



**Steve Bernard**  
URA Vice Chairman

**Ed Taylor**  
URA Secretary

**Nachae Jones**  
URA Board Member

**Eliot Lawrence**  
URA Board Member

**Eric Stallings**  
URA Board Member

**Lois Wright**  
URA Board Member

CITY OF  
**FORESTPARK**

**Angelyne Butler, MPA**  
URA Chairwoman

## URA AGENDA

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

**Date:** Thursday, January 28, 2021 at 6:00 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/92115201530?pwd=TzdOVVpMQlExVXlPeGJoeDkzYmpHZz09>

**Or Telephone:** +1 312 626 6799    **Webinar ID:** 921 1520 1530    **Passcode:** 899918

### AGENDA ITEMS:

- I. Commence
- II. Public Comments
- III. Swear-In Nachae Jones
- IV. Marketing Gillem
- V. Approval of the Minutes\*  
- November 19, 2020
- VI. 2021 Proposed Meeting Dates\*
- VII. Updates to the Urban Redevelopment Authority Bylaws\*
- VIII. Officer Election
- IX. Budget Update
- X. Executive Session
- XI. Adjourn

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

\* indicates material attached



**Urban Redevelopment Authority**  
MEETING MINUTES  
CITY OF FOREST PARK  
November 19, 2020  
6:15 P.M.

**Call to Order**

The Urban Redevelopment Authority meeting for November 19, 2020 was called to order by Chairwoman Angelyne Butler at 6:15 PM.

**Present**

Chairwoman, Angelyne Butler; Eliot Lawrence; Eric Stallings; Ed Taylor; Lois Wright.

Also Present:

Mike Williams, City Attorney  
Bruce Abraham, Economic Development Director  
Danita Hamid, Economic Development Assistant  
Darquita Williams, Deputy Director of Finance  
Bobby Jinks, Public Works Director

Absent: Steve Bernard

**Approval of the Minutes:  
October 29, 2020**

Eliot Lawrence made a motion to approve the proposed minutes for October 29, 2020.

Ed Taylor seconded the motion.

Roll call for approval. Motion approved unanimously.

**Discussion: Refinancing for  
Kroger Loan**

Mike Williams explained the board that when the City acquired Fort Gillem, it was paid for in two parts. The first part was a note to the United States Army for \$15 million, which would be paid down gradually. The second part was the loan agreement with SunTrust Bank, which is now Truist Bank, for \$15 million. Payments are made to Truist Bank through the annual pilot payments from Kroger. The original loan agreement had an interest rate of 4.8% and called for a balloon maturity in 2029 of \$10 million.

Mike Williams explained that the board's financial advisor has worked with Truist Bank to refinance the loan agreement, which will eliminate the balloon payment so the final loan payment will coincide with the final pilot payment due from Kroger. The interest rate will be reduced from 4.8% to 2.6% to and lead to a savings of \$1.8 million.

The City Council has approved the refinancing of this loan and recommends the URA also approves the refinancing of the loan agreement.

**Urban Redevelopment Authority**  
MEETING MINUTES  
CITY OF FOREST PARK  
November 19, 2020  
6:15 P.M.

**Approval of Kroger Loan Refinancing**

Lois Wright made a motion to approve refinancing the Kroger loan.

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

**Approval to Amend Agenda to Discuss Signatory Authorization.**

Ed Taylor made motion to amend the agenda to discuss check signatory authorization.

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

**Discussion: Check Signatory Authorization**

Chairwoman Angelyne Butler explained the board that the Finance Director, Ken Thompson, would be retiring effective December 4, 2020 and it is his recommendation Chairwoman Angelyne Butler and Deputy Director of Finance, Darquita Williams, serve as the signatories for the Urban Redevelopment Authority accounts.

**Approval of Check Signatory Authorization**

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

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

**Executive Session**

Eliot Lawrence made a motion to recess for executive session.

Ed Taylor seconded the motion.  
Motion approved unanimously.

Recess for executive session at 6:20 PM

Lois Wright made a motion to adjourn executive session and resume the regular meeting.

