



Steve Bernard
DDA Vice Chairman

Ed Taylor
DDA Secretary

Nachae Jones
DDA Board Member

Eliot Lawrence
DDA Board Member

Eric Stallings
DDA Board Member

Lois Wright
DDA Board Member

CITY OF
FORESTPARK

Angelyne Butler, MPA
DDA Chairwoman

DDA AGENDA

Special Note: This meeting will be held virtually. There will be no executive session.

Date: Thursday, January 28, 2021 at 5:30 PM

Location: 745 Forest Parkway
Forest Park, GA 30297
Virtual for the public

Call-In Details: Please click the link below to join the webinar:
<https://zoom.us/j/91548584045?pwd=eTFBNWQxbEo3MzRqeUVoR1h2K1o3UT0>

Or Telephone: +1 312 626 6799 **Webinar ID:** 915 4858 4045 **Passcode:** 665206

AGENDA ITEMS:

- I. Call to Order/Determine Quorum
- II. Public Comments
- III. Swear-In Nachae Jones
- IV. Approval of the Minutes*
 - a. November 19, 2020
 - b. December 1, 2020
- V. 2021 Proposed Meeting Dates*
- VI. Updates to the Downtown Development Authority Bylaws*
- VII. Officer Election
- VIII. Budget Update
- IX. Executive Session
- X. Adjourn

CITY HALL • 745 FOREST PARKWAY, FOREST PARK, GA 30297

* indicates material attached



DOWNTOWN DEVELOPMENT AUTHORITY

MEETING MINUTES
CITY OF FOREST PARK
November 19, 2020
5:42 P.M.

Call to Order:

Chairwoman, Angelyne Butler called the Downtown Development Authority meeting for November 19, 2020 to order at 5:42 P.M.

Present

Chairwoman, Angelyne Butler; Eliot Lawrence; Eric Stallings; Ed Taylor; Lois Wright – joined at 6:05 P.M.

Also Present:

Mike Williams, City Attorney
Bruce Abraham, Economic Development Director
Danita Hamid, Economic Development Assistant
Darquita Williams, Deputy Director of Finance
Bobby Jinx, Public Works Director
Tracie Roberson, MARTA
Jennifer Hibbert, MARTA

Absent:

Vice Chair, Steve Bernard

MARTA Presentation: Clayton Transit System Plan

Tracie Roberson and Jennifer Hibbert from MARTA gave the board an overview of the Clayton Transit System Plan, which is a 30-year vision for transit improvements.

The presentation included information about the introduction of the Arterial Rapid Transit service, the Bus Rapid Transit service, and recommended route adjustments to better service riders.

The presentation also touched on plans to develop a Forest Park Mobility Center, which would facilitate travel for six of the local bus routes and one of the ART routes. Tracie Roberson also mentioned that plans for a train route going through SR 54 is still under analysis.

Approval of Meeting Minutes: September 24, 2020

Eliot made a motion to approve the proposed meeting minutes for June 2, 2020.

Eric Stallings seconded the motion.
Motion approved unanimously.

Approval to Amend the Agenda to Discuss Signatory Designations

Chairwoman Angelyne Butler explained to the board that the current Finance Director, Ken Thompson, was retiring on December 4, 2020 so it was necessary establish who will be the signatories for the Downtown Development Authority's

DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
CITY OF FOREST PARK
November 19, 2020
5:42 P.M.

accounts.

Eliot Lawrence made a motion to amend the agenda to discuss signatory designations.

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

Discussion: Signatory Designations

Danita Hamid, Economic Development Assistant, explained to the board that the recommendation from Ken Thompson, Finance Director, was to make Chairwoman Angelyne Butler and Deputy Director of Finance, Darquita Williams, the signatories for the Downtown Development Authority accounts.

Approval of Signatory Designations

Eliot Lawrence made a motion approve the recommendation to designate Chairwoman Angelyne Butler and Deputy Finance Director, Darquita Williams as signatories for the Downtown Development Authority accounts.

