



CITY OF FOREST PARK
URBAN REVELOPMENT AUTHORITY REGULAR MEETING

Thursday, July 28, 2022 at 5:30 PM
Virtual Meeting Via Zoom and YouTube Livestream

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 June 23, 2022 Meeting Minutes](#)

OLD BUSINESS:

2. Audit Update
3. URA Tour of Gillem Logistics Center

NEW BUSINESS:

4. Approval of URA Purchase Order Signatories
5. [URA Budget Approval](#)
6. Traffic Study Expansion to Jonesboro Rd.

7. Intergovernmental Agreement: URA & The City of Forest Park
8. 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, June 23, 2022 at 6:00 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 June 23, 2022, to order at 5:30pm.

Present:

Kimberly James
Eliot Lawrence
Debra Patrick
Marisol Sconiers
Avery Wilson (Arrived 5:36- Via Zoom)

Also Present:

Dr. Marc-Antonie Cooper, City Manager
Bobby Jinks, Public Works Director
Mike Williams, City Attorney
Bruce Abraham, Economic Development Director
Charise Clay, Economic Development- Staff Assistant

APPROVAL OF MINUTES:

1. Approval of March 24, 2022 Meeting Minutes
2. Approval of Special Called Meeting Minutes-May 13, 2022

Eliot Lawrence made a motion that we consolidate the minutes and approve them together. Debra Patrick seconded the motion. Motion approved unanimously.

OLD BUSINESS:**NEW BUSINESS:**

3. Collaborative Firm contract approval

Chairwoman James led the discussion on the Collaborative Firm contract approval:

- The Collaborative Firm publishes *The Leaf*, a local publication that spotlights events around the city. The Downtown Development Authority (DDA) will be 67% responsible for the cost of the publication while the Urban Redevelopment Authority will share the remaining 37%. The total cost of the contract is \$44,625.00. The projected cost is for a 12-month period. Michael Hightower of The Collaborative Firm said he will provide a written explanation of the costs to the board at their next meeting.

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

4. URA Budget

Dr. Cooper led the budget discussion:

- Prior to the Chairperson signing a purchase order (PO), the secretary will have a beginning and ending account balance sheet attached to the PO. If for any reason the Chairperson is unable to sign a PO, she can designate Dr. Cooper to sign it as the Executive Director and he signs as the City Manager as normal. As of June 23, 2022, there is \$16,344,909.75 in the URA Army account. With the increase in assets, the insurance premium went up 23% (\$13,000 a year).

5. Independent audit of the URA accounts

Chairwoman James discussed the URA audit:

- There are 6 different URA accounts. In an effort to understand how URA monies are and have been spent, Chairwoman James collected bank statements from the different accounts. There were questions raised about deposits into the accounts and recipients of checks. These questions prompted the request for an audit.

Eliot Lawrence made a motion to have an audit of the URA accounts, independent of the previous audit done through the City of Forest Park. Debra Patrick seconded the motion. Motion approved unanimously.

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

Eliot Lawrence made a motion to adjourn the regular meeting and enter Executive Session at 6:09pm. Debra Patrick seconded the motion. Motion approved unanimously.

Eliot Lawrence made a motion to exit Executive Session and enter back into the regular meeting at 7:05pm. Debra Patrick seconded the motion. Motion approved unanimously.

Eliot Lawrence made a motion to withdraw from the Executive Director contract between Executive Director of the Downtown Development Authority and the Urban Redevelopment Authority. Debra Patrick seconded the motion. Motion approved unanimously.

ADJOURNMENT:

Debra Patrick made a motion to adjourn the meeting at 7:07pm. Marisol Sconiers seconded the motion. Motion approved unanimously.

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the City Clerk's Office at least 24 hours prior to the meeting at 404-366-1555.*



Urban Redevelopment Authority
 Draft Operating Budget
 July 1, 2022 – June 30, 2023

Revenues

| | | |
|--|-----------------------|-------------------------|
| Use of Fund Balance (as of May 20, 2022) | \$2,298,457.93 | In bank |
| Lease Income | \$22,737.93 | |
| Sale of Property | \$4,672,988.38 | Commitments |
| Transfer from General Fund | \$1,100,000.00 | Kroger bond payment |
| REBA Grant for Rateree Rd | \$315,000.00 | To be reimbursed to URA |
| TAD | \$0 | |
| LOC | \$0 | |
| Total Anticipated Revenue | \$8,409,184.24 | Army payment ends |

Expenses

Operating Expenses

| | | |
|---|-----------------------|--------------------------|
| Salaries | \$23,473.00 | Danita & Charise |
| Attorney Fees | \$25,000.00 | Mike & Other |
| Bank Service Fees | \$5,000.00 | Bank account |
| Electric Utilities | \$6,000.00 | Substation |
| Water & Sewer | \$35,000.00 | Storm Water Fees |
| Gas Utilities | \$6,000.00 | Placeholder |
| Insurance – Liability | \$13,022.00 | Property & Casualty |
| Army Payment | \$3,200,000.00 | Last payment |
| URA Bond Payment | \$1,100,000.00 | Kroger Bond Out |
| LOC Interest | \$0 | N/A |
| Owners Association Assessment | \$25,000.00 | Land owned by URA |
| Oasis Consulting Services | \$50,000.00 | Environmentals |
| Financial Advisor | \$40,000.00 | Ed Wall |
| LOC Availability Charge | \$6,720.00 | Keep Open |
| Other Professional Services | \$150,000.00 | Engineering, Surveys, PR |
| Developer Fee | \$93,000.00 | 2% to Robinson Weeks |
| Total Anticipated Operating Expenses | \$4,778,215.00 | |

Capital Outlay

| | | |
|---|---------------------|-----------------------------|
| Miscellaneous | \$5,000.00 | |
| Sewer Line Relocation | \$40,000.00 | Move off Blue Star Property |
| Traffic Study (Guard House Intersection) | \$24,000.00 | Possible traffic light |
| Traffic Study (Jonesboro Rd & Metcalf Rd) | \$8,700.00 | Possible traffic light |
| Anvil Block Road Improvements | \$200,000.00 | Possible road turnover |
| Emergency Fund | \$20,000.00 | Reserve |
| Total Anticipated Program Expenses | \$297,700.00 | |



CITY OF
FORESTPARK

Urban Redevelopment Aut

Item #5.

745 Forest Parkway
Forest Park, GA 30297
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|---------------------------------------|-----------------------|
| Total Anticipated Expenses | \$5,075,915.00 |
| Revenue Over (Under) Expenses: | \$8,409,184.24 |