



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

Thursday, June 23, 2022 at 6:00 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**

### 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.

*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.*