



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

Thursday, October 24, 2024 at 3:00 PM  
Virtual Meeting stream 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*

**Nachae Jones**, *Member*

**CALL TO ORDER/WELCOME:** Chairwoman Butler called the Downtown Development Authority meeting on October 24, 2024, to order at 3:00 p.m.

**PRESENT:**

Angelyne Butler  
Nancy Howard  
Tre Holland  
Nachae Jones

**ALSO PRESENT:**

Ricky L. Clark, Jr., City Manager  
Danielle Matricardi, City Attorney  
John Wiggins, Director of Finance  
Nigel Wattley, Interim Director of Public Works  
S.M. Williams, Director of Economic Development  
Rochelle Dennis, Main Street Manager  
Charise Clay, Economic Development Staff Assistant

**ADOPTION OF THE AGENDA WITH ADDITIONS/DELETIONS:** Tre Holland made a motion to adopt the agenda without any additions/deletions. Nachae Jones seconded the motion. Motion approved unanimously.

**APPROVAL OF MINUTES:**

1. **Approval of August 22, 2024, Meeting Minutes**

Tre Holland made a motion to adopt the August 22, 2024, meeting minutes. Nachae Jones seconded the motion. Motion approved unanimously.

#### **OLD BUSINESS:**

#### **NEW BUSINESS:**

##### **2. Discussion of WCC Contract Review & Renewal**

Rochelle Dennis delivered the update:

- WCC Landscaping was the landscaper for the fountain area on Main Street. Their contract expired in August of 2024. Staff recommends not renewing the contract with WCC as the vendor for the fountain. They also recommend rebidding the project and re-engaging Duncan's Landscaping, as they were the vendor who completed the initial landscaping of the fountain. The board decided not to renew the contract with WCC.

#### **EXECUTIVE SESSION:**

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

Nachae Jones made a motion to enter executive session at 3:12pm. Tre Holland seconded the motion. Motion approved unanimously.

Nachae Jones made a motion to exit executive session and reconvene the meeting at 4:11pm. Tre Holland seconded the motion. Motion approved unanimously.

##### **3. Financial Report**

Director Wiggins delivered the update:

- The beginning budget for DDA checking account ending in 0510 was \$1,595,358 and the ending balance is \$2,238,236. The beginning budget for DDA account ending in 2023B 3693 was \$1,273,397 and the ending balance is \$1,154,685. The beginning budget for DDA Main Street checking account ending in 1160 was \$1,226,579.00 and the ending balance is \$1,080,056. Operating revenue was budgeted at \$1,429,768 and the current balance is \$1,288,374. Year to Date operating expenses total \$17,916. The Georgia Fund 1 September balance totaled \$2,027,556.49.

Nancy Howard made a motion to adopt the recommendations from the interfund analysis. Nachae Jones seconded the motion. Motion approved unanimously.

##### **4. Approval of DDA Bylaws Amendment**

Rochelle Dennis delivered the update:

- The board was presented with a resolution for an amendment to the current DDA by-laws. Section 1 sub section 2 was ratified to include language regarding the Main Street program; sub section 3 discussed the changing of the meeting time from 5:30pm to 3:00pm.

Tre Holland made a motion to approve the amended by-laws. Nachae Jones seconded the motion. Motion approved unanimously.

##### **5. Clear Channel Buyout**

Nancy Howard made a motion to approve the lease termination agreement with Clear Channel. Tre Holland seconded the motion. Motion approved unanimously.

#### **OTHER DISCUSSION:**

Tre Holland made a motion to authorize the City Manager to execute a task order with Precision Planning for a rendering of a Maker's Studio. Nachae Jones seconded the motion. Motion approved unanimously.

**MAIN STREET UPDATE:**

Rochelle Dennis delivered the update:

- We were accepted as a Main Street Start Up Program in August of 2024. Through our vigorous activities on Main Street, we hope to be accepted as full affiliates in August of 2025. Here is a list of events that took place on Main Street in 2024: St. Patrick's Day, Main Street Food & Wine Crawl, Up Early on Main, Blues on Main, PawTober, Fall Festival, Small Business Saturday, and the Holiday Decorating Contest. 2025 proposed events included Fashion On Main: Fashion Show, Food & Wine Crawl, Up Early on Main, Blues on Main, and Holiday on Main. A Main Street logo and collateral is also in the works.

**ECONOMIC DEVELOPMENT UPDATE:**

Director Williams delivered the update:

- He has met with several real estate developers and brokers interested in opening businesses in the City. An Economic Development forum was held so residents can understand what's happening in regard to economic development in the City. The Economic Development department assisted the Planning and Community Development Department with the Georgia Outdoors Grant. There were 2 Business Retention visits during the month as well.

**ADJOURNMENT:**

Mayor Butler adjourned the meeting at 4:50pm.

*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.*