



CITY OF  
**FORESTPARK**

**CITY OF FOREST PARK  
URBAN REDEVELOPMENT AUTHORITY REGULAR MEETING**

Thursday, March 12, 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

**AGENDA**

**Kimberly James, Chairwoman**  
**Avery Wilson, Vice Chairman**  
**Melanie Carter, Member**  
**Eliot Lawrence, Member**  
**Debra Patrick, Member**  
**Sherita Sutton, Member**  
**Taylor King, Member**

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

**CALL TO ORDER/WELCOME**

**ROLL CALL**

**ADOPTION OF THE AGENDA WITH ANY ADDITIONS/ DELETIONS**

**APPROVAL OF MINUTES**

1. Approval of the February 12, 2026, Meeting Minutes - Economic Development

**2026 URA BOARD ELECTIONS**

2. 2026 URA Appointment of Chair - Economic Development
3. 2026 URA Election of Vice Chair - Economic Development

## **FINANCE UPDATE**

4. February 2026 URA Financial Report - Finance Department

## **OLD BUSINESS**

5. Project Update: Gun Range Relocation - Economic Development
6. Project Update: Digital Realty - Economic Development
7. Project Update: Park at Fort Gillem - Economic Development
8. Project Update: Grapevine (833 Forest Parkway) - Economic Development
9. URA 2026 Board Retreat Update - Economic Development
10. URA Shirts Update - Economic Development

## **NEW BUSINESS**

## **ECONOMIC DEVELOPMENT UPDATE**

11. Economic Development Updates - 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.



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**ECONOMIC DEVELOPMENT**

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**Kimberly James, *Chairwoman***  
**Avery Wilson, *Vice Chairman***  
**Melanie Carter, *Member***  
**Taylor King, *Member***  
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**MINUTES**

**CALL TO ORDER/WELCOME:** Chairwoman Kimberly James called the Urban Redevelopment Agency (URA) Regular meeting to order on February 12, 2026, at 5:30 p.m. She welcomed Taylor King and Sherita Sutton as new members of the URA Board.

**PRESENT:**

Kimberly James  
Melanie Carter  
Taylor King  
Debra Patrick  
Sherita Sutton

**ALSO PRESENT:**

Danielle Matricardi, Esq. URA Attorney  
Mayor Gwen Ellison  
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:** Debra Patrick made a motion to approve the meeting agenda as presented. Melanie Carter seconded the motion. The motion unanimously passed.

**APPROVAL OF MINUTES:** Melanie Carter made a motion to approve January 8, 2026, regular URA meeting minutes as submitted. Debra Patrick seconded the motion. The motion unanimously passed.

**2026 URA Board Elections:** Chairwoman Kimberly James explained that the Mayor appoints the Chair of the Urban Redevelopment Agency (URA), so no Chair election was necessary. She further noted that, since Vice Chair Avery Wilson was not in attendance, she recommended tabling the vote for Vice Chair.

Debra Patrick made a motion to table the Vice Chair election, which was seconded by Melanie Carter.

Ms. Patrick also made a motion to appoint Dieuvalda Lamartiniere, Staff Assistant in the Office of Economic Development, to serve as URA Secretary, and the Office of Finance of the City of Forest Park to serve as Treasurer. Melanie Carter seconded the motion, and it passed unanimously.

**FINANCIAL UPDATE:** John Wiggins, Director of Finance, presented the January 2026 URA Financial Report.

- Total Operating Cash Beginning Balance \$7,313,005
- Total Operating Cash Deposits \$18,704
- Total Operating Cash WDs & Debits \$22,866
- Total Operating Cash Ending Balance \$7,308,843
- Total Operating Revenue Budget \$8,690,500
- Total Operating Revenue YTD \$3,186,195
- Total Operating Revenue Ending Balance \$5,504,305
- Total Expense YTD \$2,951,218 / Total Encumbrance \$568,312
- Total Ending Budget Balance \$\$3,425,761
- Total Net Position January 2026: YTD Actual \$2,951,218 / Budget Balance \$2,078,544

