
**Nancy Howard, Member**  
**Tre Holland, Member**  
**Dhaval Shah, Member**  
**Eric Stallings, Member**

**CALL TO ORDER/WELCOME:** Chairwoman Angelyne Butler called the Downtown Development Authority Regular Meeting of July 25, 2204, to order at 3:07 p.m.

**PRESENT:**

Angelyne Butler, MPA  
Eric Stallings  
Jacklyn Faith  
Nachae Jones

**ALSO PRESENT:**

Ricky L. Clark, Jr., City Manager  
John Wiggins, Finance Director  
Marsellas Williams, Economic Development Director  
Rochelle B. Dennis, Main Street Manager

**ADOPTION OF THE AGENDA WITH ADDITIONS/DELETIONS:** Jacklyn Faith moved to add the Clayton County Water Authority Easement to the agenda. The motion was seconded by Nache Jones and was unanimously approved.

**APPROVAL OF MINUTES:** Jacklyn Faith made a motion to approve the May 16, 2024, Downtown Development Authority Special Called Meeting Minutes as submitted. The motion was seconded by Eric Stallings and was unanimously approved.

**OLD BUSINESS:**

1. **Update on Fiscal Year 24-25:** Director Marsellas Williams reviewed the DDA FY24-25 budget.
  - a. Ricky Clark explained that the Issuance Cost is separate from the Debt Service and represents the cost of the bond deal.
  - b. As the City covers all legal fees, the \$10K allotted to Attorneys Fees is to be moved to contingency for future projects
  - c. The salary increase represents the 3% cost of living adjustment for all City staff
  - d. The Litigation line item will be rolled into Professional Services
  - e. \$80K will be allotted for Advertising and \$15K for Printing
  - f. The renovation of workforce homes will come from Infrastructure / Construction
  - g. Jacklyn Faith made the motion to approve the DDA FY24-25 Budget with the reallocation of \$10K from Attorney's Fees to Contingency. The motion was seconded by Eric Stallings and was unanimously approved.
  
2. **Review of Main Street Event Schedule:** Rochelle Dennis reviewed the upcoming 2024 events calendar which included the following:
  - a. Up Early on Main – September 21, October 19, November 16 from 8-11am. The event will include a pop-up dog park, yoga, music, and free breakfast.
  - b. Blues on Main – October 11 from 6 – 11pm. The event features four blues acts and food trucks. Limited VIP seating is available for \$200 for a table of eight. General admission is free.
    - i. The board agreed on a price of \$200 for VIP table seating which includes drink and food for the first 90 minutes.
    - ii. Jacklyn Faith made a motion to authorize the Executive Director and Chair to execute necessary contracts for Blues on Main. The motion was seconded by Nache Jones and was unanimously approved.
  - c. Pets on Parade Halloween Edition – October 26 from 3-6pm. In partnership with Forest Park Animal Control and pet vendors, the event will feature a Halloween costume pet parade.
  - d. Small Business Saturday – November 30. In partnership with American Express, the event is designed to encourage our community to shop local while promoting our small business community for the holiday season.
  - e. Holiday on Main – December 4 – December 21. The proposed event will feature holiday decorations at the Fountain on Main and encourage a holiday decorating store front contest among Main Street area businesses.
  
3. **Approval of 964 Main Street GA Power Easement:** Nache Jones made a motion to ratify the GA Power Easement for 964 Main Street. The motion was seconded by Jacklyn Faith and was unanimously approved.
  
4. **Review of Directors & Officers Liability Insurance:** Jacklyn Faith made a motion to ratify the Directors & Officers Liability Insurance. The motion was seconded by Nache Jones and was unanimously approved.

**NEW BUSINESS:**

1. **Economic Development Update:** Marsellas Williams provided the update
  - a. Development tours and meetings with prospects including Presswood, Target Realty and more
  - b. Attended the ATL Economic Development Collective
  - c. Lingo Staffing opened in July 2024 and provides short- and long-term workforce placement
  - d. Hosted a small business forum with SBDC
  - e. Hosting an Economic Development Open House for Residents (September 23) and Businesses (September 30)