Eliot Lawrence seconded the motion.  
Motion approved unanimously.

Regular meeting resumed at 6:45 PM.

**Discussion: Rateree Road Contract with Pentagon 540**

Mike Williams recommended that the board authorize Chairwoman Angelyne Butler to take action related to the

**Urban Redevelopment Authority**  
MEETING MINUTES  
CITY OF FOREST PARK  
November 19, 2020  
6:15 P.M.

Rateree Road contract with Pentagon 540 based on the discussion that took place during executive session.

**Approval of Rateree Road Contract Action**

Lois Wright made a motion to authorize Chairwoman Butler to take action related to the Rateree Road contract with Pentagon 540.

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

**Adjournment**

Eric Stallings made a motion to adjourn meeting.

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

Meeting adjourned at 6:46 PM.



CITY OF  
**FORESTPARK**

**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

**BYLAWS OF THE URBAN REDEVELOPMENT AGENCY OF THE  
CITY OF FOREST PARK**

**ARTICLE I – NAME**

The name of the Agency shall be the Urban Redevelopment Agency of the City of Forest Park, (the “Agency”).

**ARTICLE II – PURPOSE AND ORGANIZATION**

SECTION 1. Purpose. On January 27, 2014, the Mayor and Council of the City of Forest Park, Georgia (the “City”) adopted an Activating Resolution which, among other things, activated the Agency and authorized the Agency to exercise the City’s “urban redevelopment project powers” as defined under and provided in the Georgia Urban Redevelopment Law, O.C.G.A. § 36-61-1 et seq. (the “Urban Redevelopment Law”). The powers and purposes set forth in the Urban Redevelopment Law are expressly incorporated herein by this reference, subject to any current or future limitations or restrictions contained in the Urban Redevelopment Law, the Activating Resolution, or any amendments, modifications or changes to the foregoing. The Agency shall also have such additional purposes and powers as provided pursuant to subsequent amendments to the Urban Redevelopment Law or any other law applicable thereto subject only to any limitations which may be imposed by resolution of the City of Forest Park Mayor and Council.

SECTION 2. Membership. The Board of Commissioners of the Agency (henceforth referred to as “Board”) shall consist of five (5) voting members and one (1) chairperson who shall be residents of the City of Forest Park, Georgia. The members appointed to the Board and the number of members serving on the Board shall be determined by the Mayor and Council of the City. The initial terms of the original members of the Board shall be as follows:

- (1) Don Wright, whose initial term shall expire on February 2, 2017;
- (2) Felicia Davis, whose initial term shall expire on February 2, 2017;
- (3) Lois Wright, whose initial term shall expire on February 2, 2017;
- (4) Joe Wimberly, whose initial term shall expire on February 2, 2017;
- (5) Pamela Lake, whose initial term shall expire on February 2, 2017;
- (6) Frank Brandon, Chairperson, whose initial term shall expire on February 2, 2017;

SECTION 3. Principal Office. The principal office of the Agency shall be located at Forest Park City Hall (745 Forest Parkway, Forest Park, Georgia 30297). Regular meetings of the Agency shall be held at the principal office. The principal office location may be changed by resolution of the Board.

**ARTICLE III – BOARD**

SECTION 1. Terms of Members. Persons appointed as members of the Board shall serve for terms of three (3) years. After the initial terms are served as described in Article II, Section 2, thereafter the terms of members of the Board shall be staggered in three (3) year terms as shall be

provided in the resolution(s) of the Mayor and Council of Forest Park, Georgia appointing said members. Members of the Board shall serve for their respective terms of office as specified herein until their respective successors are appointed and qualified.

SECTION 2. Appointments. Any member of the Board may be appointed to succeed himself or herself. After their appointments, the members of the Board shall enter upon their duties. All appointments will be made by the Mayor and Council of the City of Forest Park, Georgia.

