

DOWNTOWN DEVELOPMENT AUTHORITY

MEETING MINUTES

CITY OF FOREST PARK

February 26, 2020

6:00 P.M.

Note:

Due to a data transfer, the original minutes for the February 26, 2020 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 February 26, 2020 was called to order by Chairwoman, Angelyne Butler at 6:00 PM.

Present

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

Also Present:

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

Discussion: Budget

Ken Thompson went over the proposed budget for the year

Mike Williams went into detail about proposed uses for the budget and suggested the board discuss what expenses may need to be added to the budget

Ken Thompson suggested sitting down with the DDA Chairwoman to further flesh out the budget.

No action taken

Discussion: Northsworthy & Co Branding Update

Levar Northsworthy went over the branding guidelines and layout for the materials the company is working on for the City.

Members viewed drafts of the current logo workups and the promotional video the company is working on. The video was received well by members and attendants

Chairwoman, Angelyne Butler discussed interest in getting new business cards for the City and T-shirts with the new logo on it. She also mentioned developing an economic data sheet.

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Vacancies

Eliot Lawrence and Lois Wright's appointments to the board are set to end.

Lois Wright and Eliot Lawrence said they would like to continue serving on the DDA board.

Angelyne Butler plans to recommend Lois Wright and Eliot Lawrence continue serve on the board.

Angelyne Butler requested recommendations from the board to fill the last vacancy.

Executive Session

Ed Taylor made a motion to recess for Executive Session.

Lois Wright seconded the motion.

Motion approved unanimously.

Adjournment

Meeting adjourned at 8:23 PM

CITY OF
FORESTPARK