



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

Thursday, September 28, 2023 at 5:30 PM  
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

**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:

### ROLL CALL:

### APPROVAL OF MINUTES:

1. Approval of July 17, 2023 Meeting Minutes
2. Approval of August 22, 2023 Special Called Meeting Minutes

### OLD BUSINESS:

3. Update: Main Street Program

### NEW BUSINESS:

4. Financial Report on Botanical Garden En Blanc
5. Update: 819 & 833 Forest Parkway
6. The Collaborative Firm Contract Renewal
7. Duncan's Landscaping & Maintenance agreement
8. Economic Development Update

9. Main Street RFPs

**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.*



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

Thursday, July 27, 2023 at 5:30 PM  
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**

**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 Butler called the Downtown Development Authority meeting on July 27, 2023, to order at 5:32pm.

**PRESENT:**

Angelyne Butler  
Nachae Jones  
Jacklyn Faith  
Eric Stallings

**ALSO PRESENT:**

Ricky L. Clark, Jr., City Manager  
Mike Williams, City Attorney  
Bobby Jinks, Director of Public Works  
LaShawn Gardiner, Director of Planning & Community Development  
Bruce Abraham, Director of Economic Development  
Charise Clay, Economic Development Staff Assistant

**APPROVAL OF MINUTES:**

1. Approval of July 6, 2023 Meeting Minutes  
Nachae Jones made a motion to approve the July 6, 2023 meeting minutes. Jacklyn Faith seconded the motion.  
Motion approved unanimously.

**OLD BUSINESS:**

**NEW BUSINESS:**

## 2. GA Main Street Application

Mr. Clark delivered the update:

- He is seeking the board's approval to join the Georgia Main Street Program. Over 100 cities throughout the state participate in the program. Mr. Clark, Mayor Butler, and the Executive Director of the GA Main Street Program recently toured the city to see if it is a viable candidate for the program. Being a member of the program can be used as an incentive when marketing the city to developers. A monthly reporting model is required as well as the designation of a Main Street Manager. The newly hired project Manager will be taking on the programming for the Main Street program. A membership program will be offered and through those fundraising efforts funds can be reinvested into the revitalization and beautification of Main Street.
  - Jacklyn Faith asked "What's the benefit of being a member of the program? And what's the cost associated with joining?" Mr. Clark informed her that the state of GA doesn't charge a membership fee to participate in the program. However, in order to be an accredited program and use the *GA Main Program* branding, an annual fee must be paid. The fee is normally around \$500. An additional advantage of being an accredited Main Street Community is that businesses have access to resources through the state.

Nachae Jones made a motion to approve the Georgia Main Street application process. Eric Stallings seconded the motion. Motion approved unanimously.

## 3. Balloons &amp; Blues Downtown Festival on Main (Hot Air Balloon Festival)

Mr. Clark delivered the update:

- The Balloons & Blues festival will be an event associated with the activation of Main Street. The idea is for residents to be able to ride in hot air balloons while listening to the blues and enjoying food & shopping from local vendors. The goal is to have at least 6 hot air balloons throughout the Main Street corridor.

Nachae Jones made a motion to approve the Ballons & Blues Downtown Festival. Eric Stallings seconded the motion. Motion approved unanimously.

## 4. Arts &amp; Entertainment District

Mr. Clark delivered the update:

- A few years ago, the City adopted an *Entertainment District*. Legislation will go before the Planning Commission to expand the area to include arts as well. The goal is to make seeing art throughout the community a normal occurrence.

## 5. Arts Crosswalks

Mr. Clark delivered the update:

- This initiative is another activation of Main Street. An RFP will be issued for the project. The intersections that are proposed are Main Street & Lake Drive, Main Street & Ash Street, and the crosswalk near the fountain on Main Street.

Nachae Jones made a motion to approve the arts crosswalk project. Jacklyn Faith seconded the motion. Motion approved unanimously.

## 6. Downtown Beautification

Mr. Clark delivered the update:

- He has been getting a myriad of inquiries and concerns about the beautification of Main Street. Based on his observations of the fountain area, there is no irrigation to keep the vegetation alive. He met with the Deputy Director of Public Works to discuss if irrigation systems had been researched and the previously collected quote were around \$100,000. Mr. Clark met with another irrigation company and the quote totaled around \$51,000. The quote for redoing all the landscaping by the fountain is around \$84,000. The meters

for pumping water throughout the area are already in place. A contract for landscaping and maintenance will come later after the initial overhaul is completed. The Director of Public Works commented on the monthly cleaning and maintenance of the fountain..

Eric Stallings made a motion to approve the beautification plans as explained. Nachae Jones seconded the motion. Motion approved unanimously.

