

DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
CITY OF FOREST PARK
November 21, 2019
6:15 P.M.

Note:

Due to a data transfer, the original minutes for the November 21, 2019 DDA meeting was lost. The following is a summation of the meeting based on a recording.

Call to Order:

The Downtown Development Authority Meeting for November 21, 2019 was called to order by Chairwoman, Angelyne Butler at 6:15 PM

Present

Chairwoman, Angelyne Butler; Vice Chairman, Steve Bernard; Angela Redding; Eliot Lawrence; Ed Taylor; Lois Wright

Also Present:

Mike Williams, City Attorney
Ken Thompson, Finance Director
Levar Northsworthy, Northsworthy & Co.
Bruce Abraham, Economic Development Director

**Approval of Meeting Minutes:
August 22, 2019 & September 4, 2019**

Chairwoman, Angelyne Butler recommended approving the minutes with corrections.

Ed Taylor motioned to approve the minutes for August 22 and September 4, with the recommended corrections.

Lois Wright seconded motion.

Motion approved unanimously.

**Introduction of Economic
Development Director**

Angelyne Butler introduced the board to the new Economic Development Director, Bruce Abraham.

**Discussion: Marketing Services by
Northsworthy & Company**

Levar Northsworthy provided an introduction and overview of the services provided by Northsworthy & Company. Levar Northsworthy gave a presentation on proposed services for the DDA.

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Approval to use Northworthy & Company for Marketing Purpose

Lois Wright made a motion to approve using Northworthy & Company to develop marketing materials of the City.

Eliot Lawrence seconded motion

Motion approved unanimously

Board Retreat Discussion

Angelyne Butler discussed plans for the board retreat. She highlighted Hapeville as a location of interest and said she was leaning towards sometime in January to have retreat, but had not established a firm date.

Approval of Board Retreat

Ed Taylor made a motion to approve a board retreat in Hapeville during the month of January.

Lois Wright seconded motion.

Motion approved unanimously.

Discussion: Board Budget & Spending Threshold

Ken Thompson provided the board with a budget for review.

Angelyne Butler discussed the need to establish a spending threshold in case there is need for a financial decision and there is no time to call a meeting to have the expense approved by the board

Approval of \$25,000 Spending Threshold

Ed Taylor motioned to approve a spending threshold of \$25,000 for the DDA chairwoman.

Lois Wright seconded motion.

Motion approved unanimously.

Executive Session

Board recessed for executive session.

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**Approval of the Economic
Development Director Salary
Supplement**

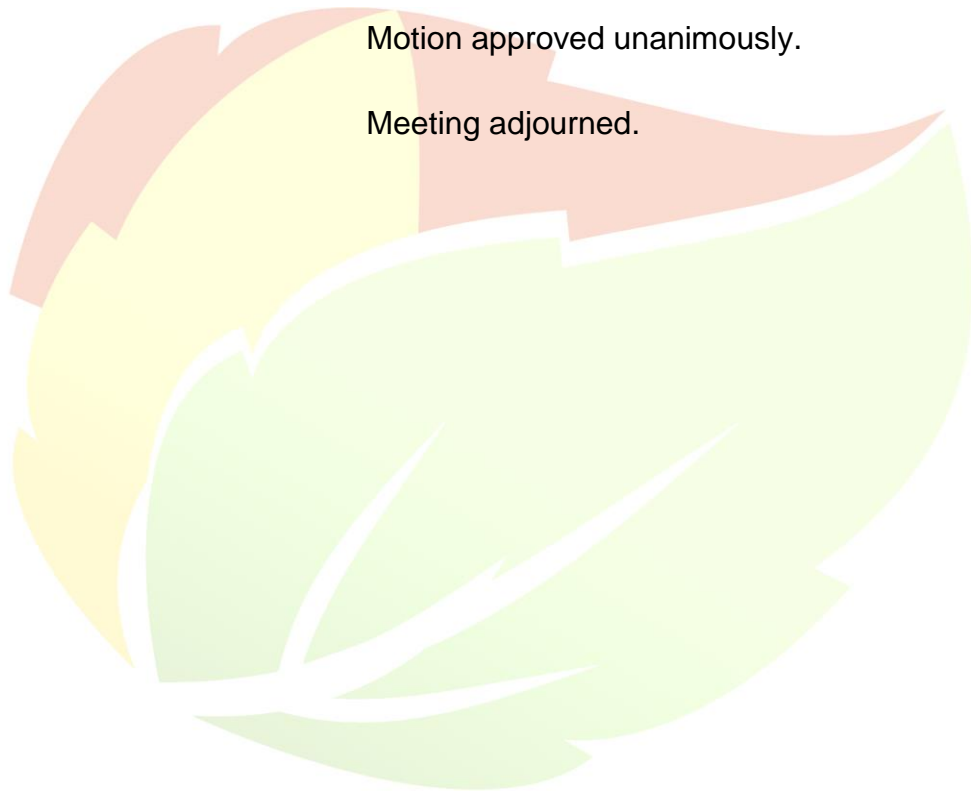
Steve Bernard motioned to approved EDD salary of
\$15,000 for 2 years with review after 2 years

Motion seconded.

Motion approved unanimously.

Adjournment

Meeting adjourned.



CITY OF
FORESTPARK