



# CITY COUNCIL REGULAR SESSION

Monday, November 04, 2024 at 7:00 PM  
Council Chambers and YouTube Livestream

Website: [www.forestparkga.gov](http://www.forestparkga.gov)  
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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 Latresa Akins-Wells  
The Honorable Allan Mears

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

## DRAFT ACTION MINUTES

**CALL TO ORDER/WELCOME:** Mayor Butler called the meeting to order at 7:01 pm.

**INVOCATION/PLEDGE:** Elder Cook led the invocation and pledge.

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

Attendee's Name	Title	Absent	Present
Angelyne Butler, MPA	Mayor, At-Large		•
Kimberly James	Council Member, Ward 1		•
Hector Gutierrez	Council Member, Ward 3		•
Latresa Akins-Wells	Council Member, Ward 4		•
Allan Mears	Council Member, Ward 5		•

John Wiggins, Finance Director; Jeremi Patterson, Deputy Finance Director, Shalonda Brown, HR Director, Nigel Wattle, Public Works Interim Director; Deputy Fire Chief David Halcomb; Rodney Virgil, Support Engineer; Pauline Warrior, Chief of Staff; Javon Lloyd, PIO; Derry Walker, Code Enforcement Director, Marsellas Williams, Economic Director; Nicole Dozier, Planning Community Director.; Talisha Clark, Procurement Manager, Dorothy Roper-Jackson, Court Director, Michelle Hood; Deputy City Clerk, and Danielle Matricardi, City Attorney.

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

It was motioned to adopt the consent agenda.

Motion made by Councilmember James, Seconded by Councilmember Mears.

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

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

**City Manager Clark** noted a Public Hearing should be added to item number 7 under New Business, case #TA-2024-04.

**Mayor Butler** also noted the verbiage as an applicant would be added.

It was motioned to adopt the agenda with the recommended changes.

Motion made by Councilmember James, Seconded by Councilmember Mears.

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

**APPROVAL OF MINUTES:**

1. **Council Approval of Council Work Session and Regular Meeting Minutes from October 21, 2024 -**  
City Clerk

It was motioned to adopt the minutes from October 21, 2024.

Motion made by Councilmember Akins-Wells, Seconded by Councilmember Gutierrez.

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

**PUBLIC COMMENTS: (All Speakers will have 3 Minutes)**

There Was one (1) Public Comment Speaker:

**Ms. Thomas** wanted to know when will the city allow the tenants of Holland Park at Fort Gillem to know what is going on. She wants to know how much time they have there and if they will have to move. She noted when the store came it messed up several roofs including hers. She noted they are not renting to new renters, and it would be respectful to give them time to get themselves together if they have to move. She states she is a senior and cannot just move in the jump of a hat and just want to know what is going on.

**Mayor Butler** noted that is something the URA Board is currently working through. She noted once they get it worked out on their end, they will be coming forth to the residents of Forest Park. Mayor Butler noted they just do not have an exact date as of now.

**CITY MANAGER'S REPORT:**

**City Manager Clark** noted he would like to acknowledge the new employees starting with support services the communication department: Officer Joseph King, and Mary First. He noted Mr. Harrell, has been hired as the mechanic for the City of Forest Park. Mr. Clark stated the home program is moving along, noting that 50-75% of approved legacy residents have either completed work or arranged repair dates. He mentioned an upcoming home buyer's seminar, tomorrow at 11 o'clock at 696, Main Street by which individuals interested in getting on the list for Habitat for Humanity will have the opportunity to hear the requisite workshop in order to get placed on that list. He stated he plan to bring the homelessness initiative before this body on next month. He will seek the approval of a partnership agreement to take the displaced people within this community from shelter to stability.

**CEREMONIAL:****2. Recognition of Ward 4 Yard of the Quarter****Background/History:**

The purpose of the Yard of the Quarter program is to promote goodwill and recognize and support the City of Forest Park Ward 4 residents who demonstrate exemplary efforts in maintaining their homes and yards to enhance the overall appearance of the community. This month, the award is being presented to residents at 470 Sirocco Court.

It was motioned to table this item.

Motion made by Councilmember Akins-Wells, Seconded by Councilmember Gutierrez.  
Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Akins-Wells,  
Councilmember Mears

**CONSENT AGENDA:**

It was motioned to adopt the consent agenda.

Motion made by Councilmember James, Seconded by Councilmember Mears.  
Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

**3. Council Approval to Ratify the Emergency Requisition for Tree Removal Services-Procurement/Public Works****4. Council Approval on the Request for Blanket Purchase Orders – Procurement/Public Works****NEW BUSINESS:****5. Council Approval on the Reappoint of Councilmember Hector Gutierrez to the Development Authority (DA) Board- Executive Offices**

It was motioned to approve to Reappoint Hector Gutierrez to the Development Authority (DA) Board.