- f. Project Splash is moving forward
  - g. Meeting with developers and potential partners for Project Moonshot
  - h. Project Unload will launch in the coming months
  - i. Hosted a ribbon cutting for America's Food Basket (the old Piggly Wiggly)
  - j. Hosted two business retention visit in Ward 1
  - k. Working on new economic development marketing materials
2. **819 Forest Parkway Lease Update:** Marsellas Williams shared that Target Realty has a general interest in leasing the one space available at 819 Forest Parkway.
  3. **Update on 4987 East Street:** The DDA has closed on the property at 4987 East Street. Eric Stallings made a motion to ratify the purchase of 4987 Forest Parkway. The motion was seconded by Nache Jones and was unanimously approved.
  4. **Update on 868 Forest Parkway:** Developing plans for 868 Forest Parkway. Eric Stallings made a motion to ratify the purchase of 868 Forest Parkway. The motion was seconded by Nache Jones and was unanimously approved.
  5. **Update on 4523 Ernest Drive:** The DDA will receive construction plans next week. The contractor will present to the Planning Commission at their October 17, 2024, meeting.
  6. **Clayton County Water Authority Easement:** Clayton County Water Authority requested that the DDA dedicate the water vault to CCWA. Eric Stallings made a motion to grant the easement and convey the water vault to the CCWA. Jacklyn Faith seconded the motion and the motion unanimously passed.

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

Jacklyn Faith made a motion to adjourn the regular meeting at 3:57pm and enter Executive Session. The motion was seconded by Nache Jones.

Jacklyn Faith made a motion to adjourn the Executive Session and reconvene the regular meeting at 4:48pm. The motion was seconded by Eric Stallings and was unanimously approved.

Jacklyn Faith made a motion to authorize the renovation of 4523 Ernest Drive with a cost not to exceed \$1.5M. The motion was seconded by Eric Stallings and was unanimously approved.

**ADJOURNMENT:** Jacklyn Faith made a motion to adjourn the Downtown Development Authority Regular Meeting at 4:51pm. The motion was seconded by Nache Jones and was unanimously approved.

*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.*

**RESOLUTION NO. 2024-\_\_\_\_\_**

**A RESOLUTION BY THE DOWNTOWN DEVELOPMENT AUTHORITY  
OF THE CITY OF FOREST PARK TO AMEND ITS BYLAWS.**

WHEREAS, the Downtown Development Authority of the City of Forest Park (“DDA”) is a development authority duly organized and existing pursuant to O.C.G.A. 36-42-1 *et seq.*; and

WHEREAS, the DDA has the authority to adopt bylaws governing the conduct of business by the DDA; and

WHEREAS, the DDA desires to amend its bylaws to reflect its commitment to the Main Street Program and a new meeting schedule.

THEREFORE, THE DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF FOREST PARK HEREBY RESOLVES:

**SECTION 1. Amendment.** Sections 2 and 3 of Article I (Members) the DDA’s bylaws are hereby amended to read as follows, with deleted text in strikethrough font and new text in bolded and underlined font:

**Section 2.** Powers. The directors shall have such power and authority as is conferred upon them by the Downtown Development Authority Law (O.C.G.A. Title 36, Chapter 42), as the same now exists or may hereafter be amended, and such other power and authority as may be contained under the constitution and the Laws of the State of Georgia as the same may now or hereafter exist. **In the exercise of its powers, the Authority utilizes the “Main Street Approach” as established by the Georgia Department of Community Affairs’ Main Street Program.**

**Section 3.** Regular Meetings. Regular meetings of the Authority shall be held on the fourth (4th) Thursday of each month at ~~5:30~~ **3:30** p.m., unless cancelled by the Chairperson. Notice of the time and place of such meeting may from time to time be fixed by resolution of the Authority, or, if not, fixed by the Chairperson in the same manner as hereinafter specified for giving notice of special meetings.

**SECTION 2. Public Record.** This document shall be maintained as a public record by the Secretary and shall be accessible to the public during all normal business hours of the City of Forest Park.

**SECTION 3. Authorization of Execution.** The Chair is hereby authorized to sign all documents necessary to effectuate this Resolution.

**SECTION 4. Attestation.** The Secretary is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the DDA Attorney.

**SECTION 5. Effective Date.** This resolution shall become effective immediately upon its adoption.

SO RESOLVED this 24th day of October, 2024.

\_\_\_\_\_  
Angelyne Butler, Mayor

ATTEST:

\_\_\_\_\_  
Secretary (SEAL)

APPROVED AS TO FORM:

\_\_\_\_\_  
DDA Attorney