



CITY COUNCIL WORK SESSION

Monday, February 03, 2025 at 6:00 PM
Council Chambers and YouTube Livestream

Website: 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 MINUTES

CALL TO ORDER/WELCOME: Mayor Pro Tem James called the meeting to order at 6:05 pm.

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
Hector Gutierrez	Council Member, Ward 3		X
Latresa Akins-Wells	Council Member, Ward 4		X
Allan Mears	Council Member, Ward 5 -Via Zoom		X

Pauline Warrior, Chief of Staff; Joshua Cox, IT Director; Rodney Virgil, Level 2 Support Engineer; Javon Lloyd, PIO; Kwame Marshall, Multimedia Specialist; John Wiggins, Finance Director; Jeremi Patterson, Deputy Finance; Talisa Adams, Procurement; Shalonda Brown, HR Director; Diane Lewis HR Deputy Director; Nicole Dozier, PDC Director; Marsellas Williams, Economic Development Director; Dorthy Roper-Jackson, Municipal Court Director; Tarik Maxwell, Rec and Leisure Director; Alton Matthews, Public Works Director; Nigel Whatley, Public Works Deputy Director; Latosha Clemons, Fire Chief; David Halcome Deputy Fire Chief; Brandon Criss, Police Chief, Derry Walker, Code Compliance Director, and Danielle Matricardi, City Attorney.

ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS:

It was motioned to move all items under the consent agenda with the exception of item # 3-Council Discussion of Lobbyist Services- Carpri & Clay, Inc., and item # 8, Council Discussion on Case # TA-2025-01 Text Amendment to Title 8. – Planning and Development, Chapter 8. Zoning, Article F. – Boards and Commissions, of the City of Forest Park Code of Ordinances to amend such section, adding section 8-8-169 Public Arts Review Board.

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

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

ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:

It was motioned to adopt the agenda by adding item # 3-Council Discussion of Lobbyist Services- Carpri & Clay, Inc., and item # 8, Council Discussion on Case # TA-2025-01 Text Amendment to Title 8. – Planning and Development, Chapter 8. Zoning, Article F. – Boards and Commissions, of the City of Forest Park Code of Ordinances to amend such section, adding section 8-8-169 Public Arts Review Board under New Business for discussion.

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

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

CONSENT AGENDA:

1. **Council Discussion on a Request for Blanket Purchase Orders**-Procurement/Public Works Department

Background/History:

As part of our ongoing efforts to streamline the procurement process, the following contracted or sole-source vendor is being presented to establish Blanket Purchase Orders:

Vendor: Boswell Oil

- **\$6,500** – Purchase of Fuel/Oil | Fund: 100-27-4900-52-1712
- **\$285,000** – Purchase of Fuel/Oil | Fund: 100-27-4900-53-1270

There were no discussions on this matter.

2. **Council Discussion to purchase Three (3) Fire Staff Vehicles** - Fire & EMS/Procurement

Background/History:

The Fire and EMS Department requests approval to purchase 3 Vehicles (2 Pickups for Response Vehicles and 1 Admin vehicle) from the DOAS cooperative contract #99999-SPD-40199373 with Hardy Chevrolet Buick GMC. Cost of Vehicles: Two (2) 2025 Chevy Silverado 1500 Pickups at \$48,440 each - Total \$96,880 and One (1) 2025 Chevy Equinox at \$30,095.

This request includes the cost to install lighting packages in the two (2) 2025 Chevy Silverado 1500 Pickups from HG2 Emergency Lighting – cost \$13,200 each - Total \$26,400.

Total Cost: \$153,375.00

Fund: 320-61-3510-54-2502

There were no discussions on this matter.

3. **Council Discussion of Lobbyist Services- Carpri & Clay, Inc.**– Executive Offices

Background/History:

Since 2016, Clayton County Municipalities have engaged with Capri & Clay LLC for lobbyist services to ensure that all entities received a fair share of funding from the lost FAA fuel tax. Staff is seeking approval to continue to participate. The funding for said lobbyist services is shared amongst Clayton County Municipalities, Clayton County Board of Commissioners & the Clayton County School Board. Our share for the City of Forest Park is 5.86%, which equates monthly to \$278.35.

Mr. Clark Jr.- noted that Since 2016, Clayton County municipalities, including the city, have engaged Capri and Clay LLC as lobbyists to secure fair funding from the lost FAA fuel tax. The city's share of the monthly lobbying cost is \$278.35, representing 5.86% of the total bill. This effort began after a 2014-2015 push by Clayton County and its entities to recoup the jet fuel tax, which resulted in a one-time lump sum payment from the Department of Community Affairs. The lobbyists continue to advocate at the federal level to restore recurring annual payments, as the lump sum was a singular achievement. During the work session, the council did not vote on the item, following the city attorney's advice, but there was discussion about the importance of maintaining the lobbyist services to ensure the city receives its fair share of funding. Overall, the council appeared supportive of continuing the lobbying efforts to advocate for the city's interests regarding FAA fuel tax funding

NEW BUSINESS:

4. **Council Discussion on a Budget Amendment: Transfer of Funds for Special Election Expenses -**
Department of Finance

Background/History:

Special elections often arise unexpectedly and require additional resources that may not have been accounted for in the original budget. The reallocation from the contingency fund reflects a prudent use of reserved funds to meet this time-sensitive community need without disrupting other critical services or programs.

