



## CITY COUNCIL WORK SESSION

Monday, May 19, 2025, at 6:00 PM  
Council Chambers and YouTube Livestream

Website: [www.forestparkga.gov](http://www.forestparkga.gov)  
YouTube: <https://bit.ly/3c28p0A>  
Phone Number: (404) 366.4720

**FOREST PARK CITY HALL**  
745 Forest Parkway  
Forest Park, GA 30297

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James  
The Honorable Hector Gutierrez

The Honorable Delores A. Gunn  
The Honorable Latresa Akins-Wells  
The Honorable Allan Mears

Ricky L. Clark Jr, City Manager  
Randi Rainey, City Clerk  
Danielle Matricardi, City Attorney

### DRAFT MINUTES

**CALL TO ORDER/WELCOME:** Mayor Butler called the meeting to order at 6:00 p.m.

**ROLL CALL - CITY CLERK:** A quorum was established.

Attendee's Name	Title	Absent	Present
Angelyne Butler, MPA	Mayor, At-Large		X
Kimberly James	Council Member, Ward 1		X
Delores A. Gunn	Council Member, Ward 2		X
Hector Gutierrez	Council Member, Ward 3- Arrived at 6:15pm		X
Latresa Akins-Wells	Council Member, Ward 4		X
Allan Mears	Council Member, Ward 5		X

Pauline Warrior, Chief of Staff; Rodney Virgil, Level 2 Support Engineer; Javon Lloyd, PIO; John Wiggins, Finance Director; Jeremi Patterson, Deputy Finance Director; Talisa Adams, Procurement; Shalonda Brown, HR Director; Diane Lewis, Deputy HR Director; Nicole Dozier, PDC Director; Rochelle Dennis, Interim Economic Development Director; Dorthy Roper-Jackson, Municipal Court Director; Tarik Maxwell, Rec/Leisure Director; Alton Matthews, Public Works Director; Nigel Whatley, Public Works Deputy Director; David Halcome, Deputy Fire Chief; Michelle Hood, Deputy City Clerk; Brandon Criss, Police Chief, and Danielle Matricardi, City Attorney.

### ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS:

It was moved to adopt the agenda as printed.

The motion was made by Councilmember Mears and seconded by Councilmember James.

Voting Yea: Councilmember James, Councilmember Gunn, Councilmember Akins-Wells, Councilmember Mears.

**ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:**

It was moved to amend the agenda to include Council Discussion on an unexpired term on the URA board.

The motion was made by Councilmember James and seconded by Councilmember Mears.

Voting Yea: Councilmember James, Councilmember Gunn, Councilmember Akins-Wells, Councilmember Mears.

**CONSENT AGENDA:** There were no discussions on this item.

1. **Council Discussion and Approval of three Temporary Easements for Sidewalk Improvements on Linda Way, Forest Park, GA-** Public Works Department

**Background/History:**

In continuation with our sidewalk improvement projects, the City needs to secure three temporary construction easements for the right-of-way on Linda Way. These easements are necessary to facilitate construction activities, access, and other project-related requirements. These easements will enable the City to perform the required work without permanently acquiring the land, thereby reducing costs while achieving the desired improvements. Staff is seeking the Council's approval to enter into an agreement with the resident, as specified in the attached documents, for the temporary easement on the designated parcels of land needed for this project.

**Project Details:**

GA DOT P.I. Number: 23008711A	Tax Parcel ID #: 13079A C015	738 Linda Way	\$690
GA DOT P.I. Number: 23008711A	Tax Parcel ID #: 13079B B004	782 Linda Way	\$975
GA DOT P.I. Number: 23008711A	Tax Parcel ID #: 13079A C016	750 Linda Way	\$505

**TOTAL AMOUNT \$2,170**

Line item : 253-51-4221-54-1401

**NEW BUSINESS:**

2. **Council Discussion and Approval to enter into an "Ambulance Rental Agreement and General Release" with the City of Hapeville, Georgia-** Executive Offices / Fire & EMS Department.

**Background/History:**

The City of Hapeville, Georgia is engaged in the business of providing public safety and emergency medical and rescue services to its citizens. Forest Park has agreed to allow Hapeville to use and operate certain ambulance vehicles and emergency services equipment; provided certain conditions as mentioned in the Agreement are met. Additionally, the Agreement states that Hapeville shall release Forest Park for claims related to the Agreement. This Agreement was drafted and approved by the City Attorney.