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

Adjournment

Eric Stallings made a motion to adjourn the meeting.

Lois Wright seconded the motion.
Motion approved unanimously.

Meeting adjourned at 6:13 PM.



DOWNTOWN DEVELOPMENT AUTHORITY
SPECIAL CALLED MEETING MINUTES
CITY OF FOREST PARK
December 1, 2020
5:22 P.M.

Call to Order: Chairwoman, Angelyne Butler called the Downtown Development Authority meeting for December 1, 2020 to order at 5:22 PM

Present Chairwoman, Angelyne Butler; Vice Chair, Steve Bernard; Eliot Lawrence; Ed Taylor; Lois Wright

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

Absent:
Eric Stallings

Discussion: Authorization of Bond Documents for Building 400 and Building 900 Mike Williams explained to the board that the original owners of Building 400 and Building 900 have sold their interests in the buildings. The original bond documents permit such sales provided that replacement bonds are issued and related documents evidencing such sales are prepared. The resolution establishes the DDA's acknowledgment of the sale and provides for the issuance of replacement bonds.

Approval to Authorize Bond Documents for Building 400 Eliot Lawrence made a motion to approve the authorization of bond documents for Building 400.

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

Approval to Authorize Bond Documents for Building 900 Ed Taylor made a motion to approve the authorization of bond documents for Building 900.

Eliot Lawrence seconded the motion.
Roll call for approval. Motion approved unanimously.

Adjournment Eliot Lawrence made a motion to adjourn the meeting.

Steve Bernard seconded the motion.
Motion approved unanimously.

Meeting adjourned at 5:25 P.M.

DDA/URA
2021 Proposed Meeting Dates

- ❖ January 28, 2021
- ❖ February 25, 2021
- ❖ March 25, 2020
- ❖ April 22, 2021
- ❖ May 27, 2021
- ❖ June 24, 2021
- ❖ July 22, 2021
- ❖ August 26, 2021
- ❖ September 23, 2021
- ❖ October 28, 2021
- ❖ November 18, 2021*
- ❖ December 30, 2021

**BY-LAWS
OF
THE DOWNTOWN DEVELOPMENT AUTHORITY
OF THE CITY OF FOREST PARK**

**ARTICLE I
MEMBERS**

Section 1. Management Powers, Number Qualification, and Term. Its directors consisting of seven (7) persons, appointed from time to time as provided by law shall manage the property, affairs, and business of the Downtown Development Authority of the City of Forest Park. Each director shall serve for the length of time provided by law.

Section 2. Powers. The directors shall have such power and authority as is conferred upon them by the Downtown Development Authority Law (O.C.G.A. Title 36, Chapter 42), as the same now exists or may hereafter be amended, and such other power and authority as may be contained under the constitution and the Laws of the State of Georgia as the same may now or hereafter exist.

Section 3. Regular Meetings. Regular meetings of the Authority shall be held on the fourth (4th) Thursday of each month at 6:00 p.m., unless cancelled by the Chairperson. Notice of the time and place of such meeting may from time to time be fixed by resolution of the Authority, or, if not, fixed by the Chairperson in the same manner as hereinafter specified for giving notice of special meetings.

Section 4. Special Meetings. Special meetings may be held upon the call of the Chairperson, Secretary, Treasurer, or any two directors at such time and hours and at such place within the City of Forest Park, Georgia, as shall be specified in the notice of such meeting. Notice of special meetings may be either oral or written. Oral notice may be delivered personally or by telephone and shall be given at least twenty-four (24) hours before the time of the meeting. Written notice may be sent by mail or telegram or delivered personally. If delivered personally or by telegram, such notice shall be delivered twenty-four (24) hours before the time of the meeting. If written notice is sent by mail, such mail shall be mailed two (2) days before the time of the meeting. Unless specified otherwise, any notice hereinafter called for in these by-laws shall be given as specified in this section. No notice of any meeting need be given a director who attends such meeting. Unless such director attending at the beginning of such meeting states any objection or objections to the place and time of the meeting, to the manner in which it has been called or convened, or to the transaction of business. No notice shall be required to be given to any director who at any time before or after the meeting waives notice of the meeting in writing.

