



CITY OF  
**FORESTPARK**

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**URBAN REDEVELOPMENT AUTHORITY REGULAR MEETING**

Thursday, January 8, 2026 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 January 8, 2026, at 5:35 p.m.

**PRESENT:**

Kimberly James  
Avery Wilson  
Melanie Carter  
Eliot Lawrence

**ALSO PRESENT:**

Danielle Matricardi, Esq., City Attorney  
Mayor Gwen Ellison  
Chief Latosa 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:**

Eliot Lawrence made a motion to add "Grapevine Update" under Old Business.  
Avery Wilson seconded the motion. The motion unanimously passed.

**APPROVAL OF MINUTES**

Melanie Carter made a motion to approve December 11, 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 December 2025 URA Financial Report.

- Total Operating Cash Beginning Balance \$7,326,560
- Total Operating Cash Deposits \$13,335
- Total Operating Cash WDs & Debits \$26,890
- Total Operating Cash Ending Balance \$7,313,005
- Total Operating Revenue Budget \$8,690,500
- Total Operating Revenue YTD \$3,003,904
- Total Operating Revenue Ending Balance \$5,686,596
- Total Expense YTD \$361,487 / Total Encumbrance \$175,417
- Total Ending Budget Balance \$ 3,664,588
- **Total Net Position November 2025: YTD Actual \$2,614,858 / Budget Balance \$2,022,008**

## OLD BUSINESS

1. **Project Update: URA Boundary Expansion:** Economic Development Director Rochelle B. Dennis provided the update.
  - No additional action is required from the Board currently.
  - The URA Attorney will draft resolutions to present to City Council in February 2026 to amend the URA map and adopt the new URA strategic plan.
  - Staff are waiting for higher resolution boundary maps.
2. **Project Update: Park at Ft. Gillem:** Economic Development Director Rochelle B. Dennis provided the update.
  - The Bank of America Gillem Operating Account and Escrow Account (security deposits) should be finalized by end of week. The Office of Finance has been working diligently through all approvals and requested documentation.
  - Once signature cards have been signed and submitted, Finance will facilitate the previously approved funding deposit of \$150,000.
  - Initial property condition assessment is complete. The Board will be presented with a report at the February meeting.
  - The property management team has identified a recurring issue with the Lift Station.
  - Cross and Sons responded to an emergency condition where the lift station was completely full, which caused sewage to back up and prevented normal plumbing use. During that visit:
    - The station was drained to stop the immediate overflow.
    - One flange was found broken.
    - One pump was clogged.
    - The initial service total was \$3,745. To complete the repairs identified during that visit, Cross and Sons requested an additional \$3,500 deposit, bringing the current repair total request to \$6,906.
    - The emergency overflow into units has been stopped, which is a critical improvement. However, the station is still not fully functioning as intended. While pumping/draining bought time and prevented sewage from backing up into units, waste is still not reliably processing through the system as designed. As a result, surrounding units are reporting strong sewage odors through plumbing lines, which remains a concern we are actively addressing.
    - Cross and Sons has advised that a full lift station replacement can range from approximately \$250,000 to \$500,000. If we proceed with restoring full functionality through internal component replacement (rather than full station replacement), the major internal parts and repairs needed to bring the station back to a reliable operating

condition are expected to start around \$150,000, with additional costs likely after any warranty period depending on performance, wear, and any follow-on failures that emerge over time.

- We will continue evaluating the most cost-effective path between targeted internal restoration vs. preparing for a capital replacement plan. We will provide updated recommendations as we receive the final internal component scope and pricing. We have requested formal quotes to share with the board which will be received within 3-5 business days.
3. **Project Update: Grapevine:** Eliot Lawrence made a motion to approve a construction contract without FFE costs with Technique Concrete Construction in the amount of \$2.88M for the buildout of the Grapevine (833 Forest Parkway). Melanie Carter seconded the motion. The motion unanimously passed.

## **NEW BUSINESS:**

### **ECONOMIC DEVELOPMENT UPDATE**

**Economic Development Update:** Economic Development Director, Rochelle B. Dennis delivered the update:

- New Economic Development Staff Assistant, Dieuvalda Lamartiniere joined our team on January 5, 2026. Ms. Lamartiniere brings over 14 years of high-level administrative and strategic support to complex projects and teams.
- The final 2026 Main Street calendar of events will be shared at the February board meeting.
- Economic Development hosted a successful inaugural Best of Forest Park Awards where we recognized our 62 new businesses, enjoyed an inspiring message from Eric Stallings, owner/operator of Chick Fil A, shared resources and celebrated our local business community.
- The new Light Pole banners are finally in production. We anticipate having the new banners installed in time for Spring.
- Property real estate signs are up on our Main Street District properties. In the coming months signs will go up on the remaining owned properties.
- In streamlining our communications and external outreach further, the Office of Economic Development has updated Economic Development Information Form with QR Code for information on starting a business, properties for development, Forest Park Business Association, Ribbon Cutting, and more.
- The first Forest Park Business Association breakfast of 2026 will be held on January 29, 2026, at 9am (696 Main Street)
- Deepening partnership with CareerReady ATL, GA Power, and Clayton County Workforce Collective in expanding workforce initiatives.
- The Office of Economic Development is moving forward with its own newsletter to share critical updates, resources, and time sensitive information. The newsletter is also designed to continue to foster deeper connections across our local business community.
- The 2026 Economic Development Calendar will be finalized in the coming weeks and shared at the February Board Meeting.
- Cherry Street Development (6 Single Family Homes) is nearing completion
- 80 Acres (Gillem) has applied for a sign permit – in conversations with the State about a coordinated grand opening etc.
- We have several ribbon cuttings coming in Q1 (Witty's Seafood, Shoe Trend, Nalia House)
- Metcalf Road extension construction is active.

- Stephen's Lake Dam Assessment and Breach Plans: The sediment sampling is complete. There is nothing significant to share. The sediment data showed a few minor compounds but at low levels. Oasis will provide a report of sediment sampling efforts in week or so.
- Brownsfield Program: There is one soil sample still required from the old firehouse parcel to qualify that parcel in the BF program. Samples should be collected in the next week or two. The collection should be quick and should have minimal impact on anyone. The URA will receive a full report and data. With that sample, all the property at Gillem will be in the Brownfield program.
- Contract finalizations for the sale and development of the College Street lots for a residential development are underway.

### **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 6:22pm.

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.

