

DOWNTOWN DEVELOPMENT AUTHORITY

MEETING MINUTES

**CITY OF FOREST PARK
MEETING HELD VIA ZOOM**

April 30, 2020

5:30 P.M.

Call to Order:

Chairwoman, Angelyne Butler called the Downtown Development Authority meeting for April 30, 2020 to order at 5:30 PM.

Present

Chairwoman, Angelyne Butler; Vice Chairman, Steve Bernard; Lois Wright; Eliot Lawrence; Eric Stallings; Ed Taylor

Also Present:

Mike Williams, City Attorney
Bruce Abraham, Economic Development Director
Danita Hamid, Economic Development Assistant

New Member Swear In: Eric Stallings

Eric Stallings was sworn into the Downtown Development Authority by Chairwoman Angelyne Butler.

Eric took the Forest Park Oath of Office.

Discussion: Agenda Delivery Changes

Angelyne Butler explained that due to the pandemic, agendas can no longer be hand delivered and asked if everyone was okay with receiving their meeting agendas via email.

Board members said they were okay with this change.

Proposed 2020 Budget Discussion

Angelyne Butler explained that the budget included in the agenda packet was the proposed budget for the DDA for 2020-2021.

Board members did not have any questions about the budget.

2020 Budget Adoption

Eric Stallings motioned to adopt the proposed 2020-2021 budget.
Lois Wright seconded the motion.

Roll call for approval.

Motion approved unanimously.

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Discussion: Ethics Ordinance

Angelyne Butler announced that the governing body recently revised the City's Code of Ethics for officials.

Angelyne Butler explained that all board members will be held to the same Code of Ethics.

Mike Williams provided a brief overview of the Ethics Ordinance and explained that the changes will likely result in more opportunities to work with other municipalities because they will be able to apply to become a "City of Ethics" with the Georgia Municipal Associations.

Discussion: Media Outreach and Marc Northworthy & Co. Proposal

Angelyne Butler explained that AT&T and Comcast offer free broadcasting channels for municipalities and believes it would be a great way to reach residents.

Angelyne Butler discussed having a show, suggested Downtown Table Talk, to get the word out about what's going on in Forest Park.

In order to pursue project, they have to decide who will build the set and secure equipment for the production, which is an expense.

Board members reviewed the Marc Northworthy & Co. media outreach proposal. The proposal included designing and building the set, as well as providing and installing studio equipment. With the Northworthy & Co proposal, the company would build the set and purchase the equipment for the City to use instead of having the rent equipment from somewhere else. The estimated cost is \$18,785.00.

Angelyne Butler said they would also need to secure a location for the set.

Board members thought the proposal and TV show were a good idea.

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**Approval of Marc Northworthy & Co.
for Set Design & Equipment
Installation**

Eliot Lawrence made a motion to approve using Northworthy & Co. services for the development of a TV set and equipment installation.

Steve Bernard seconded motion.

Roll Call for approval.
Motion approved unanimously.

Discussion: Meeting Minutes

Angelyne Butler introduced the board to Danita Hamid, the Economic Development Assistant. Danita Hamid will be providing record keeping and minute keeping services for the board.

Danita Hamid will also be doing the minutes for the board's past meetings that do not have an official record.

Trainings

Angelyne Butler explained that training is important and budgeted for, but due to the COVID19 pandemic, trainings for board members have been postponed. Once training becomes available, members will start going through the training process.

Mike Williams added that once dates become available, he'll notify board members so that they can sign up for training.

No action needed.

Website

Forest Park has selected Municode to develop a new website for the City. The DDA will have its own page on the website.

Angelyne Butler asked if any of the board members would like to serve as DDA representatives in the design process.

Steve Bernard and Eric Stallings volunteered to assist with the development of the DDA page on the City's website.

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Executive Session

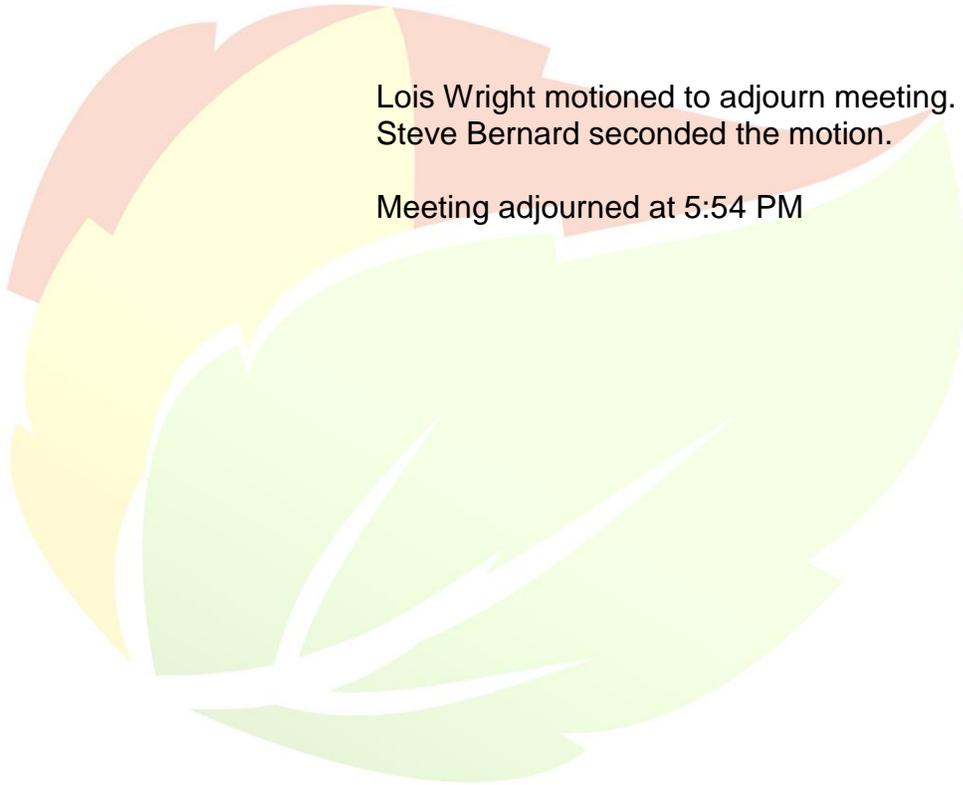
No executive session.

Angelyne Butler informed the board that although they can call in for a general meeting, they cannot call in for executive session.

Adjournment

Lois Wright motioned to adjourn meeting.
Steve Bernard seconded the motion.

Meeting adjourned at 5:54 PM



CITY OF
FORESTPARK