#### **EXECUTIVE SESSION:**

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

Jacklyn Faith made a motion to end the regular meeting and enter executive session at 5:53pm. Nachae Jones seconded the motion. Motion approved unanimously.

Jacklyn Faith made a motion to end the executive session at 6:55pm. Nachae Jones seconded the motion. Motion approved unanimously.

#### **ADJOURNMENT:**

Jacklyn Faith made a motion to adjourn the meeting at 6:56pm. Nachae Jones 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  
DOWNTOWN DEVELOPMENT AUTHORITY SPECIAL CALLED MEETING**

Tuesday, August 22, 2023 at 11:00 AM  
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**

- 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 Butler called the Downtown Development Authority meeting on August 22, 2023, to order at 11:07am.

**PRESENT:**

- Angelyne Butler
- Nachae Jones
- Jacklyn Faith
- Nancy Howard
- Tre Holland

**ALSO PRESENT:**

- Ricky L. Clark, Jr., City Manager
- Mike Williams, City Attorney
- Bruce Abraham, Economic Development Director
- Rochelle Dennis, Economic Development Project Manager
- Charise Clay, Economic Development Staff Assistant
- Bobby Jinks, Director of Public Works

**APPROVAL OF MINUTES:**

**OLD BUSINESS:**

**NEW BUSINESS:**

1. Adoption of 2023-2024 Budget

Mr. Clark delivered the update:

- New variances for the proposed budget include: \$30,000 attributed to the rents at 751-771 Main Street and \$1,000 in interest income on interest accrued on funds in the bank. The collection of Pilot Payment bond fees is expected to be \$356,912.50. \$50,000 in event revenue has been added due to the activation of Main Street through events. \$5,000 for membership revenue has been added for the Main Street program membership dues. \$80,000 for 819 Forest Pkwy rents will be added relative to lease payments from the building. Expenditures are the salaries/subsidies that the DDA provides totaling \$53,000. Purchased/contracted services include insurance, bank service fees, seminars & travel, attorney fees, professional services, etc. Professional services were increased by \$40,000 due to the increase of the revitalization of Main Street. Additional funds were included in regard to advertising/promotion due to partnerships with the Collaborative Firm. \$30,000 is budgeted for special events. \$200,000 of this budget is allocated for catalyst site development. \$225,000 has been allocated for the bond debt payment on 819 & 833 Forest Parkway. No funds were allocated for the additional purchase of land. Expenditures total \$878, 910.

Jacklyn Faith made a motion to adopt the 2023-2024 budget as is with the intent to make revisions at a future date if necessary. Nachae Jones seconded the motion. Motion approved unanimously.

### **EXECUTIVE SESSION:**

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

Nachae Jones made a motion to enter executive session at 11:16am. Tre Holland seconded the motion. Motion approved unanimously.

Tre Holland made a motion to exit the executive session and reconvene the regular meeting at 11:44am. Nachae Jones seconded the motion. Motion approved unanimously.

#### 2. Adoption of Bond Resolution for City Center Project

Jacklyn Faith made a motion to adopt the bond resolution for the City Center Project. Nachae Jones seconded the motion. Motion approved unanimously.

### **ADJOURNMENT:**

Nachae Jones made a motion to adjourn the meeting at 11:45am. Nancy Howard 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.*

## GEORGIA MAIN STREET PROGRAM BENEFITS

In Georgia we know the greatest benefit to our programs comes from the Main Street manager's ability to directly connect and network with other downtown development professionals from all across the state. The value that comes from the opportunity to learn from one another, to be inspired by one another, all while sharing ideas and resources can not be understated. But beyond the value of the network itself, the Office of Downtown Development has outlined below a variety of training opportunities, discounted services and tools available to our Georgia Main Street programs. Main Street manager's should keep in mind that access to resources and discounts will vary depending on each Main Street community's designation.

BENEFITS	Downtown Affiliate Network	Classic Main Street Program	Georgia's Exceptional Main Streets (GEMS)
<b>TRAININGS</b>			
Can participate in Main Street related trainings	✓	✓	✓
Discounted Main Street 101 training			✓
Discounted rates for DCA training opportunities	✓	✓ <i>Better Rate</i>	✓ <i>Best Rate</i>
\$150 annual registration credit to attend the National Main Street Conference			✓
<b>DISCOUNTED SERVICES</b>			
Discounted rates for DCA's Design Studio services		✓ <i>Better Rate</i>	✓ <i>Best Rate</i>
\$200 annual Design Studio credit			✓
Special low interest rate on eligible projects for DCA's Downtown Development Revolving Loan Fund		✓	✓
<b>RESOURCES AND TOOLS</b>			
Access to private Facebook group	✓	✓	✓
Access to weekly Georgia Main Street Newsletter	✓	✓	✓
Use of the state's proprietary reporting system to help measure the community's economic impact	✓	✓	✓
Annual Community Impact Report		✓	✓
Facilitation of one work plan session annually			✓
Community eligible to be highlighted monthly on the Georgia Main Street website, newsletter and social media channels		✓	✓
Technical assistance with GAMSAs applications			✓



