



CITY OF
FORESTPARK

CITY OF FOREST PARK

URBAN REDEVELOPMENT AUTHORITY REGULAR MEETING

Thursday, November 13, 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

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.

MINUTES

CALL TO ORDER/WELCOME: Chairwoman Kimberly James called the Urban Redevelopment Agency Regular meeting to order on November 13, 2025, at 5:30 p.m.

PRESENT:

Kimberly James
Avery Wilson
Debra Patrick
Melanie Carter
Eliot Lawrence

ALSO PRESENT:

Danielle Matricardi, Esq., City Attorney
Chief Latosha Clemons, Interim City Manager
Rochelle B. Dennis, Director of Economic Development
John Wiggins, Director of Finance
Alton Matthews, Director of Public Works
Charise Clay, Main Street Manager

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

FINANCIAL UPDATE: John Wiggins, Director of Finance, presented the October 2025 URA Financial Report.

- Total Operating Cash Beginning Balance \$5,913,092

- Total Operating Cash Deposits \$1,531,814
- Total Operating Cash WDs & Debits \$103,317
- Total Operating Cash Ending Balance \$7,341,589
- Total Operating Revenue Budget \$8,690,500
- Total Operating Revenue YTD \$2,839,173
- Total Operating Revenue Ending Balance \$5,851,327
- Total Expense YTD \$157,456 / Total Encumbrance \$145,157
- Total Ending Budget Balance \$3,926,438
- Total Net Position October 2025: YTD Actual \$2,681,717 / Budget Balance \$1,924,889

The Board requested to see the ACH detailed notes going forward. The Board also requested a full packet for each Board member to review during the meeting.

OLD BUSINESS

2. **Project Update: Metcalf Road Extension:** Alton Matthews, Director of Public Works, delivered the update on the Metcalf Road Extension.
 - Erosion Control, curbs, and storm drains are in place.
 - Everything except the top layer is in place.
 - We are working with GA Power on a lighting plan for the new road.
3. **Project Update: TSW's Expansion of URA Boundaries:** Jia Lee with TSW reviewed the Forest Park URA Strategic Plan which included:
 - URA Boundary Update
 - Development Opportunities
 - Site Identification
 - Development Concept Plan
 - Development Approach
 - Plan Implementation
4. **Project Update: Geotechnical Findings from Stephen's Lake:** Michael Monteleone, Executive VP with Oasis Consulting Services provided the update.
 - Oasis has been serving the URA for almost 14 years on Gillem environmental matters.
 - Oasis repaired Marchman Lake Dam 14 years ago.
 - The Army continues to maintain responsibility for funding continued remediation of known soil and groundwater contamination at the property as well as any newly discovered contamination.
 - Oasis requests obtaining a soil sample from around the old fire station and complete the CSR report to close the environmental loop to include this property in the GA BF program.
 - Oasis in consultation with Walden is recommending to the URA that the Stephens Lake Dam be breached like we did 10 years ago for Fred Bryant at Marchman Lake Dam. Also, Env impacts of the sediments in the lake from historic use by the Army within this dam basin need to be sampled and evaluated by sampling/testing the sediment for contamination. Oasis has developed a proposal and budget to do this

sediment sampling work for \$6000 which is available in our current budget. If the URA moves ahead with a Stephens Lake Dam breach, Oasis can prepare a proposal to the URA for the engineering and permitting that will be required for this work. We can also prepare all the documents needed to bid on this project and we can provide oversight during construction. I am asking approval tonight from the URA to move ahead with this sediment sampling effort.

- Oasis secured an estimate from North GA Concrete to breach the Stephens Lake dam. A budget estimate was obtained from Walden which came in at about \$750,000 as an estimate.

5. **Project Update: Park at Ft. Gillem Management:** Rochelle B. Dennis, Economic Development Director delivered the update.

- Bi-weekly management calls are held with the Economic Development staff and TI Asset Management
- Economic Development is working with our internal Risk Analyst on updating our property general liability insurance to include the new property managers, TI Asset Management
- An exterior leak has been identified by the property management team. An estimate of \$7,200 was submitted for the repair work. The board authorized the property management team to move forward with the necessary repairs.
- Britney Dominique Clotter is the new on-site property manager and will be responsible for day-to-day management
- \$47,000 has been collected for the November rent roll and applied appropriately to resident accounts
- All onboarding should be finalized by end of November / early December
- In December the URA and the Economic Development staff will have access AppFolio, an owner portfolio, to see real-time reports.
- Forest Park's Finance team is in the final stages of setting up the new Park at Fort Gillem Operating Account at Renasant Bank
- TI Asset Management has submitted a first draft operating budget for review and feedback

NEW BUSINESS

6. **Review and Approval of the Gillem 500 Easement:** Avery Wilson made a motion to approve the Amendment to the Stream Buffer Variance Easement for Gillem Building 500 by Robinson Weeks. Eliot Lawrence seconded the motion. The motion passed unanimously.

