



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

Thursday, January 25, 2024, at 3:00 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 Regular Meeting of January 25, 2024, to order at meeting 3:03 p.m.

### ROLL CALL:

Angelyne Butler  
Nachae Jones  
Jacklyn Faith  
Eric Stallings

### ALSO PRESENT:

Rickly L. Clark, Jr., City Manager  
Danielle Matricardi, City Attorney  
Bruce Abraham, Economic Development Director  
Rochelle B. Dennis, Economic Development Project Manager  
John Wiggins, Finance Director  
Jeremi Patterson, Deputy Finance Director

### APPROVAL OF MINUTES:

1. The November 9, 2023, Special Called Meeting Minutes were not ready for review and approval. Jacklyn Faith made a motion to approve the November 9, 2023, Special Called Meeting Minutes at the February 22, 2024, Regular Meeting. The motion was seconded by Nachae Jones and unanimously approved.

**OLD BUSINESS:****2. Main Street RFP Update:**

- Ms. Dennis provided an update on the proposal for the sale and development of 751-771 Main Street.

**3. 833 Forest Parkway Update (Video Presentation):**

- Mr. Clark provided an update on the development of 833 Forest Parkway. The proposed \$4.6M buildout is funded by a HUD grant through Clayton County. Data indicates that Forest Park is a food desert. To that end, the Grapevine will feature a food hall with three office flex spaces, and a commercial commissary kitchen. Additionally, a video concept of Grapevine was shown.

**4. City Plaza Landscape Maintenance:**

- Ms. Dennis provided three landscape proposals for the City Plaza for review on behalf of James Shelby. Nachae Jones made a motion to approve a six-month contract for WCC for landscape services with an option to reevaluate and renew at contract end. Nancy Howard seconded. The motion passed unanimously.

**NEW BUSINESS:****5. DDA Board Elections:**

- Approved unanimously by the board, the following are the 2024 slate of officers for the Downtown Development Authority:
  - Angelyne Butler, Chair
  - Eric Stallings, Vice Chair
  - Secretary, Charise Clay, Economic Development Staff Assistant
  - Treasurer, Charise Clay, Economic Development Staff Assistant

**6. Finance Report:**

- An amendment is required for the 2023-2024 approved budget. Per staff recommendations, the amendment will be presented for review and approval at the February 22, 2024, meeting. Starting at the February 22, 2024, meeting, the Finance Department will provide the DDA Finance Report to include a monthly Expenditure Report and YTD Budget Report. Eric Stallings made a motion to table the approval of the Finance Report until the February 22, 2024, meeting. Jacklyn Faith seconded the motion. The motion unanimously passed.

**7. Economic Development Update:**

- Mr. Clark suggested that the DDA create a calendar of events and hold think tank sessions on how to activate Main Street.

**8. DDA Property Update, Insurance & Landscape Maintenance:**

- Director Bruce Abraham provided an updated DDA property list which showed sixteen properties owned by the DDA, twelve properties to be improved and three currently occupied.
- Director Abraham discussed a need for a Scope of Work detailing maintenance of landscaped beds versus grass cutting. In the board discussion, it was suggested that a single vendor and the same vendor used to maintain the City Plaza be used for maintenance of landscape beds and grass cutting for all DDA owned properties.
- Director Abraham provided an update on the DDA property insurance requirements. The insurance carrier is requiring a letter to be sent from the City detailing that Forest Park PD is patrolling the DDA properties. The DDA is not currently paying for insurance on their properties as DDA properties are under the City policy. Mayor Butler asked Director Abraham to get an insurance proposal to insure the sixteen DDA properties with a competitive rate.

- 9. Piper Sandler, Ed Wall Contract Renewal:** A motion was made by Nachae Jones to accept the proposal from Piper Sandler to have Ed Wall function as the Financial Advisor for the DDA. Eric Stallings seconded the motion. The motion passed unanimously.

**EXECUTIVE SESSION:**

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

- Jacklyn Faith made a motion to enter executive session at 3:47 p.m. Nachae Jones seconded the motion. The motion passed unanimously.
- Board Member Nancy Howard removed herself to avoid potential conflict of interest;
- Jacklyn Faith made a motion to exit the executive session and reconvene the regular meeting at 4:37 p.m. Eric Stallings seconded the motion. The motion passed unanimously.
- **Discussion of Sale of 751-771 Main Street:** Eric Stallings made a motion to accept the offer of Nouveau to purchase 751-771 Main Street for \$350,000 with an option to decrease the purchase price. The motion was seconded by Nachae Jones. The motion passed unanimously.

**ADJOURNMENT:**

Jacklyn Faith made a motion to adjourn the meeting at 4:41 p.m. Eric Stallings seconded the motion. The motion passed 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.*