**Chief Clemons** explained that, like other surrounding jurisdictions with Forest Park's existing agreements, Hapeville occasionally faces situations where its ambulances or rescue vehicles are out of service or undergoing repairs. In these instances, Hapeville has requested to use one of Forest Park's fire rescue trucks temporarily. Chief Clemons noted that Forest Park maintains similar mutual aid arrangements with neighboring agencies and emphasized the value of regional collaboration and mutual support. She shared that Forest Park has allowed Hapeville to use its rescue trucks occasionally, acting as a reliable and supportive partner.

**Comments/Discussion from Governing Body:**

**Councilmember Gunn** inquired about the responsibility for insurance coverage when the City of Hapeville uses Forest Park's fire rescue vehicles. Chief Clemons noted that the city of Hapeville will be liable. Attorney Matricardi included that as part of the agreement, the City of Hapeville must name the City of Forest Park as an additional insured. This provision is clearly outlined in the contract to ensure proper liability coverage. Attorney Matricardi noted that the agreement is also subject to approval by Hapeville's City Council to formalize the mutual partnership.

3. **Council Discussion on a Server Refresh Project – IT Department**

**Background/History:**

The City's core servers are approaching the end of their life and are ready to be upgraded. This includes the servers located in the PD data center, which serves our public safety resources, and our Public Works data center, which serves all non-public safety resources. We had initially included this refresh in our budget proposal for the upcoming fiscal year. Still, if we proceed with the project this fiscal year, we can avoid software and support renewal of the current servers for \$120,000. So, while this is a project we did not anticipate completing this fiscal year, it would be financially advantageous to complete it before the new fiscal year. The total quoted cost of this project is \$255,149.12. By completing this project now, we can offset the cost by almost half by avoiding the software and supporting the renewal of the current servers.

**Rodney Virgil, Level 2 Support Engineer**, noted that staff are requesting approval to proceed with a server upgrade, as the existing servers are nearing the end of their operational life. Mr. Virgil indicated that although this item was not budgeted initially, upgrading the servers rather than entirely replacing them presents an opportunity to realize substantial cost savings, estimated at approximately \$120,000.

4. **Council Discussion and Approval of the purchase of a Record Management Software System - Procurement/Fire & EMS Department**

**Background/History:**

Fire & EMS is requesting a records management software system that will allow Fire & EMS to accurately maintain and track equipment inventory, and other multifaceted responsibilities, including fire/medical incident reporting and data analysis. Additionally, the software will interface with 911 Dispatch through the existing Central Square software system. There are annual fees associated with the interfacing systems and will consist of annual renewals for three years.

Fire & EMS is requesting to piggyback from the cooperative agreement with Hillsborough County, Florida and EPR Systems. The total cost over a three (3) year period is \$106,746; as follows:

Startup and Year 1 costs are as follows: \$24,030 EPR Systems and \$17,656 Central Square – total \$41,686.

Each Annual Recurring Costs are as follows: \$20,530 EPR Systems and \$12,000 for Central Square – annual total \$32,530

Fund 100: General Operating

**Deputy Chief Halcome** explained that the current software is limited, primarily used for EMS and fire reports, with minimal functionality beyond the Fire Marshal's Office and inspections. The proposed system offers a much broader scope. It allows for the tracking of equipment, inventory, building supplies, and the inclusion of pre-plan drawings, all within a single, centralized database. Deputy Chief Halcome highlighted that the system also integrates directly with the dispatch center, enabling dispatch data to populate the reporting system automatically. This eliminates the need for personnel to call in on time, reducing dispatchers' workload manually. Additionally, the system includes features for training management and consolidates all recordkeeping into one platform, streamlining operations and improving efficiency across the department. Deputy Chief Halcome emphasized that this upgrade would significantly enhance the department's ability to manage resources, data, and day-to-day operations more effectively.

5. **Council Discussion and Approval on an Agreement Between COFP and Clayton County Public Schools for a Summer Food Service Program–** Recreation and Leisure Services Department

**Background/History:**

Since 2021, Clayton County Public Schools has provided free breakfast and lunch meals from June through July to children (18 years of age and under) at the Forest Park Community Recreation Center. The renewal of this agreement will allow children in the community who heavily depend on school breakfast and lunch to eat during the school year to receive meals throughout the summer break months.

**Director Maxwell** explained that the program offers free breakfast and lunch during the summer months to all individuals under 18 and adults over 18 who are enrolled in a program for individuals with special needs. Director Maxwell emphasized that this collaboration is essential in supporting the health and well-being of the community's youth by ensuring access to nutritious meals when school is not in session.

