



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

Thursday, March 09, 2023 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**  
**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 March 9, 2023, to order at 5:32pm.

### PRESENT:

Kimberly James  
Eliot Lawrence  
Debra Patrick (Via Zoom)  
Marisol Sconiers  
Avery Wilson

### ALSO PRESENT:

Mike Williams, City Attorney  
Bruce Abraham, Economic Development Director  
Charise Clay, Economic Development Staff Assistant

### APPROVAL OF MINUTES:

1. Approval of February 9, 2023 Meeting Minutes

Avery Wilson made a motion to approve the February 9, 2023, meeting minutes. Marisol Sconiers seconded the motion. Motion approved unanimously.

## OLD BUSINESS:

### 2. Gillem Road Repairs

Bruce Abraham gave an update on the road repairs:

- The cost of resurfacing the road at Anvil Block Rd. and Metcalf RD. was discussed at a previous meeting. The cost to repair the roads was close to a million dollars. After the board asked Bruce to find alternatives for the costly road repair, he spoke with Falcon Design, the city's engineering firm, about the requested alternatives. Falcon gave Bruce an estimate of \$251,000 for them to patch the holes rather than redo the whole road. Because the estimated cost of the repair is over \$100,000.00 the project has to go through the city's bidding process. \$200,000.00 has been placed in the board's budget for the repairs, hopefully a vendor can get the job completed for that amount or lower. Bruce will also check into the availability of TAD funds for the road repair and deliver that to the board.
- Other Discussion: The intersection of Rataree Rd. and Anvil Block only has a stop sign to guide the flow of traffic. Due to increasing complaints regarding the traffic, a suggestion of putting a 3-way stop, resigning, and restriping the road were suggested as solutions. The project will cost no more than \$20,000. This project will be included in the road patch project.

Eliot Lawrence made a motion to table the approval of the Gillem road repairs until a proposal can be made to the City Manager for TAD funds. Avery Wilson seconded the motion. Motion approved unanimously.

## NEW BUSINESS:

### 3. Financial Report

Charise Clay, delivered the financial report:

- February bank statements weren't released by the day of the meeting, so January bank balances were read again. As of January 2023, the URA Army account has \$4,854,308.26. As of January 2023, the URA Bonds account has \$40,238,157.88. As of January 2023, the URA sinking funds has \$303,506.86.

**Other Discussion:** The chairwoman asked Mike Williams to explain the difference between the accounts to the board. The general operating/main account is the URA Army account. The Army Bond account is money received from the bond issuance last year that'll pay for renovations to Starr Park, the new City Hall, the new Fire Station at Gillem, and other Capital Projects costs. The Army Sinking account is where money from the city is collected for the debt service on the bonds issued to the city. Twice a year the URA makes an interest and principal payment from the Sinking account.

### 4. URA Contractors

Bruce Abraham, led the discussion:

- The chair requested a discussion on all active contracted services. Bruce asked the organizations to create a summary of their contracted services. Robinson Weeks, Oasis Environmental Services, Piper Sandler & Co., and Fresh Start Construction currently have contracted services with the URA.
- **Robinson & Weeks:** David Welch of Robinson Weeks gave a physical presentation on their contract. They have 2 long-term contracts with the URA. The first is a Development and Disposition Agreement (DDA), signed in 2014 simultaneously as the first piece of Army property was transferred to the URA. The agreement laid out the responsibilities of all parties involved once the land is transferred. Under the DDA once Robinson Weeks sells the land, there is a 2% fee that goes to them for managing the transaction. Robinson Weeks has 4 responsibilities under the agreement: 1. Conduct the overall master planning (which has been completed) 2. Manage the infrastructure & utilities, road improvements (which has been completed) 3. Oversee and market the remainder of land (almost complete) 4. Manage the Property Owners Association. 2 of the 4 responsibilities are still active. The second agreement is a master

declaration. It's the overall agreement for all the owners and users within Gillem, the POA falls under this agreement. The Robinson Weeks firm was appointed the General Managers of the association. It was determined that since the URA had the bulk of the land early on but weren't receiving the benefits of using the land, the URA's share of the POA fees would only be 30% compared to a regular owner that paid their full share. As more land is sold off from the URA, their fee percentage decreases annually. The fees are charged quarterly. Once all the land is sold, the URA won't pay any fees to the POA. It was asked that the current percentage being paid to the POA from the URA be reported back to the board at a later meeting.

