



CITY OF  
**FORESTPARK**

**CITY OF FOREST PARK**

**DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING**

Thursday, October 23, 2025, at 3:00 PM

Council Chambers

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[City Website](#)

Phone (404) 363.2454

**ECONOMIC DEVELOPMENT**

745 Forest Parkway  
Forest Park, GA 30297

**Angelyne Butler**, *Chairwoman*

**Eric Stallings**, *Vice Chairman*

**JoAnn (Jay) Evans**, *Member*

**Jacklyn Faith**, *Member*

**Nancy Howard**, *Member*

**Tre Holland**, *Member*

**Dhaval Shah**, *Member*

**MEETING NOTICE:**

CDC requirements of masks and social distancing will be adhered.

**MINUTES**

**CALL TO ORDER/WELCOME:** Chairwoman Angelyne Butler called the Downtown Development Authority meeting to order on October 23, 2025, at 3:09 p.m.

**PRESENT:**

Angelyne Butler

Eric Stallings

JoAnn Jay Evans

Nancy Howard

**ALSO PRESENT:**

Danielle Matricardi, Esq., City Attorney

Rochelle B. Dennis, Director of Economic Development

John Wiggins, Director of Finance

Charise Clay, Main Street Manager

**ADOPTION OF THE AGENDA WITH ADDITIONS / DELETIONS:** Jay Evans made a motion to adopt the agenda for October 23, 2025, with the addition of Discussion on Tax Incentive Request for Gillem Building 600 & 650. Nancy Howard seconded the motion. The motion unanimously passed.

**OLD BUSINESS**

**NEW BUSINESS**

2. **September 2025 Financial Report:** John Wiggins, Director of Finance, provided the September 2025 Financial Report of the Downtown Development Authority.
  - The DDA had an opening balance of \$2,646,646, deposits totaling \$3,302,751, debits totaling \$360,904, and an ending balance of \$45,588,492.
  - YTD operating revenue beginning balance of \$3,639,477, deposits totaling \$3,278,368, and ending balance of \$361,109
  - YTD operating expense beginning balance of \$3,639,477, deposits totaling \$59,829, encumbrance totaling \$19,518, and ending balance of \$3,560,139
  
3. **Economic Development Update** – Rochelle B. Dennis, Director of Economic Development provided the update.
  - After an internal search, Charise Clay has been promoted to the role of Main Street Manager.
  - Pawtober Fest – October 25, 2025
  - New Main Street sign is up on Lake at the railroad tracks
  - Blues on Main was an absolute hit
  - Congratulations to Public Works on winning the inaugural Great Scarecrow Showdown
  - Forest Park end of year business award is in planning stage for early December 2025
  - Interviewing for Econ Dev Staff Assistant
  - Working with Solomon Staffing Group on their new business expansion
  - TI Asset Management is the new property management team at the Park at Fort Gillem
  
4. **Discussion on Tax Incentive Request for Gillem Building 600 & 650** – Frances Jackson with Robinson Weeks Partners made the request.

## **EXECUTIVE SESSION**

(When an Executive Session is required, one will be called for the following issues: Personnel, Litigation or Real Estate) OCGA is §50-14-1 (A) (2)

Eric Stallings made a motion to enter Executive Session at 3:53 p.m. The motion was seconded by Nancy Howard. The motion passed unanimously.

Jay Evans made a motion to exit Executive Session and reconvened the Regular Meeting at 4:07 p.m. Nancy Howard seconded the motion. The motion passed unanimously.

## **ADJOURNMENT**

Chairwoman Angelyne Butler adjourned the meeting at 4:08 p.m.

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 404-366-4720.