



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

AGENDA

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

CALL TO ORDER/WELCOME:

ROLL CALL:

APPROVAL OF MINUTES:

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

OLD BUSINESS:

3. URA Action Items
4. Close of South Army Parcel
5. Anvil Block/ Metcalf Pothole repairs
6. Turnover of Anvil Block/ Metcalf to City
7. Closeout & Escrow Account for New Public Safety Building
8. Veterans Museum
9. Ipads & Emails for URA Board Members

10. Intergovernmental Agreement between the URA and City

[11.](#) Blue Star Studios Water Tank Update

NEW BUSINESS:

12. Financial Report

13. Value of New Property

14. Army/ City Gillem Celebration Event

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
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Thursday, October 12, 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 call the Urban Redevelopment Authority meeting on October 12, 2023 to order at 5:36pm

PRESENT:

Kimberly James
Eliot Lawrence (via Zoom)
Debra Patrick (via Zoom)
Marisol Sconiers
Avery Wilson

ALSO PRESENT:

Ricky L. Clark, Jr., City Manager
Michael Williams, City Attorney
LaShawn Gardiner, Planning & Community Development Director
Nigel Wattlely, Public Works Deputy Director
Bruce Abraham, Economic Development Director
Charise Clay, Economic Development Staff Assistant

APPROVAL OF MINUTES:

1. Approval of September 14, 2023 Meeting Minutes

Avery Wilson made a motion to approve the September 14, 2023, meeting minutes. Marisol Sconiers 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 enter Executive Session at 5:37pm. Marisol Sconiers seconded the motion. Motion approved unanimously.

Avery Wilson made a motion to exit Executive Session and reconvene the regular meeting at 5:54pm. Marisol Sconiers seconded the motion. Motion approved unanimously.

Avery Wilson made a motion to approve the sale of property to Technique Concrete and the quit claim deed for the property located on Rateree Road in Lake City. Marisol Sconiers seconded the motion. Motion approved unanimously.

OLD BUSINESS:

2. Tax Allocation District (TAD) Funding

Bruce Abraham delivered the update:

- Gillem is a part of the Tax Allocation District. An extra tax is collected by Clayton County and disbursed through TAD funds that are kept within the City. \$150,000 of TAD funds are available and can be used for the road repair at Gillem. A presentation would have to be made before City Council to request that the funds be used for the road repairs. Because the repairs are estimated be over \$100,000, Mr. Abraham would like to have 3 estimates for the cost of the repair to present to Council before the request for funds is made. Chairwoman James discussed with Mr. Clark having City staff do the repair with respect to overtime. Mr. Clark suggested Mr. Abraham and Public Works Deputy Director, Nigel Wattle, to visit the affected areas and gauge if the repairs can be done through Public Works. If Public Works decides they can do the work, it would be performed after their normal working hours and accrue overtime.

Avery Wilson made a motion to direct staff to investigate the cost of the repairs and report their findings back to the board. Marisol Sconiers seconded the motion. Motion approved unanimously.

3. Update: M & M Driveway

Bruce Abraham delivered the update:

- Mr. Abraham recently visited the property and all the dumpsters on the site have been removed. Heavy gravel has laid down to reduce spill off from the site. M&M plans to sale the property. The board gave them 90 days to repair the previous issues with dirt runoff and they believe they can have the property sold within 90 days. M&M was invited to attend the board meeting but was unable to due to extenuating circumstances. Mr. Clark suggested a multi-jurisdictional overlay for Gillem Logistics Center. Mr. Abraham agreed to contact the City Manager of Lake City about the overlay plan and include Mr. Clark in the discussions.

4. Veterans Museum

Bruce Abraham delivered the update:

- Recently an event was held at the new Public Safety building at Gillem celebrating the turnover of 2 Humvee's to Heritage Veteran's Museum in McDonough, GA. The group brought their mobile museum as an example of the artifacts displayed in the museum. Mr. Abraham invited Mr. Joyce from the Heritage Museum to give a presentation at the next URA meeting. He also suggested that the board plan a tour of the museum around Veteran's Day.

