



## CITY COUNCIL WORK SESSION

Monday, November 04, 2024 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 Latresa Akins-Wells  
The Honorable Allan Mears

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

### DRAFT AGENDA

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

**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		✓
Vacant	Council Member, Ward 2		
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; Talisa Adams, Procurement Officer; Shalonda Brown, HR Director; James Shelby, Project Manager; Nigel Watley, Interim Public Works Director; Latosha Clemons, Fire Chief; David Halcome, Deputy Fire Chief; David Hickson, IT; Javon Lloyd, PIO; Derry Walker, Code Enforcement; Marsellas Williams, Economic Director; Dorothy Roper-Jackson, Court Director; Nicole Dozier, PCD Director; Pauline Warrior, Chief of Staff; Tarik Maxwell, Recreation and Leisure Director; Michelle Hood, Deputy City Clerk; and Danielle Matricardi, City Attorney.

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

It was moved to adopt the consent agenda as printed.

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

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

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

It was moved to adopt the consent agenda as printed.

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

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

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

1. **Council Discussion to Ratify the Emergency Requisition for Tree Removal Services-**  
Procurement/Public Works

##### **Background/History:**

Approval is requested for Council ratification of the emergency requisition for tree removal services provided by PROTREE Inc. at the intersection of Ash St. and Shellnut Dr., necessitated by an immediate safety hazard.

On October 16, 2024, a large limb from an oak tree fell at this intersection, obstructing the roadway. Upon assessment, Public Works determined that the remaining structure posed an imminent threat to public safety, leading to the immediate closure of the intersection. Due to the urgency, PROTREE Inc. was engaged for tree removal without the standard procedure of obtaining three competitive quotes.

**Vendor:** PROTREE Inc.

**Cost:** \$20,000

**Line Item:** ARPA Blight/Demolition, 253-51-4226-54-1404

##### **Justification for Emergency Requisition:**

Due to urgent safety concerns, obtaining three quotes was not feasible. PROTREE Inc. was selected to expedite the removal process, ensuring swift action to prevent potential harm to passing vehicles and pedestrians.

2. **Council Discussion on the Request for Blanket Purchase Orders – Procurement/Public Works–**  
Procurement/Public Works

##### **Background/History:**

As part of our ongoing efforts to streamline the procurement process, we are presenting the following contracted or sole-source vendors to establish Blanket Purchase Orders:

- **Collier Engineering** – \$45,590 for the Rockcut Rd Sidewalk project.  
**Fund:** 253-51-4224-54-1400  
**Project:** 23003854A

- **Collier Engineering** – \$58,400 for the Linda Way Sidewalk project.  
Fund: 253-51-4221-54-1401  
Project: 23008711A
- **Falcon Design** – \$23,400 for the Waldrop Rd Sidewalk project.  
Fund: 253-51-4224-54-1401  
Task Order: FDC 2023.02

**NEW BUSINESS:**

3. **Council Discussion on the Reappoint of Councilmember Hector Gutierrez to the Development Authority (DA) Board-Executive Offices**

**Background/History:**

Councilmember Gutierrez serves on the Development Authority (DA) board as the council-appointed member whose term expires November 18, 2024. Councilmember Gutierrez requests approval for reappointment for another four (4) year term set to expire on November 18, 2028.

There was no discussion on this item.

4. **Council Discussion to approve Precision Planning Inc. Task Order PPI 2024.04 – City Parks Master plans-Planning and Community Development Department**

**Background/History:**

Precision Planning Inc (PPI) is requesting approval to move forward with preparation of the City Parks Master Plans. The PCD department has applied for several grants to assist in funding park improvements. PCD has requested PPI to provide individual Master plans for six of the seven parks located within the city. The Parks that will be included are Bill Lee Park, Scott Boulevard Park, Theater Drive Park, Second Street Park, Perkins Park and Alder Drive Park. The primary use of the Master Plans will exhibit proposed improvements and be used as a long-range plan for future park construction plans. Currently, there is a master plan exhibit for Starr Park in which the plans prepared for remaining parks will be similar. If the Mayor and Council approve the Task order Request, PPI will move forward with completing the City Parks Master Plans for the six remaining city parks.

**Mrs. Dozier, PCD Director-** noted the request is to have a task order for precision planning to ensure immediate project implementation if funding is received.

5. **Council Discussion 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-Planning and Community Development Department**

**Background/History:**

The Planning & Community Development Department has discovered some areas of the Code of Ordinances that need to be amended for clarity and formal processes. This update provides clarity for the timeline in which a zoning verification approval expires and length of time the approval is authorized. By Mayor and Council approving this text amendment, The Planning & Community development department will be able to move forward with ceasing the authorization of zoning approval within six (6)

months of the date Planning & Community Development Staff approved the zoning verification and requires any owner of a property or his agent to reapply for zoning approval to determine if property still is in compliance with the zoning ordinance of the city as effective on the date of issuance.

**Mrs. Dozier, PCD Director-** noted that on October 17, 2024, the Planning Commission recommended approval of this amendment. The amendment aims to allow staff to set a date for the validity of verification letters, ensuring projects comply with the code ordinances in effect at that time, as the code may change over time.

**City Manager Mr. Clark Jr. noted that,** for a point of clarity, the City Attorney should add “applicant” since the owner or agent is now always the owner or an agent. City Attorney Matricardi agreed.

**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 6:07 p.m. for Personnel, Litigation, or Real Estate matters.

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

Voting Yea: Councilmember James, 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 Gutierrez.

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

**ADJOURNMENT:**

Mayor Bulter adjourned the meeting at 7:01pm.

**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.**