



## CITY COUNCIL WORK SESSION

Monday, August 18, 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
Councilmember Gunn	Council Member, Ward 2		X
Hector Gutierrez	Council Member, Ward 3		X
Latresa Akins-Wells	Council Member, Ward 4		X
Allan Mears	Council Member, Ward 5		X

Pauline Warrior, Chief of Staff; Josh Cox, IT Director; Rodney Virgil, Level 2 Support Engineer; Javon Lloyd, PIO; John Wiggins, Finance Director; Jeremy Patterson, Deputy Finance Director; Shalonda Brown, HR Director; Diane Lewis, HR Deputy Director; Nicole Dozier, PCD Director; Rochelle Dennis, Economic Development Director; Dorothy Roper-Jackson, Municipal Court Director; Tarik Maxwell, Director of Rec and Leisure; Alton Matthews, Public Works Director; Nigel Whatley, Deputy Public Works Director; Latosha Clemons, Fire Chief; David Halcome, Deputy Fire Derry Walker, Code Compliance Director; and Danielle Matricardi, City Attorney. City Manager Clark was present via zoom and arrived in person during executive session.

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

It was moved to approve the Consent Agenda.

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

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

It was moved to approve the agenda.

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

Voting Yea: Councilmember James, Councilmember Gunn, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mear

**CONSENT AGENDA:** (There was no discussion on these items.)

1. **Council Discussion and Approval of Blanket Purchase Order for Read's Uniform-** Fire & EMS Services Department

**Background/History:**

As part of our ongoing efforts to streamline the procurement process, the cooperative contract with Read's Uniform is being presented to create Blanket Purchase Order (BPO) for FY 25/26 for the purchases of firefighter uniforms (dress pants and shirts, pants, polos, job shirts, badges, patches, belts, brass insignias, shorts, caps, dress hats, officer coats).

Read's Uniform - \$65,000.00 from fund 100-61-3510-53-1702

2. **Council Discussion and Approval of Blanket Purchase Orders – IT Department**

**Background/History:**

As part of our ongoing efforts to streamline the procurement process, the following cooperative contracted vendors are being presented to create Blanket Purchase Orders (BPOs) for FY 25/26:

- Interdev – \$342,000 (email hosting & IT support licensing) – Fund:100-24-1535-52-3203
- Net2Atlanta – \$120,000 (internet services) – Fund:100-24-1535-52-3203
- Ring Central – \$66,000 (phone services) – Fund:100-24-1535-52-3202

**OLD BUSINESS:**

3. **Council Discussion and Approval of Case # CUP-2025-03- Conditional Use Permit for 4959 and 4965 West St. to establish a childcare center within the Single-Family Residential District (RS)-** PCD Department

**Background/History:**

The applicant requests approval for a Conditional Use Permit **to establish a childcare center within the Single-Family Residential District (RS) in Ward 2, per Sec 8-8-28.** - Single-family residential

district (RS), Pre-k facilities, and daycare centers require a conditional use permit to operate within the Single-Family Residential District. On July 17, 2025, the Planning Commission approved the Conditional Use Permit Request with conditions. **The conditions are as follows:**

**If the applicant ceases to operate the business at this location, any subsequent operator or the property owner must obtain a new Conditional Use Permit (CUP) prior to commencing operations. Continued use of the property for this business type within the Single-Family Residential (RS) District shall not be permitted without prior approval of a new CUP by the Planning Commission and Mayor & Council.**

**If the applicant ceases operating the business at this location, the property owner is required to adhere to section 8-8-90. - Parking standards (1) *Driving surfaces*. All parking areas, including parking spaces, interior drives, and ingress/egress into parking areas, must be paved with asphalt or concrete. All parking areas shall be clearly painted to show each parking space.**

The proposed location has been granted a conditional use permit in the past to operate a daycare center, but due to there not being a consistent business use at this location, the ordinance requires that any new applicant reapply for a Conditional Use Permit. If the Mayor and Council approve the Conditional Use Permit Request, the applicant will move forward with her business plans to establish a childcare facility for children aged 6 weeks to 12 years.

**Director Dozier** stated that the item had previously been heard with a public hearing and was returning for Council consideration. She explained that staff recommended the parking lot be paved, noting the original condition required the property owner to make improvements upon the next tenant's occupancy. She added that discussion had included requiring the improvements prior to the current applicant, and the matter was now before Council for a vote.

#### **Comments/Discussion from Governing Body:**

**Councilwoman James** thanked staff for bringing the item back for discussion. She stated that after conducting research and consulting with Public Works and Code Compliance, she had concerns regarding safety and parking. She expressed that she would only be in favor of approval if those issues were addressed prior to issuance of the conditional use.

**Councilmember Gunn** stated that, after viewing the property, she felt it did not present well compared to the townhomes across the street. She expressed support for requiring the applicant to meet the prior conditions before leasing, noting this would be fair to any new tenant. She explained that she personally inspected the site to verify the parking lot conditions and emphasized the need for adherence to the mandated special conditions.

**Councilmember Gutierrez** stated that he agreed with his colleagues' concerns, noting that the City must hold landlords to the highest standards if it expects to attract different types of businesses. He remarked that many plazas remain mediocre and emphasized the need to continue raising expectations. He cited the current petition as an example, particularly given the presence of children, stressing the importance of being proactive and ensuring the highest standards for safety and appearance rather than waiting until problems arise.