5. Update: Tour of Trilith Studios

Chairwoman James delivered the update:

- There is a weekend tour of the studio being planned with the URA and DA. The Trilith Planner who coordinated the campus is not available for tours on the weekend, so a weekday tour will also occur. The expectation with meeting with their planner is to gain a better understating of how they built their campus and community around the studio. The board wishes to move forward with the October 21, 2023 tour date.

6. Update: URA board member email addresses

Mr. Clark delivered the update:

- He provided the board with 3 options regarding the process for getting URA board member email addresses (1. Create a distribution group, 2. Create Forest Park email addresses for all members in addition to the above, 3. Create URA email domain-URA managed). He recommended the board choose option #2, so the process can be managed by City staff. The pro of this option is that if any open records requests are made regarding the URA or its members, the city's IT department can handle it. The con of this option is that there is a cost associated with the city creating the addresses. Approximately \$15 a month for each mailbox. The URA would be responsible for the monthly cost of each mailbox. Chairwoman James recommended option 2 as well based on Mr. Clark's recommendations. Attorney Williams recommended creating an intergovernmental agreement between the City and URA for staff to manage some of the URA processes. He also suggested the board members have tablets to house their emails, so requests aren't answered on individual's personal devices. Mr. Clark recommended staff work with Attorney Williams to draft an IGA for all pertinent URA tasks.

7. Rateree Road stripe and signs

NEW BUSINESS:

8. Financial Report

Charise Clay delivered the update:

- As of August 31, 2023, the Capital Project fund had \$34,551,222.92. The Sinking Fund had \$824,276.45. The URA checking account had \$5,152,778.45.

Other Discussion: The city's Financial Advisor Ed Wall informed the board that the URA checking account wasn't accruing as much interest as it could be earning. The URA currently banks with Truist and previously wasn't charged monthly or yearly banking service fees at the expense of them not paying interest into the account. Now due to interest rates higher than when the account was first opened, he recommends Truist charging the authority for bank service fees so the account can start accruing interest. He also recommended taking the \$5.1 million in the URA's checking account and moving it into the Georgia Fund 1 program due to the Georgia Fund 1 program having a higher accrued interest rate at 5.36%. The City is only allowed 2 accounts under the program. He recommends that him, Mr. Abraham, Mr. Clark, and Finance Director, Jeremi Patterson, pick the highest earning account between Truist, Regions, and Georgia Fund 1 and transfer the \$5.1 million to start accruing interest. Chairwoman James requested an explanation as to why the \$34 million couldn't be transferred instead of the \$5.1 million. Attorney Williams explained that it has to do with the bonds that were taken out and the IRS' arbitrage rules surrounding the transaction. Mr. Wall will confirm with Georgia Fund 1 if the City of Forest Park can only have 2 accounts or since the URA is its own entity, can the board have 2 accounts outside of the city's 2 accounts.

9. Environmental update on property turnover

Michael Monteleone delivered the update:

- The North parcel was transferred on August 24, 2023, and the deed was recorded appropriately. Only 8% of the land in the South parcel remains to be transferred. The expectation is that the last piece will be transferred by December of 2023. The remaining payment to the Army is expected to be \$3.2 million. The entire site is classified under the Brownfield Program. The environmental insurance on the properties expires on June 30, 2026. Any additional environmental clean up that occurs after the deed has been

signed will be done by the United States Army. Landowners at Gillem also are under this provision that ensures that the Army will come back to handle any environmental clean up found during development. There is a residential use restriction placed on the transferred property from the Army to the URA. If the URA chose to develop any residential properties in the area, they would be responsible for the cost of doing so. If development occurs on the North parcel, a conversation will have to happen with the Army about what wells can be abandoned or moved. The abandonment and movement of the wells would be at a cost to the developer not the Army.

