

City of Forest Park
Development Authority
Meeting Minutes
Meeting Held via Zoom
January 27, 2021
5:30 P.M.

Call to Order: Chairwoman, Lois Wright, called the meeting for January 27, 2021 to order at 5:30 P.M.

Present: Chairperson, Lois Wright; Hector Gutierrez; Eliot Lawrence; Trudy Smith

Also Present:

Mike Williams, City Attorney
Bruce Abraham, Economic Development Director
Danita Hamid, Economic Development Assistant
James Shelby, Planning, Building, & Zoning Director
Bobby Jinks, Public Works Director
Daniel Uribe, UP Architecture & Construction
Felipe Uribe, UP Architecture & Construction
Kirby Glaze, Hecht Walker, P.C.

Absent: Pamela Lake; Alvin Patton

Chair Comments Chairwoman, Lois Wright, informed the board members that former Development Authority member, Frank Brandon, passed away and his funeral was yesterday. Flowers were sent on behalf of the board and this plaque will be presented to his wife.

The board was also informed that the Real Estate Resolution discussed at the Special Called Meeting on January 20, 2021 had been executed.

Approval of the Minutes: Trudy Smith made a motion to approve the proposed minutes for November 18, 2020, December 9, 2020, and January 20, 2021.

Eliot Lawrence seconded the motion.
Motion approved unanimously.

Discussion: Proposed Meeting Dates Discussion Lois Wright told board members that meetings would be on the last Wednesday of the month. Board members received a list of meeting dates for 2021.

Discussion: Training Opportunities Lois Wright gave board members an update on potential training dates. The Carl Vinson Institute is only offering virtual training due to the pandemic. They have training

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opportunities every two months and the upcoming training dates are February 25, 2021, April 27, 2021, and June 17, 2021. Training is an 8-hour time commitment, from 8:30AM until 4:30PM.

Lois Wright told board members that they could register for the same training and do the course together in one of the City's conference room.

Lois Wright suggested board members register for the February 25, 2021 training. Trudy Smith, Eliot Lawrence, and Hector Gutierrez said they would be available for that training date.

Discussion: Budget Update

Danita Hamid, Economic Development Assistant, told the board that the Deputy Finance Director, Darquita Williams, was unable to attend tonight's meeting and would provide a status update at the next meeting.

Discussion: New Position

Bruce Abraham, Economic Development Director, told the board about the new position coming to the Economic Development Department.

The Staff Assistant position would support and manage the authority boards, including the Development Authority. The position will be funded by the three boards. Applications are currently being reviewed and the Economic Development Department will be interviewing for the position soon.

Bruce Abraham recommended that the Staff Assistant be appointed as the secretary/treasurer for the board when the board does their officer election.

Discussion: Remodeling 751-771 Main Street – Update on Estimates

Bruce Abraham, Economic Development Director, provided the board with an update on selecting a contractor for the remodeling projects for 751-771 Main Street.

Felipe and Daniel Uribe from UP Architecture & Construction delivered a presentation to the board members showing the proposed updates they would be

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making to the properties. The cost to for the project will be \$110,000.

Bruce Abraham estimates that the project will take about six months.

Hector Gutierrez asked about plans for the theater across the street from the area of interest. Lois Wright explained that the goal is to sell the building since it would be too expensive to remodel or demolish the building.

**Approval to Use UP
Architecture &
Construction to remodel
751-771 Main Street**

Eliot Lawrence made a motion to approve using UP Architecture & Construction for the remodel of 751-771 Main Street for \$110,000.

Hector Gutierrez seconded the motion. Motion approved unanimously.

**Discussion: New Legal
Counsel**

Kirby Glaze with Hecht Walker, P.C. provided the board with an overview of his experience and the services he offers.

In addition to working with Hecht Walking, P.C., Kirby Glaze also represents East Point BIDA and has for several years. He has also previously represented the Development Authority of the City of Forest Park during the South Point Initiative. Kirby Glaze as worked with a number of authorities and municipalities to facilitate growth in communities.

The cost to retain Kirby Glaze is \$2,500 per month. This cost would cover routine affairs such as attending meetings, regular correspondence with board members, contracts and other documents, and any special projects the board plans to work on. Any transactions that would generate a fee, such as the purchase or sale of property, is not included in the proposed retainer.

Hector Gutierrez asked about the current status of the board's attorney. Lois Wright explained the City Attorney is currently the attorney for the board. Mike Williams, City

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Attorney, added that the Development Authority's Intergovernmental Agreement with the City allows the board to use the City Attorney as their legal counsel, free of cost. If the board would like to hire their own attorney, that provision would need to be updated the Intergovernmental Agreement so that there is not any perceived violation of the current agreement.

Executive Session

Trudy Smith made a motion to recess the regular meeting to enter executive session for real estate and personnel matters.

Eliot Lawrence seconded the motion.
Motion approved unanimously.

Recess for executive session at 6:17 PM.

Eliot Lawrence made a motion to adjourn executive session and resume the regular meeting.

Trudy Smith seconded the motion.
Motion approved unanimously.

Regular meeting resumed at 6:57 PM.

**Approval of the Sale of
932 Main Street**

Eliot Lawrence made a motion to approve the sale of 932 Main Street to Azfar Haque for \$125,000.

Hector Gutierrez seconded the motion.
Motion approved unanimously.

Adjournment

Trudy Smith made a motion to adjourn the meeting.

Eliot Lawrence seconded the motion.
Motion approved unanimously.

Meeting adjourned 6:59 P.M.