



CITY OF
FORESTPARK

CITY OF FOREST PARK

URBAN REDEVELOPMENT AUTHORITY REGULAR MEETING

Thursday, December 11, 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

VIRTUAL MEETING NOTICE: Meetings will be live-streamed and available on Forest Park's
[YouTube Channel.](#)

MINUTES

CALL TO ORDER/WELCOME: Chairwoman Kimberly James called the Urban Redevelopment Agency Regular meeting to order on December 11, 2025, at 5:37 p.m.

PRESENT:

Kimberly James
Avery Wilson
Melanie Carter

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
Charise Clay, Main Street Manager

ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS: Avery Wilson made a motion to add to Old Business "Update re FG Infrastructure Exercising Option to Purchase remaining 53 acres in Fort Gillem and authorization to chair to execute any necessary documents to effectuate closing." Melanie Carter seconded the motion. The motion unanimously passed.

APPROVAL OF MINUTES: Melanie Carter made a motion to approve the November 13, 2025, Regular URA Meeting Minutes as submitted. Avery Wilson seconded the motion. The motion unanimously passed.

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

- Total Operating Cash Beginning Balance \$7,341,589
- Total Operating Cash Deposits \$28,845
- Total Operating Cash WDs & Debits \$33,221
- Total Operating Cash Ending Balance \$7,337,212
- Total Operating Revenue Budget \$8,690,500
- Total Operating Revenue YTD \$2,842,410
- Total Operating Revenue Ending Balance \$5,848,091
- Total Expense YTD \$361,487 / Total Encumbrance \$173,796
- Total Ending Budget Balance \$ 3,693,766
- Total Net Position November 2025: YTD Actual \$2,480,922 / Budget Balance \$2,154,324

OLD BUSINESS

Project Update: Stephen's Lake Dam: Economic Development Director Rochelle Dennis provided the update.

- URA to renew its ENV insurance policy for Gillem in June 2026. Current policy is \$305,000 for a 5-year term.
- A Condition Assessment Report (CAR) proposal has been submitted by Walden, Ashworth & Associates, Inc. for review and approval.
- On-Call ENV Eng 2026 contract has been submitted by Oasis for review and approval.
- The field work at Stephen's Lake is complete – the report is being prepared
- The soil testing at Gillem Old Fire Station is scheduled for the week of December 15, 2025

Project Update: Forest Park URA Strategic Plan: Economic Development Director Rochelle Dennis provided the update.

- The final Forest Park URA Strategic Plan from TSW is complete and provided for review.
- The plan was previously approved, so no additional action is required from the Board at this time.
- The URA attorney will draft resolutions to amend the URA map and adopt the new URA Strategic Plan.

Project Update: FG Infrastructure

- Avery Wilson made a motion for the approval of FG Infrastructure and Affiliates Exercising its Option to Purchase remaining 53 acres in Fort Gillem and to authorize the chair to execute any and all necessary documents to effectuate closing. The motion was seconded by Melanie Carter. The motion unanimously passed.

NEW BUSINESS

Park at Fort Gillem Property Management Update: Economic Development Director Rochelle Dennis and Park at Fort Gillem Property Manager Dominique Clotter and Joe Glass of TI Asset Management provided the update.

- Paperwork has been completed and submitted to Bank of America to establish the new Operating account.

- Once the new account is established, TI Asset Management will have a check scanner on site to allow for residents to pay their rent via personal check.
- The URA needs to open a non-interest-bearing savings account to hold security deposits. The Office of Economic Development will coordinate establishing this account with the Office of Finance.
- Initial walking assessments of the property are complete with engineers completing their preliminary reports.
- The URA should have those reports by early January 2026.

2026 Proposed URA Meeting Calendar:

Avery Wilson made a motion to approve the URA 2026 meeting calendar as submitted. Melanie Carter seconded the motion. The motion unanimously passed.

Economic Development Update - Economic Development:

- Wreath Decorating Contest – December 18, 2025, City Hall lawn.
- Best of Forest Park Business Awards – December 12, 2025, in the gym from 9 a.m. – 10:30 a.m.
- Forest Park has been accepted into the GICH, Georgia Initiative for Community Housing, program and was recognized at the GICH Fall Retreat in Savannah.
- A conditional offer has been extended to the EconDev Staff Assistant.
- Partnership with Georgia Power on Workforce Development
- Partnership with Clayton County Chamber and the Clayton Workforce Development Collective.
- City Plaza Revitalization Plan – presented at City Council on December 1, 2025. Interdepartmental collaboration to identify opportunities for reinvestment, improved design standards, and strategic redevelopment along key commercial corridors, particularly Downtown Main Street and Jonesboro Road.
- United Way Building a Brighter Future Together grant opportunity that supports Forest Park nonprofits working in housing, housing stabilization, and workforce.
- Clayton Future Makers Momentum 500 Grant opportunity that supports Clayton County business community with sustainability grants.
- AmEx Shop Small Grants program
- MARTA O&M facility – variance approved; waiting on submission of building permits & plans
- Cherry Street (6 Single Family Homes) – recording plats to make parcel IDs and addresses
- Bank of America (Main Street) – starting a full exterior rebrand with new paint, lighting, and signage
- 80 Acres is a new vertical farming facility moving into the old Kalera building at Gillem – expect a grant opening in Q1 2026
- Skoria (Metal Works Art Studio) – scouting a location for a gallery and studio space in the Main Street district
- Smoothie King – scouting a location on Jonesboro Road near Chick-fil-A
- Witty's Seafood, Shoe Trend & Nalia House will all have ribbon cuttings in January 2026
- Available Development signs are being installed along the Main Street District.
- Staff are working with Valentino Surveyors on a replat of Gillem properties. The updated

- plats will be provided to Clayton County GIS for final updates to the County system.
- Staff asked the URA Board to consider an appointment of a new representative to the POA Board.
 - The Board will look to release an RFP for the buildout of the Grapevine in Q1 2026.
 - The Board requested additional training opportunities in 2026.
 - The Board requested a board retreat; preferably an overnight retreat in 2026.
 - The Board requested URA branded swag; preferably a polo and a blazer.

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: Chairwoman Kimberly James adjourned the meeting at 6:32 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.