



CITY OF FOREST PARK
URBAN REDEVELOPMENT AUTHORITY REGULAR MEETING

Thursday, September 29, 2022 at 5:30 PM
City Hall-Council Chambers

Website: www.forestparkga.gov
Phone Number: (404) 363.2454

ECONOMIC DEVELOPMENT
745 Forest Parkway
Forest Park, GA 30297

AGENDA

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:

ROLL CALL:

APPROVAL OF MINUTES:

- [1.](#) Approval of August 25, 2022 Meeting Minutes

OLD BUSINESS:

NEW BUSINESS:

- [2.](#) Rataree Road Repair
- [3.](#) Gillem Master Survey
4. DRI Project Management
5. Economic Development Update

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

ADJOURNMENT:

*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.*



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

Thursday, August 25, 2022 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

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 bettered 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 sale 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 suite 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.*

GLC PAVEMENT IMPROVEMENTS

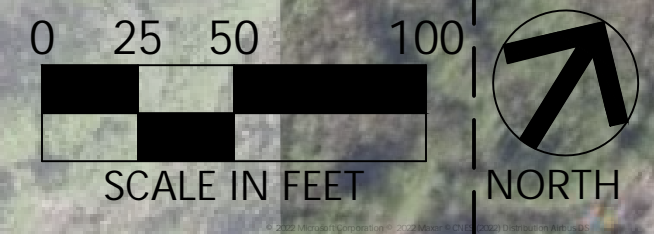
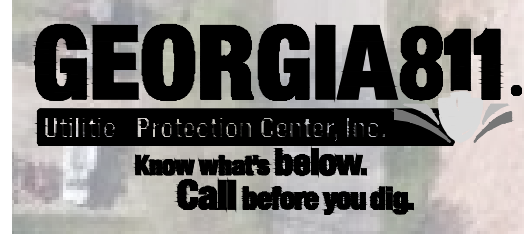
THIS PROJECT ENTAILS PAVEMENT MAINTENANCE AND REHABILITATION ALONG ANVIL BLOCK ROAD BETWEEN RATEREE DRIVE AND MORELAND AVENUE. THE PROPOSED WORK INCLUDES CRACK SEALING AS WELL AS SPECIFIC PAVEMENT REHAB AS ILLUSTRATED ON THE "PAVEMENT PLAN" ENLARGEMENT SHEETS. ANVIL BLOCK ROAD WAS ORIGINALLY CONSTRUCTED IN 2013. THE EXISTING PAVEMENT SECTION IS 1.5"/2"/3" ASPHALT COURSES OVER 12" GAB.

SCOPE OF WORK:

- 2" MILL AND OVERLAY - 8,702 SF
- 4" MILL AND OVERLAY - 2,874 SF
- FULL DEPTH REPAIR - 858 SF
- CRACK SEAL (ALONG ENTIRE ±9,800 LF PROJECT LENGTH)

*CONTRACTOR TO VERIFY QUANTITIES AGAINST THOSE PROVIDED ON PAVEMENT PLAN ENLARGEMENT SHEETS. IF DISCREPANCY EXISTS, PAVEMENT PLAN SHEETS GOVERN.





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PAVEMENT PLAN
 GLC PAVEMENT IMPROVEMENTS
 CITY OF FOREST PARK | CLAYTON COUNTY, GEORGIA

May 16, 2022
 C1
 Sheet Number

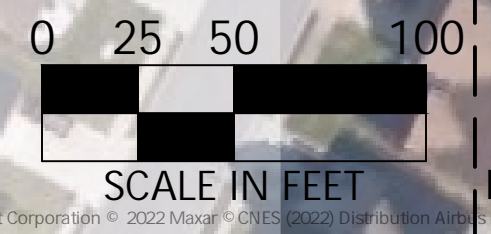
Prepared By

Project

Sheet Title



GEORGIA811.
Utility Protection Center Inc.
Know what's below.
Call before you dig.



Item #2
Prepared By
404.771.0920
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barcliftconsulting.com

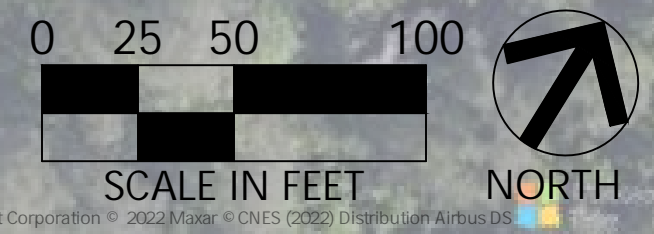


Sheet Title
Project
PAVEMENT PLAN
GLC PAVEMENT IMPROVEMENTS
CITY OF FOREST PARK | CLAYTON COUNTY, GEORGIA

May 16, 2022
C2
Sheet Number



GEORGIA811.
Utility Protection Center, Inc.
Know what's below.
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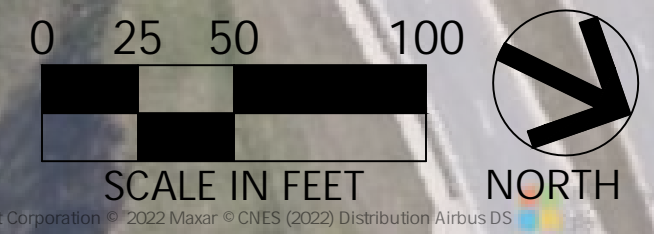