6. **Council Discussion on a vacancy on the URA board-** Legislative Office

**Background/History:**

The URA board has a vacancy for an unexpired term that ends March 14, 2028. Councilwoman James proposes that Willie Freeman fill the unexpired term.

**Councilmember James** noted that, during the most recent URA meeting, it was announced that a current board member, whose term does not expire until March 14, 2028, has decided to step down. Councilmember James emphasized the need to fill the vacancy as soon as possible and recommended that Mr. Willie Freeman fill the URA Board's open seat. She noted that Mr. Freeman is well known in the community, having served in the military and later retiring from the City of Forest Park as a staff member. A resident since 2000, he has expressed his willingness to serve and contribute to the board's work.

**Comments/Discussion from Governing Body:**

**Councilmember Gunn** asked for clarification regarding the appointment process for the URA Board. She inquired whether individual councilmembers are allowed to submit nominations for board appointments. While recognizing that there is typically a designated point of contact for URA appointments, Councilmember Gunn sought to understand if councilmembers also have the authority to recommend individuals for consideration. Councilmember James explained that under normal circumstances, a determination is made at the expiration of a board member's term, either to reappoint the existing member or to identify a new appointee. However, in this case, the vacancy has occurred mid-term due to an unexpected resignation. Given the ongoing projects and the need for full board participation, she requests an expedited appointment to ensure the board can continue its work without delay.

**Councilmember Gunn** inquired about the specific deadline for councilmembers to submit potential candidates for consideration since an expedited appointment has been requested. She emphasized the importance of allowing all council members the opportunity to recommend individuals they believe would serve the city well and be a substantial addition to the URA Board. Councilmember James clarified that while there isn't a strict deadline, timing is important due to the upcoming URA Board meeting. She noted that he would not be appointed if the Council did not wish to move forward with appointing Mr. Willie Freeman. The next URA Board meeting is scheduled for the second Thursday in June, and the Council is expected to have a meeting during the first week of June. Therefore, if any council members wish to submit additional candidates for consideration, those names would need to be submitted in time to be reviewed and potentially placed on the agenda for the June Council meeting so that an appointment can be made before the next URA Board meeting.

**Councilmember Gunn** inquired about the vetting process for individuals submitted for board appointments. Specifically, she asked who is responsible for reviewing and evaluating the nominees' resumes and qualifications. She sought clarification on whether there is a formal review process and who participates. Councilmember James clarified that the councilmembers themselves make appointments to the URA Board. She noted that any councilmember can submit a recommendation for consideration. She then deferred to City Attorney Matricardi for further clarification or legal input. Mayor Butler explained that appointments are not made solely by individual council members' recommendations. Typically, a public notice is posted on the city's website, and the governing body is notified so that councilmembers can reach out within their respective networks to identify interested individuals. Mayor Butler noted that prospective candidates are required to complete an application, which includes a brief background summary. Once applications are received, the Council reviews them during Executive Session, where the candidates are discussed and a final decision is made by vote. In this specific case, Mayor Butler mentioned that she believed notice had already been sent to the governing body regarding the vacancy on the board.

**Councilmember Gunn** inquired if Mr. Freeman had applied. Councilmember James responded that he had not applied for review.

**Councilmember Akins-Wells** agreed with concerns previously raised by Councilwoman Gunn. She emphasized that, despite the unexpected resignation, the appointment process should remain consistent and transparent. She noted the importance of allowing all council members the opportunity to submit potential candidates rather than moving forward with only one nominee. Given the time-sensitive nature of the vacancy, she acknowledged that setting a specific deadline for submissions could be helpful. Still, she reiterated that fairness and inclusivity in the process should be maintained.

**EXECUTIVE SESSION:** (When an Executive Session is required, one will be called for the following issues: Personnel, Litigation or Real Estate)

It was moved to recess into Executive Session at 6:16 p.m. for Personnel, Litigation, or Real Estate matters.

The motion was made by Councilmember James and seconded by Councilmember Mears.

Voting Yea: Councilmember James, Councilmember Gunn, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears.

It was moved to reconvene the work session at 6:59 p.m.

The motion was made by Councilmember James and seconded by Councilmember Akins-Wells.

Voting Yea: Councilmember James, Councilmember Gunn, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears.

**ADJOURNMENT:**

Mayor Butler adjourned the meeting at 7:00 p.m.

**In compliance with the Americans with Disabilities Act, those requiring meeting accommodation should notify the City Clerk's Office at 404-366-4720 at least 24 hours before the meeting.**