



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

Thursday, March 24, 2022 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**  
**Jacklyn Faith, Member**  
**Floyd Holland III, Member**  
**Nancy Howard, Member**  
**Nachae Jones, Member**  
**Dhaval Shah, Member**  
**Eric Stallings, 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 24, 2022, Meeting Minutes

### OLD BUSINESS:

### NEW BUSINESS:

2. Swearing in of New Members
3. Officer Elections
4. Approval of 2022 Meeting Calendar

5. Joint Economic Development Retreat (May 13- May 15, 2022)
6. 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 404-366-1555.*



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**MINUTES**

**Angelyne Butler, Chairwoman**  
**Steve Bernard, Vice Chairman**  
**Ed Taylor, Secretary**  
**Nachae Jones, Member**  
**Eric Stallings, Member**  
**Jacklyn Faith, Member**  
**Nancy Howard, Member**

**MEETING NOTICE:**

Due to COVID-19, CDC requirements of Masks and Social Distancing will be adhered.

**CALL TO ORDER/WELCOME:**

Chairwoman Butler called the Downtown Development Authority meeting on February 24, 2022, to order at 5:30 pm.

**Present:**

Angelyne Butler  
Steve Bernard  
Ed Taylor  
Nachae Jones  
Nancy Howard  
Eric Stallings (Arrived at 5:35pm)

**Also Present:**

Mike Williams, City Attorney  
Dr. Marc-Antonie Cooper, City Manager  
Bruce Abraham, Economic Development Director  
Bobby Jinks, Public Works Director  
Charise Clay, Economic Development Staff Assistant

**Absent:**

Jacklyn Faith

**APPROVAL OF MINUTES:**

1. Approval of Downtown Development Authority Regular Meeting Minutes- January 20<sup>th</sup>, 2022

Ed Taylor made a motion to approve the minutes as is. Nancy Howard seconded the motion. Motion approved unanimously.

**OLD BUSINESS:****NEW BUSINESS:**

Mike Williams asked the board to amend the original agenda due to adding two agenda items: Resolution acknowledging the assignment of the Gillem 1100 lease and Resolution to approve the extension of the contract with the Collaborative Firm

- Nachae Jones made a motion to amend the agenda for additional items. Ed Taylor seconded the motion. Motion approved unanimously.

2. Economic Development Update

Bruce Abraham led the Economic Development Update:

- Façade Grants: Business owners on Main Street have the opportunity to apply for a grant of up to \$25,000, to invest in the restoration of the exterior of their building. 3 grants have already been approved.
- Grand Openings: Jen Care a senior health care facility just opened.
- Townhomes on Main Street: The project is set to close within 2 weeks.
- Zaxby's: The restaurant chain is set to close very soon-within 2 weeks.
- Building 751-771 on Main Street: Construction on the deck between the two buildings is finally under way. A ribbon cutting will take place once the construction is done.
- Amazon: An event and tour will be hosted at the new Amazon facility at the Gillem Logistics Center in April.
- Business Coalition: Bruce Abraham met with Rev. Clinkscales of the Rock Church of Atlanta and other members of the community to discuss establishing a workforce development center to assist citizens with employment.

3. DDA Training Opportunity

Chairwoman Butler led the discussion on the DDA Training Opportunity:

- The vision is to have a 2-day retreat for all the boards (DDA, URA, & DA) the first weekend in May (Friday & Saturday), potentially in Stone Mountain. Friday would be devoted to training. The DA & URA have similar trainings and will be in one room of instruction. The DDA will have their own instructor due to different material. On Saturday, all 3 boards will come together for a joint economic development initiative, where everyone discusses their roles & responsibilities and how to move the city forward collectively.

4. Resolution acknowledging the assignment of Gillem 1100 lease to T.A. Royalty

Mike Williams led the discussion on the resolution:

- The DDA conducted the tax abatement for Gillem 1100 & Gillem 1200, which are set to close within coming weeks. The Gillem 1100 building has been sold. They are requesting a resolution acknowledging assignment to the new purchaser.

Nachae Jones made a motion to accept the new resolution. Ed Taylor seconded the motion. Motion approved unanimously.

5. Resolution to approve the extension of the contract with the Collaborative Firm

Mike Williams led the discussion on the resolution:

- The current contract expires in April. The contract needs to be approved for another year for the annual amount of \$84,000. Payments will be split between the DDA & URA, due to both boards using their services.

Ed Taylor made a motion to extend the Collaborative Firm contract for one more year. 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 recess the regular meeting and enter executive session at 5:48pm. Steve Bernard seconded the motion. Motion approved unanimously.

Ed Taylor made a motion to end executive session and resume the regular meeting at 5:57pm. Nachae Jones seconded the motion. Motion approved unanimously.

Nachae Jones made a motion to approve the contract for the Executive Director, which will be Dr. Marc-Antonie Cooper. Steve Bernard seconded the motion. Motion approved unanimously.

**ADJOURNMENT:**

Nancy Howard made a motion to adjourn the regular meeting at 5:57pm. Ed Taylor 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.*

## Officer Descriptions

### **Duties of Chairperson:**

The Chairperson shall be responsible for directing all Board affairs and shall preside at all meetings of the Board. He or she may sign any documents which have been authorized by the Board or are required by law to be signed or executed. In general, he or she shall perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the Board from time to time.

### **Duties of Vice Chairperson:**

In the absence of the Chairperson, or in the event of his or her inability or refusal to act, as determined by a majority of the members present at a meeting at which a quorum is present, the Vice Chairperson shall perform the duties of the Chairperson and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice Chairperson shall perform such other duties as from time to time may be assigned to him or her by the Chairperson or by the members of the Authority. The execution of any instrument of the Authority by the Vice Chairperson shall be conclusive evidence, as to third parties, of his or her authority to act in the stead of the Chairperson.

### **Duties of the Secretary/Treasurer:**

The Authority may appoint a member of the Board to perform all or portions of the duties of secretary and/or treasurer. The secretary shall affix the Authority seal to any lawfully executed documents requiring it and shall attest to the signature of the Chairperson and/or the Vice Chairperson of the Authority who are authorized to execute documents of the Authority. The treasurer shall supervise the custodian of all of the funds of the Authority and shall supervise the collection of monies due to the Agency, the expenditures of the Agency funds, and the preparation and maintenance of appropriate books of account. The treasurer shall make available all financial information of the Authority to the Mayor and Council of Forest Park, Georgia. In general, the secretary and/or treasurer shall perform all duties usually incident to the office of secretary and treasurer and such other duties as may be prescribed by the members of the Authority from time to time.

# **Downtown Development Authority**

## **[DDA]**

### **Yearly Meeting Calendar**

January 20, 2022

February 24, 2022

March 24, 2022

April 28, 2022

May 26, 2022

June 23, 2022

July 28, 2022

August 25, 2022

September 22, 2022

October 27, 2022

November 17, 2022

December 15, 2022

