



CITY OF
FORESTPARK

CITY OF FOREST PARK
BEAUTIFICATION COMMITTEE REGULAR MEETING
Monday, July 27, 2026 at 7:00 PM

[City Website](#)

Phone (404) 366.4720

**PLANNING & COMMUNITY
DEVELOPMENT**

785 Forest Parkway
Forest Park, GA 30297

AGENDA

Vacant, Chair
Ann Keith, Co-Chair
Lashawn Boykin, Secretary
Lois Wright, Member
Cynthia Bacon, Member
Willie Freeman, Member

Oneisa Scott, Code Enforcement Supervisor
Latrice Miller, Staff Assistant
Darrell Whitehead, Police Captain

- I. CALL TO ORDER/WELCOME**
- II. APPROVAL OF MINUTES**
 - 1. Approval of the June 22, 2026 Meeting**
- III. OLD BUSINESS**
 - 2. Neighbor Helping Neighbors Initiative**
 - 3. Distribution of Approved Flyers**
- IV. NEW BUSINESS**
 - 4. Nomination/Confirmation of Chair (Replacing Kwan Rhea)**
 - 5. Discussion with Javon Lloyd, Public Information Officer (PIO)**
 - 6. Budget Discussion**
 - 7. Qualifications for Candidates**

V. DISCUSSION

8. Signage Updates

VI. 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

Beautification Committee Meeting Minutes

Draft minutes

Date: June 22, 2026

Time: 5:30 p.m.

Call to Order

Attendance: Ann Keith, Lashawn Boykin, Cynthia Bacon, Willie Freeman, Latrice Miller, Onesia Scott, Darrell Whitehead (Police Major)

Absent: Lois Wright

Approval of Agenda: It was motioned to approve the agenda by Ms. Ann Keith.
Lashawn Boykin seconded the motion.

Approval of minutes: It was motioned by Lashawn Boykin to approve the April's meeting minutes; Cynthia Bacon seconded that motion.

Old Business

1. Neighbors Helping Neighbors Initiative

Ann Keith requested an update on potential candidates for the Neighbors Helping Neighbors Initiative and identified her next-door neighbor as the first proposed recipient in her ward. The proposed project includes pressure washing the home, painting or replacing the shutters, painting the window trim, improving the awning, and enlisting assistance from neighboring residents.

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Lashawn Boykin presented draft volunteer recruitment and homeowner assistance flyers. The committee reviewed the drafts and provided favorable feedback. Members agreed to submit the flyers to the City's Public Relations Department for review and approval prior to distribution.

Cynthia Bacon requested clarification on the homeowner selection process, including the criteria that would be used to identify and prioritize eligible residents.

Oneisa Scott asked how volunteer information would be collected, stored, and maintained, as well as who would be responsible for managing the volunteer records.

The committee discussed creating an online volunteer registration form, including an electronic liability waiver, and promoting the initiative through social media, City email, newsletters, and community outreach.

- Collecting volunteers' skills:
- including painting
- landscaping
- pressure washing
- yard maintenance
- general labor

2. Community Beautification Projects

Committee members discussed beginning neighborhood beautification efforts by assisting residents who are elderly, disabled, or experiencing financial hardship.

Ann Keith shared plans to assist a disabled resident by pressure washing the home, painting shutters and trim, and improving the overall appearance of the property.

Members agreed that as additional volunteers become available, the initiative could expand throughout each ward of the City.



3. Committee Signage

The committee discussed creating reusable **Neighbors Helping Neighbors** yard signs for use during beautification projects.

Suggestions included incorporating a QR code that would direct residents to volunteer information and committee resources.

Members recommended purchasing approximately two to three signs for each ward.

4. Back-to-School Initiative

The committee discussed participating in the City's annual Back-to-School event.

Potential promotional items included pencils, notebooks, and erasers displaying the Beautification Committee name. Members requested an updated committee budget before authorizing additional purchases.

5. Community Cleanups

Committee members expressed interest in partnering once again with Rock Church to host a community cleanup event in late August or early September.

Additional outreach was encouraged to invite the local schools, students seeking community service hours, churches, and community organizations to increase volunteer participation.



New Business

Committee Elections

The committee discussed officer elections. Due to the absence of one committee member, the election of committee officers was postponed until the next regular meeting. The election of the Secretary was also postponed until that time.

Request for the City's Public Information Officer (PIO)

The committee has discussed inviting the City's Public Information Officer (PIO), Javon, to attend the next Beautification Committee meeting.

Members requested that the PIO provide guidance on the next steps for the Neighbors Helping Neighbors Initiative, including public outreach, promotional strategies, and the Public Relations Department's review and approval process for committee materials.

The committee also welcomed the opportunity to ask questions regarding the PIO's role, communication guidelines, and best practices for promoting committee events and initiatives.



Additional Discussion

The committee discussed the following topics:

- Maintenance and monitoring of Beautification Committee trash receptacles located throughout the City's wards.
 - Educating youth on litter prevention, environmental stewardship, and community pride.
 - Future beautification initiatives, including neighborhood improvement challenges, litter prevention campaigns, cemetery beautification projects, and expanded community engagement opportunities.
 - Continuing collaboration with the City's Public Relations Department and City Council to promote committee initiatives, volunteer opportunities, and community events.
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Adjournment

The meeting was adjourned at approximately **6:35 p.m.**