10. Electric power to water tower

Bruce Abraham delivered the update:

- Blue Star Studios painted their logo across the water tower at Gillem across from their studio. They'd also like to have lights placed on the top of the tank, so the logo can be seen at night. In order to complete this task, an electric line has to be run across URA property. The electric company would need the URA's permission to place the line across their property. Attorney Williams suggests amending the current agreement with Blue Star Studios about the tower all together for additional uses.

Avery Wilson made a motion to give Blue Star Studios and Georgia Power (if necessary) permission to go on site and to determine what's needed to get power to the tank. Marisol Sconiers seconded the motion. Motion approved unanimously.

11. Gillem Public Safety building escrow and cost

Bruce Abraham delivered the update:

- James Shelby, the City's Project Manager gave Mr. Abraham the following update regarding the escrow account, "The original contract was \$8,136,000.00 of that amount \$406,800.00 was placed in an escrow account as retainage. This amount will be disbursed to the contractor once the project is completed. We are currently working on closing out the project with a few items that were requested by the City as a change order, i.e., the Police logo on the Police side of the building. We are looking at the end of this month to completely close out the project."

12. Gillem celebration event with Army

Bruce Abraham delivered the update:

- There has been a discussion with the City's Executive team about forming a committee to celebrate the transfer of the last piece of Army property to the URA. The goal is to invite Army and elected officials to the event. Councilwoman James has been asked to participate in the committee. The event is projected to take place in the first quarter of 2024.

13. Economic Development Update

Bruce Abraham delivered the update:

- 9 RFPs for property development throughout the City has been released. Developers and real estate groups were invited to a Pre-Bid Conference as a way to roll out the RFPs and showcase the city's assets.
- The Forest Park Business Association plans to have an event in November of 2023.
- His plan is to have businesses highlighted every month through different business engagement activities.
- Blue Star Studios is having their landscaping completed.
- About 2 years ago, the Development Authority sold land to developers for 30 townhomes on Main Street. Construction on them should commence shortly.

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 7:42pm. Marisol Sconiers seconded the motion. Motion approved unanimously.

Avery Wilson made a motion to exit Executive Session and reconvene the regular meeting at 8:15pm. Marisol Sconiers seconded the motion. Motion approved unanimously.

ADJOURNMENT:

Avery Wilson made a motion to adjourn the regular meeting at 8:15pm. 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.*



CITY OF FOREST PARK URBAN REDEVELOPMENT AUTHORITY SPECIAL CALLED MEETING

Thursday, October 19, 2023 at 6:00 PM
Hartsfield Community Center (696 Main Street)

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 Special Called meeting on October 19, 2023, to order at 6:03pm.

PRESENT:

Kimberly James
Eliot Lawrence
Debra Patrick (arrived at 6:08pm)
Avery Wilson

ALSO PRESENT:

Ricky L. Clark, Jr., City Manager
Michael Williams, City Attorney (via zoom)
Rochelle Dennis, Economic Development Project Manager
Charise Clay, Economic Development Staff Assistant

APPROVAL OF MINUTES:

OLD BUSINESS:

NEW BUSINESS:

1. URA asset transfer to Georgia Fund 1
Attorney Williams delivered the update:

- He presented the board with a resolution that would need to be executed by the Chair and approved by the board for them to participate in the Georgia Fund 1 program. The resolution authorizes the boards participation in the program, designates persons who will be able to deposit and withdraw funds from the account, and allows certain staff members access to view the account to give financial reports when necessary. He suggested that the City's Finance Director, the City Manager, and the URA board chair be allowed to make withdrawals and deposits into the account. Chairwoman James proclaimed that she has no desire to be an approved signatory on the account. He also suggested that the Economic Development Director, URA secretary, and the City's Financial Advisor have access to view the account for balance updates/ reports. He also noted that Georgia Fund 1 has a 30-day minimum on all investments, as in all deposited funds have to remain in the account for at least 30 days. Mr. Clark suggested that a report of the Georgia Fund 1 balance be included in the boards monthly financial report.