Section 5. Quorum. A majority of the directors, at a meeting duly assembled, shall constitute a quorum for the transaction of business. Unless otherwise specifically required by statute or these by-laws, the act of a majority of such directors present at a meeting at which a quorum is present shall be the act of the Authority, and if at any meeting or the authority there shall be less than a quorum, a majority of those present may adjourn the meeting without further notice, until a quorum is obtained.

Section 6. Parliamentary Procedures. In case of dispute concerning parliamentary procedures governing the conduct of the meetings of the Authority, Roberts Rules of Order (the most current edition) shall govern.

ARTICLE II OFFICERS

Section 1. Number. The directors shall “elect” from one of their number a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer. The Secretary and Treasurer may be but need not to be directors.

Section 2. Election. A meeting shall be held on the fourth Thursday in January 2018 and thereafter at the regular January meeting of every year for the purpose of electing new officers. Notice of time and place of such meeting shall be given by the retiring Chairperson.

Section 3. Term and Renewal. All officers shall be elected by and serve at the discretion of the directors and any officer may be removed from office, either with or without cause, at any time, by the affirmative vote of the majority of the directors of the Authority when in office. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall be filled by the directors for the unexpired portion of the term. An officer whose term of office has expired shall continue to hold office until his successor is elected. Resignation shall be submitted in writing to the Chairperson.

Section 4. Powers. The powers and duties of the several officers shall be provided from time to time by resolution or other directive of the directors. In the absence of such provision, respective officers shall have the powers and shall discharge the duties customarily and usually held and performed like officers.

ARTICLE III FISCAL YEAR

Section 1. Time. The fiscal year of the Authority shall coincide with the fiscal year of the City of Forest Park.

Section 2. Annual Meetings. The annual meeting of the Authority shall be held on the same date as the regular January meeting. Notice of the time and place of such meeting shall be given by the Chairperson.

Section 3. Annual Audit. The Treasurer shall cause an annual audit of the books of the Authority to be made by the firm, which audits the books of the City of Forest Park, and present such audit to the directors of the Authority. A copy of the audit shall be filed with the State Auditor, if necessary, to comply with the Local Government Financial Management Standards Act.

ARTICLE IV CORPORATE SEAL

Section 1. Seal. The Seal of the Authority shall consist of an impression bearing the name “The Downtown Development Authority of the City of Forest Park ” around the perimeter and the word “SEAL” and the year of activation in the center thereof. In lieu thereof, the Authority may use an impression or writing bearing the word “SEAL” enclosed in parentheses or scroll, which shall also be deemed the seal of the Authority.

ARTICLE V DEPOSITORIES

Section 1. Depositories. The Authority shall from time to time provide by resolutions for the establishment of depositories for funds of the Authority.

Section 2. Execution of Notes, Drafts, and Checks. All drafts, checks, etc., drawn against accounts of the Authority shall be signed by the Chairperson together with the Treasurer or Secretary.

ARTICLE VI AMENDMENTS

Section 1. Amendments. The by-laws of the Authority shall be subject to alteration, amendment, or repeal, and new by-laws not inconsistent with any laws of the State of Georgia creating this Authority may be made by the affirmative vote of a majority of the directors then holding office at any regular or special meeting of the directors. Proposed amendments shall be submitted in writing to all directors of the Authority ten (10) days before the meeting at which such amendment will be considered. If such written proposed amendment is submitted by mail, it shall be deemed to be delivered when deposited in the United States Mail properly addressed and with sufficient postage thereon.

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