

DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
CITY OF FOREST PARK
April 22, 2021
5:30 P.M.

Call to Order: Chairwoman Angelyne Butler called the Downtown Development Authority meeting for April 22, 2021 to order at 5:30 P.M.

Present: Chairwoman, Angelyne Butler; Nachae Jones; Eliot Lawrence; Ed Taylor; Lois Wright; Eric Stallings

Also Present:

Mike Williams, City Attorney
Bobby Jinks, Public Works Director
Darquita Williams, Interim Finance Director
Bruce Abraham, Economic Development Director
Danita Hamid, Project Manager, Economic Development Department
Kisha Bundridge, Staff Assistant, Economic Development Department

Absent: Vice Chair, Steve Bernard

Approval of Minutes: Lois Wright made a motion to approve the proposed minutes for February 25, 2021 and March 25, 2021.

Nachae Jones seconded the motion.
Roll call for approval. Motion approved unanimously.

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.

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: 2021-2022 Budget Review Mike Williams, City Attorney, provided the board with an overview of the proposed 2021-2022 budget.

The total revenue for the Downtown Development Authority for 2021-2022 is \$2,752,191 and total operating expenses for the Downtown Development Authority for 2021-2022 is \$2,694,001.

Approval of the Proposed 2021-2022 Budget Lois Wright made a motion to approve the proposed budget for 2021-2022.
Ed Taylor seconded the motion.
Roll call for approval. Motion approved unanimously.

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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.

Approval of the Shared Expenses Memorandum of Understanding

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

Lois Wright seconded the motion.
Roll call for approval. Motion approved unanimously.

Discussion: Printing Quotes for Brochure

Chairwoman Angelyne Butler presented the board with the sample promotional brochure and folder created by Marc Northworthy & Co. She explained that they were planning to have 50 printed to start and had received quotes from several printing companies including Prima Printing, which was recommended by the design firm.

Based on the quotes received, Chairwoman Angelyne Butler recommends the DDA use Prima to print the brochures and folders.

Eliot Lawrence asked why one of the businesses withdrew their quote.

Danita Hamid, Project Manager, explained that one company withdrew because they were not sure they could accommodate the folder request.

Approval to Table Agenda Item VII: Community/ Small Business Improvement Projects

Eric Stallings made a motion to table agenda item 8: Community/Small Business Improvement Projects.

Ed Taylor seconded motion.
Roll call for approval. Motion approved unanimously.

Adjournment:

Lois Wright moved to adjourn the meeting.

Eric Stallings seconded the motion.
Roll call for approval. Motion approved unanimously.

Meeting adjourned at 5:42 PM.