



CITY OF FOREST PARK
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

Thursday, January 23, 2025 at 3:00 PM
City Hall-Council Chambers, Virtual Meeting Via Zoom and YouTube Livestream

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

ECONOMIC DEVELOPMENT
745 Forest Parkway
Forest Park, GA 30297

MINUTES

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

CALL TO ORDER/WELCOME: Chairwoman Butler called the Downtown Development Authority Regular Meeting on January 23, 2025, to order at 3:04pm.

PRESENT:

Angelyne Butler
Jacklyn Faith
Tre Holland
Jay Evans
Eric Stallings (arrived at 3:39pm)

ALSO PRESENT:

Ricky L. Clark, Jr., City Manager
Danielle Matricardi, City Attorney
John Wiggins, Director of Finance
Talisa Clark, Procurement Manager
Rochelle Dennis, Main Street Manager
Charise Clay, Economic Development Staff Assistant

ADOPTION OF THE AGENDA WITH ADDITIONS/DELETIONS: Jacklyn Faith made to add agenda items "Ratification of Demolition & Tree Removal Proposal from Technique Concrete Construction for 4523 Ernest Drive", "DDA Financial Report" and "East Street Update". Jay Evans seconded the motion. Motion approved unanimously.

APPROVAL OF MINUTES:

1. Approval of December 19, 2024, Meeting Minutes

Jay Evans made a motion to approve December 19, 2024, meeting minutes. Tre Holland seconded the motion. Motion approved unanimously.

OLD BUSINESS:

2. Update: DDA Appraisal and Lease Renewal

Mr. Ricky L. Clark Jr. delivered the update.

- At a previous meeting, the DDA approved having appraisals completed on all of their properties. Since the original request, 3 properties have been added. This will aid staff by having actual numbers for properties when discussing sales with developers and realtors.

NEW BUSINESS:

3. Approval of Georgia Power Easement

Attorney Matricardi delivered the update.

- Georgia Power requested a tree trimming easement. The easement will grant them access to the property to clear any trees and shrubbery enabling them from completing tasks. The DDA will generate a fee for allowing them access.

Jay Evans made a motion to approve the Georgia Power easement. Tre Holland seconded the motion. Motion approved unanimously.

MAIN STREET UPDATE:

Rochelle Dennis delivered the update.

- The update covered activities for November & December. This is the second year the City has participated in *Small Business Saturday*, championed by American Express. 6 local businesses offered deals under the program and were highlighted across the City's social media platforms. Unlike last year, businesses and residents were able to participate in the annual *Holiday on Main* decorating contest. 3 businesses and 10 residences participated. Members of the DDA, URA, DA, and Economic Development department served as judges. The best business storefront and residential exterior will receive complimentary breakfast. Women of Clayton County and the Beautification Committee co-hosted this year's hot cocoa station at the City's annual *Holiday Extravaganza*. The 2025 proposed list of events include: St. Patrick's Day Street Party, The Longest Table, Friday Night Fiesta, Food & Wine Crawl, Up Early on Main series, Off the Rails in Forest Park series, Food Truck Friday Special Edition, Blues on Main, Small Business Saturday, and Holiday on Main. It has been requested that PawtoberFest be brought back this year as well. Additional tasks for Main Street include creating a Main Street/ Downtown Forest Park logo, branded Main Street collateral, public art, a comprehensive sponsorship package, and a *Main Street Ambassador* program.

ECONOMIC DEVELOPMENT UPDATE:

Mr. Ricky L. Clark Jr. delivered the update.

- He reported there has been a lot of developmental activity in the Main Street corridor. With the assistance of Economic Development staff, there is a concentrated effort to continue to offload DDA owned properties. The goal is to have at least 1 project under contract or under a LOI within the next 90 days. In an effort to continue to diversify the housing portfolio within the City, he suggested participating in the Georgia Initiative for Community Housing.
- ##### **4. Ratification of Demolition & Tree Removal Proposal from Technique Concrete Construction for 4523 Ernest Drive**
- The demolition of the 2 homes was approved at a previous meeting and has been completed. Billy Freeman, Jr. with Technique Concrete Construction addressed the board to provide clarity on the provided proposals. Mr. Freeman will work with the City's Procurement department to clarify the submitted proposals so staff can move forward with creating requisitions.

5. East Street Update

- Procurement Manager Talisa Clark and other City staff completed a walkthrough of the property to determine tasks for phase II of the project. She gave the board the list of tasks needed. The additional tasks have been divided between the City's Public Works department and Technique Concrete Construction. Additional tasks on the exterior of the home, may have to be bided out due to the nature of the project. March 1 is the expected completion date for the project.

6. Financial Report

Director of Finance, John Wiggins delivered the update:

- DDA checking account ending in 0510 had a beginning budget of \$4,918,012 and currently has an ending budget of \$4,786,728.00. DDA account ending in 3693 had a beginning budget of \$1,160,967 and currently has an ending budget of \$1,163,916. DDA Main Street Checking account ending in 1160 had a beginning budget of \$1,085,932 and currently has an ending budget of \$1,088,690. DDA operating cash has an ending budget total of \$7,039,334. Operating Revenues have a current ending budget balance of \$2,152,354. Expenses have an ending budget balance of \$1,152,165. As of December 31, 2025, the DDA Georgia Fund 1 account had an ending balance of \$2,060,376.52. The staff accountant also explained the process of "Due to/ Due from" in preparation for the annual audit to the board.

EXECUTIVE SESSION:

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

Eric Stallings made a motion to adjourn the regular meeting and enter executive session at 4:25pm. Jay Evans seconded the motion. Motion approved unanimously.

Eric Stallings made a motion exit executive session at 4:36pm and reconvene the regular meeting at 4:36pm. Jay Evans seconded the motion. Motion approved unanimously.

Eric Stallings made a motion to approve the 5th amendment to the real estate purchase agreement with Nouveau and ratify all prior amendments to the purchase. Jay Evans seconded the motion. Motion approved unanimously.

ADJOURNMENT:

Chairwoman Butler adjourned the meeting at 4:37pm.

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.