



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

Thursday, June 13, 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**  
**Avery Wilson, Vice Chairman**  
**Eliot Lawrence, Member**  
**Yasmin Julio, Member**  
**Debra Patrick, Member**

**CALL TO ORDER/WELCOME:** Chairwoman James called the Urban Redevelopment Agency regular meeting to order on June 13, 2024, at 5:34 p.m.

**PRESENT:**

Councilmember Kimberly James  
Avery Wilson  
Eliot Lawrence  
Yasmin Julio

**ALSO PRESENT:**

Ricky L. Clark, Jr., City Manager  
Danielle Matricardi, Esq., City / URA Attorney  
Rochelle B. Dennis, Interim Director of Economic Development  
John Wiggins, Director of Finance  
Bobby Jinks, Director of Public Works

**ADOPTION OF THE AGENDA WITH ANY ADDITIONS/DELETIONS:** Eliot Lawrence made a motion to adopt the June 13, 2024, agenda with no additions or deletions. Yasmin Julio seconded the motion. Motion approved unanimously.

**APPROVAL OF MINUTES:**

1. **Approval of May 9, 2024, Meeting Minutes:** Yasmin Julio made a motion to approve the May 9, 2024, meeting minutes with the correction of Debra Patrick being marked as present. Eliot Lawrence seconded the motion. Motion approved unanimously.

#### OLD BUSINESS:

2. **Update: Property Landscaping:** Rochelle B. Dennis presented four (4) landscape proposals for URA property at Gillem Logistics Center. The Office of Economic Development made the recommendation to accept the proposal and award landscape contract to BrightView. Yasmin Julio made a motion to approve the contract of BrightView with the addition of the City of Forest Park Public Safety Building grounds and the Old Telecom Building grounds. Eliot Lawrence seconded the motion. Motion approved unanimously.

#### NEW BUSINESS:

3. **Financial Report:** Finance Director John Wiggins presented the URA Finance Report through May 30, 2024.
  - The URA Army Checking account had an ending balance of \$3,852,964. The URA Kroger Checking account had an ending balance of \$684,852. Total URA Operating Cash as of May 31, 2024, was \$4,537,816.
  - URA Total Other Funding Sources ending balance as of May 31, 2024, was \$4,471,274.
  - URA Total Operating Expenses as of May 31, 2024, was \$4,308,412.
  - Director Wiggins reviewed URA Budget to Actuals as of May 31, 2024.
  - Director Wiggins reviewed all expenditures which totaled \$42,817.80 for May 2024.
  - Director Wiggins reviewed the URA Georgia Fund 1 account with an ending balance of \$4,079,748.40 as of May 31, 2024.
  - Director Wiggins will provide the URA Board with a report showing the percentage of each budget line item remaining.
  - Director Wiggins explained the bank service fees incurred on the URA accounts. Removal of the bank service fee would result in a decrease in the interest rate accrued on the accounts.
  - Yasmin Julio questioned if all URA funds are covered by the FDIC since the insurance covers up to \$1M. Director Wiggins will confer with our Truist Banking Advisor and report his findings at the July 2024 meeting.
4. **FY24-25 Draft Budget:** Interim Director Rochelle Dennis presented the draft FY24-25 URA Budget. The budget draft is 80% complete. Staff will confirm final details with the Office of Finance. The final budget will be presented for review and approval at a Special Called URA meeting by June 30, 2024.
  - City Manager Ricky Clark suggested that Interest Revenue should be at least \$200K.
  - City Manger Ricky Clark stated that the salary line item should include the supplement for the Director, Project Manager, and Staff Assistant positions in the Office of Economic Development.
  - City Manager Ricky Clark suggested that the line items for Attorney's Fees and Financial Consulting need to be adjusted.
  - City Manager Ricky Clark suggested that money be added to the Advertising line item.
  - City Manager Ricky Clark suggested that a line item for Community Improvement be added to the budget for potential future property acquisition and development.
  - Yasmin Julio asked if the URA could provide Façade Grants. URA Attorney Danielle Matricardi, Esq., will research and provide guidance to the Board.

- Interim Director Dennis is to order iPads and branded polo shirts for the URA members prior by June 30, 2024. Charise Clay will pull the previous meeting minutes where the board authorized the purchase of iPads and setting up City of Forest Park email addresses for each URA board member.
5. **URA Update:** Discussion held in Executive Session.
  6. **POA Update:** City Manager Ricky Clark provided the Gillem Property Owners Association Update.
    - Security: Gillem property owners are now hiring off-duty Forest Park PD to patrol Gillem Logistics Center. There has been a slight decrease in property crimes.
    - The URA has signed the agreement authorizing a Forest Park PD officer to patrol Gillem Logistics Center in lieu of the POA annual assessment.
    - Forest Park PD has moved into the Public Safety Building.
    - MARTA is now running a fixed route on the interior spine roads of Gillem Logistics Center.
    - Forest Park is part of pilot program with Hapeville, East Point, and College Park to address challenges of our business communities and workforce. We will have more details on the scope of the program by the end of June 2024.
    - Workforce Development should be a focus of the URA. Mr. Clark advocated for the URA to consider funding and standing up a dedicated Workforce Development staff under Economic Development.
    - Waken Foods is under contract to sell the 10-acre site on the back of their property. Rochelle Dennis shared that the purchaser would present at the July 2024 meeting and that currently the project is a 200K SF speculative warehouse.
    - Mr. Clark invited the URA Board to a tour of the Forest Park Crime Center. Forest Park Floc cameras are integrated statewide.
    - Road Repairs are in progress.
    - The Waken legal dispute is still pending but moving towards a resolution.
  7. **URA Strategic Retreat:** Interim Director Rochelle Dennis provided update on the date, time, location and draft agenda for the URA Strategic Retreat. The retreat will be held on Friday, July 26, 2024, from 9am – 5pm at the Technique Coworking Space. More details and a final agenda will be presented for review in the coming weeks.
  8. **Economic Development Update:** No additional updates were given as the URA Budget, Strategic Retreat, POA Update, Property Landscape Update was previously given.

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

- Yasmin Julio made a motion to enter executive session at 6:29 p.m. Avery Wilson seconded the motion. Motion approved unanimously.
- Avery Wilson made a motion to exit the executive session at 7:04 p.m. Eliot Lawrence seconded the motion. Motion approved unanimously.
- Kimberly James made a motion to authorize the Chair to authorize the agreement with Valentino & Associates to provide surveying services. The motion was seconded by Eliot Lawrence. Motion approved unanimously.

**ADJOURNMENT:** Yasmin Julio made a motion to adjourn the regular meeting at 7:05 p.m. The motion was seconded by Avery Wilson. The 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 404-366-4720.*