Key expenses for the special election include:

1. Compensating election staff (Clayton County poll workers, election officials, etc.)
2. Costs associated with election supplies and equipment

This transfer allows the City to uphold its commitment to democratic processes and ensures that all eligible residents have access to a fair and well-organized election.

There were no discussions on this matter.

5. **Council Discussion on an Easement Agreement for Electric Vehicle Charging Infrastructure-**
Police Department

Background/History:

The City of Forest Park Police Department is preparing to incorporate several electric vehicles into its fleet. To support these vehicles, charging infrastructure needs to be installed at the department's headquarters located at 320 Cash Memorial Boulevard.

Georgia Power has offered to provide the necessary power installations for the charging stations at no charge. However, the Police Department requires approval for an Easement Agreement to allow Georgia Power to proceed with the work.

There were no discussions on this matter.

6. **Council Discussion on the City's application submittal for HUD funding through the 2025 Community Development Block Grant Program (CDBG) and to accept the HUD funding through the CDBG Program once it becomes available if approved-** PCD Department

Background/History:

On Monday, January 6, 2025, Clayton County Office of Grants Administration hosted its 2025 Application Workshops for the County's HUD-funded grant initiatives, which include the Community

Development Block Grant (CDBG), Emergency Solutions Grant (ESG) programs and Home Investment Partnership (HOME). This process was open to County Departments, Local Municipalities currently in Cooperation Agreement with Clayton County, Nonprofits groups, and local businesses serving low- and -moderate income households and/or communities within Clayton County. Source: 24CFR 570.201 The application period opened on January 6th and ends on January 23, at 4:00pm ET. The City of Forest Park will be requesting additional funding for the interior renovation of the old Rite Aid to help culinary entrepreneurs while expanding healthy food options within the city.

There were no discussions on this matter.

7. **Council Discussion on Appointing Chief Latosha Clemons to the Clayton County Board of Health-Legislative Offices (Mayor Butler)**

Background/History:

The Clayton County Board of Health was created to determine the health needs and resources of its jurisdiction through research and by collection, analysis, and evaluation of all data pertaining to the health of the community; develop, in cooperation with the department, programs, activities, and facilities responsive to the needs of its area; secure compliance with the rules and regulations of the department that have local application; and to enforce, or cause enforcement of, all laws pertaining to health unless the responsibility for the enforcement of such laws is that of another agency.

Mayor Butler would like to appoint Chief Latosha Clemons to the Clayton County Board of Health.

There were no discussions on this matter.

8. **Council Discussion on Case # TA-2025-01 Text Amendment to Title 8. – Planning and Development, Chapter 8. Zoning, Article F. – Boards and Commissions, of the City of Forest Park Code of Ordinances to amend such section, adding section 8-8-169 Public Arts Review Board-PCD Department**

Background/History:

The purpose of this amendment is to establish the Public Arts Review Board (PARB) and to oversee and promote the integration of art into public spaces within the City of Forest Park. Incorporating art into public spaces cultivates a vibrant, inclusive community that is enriched by diverse cultural expressions. The Public Arts Review Board (PARB) will play a pivotal role in championing local artists, advocating for innovative public art projects, and ensuring that the art in our community reflects and enriches Forest Park's unique identity and values. By fostering creativity, enhancing community engagement, and promoting access to art for all, PARB will also contribute to urban revitalization, boost tourism, and cultivate a deeper appreciation for culture within the city. If the Mayor and Council approve this text amendment, the Public Arts Review Board will be established.

Director Dozier- explained that the purpose of the text amendment is to establish a new Public Arts Review Board to oversee and promote the integration of art into public spaces in Forest Park.

After further discussion, the proposed board would consist of 7 members: the Main Street manager as an ex-officio member and six (6) members appointed by the mayor and city council, including representatives from the Downtown Development Authority, the Urban Review Agency, Clayton Arts, one local artist, and two community members.

Comments/Discussion from Governing Body:

Councilmember Gutierrez- inquired whether council members could submit names for the Public Arts Review Board appointments or if the process would follow the previous method of having one representative per ward. Director Dozier noted that the board would consist of five (5) members: one representative from the Downtown Development Authority appointed by the Mayor or City Manager and one appointed representative from the Urban Review Agency (URA). Director Dozier also included a representative from Clayton Arts will be included. Additionally, there will be an application process for selecting a local artist and a community member to serve on the board.

