

City of Forest Park
Development Authority
Meeting Minutes
April 21, 2021
5:30 P.M.

Call to Order: Chairwoman, Lois Wright, called the meeting for April 21, 2021 to order at 5:33 P.M.

Present: Chairperson, Lois Wright; Hector Gutierrez; Eliot Lawrence; Trudy Smith, Alvin Patton

Also Present:

Mike Williams, City Attorney

Bruce Abraham, Economic Development Director

Danita Hamid, Project Manager, Economic Development Department

Kisha Bundridge, Staff Assistant, Economic Development Department

Absent: Pamela Lake

Chair Comments: Chairwoman, Lois Wright, informed the board that she is working on presenting a plaque to former Development Authority member, Frank Brandon's wife in honor of her husband's 6+ years of service. Mrs. Brandon sent a card to thank the Development Authority for the wreath they sent for his funeral.

Chairwoman, Lois Wright announced that Pamela Lake will soon be resigning from her position on the board.

Hector Gutierrez shared that he had recently done a training with GMA where they discussed the possibility of instituting a Workforce Development Program for the City of Forest Park, which he believes is an important part of the revitalization of this community.

Bruce Abraham, Economic Development Director explained after several meetings with the Atlanta Regional Commission and Clayton County, it was determined that it would be best to partner with their existing Workforce Development initiative and use our funds for things like job fairs and other hiring events.

Approval of the Minutes: Trudy Smith made a motion to approve the proposed minutes for January 27, 2021 with the recommended changes to the last paragraph on page 3 – "attorned" should be "attorney".
January 27, 2021

Eliot Lawrence seconded the motion.

Motion approved unanimously.

Discussion: New Staff Assistant Introduction Bruce Abraham introduced Kisha Bundridge, the new Staff Assistant in the Economic Development Department. Bruce Abraham explained that Kisha Bundridge will be relieving Danita Hamid of her board assistant responsibilities to focus on her duties as Project Manager.

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Kisha Bundridge introduced herself to the board and said she was excited to take on the role and is looking forward to being of service.

**Discussion:
Shared Expenses
Memorandum of
Understanding**

Mike Williams, City Attorney, explained that the proposed Memorandum of Understanding was to formalize the agreement that the Development Authority, Downtown Development Authority, Urban Redevelopment Authority, and City Council made regarding shared expenses during the December 19, 2020 joint meeting.

The Shared Expenses Memorandum of Understanding includes the agreement to pay 15% of the total cost of the audio equipment in the Council Chambers, a third of the salary for an Economic Development Staff Assistant to support the three boards, and a third of the salary supplement for the Economic Development Project Manager. The MOU also states that the boards will pay a lump sum payment at the beginning of the fiscal year to the City of Forest Park for these expenses.

Hector Gutierrez asked about growth and development for both positions under this structure.

Mike Williams explained that issues concerning raises, promotions, disciplinary action, etc. would be essentially decided by the Economic Development Director because that is the direct supervisor for the positions.

Trudy Smith asked for clarification on the duties and responsibilities both positions have as far as board management is concerned. Mike Williams explained that the Project Manager will work on city projects, as well as some board projects. The Staff Assistant will focus solely on the boards and their projects.

**Approval of the
Shared Expenses
Memorandum of
Understanding**

Eliot Lawrence made a motion to approve the execution of the Shared Expenses Memorandum of Understanding.

Alvin Patton seconded the motion.
Motion approved unanimously.

**Other Discussion:
Public Relations**

Hector Gutierrez suggested that the Development Authority start a periodic newsletter that would highlight some of the projects that the boards are currently working on and to see that work is being done.

Bruce Abraham, Economic Development Director, explained that the Urban Redevelopment Authority hired a PR firm to spotlight Economic Development Department initiatives and activities in the City. He added that the City Manager is also proposing a PIO position for the City to promote other activities in the City.

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Trudy Smith asked what happened with the promotional activities that they paid for at the Community Center.

Lois Wright explained that there was some media initiative happening at the Community Center but believed the City Council was responsible for it and not the Development Authority.

**751 – 771 Main
Street Remodeling
Update:**

Bruce Abraham provided the board with an update on the remodeling at 751-771 Main Street. He noted the following during his recap:

- The project has been underway for two months and UP Architecture is estimating it will be complete within the next five months.
- As UP Architecture was pulling off the current façade, they came across several issues, which have caused delays, but they are trying to work quickly.
- Paint colors for the exterior have been selected.
- Once the project is complete, there will be a ribbon cutting and celebration.

Eliot Lawrence was concerned that the tenants were not properly informed about when construction would begin and how it would affect their businesses. He also asked if the tenants would be compensated for any loss business they experience because of the construction.

Lois Wright explained that Franks & White, the property management company, was supposed to notify the tenants before construction started. However, she was later made aware that not all tenants were notified about construction and she had taken care of the issue.

Bruce Abraham confirmed that all issues concerning the tenants and the construction project were being addressed.

Executive Session: Trudy Smith made a motion to recess the regular meeting to enter executive session.

Eliot Lawrence seconded the motion.
Motion approved unanimously.

Recess for executive session at 6:09 PM.

Trudy Smith made a motion to adjourn executive session and resume the regular meeting.

Alvin Patton seconded the motion.
Motion approved unanimously.

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Regular meeting resumed at 6:19 PM.

**Approval to Sell
6.5 Acres on Main
Street for \$325,000**

Trudy Smith made a motion to approve the sale of the 6.5 acres on Main Street (Parcel ID: 13051A A055) for \$325,000 as long as the City of Forest Park did not have plans for the property.

Eliot Lawrence seconded the motion.
Motion approved unanimously.

**Approval to Extend
Dream Big
Contract**

Mike Williams recommended that the board approve having the Chair sign an extension for the Dream Big contract based on their discussion during executive session.

Hector Gutierrez made a motion to approve allowing the Chair to sign the Dream Big Contract extension.

Eliot Lawrence seconded the motion.
Motion approved unanimously.

**Other Discussion:
Forest Park
Beautification**

Hector Gutierrez asked about a program to work on updating and beautifying business signs in the City of Forest Park.

Danita Hamid, Economic Development Project Manager, explained that the Economic Development Department is working on a Façade Grant Program to improve the appearance of businesses in the City. She explained that Planning, Building, and Zoning is currently updating the City's ordinance and the program will become available once City Council approves those updates.

Adjournment

Trudy Smith made a motion to adjourn the meeting.

Alvin Patton seconded.
Motion approved unanimously.

Meeting adjourned at 6:26 PM.