



CITY OF FOREST PARK
URBAN REDEVELOPMENT AUTHORITY REGULAR MEETING

Thursday, November 09, 2023 at 5:30 PM
Council Chambers

Website: 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

CALL TO ORDER/WELCOME: Chairwoman James called the Urban Redevelopment Authority meeting on November 9, 2023, to order at 5:43pm.

PRESENT:

Kimberly James
Eliot Lawrence (via phone)
Debra Patrick
Avery Wilson

ALSO PRESENT:

Mayor Angelyne Butler, MPA
Michael Williams, City Attorney
Pauline Warrior, Senior Management Analyst
John Wiggins, Finance Director
LaShawn Gardiner, Planning & Community Development Director
Bobby Jinks, Public Works Director
Bruce Abraham, Economic Development Director
Rochelle Dennis, Economic Development Project Manager
Charise Clay, Economic Development Staff Assistant

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

Avery Wilson made a motion to enter executive session at 5:44pm. Debra Patrick seconded the motion. Motion approved unanimously.

Avery Wilson made a motion to exit the executive session at 6:03pm. Debra Patrick seconded the motion. Motion approved unanimously.

APPROVAL OF MINUTES:

1. Approval of October 12, 2023, Meeting Minutes
2. Approval of October 19, 2023, Special Called Meeting Minutes

Avery Wilson made a motion to approve the minutes with the recommended correction. Debra Patrick seconded the motion. Motion approved unanimously.

OLD BUSINESS:

3. URA Action Items

Bruce Abraham delivered the update:

- A list of all URA projects and tasks were given to the board. He also noted that a spreadsheet will be coming as well to show the progress of the projects.

4. Close of South Army Parcel

Attorney Williams delivered the update:

- The South Parcel is the last parcel to be transferred from the Army to the URA. He requested that the board authorize the Chair to sign the property deed.

Avery Wilson made a motion to authorize the Chair to sign the deed for the South Parcel. Eliot Lawrence seconded the motion. Motion approved unanimously.

5. Anvil Block/ Metcalf Pothole repairs

Bruce Abraham delivered the update:

- In a previous meeting, Mr. Clark authorized the City's Public Works department to prepare an estimate for the road repair. The estimate received treaded close to \$10,256.00 for labor & materials. There is also a 40-ft stretch of payment on Burke/ MetCalf that is destroyed by constant traffic. Public Works informed Mr. Abraham that they are not able to perform that repair due to the repairs' industrial nature. Mr. Abraham hopes to have 3 paving estimates for the board's review by the next board meeting. He requested that the board approve the \$10k expenditure for the road repairs.

Debra Patrick made a motion to approve the \$10,256.00 road repairs. Avery Wilson seconded the motion. Motion approved unanimously.

6. Turnover of Anvil Block/ Metcalf to City

Chairwoman James delivered the update:

- She requested research be done on the process for the turnover of these roads from the URA. Mr. Abraham also noted that there is about 3.6 miles of road that will be turned over. Based on information he received, this is the turnover process:
 - Have the roads right-out-ways and pavement surveyed.
 - Retain engineering company to evaluate damage, estimate repairs, and inspect repairs for certification.
 - Certified engineer to perform core samples of roads every 100 feet in alternating lanes.

- Based on the evaluation of the roads and core samples, engineer estimates the road repairs as needed
- Perform road repairs and have repairs inspected by certified engineers.
- Prepare a Right-of-Way Dedication Plat from the URA to the City
- URA to approve Dedication Plat as per engineer's advice.
- Council to approve road turnover from URA.
- If there any serious road issues, Council may require a three-year road bond as insurance.

She proposes the board consider moving forward with the road turnover. She also wants to have a conversation with the POA (Property Owners Association) at Gillem, since they maintain some of the rights-of-way. If the roads are turned over to the City of Forest Park, it will be considered a public road and law enforcement can enforce laws as they do within other areas of the City.

7. Closeout & Escrow Account for New Public Safety Building

Bruce Abraham delivered the update:

- He is working with James Shelby, the City's Project Manager, on gathering updates on when the project will be completed. Mr. Shelby informed Mr. Abraham that there are a few items that still require attention, but the project will be wrapping soon. Once the project is completed, an itemized list of all expenses will be presented. If everything clears during the final inspection, then the escrow funds will be released to the project developer.

8. Veterans Museum

Bruce Abraham delivered the update:

- Elected officials and about 15 Veteran City staff members visited the Heritage Park Veterans Museum in McDonough, GA. The 2 Humvee's that the City turned over to them will be restored and put on display soon. Volunteers from the museum have offered to assist the URA with crafting one for the City of Forest Park.

9. Ipads & Emails for URA Board Members

10. Intergovernmental Agreement between the URA and City

Attorney Williams delivered the update:

- In previous meetings, the board was presented with an IGA between the URA and the City that memorializes the relationship between the 2 in regard to staff, facility usage, account management, and other pertinent details. The document presented mirrored other versions of the document with the addition of language authorizing City of Forest Park's Public Works Department for maintenance and installation projects under \$100,000. The IGA was discussed during the City Council's most recent meeting.

Debra Patrick made a motion to approve the IGA between the URA and the City as presented. Avery Wilson seconded the motion. Motion approved unanimously.

11. Blue Star Studios Water Tank Update

Bruce Abraham delivered the update:

- In a previous meeting, Public Works was given the task of clearing the trees at the legs of the water tower. Public Works will not complete this project during normal business hours. The URA is prepared to pay Public Works the overtime spent completing the project.

OTHER DISCUSSION:

- Blue Star Studios also wants to add lights to the top of the tank. In order to do this, they will need to run power from a previously installed light pole to the tower. They have requested that the URA provide the power company with a letter giving them permission to place a meter on their property. Once the

renderings for the lights on the tower are received, the board will make an official action regarding the permissions.

NEW BUSINESS:

12. Financial Report

Charise Clay delivered the update:

- The board will start receiving their monthly bank account statements as well as budget to actual spending report. As of September 29, 2023, the URA checking account had \$5,117,196.45, the URA Sinking Fund had \$1,325,501.86, and the Capital Project Fund \$34,551,222.92. She presented the board's current revenue summary and expense report. The board didn't budget for repairs & maintenance in their approved budget but an expense of \$6,585 for landscaping was paid from that line item. The Chair has directed staff to review the approved budget and make recommendations for the transfer of funds to the repairs & maintenance line.

OTHER DISCUSSION:

- Chairwoman James introduced the newly appointed Finance Director, John Wiggins. He provided an update on the Georgia Fund 1 application and additional interesting bearing accounts.

13. Value of New Property

14. Army/ City Gillem Celebration Event

Bruce Abraham delivered the update:

- Once all property is transferred to the URA from the Army and all debt services cleared. There is a plan to have a celebration commemorating the redevelopment. Possible dates for the event are April 16, 17, or 18 2024.

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

ADJOURNMENT:

Avery Wilson made a motion to adjourn the meeting at 6:46pm. Debra Patrick 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.*