

City of Forest Park
Development Authority
Meeting Minutes
745 Forest Parkway
Forest Park, GA 30297
September 23, 2020

Call to Order: Lois Wright called the Development Authority meeting for September 23, 2020 to order at 5:34 PM.

Present: Chairperson, Lois Wright; Vice Chair, Pamela Lake; Eliot Lawrence; Trudy Smith

Also Present:

Mike Williams, City Attorney

Bruce Abraham, Economic Development Director

Danita Hamid, Economic Development Assistant

Absent: Alvin Patton

Chair Comments

Lois Wright updated the board on the plans to beautify some of the Development Authority properties. She and Bruce Abraham met with a contractor to discuss ways to improve the properties to set the tone for what businesses should look like on Main Street.

Lois Wright also announced that two board members resigned from the board. Frank Brandon resigned due to health issues and James Hurtado resigned due to schedule constraints.

The board now has two positions open, which will be appointed by the City Council.

Lois Wright also told the board that there were some contractors interested in building upscale townhomes on Main Street.

Eliot Lawrence asked if more funding had been allocated to the Small Business Relief Grant program. Lois Wright explained that LaShawn Gardiner, the City of Forest Park's Management Analyst, was still working on getting more funding for the program.

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**Approval of Minutes:
August 18, 2020**

Pamela Lake made a motion to approve the proposed minutes for August 18, 2020.

Eliot Lawrence seconded the motion.

Motion approved 3-1.

Trudy Smith abstained because she was not at the meeting.

Executive Session

Trudy Smith made a motion to recess for executive session for real estate discussion.

Eliot Lawrence seconded the motion.

Motion approve unanimously.

The board recessed for executive session at 5:45 PM.

Trudy Smith made a motion to adjourn the executive session and resume the regular meeting.

Eliot Lawrence seconded the motion.

Motion approved unanimously.

Regular meeting resumed at 6:12 PM.

**Discussion:
Chairperson Spending
Threshold**

Lois Wright requested a spending threshold of \$10,000 in order to proceed with projects in a timely fashion without holding a special meeting for approval.

Pamela Lake suggested making the threshold \$20,000 for flexibility since projects tend could cost more than \$10,000.

Lois Wright explained that she would update the board on any expenses at their regular meeting.

Mike Williams made the recommendation that the board adopt a budget that would set guidelines for how much money could be spent in certain categories. Bruce Abraham said the Economic Development Department would assist in creating the budget for the Development Authority.

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**Approval of Chairperson
Spending Threshold of
\$25,000**

Pamela Lake made a motion to allow the Chair to spend up to \$25,000 without holding a board meeting for approval.

Eliot seconded the motion.

Motion approved 3-1.

Trudy Smith opposed motion because she said the proposed spending threshold was too high.

Adjournment

Eliot Lawrence made a motion to adjourn the meeting.

Pamela Lake seconded the motion.

Motion approved unanimously.

Meeting adjourned 6:21 PM.