## OLD BUSINESS

1. **Project Update: Park at Ft. Gillem Property Conditions & Lift Station Repair:** Ronald Oliver, Dominic Clotter, and Dorian Dunn of TI Asset Management delivered the update.
  - **The flanges on the lift station have been repaired**, and the spillage/overflow area has begun to evaporate. The affected area has been secured and blocked off and was treated with a biological solution to properly disinfect and remediate the site.
  - In addition, Soto, the plumbing specialist, is actively working through the logistics of the system. He has **currently located and marked all sewer lines on the property to ensure we never encounter this uncertainty again**. During that process, Soto not only repaired the flanges **but also addressed additional issues he encountered along the sewer lines**, including broken sections and root intrusions that were causing blockages and contributing to the operation failure. Now that these repairs have been completed, **the lift station is operating properly, and water is flowing as intended**.
  - The electrician is expected to be onsite on Monday to inspect the lift station panel box to ensure the wiring and electrical components are functioning properly. Once that inspection is complete, Soto will continue addressing remaining operational components of the station, including ensuring parts such as the **flapper** are operating efficiently.
  - **The final phase of this work will include installing clean-outs** along the now-marked sewer lines, which will allow for easier access and maintenance moving forward.
  - The overall goal is to eliminate unnecessary, recurring work on the lift station. As designed, the station should largely operate independently. Once Soto completes the remaining items, **this approach will eliminate the full scope of work**

**previously proposed by Cross & Sons** and should reduce future maintenance needs to routine pump cleaning approximately once every three years.

- TI Asset Management shared that they have finally reached the end of the road with the lift station complications and have implemented a solution that saves both time and long-term costs while ensuring the system is operating as intended.
- Debra Patrick made a motion to approve not to exceed \$700,000 for emergency critical repairs at the Park at Fort Gillem to include roofing, trip hazard, mold remediation, and parking lot repairs. Sherita Sutton seconded the motion. The motion unanimously passed.

2. **Project Update: Grapevine (833 Forest Pkwy):**

- Melanie Carter made a motion to award the Grapevine Construction Contract to Technique Concrete Construction, LLC in the amount of \$3,632,102.05. Debra Patrick seconded the motion. The motion unanimously passed.

3. **Project Update: Metcalf Road Extension:** Alton Matthews, Director of Public Works provided the update. A blasting permit was issued on November 12, 2025, by City of Forest Park Department of Fire and Emergency Services. Blasting is expected to end on February 24, 2026. City residents may experience brief periods of ground vibrations and loud, explosive noises because of the controlled blasting. Blasting occurred during weekdays between 2pm and 4pm.

4. **Project Update: Gun Range Relocation:** Alton Matthews, Director of Public Works, provided an update on the relocation and reorientation of the existing police department gun range at Gillem. He noted that the previously approved bid of \$150,000 did not include the necessary concrete pad installation. To date, the Urban Redevelopment Agency (URA) has paid \$80,000 toward the project. Director Matthews recommended that the URA move forward with a proposal from K&E for the concrete installation in the amount of \$11,625. Melanie Carter made a motion to approve the concrete installation with K&E for \$11,625. Sherita Sutton seconded the motion, and it passed unanimously.

During the meeting, Billy Freeman of Technique Concrete Construction volunteered to donate the concrete installation needed. Melanie Carter made a motion to rescind the previous motion awarding the contract to K&E. Debra Patrick seconded the motion, and it passed unanimously.

5. **Project Update: Stephen's Lake Dam:** Mike Montelleone of Oasis Consulting provided an update on Stephen's Lake Dam.

- A site visit was conducted on January 12, 2026, to evaluate the current conditions of Stephen's Lake Dam located at the former Fort Gillem.
- The site visit focused on the Geotechnical aspects of the dam documenting the conditions including:
  - Geometry of slopes
  - Height of dam above normal pool
  - Vegetation on slopes
  - Minor cracks
  - Downstream slope
- The suggested lowering of the dam and adding fill to the top will require additional geotechnical and is estimated to cost \$750,000.
- Chairwoman James stated that the repairs to the dam should be looked at as a potential shared cost.
- The Board will reconsider the matter in April 2026.