Councilmember Gutierrez- asked whether the text amendment could be further amended to involve the community more directly in the Public Arts Review Board. Mr. Clark Jr. stated it could be refined. He suggested the proposal includes having the Main Street manager serve as the director for the Downtown Development Authority, given their role in public art initiatives. Additionally, instead of having two local artists, the amendment would replace them with three members from the Forest Park community. Mr. Clark Jr. referenced the Beautification Commission and other boards, where each ward has a representative, the goal being to appoint individuals with creative and artistic experience to the board. Mr. Clark Jr asked City Attorney Matricardi whether there is a legal requirement for board members to be at least 18 years old. City Attorney Matricardi noted that nothing requires the age limit.

Councilmember Akins-Wells- emphasized the importance of involving more community members in the Public Arts Review Board, as it is their community, and they should have a voice in deciding what public art is placed within it. She also expressed confusion about the application process for board positions, noting that it is a volunteer role, not a job, and questioned why an application is necessary. Councilmember Akins-Wells advocated prioritizing community members over other appointed representatives, reinforcing the idea that the board should reflect the voices and preferences of its community. Director Dozier noted that the amended text would be replaced before the regular session meeting to reflect the changes made during the work session discussion.

Mr. Clark Jr., City Manager- explained that the application process for board positions is in place to allow staff to share information about interested individuals with all governing body members, enabling informed decisions based on applicants' backgrounds. Mr. Clark Jr noted he is seeking clarity on whether the board should appoint representatives from each ward while including ex-officio members from the arts community, such as representatives from Arts Clayton. Mr. Clark Jr. stated that this approach would balance ward-specific representation with expertise from the arts community, ensuring both inclusivity and artistic guidance in the Public Arts Review Board's decision-making process.

Councilmember Akins-Wells- expressed a preference for having a representative from each ward on all boards, including the Public Arts Review Board. She mentioned that this approach ensures fairness and prevents the process from becoming overly political. Moving forward, she advocated for this structure to be applied consistently across all boards to maintain equitable representation and transparency.

Mayor Pro Tem James- asked for clarification on whether representatives from each ward must be city residents or if they can include individuals with specific expertise, such as designers or artists, regardless of residency. She also questioned whether the appointments are restricted to city residents or if the board can appoint anyone, including non-residents with relevant skills. Mr. Clark Jr. noted that the council will decide whether board representatives must live in their ward or the city, or if non-residents with expertise can be appointed, as some current boards already allow non-resident members.

Councilmember Akins-Wells- noted she believes it should be up to each individual councilmember to decide whether board representatives must reside in their ward or the city, though she personally feels residency is important for a board such as this.

Mayor Pro Tem James- inquired if this could be handled during this council meeting or tabled. Director Dozier noted unless City Attorney Matricardi advises otherwise, the council can amend the text during the current meeting, and the changes will be formally stated and approved during the regular meeting. The amendment will reflect the required text changes discussed in the work session, ensuring the updates are implemented as agreed upon.

Mr. Clark Jr.- noted unless the attorney objects, the council can amend the text now and formally approve the changes at the regular meeting, incorporating the updates discussed during the work session. Mr. Clark Jr. stated this ensures the agreed-upon changes are implemented smoothly.

9. **Council Discussion on Task Order FDC 2025.01 for Falcon Design Consultants, LLC to assist the City with Bid Assistance and Construction Administration for the Starr Park Project-** Project Manager

Background/History:

Construction Drawings for Starr Park have been completed and ready to be bid. Falcon Design Consultants, LLC will provide construction administration and will assist with the preparation of contract documents and technical specifications (from architect) for the project suitable for bidding by the City's Procurement Department as outlined in Task Order FDC 2025.01-Task A.. Bidding Assistance and Task B. Construction Administration.

There were no discussions on this matter.

10. **Council Discussion on the Forest Parkway Median Landscape Discussion and Approval of Task Order FDC 2025.02-**Project Manager

Background/History:

Contract documents and technical specifications for the Forest Parkway Landscape Project completed by Falcon Design. The City posted the complete set for the purpose of receiving responsive bids from qualified contractors to perform the work proposed. The city received only one bid that exceeded the budget for the project. Staff determined that it would be in the City's best interest to revise the drawings and bid the project into two phases. Falcon Design will provide bid assistance as required, to provide a complete project to the City of Forest Park.

There were no discussions on this matter.

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 6:22 pm for Personnel, Litigation, or Real Estate matters.

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

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

It was moved to reconvene the work session at 7:10 p.m.

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

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

ADJOURNMENT:

Mayor Pro Tem James adjourned the meeting at 7:02 pm.

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.