



CITY OF
FORESTPARK

CITY OF FOREST PARK

URBAN REDEVELOPMENT AUTHORITY REGULAR MEETING

Thursday, October 9, 2025 at 5:30 PM

City Hall - Council Chambers, Virtual Meeting Via Zoom and YouTube Livestream

[City Website](#)

Phone (404) 363.2454

ECONOMIC DEVELOPMENT

745 Forest Parkway
Forest Park, GA 30297

AGENDA

Kimberly James, Chairwoman

Avery Wilson, Vice Chairman

Debra Patrick, Member

Melanie Carter, Member

Eliot Lawrence, Member

MEETING NOTICE:

CDC requirements of masks and social distancing will be adhered.

CALL TO ORDER/WELCOME

ROLL CALL

APPROVAL OF MINUTES

1. Review and Approval of the September 11, 2025, Meeting Minutes - Economic Development

OLD BUSINESS

2. Community Engagement Findings Presentation by Partnership for Southern Equity - Economic Development
3. Discussion and Project Update with TSW - Economic Development

NEW BUSINESS

4. Economic Development Update - Economic Development
5. September 2025 Financial Report Presentation - Economic Development

6. Board Acceptance of Quitclaim Deed from City for Ownership of 833 Forest Parkway (Grapevine Project) - **Economic Development**

EXECUTIVE SESSION

(When an Executive Session is required, one will be called for the following issues: Personnel, Litigation or Real Estate) OCGA is §50-14-1 (A) (2)

ADJOURNMENT

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.



CITY OF FOREST PARK
URBAN REDEVELOPMENT AGENCY REGULAR MEETING

Thursday, September 11, 2025, at 5:30 PM

Virtual Meeting Via Zoom and YouTube Livestream, Gillem Public Safety Building

Website: 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

Melanie Carter, Member

Debra Patrick, Member

CALL TO ORDER/WELCOME: Chairwoman Kimberly James called the Urban Redevelopment Agency Regular meeting to order on September 11, 2025, at 5:39 p.m.

PRESENT:

Kimberly James

Avery Wilson

Eliot Lawrence

Melanie Carter

ALSO PRESENT:

Danielle Matricardi, City Attorney

Chief Latosha Clemons, Interim City Manager

Rochelle B. Dennis, Director of Economic Development

John Wiggins, Director of Finance

Charise Clay, Economic Development Staff Assistant

ADOPTION OF THE AGENDA WITH ANY ADDITIONS/DELETIONS: Eliot Lawrence made a motion to approve the agenda as submitted. Avery Wilson seconded the motion. The motion unanimously passed.

APPROVAL OF MINUTES: Eliot Lawrence made a motion to approve the August 14, 2025, meeting minutes as submitted. Avery Wilson seconded the motion. The motion unanimously passed.

OLD BUSINESS:

2. **Project Update: Metcalf Road Improvements:** Public Works Director, Alton Matthews provided an on the Metcalf Road Extension and Improvements.
 - Falcon Design Consultants (FDC) held a preconstruction meeting on site on Wednesday, September 3rd. Topics of discussion at the preconstruction meeting included requirements of construction for roadways within the City's rights of way, requirements and schedule for the Civil

Engineer's 7-day inspection letter and general sequencing of the project. Attendees of this meeting included representatives from HITT Contracting (general contractor), Brent Scarborough and Company (civil site development) and Falcon Design. Brent Scarborough and Co. is confident they will be ready for the 7-day inspection by September 16th. As of now all civil site work is limited to removing trees and installation of all erosion control measures as shown on the approved Initial Phase Erosion Control plans. Once the inspection is complete and the 7-day letter issued by the Civil Engineer's office, Brent Scarborough and Co. will proceed with all civil site work. Falcon Design will continue to make regular visits to the project as work proceeds as well as provide the City and URA updates throughout the project duration.

- Staff proposes starting the Metcalf resurfacing project at the conclusion of the expansion and improvement project.

3. **Project Update: URA Boundary Map Expansion:** Economic Development Director, Rochelle B. Dennis, provided an update of the URA Boundary Expansion.

- TSW is finalizing the concept plans; should have within two weeks
- Economic Development staff will review and approve concept plans; once approved TSW will create 3D renderings for the proposed site within two weeks
- With the approval of the final site plan; TSW will put together the final strategic plan document by the end of October
- After final approval of URA Strategic Plan, the plan, proposed boundary expansion map, and appropriate resolutions will be submitted to Council for approval of the URA Boundary Expansion

NEW BUSINESS:

FINANCIAL REPORT: John Wiggins, Director of Finance, reviewed measures to improve account security. The August 2025 Financial Report is as follows:

- Operating Revenue Ending Balance for August 2025 \$6,210,270
- Operating Expense Ending Balance for August 2025 \$4,220,969
- Deposits Ending Balance for August 2025 totaled \$178,987
- Net Position as of August 2025 was \$1,989,301

ECONOMIC DEVELOPMENT UPDATE: Economic Development Director Rochelle B. Dennis delivered the update:

- Up Early on Main – September 20, 2025
- Longest Table – October 5, 2025
- Scarecrow Contest – October 8 – 13, 2025
- Blues on Main – October 10, 2025
- Pawtober Fest – October 25, 2025
- Forest Park Business Association End of Year Business Awards tentatively scheduled for December 2025
- Part at Fort Gillem meet and greet tentatively scheduled for October 18, 2025
- The US Army is installing groundwater well beginning September 8, 2025, at Gillem. The work will take one month. The Army retains and reserves a perpetual and assignable easement and right to access the Property that includes the right to perform environmental investigations.
- The Office of Economic Development will be attending the GEDA 2025 Annual Conference September 17-19, 2025, in Savannah, GA

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

Eliot Lawrence made a motion to enter Executive Session at 6:31 p.m. The motion was seconded by Avery Wilson. The motion unanimously passed.

Eliot Lawrence made a motion to exit Executive Session and reconvene the Regular Meeting at 6:32 p.m. The motion was seconded by Avery Wilson. The motion unanimously passed.

PUBLIC COMMENTS: Councilwoman Delores Gunn made public comments in support of the work of the Park at Ft. Gillem Resident Advisory Committee.

Eliot Lawrence made a motion to enter Executive Session at 6:37 p.m. The motion was seconded by Avery Wilson. The motion unanimously passed.

Avery Wilson made a motion to exit Executive Session and reconvene the Regular Meeting at 7:28 p.m. The motion was seconded by Melanie Carter. The motion unanimously passed.

Eliot Lawrence made a motion to approve the property management agreement with TI Asset Management. The motion was seconded by Avery Wilson. The motion unanimously passed.

Avery Wilson made a motion to authorize the chair to execute any documents necessary to effectuate the transition with the existing operators of the Park at Fort Gillem at the end of the lease term. The motion was seconded by Melanie Carter. The motion unanimously passed.

ADJOURNMENT: Chairwoman Kimberly James adjourned the meeting at 7:29 p.m.

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those requiring accommodation for meetings should notify
the City Clerk's Office at least 24 hours prior to the meeting at 404-366-4720.*