- **Other Discussion:** Mike Williams informed the board that under the contract, it provides for the ending of the 2% fee through written notice from the URA to Forest Park Development Partners saying that their services are no longer needed for the disposition of land. The letter was reportedly sent after Blue Star Studios was sold. He will verify that the letter was sent.
- **Oasis Consulting Services:** Michael Monteleone gave the presentation. Oasis has worked with the URA since 2014. Last May the URA approved the contract with Oasis for an additional year. Oasis hoped that by this point all the land at Gillem would be transferred but the expectation is now a little past June of 2023 that all the land will be transferred. He gave the board a report on things Oasis has done in the past year, such as a technical review of documents and an environmental review strategy. They recently held a meeting with BRAC and the core of engineers also in which a tour of Gillem was given. The last 2 remaining parcels at Gillem were discussed during the meeting. The *North* and *South* landfills are the last 2 remaining parcels that have to be transferred from the Army. The total acreage for both parcels is around 223 acres. Mr. Monteleone acted as a technical liaison between the City of Forest Park, Georgia EPD, US EPD, EPA, and Robinson Weeks for the last 12 years. He was very excited to announce that the North landfill parcel is projected to transfer in the first into the second quarter of 2023 and the South landfill is projected to transfer in the mid to late second quarter of 2023. They've also been working to de-list the last 2 properties, as they've one for all the others. This can be helpful to the URA when placing these properties on the market. He also mentioned a possible contract extension past June of 2023 but that would be based on the progress they make before then. An additional data point from the Army he wanted to highlight was the findings of AFFF or firefighting materials in the soil (used in limited amounts) at the North landfill parcel. It was used during controlled burns sometimes. Some remanent material may remain in the soil. Once construction ends on those parcels, anything left on the soil will be set in place and covered. Ground water was also found. The handling of ground water is the responsibility of the Army, not the URA. The only exposure to the materials that could occur would be a worker-exposure scenario. Oasis talked with Robinson Weeks and other construction crews about the proper protection and hygiene needed when working in those areas. Mr. Monteleone notes that the crews should be fine due to the limited amount of AFFF that was used.
  - **Other Discussion:** The chair asked Mr. Monteleone how the URA is billed for their services. He explained that the URA is charged based on the hours they actually work on a particular element of the project (Example: meeting with the Army, gathering transfer documents). Depending on the depth of the tasks depends on if it is charged (responding to an email vs. research). He reported they still have about 60% of the approved contract budget remaining and it should sustain them until the end of June. The URA is billed monthly for services.
- **Piper Sandler:** Ed Wall represents the law firm Piper Sandler and provides financial services to the URA. Mr. Wall was unable to attend the meeting but prepared a contract summary prior to the meeting for Bruce Abraham to read aloud. Mr. Wall assists the URA with their budget, audit, issuance of debts, negotiations with economic development prospects, legislative and regulatory matters. He acted as the financial advisor during many of the negotiations that occurred during the redevelopment of Gillem. He recently assisted the city's Economic Development Department with the annual Department of Community affairs registration. His contract ends on November 30, 2023. There is a charge of \$250 per hour for his services, although his contract says \$225 an hour. Bruce says the difference in the fee price will be corrected.

- **Fresh Start Construction:** They were unable to attend the meeting physically but prepared a summary of their contract for Bruce to present to the board. The contractor was chosen through the city's bidding process. They handle the landscaping and cleanup of the URA's area around Gillem. Their contract runs until the end of the year.
- **Freelance Contractors:** There are contractors that assist the URA in special projects. Fees with these vendors are associated with the completion of projects. No fees are paid for vendor submitted proposals.
  - **Kimley Horn:** The board recently approved their contract for a traffic study. They've worked with Gillem previously on the DRI (Development of Regional Impact). No active contract with them.
  - **Falcon Design:** They are used as the city's engineering firm. The URA has been using their services since they've had a contract with the city. Services are used on an as needed basis. They handle the city's bidding process for Gillem.
  - **Valentino & Associates:** They are the city's surveyor and have completed most of the surveying done at Gillem. They are also currently assisting in the master study showing all the new roads and development at Gillem.
- **Other Discussion:** Bruce Abraham recently discovered the URA has an Intergovernmental with Lake City for Raterree Road.