Motion made by Councilmember James, Seconded by Councilmember Mears.  
Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Akins-Wells,  
Councilmember Mears

**6. Council Approval on Precision Planning Inc. Task Order PPI 2024.04 – City Parks Master Plans- Planning and Community Development**

It was motioned to approve Precision Planning Inc. Task Order PPI 2024.04 – City Parks Master plans.

Motion made by Councilmember James, Seconded by Councilmember Mears.

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

**7. Council Approval of Case # TA-2024-04 – Text Amendment to Article I. – Permits and Certificates, Section 8-8-238 Zoning Verification Process, adding subsection (c) Zoning Verification Approval Timeline of the Code of Ordinances of the City of Forest Park-Planning and Community Development Department**

It was motioned to recess the regular meeting and enter into the Public Hearing for Text Amendment TA-2024-04.

Motion made by Councilmember James, Seconded by Councilmember Akins-Wells.

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

There were no speakers for or against the Text Amendment.

I was motioned to close the public hearing.

Motion made by Councilmember James, Seconded by Councilmember Gutierrez.

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

It was motioned to reopen the regular meeting.

Motion made by Councilmember James, Seconded by Councilmember Gutierrez.

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

It was motioned to approve Case # TA-2024-04 – Text Amendment to Article I. – Permits and Certificates, Section 8-8-238 Zoning Verification Process, adding subsection (c) Zoning Verification Approval Timeline of the Code of Ordinances of the City of Forest Park and to include any owner of the property and his or her agent and or applicant in the verbiage.

Motion made by Councilmember James, Seconded by Councilmember Gutierrez.

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

**CLOSING COMMENTS BY GOVERNING BODY:**

**Councilmember James** welcomed all new employees. She noted it was a nice turnout for the Partners in Education meeting, with over 60 businesses and organizations to accompany them at the school. She noted they are looking to connect Forest Park businesses with the cluster of schools. Councilmember James noted on the third Thursday of the month her Ward meeting is at 696 Main Street. However, she noted this month it may be at the senior center

because they will be doing the floors and will keep them updated. Councilmember James stated for those not on her mailing or call list to get with her so she can be sure they get that information.

**Councilmember Gutierrez** welcomed the new employees and noted he had the chance to meet some of them. He stated they were extremely polite and had lots of positive energy. He noted on November 15 they have bingo night, and he invited everyone to come out and play with the seniors. Councilmember Gutierrez noted they will have a Thanksgiving dinner celebration at the Forest Station Apartments, and he invited everyone out. He noted this Saturday is the Day of the Dead, a Mexican tradition where they honor their ancestors. Councilmember Gutierrez welcomed two new businesses to Ward 3, Pro Outdoor Atlanta and Fanny Beauty Wellness, and thanked the person for the public comment noting the URA is working on that.

**Councilmember Akins-Wells** thanked everyone for coming and welcomed the new employees. She noted in regard to the Holland Apartment comment that she hopes and pray that they are not last to get the information so they can plan accordingly. She stated she hope the URA Board is doing what needs to be done to keep the residents informed, and not just with the date, the need to know all that is going on. She noted Wellness with Wells will begin its Winter edition tomorrow, beginning at 6pm at the gym. Councilmember Wells noted they are still collecting turkeys for their giveaway on November 26 from 5-6pm at Star Park. She encouraged everyone to get out and vote so their voices are heard.

**Councilmember Mears** acknowledged Mr. Finch as the oldest senior to faithfully attend the council meetings. He welcomed new staff members and encouraged everyone to keep coming to the meetings to get their business take care of.

**Mayor Butler** echoed the sentiments of her colleagues and stated, you could not have come at a better time to work for the City of Forest Park. She noted in partnership with Bulldog Insurance, the annual Turkey Giveaway will be November 21 here in their parking lot. Mayor Butler noted she will provide the correct dates later, but there will also, be a community Thanksgiving out at the park during one of the tailgates.

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

It was motioned to enter into Executive Session for Personnel, Litigation, or Real Estate at 7:23 pm.

Motion made by Councilmember James, Seconded by Councilmember Akins-Wells.

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

It was motioned to reconvene back into the Regular Session at 7:43 pm.

Motion made by Councilmember James, Seconded by Councilmember Mears.