6. **Project Update: URA Boundary Expansion:** Economic Development Director Rochelle

Dennis provided background and history on the URA boundary expansion. In January 2025, to address blight and support revitalization, the URA initiated an evaluation of potential boundary expansions. To address the opportunity areas and surrounding blighted properties, the URA Board has approved a boundary expansion to encompass properties fronting Forest Parkway and Main Street – from the City’s western limits to Jonesboro Road – and includes commercial parcels along Jonesboro Road extending north to the City limits. In total, the expanded URA area covers approximately 512 acres.

Attorney Danielle Matricardi explained that the proposed URA expansion map will be presented to Mayor & Council for consideration and adoption after a public hearing. No further action is required by the URA currently.

## **NEW BUSINESS**

7. **Discussion Request from Aerotropolis Atlanta:** Economic Development Director Rochelle Dennis explained that the City of Forest Park is a long-standing Visionary Level member of the Aerotropolis Atlanta Alliance and that she also serves as Forest Park’s representative on the Alliance’s Board of Directors. Staff requested that the Urban Redevelopment Agency (URA) consider and approve the City’s annual reinvestment in the Alliance at the \$10,000 level. Sherita Sutton made a motion to approve the 2026 Visionary Membership and associated activities with the Aerotropolis Atlanta Alliance in the amount of \$10,000. The motion was seconded by Melanie Carter and passed unanimously.
8. **The 2026 Urban Redevelopment Agency Board Retreat:** Director Rochelle Dennis presented three venue options for the URA Board retreat proposed for March 20-21, 2026. Staff will send a poll to confirm the date.
9. **Review & Approval of the Oasis Consulting 2026 Contract Renewal:** Debra Patrick made a motion to approve the 2026 On-Call Environmental Contract with Oasis Consulting as presented. Sherita Sutton seconded the motion. The motion unanimously passed.
10. **Review & Approval of the 833 PKWY Mural Proposal:** Charise Clay presented an overview of the proposed mural at 833 Forest Parkway. DevGlobal, a NASA partner, is seeking to partner with the City of Forest Park on a mural installation project.
  - Based on traffic patterns, views from main thoroughfares, and accessibility—**both parties agreed Grapevine would be the best location**
  - The theme of the mural is “Climate Resiliency and what that means to Forest Park.”
  - The artist will work with the URA on the design before work is started.
  - The mural is at NO CHARGE to the URA UNLESS we would like to increase the size of the mural (cost increase due to additional materials & artist time).
  - The mural should take 3-4 months to complete.
  - Must be completed by June 30, 2026.
  - Must be a minimum of 250 sq ft [Technique already mapped out 250 sq ft on side of building].
  - Must stay on building for a minimum of 2 years.
  - Artist is contracted for any maintenance needs for 2 years.
  - Economic Development is actively engaging with Arts Clayton and seeking local artists to assist in the artist search.

Sherita Sutton made a motion to approve the NASA Lifeline Mural project at 833 Forest Parkway. Taylor King seconded the motion. The Motion unanimously passed.

11. **Discussion & Approval of the URA's Representative on the POA at Gillem Logistics Center:** Chairwoman Kimberly James explained the role of the Gillem Logistics Center Property Owners Association and noted that the Urban Redevelopment Agency (URA) maintains permanent representation on the board, even though it no longer owns a significant amount of property at Gillem Logistics Center. She recommended Rochelle Dennis to serve as the URA representative to the POA, citing her knowledge and experience with development at Gillem. Debra Patrick made a motion to appoint Ms. Dennis as the URA representative on the Gillem Logistics Center POA Board. The motion was seconded by Melanie Carter and passed unanimously.

**ECONOMIC DEVELOPMENT UPDATE:** Economic Development Director Rochelle Dennis provided the update

- Dieuvalda Lamartiniere is the new Staff Assistant in the Office of Economic Development Director and the secretary for the URA.
- Economic Development 2026 Calendar: The Economic Development 2026 integrated calendar features economic development and Main Street events.
- The first Forest Park Business Association Breakfast of 2026 was held on January 29<sup>th</sup> and featured our annual City Services Resource Fair highlighting how our departments support the business community. We were honored to have Mayor Gwen Ellison serve as the keynote speaker.
- A ribbon cutting will be held on Friday, February 20, 2026, at 1:30pm at Shoe Trend (4705 Jonesboro Road).
- The Office of Economic Development will host its first Economic Development roundtable for brokers, developers, investors and the real estate community on Friday, February 27, 2026, at 11am in Council Chambers.
- Our Grapevine groundbreaking ceremony is tentatively scheduled for March 3, 2026.
- The Office of Economic Development has started engaging restaurant brokers for Grapevine tenants. A meeting is scheduled for February 13, 2026, with a national franchisee.
- Grow Your Business in Forest Park: Economic Development has created an integrated flyer which highlights all the services provided by the department including starting a business, available properties for development, Forest Park Business Association, Main Street events, business engagement and more.
- The Board was provided with updated board rosters.
- The Board was presented with options for URA Board shirts. Staff recommended moving forward with Brand Expressions.

