



**CITY OF FOREST PARK**  
**URBAN REDEVELOPMENT AUTHORITY REGULAR MEETING**

Thursday, August 25, 2022 at 5:30 PM  
Council Chambers

**Website:** [www.forestparkga.gov](http://www.forestparkga.gov)  
**Phone Number:** (404) 363.2454

**ECONOMIC DEVELOPMENT**  
745 Forest Parkway  
Forest Park, GA 30297

## MINUTES

**Kimberly James, Chairwoman**  
**Eliot Lawrence, Vice Chairman**  
**Debra Patrick, Member**  
**Marisol Sconiers, Member**  
**Avery Wilson, Member**

### MEETING NOTICE:

*Due to COVID-19, CDC requirements of Masks and Social Distancing will be adhered.*

### CALL TO ORDER/WELCOME:

Chairwoman James called the Urban Redevelopment Authority Meeting on August 25, 2022, to order at 5:33pm.

### Present:

Kimberly James  
Eliot Lawrence  
Marisol Sconiers  
Avery Wilson  
Debra Patrick

### Also Present:

Mike Williams, City Attorney  
Bobby Jinks, Director of Public Works  
Bruce Abraham, Director of Economic Development  
Charise Clay, Economic Development-Staff Assistant

### APPROVAL OF MINUTES:

1. Approval of July 28, 2022, Meeting Minutes

Eliot Lawrence made a motion to approve the minutes. Marisol Sconiers seconded the motion. Motion approved unanimously.

### OLD BUSINESS:

#### 2. The Collaborative Firm Update

Michael Hightower, delivered the update:

- The Collaborative Firm made a presentation to the board in response to previously asked questions regarding the 2022-2023 Project Budget. The Collaborative Firm costs for services is \$30,833.00 (33% of the total contract cost). The remaining 67% of the total contract costs will be paid by the Downtown Development Authority. If the URA chooses not to participate in the contract as it's written currently, they may not be featured in the Green Leaf newsletter, other publicity delivered by The Collaborative Firm, and may be subject to alternative billing options that reflect on an as needed basis. Since the contract was originally structured with the DDA&URA being a combined board, it may have to be rewritten due to the boards separating.

Eliot Lawrence made a motion to table the approval of the contract. Marisol Sconiers seconded the motion. Motion approved unanimously.

#### 3. Update of URA Accounts

- Bruce Abraham, Economic Development Director, presented a message from Chiquita Barkley, Finance Director.
- Chairwoman James and the board requested feedback from Dr. Cooper on the 2 accounts they recommended closing. The document from Chiquita Barkley confirmed the 2 accounts are being closed, the request for the account name change was not mentioned. Chairwoman James will review her notes that contained the board's recommendations and compare the information from Ms. Barkley, then determine a path to proceed.

#### 4. Audit Update

Chairwoman James, gave an update on the audit:

- She explained that after speaking with the city attorney, Mike Williams, the recommendation is not to proceed with an audit because the price is a little steep for the services requested. Information received from Mauldin & Jenkins didn't deliver adequate information on how deposits were being made. Chairwoman James also stated that after reviewing the accounts herself, she was able to determine where some payments were being made but she is still unable to uncover all the deposits being made into the accounts. Moving forward, Chairwoman James, plans to meet with Financial Advisor, Ed Wall, so that he can explain what deposits are being made. Mike Williams, City Attorney, made the recommendation of having Ed Wall and the City's Finance Department communicate. He also recommended establishing a document that outlines how the URA would like their accounts managed

#### 5. URA Budget Approval

Chairwoman James, gave an update on the URA budget:

- She asked Economic Development- Staff Assistant, Charise Clay to have a Training line item in the budget. They suggested amount for the line item would be \$20,000.00. She plans on researching trainings offered through the Georgia Economic Developers Association (GEDA) for the board to be better equipped for decision making.

Eliot Lawrence made a motion to approve the budget with the addition of \$20,000 for a Training line item and the developer fee of \$35,354.00. Avery Wilson seconded the motion. Motion approved unanimously.

**NEW BUSINESS:**

## 6. URA Treasurer

Chairwoman James, led the discussion on the URA Treasurer:

- Chairwoman James recommended the Economic Development, Staff Assistant, Charise Clay as the URA Treasurer and to increase her salary by \$1,200 per year for the additional duty .

Eliot Lawrence made a motion to make Charise Clay the URA Treasurer for an additional \$100 a month. Debra Patrick seconded the motion. Motion approved unanimously.

## 7. URA Credit Card

Mike Williams, City Attorney, gave an update on the URA credit card:

- The URA credit card will be helpful when booking board member trainings, arranging hotel accommodations, catered lunches, etc. The proposed credit limit is \$10,000.00.

Eliot Lawrence made a motion to get a URA credit card with a \$10,000 limit. Avery Wilson seconded the motion. Motion approved unanimously.

## 8. Economic Development Update

Bruce Abraham, Economic Development Director, gave the economic development update:

- Gillem: There are still deals being made to sell the remaining 17 acres available at Gillem.
- CID: The CID (Community Improvement District) is a special taxation district within the city. If businesses choose to participate in the CID, the funds collected from them would be reinvested into the community for improvements.
- DOT: Bruce and others had a meeting with GDOT about improving the entrances and exits of the city. Next steps include meeting with individuals on the county level to develop or be included in their traffic plan.
- Façade Grant: The Development Authority adopted the grant program for businesses on Main Street to improve the exterior/façade of their building. Each grant recipient can request up to \$25,000 after the meet their match amount. 8 awards have been given.
- Traffic Study: The board approved a traffic study to determine if a traffic light would be feasible on Anvil Block Rd. The current traffic pattern doesn't suit the increased truck traffic. The study will also determine if the historic guard shack can be replaced with a traffic light.
- Business Association: The Economic Development Department is forming a business association for all businesses in Forest Park. The first event will be at 696 Main Street. All board members are encouraged to attend.

**Other Discussion:**

- **Intergovernmental Agreement (IGA)**

Mike Williams, City Attorney, gave an update on the IGA:

- The document's approval was tabled at a prior meeting. One of the recommendations was to have the Economic Development Director serve as the URA Executive Director rather than have the city designating someone. Another change regarding the powers and authorizations of the Executive Director which will be removed and later detailed in a resolution. Once all changes have been made, the final version will be brought before City Council.

Avery Wilson made a motion to authorize the City Attorney to go before the city council to present the IGA between the City of Forest Park and the Urban Redevelopment Authority. Eliot Lawrence seconded the motion. Motion approved unanimously.

- **URA Business Cards**

If board members choose to have a business card, a design can be created and printed for them.

- **URA Budget**

Avery Wilson made a motion to amend the budget to add \$1,200.00 to the salaries line item. Eliot Lawrence seconded the motion. Motion approved unanimously.

**EXECUTIVE SESSION:** *(Executive Session may be called for issues concerning Personnel, Litigation or Real Estate)*

Avery Wilson made a motion to adjourn the regular meeting to enter Executive Session at 6:50pm. Eliot Lawrence seconded the motion.

Eliot Lawrence made a motion to exit Executive Session and resume the regular meeting at 7:37pm. Avery Wilson seconded the motion. Motion approved unanimously.

**ADJOURNMENT:**

Avery Wilson made a motion to adjourn the regular meeting at 7:37pm. Eliot Lawrence seconded the motion. Motion approved unanimously.

*In compliance with the Americans with Disabilities Act,  
those requiring accommodation for meetings should notify  
the City Clerk's Office at least 24 hours prior to the meeting at 404-366-1555.*