



**Monthly Meeting Summary  
Downtown Development Authority  
Virtual Meeting**

Wednesday, September 21, 2022  
East Point, GA 30344  
5:00 pm

**I. Call to order**

The call to order was placed by Ms. Appleby at 5:07 pm.

**Board Members Present:**

Sonia Booker (Chairperson), Marc Hardy (Vice-Chairperson), Jeremy Farmer, Henry Adeleye, and Carl Semien

**Staff Present:**

Maceo Rogers (Director of Economic Development) and Rhonda Appleby (Economic Development Specialist/Staff Liaison)

**II. Approval of the agenda**

Mr. Hardy motioned to approve the agenda as written. Mr. Semien seconded the motion.  
**Approved unanimously, the motion carried.**

**II. Discussion of interview times/dates for Legal Counsel candidates (RFP #2022-1789)**

The board agreed to interview the remaining two (2) candidates from Hunton Andrews Kurth and Fincher Denmark law firms. The interviews would take place on October 10, 2022 between the hours of 10:00 am to 1:00 pm.

**IV. Old Business**

a. Gateway Signage project

Ms. Appleby informed the board that the city has renewed their interest in the Gateway Signage project. The Public Works Department will take the lead on the project, whereby, the DDA will possibly serve as the overseers of the project. Mr. Hardy inquired about the project's timeline. Ms. Appleby replied that a schedule has not been established; however, city staff has already started the process.

b. Checking account

Ms. Appleby reminded the Chairperson and Treasurer that they have not submitted the appropriate signature card information to Regions Bank. Due to this, the city cannot activate and open a checking account on behalf of the board. Ms. Appleby stated that she

would resend the Regions Bank representative's email regarding the matter. She mentioned that the checks will be a two (2) party check and staff will handle the monthly reconciliations. Mr. Hardy expressed concerns regarding the city's oversight over the board's checking account functions and over the money allocated within the Economic Development's budget for the board's expenses. Ms. Booker suggested that the board should address the matter to the newly hired attorney.

Ms. Booker asked if the city would be favorable in loaning the DDA money for operational expenses. Ms. Appleby replied that board would have to present the matter before council; however, it was in her opinion that council would not approve a loan unless the DDA had a viable project in progress.

#### **V. New Business**

Mr. Hardy asked if the DDA currently owned any property. Ms. Appleby replied that to her knowledge, the DDA did not own any property in the downtown district. Mr. Farmer inquired about how the DDA could acquire land. Ms. Appleby responded that there are various means to acquire land, but the most common forms are either by the city quitclaiming land to the DDA for developmental purposes or, the DDA could initiate a development or acquisition of land by using their own funds.

#### **VI. Adjournment**

Having no further business, the meeting properly adjourned at 6:31 pm following a unanimous adoption of a motion made by Ms. Booker, seconded Mr. Adeleye. **Approved unanimously, the motion carried.**

**Summary properly recorded by:**

*Rhonda Appleby*

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(Rhonda Appleby, Staff Liaison)