#### 5. South Landfill Easements

Mike Williams gave an update on south landfill easements:

- Clayton County Water Authority needs the board to execute a sewer easement. Lines need to be run to building 700.
- **Other Discussion:** Last year the URA secured an easement from the various property owners adjacent to the Fire station at Gillem for water and sewer to the building. Currently Clayton County Water Authority is asking for the various property owners to re-sign a new easement with the water authority as a beneficiary. The easements are for land that the URA already owns.
- David Welch spoke on the different easement agreements. The first agreement is between the URA and the Clayton County Water Authority. It ensures CCWA oversees the water line long term. The second agreement is on the Gillem 600 & 650 parcel. The plan is to divide the pond in half to bring an access entrance road to the buildings. The construction easement is needed to split the pond and build the access road. A long-term access agreement will be needed after the easement is approved. This will be done at no cost to the URA. There is a second amendment on the Gillem 500 building needed. An access road has to be built to access the property and a drainage easement is needed. That building is across from the proposed walking trail. There is also an easement allowing the public to have access to the walking trail.

Eliot Lawrence made a motion to authorize the chair to execute those easements. Marisol Sconiers seconded the motion. Motion approved unanimously.

#### 6. Fire Station Evaluation

Bruce Abraham gave an update on the fire station evaluation:

- The expectation is that the station will open by April. The fire department has to be out of the old building by the end of May. This gives the URA an opportunity to remodel the building for an alternative purpose. A restaurant and brewery have shown interest in the building already. Matthew Albigese has worked with the URA in the past as a property appraiser. Mr. Abraham asked him to take a look at the building and begin putting together an appraisal. Through his findings, we should be able to understand the true value of the property and perform a rent analysis to determine what a fair rental rate would be. He will also estimate the price of a restaurant being built in the building. He gave the URA an estimate of \$4,000.00 and a completion time of 4 weeks. Once the 4 weeks are done, he will deliver his findings to the board. Forest Park Fire Department doesn't have to be out of the building before the appraisal process begins.
- **Other Discussion:** It was asked if the URA chose to rent the building after the Fire Department leaves, will they be able to control the project or will it have to be managed by another entity. Mike Williams informs the

group that their powers are limited and the DDA has the power to manage projects. He recommends that the URA possibly deed the project over to the DDA for management. Eliot Lawrence made a motion to approve the appraisal process. Avery Wilson seconded the motion. Motion approved unanimously.

#### 7. Development Updates

Bruce Abraham gave the development update:

- The traffic study at Metcalf Road and Jonesboro Road has been completed. The results from the study will be reviewed & discussed at a later meeting to determine how to move forward.
- Rateree Rd. was recently completed. Bruce met with Lake City about transferring the road to them because the road is property of Lake City. Some road improvements will have to happen before it's transferred to Lake City.
- Additional road improvements including updating stop sides will happen.
- The traffic study on the removal of the guard shack has been completed. Conversations about how to proceed if the shack stays or goes are also still happening.
- The DRI project will create 2 lanes turning onto Moreland Ave. David Welch of Robinson Weeks manages part of the services that they provide at Gillem. Bruce was told by Mr. Welch that the project may be delayed a year due to settling traffic sign discrepancies.
- Bruce visited the 2 Army detention ponds and dams. Improvements to the ponds and dams will be the responsibility of the URA.
- The Northwest landfill is expected to transfer from the Army to the URA in April of 2023. He's been contacted about purchasing the property by outside entities.
- The South landfill is expected to transfer from the Army to the URA in June of 2023. The property is being sold to Robinson Weeks.

**Other Discussion:** Mike Williams informed the board that they are still working on the final plat at Gillem. The last pieces of property are being parceled and reviewed by the appraiser. If all goes well, the final plat should go before the Planning Commission at their April meeting for approval. If the commission approves it, the plat will be given to the county. Then, the county will assign tax parcel ids to all those who don't have them yet. The city will assign addresses as well after final approval.

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

Eliot Lawrence made a motion to exit the regular meeting and enter executive session at 6:56pm. Avery Wilson seconded the motion. Motion approved unanimously.

Eliot Lawrence made a motion to exit executive session and reconvene the regular meeting at 7:32pm. Avery Wilson seconded the motion. Motion approved unanimously.

#### **ADJOURNMENT:**

Avery Wilson made a motion to adjourn the meeting at 7:33pm. 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.*