**Councilmember Akins-Wells** stated that she was in agreement with her colleagues.

**Councilmember Mears** agreed with his colleagues, adding that the property needs to be brought up to a higher standard. He noted that even from the exterior, including the parking lot, it is clear that upgrades are necessary. He further stated that property owners seeking to lease or sell must be held accountable for making such improvements.

#### **NEW BUSINESS:**

4. **Council Discussion and Approval to enter into a contract with New Image Towing & Wrecker Services-Police Department**

**Background/History:**

The City has contracted towing services with New Image Towing since FY2020. These services consist of towing, removal, storage, and impoundment of wrecked and disabled vehicles for private citizens within Forest Park, GA, and include towing services for City-owned vehicles. The Police Department requests to continue these services by utilizing the cooperative contract with Clayton County and New Image Towing, which is located in Forest Park. This is a revenue-generating contract with admin fees paid to the city at \$50 per vehicle and no charge for city-owned vehicles.

**Director Wiggins** explained that the item was a renewal with the only change being an increase in the fee to \$50 from the prior year. He noted that the Police Department and City Manager had met with the company, and the fee adjustment was the outcome of that discussion.

**Comments/Discussion from Governing Body:**

**Councilmember Mears** asked whether the Police Department and all parties involved were satisfied with the support provided by the record service in conducting their business and whether the service was assisting the City in all aspects of its operations. Director Wiggins responded that, based on the meeting, all parties were satisfied with the service, particularly with its ability to generate additional revenue for the City, which should be substantial. Councilmember Mears stated that he believed the service was doing a good job, noting that he observed their work regularly and had personally received assistance from them. He expressed his support for the item.

5. **Council Discussion and Approval of Surplus Items from the Public Works Fleet Department-Public Works Department**

**Background/History:**

The Public Works Department would like to declare the surplus items listed in Exhibit A. They consist of tools, equipment, and vehicles that are either broken or non-operable and occupy space that can be better utilized to secure operable equipment.

**Director Matthews** reported that the item involved Public Works equipment that was no longer operable and not cost-effective to repair, and he requested Mayor and Council approval of the surplus equipment list.

6. **Council Discussion on the Recycling Center at 327 Lamar Drive- Public Works Department**

**Background/History:**

Recycling has long been a priority issue for Forest Park, both at the leadership level and among residents. However, past efforts, including the operation of a City-managed recycling center, encountered significant limitations:

During the COVID-19 pandemic, many services, including recycling, were reduced or eliminated due to budget constraints. In 2022, a new operational contract with Waste Management was executed, prioritizing cost control and service oversight. That contract introduced real-time monitoring capabilities for curbside carts, providing the City with new enforcement and education tools.

To pilot a monitored, community drop-off recycling program that maximizes education, minimizes contamination, and builds the foundation for a permanent, scalable recycling solution.

**Pilot Features:**

1. Duration: 1 month (Trial Period)
2. Location: 327 Lamar Drive
3. Schedule: 6 hours of Operation
4. Accepted Materials: Clean, pre-sorted recyclables (specific list to be distributed in public materials)
5. Partnership Terms:
  - Waste Management will waive hauling costs during the trial.
  - The City will cover the cost of the on-site service attendant to support operations and educate residents.

**Director Matthews** stated that the item was brought forward as a pilot program and noted that a Waste Management representative was present to provide additional details and answer any questions.

**A Waste Management representative** thanked Director Matthews and addressed the Mayor and Council. He explained that recycling has been a topic of concern for Forest Park residents since 2020 and stated that the goal of the pilot program is to reopen the recycling center and educate the community on proper recycling practices. He emphasized the intent to establish a true recycling center, rather than a dumping site, and noted that staff would return to Council after the trial month to report tonnage and contamination levels collected.

**Comments/Discussion from Governing Body:**

**Councilmember Gunn** asked whether the City receives compensation when residents clean their plastics before disposal and the materials are processed through the City's recycling program. The Waste Management representative responded that the program is focused on education, as currently no rebate is provided due to contamination in the recycling carts. He explained that the trial program is intended to reengage the community on proper recycling practices for plastics, cardboard, paper, and glass. He noted that Forest Park would be among the few cities on the south side to accept glass, though it cannot be placed in household carts. He stated that prior to reopening, staff would conduct outreach at town halls to educate residents on acceptable materials. He further explained that the recycling center would provide clearly labeled containers for different materials, allowing residents to drop off items easily and correctly.

**Councilmember Gutierrez** expressed excitement about the program and encouraged working with the City's PIO to create educational videos on proper recycling practices. He stated that while some constituents value recycling and others prefer two trash days, the program should be used as intended

to reduce the City's carbon footprint. He emphasized the importance of educating children about environmental stewardship and stated that he looked forward to seeing the study results.

**Councilmember Mears** stated that he had received both complaints and support regarding the program. He suggested a joint effort to mail flyers with recycling information, noting that many older residents do not use computers and may not access information online. He emphasized that mailed notices would help ensure residents are informed about proper recycling practices. The Waste Management representative stated that he and Director Matthews had discussed using town halls as an opportunity to distribute literature directly to residents, in addition to posting information on the City's website. He emphasized the goal of ensuring a smooth rollout of the program and preventing past issues, such as non-residents dumping appliances and construction debris, by keeping the recycling center reserved for Forest Park residents. Councilmember Gunn stated that block parties have been very successful in sharing information with the community and suggested that they would also be a good venue to communicate details about the recycling program.

**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 6:18 p.m. for Personnel, Litigation, or Real Estate matters.

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

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

It was moved to reconvene the work session at 7:01 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 7:01 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.**

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City Clerk Signature

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Mayor's Signature