SECTION 3. Vacancies. A vacancy on the Board shall exist in the event of any member of the Board being convicted of a felony, or entering a plea of nolo contendere thereto; a member being convicted of a crime which involves moral turpitude or who enters a plea of nolo contendere thereto; a member being convicted of any act of malfeasance, misfeasance, or nonfeasance of such person's duties as a member of the Board; or who fails to attend three (3) consecutive regular meetings of the Agency without an excused approval by the Board Chairman. A vacancy on the Board shall also exist in the event of death, resignation, or relocation of a member outside of the City of Forest Park, Georgia area. A vacancy shall be filled by appointment by the Mayor and Council of the City.

SECTION 4. Subcommittees. Standing or special subcommittees of the Board may be created as deemed appropriate by the Chairperson or a majority of the members of the Board. The Agency may appoint members of the subcommittees such as individuals from the community as the Agency deems appropriate and such members have to be members of the Agency. The subcommittee shall serve in an advisory capacity to the Agency. The Chairperson of the Agency shall choose from among the members of each subcommittee a person to serve as chairperson of that subcommittee. The chairperson of each subcommittee shall serve a term assigned by a majority of the Board, and be eligible for reappointment. Each subcommittee shall make reports of its activities to the Agency as the Chairperson or the Board requests.

SECTION 5 Meetings. The Agency shall at least hold a regular annual meeting of the Board at such time, place and date as may be determined by the members of the Agency. Special meetings may be called by the Chairperson, two (2) of the members of the Board or general consent of the majority.

SECTION 6. Notice of Meetings. Notice of regular meetings, including the time and place therefore, shall be provided to the members at least two business days ahead of the scheduled meeting. Notice of special meetings must be provided no less than twenty-four (24) hours before the start of the meeting. Public notice of all meetings must be made in accordance with the appropriate provisions of the Georgia Open Meetings Act.

SECTION 7. Quorum. A majority of the five (5) voting members of the Board shall constitute a quorum. No vacancy on the Board shall impair the right of the quorum to exercise all of the rights and perform all of the duties of the Agency.

SECTION 8. Official Action. At any meeting at which a quorum is present, a vote by the majority of members of the Board present at said meeting shall constitute an official action by the Agency.

SECTION 9. Reimbursement; No Compensation. The members of the Board shall be reimbursed, upon submission of sworn vouchers, for all actual expenses incurred in the performance of their duties out of funds of the Agency and or City; but, members shall receive no further compensation.

SECTION 10. Parliamentary Procedure. In the event that the bylaws or rules of the Agency do not address a particular situation occurring during a meeting of the Agency, or in the event of a dispute concerning parliamentary procedures governing the conduct of a meeting of the Agency, the provisions of *Roberts Rules of Order* shall govern.

SECTION 11. Annual Activities. The Board will perform the following functions annually:

- a. Adopt a Fiscal Year budget;
- b. Cause an annual report of the Agency's activities in the prior Fiscal Year to be provided to the Mayor and Council in accordance with state law (particularly O.C.G.A. § 36-61-18(e) thereof) and provide the requisite public notice of the filing and availability for inspection of same; and
- c. Approve an independent, certified public audit of the Agency's financial records which must be completed in accordance with state law. This may be completed in accordance with the City's annual audit.

SECTION 12. Fiscal Year. The Agency's Fiscal Year shall correspond to the City's Fiscal Year, beginning July 1st and ending June 30th of each year.

SECTION 13. Seal. The Board shall be permitted to provide an Agency seal which, if approved, shall be in the form of a circle and shall have inscribed thereon the name of the Agency and other appropriate wording. A seal with the generic "corporate seal" inscription may be used as an alternative or temporary device.

#### **ARTICLE IV – OFFICERS**

SECTION 1. Classes, Terms and Elections. The officers of the Board shall be a Chairperson and a Vice Chairperson. The position of Chairperson shall be elected by the Mayor and Council of the City of Forest Park, Georgia. The office of Vice Chairperson shall be elected by the Board. All officers will serve one year terms, with no limits on the number of terms they may serve.

SECTION 2. Duties of Chairperson. The Chairperson shall be responsible for directing all Board affairs and shall preside at all meetings of the Board. He or she may sign any



documents which have been authorized by the Board or are required by law to be signed or executed. In general, he or she shall perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the Board from time to time. The Chairperson of the Agency shall be entitled to vote only in the event of a tie.

