



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

Thursday, May 22, 2025, at 3:00 PM  
City Hall-Council Chambers, Virtual Meeting Via Zoom and YouTube Livestream

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

**CALL TO ORDER/WELCOME:** Chairwoman Angelyne Butler called the Downtown Development Authority Regular Meeting on May 22, 2025, to order at 3:12 p.m.

**PRESENT:**

Angelyne Butler  
Jacklyn Faith (Attended via Zoom)  
Nancy Howard (Attended via Zoom)  
Jay Evans

**ALSO PRESENT:**

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

**ADOPTION OF THE AGENDA WITH ADDITIONS/DELETIONS:** Nancy Howard made a motion to adopt the agenda for May 22, 2025, as submitted. Jay Evans seconded the motion. The motion passed unanimously.

**APPROVAL OF MINUTES:** Approval of March 27, 2025, Meeting Minutes: Jay Evans made a motion to approve the March 27, 2025, regular meeting minutes as submitted. Jacklyn Faith seconded the motion. The motion passed unanimously.

**FINANCIAL REPORT:** John Wiggins, Director of Finance provided the April 2025 Financial Report of the Downtown Development Authority. The DDA had an opening balance of \$2,598,761, deposits totaling \$170,988, and an ending balance of \$2,741,674. YTD actual operating revenue totaled \$3,678,033. YTD actual operating budget of \$1,429,768, YTD expenses \$940,734, and ending operating expense balance of \$402,084. The DDA GA Fund 1 account had a prior balance of \$2,082,749.85 with an ending balance of \$2,090,259.88.

**OLD BUSINESS:**

2. **Update and Discussion of the DDA Advanced Board Training:** Rochelle B. Dennis, Interim Economic Development Director, shared that staff will move forward with scheduling the in-person Advanced DDA training with the Carl Vincent Institute. Kathryn Lookofsky has been identified as the trainer. Staff will send a poll to determine availability for a Friday or Saturday in the month of June.
3. **Review and Approval of HVAC Proposals for 819 Forest Parkway, Suite D:** Talisa Clark, Procurement Manager reviewed the two bids received for the replacement of the HVAC unit at 819 Forest Parkway, Suite D. A&D Horizon's estimate was \$12,900. AERAS' estimate was \$18,260.04. Staff recommended accepting the lowest bid from A&D Horizon. Jacklyn Faith made a motion to award the HVAC replacement contract for 819 Forest Parkway, Suite D to A&D Horizon. Jay Evans seconded the motion. The motion was unanimously approved.

**MAIN STREET & ECONOMIC DEVELOPMENT UPDATE:** Rochelle B. Dennis, Interim Economic Development Director and Main Street Manager delivered the Main Street and Economic Development Update for May 2025.

1. Ms. Dennis shared drafts for the new seasonal Main Street Light Pole Banners. The board wants a new concept for the Spring and Summer banner.
2. The Main Street program is in the early stages of the planter box painting project. Staff will announce an artist call in mid-summer.
3. Staff are finalizing concepts for Main Street swag to include branded ambassador shirts, festival shirts, baseball caps, a Main Street tent and tablecloth.
4. Ms. Dennis provided updates on St. Patrick's Day Fountain Festival, the Longest Table, Food & Wine Crawl, and Up Early on Main.
5. Economic Development Updates included
  - a. Featured Speaker at Atlanta Produce Dealers Association
  - b. Clayton County Economic Development Bus Tour
  - c. Clayton County Broker's Reception
  - d. AeroATL Collective Monthly Meeting
  - e. SBDC Small Business Resource Fair
  - f. Forest Park Tour w/ GA Department of Economic Development (Partnership potential & additional resources)
  - g. Impact Fees Assessment
  - h. Farmers Market Development (Ag Terminal)
  - i. Blue Star Redevelopment
  - j. CC Housing Market Grant
  - k. REAP Class of 2025 Site Visits
  - l. Housing Plus potential partnership
  - m. Elevate Marketing Plan
  - n. Southeast Crescent Regional Commission Grant (workforce development)
  - o. Development of Florence on Main
  - p. Schedule of Ribbon Cuttings & BRE Visits by Ward
  - q. Gillem Road Repairs
  - r. URA Boundary expansion

- s. Restoration on Main
- t. Sale of 794 Main Street

**EXECUTIVE SESSION:**

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

Jay Evans made a motion to enter Executive Session at 3:27p.m. Nancy Howard seconded the motion. The motion passed unanimously.

Jay Evans made a motion to adjourn the Executive Session and to reconvene the regular meeting at 4:13 p.m. seconded the motion. The motion passed unanimously.

Jacklyn Faith made a motion to authorize the attorney to draft the lease agreement with Vladimir Benoit for 4987 East Street. The motion was seconded by Jay Evans. The motion passed unanimously.

**ADJOURNMENT:**

Chairwoman Butler adjourned the meeting at 4:47 p.m.

*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.*