## OVERVIEW OF STATE REQUIREMENTS

The state requirements below must be met in order for participating communities to receive a designation from the Georgia Main Street Program. Communities that wish to use the Main Street America™ name must receive accreditation from the National Main Street Center. To be eligible for national accreditation each program must meet all of the state requirements, listed here, and maintain an active membership with the National Main Street Center. To check on your organization's current membership status email the National Main Street Center staff at [mainstreet\\_membership@savingplaces.org](mailto:mainstreet_membership@savingplaces.org).

REQUIREMENTS	Downtown Affiliate Network	Classic Main Street Program	Georgia Exceptional Main Streets (GEMS)
<b>STAFF</b>			
Provide DCA with official point of contact	✓	✓	✓
Paid professional staff, dedicated office space, phone number and email address for Main Street Manager	20 hours min.	Full time	Full time
Managers and Board Members must be Main Street 101 certified	✓	✓	✓
Meets annual ongoing manager training minimum	10 hours min.	30 hours min.	30 hours min.
<b>REPORTING AND ANNUAL REQUIREMENTS</b>			
Required to sign annual memorandum of understanding	✓	✓	✓
Must complete monthly economic activity reports	✓	✓	✓
Complete and submit program's annual assessment to DCA by Jan. 15	Checklist	✓	✓
Host an annual community visioning session at least once every three years	✓	✓	✓
Have an annual work plan	✓	✓	✓
Programs must meet the 10 standards for holding an Accredited National Main Street designation		✓	✓
Meets annual board meeting minimum	6 meetings	10 meetings	11 meetings
<b>GEMS PREREQUISITES</b>			
A minimum of 5 years designated as a Georgia Main Street community			✓
Stable leadership			✓
Current on all reporting over the last three years			✓
Able to demonstrate exemplary achievements for your community and your downtown			✓
A formal presentation or site visit for applicable communities may be required			✓



9280 Turner Road Jonesboro, GA 30236  
770-478-0098

### **Maintenance Contract**

8-29-2023

City of Forest Park – Town Center Plaza – Ricky Clark

886 Main St

Forest Park – Ga 30297

470-409-2093 - rclark@forestparkga.gov

#### **I. Turf**

##### **A. Mowing**

- i. Grass areas will be cut weekly during growing season and as needed during the dormant season. Excessive amounts of clippings will be removed from the turf areas to ensure that no matting or clumping occurs. No clippings will be left on any of the non-landscaped areas (Patios, drives, walkways, etc.).

##### **B. \*Fertilization and Weed Control**

- i. Will consist of 8 treatments per year to the turf with a mixture of fertilizer, iron, and pre-emergent and (Green Team) post-emergent weed control: depending upon the season and needs at the time.

##### **C. \*Aeration and re-seeding are recommended for your property for best overall appearance. (Green Team)**

##### **D. \*Disease and the application of effective fungicides to alleviate any harmful fungus shall be made as necessary to all turf areas.**

- i. Severe disease problems may require many sequential treatments and an additional charge may be required. (Green Team)

- \* **Indicates services that are recommended, but are not included in the monthly maintenance charges, but would greatly enhance the property.**

## II. Shrubs, Trees, Vines, and Groundcovers

### A. Pruning

- i. All flowering trees (less than 10') will be pruned in a manner so as to encourage best blooming and growth. Shrubs will be pruned to encourage intended growth form and to maintain a neat appearance to a maximum height of eight feet. All dead, diseased, or damaged limbs will be eliminated when evident to a maximum height of eight feet.

### B. \*Fertilization of Shrubs and Trees

- i. Will consist of one application of fertilizer in the early spring. (Green Team)

### C. \*Pre-emergence herbicides will be applied to all shrub/tree beds.

### D. Post-emergence herbicides shall be carefully utilized as spot treatments in shrub beds.

- \* **Indicates services that are recommended, but are not included in the monthly maintenance charges, but would greatly enhance the property.**

## III. Edging and cleanup

### A. Edging

- i. Curbs, walks and beds will be edged weekly or as needed to ensure proper definition.

### B. Clean-up

- i. All debris, natural or un-natural, will be collected from the property upon each visit or as necessary. All paved areas will be blown as needed to remove debris brought about by the contractor's work. Includes parking lot, cleaned up.

#### IV. Mulching of Beds and Weed Control

##### A. \*Mulching

- i. Pine Straw will be applied once per year. Pine Straw will be clean and free of sticks and cones. Price includes of bed lines spreading and tucking straw.