SECTION 3. Duties of Vice Chairperson. In the absence of the Chairperson, or in the event of his or her inability or refusal to act, as determined by a majority of the members present at a meeting at which a quorum is present, the Vice Chairperson shall perform the duties of the Chairperson and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice Chairperson shall perform such other duties as from time to time may be assigned to him or her by the Chairperson or by the members of the Agency. The execution of any instrument of the Agency by the Vice Chairperson shall be conclusive evidence, as to third parties, of his or her authority to act in the stead of the Chairperson.

SECTION 4. Delegation of Duties. The Agency may engage City staff members to perform all or portions of the duties of secretary and/or treasurer. The secretary shall affix the Agency seal to any lawfully executed documents requiring it and shall attest to the signature of the Chairperson and/or the Vice Chairperson of the Agency who are authorized to execute documents of the Agency. The treasurer shall supervise the custodian of all of the funds of the Agency and shall supervise the collection of monies due to the Agency, the expenditures of the Agency funds, and the preparation and maintenance of appropriate books of account. The treasurer shall make available all financial information of the Agency to the Mayor and Council of Forest Park, Georgia. In general, the secretary and/or treasurer shall perform all duties usually incident to the office of secretary and treasurer and such other duties as may be prescribed by the members of the Agency from time to time. Neither the secretary and/or treasurer shall be voting members of the Board.

SECTION 5. Legal Counsel and Advisors. The Board may appoint legal counsel, employees and or advisors and assign duties by majority vote. Board appointees shall serve at the Board's pleasure.

## **ARTICLE V – EVIDENCE OF INDEBTEDNESS**

SECTION 1. Evidences of Indebtedness. Evidences of indebtedness (including without limitation bonds) of the Agency shall be in a form determined by the Board in accordance with state law. Any coupons attached to bonds shall bear the facsimile signatures of the Chairperson, or the Vice Chairperson in the absence of the Chairperson. Evidences of indebtedness (other than bonds) shall be signed in the name of the Agency by the Chairperson or the Vice Chairperson (whether or not the Chairperson is available to execute the same); and, the official seal of the Agency shall be affixed thereto and attested to by the City staff person acting as secretary of the Agency, or by any other officer authorized by resolution of the Board. All evidences of indebtedness shall be consecutively numbered or otherwise identified. All evidences of indebtedness surrendered to the Agency for transfer shall be canceled and no new evidences of indebtedness representing the same shall be issued until the surrendered evidences of indebtedness shall have been canceled, except as provided by resolution of the Board.

SECTION 2. Signatures by Former Officers. In case any officer whose signature shall appear on any bond or other evidences of indebtedness or whose facsimile signature shall appear on any coupon shall cease to be such officer before the delivery of such bonds or other evidences of indebtedness, such signature shall nevertheless be valid and sufficient for all purposes the same as if such officer had remained in office until such delivery.

## **ARTICLE VI - WAIVER OF NOTICE**

To the extent legally permissible, whenever any notice is required to be given under the provisions of these bylaws, or under the provisions of any other laws of the State of Georgia, waiver thereof in writing, signed by the person, or persons, entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. This does not modify the provisions for notice.

## **ARTICLE VII – RESOLUTIONS**

SECTION 1. Severability. Unless otherwise expressly provided, if any one of more of the provisions of any resolution of the Agency should be determined by a court of competent jurisdiction to be contrary to law, then such provision or provisions shall be deemed and construed to be severable from the remaining provisions therein contained and shall in no way affect the validity of the provisions of such resolution.

SECTION 2. Headings. Any heading preceding texts of the several articles and sections of any resolution of the Agency and any table of contents or marginal notes appended thereto, shall be solely for convenience of reference and shall not constitute a part of such resolution, nor shall they affect its meaning, construction, or effect unless otherwise expressly stated in said resolution.