Eliot Lawrence made a motion to approve the resolution authorizing participation in the Georgia Fund 1 program as recommended by staff, with the removal of the Chair as the decision maker on the account. Avery Wilson seconded the motion. Motion approved unanimously.

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 6:12pm. Eliot Lawrence seconded the motion. Motion approved unanimously.

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URA ACTION ITEMS

November 9, 2023

Property from Army turnover

- Close on south parcel with Army November 17
- Pay off URA debt to Army
- Evaluate price of NW property with commercial brokers

Infrastructure improvements

- Public works proceed with Anvil Block/Metcalf pothole repair
- Get bids to repave damaged section of Metcalf Road at Burks Drive stop sign
- Install new signage and road striping on Anvil Block in front of Technique Concrete
- Advise on steps and costs to turn over Anvil Block and Metcalf roads to city
- Advise on installation of Anvil Block and Metcalf road signs and traffic enforcement
- Pursue removal of Guard Shack in front of old fire station with SHPO
- Redesign intersection at old Guard Shack

Ratterree Road

- Turnover of Ratterree Road to Lake city and resolve sidewalk repairs
- Disposition of 2 acres owned by URA in Lake City

Old Fire Station

- Resolve future use of old fire station
- Relocate five fire department offices

New Fire Station

- Breakdown of expenses of new Gillem Public Safety facility
- Status of punch list and escrow account

Water Tank

- Cut trees away from fence at old water tower
- Approve electric service to water tank for Blue Star tank lights

Veterans Museum at Gillem

- Get advice from McDonough Veterans Museum on setup and operation of Veterans' Museum

Remaining property

- Follow up on communications and contact lists

Property Sales

- Close on sale of south property with Robinson Weeks
- Get commercial broker pricing on NW property
- Develop sales strategy for NW property, RFP, broker sale?
- Identify any areas of concern for sale of property

Maintenance

- Rebid landscape and maintenance contract for URA ROW in January
- Monitor M and M driveway erosion on Metcalf Extension with Lake City

Events

- Celebration of Gillem success with Army and public officials in April
- Mayor's Gillem Celebration Committee to meet December 4
- Set up tour of old Fire Station for URA board

Public Safety

- Follow up on PD officer dedicated to patrol of Gillem
- POA follow up on giving access to PD private business cameras
- Enable PD access to existing POA cameras on Anvil Block

Administration

- Change URA account
- iPad and emails for URA board members
- Add Econ Dev Director to URA account signatures
- Update URA web site

FORT GILLEM PAVEMENT REPAIR COST

PD ANVIL BLOCK/ URA

CONTACT BRUCE ABRAHAM

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
2	CRAFCO MASTIC ONE COLD PATCH (PALLET)	\$2,100.00	\$4,200.00
1	TOTAL LABOR COST (2 WEEKENDS @ 1.5 OVERTIME)	\$6,056.00	\$6,056.00
		SUBTOTAL	\$10,256.00
Contingencies			
		OTHER	
		TOTAL	\$10,256.00

TURNOVER PROCESS OF GILLEM ROADS FROM URA TO CITY OF FOREST PARK

Per Director Jinks and City Engineer Adam Price, this is the process to prepare and turn over Anvil Block and Metcalf Roads to the City:

1. Have roads right-of-way and pavement surveyed. Valentine has ROW outlines and can do the legal surveys.
2. Retain engineering company to evaluate damage, estimate repairs, and inspect repairs for certification.
3. Certified engineer to perform core samples of roads every 100 feet in alternating lanes.
4. Based on evaluation of roads and core samples, engineer estimates road repairs as needed.
5. Perform road repairs and have repairs inspected by certified engineer.
6. Prepare a Right-of-Way Dedication Plat from the URA to the City.
7. URA to approve Dedication Plat as per engineer's advice.
8. Council to approve road turnover from URA.
9. If there are any serious road issues, Council may require a three-year road bond as insurance.