Item #2:
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GLC PAVEMENT IMPROVEMENTS
CITY OF FOREST PARK | CLAYTON COUNTY, GEORGIA

Sheet Title
Project
May 16, 2022
C3
Sheet Number



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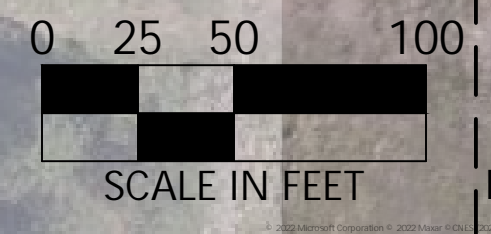


Sheet Title
PAVEMENT PLAN
GLC PAVEMENT IMPROVEMENTS
 CITY OF FOREST PARK | CLAYTON COUNTY, GEORGIA

Project
 May 16, 2022
C4
 Sheet Number



GEORGIA811.
Utility Protection Center, Inc.
Know what's BELOW.
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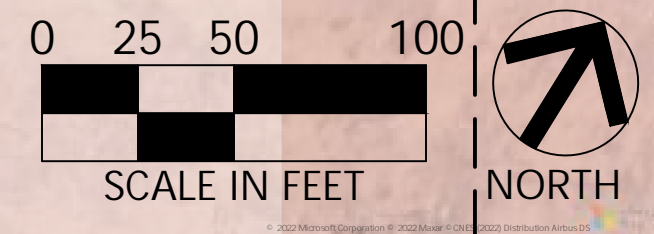
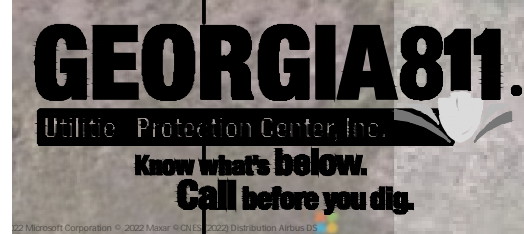
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Sheet Title
PAVEMENT PLAN
GLC PAVEMENT IMPROVEMENTS
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Project

May 16, 2022

C5
Sheet Number

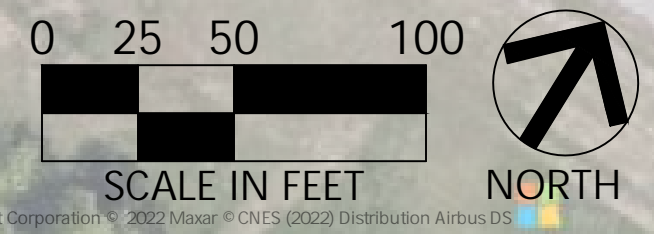


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PAVEMENT PLAN
GLC PAVEMENT IMPROVEMENTS
CITY OF FOREST PARK | CLAYTON COUNTY, GEORGIA

May 16, 2022
C6
Sheet Number



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PAVEMENT PLAN

GLC PAVEMENT IMPROVEMENTS

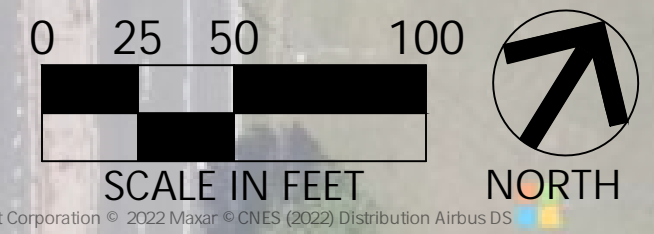
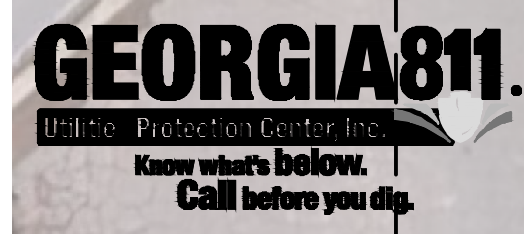
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Project

May 16, 2022

C7

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PAVEMENT PLAN

GLC PAVEMENT IMPROVEMENTS
CITY OF FOREST PARK | CLAYTON COUNTY, GEORGIA

Project

May 16, 2022

C8

Sheet Number

Cc: Kimberly James <kjames@forestparkga.gov>; Williams, Michael J. <mwilliams@tokn.com>; Charles Crisp <ccrisp@valentinosurvey.com>

Subject: RE: Master Survey for Gillem

CAUTION: This email originated from outside of the organization. Please use caution when interacting with this email.

Hi Bruce:

Will have the overall Ft. Gillem survey completed by October 20.

Will probably have some questions for you and some preliminary survey's to review by Mid October.

Thank You
Glenn Valentino
President



Valentino & Associates, Inc
Surveying & Geomatics

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Bus. 770-438-0015
Cell 770-294-9988

From: Bruce Abraham <BAbraham@forestparkga.gov>
Sent: Thursday, September 22, 2022 4:05 PM
To: Glenn Valentino <gvalentino@valentinosurvey.com>
Cc: Kimberly James <kjames@forestparkga.gov>; Williams, Michael J. <mwilliams@tokn.com>
Subject: Master Survey for Gillem

Glenn, can you give us an ETA on the Gillem master survey you are doing for the URA please. Thank you, Bruce

Bruce Abraham

Economic Development Director

City of Forest Park

Office: (404) 363.2454 | Mobile: (470) 808.2104

BAbraham@forestparkga.gov

www.ForestParkGa.gov