##### B. Weed Control

- i. The mulched area, parking lots, and curbs will be kept clean by either hand-weeding or spot spraying treatments.

#### V. Seasonal Color

##### A. \*Annual flowers

- i. Spring and Fall Flowers to highlight the property through a colorful arrangement of flowers. Properly maintained to ensure best blooming.

**\* Indicates services that are recommended, but are not included in the monthly maintenance charges, but would greatly enhance the property.**

#### VI. Special Scheduling, Exclusions, Owners Participation

**A. \*Any special work the owner wishes to be performed on specific occasions should be scheduled seven to ten days in advance and any additional cost should be predetermined.**

**\* Indicates services that are recommended, but are not included in the monthly maintenance charges, but would greatly enhance the property.**

#### VII. General Conditions

**A.** Lawn Maintenance Company does not warrant the life of any shrubs, trees, turf, or groundcover on the property. However, the company will provide the necessary expertise to effectively discharge the duties listed above and will take prudent precautions to ensure the life of the grounds.

**B.** Lawn Maintenance Company is not responsible for the watering of property.

- C. Service shall be provided *51 weeks per year*
- i. Christmas until New Year's Duncan's Landscaping & Maintenance/Duncan's Green Team will be closed.
- D. Cost of services will be payable monthly upon receipt of invoice. Interest on unpaid statements shall accrue at the rate of twenty-four (24%) per annum from the due date if not paid within ten (10) days of said due date.
- E. Contractor shall cease all services on the above contracted property until all delinquent payments are received. When Property's payments fail to reach contractor's office by the 10<sup>th</sup> day of the month.
- F. Either contractor or Property manager may terminate this contract at any time with or without cause by providing 60 days written notice.
- G. Property agrees, if contractor is required to retain legal counsel to collect any delinquent compensations pursuant to this contract, property shall pay contractor, in addition to principal and interest accrued thereon, attorney's fees in the amount of eighteen percent (18%) of unpaid principal and interest if not paid within ten (10) days of receipt of notice of such delinquency pursuant to O.C.G.A. @13-1-11.
- H. This contract shall be automatically renewed on the anniversary date of each year unless either party expresses an objection by certified letter. We hereby understand, adhere and agree to the terms and stipulations of this document and enter into this contract agreement.
- I. Insurance: Duncan's is insured with comprehensive general liability, broad form property damage, contractual liability up to \$ 1,000,000.; and an automobile liability policy that has a combined single limit of \$ 500,000. Also furnished is a worker's compensation policy with employee's liability of \$100,000.
- J. Contractor shall at all times enforce strict discipline and good order among all employees and shall not employ on the job any unfit person in the task assigned him. Contractor is an equal opportunity employer and does not employ with regard to race, creed, color, sex or national origin.
- \* Indicates services that are recommended, but are not included in the monthly maintenance charges, but would greatly enhance the property.**

VIII. Cost

A. The monthly cost for your property maintenance

**\*\*Not responsible for Outdoor Landscape Lighting not installed by Duncan's Landscaping\*\***

***1. Cost of Service - \$1989.00***

***Pre-emergence 2 x a year – Each Application \$985.00***

**Service can begin: week of 9-5-2023**

Accepted by: ***Johnny Duncan*** Date: **8-29-2023**

***Duncan's Landscaping & Maintenance, Inc.***

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

**City of Forest Park - Town Center Plaza – Ricky Clark – 745 Forest Pkwy – Ft Park – Ga - 30297**



# 751-771 Main Street

- Two masonry buildings on Main Street, remodeled in 2021.
  - **771 Main St.** is 2,720sq ft. divided into five spaces of about 545sq. ft. each
  - **751 Main St.** is 4,998 sq ft. divided into five spaces of 1,000sq. Ft. each
- Each building has separate front and rear entrances, bathrooms, and utilities
- One unit contains restaurant seating with a full kitchen with older equipment
- A deck was constructed connecting the two buildings for outside eating
- The parking lot has been sealed and restriped for 19 spaces.
- Rents are \$500 per month with tenants paying utilities. There are presently six tenants in the property on month-to-month leases
- Owned by *City of Forest Park Downtown Development Authority*

## **Property Uses:**

- Zoned Downtown Main Street (DM)
- Mixed-Use





# 4871 College Street

- **Five lots combined** on College, Parker, Summit, and Hill Streets are assembled into a larger lot totaling **1.93 acres**. Known as 4871 College Street, the lots have residential development on two sides and commercial development on one side of the property. College Street, the main access road to the lots, is a thoroughfare through residential neighborhoods to Jonesboro Road.

- *Owned by City of Forest Park Downtown Development Authority*

**Property Uses:**

- Zoned Downtown Main Street (DM)
- Mixed-Use

