



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

Thursday, January 11, 2024, at 5:30 PM  
Council Chambers

**Website:** [www.forestparkga.gov](http://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 January 11, 2024, to order at 5:43pm.

**PRESENT:**

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

**ALSO PRESENT:**

Ricky L. Clark, Jr., City Manager  
Danielle Matricardi, City Attorney  
John Wiggins, Director of Finance  
Bobby Jinks, Director of Public Works  
Bruce Abraham, Director of Economic Development  
Rochelle B. 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*)

Debra Patrick made a motion to enter executive session at 5:34 pm. Avery Wilson seconded the motion. Motion approved unanimously.

Avery Wilson made a motion to exit the executive session at 6:17 p.m. and reconvene the regular meeting. Debra Patrick seconded the motion. Motion approved unanimously.

### APPROVAL OF MINUTES:

1. Approval of November 9, 2023, Meeting Minutes

Avery Wilson made a motion to approve the November 9, 2023, meeting minutes. Debra Patrick seconded the motion. Motion approved unanimously.

### OLD BUSINESS:

2. Action Needed: Intergovernmental Agreement between the URA and City

Director Abraham delivered the update:

- City Council and the URA approved the agreement at previous meetings. No action from the board was taken.

3. Anvil Block/ Metcalf Pothole repair and trees cut around tank

Director Abraham delivered the update:

- The estimates for the pothole repair from Public Works have been received and the work shall commence momentarily. He also noted that Mr. Clark approved the Public Works department to remove trees surrounding the foot of Blue Star Studios water tank at Gillem Logistics Center at a previous meeting.

4. Turnover of Anvil Block/ Metcalf to City, Survey, and Engineering Proposals

Director Abraham delivered the update:

- There are about 3.6 miles of roadway at Gillem Logistics Center that need to be turned over from the URA to the City of Forest Park. Before the roads are turned over, a survey of the roads is needed. He also suggested that involving engineers would be helped to estimate construction costs, inspect the roads, and facilitate the public bid process, because the project will be over \$100,000. A contract for project services totaling \$17,000 by Falcon Design was distributed to the board. If the board approves the contract, Falcon Designs would conduct the survey, inspect the roads, and facilitate the public bid process.

**Other Discussion:** Mr. Clark recommended developing processes in which all contract amendments go before legal review prior to the Chairwoman's execution.

Avery Wilson made a motion to proceed with Falcon Design with recommendations from the City's counsel. Debra Patrick seconded the motion. Motion approved unanimously.

- He also presented a service proposal from Valentino & Associates for surveying roads at Gillem. The proposal totaled \$78,100. Mr. Clark suggested that he and Director Abraham have a meeting with Valentino & Associates to discuss the price of services.

Avery Wilson made a motion to authorize the City Manager and the Economic Development Director to negotiate a price for the proposal. Debra Patrick seconded the motion. Motion approved unanimously.

5. Anvil Block/ Ratterree Signage & Striping

Director Abraham delivered the update:

- The project was completed to satisfactory standards. All contracts have been settled. The two acres of land near the striping project is being granted per the terms of the contract.

**NEW BUSINESS:**

## 6. Approval of 2024 Meeting Calendar

Ms. Clay delivered the update:

- The board will continue to host their regularly scheduled meetings on the second Thursday of every month. Avery Wilson made a motion to have meetings on the second Thursday of every month. Eliot Lawrence seconded the motion. Motion approved unanimously.

## 7. Financial Report

Ms. Clay delivered the update:

- The board was given a copy of the most recent budget statement as represented in InCode which shows the year-to-date funds totals categorized by line item (supplies, training, professional services, etc.) as of November 2023, the City-Wide Capital has \$34,642,584.00.39, the URA checking account has \$1,923,161.72, the Kroger Sinking fund has \$404,591.98. Chairwoman James reported that the \$3.2 Army payment which is reflected in the decrease in the URA checking account. She also noted that the URA recently sold property for a sum forward to \$6 million dollars and the funds will be reported in the next update. An update on the decrease in the Kroger Sinking fund will also be reported at the next meeting.

## 8. Contract for Financial Services with Ed Wall, Piper Sandler

Director Abraham delivered the update:

- The board was presented with copies of a renewal contract for financial services from Ed Wall with Piper Sandler. They provide financial services for the City as well as the City of Forest Park. He noted that costs for services increased from 2021, around \$12,222 to \$15,000 in 2023. Services are on an as needed basis. Since 2023 they have provided around \$7,000 in services. It is the desire of the Chairwoman to have the contract reviewed by legal counsel before proceeding.

Eliot Lawrence made a motion to approve the contract pending the recommendations of the URA's attorney. Avery Wilson seconded the motion. Motion approved unanimously.

## 9. 2024 URA Landscape Contract Rebid

Director Abraham delivered the update:

- The board was presented with a map of URA owned roads and landscaping estimates for those roadways at Gillem. Previously contracted services for landscaping end February 1, 2024. There are about 1.6 miles of URA owned roads that require landscaping services. The vendors were asked to describe fees appropriate for cutting and other maintenance on a twice a month basis. Worldscapes, LLC. Submitted a proposal totaling \$10,200 for the year, compared to the current contract of \$6,000 per service. Fresh Start C&M resubmitted their current contract of \$6,585 per service. Anderson Lawn Care submitted a proposal of \$3,000 per year. He recommends that the board move forward with Anderson Lawn Care since they are the lowest bidder. Chairwoman James suggested that a clause be put in the contract for a termination of services based on the quality of services provided.

Avery Wilson made a motion to accept the agreement from Anderson Lawn Care pending legal review. Debra Patrick seconded the motion. Motion approved unanimously.

## 10. URA Tour of Old Fire Station

Director Abraham delivered the update:

- Board members previously requested a tour of the old Fire Station at Gillem. Forest Park Fire department staff members still operate the building.

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

Chairwoman James made a motion to execute the letter of intent for Project Splash and authorize legal to prepare & negotiate a purchase and sale agreement. Avery Wilson seconded the motion. Motion approved unanimously.

Chairwoman James made a motion to appoint Denmark & Ashby as legal counsel for the URA. Avery Wilson seconded the motion. Motion approved unanimously.

**ADJOURNMENT:**

Debra Patrick made a motion to adjourn the regular meeting at 6:50pm. Avery Wilson 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.*