## **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 7:24 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.

**URBAN REDEVELOPMENT AUTHORITY FUND**

**Operating Cash:**

	<b>Beginning Budget</b>	<b>Deposits</b>	<b>WDs &amp; Debits</b>	<b>Ending Balance</b>
URA Checking 4594	5,101,830	10,771	1,103,006	4,009,594
URA Capital Project 3047	694,565	1,082	361	695,287
URA Kroger Sinking 5472	1,512,448	2,357	-	1,514,805
<b>Total Operating Cash:</b>	<b>7,308,843</b>	<b>14,210</b>	<b>1,103,367</b>	<b>6,219,686</b>

**Operating Revenue:**

	<b>Budget</b>	<b>YTD Actual</b>	<b>Encumbrance</b>	<b>Budget Balance</b>
Investment Income	1,500,000	1,240,263	-	259,737
Lease Income	840,000	-	-	840,000
Restitution Revenue	-	4,393	-	(4,393)
Miscellaneous Revenue	500	-	-	500
Transfer from Other Funds	450,000	-	-	450,000
Transfer from General Fund	900,000	2,094,620	-	(1,194,620)
Sale of Property - Proceeds	5,000,000	-	-	5,000,000
<b>Total Revenue Sources:</b>	<b>8,690,500</b>	<b>3,339,276</b>	<b>-</b>	<b>5,351,224</b>

**Operating Expense:**

	<b>Budget</b>	<b>YTD Actual</b>	<b>Encumbrance</b>	<b>Budget Balance</b>	<b>% Used</b>
Development Fees	350,000	-	-	350,000	0%
Salaries	105,000	5,761	-	99,239	5%
Bank Services Fees	2,500	1,603	-	897	64%
Computer Equip & Maint	7,200	98	1,309	5,793	1%
Postage Shipping & Courier	350	-	-	350	0%
Travel for Employees	1,500	-	-	1,500	0%
Training & Conferences	4,000	-	-	4,000	0%
Meetings & Events	5,000	1,749	-	3,251	35%
Public Relations	71,500	140	10,000	61,360	0%
Consulting Services	238,000	103,194	(56,085)	190,892	43%
Architects Fees	80,000	-	-	80,000	0%
Financial Consulting	20,000	-	-	20,000	0%
Professional Services	250,000	143,522	103,514	2,964	57%
Insurance - Liability	21,500	20,974	-	526	98%
Advertising	5,000	-	-	5,000	0%
Printing	1,000	345	-	655	35%
Repair & Maintenance	5,000	2,071	1,070	1,859	41%
Office Supplies	1,000	-	-	1,000	0%
URA Bond Payment	-	(435,400)	-	435,400	0%
Water - Sewerage	35,000	18,392	-	16,608	53%
Utilities - Gas	14,500	3,051	-	11,449	21%
Utilities - Electricity	6,000	3,064	1,721	1,215	51%
Capital Outlay	4,500,000	921,927	2,710,175	867,898	20%
Infrastructure - RD Widening	2,000,000	(100)	-	2,000,100	0%
Depreciation Expense	-	255,660	-	(255,660)	0%
Cost of Sales (Land)	25,000	-	-	25,000	0%
Reserve	20,000	-	-	20,000	0%
Interest	360,000	157,365	-	202,635	44%
Transfer to General Fund	450,000	-	-	450,000	0%
<b>Total Expense:</b>	<b>8,229,050</b>	<b>1,203,416</b>	<b>2,771,703</b>	<b>4,253,931</b>	<b>15%</b>

**Total Net Position as of February 2026:** **2,135,860** **(2,771,703)** **1,097,293**