7. **Discussion on 2025 SPLOST Bond Series:** Danielle Matricardi, Esq. led the discussion. A URA special called meeting will be held in early December

8. **Grapevine Presentation and Discussion:** Rochelle B. Dennis provided the update

- Total renovated space equals 10,865 SF and includes a dual kitchen incubator, 3 food vendor spaces, drive thru coffee vendor space, bar vendor space, flex space, meeting space, and a multipurpose stage

- Total projected estimate for hard and soft cost buildout is \$3.5M
- \$100K in Clayton County CDBG funding is still available for this project
- Construction documents are finalized and approved as of December 2024
- Exterior building painted, pressure washing of parking lot and driveway completed, and exterior signage painted April 2025
- URA secured ownership October 2025
- Staff recommend releasing an RFP for interior demolition and buildout in January 2026 with anticipated completion in April 2026
- Board recommended looking at Gwinnett Tech and Atlanta Tech for culinary management program partnership
- Staff is vetting and recommends an RFP for brokers to identify restaurant partners / tenants and an RFP for an operations management contract

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

- Charise K. Clay has been named the new Main Street Manager. After an internal posting, Ms. Clay was the only applicant. Her interview was held on October 7, 2025, and included Rochelle B. Dennis - Economic Development Director, Angelyne Butler – Downtown Development Authority Chair, Pauline Warrior – Chief of Staff, and Shalonda Brown – Human Resources Director. Ms. Clay also presented a Main Street Plan (which she was not required or asked to do).
- The Office of Economic Development has received 110 applications for the Staff Assistant position. Phone screen interviews were held with 6 candidates. In the coming week we will schedule final in-person interviews with the goal of having a fully staffed department by year end.
- Small Business Saturday – November 29, 2025 – Free Small Business Saturday kits are available for pickup in the Office of Economic Development
- 2026 Main Street & Economic Development Calendar is being finalized
- In January 2026, Ms. Clay will start an asset inventory of the entire Main Street District to include all businesses and vacant commercial properties
- Forest Park Business Awards – December 12, 2025 – Celebration of local business community including all new businesses in the city and those celebrating milestone anniversaries
- **BUSINESS RETENTION & ENGAGEMENT**
 - Smoothie King (Jonesboro Road)
 - AtWork – Forest Park (530 Forest Parkway)
 - Witty’s Seafood Ribbon Cutting – November 21
 - Nalia House Ribbon Cutting (College Street) – December 5
 - Sukari Spirits (bottling facility expansion)
 - 701 Forest Parkway (possible medical facility)
 - Matthews Industrial Technologies (1500 Southpoint - Prologis)
- **WORKFORCE DEVELOPMENT**
 - Forest Park Job Fair (in partnership with Councilwoman Wells)
 - Trade Pathways (skilled; no degree required) Job Fair (pending)
 - Clayton County Workforce Collective in partnership with Clayton County Chamber of Commerce
- **CITY PLAZA BLIGHT**
 - Assessment & Data Collection
 - Signage, landscape, lighting, maintenance, upgrades, facade, parking

- Grant program (draft)
- **HOUSING**
 - City has been accepted into **GICH** – Georgia Initiative for Community Housing - Recognized at GICH Fall Retreat in Savannah (November 19th)
 - Ms. Dennis has joined the Clayton County Housing Collective and will be working collaboratively with county-wide leadership on a collective Housing Assessment & Strategy
- In 2026 the Office of Economic Development will launch a vacant commercial registry to help drive business relocation within our city boundaries
- Chief Clemons will confirm URA representative from the City board position (City Manager or Economic Development Director) for the Gillem POA
- Scannell broke ground on their spec building at Gillem on October 23rd.
- GIS System – Replat of Gillem properties – staff is working with Valentino on an updated plat and with Robinson Weeks on parcel ids of all properties at Gillem to get the county to update their GIS system
- Rochelle Dennis and members of the DDA visited Digital Realty in Northern VA for a site tour of their facility as the DDA considers a tax abatement. Ms. Dennis, Ed Wall – City’s Financial Advisor, and members of Digital Realty presented to the Clayton County BOC on November 11th for consideration of a County Tax Abatement.
- Project Prestwick (760-770 Main Street) did not receive DCA tax credits. The Development Authority and developer are in negotiations on how to continue to move forward with the project
- GUCA (794 Main Street) – property sold May 2025 – expansion of Georgia Utility Contractors Association HQ & Training Facility – presenting to planning commission and UDRB in coming month
- Cherry Street Development – 6 new ground up single family homes – active construction – anticipate being on the market by early Spring 2026

EXECUTIVE SESSION:

Avery Wilson made a motion to enter Executive Session at 7:49 p.m. The motion was seconded by Debra Patrick. The motion passed unanimously.

Avery Wilson made a motion to exit Executive Session and reconvene the Regular meeting at 7:57 p.m. The motion was seconded by Eliot Lawrence. The motion passed unanimously.

(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: Chairwoman Kimberly James adjourned the meeting at 7:57 p.m.

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk’s Office at least 24 hours prior to the meeting at 404-366-4720.