SECTION 3. Effective Date. Unless otherwise expressly provided, each resolution of the Agency shall take effect immediately upon its adoption in the manner provided by law.

SECTION 4. Priority. Unless otherwise expressly provided, each resolution of the Agency shall be deemed to rescind and repeal all prior resolutions, rules or other actions, or parts thereof, of the Agency in conflict with such subsequent resolutions insofar (and only insofar) as such conflict exists. This provision shall not apply to conflicts between resolutions and bylaws of the Agency; provided that nothing herein contained shall be construed as impairing previous authorized obligations of the Agency.

SECTION 5. No Recourse Under Resolutions. All covenants, stipulations, promises, agreements and obligations of the Agency contained in any resolution of the Agency shall be deemed covenants, stipulations, promises, agreements and obligations of the Agency as a whole and not of any member, officer, or employee of the Agency in his or her individual capacity. No recourse shall be had for any claim based on any resolution of the Agency against any member, officer or employee of the Agency in his or her individual capacity.

SECTION 6. Agency Complete. The members and officers of the Board, attorneys, agents and employees of the Agency shall be automatically authorized to do all acts and things required of them by any resolution of the Agency for the full, punctual and complete performance of all of the provisions of such resolution.

### **ARTICLE VIII – CONTRACTS, CHECKS, DEPOSITS AND FUNDS**

SECTION 1. Additional Contract Authorizations. Subject to the provisions of state law and these bylaws, the members of the Agency may authorize any officer, officers, agent or agents of the Agency, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Agency, and such Agency may be general or defined in specific instances.

SECTION 2. Checks, Drafts or Orders. Subject to the expressed requirements of state law, all checks, drafts or orders for payment of money, issued in the name of the Agency shall be signed by such officer, officers, agent or agents of the Agency and in such manner as shall from time to time be determined by resolution of the Board.

### **ARTICLE IX - ADOPTION OF CONFLICT OF INTEREST AND ETHICS POLICY**

No member or employee of the Agency shall have, directly or indirectly, any financial interest, profit, or benefit, in any contract work or business of the Agency, nor in the sale, lease, or purchase of any property to or from the Agency. Should one or more members or employees have acquired, prior to their affiliation with the Agency, property located in an area in which the Agency is undertaking to implement a redevelopment plan, and the Agency wishes to purchase or otherwise acquire such property from the employee or member, then in such event, the sale or transfer of such property, upon full disclosure of the employee or member's interest in property, shall not be deemed a violation of this Article. In addition to the foregoing, the members of the Agency may by resolution adopt a conflict of interest and ethics policy that incorporates a Code of Ethics appropriately similar to those maintained by the State of Georgia and/or City. For purposes of clarification, the members and employees of the Agency shall be required to comply with applicable provision of the laws of the State of Georgia as such relate to conflicts of interest and ethics.

### **ARTICLE X – GOVERNANCE CHANGES**

SECTION 1. Rules, Regulations and Policies. The Board shall have the power and authority to make such rules, regulations and policies consistent with state law as said Board may deem expedient concerning the issue, transfer and registration of evidences of indebtedness of the Agency and further to make such rules, regulations and policies consistent with the purpose of the Agency provided for by state law.

SECTION 2. Establishment of Bylaws. These bylaws are established pursuant to further efficiency and operation of the Agency and shall become effective upon a majority vote of the members of the Board provided, however, that as and to the extent of any inconsistency between the provisions of these bylaws and state law, the provisions of state law shall prevail.

SECTION 3. Amendment of Bylaws. These bylaws may be amended or repealed upon the affirmative vote of the majority of the Board membership, provided such amendment or repeal is not inconsistent with state law applicable to the Agency. Such an amendment or repeal shall be proposed at a prior meeting of the Board and further provided that notice of the meeting, at which the vote is to be taken, shall set forth the proposal to be acted upon.

**BY-LAWS  
OF  
THE URBAN REDEVELOPMENT 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 Urban Redevelopment 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 Urban Redevelopment Agency Law (O.C.G.A. Title 36, Chapter 61), 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 electronically via email, 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 Urban Redevelopment 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.