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

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

**Attorney Matricardi** recommend having a specific policy as it comes to fee waivers. She noted they must be submitted at least 30 days prior to the event. She stated that would give staff sufficient time to review and make sure that all of the requirements of contract are executed, the certificate of insurance is obtained, naming the city, and it resolve some of these issues surrounding the waivers.

**City Manager Clark** noted some of the difficulty is the subjective nature of the fee waiver depending on what the policy says, such as whether the request must come from a city business, resident, or organization. He noted Councilmember Wells request a policy, and he can put together some of the language. He asked what they would want to see, only nonprofit organizations with 501, c3's that are active and how will they define the true benefits.

**Councilmember Akins-Wells** noted that fee waivers should be limited to Forest Park-related organizations and residents, not just any nonprofit. She noted the residents should be considered depending on the event.

**Attorney Matricardi** noted there needs to be a substantial benefit. She stated come up with a list of types of things that would constitute a substantial benefit in change. She noted you want to come up with at least some considerations or factors when, reviewing applications or establishing the policy itself.

**City Manager Clark** noted some things he has run into is someone wanting to partner with a councilmember to do a partnership at 696, but it is only so they can get the facility free. He asked how they would handle things like that. He asked do they approve by way of budget any and all events for the councilmembers and the use of the facilities, and any subsequent requests from that to be approved by the governing body, especially, or any partnerships. He noted if someone is partnering with the Mayor to do an event, and goes rogue, then Mayor Butler unintentionally has subjected the entire city to some form of liability if something happened.

**Attorney Matricardi** noted she think in that instance, it does make sense if you have specific events, or the pre-approved list of events that you're going to be having that year and coming back for any additional sponsorship events were essentially, the city's not the main host.

**City Manager Clark** proposes that all known council events be included in the city calendar and budget, with any new events requiring council approval.

**Councilmember Gutierrez** expresses concern about the need for council approval for all events, suggesting that council-sponsored events should not face those barriers.

**Mayor Butler** noted to your point that it is people that would want to partner with them just so they can get the facility.

**Councilmember Akins-Wells** noted she think it is up to them to notice that's what people are trying to do, like she noticed it. She does not feel it should have to come before the Council to get approval of whom they choose to work with.

**Mayor Butler** noted if they have to utilize staff it should come before the Council. Mayor Butler noted these are the type of things that should be made clear.

**Councilmember Akins Wells** noted they can get it out the way by noting if it is not a city event, you do not use the city employees.

**City Manager Clark** noted they have dealt with this before, and they can put some language together similar to the take home policy. He noted that they can reline it and provide their feed back before the final policy is adopted.

**Councilmember James** asked how they would know when someone is not meaning well. She asked how they would talk to someone or get their input if it is not spoken out during the meeting. Councilmember James how would she know if she should be in oppose of it.

**Councilmember Akins-Wells** noted maybe it should come through this office.

**City Manager Clark** noted it does now. He stated that they approve all of them now. He stated he knows now when the facilities are being used, but before he did not. He stated he and Attorney Matricardi will work to get a draft done before the end of the year. City Manager Clark noted he also think it is a great time for the governing body to review the fee schedules entirety of the city, and what they are charging for services, the facilities and buildings. He asked if it had been a long time since the fees have been approved.

**Councilmember Akins-Wells** noted it has not been that long. She noted all of them there had gone over the fees for 696 and 850. She stated she think they should go up on the fees from \$50.00 to at least to \$100.00 an hour.

**Councilmember James** asked is there a way they can get a listing of the athletics that they offer, and when the season starts. She noted they used to have a lot of things going on like swimming, soccer basketball and softball.

**City Manager Clark** noted he will get the list to them by close of business tomorrow. He noted the Athletic Coordinator position has closed and ran for 2 weeks.

**Councilmember Akins Wells-** noted she would like to make sure the main duty of the Athletic Coordinator deals with sports. She noted they need to state what they can do for the sports organization and how they can get it to where it needs to be.

**City Manager Clark** noted since this is important, he will have HR to keep him informed and he will sit in on the interviews. He noted it seems like they would like someone seasoned to push that program forward and asked what the position paid.

**Director Brown** noted she would get with him on it tomorrow.

**Councilmember Akins Wells** asked if they could meet the candidates.

**Mr. Clark** noted they could, and it could be set up different not in a meeting.

**Attorney Matricardi** noted the agenda packet had the oath set up for Councilmember Gutierrez to be sworn in today.

**City Manager Clark** noted it did not have to be done today.

Mayor Butler noted she can do it at the next meeting.

#### **ADJOURNMENT:**

Mayor Butler adjourned the meeting at 8:01pm.

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